

Board of Trustees

Vision

Operate the most effective communications arm supporting the governing board of any higher education institution in America.

Mission

Prepare timely, complete, and accurate materials to support the various agenda of the board and its committees. Further, maintain comprehensive, historic minutes of the actions and discussion of the board and its policies. Execute fully the responsibilities outlined in Article X and other sections of the Bylaws of the Board of Trustees.

Goals, Initiatives, Action Plans and Indicators

Goal 1

Expand the distribution of information to board members in ways not directly related to specific board meetings.

Initiative

Explore establishment of a password protected website accessible to only Board members so that information can be posted timely and efficiently.

Action Plan

Assign a staff member to examine and assess similar systems of five other major universities.

Indicator

Evaluate the costs, advantages and disadvantages as discovered by the initiative research.

Goal 2

Enhance computer communications among the board and between the board and the administration.

Initiative

For the first time in the history of the University it appears that all Board members will have computer access.

Action Plan

Survey the Board members on communication preferred by computer, hard mail or other forms of communication.

Indicator

Implement system reflecting the wishes of a majority of the Board.

Goal 3

Enhance administrative preparation by the administration for board meetings and requests.

Initiative

Expand the duration of and participation in Board prep meetings.

Action Plan

Request written input before prep meetings from key administrators about forthcoming Board meetings.

Indicator

Achieve more decisions made in final form during Board prep meetings with fewer deferred for later action

Goal 4

Manage a smooth and seamless transfer of the duties of the Secretary and office operation to a successor.

Initiative

Focus the education of the transfer of responsibilities to a successor based on that person's past professional experiences and familiarity with various aspects of this professional role.

Action Plan

Determine the order of beginning to transfer responsibility of various functions to the successor.

Goal 5

Continue intensive, private board/administrative communications to enhance and improve clarity and efficiency of the setting of University policy.

Initiative

Continue to refine and operate under current procedure

Action Plan

Formally track, for one year, scores of telefax, e-mail and distribution of written messages.

Indicator

Assess Board satisfaction with timing and receipt of appropriate information.