

**BOARD OF TRUSTEES  
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

**INFORMATION ITEM**

**DRAFT NEW MEMBER ORIENTATION PLAN**

**BACKGROUND AND OUTLINE OF ORIENTATION SESSIONS**

In anticipation of up to six new trustees joining the board effective July 1, 2012, Chair Scott Thiss charged the Advancement Committee with drafting a plan for new member orientation. In consultation with Cabinet members and some trustees, Trustee Cheryl Dickson, the committee chair, has outlined the following for committee discussion.

The chair of the board and the chancellor should preside over the orientation sessions. Assuming early July appointments, the first session would be held in the summer of 2012, but before the July board meeting, if possible. Subsequent sessions would be scheduled beginning in the fall and tailored to the new members' committee assignments, interests and specific requests.

**PROPOSED TOPICS**

**SESSION ONE**

The system

- History and structure of the system
- Mission and purpose
- Strategic Framework for Minnesota State Colleges and Universities

Who are we?

- Map of the colleges and universities with the names of their presidents
- Organization chart of the senior executives in the system office
- List and bios of the trustees

Trustee logistics (where, when, how)

- Calendar of meetings for FY13
- Agenda and minutes from previous meeting
- Board office basics

Trustee responsibilities (Minnesota-specific)

- Statutory responsibilities of trustees
- Board Policy 1C.1, Board of Trustees Code of Conduct

Trustee responsibilities (generally)

- Association of Governing Boards of Universities and Colleges Publications:
  - "Effective Governing Boards: A Guide for Members of Governing Boards of Public Colleges, Universities, and Systems"
  - "Policy Making and Administrative Oversight"

- "Board/Individual Trustee Responsibilities and Mutual Expectations"

## **SESSION TWO**

Overview of basic academic administration concepts for those new to higher education administration (e.g. accreditation, program approval)

## **SESSION THREE**

Infrastructure considerations of the Strategic Framework  
Finance, facilities, technology

## **SESSION FOUR**

Selected human resources topics

- Introduction to labor units and negotiations
- Executive search process
- Diversity and equity
- Faculty/staff development

*Date Presented to the Advancement Committee: March 21, 2012*