

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

**Agenda Item Summary Sheet**

**Committee:** Advancement

**Date of Meeting:** May 15, 2012

**Agenda Item:** New Member Orientation Plan Update

Proposed  
Policy Change

Approvals  
Required by  
Policy

Other  
Approvals

Monitoring

Information

**Cite policy requirement, or explain why item is on the Board agenda:**

Review revised New Board of Trustees Member Orientation Plan

**Scheduled Presenter(s):**

Trustee Cheryl Dickson

**Outline of Key Points/Policy Issues:**

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

**INFORMATION ITEM**

**New Member Orientation Plan Update**

**BACKGROUND**

In anticipation of up to six new trustees joining the board effective July, 2012, Chair Scott Thiss charged Cheryl Dickson with drafting a plan for new member orientation. In consultation with some Trustees and Cabinet members, Cheryl Dickson prepared a draft, which was discussed at the March 21 meeting of the Advancement Committee. The following draft incorporates suggestions made at that meeting.

The Chair of the Board and the Chancellor should preside over the orientation sessions. All Trustees are welcome to attend. Presenters should be Trustees, the Chancellor, Cabinet members or Presidents, depending on the topic and the level of expertise required. For example, the General Counsel should make the presentation on Statutory Responsibilities of Trustees and the Board of Trustees Code of Conduct; the Chancellor should make the presentation on the Strategic Framework.

The meetings will be interactive, with new members encouraged to ask questions at any time. Responses will be brief and to the point. Session 1 will be held at the system office with an optional tour at the end; subsequent meetings will be held on campuses.

**PROPOSED ORIENTATION PLAN AND TOPICS**

**Session One**

System overview

- History and structure of the system – Where did we come from?
- Mission and purpose
- Strategic Framework -- Where are we going?

(The first part will include a discussion of the 1995 merger - the rationale and the results)

System leadership and locations

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

### Trustee meeting logistics

- Calendar of meetings for FY13
- Agenda and minutes from the 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 - general

- 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”
- Tour of the system office (optional)

(This session will discuss the distinction between policy-making and managing and the critical need for Trustees to educate themselves on Board topics ahead of meetings.)

### **Session Two (to be held after the new trustees’ first board meeting)**

- Questions that arise from the previous meeting; responses
- Overview of basic concepts for those new to higher education administration, such as accreditation, program approval, transfers, etc.
- Campus tour

### **Session Three (to be held after the new trustees’ third meeting)**

- Questions that arise from the two previous meetings; responses
- Infrastructure considerations of the Strategic Framework
- Finance, facilities, technology
- Campus tour

### **Session Four (to be held after the new trustees’ fifth meeting)**

- Questions that arise from the three previous meetings; responses
- Introduction to labor units and collective bargaining – with union leaders
- Executive search process
- Diversity and equity
- Other
- Campus tour