

**BOARD OF TRUSTEE MEETING AGENDA DEADLINES**

I. Purpose

The purpose of this policy is to establish procedures for the submission of agenda items to be considered by the Board of Trustees. The policy includes general guidance for submitting items for a regularly scheduled meeting of the Board and special instructions regarding proposed amendments to Board of Trustees Policy and requests for approval of salaries in excess of Line Item Maximum (LIM).

II. General Process

Deadlines for campuses, divisions and units of the University of Arkansas System to submit items for consideration at the regular meetings of the Board of Trustees are communicated by the President's Office each June and posted online at [www.uasys.edu](http://www.uasys.edu). All items must be submitted through the office of the campus Chancellor or the chief executive of the division or unit on or before the established deadlines and must include a draft cover letter and proposed resolution for all action items. Unless an exception is granted by the President for unusual circumstances, any item submitted after the agenda deadline will be deferred to the next regular meeting.

III. Salaries in Excess of Line Item Maximum

A.C.A. § 6-62-103 allows the Board of Trustees to authorize payments of private funds in excess of established Line Item Maximum salary levels for exceptionally qualified academic and nonacademic personnel. LIM approval requests under this statute must be submitted to the University of Arkansas System Office at least three weeks before any scheduled Board of Trustees meeting where the request will be considered. In addition to the proposed salary, each request must include the previous two years of salary information along with a brief justification for the request. Such requests will be provided to the Board by the System Office at least two weeks before the meeting at which they will be considered.

IV. Board of Trustee Policy Amendments

Any proposed new Board of Trustees Policy or an amendment to an existing policy shall be shared with Trustees, as well as the Chancellors and chief executives of the campuses, divisions and units, via email at least 30 days before the Board meeting at which the policy will be considered for adoption. Policy drafts submitted for review under this section shall include an explanation of the origin of the proposed policy or amendment and a summary of any significant changes to an existing policy. If further changes are made to a policy draft because of feedback received during the 30-day review period, an explanation of such changes will be provided in the agenda

documents of the Board meeting. The President and Board Chair may jointly authorize an accelerated timeline, on a case-by-case basis, if appropriate under the circumstances.

September 22, 2023  
July 6, 2022