
AGB

ASSOCIATION OF
GOVERNING BOARDS
BOARD PROFESSIONALS

Board Websites, Get Spinning!

March 20, 2010

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Exec. Asst. to the President &
Secretary to the Board
The College of New Jersey

Paul Tringale

Secretary of the Corporation
Tufts University

Overview

- Purpose of the board website
- Decision to make the change
- Creating buy-in
- Web Development – what to include
- Paperless board meetings
- Case Study #1 – Tufts University
- Case Study #2 – The College of New Jersey
- Moving forward
- Site exploration
- Questions and discussion

Purpose of the Board Website

- Enhance time efficiency
- Reduce amount of staff required to assemble paper books
- Cost savings and environmental impact
- Reduce stress regarding last minute changes/additions
- Enhancement of communication between the institution and the board

Decision to Make the Change

- Administration leadership/participation
- Board leadership
- Homegrown system vs. off-the-shelf
 - Information technology support
 - cost
 - security

Creating Buy-In

- Assess Trustee needs/abilities
- Meet trustees where they are electronically
- Stage implementation – exposure to other systems, use of CD's to introduce electronic format
- Engage assistants in the process
- Plan for and ensure appropriate training

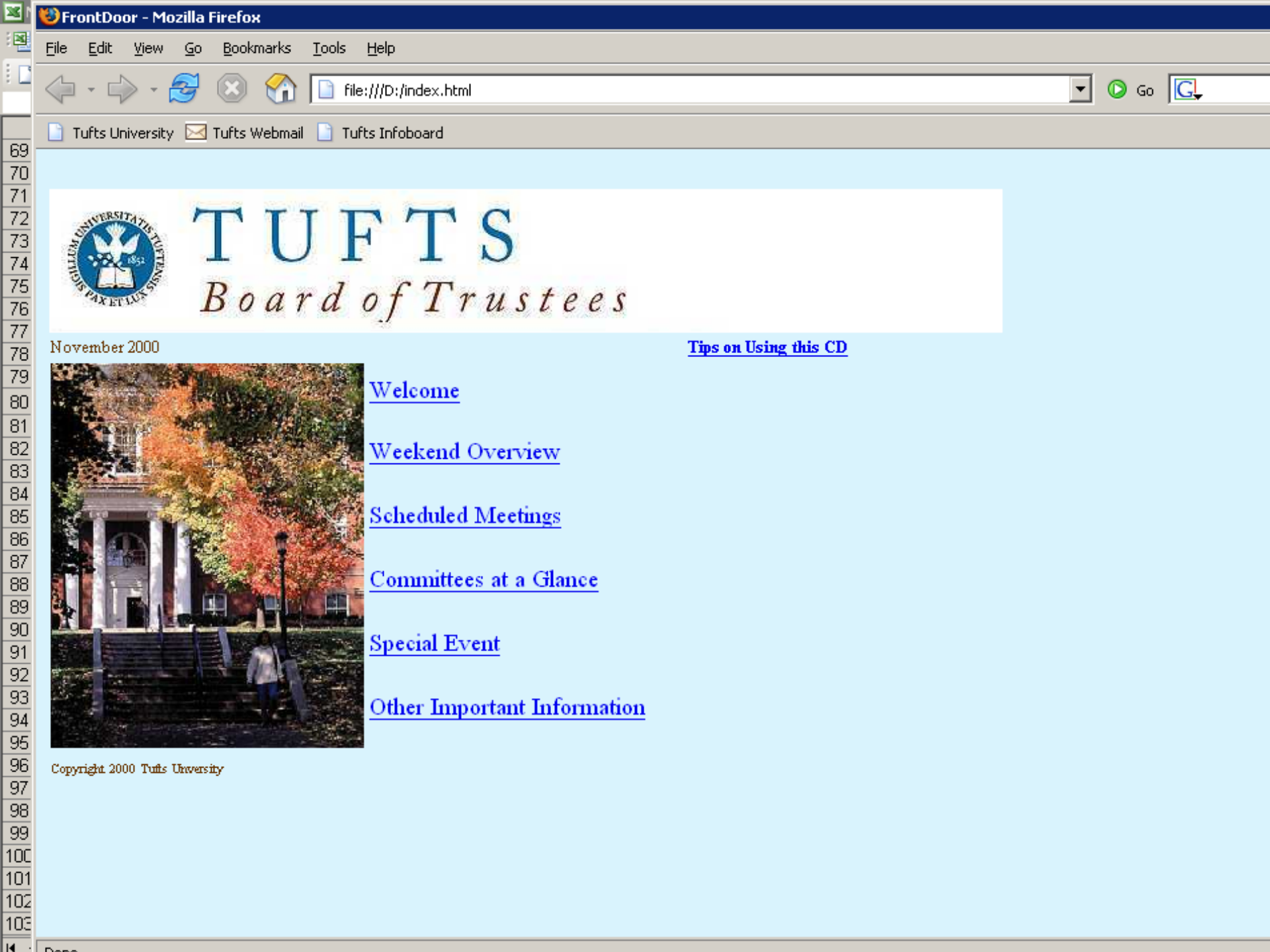
Web Development

- Prioritize needs – public site, private site
- Consider current board operations
- Public vs. Private issues
- Considerations for on-going maintenance
- Security and password protection
- Housing of information on the server
- Information Technology support

Paperless Board Meetings

- Use of the website during Board meetings
- What do trustees bring to meetings?
- What paper is allowed in the Board room?
- Use of laptops
 - Access to wireless internet
 - Personal vs. institutional

Case Study #1 – Tufts University



TUFTS

Board of Trustees

November 2000

[Tips on Using this CD](#)



[Welcome](#)

[Weekend Overview](#)

[Scheduled Meetings](#)

[Committees at a Glance](#)

[Special Event](#)

[Other Important Information](#)

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Seamless Transition to Secure Website

- In 2003, the University achieved the capability to support secure website and to provide IT and design services.
- In February, 2004, the public web site launched.
- In November, 2004, the move from CD to secure web was effected.
 - Offered a more sophisticated version of what they were accustomed to receiving
 - User ID's and Passwords
 - Tightly controlled access system

Self-Managed Web Site

- Web Communications simplified the infrastructure
- Web and IT staff provided training
- Ongoing consulting arrangement
- Launched our first self-managed version of Trustee Boardroom November 2006



TRUSTEE BOARDROOM

Your destination for Trustee News and Information

MEETING AGENDAS

- > [Boardroom Home](#)
- > [Office of the Trustees \(Public Website\)](#)
- > [Calendar](#)
- > [Weekend Overview](#)
- > [Meeting Agendas](#)
- > [News](#)
- > [Contacts](#)
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- > [Forms](#)
- > [Feedback](#)
- > [Log out](#)

- [Board of Trustees](#)
- [Academic Affairs Committee](#)
- [Administration and Finance Committee](#)
- [Audit Committee](#)
- [Buildings and Grounds Committee](#)
- [Campaign Executive Committee](#)
- [Campaign Steering Committee](#)
- [Committee for University Advancement](#)
- [Committee on Trusteeship](#)
- [Executive Committee](#)
- [Honorary Degree Committee](#)
- [Investment Committee](#)
- [Omidyar Tufts Microfinance Fund](#)
- [Presidential Review Committee](#)
- [Search Committee](#)

[List of Committee Assignments for 2009-2010](#)

[List of Board of Overseers Memberships for 2009-2010](#)





Office of the Trustees

Search GO >
 this site tufts.edu people

- Trustee Information
- Officers
- Committees
- Bylaws
- Historical Data



Integrity, Tradition, Governance

THE BOARD OF TRUSTEES is the ultimate governing authority of the University. The Board appoints the President, who leads and manages the institution; approves the University's mission and purpose, institutional policies and changes in academic programs; guards the University's finances; and sets an example of generous financial support.

Ten Years of Service

President Bacow has announced that he will step down in June 2011 after ten years of service.

[Read More >>](#)

Presidential Search

Chair of the Board James Stern asks the Tufts community for input on the composition and membership of the President's search committee.

[Read More >>](#)

Trustees Office
 Tufts University
 Ballou Hall, 4th Floor
 Medford, MA 02155
 617-627-3320

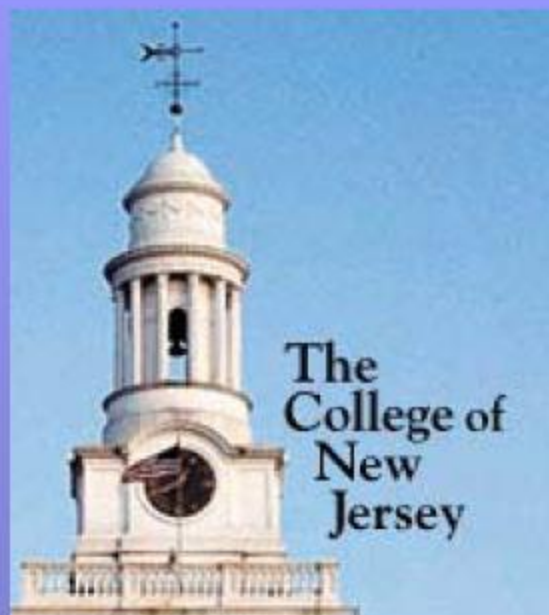
Honorary Degrees
 Historical Trustees
 Presidential Search Website

Office of the President
 University Commencement
 Boards of Overseers

Case Study #2 - The College of New Jersey

Bookmarks

- Cover
- President's Memo
- Schedule of Activities
- Ex. Comm. Agenda
 - Ex. Comm. Minutes 12-6-01
- Academic Affairs Agenda
 - Promotion Biographies
 - Applied Spanish Proposal
 - Academic Affairs Minutes
- Finance & Const. Agenda
 - FY02 Budget Update
 - Professional Services Resolution
 - Computing & Technical Resolution



Board of Trustees Public Meeting March 7, 2002

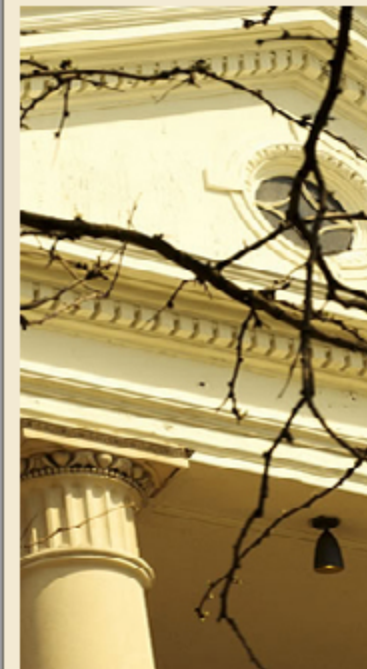
Step 1: Introduction to Computers

- Creation of CD's through Adobe Acrobat
- 2000 distributed first electronic board materials with paper board books
 - File too large for some computers
 - Managing expectations
- 2002-2003 Development of website with IT staff
 - Created template
- Ensuring added value
 - Helpful information to include

The College of New Jersey Board of Trustees

TCNJ Home : Board of Trustees : Agenda Items

[TCNJ Home Page](#)



Contact Us

The Board of Trustees
The College of New Jersey

Current Meeting Materials:

- [February 23, 2010 Public Board of Trustees Meeting Materials](#)

Helpful Information for Trustees:

- [Schedule of BOT Meetings for 2009-2010](#)
- [Committee & Liaison Assignments 2008-2009](#)
- [TCNJ BOT Orientation Handbook](#)
- [TCNJ Fact Book](#)
- [Trustee Roster](#)
- [TCNJ in the News \(recent clippings\)](#)
- [Campus Events and Activities:](#)

Archived Board Meeting Materials 2009-2010:

- [February 2, 2010 Executive Committee](#)

Step 2: Integration into Board Meeting Routine

- Committee Meeting organization
- Bringing the staff on board
- New trustee orientation
- Working with assistants
- Avoiding frustration
 - Paper to keep

[Cover](#)

[Committee Assignments](#)

[Schedule of Activities](#)

Committee Agendas:

[Executive Committee](#)

- [10-6-09 minutes](#)

[Academic Affairs](#)


- [10-6-09 minutes](#)

[Finance and Investments](#)

- [Summary of F&I waivers](#)
- [Board Reports 2009 2010](#)
- [Reserves Summary](#)
- [Key Financial Performance Indicators](#)

[Audit, Risk Mgmt & Compliance](#)

Navigation toolbar with icons for print, save, back, forward, search, zoom (100%), and sign.



The College of New Jersey

Board of Trustees Public Meeting February 23, 2010

The College of New Jersey

- Membership
- Calendar of Public Meetings
- Public Meeting Agendas & Minutes
- Register To Speak At A Public Meeting
- TCNJ Board of Trustees Bylaws

[TCNJ Home](#) : [About the College](#) :

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The College of New Jersey Board of Trustees

Thank you for visiting the web site of The College of New Jersey's Board of Trustees. This site will provide you with up-to-date information on Board of Trustees meetings, actions, and membership. You may also choose to register online to speak to the Board at a scheduled open public session.

Please call 609.771.3397 with any questions, or you may e-mail the Board of Trustees at trustees@tcnj.edu.



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Moving Forward

The Next Generation

- Boardroom website as a regular resource, not a “mailroom”
- Trustee news, updates, and University publications that engage the Trustees more regularly
- Committee meeting materials in between Board meetings
- More integration with public website

Improving the User Experience

- New generation of users
 - Far more comfortable with technology and navigation
 - Not anchored by nostalgia of *mailings*
 - Interested in the convenience of information *retrieval*
- Assess current users
 - Surveys
 - Conversations
- Survey administrators as well as Trustees
- Manage expectations

New Technology Options

- Video presentations
- Webcasts
- Web Conferencing links
- University publications
- Searchable indexes
- Keep them coming back

Questions and Discussion





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