



Board of Regents Agenda Items *Process and Helpful Tips*

by

*Tina Montemayor, Assistant Secretary to the Board of Regents &
Crystal Tibuni, Senior Administrative Associate of the Real Estate Department*

THE LIFE OF AN AGENDA ITEM AT A GLANCE

- ▶ Officer prepares Agenda topic and Assistant reviews and uploads to the database.
- ▶ Institution prepares letter and sends requesting approval from appropriate Executive Vice Chancellor for agenda Item.
- ▶ Agenda Item topics are gathered for Chancellor's Agenda Item Topics Meeting – Board Office prepares draft Table of Contents for each Committee.
- ▶ Agenda Items are prepared by U. T. System offices and Board Office begins review of items.

Agenda Item Template

Agenda

THE UNIVERSITY of TEXAS SYSTEM

FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.

Agenda Home

Create New Item

User Services

Item Search

Support Services

Logoff

Create a New Agenda Item

This page collects the minimum information required to create a new agenda item. Fill out the fields below, then click Add Item & Continue. You will have the chance to enter additional information on the next page.

Create a new Item based on a previously created Item?
☒ No ☐ Yes

Caption: ?

Institution: ?

(Select Institution)

Committee: ?

Selected Committee applies to Committee Meeting and/or Board Meeting. Committees cannot be different for each Meeting.

(Select Committee)

Item Type: ?

Selected Item Type will apply to Committee Meeting and/or Board Meeting. Committee Item Types cannot be different for each Meeting.

(Select Item Type)

Is this an Executive Session Item?

☐ No ☐ Yes

Will this Agenda Item go before a Committee Meeting? ?

☐ No ☐ Yes

Will this Agenda Item go before a Board Meeting? ?

☐ No ☐ Yes

CONSENT AGENDA ITEMS TEMPLATE

Consent Agenda

THE UNIVERSITY of TEXAS SYSTEM
FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.

[Consent Agenda Home](#)
[Create New Item](#)
[User Services](#)
[Item Search](#)
[Reports](#)
[Logoff](#)

Create a New Consent Agenda Item

This page collects the minimum information required to create a new consent agenda item. Fill out the fields below, then click Add Item & Continue. You will have the chance to enter additional information on the next page.

Create a new Consent Agenda Item based on a previously created Item?
☒ No ☐ Yes

Consent Agenda Item Type: Lease (from) -- U. T. System Real Estate Office only

Institution: (Select Institution)

Item Caption:

Item Content:

Description:	[description]
Lessor:	[lessor]
Term:	[term]
Lease Cost:	[lease cost]

THE REVIEW PROCESS

- ▶ Drafts of Agenda items are assembled in preparation for the Preliminary Book for Chancellor's Agenda Review Meeting.
- ▶ Draft Agenda Book is assembled for proofing by Secretary to the Board and other staff.
- ▶ Final Agenda Books are assembled by uploading to Diligent. Links are added in Diligent.
- ▶ Agenda Books are distributed to the Board and U. T. System Staff.
- ▶ Agenda items are used to prepare Minute Orders.

SPECIAL CALLED MEETINGS

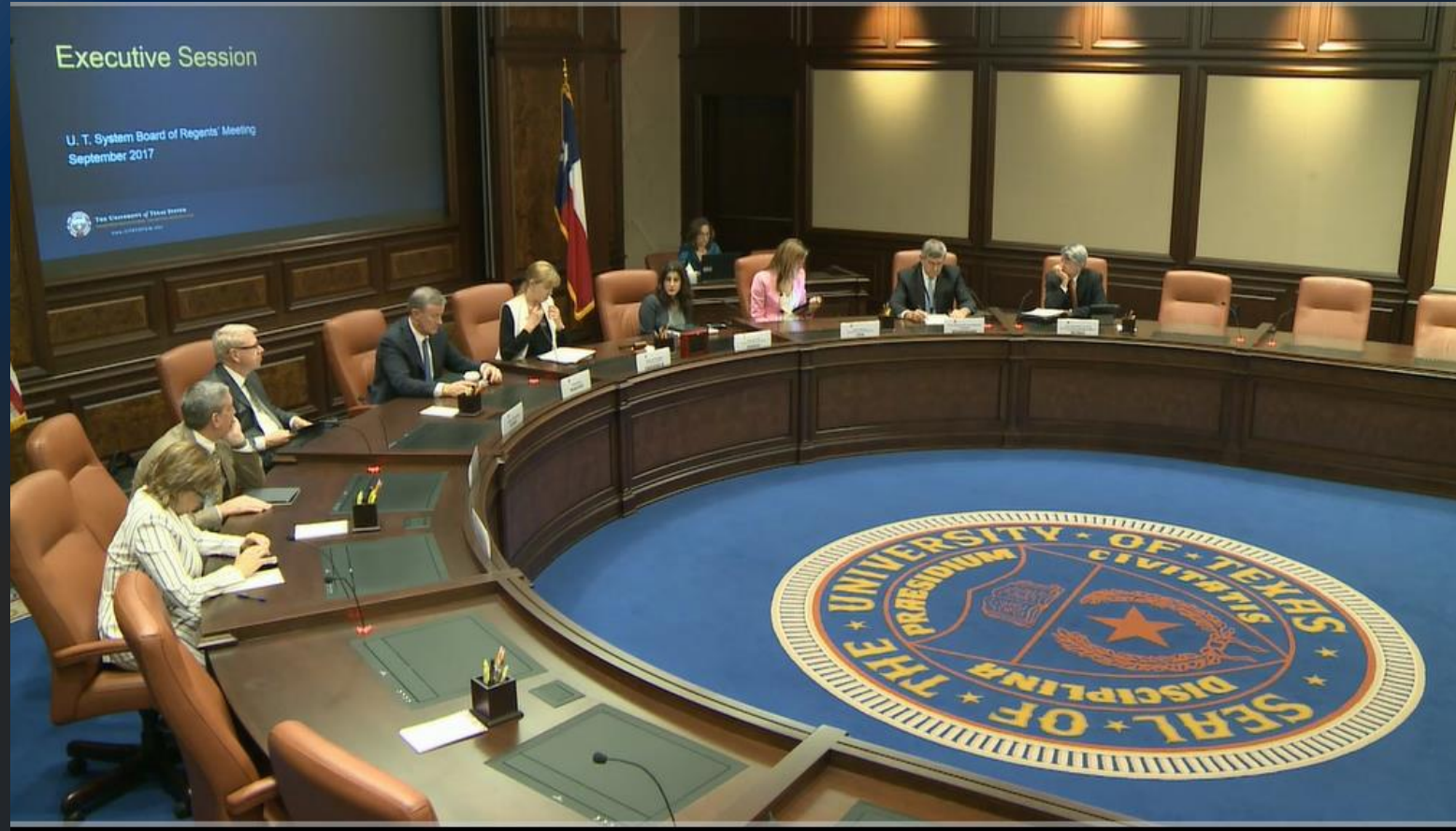
- Occasional emergency or Special Called Meetings can be called or requested by the Chairman of the Board.
- These Special Meetings are typically limited to 1-2 hours and are often held by teleconference.
- This time limitation often limits the number and type of Items that can be considered by the Board.
- Real Estate items are occasionally discussed during these Special Meetings due to the time-sensitive nature of the market.

Agenda Items as it Relates to the Real Estate Office

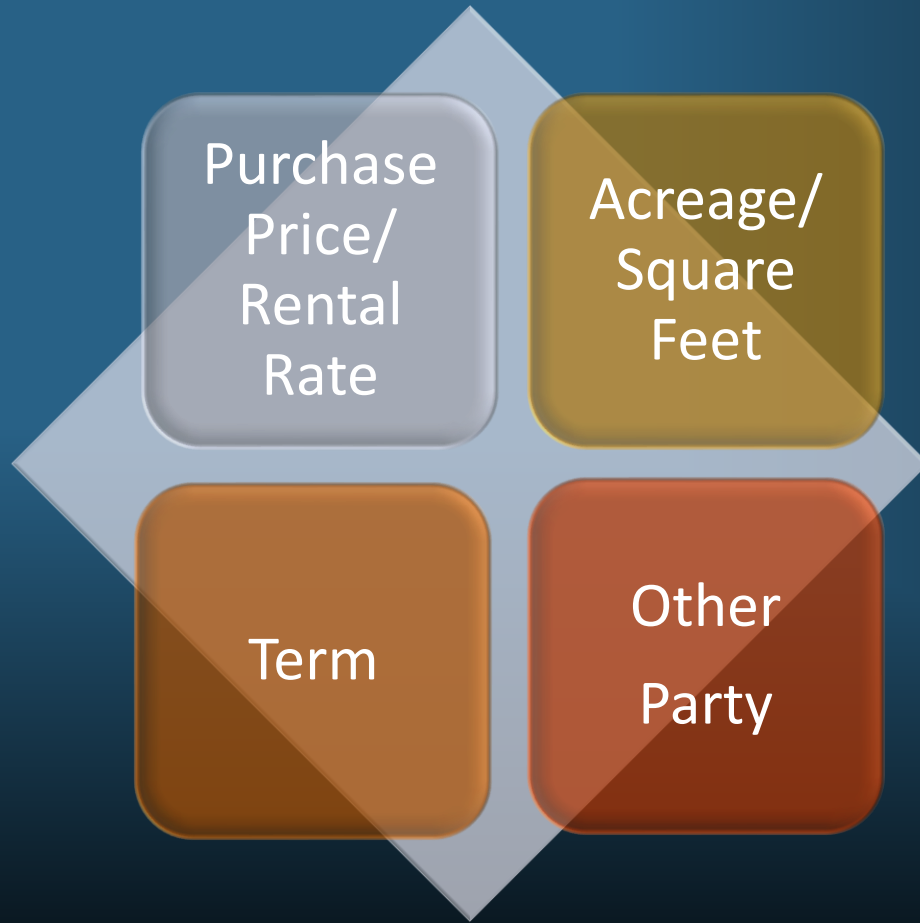
- We receive a request for an item to be presented at a scheduled Board of Regents meeting
- Caption is drafted based on information given from the campus
- Content in President's letters are confirmed by the assigned officer
- Supportive documentation is uploaded to database: presidents letters, maps, confidential appraisal memo
- Thorough review of content, grammar, and style is performed



Useful Tips On Item Submission



Provide Our Office With Major Details



PRESIDENT LETTERS

- Try to expand on the goal and the mission, less on the details
- Don't expand on specifics: square feet, cost, project dates
- Important information: location, purpose and intent
- Be careful not to request signature before all details are known
- As Requested by the Executive Vice Chancellors, the Real Estate Office must confirm the information matches what is written in the item

Appraisals

- Request Appraisal As Soon As Possible
- Board Office will be flexible with supportive documentation deadlines for appraisals
- Confidential Appraisal Memo must be received by Board of Regents scheduled meeting date



How to confirm Board approval of Items

Contact Crystal in Real Estate: email ctibuni@utsystem.edu
or phone 512-499-4333

Contact Tina M. in Board Office: email tmontemayor@utsystem.edu
or phone 512-499-4433

Board Office email (general): BOR@utsystem.edu
or phone 512-499-4402

Look up Board Minutes on Board Office website at:
<https://utsystem.edu/board-of-regents/meetings/meetings-archive>