



Kentucky Council on Postsecondary Education
 100 Airport Road, 2nd Floor
 Frankfort, Kentucky 40601
 Phone: 502-573-1555
<http://www.cpe.ky.gov>

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

INSTITUTION:	CAMPUS BOARD APPROVAL DATE:
CONTACT NAME:	
CHOOSE ONE: REGULAR SUBMISSION (OR) REVISED SUBMISSION	

SECTION 1: Regular Submissions

- Completed CPE submission form, marked *REGULAR 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 the submission from

is complete and correct to the best of my knowledge. I also certify that if any changes are made, 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, 100 Airport Road, Frankfort, KY 40601
 Phone: 502.573.1555 Email: heather.faesy@ky.gov