



Kentucky Council on Postsecondary Education
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 Frankfort, Kentucky 40601
 Phone: 502-573-1555 Fax: 502-573-1535
<http://www.cpe.ky.gov>

**~~Submission Form~~
 Approval of Campus Orientation
 & Training Program for New
 Board Members**

INSTITUTION: <u>(Choose One)</u> University of Louisville	CAMPUS BOARD APPROVAL DATE: _____
CONTACT NAME: <u>Jake Beamer, Boards Liaison, jake.beamer@louisville.edu</u>	
CHOOSE ONE: INITIAL SUBMISSION <input checked="" type="checkbox"/> (OR) REVISED SUBMISSION <input type="checkbox"/>	

SECTION 1: Initial Submissions

The following must be included in your submission:

- o Completed CPE submission form, marked *INITIAL SUBMISSION*
- o Full agenda of the orientation program
- o Listing of all documents provided to the new appointee, both in hard copy and electronic copy, along with a basic description of what the document is
- o Electronic copies of all documents, handouts, PowerPoint slides, etc. (submitted via dropbox link or USB drive)

SECTION 2: Revised Submissions

If a campus program is substantially revised within its 5 year approval time slot, the institution shall resubmit to CPE the following elements:

- o Completed CPE submission form, marked *REVISED SUBMISSION*
- o Detailed list of items/program elements revised from the originally-approved submission
- o Any added or revised materials that pertain to the revised elements.

Curriculum/Agenda Topics and/or provided materials (minimum requirements, if applicable)

- o Institution's mission, vision, & values, by-laws, and standing delegation of authority
- o Institution's current strategic plan and annual data accountability reports for the life of that strategic plan.
- o Institution's biennial budget and finances.
- o Board-relevant institutional policies and procedures
- o Board's fiduciary responsibility and specific board rules as they pertain to open records and open meetings.
- o Conflict of interest and ethical considerations
- o Access to historically-relevant board actions, including but not limited to the previous two (2) years of meeting minutes.
- o Information on institution's foundation
- o Board-relevant info in regards to NCAA regulations.

See the "New Board Member Orientation and Training Plan" policy for specific requirements.

By signing below, I hereby certify that this submission by (Choose One) is complete and correct to the best of my knowledge. I also certify that if any changes are made to the board member orientation program at (Choose One), a Revised Submission of approval will be submitted to the Council on Postsecondary Education within 30 days of the revision.

Contact Name: *J. Beamer*
Campus President: *Greg C. Powell*

Date: 5-4-2017
Date: 5/4/2017

Submit to: Heather M. Faesy, KY Council on Postsecondary Education, 1024 Capital Center Drive, Suite 320, Frankfort, KY 40601, Fax: 502.573.1535 Phone: 502.573.1555 Email: heather.faesy@ky.gov

UNIVERSITY OF LOUISVILLE BOARD OF TRUSTEES
ORIENTATION

	<u>Document Number</u>
○ Welcome and Introductions	
○ Oath of Office	1
○ Governance of the University of Louisville	
○ Fiduciary Responsibilities	2
○ KRS 164.810 et. seq., including SB 107	3
○ Powers of the Board	4
○ By-Laws	5
○ The Redbook	6
○ Multifaceted Nature of the University	7
○ Shared Governance	8
○ Role of the Council on Postsecondary Education	
○ Statewide Strategic Agenda and Implementation Plan	
○ The Biennial Budget Development Process	
○ Membership in Association of Governing Boards (AGB)	9
○ History of the University of Louisville	
○ Articles of Organization -- 1846	
○ HB 1 – Postsecondary Education Reform Act of 1997	10
○ Mission	11
○ Vision	
○ The 2020 Plan	12
○ The 21st Century Initiative	13
○ Values	
○ Operation of the University and Strategic Plans	
○ Organization Chart	14
○ Accreditation by SACSCOC	15
○ UofL Budget and Finances	16
○ Sources of Revenue	
○ Categories of Expenditures	
○ UofL Strategic Plan, Priorities, and Accountability Measures	
○ Relevant Institutional Policies and Procedures	
○ Requirements of a Public Institution	17
○ Open Meetings	
○ Open Records	
○ Your Duty Under the Law	18
○ Managing Government Records	19
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○ Certificate of Distribution	21
○ Free Speech at a Public University	
○ Individual and Institutional Conflicts of Interest	22
○ Ethics Policy	23
○ Individual BOT Member Representation Agreement	24

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○ Financial Transactions Review/Spending Policy	25
○ FERPA – Family Educational Rights and Privacy Act	26
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○ Minutes	
○ Meeting Schedule	
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○ Affiliated Organizations under KRS Chapter 164A	
▪ University of Louisville Athletics Association, Inc.	
○ NCAA Regulations	
▪ University of Louisville Research Foundation, Inc.	
○ Organizations in UofL Financials as “Discretely Presented Component Units”	
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○ Questions and Answers	

Approved by CPE: June 15, 2017

Proposed UofL Board of Trustees Orientation Documents List (as of 5-4-2017)

	<u>Document</u>	<u>Copy Type</u>	<u>Description (if necessary)</u>
1	Oath of Office	Electronic	
2	Ethical and Fiduciary Duties	Electronic	
3	KRS 164.810 et.seq. & SB 107	Electronic	
4	Powers of the Board	Electronic	KRS 164.830
5	By-Laws	Electronic	
6	The Redbook	Electronic	
7	Multifaceted Nature of the University	Electronic	Selected Slides from University Counsel's Orientation PPT
8	Shared Governance	Electronic	
9	Membership in Association of Governing Boards	Electronic	"About AGB," 2015 Annual Letter, 2014 Annual Report from website
10	HB 1 - Postsecondary Education Reform Act of 1997	Electronic	
11	Mission	Electronic	
12	The 2020 Plan	Electronic	Strategic Plan 2008-2020
13	The 21st Century Initiative	Electronic	Strategic Plan 2016-2020 (supplemental to 2020 Plan)
14	Organization Chart	Electronic	
15	Accreditation by SACSCOC	Electronic	
16	UofL Budget and Finances	Electronic	President's presentation to BOT, 4-12-2017
17	Requirements of a Public Institution	Electronic	Selected Slides from University Counsel's Orientation PPT
18	<i>Your Duty Under the Law</i>	Electronic	
19	<i>Managing Public Records</i>	Electronic	
20	Proof of Receipt	Electronic	
21	Certificate of Distribution	Electronic	
22	Individual and Institutional Conflicts of Interest	Electronic	
23	Ethics Policy	Electronic	
24	Individual BOT Member Representation Agreement	Electronic	
25	Financial Transactions Review/Spending Policy	Electronic	
26	FERPA - Family Educational Rights and Privacy Act	Electronic	
27	Board Logistics Presentation	Electronic	
28	Affiliated and Related Organizations	Electronic	
29	University of Louisville Foundation, Inc.	Electronic	Organizational Chart of the UofL Foundation
30	University of Louisville Real Estate Foundation, Inc.	Electronic	Organizational Chart of the UofL Real Estate Foundation
31	University of Louisville Physicians, Inc.	Electronic	"About ULP," Mission, Leadership Bios from website
32	Board of Overseers	Electronic	Overseers Bylaws
33	Alumni Association	Electronic	"About Alumni Assoc. Board of Directors," Executive Committee, At-Large members from website