



# **New Board Member Orientation and Training Form Approval of Campus Programs**

Unit/Department: Policy, Planning and External Relations

CPE Contact

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

<b>INSTITUTION:</b> <u>(Choose One)</u>	<b>CAMPUS BOARD APPROVAL DATE:</b> _____
<b>CONTACT NAME:</b> _____	
<b>CHOOSE ONE: INITIAL SUBMISSION</b> <input type="checkbox"/> <b>(OR) REVISED SUBMISSION</b> <input type="checkbox"/>	

**SECTION 1: Initial Submissions**

- The following must be included in your submission:
- Completed CPE submission form, marked *INITIAL SUBMISSION*
  - Full agenda of the orientation program
  - 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
  - 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:
- Completed CPE submission form, marked *REVISED SUBMISSION*
  - Detailed list of items/program elements revised from the originally-approved submission
  - Any added or revised materials that pertain to the revised elements.

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

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

**Campus President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**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](mailto:heather.faesy@ky.gov)