

**Workshop for Board Professionals
Hyatt Regency Century Plaza
Los Angeles, California
April 1-3, 2011**

PRELIMINARY AGENDA

Friday, April 1

11:00 am – 5:30 pm **AGB Registration Desk Open**
Registration materials for the workshop and National Conference on Trusteeship will be available.

12:30 – 4:00 pm **Tour of the University of California, Los Angeles (UCLA)**
Where in California do you find sun, a lushly landscaped campus with a sculpture garden and an inverted fountain, an auditorium patterned after a Milan church, a ten-foot-long, two-ton bear, a media center named for a president, libraries with over 7 million volumes, an Olympic sports pavilion and more. Join your colleagues for a student-led tour of the iconic UCLA campus, culminating in a 30-minute shopping excursion in the nation's largest college bookstore or a visit to the Bruins Hall of Fame to see an array of renowned student athletes, past and present. Depart from the hotel at 12:30, return by 4:00. Advance reservation required, bus transportation provided. Limited to 45.

4:30 – 5:30 pm **First-Time Attendees Reception: Speed Mentoring**
English poet John Donne once wrote, "No Man *or Woman* [sic] is an Island . . ." This holds true, unless, of course, you are a board professional—it can be an isolating experience, albeit enriching. Be assured, you are not alone.

First-time attendees to the Workshop for Board Professionals are invited to meet with up to three different seasoned board professionals. This interactive opportunity will help you forge peer connections and assist you in identifying areas of mutual interest, solve problems, find resources, and affirm that shared experiences lead to shared solutions. Get to know your peers quickly in this interactive and informal session.

5:30 – 6:30 pm

Opening Reception

All participants and their guests are encouraged to attend this social event, sign up for dinner groups, and mingle with friends old and new.

6:45 pm

Evening in Los Angeles

Join colleagues for dinner at one of the great restaurants nearby or at the hotel; reservations will be made for groups of 6 to 8. (Participants are responsible for the cost of their own dinner and transportation.)

Saturday, April 2

7:30 – 8:30 am

Registration for the National Conference on Trusteeship and Workshop for Board Professionals

Continental breakfast available

8:00 – 9:00 am

Networking Roundtables & Breakfast Buffet

Enjoy breakfast while chatting with colleagues about a topic of mutual interest. Join one of 15 roundtable discussions facilitated by an experienced board professional who will encourage participants to share their insights and advice. Topics include Trustee Life Cycle, Retreats—Developing Strategic Agendas, Doing More with Less in the Board Office, Strategic Use of Board Social Time, Board Leaders—Identifying and Nurturing Trustee Potential, Special Events, Board Chair/BP Relationship Building, and Taking Care of Yourself While Caring for the Board.

9:15 – 9:30 am

Welcome

Charlene Reed, Program Chair, Secretary to the Board of Trustees and Chief of Staff, Kent State University

Richard Legon, President, Association of Governing Boards of Universities and Colleges

9:30 – 10:30 am

Opening Session – The New Normal: Finding Opportunity in a Time of Great Change

Benjamin Quillian, Executive Vice Chancellor and Chief Financial Officer, The California State University System

Changes in the economy and society mean there is a “new normal” for American higher education. College and university leaders are rethinking their traditional approaches for meeting the challenges—and opportunities—of improving student success, increasing access, addressing affordability, and ensuring greater transparency and accountability. Hear the insights of a leader of one of the nation’s largest higher education systems and his ideas for how boards and administrators can leverage these times for the benefit of the institutions they serve.

10:30 – 10:45 am

Break

10:45 – 11:45 am

Concurrent Sessions I

Choose one of four 60-minute sessions

1. Technology Track: ABC's of Board Technology

Jeannie Phillips, Executive Officer, Board of Regents, University of Alaska System

Kimberly Brown, Chief of Staff, Assistant Corporate Secretary to the Board of Trustees, The University of West Florida

You've heard that famous saying, "Technology is great, when it works." Well, it can work for you. It is time to get "on board" and amaze your trustees with your efficient capabilities. This session will prepare you with the basics you need to use technology-enhanced methods in your board operations. Expect to learn how to use email, web, and audio/video with your trustees, before, after, and during meetings. Independent, public and foundation colleagues are encouraged to join us.

2. Board Assessment: The Journey to Good Governance

Mitzi Norton, Director of the Office of the President, Adler School of Professional Psychology

Paula Ammerman, Director, Board of Trustees Office, The Pennsylvania State University

Board governance is demanding, and it is also a crucial part of organizational effectiveness and the functioning life of your school. If you ever ask yourself if your board is focusing on the right things, then perhaps it is time for your board to complete a board assessment. Board assessment gives your trustees the opportunity to examine their performance and put in place best practices that will help them demonstrate to the community their commitment to excellence.

3. Managing Differences in the Board: Demographics, Learning Styles and Expectations

Speaker TBA

Like society itself, higher education boards increasingly are composed of members with wide-ranging backgrounds, perspectives, expectations and preferences. Learn how colleagues are successfully navigating these differences and join a discussion about how we, as board professionals, can help our boards and institutions prepare for and effectively engage current and future generations of board members and leaders.

4. The Board's Role in Fundraising

Meredith Harper Bonham, Chief of Staff and Secretary to the Board of Trustees, Hamilton College

Michael McGreevey, Vice President for Development, Wells College

Trustees of private colleges and universities are considered our most important volunteers, but they also are expected to make significant financial donations. Join two professionals who have worked in both the development and president's offices to discuss strategies on how the board professional and the advancement office can collaborate to insure that trustees are inclined to contribute beyond their work and wisdom.

12:00 – 1:00 pm

Networking Luncheon

Enjoy lunch outside with colleagues and take advantage of the California sunshine. A program committee member will join each table.

1:15 – 2:30 pm

Concurrent Sessions II

Choose one of four 75-minute sessions

1. Technology Track: Social Media and Your Board

Jason Simon, Director of Marketing and Communications,
University of California

To quote a recent article, there is a "lot of hoopla" these days regarding what is being called social media: Twitter, Facebook, and texting, to name a few. Join this session to get an overview of social media and to talk about the power and pitfalls with relation to policy and decision making. This session will include information for both private and public institutions.

2. Board Professionals 101

Mary Elizabeth Collins, Executive Assistant to the President,
Secretary of the Corporation, University of Puget Sound
Julie Miller, Secretary to the Board of Governors, Executive
Assistant to the President, Wayne State University

One of the most common and recurring responsibilities of board professionals is to design and deliver orientation programs for new board members. How does one go about orienting oneself? This session is designed for board professionals who are new to their positions and includes information on the "toolkit" that board professionals should have at the ready.

3. The Legal Primer for Board Professionals

Mary E. Kennard, Vice President, General Counsel and Secretary
of the Board of Trustees, American University

This session provides an overview of current legal issues affecting board governance and the work of board professionals. Topics covered include: conflict of interest disclosures and the new 990 tax form; minutes, records and resolutions; charters, agendas and audits; fiduciary duty of trustees; trusts and estates; documenting executive compensation decisions; and confidentiality of records, open records, and FERPA.

4. Financial Oversight for the Board

Peter Taylor, Executive Vice President and Chief Financial Officer, University of California System

Rick Staisloff, Former Vice President for Finance and Administration, The College of Notre Dame of Maryland

Colleges, universities, and foundations are challenged in these economic times to do more with less and the board's financial oversight is vital to their success. Participants will learn how effective boards ensure accountability and add value to the budgeting and planning process in both public and independent institutions by focusing on strategic goals, long-term plans, and data-informed decision making.

2:30 – 2:45 pm

Break

2:45 – 4:00 pm

Concurrent Sessions III

Choose one of three 75-minute sessions or a 90-minute session

1. Case Study—Presidential Transition

Kent John Chabotar, Facilitator; President, Guilford College

Explore the demands, complexities, and opportunity of presidential transition by joining your peers and facilitator Kent John Chabotar in a case study session, new to the Workshop for Board Professionals. Participants will work in teams, share results, and learn how to lead and leverage this pivotal time in institutional history. Case study will be distributed in advance, and the session will be limited to 40.

2. Challenges and Opportunities in Trustee Orientation

Charles Robinson, General Counsel of the Regents, University of California

Kai S. Swanson, Executive Assistant to the President, Augustana University

All board professionals are expected to participate—and often design—an orientation program for new trustees. Yet the situations that board professionals confront are different from institution to institution. This session will explore how one private and one public institution approach new board member orientation—and the subsequent opportunities for continuing education once trustees are in their jobs. It will examine the legal dimensions of orientation and offer a new 'campus immersion' model for getting trustees on board.

3. Management Skills for Board Professionals

Kelly O. Chezum, vice president, external relations, Clarkson University

Francie A. Frederick, general counsel to board of regents, University of Texas System

The position description of a board professional rarely prepares you for the full range of responsibilities required to meet the current and future needs of the board and president. Scarce resources, staff reductions, technology changes, and leadership transitions present continuous new challenges. This session will introduce board professionals to key management skills and competencies needed to master the complexity of our roles, and suggest resources for skill development in particular areas.

2:45 - 4:15 pm

4. Technology Track: IT Marketplace—The Good, the Bad, and the Ugly (90 minutes)

Kelly Brown, Executive Assistant to the General Counsel, Abilene Christian University

Sally Churchill, Vice President and University Secretary, University of Michigan

Carol Felkel, Secretary to the Board, The University of Texas System

Jeannie Phillips, Executive Officer, Board of Regents, University of Alaska System

Time to shop! And we all love to shop, don't we! Join board professionals who will highlight software and hardware they are currently using in their offices and in the board room. There will be a demonstration on iPads, audio and video conferencing systems, Fileshare (archiving), and SharePoint (web portals). Our colleagues will provide the ups and downs of each product as well as how it will impact finances.

4:00 pm

Evening on Your Own in Los Angeles

See the city and continue the networking with colleagues over dinner

Sunday, April 3

6:30 – 7:30 am

Walking Group

Put on your walking shoes and get your blood flowing before starting our final day. Meet in the main lobby. **Chris Melanson**, Unity College, and **Jeannie Phillips**, University of Alaska System, will lead the group.

7:30 – 8:30 am

Networking Roundtables and Breakfast Buffet

Enjoy a second choice of small-group discussions over breakfast with peers. By popular demand, many topics will be repeated from Saturday's lineup, and a few new presenters and topics will be introduced.

8:30 – 9:30 am

Plenary Session: Academic Quality and Shared Governance

Join this distinguished panel and explore the board's responsibility for assuring academic quality advancing their institution's educational bottom line. Panelists will discuss lessons learned and topics such as student learning outcomes, board-faculty relations, shared governance, and AGB's new statement on educational quality.

Thomas C. Longin, AGB Senior Fellow, SCUP President-elect, and Trustee, Carroll College

William Tierney, University Professor, Wilbur-Kieffer Professor of Higher Education and Director, Center for Higher Education Policy Analysis, University of Southern California

Laura Skandera Trombley, President, Pitzer College, and member, AGB Council of Presidents

Merrill Schwartz, Moderator, Director of Research, Association of Governing Boards of Universities and Colleges

9:30 – 9:45 am

Break

9:45 – 10:45 am

Concurrent Sessions IV

Choose one of four 60-minute sessions

1. Technology Track: ABC's of Board Technology (Repeated)

Jeannie Phillips, Executive Officer, Board of Regents, The University of Alaska System

Kimberly Brown, Chief of Staff, Assistant Corporate Secretary to the Board of Trustees, The University of West Florida

You've heard that famous saying, "technology is great, when it works." Well, it can work for you. It is time to get "on board" and

amaze your trustees with your efficient capabilities. This session will prepare you with the basics you need to use technology enhanced methods in your board operations. Expect to learn how to use email, web, and audio/video with your trustees, before, after, and during meetings. Independent, public and foundation colleagues are encouraged to join us.

2. Making Your Minutes Count

Lorrie Kyle, Assistant Secretary and Executive Assistant to the President, Rollins College

Irene Birrell, University Secretary, University of Western Ontario

A fundamental component of the board professional's portfolio is preparation of meeting minutes. Learn best practices for taking and keeping minutes, including coordinating board agendas and minutes, matching the style of your minutes to the style of your board, what needs to be included—and what doesn't.

3. Mentoring: What Keeps You Up at Night?

What are the things that keep you awake at night? This session is designed for mid-level board professionals to have a one-on-one conversation with a seasoned board professional. Bring your burning question or issue – shared experiences lead to shared solutions. All conversations are completely confidential and attendance will be limited to a maximum of 10.

4. Adding Value: Moving Beyond Your Operational Role

Louis Charpentier, Secretary of the Governing Council, University of Toronto

Magdiel Narvaez, Executive Director, Office of the Board, Inter American University, Puerto Rico

The value we as board professionals bring to organizational life and success extends far beyond our formal role in governance. Join two longstanding colleagues in what is sure to be a stimulating discussion of this role and strategies you can take home to your organization.

11 am – Noon

Remarks of the Chair and Closing Plenary: Board Professional on the Hot Seat

Heather Fehn, Chair, Board Professionals Leadership Group and Executive Assistant to the President and Secretary to the Board of Trustees, The College of New Jersey
Artis Hampshire-Cowan, Senior Vice President and Secretary, Howard University
Richard Riddell, Vice President and University Secretary, Duke University

Facilitated by two experienced board professionals, this session provides an opportunity to share some of our most sticky situations.

Noon – 12:15 pm

Concluding Remarks and Adjournment

Charlene Reed, Program Committee Chair
Dusti Cermak, Program Committee Vice-Chair

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