Floor Plan
Hyatt Regency San Francisco
DEAR FELLOW BOARD PROFESSIONALS:

On behalf of the members of the Program Committee, it is my pleasure to welcome you to San Francisco and the 2013 AGB Workshop for Board Professionals. My colleagues and I have endeavored to create a menu of professional-development options on a par with the cuisine you will find in this magical city.

Our main courses—the plenary sessions—focus on subjects at the center of every board professional’s plate: strategic planning and crisis management. Our sides—the concurrent sessions—offer a variety of presentations for every taste: Boot Camp for new members of the profession, meaty explorations of complex issues, fresh takes on perennial subjects, and a special serving of IT applications. Saturday afternoon’s concluding assortment of discussions with colleagues from like institutions is followed by a delectable pairing of local chocolates and California wines, and Sunday morning’s roundtable discussions mix hot breakfast with hot topics. We’ve also provided some additional treats, such as Friday afternoon’s tour of the University of San Francisco and increased opportunities for informal conversations.

We invite you to join us in sharing your expertise, insight, and interest—all ingredients that define the recipe for a five-star board professional and enrich the workshop for everyone. We hope your experience is valuable and enjoyable.

Warm regards,

Lorrie Kyle
Assistant Secretary and Executive Assistant to the President, Rollins College
Program Committee Chair, AGB Board Professionals Leadership Group
## SCHEDULE AT A GLANCE

### FRIDAY, APRIL 19
- **10:00 am-6:00 pm**
  - Registration
- **12:00-4:30 pm**
  - Board Professional as Strategic Advisor, Part I
- **1:00-4:00 pm**
  - Tour of the University of San Francisco
- **4:30-5:30 pm**
  - First-Time Attendees: Welcome and Speed Mentoring
- **5:30-6:30 pm**
  - Welcome Reception
- **6:45 pm**
  - Dinner Groups

### SATURDAY, APRIL 20
- **6:00-7:00 am**
  - Walking Group
- **7:30 am-5:00 pm**
  - Registration
- **8:30-8:45 am**
  - Welcome
- **8:45-9:45 am**
  - Plenary Session
  - Nudging the Board to Strategic Thinking
- **10:00-11:00 am**
  - Concurrent Sessions (choose one of five)
- **12:00-12:15 pm**
  - Lunch
- **12:30-1:30 pm**
  - Concurrent Sessions (choose one of five)
- **1:45-2:45 pm**
  - Concurrent Sessions (choose one of four)
- **3:00-4:00 pm**
  - Affinity Sessions (choose one of seven)
- **4:15-5:15 pm**
  - Wine and Chocolate Reception

### SUNDAY, APRIL 21
- **6:00-7:00 am**
  - Walking Group
- **7:30 am-6:00 pm**
  - Registration
- **8:00-9:00 am**
  - Breakfast Roundtables (choose one of 18)
- **9:15-10:45 am**
  - Concurrent Sessions (choose one of four)
- **11:00 am-12:00 pm**
  - Plenary Session
  - Avoiding and Navigating Crises: The Role of the Board Professional and the Board
- **12:00-12:15 pm**
  - Closing Remarks

## RESOURCES

### APRIL 19
- **AGB Consulting**
  - **GRAND BALLROOM FOYER (STREET LEVEL)**
    - Saturday 8:00 am-12:00 pm
    - Sunday 10:30 am-3:30 pm
    - Monday 7:00 am-2:00 pm
    - Tuesday 7:00-10:30 am
  - Connect with AGB Consulting. Navigate the increasingly complex challenges and opportunities of today’s higher education environment, improve board effectiveness, and prepare for the future. AGB Consulting is your connection to expert assistance to advance the work of your board.

- **AGB Membership**
  - **GRAND BALLROOM FOYER (STREET LEVEL)**
  - Peruse information and materials on the unique advantages of AGB membership.
    - Extraordinary resources and cutting-edge tools
    - Exceptional content and best-practice expertise
    - Exclusive discounts on AGB services and events
    - Engagement with an incomparable peer community

### APRIL 20-23
- **Club Sodexo**
  - **GRAND BALLROOM FOYER (STREET LEVEL)**
    - Sunday 12:00 am-6:00 pm
    - Monday 7:00 am-4:00 pm
    - Tuesday 7:00 am-12:00 pm
  - Relax, unwind, and check email at Club Sodexo.

### AGB NCT CONFERENCE APP
- The 2013 National Conference on Trusteeship has a conference app for your smartphone or tablet!
- The free app allows you to create your own schedule, view speakers and attendees, and access other useful information at your fingertips. Scan the QR code above to be directed to the app store or go to [http://agbnc2013.crowdcompass.com/apps](http://agbnc2013.crowdcompass.com/apps) using your smartphone or tablet.
- We will also update the app throughout the meeting.

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**AGB Bookstore**
- **GRAND BALLROOM FOYER (STREET LEVEL)**
  - Saturday 7:30 am-5:00 pm
  - Sunday 7:30 am-6:00 pm
  - Monday 7:00 am-5:00 pm
  - Tuesday 7:00 am-12:00 pm
  - Visit the registration desk for conference information, materials, and general questions.

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**NCT Sponsors**
- **GRAND BALLROOM FOYER (STREET LEVEL)**
  - Learn more about this year’s sponsors.

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By registering for the AGB Workshop for Board Professionals, you give permission for the use of your likeness in AGB print, online, and video-based marketing materials, as well as other publications.
FRIDAY, APRIL 19

REGISTRATION
10:00 am-6:00 pm
HOSPITALITY ROOM (ATRIUM LOBBY LEVEL)

BOARD PROFESSIONAL AS STRATEGIC ADVISOR, PART I: UNDERSTANDING THE ROLE
Limited to pre-registered participants.
12:00-4:30 pm
PACIFIC N/O (PACIFIC LEVEL)

This three-part course will introduce the key qualities necessary to become an effective strategic advisor and increase participants’ awareness of personal competency requirements for improved effectiveness at the executive level. Essentials for the role include allegiance to the institution, emotional intelligence, servant leadership, distinguishing between influence and authority, competent communication, and self-awareness. Through active participation, we will explore the realm of the strategic advisor and learn a combination of skills to enhance our contributions and value to our institutions.

- Louis Charpentier, secretary of the governing council, University of Toronto
- Artis Hampshire-Cowan, senior vice president and secretary, Howard University

TOUR OF THE UNIVERSITY OF SAN FRANCISCO
1:00-4:00 pm

Join our host, Jaci Neesam, secretary of the board, and colleagues for a visit to the “University of the Best City Ever,” San Francisco’s oldest university—the University of San Francisco. Board bus at front entrance, Hyatt Hotel. The bus departs at 1:00 pm and returns at 4:00 pm.

FIRST-TIME ATTENDEES: WELCOME AND SPEED MENTORING
4:30-5:30 pm
GARDEN ROOM B (ATRIUM LOBBY LEVEL)

First-time attendees to the Workshop for Board Professionals will meet with up to three seasoned board professionals to discuss various workplace challenges. This interactive opportunity will help you to forge peer connections, identify areas of mutual interest, solve problems, and find resources. Get to know your peers quickly in this interactive and informal session.

- Julie Miller, secretary to the board of governors, Wayne State University
- Merrill Schwartz, director of research, AGB

WELCOME RECEPTION
5:30-6:30 pm
GARDEN ROOM A (ATRIUM LOBBY LEVEL)

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

DINNER GROUPS
6:45 pm

Join colleagues for dinner at one of the great restaurants in the Embarcadero area. Reservations will be made for groups of six to eight. Participants are responsible for the cost of their own dinner and transportation. Meet in the hotel lobby.

SATURDAY, APRIL 20

WALKING GROUP
6:00-7:00 am

Want to clear the early-morning fog? Meet in the hotel lobby for a walk through the Embarcadero.

REGISTRATION
7:30 am-5:00 pm
GRAND BALLROOM FOYER (STREET LEVEL)

WELCOME AND CONTINENTAL BREAKFAST
Breakfast is available starting at 8:00 am.
8:30 am
GRAND BALLROOM B/C (STREET LEVEL)

- Lorrie Kyle, assistant secretary and executive assistant to the president, Rollins College; chair, program committee, AGB Board Professionals Leadership Group
- The Hon. Jim E. Geringer, chair, board of trustees, Western Governors University; former governor, Wyoming; chair, board of directors, AGB
SATURDAY, APRIL 20

PLENARY SESSION
8:45-9:45 am
GRAND BALLROOM B/C (STREET LEVEL)

**Nudging the Board to Strategic Thinking**
Challenging times require boards to play a leadership role in preparing for the future. Learn how to engage the board in strategic thinking about the institution and how to link an effective long-range plan to board agendas, committee work, and measures of progress for institutional goals.

- Barbara Gellman-Danley, president, University of Rio Grande and Rio Grande Community College

CONCURRENT SESSIONS
10:00-11:00 am

**PACIFIC D (PACIFIC LEVEL)**

**Boot Camp for Board Professionals: Part I**
Come join your colleagues—those who are new to their jobs and other, more-experienced board professionals—to hear new ideas, learn new skills, refine current practices, and strengthen board professional competencies that create success in the board office (or board room), including diplomacy, board meeting planning, governance, communication, and policy development.

*Part one of two sessions.*

- Bonita J. Brown, chief of staff to the chancellor and assistant secretary to the board, University of North Carolina at Greensboro
- Kelley L. Mills, trustee relations secretary, Rhode Island School of Design
- Brigham J. Timpson, chief of staff to the president and assistant secretary to the board of trustees, Roosevelt University

**PACIFIC N/O (PACIFIC LEVEL)**

**Board Professional as Strategic Advisor, Part II: Mastering Your Circle of Influence**
Limited to pre-registered participants.

In Part II of this course, participants will learn the concept of the *circle of influence*, take a personal inventory of their performance needs for mastery of requisite knowledge, and identify key competencies for their present (as well as aspirant) positions within their organizations.

- Artis Hampshire-Cowan, senior vice president and secretary, Howard University

**PACIFIC F (PACIFIC LEVEL)**

**Leveraging Technology for Decision Making**
You have a board Web site or portal. You may even deliver content to trustees on an iPad. But how can you get the most out of these technologies? What is already being done that technology can make better? In this session, you’ll learn how DePaul University has leveraged these tools to provide trustees with information beyond what was possible with printed materials.

- Chad Jordahl, director of board technology, DePaul University

With thanks to Diligent

**PACIFIC I (PACIFIC LEVEL)**

**Trustee Life Cycles**
This session will explore the stages of the trustee/regent life cycle and the board professional’s role in facilitating each stage. We will consider the perspectives of both a private and a public institution, as well as of a university foundation. What are the elements and objectives of each stage? What are the best practices and pitfalls? From recruitment, nomination, and orientation, to service, evaluation, and retirement, what is the role of the board professional? Join us for a comprehensive look at how board professionals can play a significant part in the trustee/regent experience.

- Heather Lane Gallenbeck, senior manager, board relations, University of Minnesota Foundation
- Ellen Hallett, assistant to the president and secretary to the board of trustees, Wheaton College (MA)
- Brian Steeves, executive director of the board of regents and corporate secretary, University of Minnesota

**PACIFIC J (PACIFIC LEVEL)**

**It’s Never Too Late to Write a Board Manual**
Are your board members unaware of their individual roles within your institution? Do they lack understanding of their collective responsibility, beyond attending quarterly meetings? Developing a governance manual is one of the best ways to transform an inefficient board into a successful board. A description of your board’s “rules of engagement” plays a critical role in orienting new board members. Led by a board professional who participated in the development of her institution’s board manual, you will develop a working outline to take back to your board so that you can start writing!

- Mitzi Norton, director of the office of the president, Adler School of Professional Psychology
SATURDAY, APRIL 20

CONCURRENT SESSIONS
11:15 am–12:15 pm

PACIFIC N/O (PACIFIC LEVEL)

Board Professional as Strategic Advisor, Part III: The Power Principle—Influence without Authority
Limited to pre-registered participants.

Part III explores organizational theorist Blaine Lee’s *The Power Principle: Influence with Honor*. Participants will explore the dynamic relationship between people who use destructive and constructive power to influence one another in organizations, and how principle-centered power by leaders positively impacts both individuals and the organization. The focus of this session is on leaders developing influence competency in 10 tenets of principle-centered leadership.

- Artis Hampshire-Cowan, senior vice president and secretary, Howard University

PACIFIC D (PACIFIC LEVEL)

Boot Camp for Board Professionals: Part II

This session is a culmination of the discussion from Part I, but please feel free to join even if you were unable to attend Part I. This session is for those new to their jobs as well as experienced board professionals who are interested in exploring those critical topics that will strengthen board professional competencies and refine current board practices, including diplomacy, board meeting planning, governance, communication, and policy development.

- Bonita J. Brown, chief of staff to the chancellor and assistant secretary to the board, University of North Carolina at Greensboro
- Kelley L. Mills, trustee relations secretary, Rhode Island School of Design

PACIFIC F (PACIFIC LEVEL)

The Paperless Board Office

With the realities of reduced staffing, limited resources, and increased accountability, there are ways to increase your entire board office’s productivity. This session will include demonstrations of document imaging, as well as indexing and searching hardware and software. Other topics to be covered include databases and the creation and manipulation of PDF documents. Learn how to implement and make the best use of the technology you may already have; discover low-cost enhancements you can make to your current systems; and increase the square footage of your office space by eliminating the need for paper storage.

- Heather Fehn, executive assistant to the president and secretary to the board, The College of New Jersey

PACIFIC I (PACIFIC LEVEL)

Wag the Dog: Who’s Running the Show?
Is there a unit of your institution that has taken on a life of its own? High-profile programs, such as athletics, sponsored research—even a capital campaign—can divert attention from the educational mission of the institution. Experienced board professionals will teach how to help your board maintain perspective and celebrate institutional “stars” without falling under their spell, as well as what to do to regain balance.

- Saletta Holloway, director of board of trustee relations and assistant corporate secretary, Meharry Medical College
- Jamal Sowell, special assistant to the president and board of trustees liaison, University of Florida
- Monoka Venters, corporate secretary, State University System of Florida

LUNCH
12:30–1:30 pm

GRAND BALLROOM B/C (STREET LEVEL)

Board professionals tell us how much they appreciate opportunities to make connections with new colleagues during the workshop. Enjoy this opportunity to connect over lunch!

TIP
Your feedback is important! After the workshop, please use this link to complete an online evaluation and help us plan for 2014:
https://www.research.net/s/9RGZ3YH.
Thank you!
Lorrie Kyle, Program Committee Chair
CONCURRENT SESSIONS
1:45-2:45 pm

PACIFIC F (PACIFIC LEVEL)
A POTPOURRI OF PORTALS
This session will be repeated Sunday morning.
You’ve got the right people convinced that developing a board portal and moving to electronic distribution of materials is the right thing to do. How do you decide what to do next? Design your own? Adapt an existing technology? Buy a professional system? In this session, four board professionals talk about the pros and cons of the approaches they chose and demonstrate their systems.
• Irene Birrell, university secretary, Western University
• Kelly Brown, executive assistant to the general counsel, Abilene Christian University
• Heather Lane Gallenbeck, senior manager, board relations, University of Minnesota Foundation
• Tina Holloway, assistant secretary, board of regents, University of Texas System

PACIFIC J (PACIFIC LEVEL)
AN HOUR ON MINUTES: FUNDAMENTALS OF BOARD RECORDS
Chances are your minutes will never top the best-seller list, but their importance is incalculable. Learn how to best satisfy the requirements your minutes need to fill: legal, historical, even political, and gather tips about how board professionals keep the records straight.
• Carol Felkel, secretary to the board of regents, University of Texas System
• Lorrie Kyle, assistant secretary and executive assistant to the president, Rollins College

PACIFIC G (PACIFIC LEVEL)
LEGAL RISK: LEGAL ISSUES EVERY BOARD PROFESSIONAL NEEDS TO KNOW
Experienced board professionals and general counsels will address the questions that board professionals may encounter in the conduct of the board’s business, such as electronic discovery of records, signatory authority, and whistleblower and conflict-of-interest policies.
• Mary E. Kennard, vice president, general counsel, and secretary of the board of trustees, American University
• Susan M. Thomas, attorney at law and governance consultant

Recommended Reading
RISK MANAGEMENT: AN ACCOUNTABILITY GUIDE FOR UNIVERSITY AND COLLEGE BOARDS
Available at the AGB Bookstore in the Grand Ballroom Foyer.

PACIFIC I (PACIFIC LEVEL)
IT’S THE MOST WONDERFUL TIME OF THE YEAR: THE MANY SEASONS OF THE FINANCE COMMITTEE*
Finance committees have a particular rhythm, and board professionals can enhance the effectiveness of this committee by understanding both its work and how it supports the institution’s fiduciary responsibilities. Join an experienced CFO and consultant in unpacking how to turn the numbers into a story that will engage your board.
• Rick Staisloff, principal, rpkGROUP; consultant, AGB Consulting

Recommended Reading
THE FINANCE COMMITTEE
Available at the AGB Bookstore in the Grand Ballroom Foyer.

TIP
The Board Professionals Network on Ning.com allows you to reach out to your network of peers and get answers fast. This is a free member service with more than 550 board professionals. To join, email Ryan Schutt at ryan@agb.org.

* This session features an expert from AGB Consulting.
One of the benefits of the Workshop for Board Professionals is the opportunity to meet with colleagues with similar responsibilities from all types of institutions. But we also want to know what’s going on at institutions more like our own. Join colleagues from fellow public and independent institutions, foundations, and state systems to discuss shared issues of interest and explore lessons learned from the workshop thus far.

PACIFIC D (PACIFIC LEVEL)

Research Universities

Facilitator
- Richard Riddell, vice president and university secretary, Duke University

PACIFIC E (PACIFIC LEVEL)

Master’s/Comprehensive Institutions

Facilitator
- Oren Yagil, special assistant to the president, Webster University

PACIFIC K (PACIFIC LEVEL)

Baccalaureate Institutions

Facilitator
- Kathryn Brechler Lake, assistant to the president and assistant secretary to the board and corporation, Kenyon College

PACIFIC L (PACIFIC LEVEL)

Multicampus Systems, Community Colleges, and Statewide Boards

Facilitator
- Inge Chapin, secretary to the board of trustees, Minnesota State Colleges and Universities

PACIFIC M (PACIFIC LEVEL)

Foundations

Facilitator
- Dusti Cermak, director of events, University of Iowa Foundation

PACIFIC O (PACIFIC LEVEL)

Minority Serving Institutions

Facilitator
- Loretta Martinez, general counsel and secretary to the board of trustees, Metropolitan State University of Denver

PACIFIC N (PACIFIC LEVEL)

Special Focus Institutions

Facilitator
- Mitzi Norton, director of the office of the president, Adler School of Professional Psychology

WINE AND CHOCOLATE RECEPTION

4:15–5:15 pm

Bayview (Bay Level)
San Francisco is famous for its chocolatiers and California for its wines. Join your colleagues for pairings of wine and chocolates, sweets and savories, and enjoyable conversation. This is a perfect opportunity to reflect on the day’s events and make plans for dinner on the town. Soft drinks will also be served.

Join the conversation online!
#AGB2013
SUNDAY, APRIL 21

WALKING GROUP
6:00–7:00 am
Meet in the main lobby.

BREAKFAST ROUNDTABLES
8:00–9:00 am
PACIFIC CONCOURSE FOYER (PACIFIC LEVEL)
Enjoy continental breakfast while talking with colleagues about topics of mutual interest. Experienced board professionals will facilitate the discussions. Choose one of 15 topics, or join an open table for impromptu conversation. Continental breakfast will be available starting at 7:30 am.

PACIFIC D (PACIFIC LEVEL)
Roundtables 1–3
1. AGB Services*
   • Merrill P. Schwartz, director of research, AGB
   • Cristin Toutsi, senior programs specialist, AGB; interim director, AGB Consulting
2. Governance Reviews
   • Richard Riddell, vice president and university secretary, Duke University
3. Great Apps/iPads in Board Rooms
   • Oren Yagil, special assistant to the president, Webster University

PACIFIC J (PACIFIC LEVEL)
Roundtables 4–6
4. Multiple Accountability
   • Artis Hampshire-Cowan, senior vice president and secretary, Howard University
5. Trustee Contact Information Accessibility
   • Ellen Hallett, assistant to the president and secretary to the board of trustees, Wheaton College (MA)
6. Bylaws
   • Steve Frieder, assistant to the president, Marquette University

PACIFIC K (PACIFIC LEVEL)
Roundtables 7–10
7. High-Quality, Low-Cost Board Meetings
   • Tamaria Kai Davis, secretary of the college, Spelman College

8. Ready, Set, Archive!
   • Carol Felkel, secretary to the board, University of Texas System
9. Staffing the Trustee Recruitment Process (Managing Between Development and Diversity)
   • Aristide Collins, vice president and secretary of the university, The George Washington University
    • Louis Charpentier, secretary of the governing council, University of Toronto

PACIFIC N (PACIFIC LEVEL)
Roundtables 11–14
11. Presidential Searches and Transitions
    • Charlene Reed, secretary to the board of trustees and chief of staff to the president, Kent State University
12. Trustee Databases
    • Heather Fehn, executive assistant to the president and secretary to the board of trustees, The College of New Jersey
13. Working with the President’s Office and Executive Team
    • Erin Katz, assistant secretary, University of Michigan
14. Open Discussion
    • Jamal Sowell, special assistant to the president and board of trustees liaison, University of Florida

PACIFIC O (PACIFIC LEVEL)
Roundtables 15–18
15. Staying on Top of the Conflict-of-Interest Process
    • Loretta Martinez, general counsel and secretary to the board, Metropolitan State University of Denver
16. Strategic Planning
    • Irene Birrell, university secretary, Western University
17. Working with Sunshine Laws
    • Inge Chapin, secretary to the board, Minnesota State Colleges and Universities
18. Open Discussion
    • Beth Hilliard, senior executive assistant to the president and assistant secretary to the board of regents, Kentucky Community and Technical College System

* This session features an expert from AGB Consulting.
SUNDAY, APRIL 21

CONCURRENT SESSIONS
9:15–10:45 am

PACIFIC F (PACIFIC LEVEL)

A Potpourri of Portals
This session is repeated from Saturday afternoon.

You’ve got the right people convinced that developing a board portal and moving to electronic distribution of materials is the right thing to do. How do you decide what to do next? Design your own? Adapt an existing technology? Buy a professional system? In this session, four board professionals talk about the pros and cons of the approaches they chose and demonstrate their systems.

- Irene Birrell, university secretary, Western University
- Kelly Brown, executive assistant to the general counsel, Abilene Christian University
- Heather Lane Gallenbeck, senior manager, board relations, University of Minnesota Foundation
- Tina Holloway, assistant secretary, board of regents, University of Texas System

PACIFIC I (PACIFIC LEVEL)

Presidential Search and Transitions
Selection of a new president is likely a board’s single most important decision. What happens before, during, and after a search frequently falls to the board professional, as either primary staff facilitator or a trusted advisor. Learn about best practices and hear pragmatic advice for managing the process, expectations, your departing and incoming presidents, and—above all—your board. And, learn how these principles can be applied to other senior leadership searches. This session features an experienced panel and ample time for discussion and questions.

- Louis Charpentier, secretary of the governing council, University of Toronto
- Heather Fehn, executive assistant to the president and secretary to the board, The College of New Jersey
- Steve Frieder, assistant to the president and corporate secretary, Marquette University
- Kathryn Herschede, executive assistant to the president and secretary to the board of regents, Northern Kentucky University

RECOMMENDED READING
Succession Planning for the Higher Education Presidency
Available at the AGB Bookstore in the Grand Ballroom Foyer.

PACIFIC D (PACIFIC LEVEL)

Understanding the Academy from All Sides
If men are from Mars and women are from Venus, where in the universe do board members, administrators, and faculty come from? Learn how to bridge the cultural divide and support effective governance at your institution by enhancing your understanding of foundational principles of the academy, including institutional autonomy, academic freedom, shared governance, and the duty of trust.

- Adrianna Kezar, associate professor for higher education, University of Southern California

PACIFIC E (PACIFIC LEVEL)

Tools for More Effective Boards
Your board is charged with a wide variety of responsibilities. To name just a few: bylaws, trustee selection, committee structure, consent agendas, governance review, and board assessment. As a board professional, you need to be proactive in helping to fulfill those obligations. Learn more about the tools and practices needed to ensure your board is functioning in a highly effective manner.

- Elizabeth W. Kassebaum, executive secretary to the board of trustees, College of Charleston
- Kai S. Swanson, executive assistant to the president, Augustana College

PLENARY SESSION
11:00 am–12:00 pm

GRAND BALLROOM C (STREET LEVEL)

Avoiding and Navigating Crises: The Role of the Board Professional and the Board

When trouble strikes, board professionals are often caught in the eye of the storm. What are the elements of a successful emergency plan, the special responsibilities of board professionals, and the resources you can use to navigate crises successfully? Learn from a seasoned panel with firsthand experience about how to prepare the board for natural and man-made disasters, how to avoid them, and how to help your institution recover.

- Clinton Coleman, director of public relations and communications, Morgan State University
- W. Austin Ligon, trustee, St. John’s College; former member of the board of visitors, The University of Virginia; member, board of directors, AGB
- Cheryl Lloyd, ERM deputy and director, liability programs, University of California
- Judge Wilson II, general counsel and secretary, Berea College

CLOSING REMARKS
12:00–12:15 pm

GRAND BALLROOM C (STREET LEVEL)

Charlene Reed, secretary to the board of trustees and chief of staff to the president, Kent State University; chair, AGB Board Professionals Leadership Group
Sponsor Profiles and Speaker Biographies

2013 AGB Workshop for Board Professionals
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About Us
Used by over half of the Fortune 100, BoardVantage is making the paperless boardroom a reality. As leaders in secure mobility, we’re setting the bar for a rich director experience, and as experts in process capture, we are driving the shift from book access to board process. BoardVantage consistently meets the security standards of enterprise IT departments, including those of global financial institutions.

Platform
Today, directors rely on their iPads to access board materials in meetings and in between meetings. Not unreasonably, they require access to their content even if they are out of Wi-Fi range. This is a common scenario when board members are prepping for a meeting while in transit, perhaps reviewing materials or making annotations in-flight on the way to a meeting.

Online and Offline
To address this need, BoardVantage offers the briefcase, an offline repository for downloading meeting materials. The briefcase syncs with the server so that any annotations made offline are immediately available online. Also, annotations made while offline are carried forward on the latest version of the boardbook, even if the boardbook was updated while the director was in offline mode. To make sure that directors always have the latest information at their fingertips, sync technology lets the corporate secretary push any new material directly to the director’s briefcase. All of this is accomplished in a seamless manner to make for a hassle-free director experience.

Mobility with Security
But along with these advantages, the iPad has created new security risks, particularly discoverability. To address these concerns, all content downloaded remains under the central control of the administrator so that documents and annotations can be purged remotely. And in case individual directors have not deleted notes, expiration is automatic after 21 days. The briefcase is encrypted and password protected to safeguard its content if the device is lost or stolen. In that event, all content can then be purged centrally by the administrator.

With the briefcase, BoardVantage extends the security of its board portal to the iPad.

iOS Integration
Whether in annotations, the time line, discussions, or any other functionality, BoardVantage has invested in deep integration between the iPad front end and the server back end to create a richer and more interactive director experience. This deep iOS integration opens up a wider range of access to board content. Now, it’s no longer just about the current meeting. Directors also get a bird’s-eye view of all previous meetings in animation, so that dense board information is presented with unprecedented efficiency. This means that directors now have information at their fingertips that was previously unavailable, along with access that is more efficient than before. The result is a director experience that is not only better than the browser, it is also better than print.
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- **Mobility**: Trustees need a board portal that stays with them as they move from online to offline modes and among the iPad, PC, and browser. With a copy of the Diligent board portal app resident on each user’s iPad, trustees can view the app locally instead of relying on Wi-Fi or network connections.

- **Security**: Ever vigilant when it comes to security, Diligent combines a keen understanding of how the board process works with deep expertise in the constantly evolving technologies that underlie the board portal. It converts and encrypts at the page level, whereas other portals often protect only at the file or even filing-cabinet level.

- **Service**: High-quality, 24/7/365 service is crucial when an institution’s most important leadership needs access to board-related information under any circumstances. Support can help smooth the transition from the paper to digital world—and from internal or other portal solutions.

- **Control**: With Diligent Boardbooks, institutions can rest assured that confidential board materials remain in the right hands. Designated individuals and groups can be given rights to view certain types of data. Rules can be put in place to control how board materials can be accessed and shared, and document-retention policies can be enforced electronically.

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“The difference that Diligent Boardbooks has made for us is nothing short of remarkable. We can now post information in real time, which means all documents are always up to date. It has also made our meetings more efficient in terms of accessing information.”

Earnest Edwards, rector, board of visitors, Virginia State University

With a 97% client-retention rate over the past eight years, Diligent knows what drives successful board portal adoption and can help your institution improve its board effectiveness. Contact us today for a product demonstration or visit www.boardbooks.com for more information.
SPEAKER BIOGRAPHIES

Irene Birrell
Ms. Birrell is the university secretary for Western University in Ontario, Canada. She has responsibility for the board and senate administration, for access to information and protection of privacy at the university, and for convocation. She has been a board professional for 31 years and worked in various positions at the University of Toronto and the University of Guelph before joining Western in 2005. A member of the Board Professionals program committee since 2011, Ms. Birrell is currently its vice chair.

Bonita J. Brown
Ms. Brown serves as the chief of staff to the chancellor and assistant secretary to the board at the University of North Carolina at Greensboro. As chief of staff, Ms. Brown is the strategic advisor to the chancellor, vice chancellors, and the board of trustees. She also manages the office of the chancellor and acts as the liaison between that office and the university community. As the assistant secretary to the board, she oversees the governance and operations of the board of trustees. Previously, Ms. Brown served as the chief of staff at the University of North Texas and as general counsel at the North Carolina School of the Arts. She has participated in the American Association of State Colleges and Universities (AASCU) Millennium Leadership Initiative and is a graduate of the Harvard Institute of Educational Management. Ms. Brown received her BA in history from Wake Forest University and her JD from Wake Forest University School of Law.

Kelly Brown
Ms. Brown has a BBA in management and marketing from Abilene Christian University (ACU) and has been working for her alma mater for the past three years. She previously worked for Seaver College at Pepperdine University as assistant to the associate dean, aiding in technology transitions, including the student services PeopleSoft conversion, the move to online teacher evaluations, and the implementation of Sakai to support paperless academic committees. Ms. Brown now provides administrative and project management support for the general counsel and the board of trustees at ACU. The ACU board went paperless and adopted the use of iPads in meetings in 2010.

Dusti Cermak
Ms. Cermak has been with The University of Iowa Foundation for more than 14 years, serving the majority of those as assistant to the president, as well as in the role of board professional. She currently serves as director of events and continues to work closely with the president’s office and the board. In addition, Ms. Cermak develops and executes custom stewardship plans for the highest level of donors to the university, as well as plans and implements events for the university and foundation presidents. Ms. Cermak holds a bachelor’s degree in organizational communications with an emphasis on public relations in the field of higher education from the University of Northern Iowa and is an active member of her community, with a focus on early childhood education. She is the vice chair of the AGB Board Professionals Leadership Group (BPLG).

Inge Chapin
Ms. Chapin is the secretary to the board of trustees of the Minnesota State Colleges and Universities System. She has been with the board since 1996. Previously, Ms. Chapin was the executive assistant to the Minnesota Comprehensive Health Association, the state’s health insurance risk pool, and the Center for Policy Studies, a think tank for health care reform. She holds a master’s degree in higher education administration from St. Cloud State University and a bachelor’s degree in business administration from Metropolitan State University.

Louis R. Charpentier
Mr. Charpentier serves as secretary of the governing council at the University of Toronto, a position he has held since 1999. Over more than 30 years, Mr. Charpentier has held a variety of positions at the University of Toronto. Prior to his present role, he held the post of assistant vice provost, health sciences (1994–99), and obtained his initial experience in university governance serving in the governing council secretariat from 1992 to 1994. From 1979 to 1992, he held various positions in the university’s faculty of medicine, including senior administrative positions in the dean’s office. An alumnus of the University of Toronto, he also holds an MBA from York University. Since becoming secretary of the governing council, he has been active in the Association of Governing Boards of Universities and Colleges and the Canadian University Boards Association.

Clinton R. Coleman, Jr.
Mr. Coleman is a native of North Carolina and was educated in the public schools of Baltimore. He has garnered numerous awards and recognitions as both a journalist and a public relations executive. Mr. Coleman spent 15 years as a news reporter and the next 26 years as a newsmaker. He served as press secretary to the mayor of Baltimore, director of public affairs in the Employment Standards Administration of the U.S. Department of Labor as an appointee of President Bill Clinton, and director of media relations for the president and CEO of the United
Heather Fehn
Ms. Fehn has served as the executive assistant to the president and secretary to the board of trustees in the office of the president at The College of New Jersey (TCNJ) since 1996. During her time at the college, Ms. Fehn has served two presidents and more than 30 trustees. She has facilitated the work of 12 presidential/executive-level searches and has served as an adjunct instructor in the first seminar program at TCNJ, teaching courses on student leadership. Ms. Fehn has served as a member of the BPLG since 2002 and was elected chair for 2010-11. She chaired the committee coordinating the 2009 AGB Workshop for Board Professionals and presents regularly on the use of technology and on presidential and executive level searches. She currently serves as a member of the BPLG professional development committee. She graduated from TCNJ with a bachelor of arts in psychology and a master of arts in counseling and personnel services.

Carol Felkel
Ms. Felkel is the secretary to the board of regents for the University of Texas System in Austin. She has worked in the board office for 20 years and is responsible for all meeting materials for the board, including the agenda, minutes, research, and archives. Born in Angola, Africa, Ms. Felkel also lived in the Congo, where she worked for the U.S. Embassy and the U.S. Agency for International Development. She has a BA from Mt. Allison University in New Brunswick, Canada, and an MS from Purdue University in Indiana.

Steve Frieder
Mr. Frieder is the assistant to the president and corporate secretary of Marquette University. He was elected secretary of the Marquette University board of trustees in 2003 after serving as assistant secretary from 1998 to 2003. He works with the president and other senior administrators on a wide variety of issues related to students, alumni, and friends. Mr. Frieder has a longstanding passion for the continuous improvement of student services and the student experience at Marquette and represents the president on a number of university committees. In addition, he works closely with the board of trustees. Mr. Frieder earned a bachelor’s degree from Marquette University and a master’s degree in history from Lehigh University. He is secretary of AGB’s BPLG as well as a member and past chair of the group’s marketing and membership committee.

Heather Lane Gallenbeck
Ms. Gallenbeck has served as senior manager, board relations, at the University of Minnesota Foundation since 2008. In addition to her role managing a 45-member board, she has established a trustee annual giving program and a trustee mentorship program, and transitioned board communications to an electronic platform. Ms. Gallenbeck received her BFA in music theatre from Illinois Wesleyan University and is currently a member of the BPLG program committee.

Barbara Gellman-Danley
Dr. Gellman-Danley has served as the president of the University of Rio Grande and Rio Grande Community College since 2009. Previously, Dr. Gellman-Danley served as vice chancellor for academic affairs and system integration for the Ohio board of regents. In this role, she was responsible for articulation and transfer within the University System of Ohio, a wide range of academic programs, access programs, tech prep, and workforce development. She also served nearly 10 years as president of Antioch University McGregor (now Antioch University Midwest) and as vice president for educational technology services at Monroe Community College. Dr. Gellman-Danley received a PhD in communication from the University of Oklahoma, an MBA in marketing from Oklahoma City University, an MLS (library science) from Simmons College, and her BS in speech-English education from Syracuse University.

The Hon. Jim E. Geringer
Mr. Geringer served as governor of Wyoming from 1995 to 2003. He is the current director of policy and public sector strategies for the Environmental Systems Research Institute, Inc., the world leader in location-based software and applications. Mr. Geringer received a bachelor’s degree in mechanical engineering from Kansas State University and was on active duty with the U.S. Air Force from 1967 to 1977, working on aerospace programs. In 1979, he went into farming and cattle feeding full time in rural Wyoming. Elected to the Wyoming House of Representatives in 1983, he served for six years before he was elected to the state senate. He is a past chair of the Western Governors’ Association and the Education Commission of the States and served on former Sen. John Glenn’s National Commission on Mathematics and Science Teaching for the 21st Century. He is one of the founding governors and chair of the board of trustees of Western Governors University, and he is chair of the AGB board.
Ellen Hallett
Ms. Hallett, as board secretary and assistant to the president of Wheaton College (MA), oversees the operations of the president’s office and manages board communications, meetings, and data. She has worked in a variety of settings, including community college, business school, art and design college, medical school, and liberal arts college. A member of AGB’s Board Professionals Leadership Group for over 15 years, she has served as co-chair of its national workshop and currently serves on the membership and marketing committee.

Artis Hampshire-Cowan
Ms. Hampshire-Cowan is senior vice president and secretary at Howard University. She previously served concurrently as vice president for human resource management and provided executive oversight of human resource management for a workforce of over 6,000. She is a sought-after speaker and trainer whose training specialties include organizational development, leadership, managing change, diversity, board-CEO relationships, board development, and strategic deployment. She served as an assistant district attorney in Philadelphia prior to relocating to Washington, D.C., where she started her career of more than 12 years with the government of the District of Columbia. This included service as a congressional lobbyist, consumer and regulatory enforcement office; is the lead liaison among board, president, and day operations of the University (NKU). Prior to working in the president’s office, she was the director of government and community relations at NKU, where she represented the university at the local, state, and federal levels. She is a member of the marketing and membership committee of the BPLG. Ms. Herschede is a national volunteer for her sorority and serves as the president of the Phi Sigma Sigma Foundation. She holds a bachelor’s degree from NKU in business management and a master’s degree in higher education administration and student affairs from the University of South Carolina. She is currently working on her doctorate in educational leadership.

Tina Holloway
Ms. Holloway is assistant secretary to the board, the University of Texas (UT) System, and is the primary information technology (IT) support to the board. She implemented an online board portal for agenda materials and calendar information. Ms. Holloway designs and maintains the board of regents’ Web site and serves as the Microsoft SharePoint administrator for the office. In addition to providing IT support, she assists with the agenda process, including electronic assembly of agenda items for board meetings, and assists with historical records research. Prior to becoming assistant secretary to the board, Ms. Holloway worked in the office of technology and information services as the technical media coordinator, providing operational and technical support for strategic communication among the chancellor, system administration executive offices, nine academic and six health institutions, and the board of regents. She also served as a subject-matter expert for UT system administration and campuses for communication, videoconference, and web streaming infrastructure.

Chad Jordahl
Mr. Jordahl is the director of board technology in the office of the secretary at DePaul University in Chicago. He oversees several university-wide technology projects and Web sites, including the trustee Web site and iPad application. In 2011, Mr. Jordahl led the successful development and transition to delivering meeting materials via a custom iPad web application. The trustee iPad app replaced printed materials for all board of trustee and committee meetings. The move to electronic board materials has greatly increased efficiency in the material preparation and distribution processes. DePaul is the nation’s largest Catholic university and the largest private university in the Midwest. Its board comprises up to 45 trustees serving on nine committees, which collectively meet 40 times a year.

Elizabeth W. Kassebaum
Ms. Kassebaum has served as executive secretary to the board of trustees and vice president for college projects at the College of Charleston since 2001. As executive secretary, she has managed all aspects of board operations—from meetings to engagements with various college constituencies. Ms. Kassebaum created the voluntary board engagement program, which includes speakers in
hometown events, a mentor program, donor stewardship/development events, legislative advocacy efforts, participation in admissions events, special committee assignments, and student/faculty/staff recruitment efforts. She also created the “Board Governance Guidelines,” adopted in August 2010. As vice president for college projects, she has partnered with the director of institutional events to organize campus-wide events. Ms. Kassebaum also chairs the committees responsible for the selection of honorary degree recipients and commencement speakers, as well as community outreach and event sponsorship. She earned her bachelor’s degree in political science from the University of South Carolina.

Mary Kennard
Ms. Kennard is the vice president, chief legal counsel, and secretary of the board of trustees for American University. She has more than 25 years of experience in university administration and legal affairs. Ms. Kennard has served as a senior administrator at both public and private colleges and universities. In addition, she has served as the chief development officer for both the University of Rhode Island and American University, planning and kicking off two successful capital campaigns. She has taught at the University of Pittsburgh—College of General Studies, University of Rhode Island—College of Business Administration, and the Washington College of Law at American University. In October 2010, she was appointed to the board of directors of the Association of Corporate Counsel (ACC), the in-house corporate bar association with over 27,000 attorney members worldwide. She was the 2007 president of the Washington Metropolitan Area Corporate Counsel Association (WMACCA), one of the largest chapters of ACC, with more than 1,600 attorney members in the D.C. metro chapter.

Adrianna Kezar
Dr. Kezar is a national expert on change, governance, and leadership in higher education, and her research agenda explores the change process in higher education institutions and the role of leadership in creating change. She has published 14 books, more than 75 journal articles, and over 100 book chapters and reports. Recent books include: Enhancing Campus Capacity for Leadership, Understanding the New Majority of Non-tenure Track Faculty, and Organizing for Collaboration. She has acquired over $6 million in grant funding and has worked on grant-funded projects exceeding $12 million on a variety of projects to fundamentally improve higher education. She holds a PhD and an MA in higher education administration from the University of Michigan and a BA from the University of California, Los Angeles.

Lorrie Kyle
Dr. Kyle is assistant secretary and executive assistant to the president of Rollins College. In 1990, she became assistant to the president and was elected assistant secretary in 1995. In this role, she is a primary liaison to the college’s board of trustees, responsible for compliance with the college bylaws, preparation of meeting materials and minutes, and staffing the committee on trustees. A former advisor for her sorority, she is currently faculty secretary of Rollins’ chapter of Omicron Delta Kappa, the national leadership honor society, and has served as contributing editor of Rollins magazine. She is chair of the BPLG program committee. She received her undergraduate degree with honors from Rollins, followed by master’s and doctoral degrees in English from Vanderbilt University.

Kathryn Brechler Lake
Ms. Lake has served as assistant to the president and assistant secretary to the board and corporation of Kenyon College since 1995. She first came to Kenyon in 1983 as assistant to the executive secretary to the president and then served for almost 11 years as faculty assistant and box office/front-of-house manager in the dance and drama department. Ms. Lake attended The Ohio State University and is a graduate of the Columbus Business University.

W. Austin Ligon
Mr. Ligon is the co-founder and former president and chief executive officer of CarMax, Inc., the nation’s largest retailer of used cars. He was appointed to the University of Virginia Foundation board in 2006. Mr. Ligon is also a member of the Yale School of Management advisory board, and the boards of St. John’s College in Annapolis, the Virginia Commonwealth Business School Foundation, and AGB. He has been a board member of the Center for Talented Youth at Johns Hopkins University and serves on the Maggie L. Walker Governor’s School Renovation Foundation. Mr. Ligon earned a bachelor’s degree with special honors from the University of Texas at Austin, a master’s degree in economics from the University of Texas, and an MBA from the Yale School of Management.

Cheryl Lloyd
Ms. Lloyd is the enterprise risk management (ERM) deputy and director of liability programs in the office of risk services at the University of California’s (UC) office of the president. With more than 20 years of hands-on experience covering almost every area of risk to the 10 UC campuses and system president’s office, Ms. Lloyd has brought her expertise to bear in a multitude of situations ranging from reputational risk and crisis management to general liability management and the university’s property portfolio. Often called on to speak nationally on issues of risk in higher education, Ms. Lloyd has developed a reputation for expertise in the areas of managing youth activities on
campus and working with highly charged, high-profile investigative commissions following volatile campus conflicts. Prior to joining UC in 1998, she was the corporate risk manager for Core-Mark International. Ms. Lloyd has a degree in mass communications from UC Berkeley.

Loretta Martinez
Ms. Martinez is general counsel and secretary to the board of trustees for Metropolitan State University (MSU) of Denver. MSU Denver is a large, urban, baccalaureate and master’s institution serving more than 24,000 diverse students in the heart of Denver. Ms. Martinez is currently vice chair of the professional development committee of AGB’s Board Professionals Leadership Group. She has served as an attorney and secretary for both public and private colleges and universities for the better part of her legal career, having previously served as the general counsel for the Colorado State University System as well as legal counsel and general secretary for Colorado College. Ms. Martinez also has held attorney positions with Harvard University and the University of Colorado System. She graduated from Yale University with a bachelor of arts in political science and earned her JD from Harvard Law School.

Julie Hearshen Miller
Ms. Miller is secretary to the board of governors at Wayne State University. As secretary and as an executive officer, she serves the president of the university, with responsibility to the board of governors. She is the university’s liaison officer for the board and has administrative responsibilities for the management and facilitation of meetings of the board, as well as management and coordination of university policies and governance issues and communications as they relate to the board, the president, and the university’s executive officers. Ms. Miller holds a BS in human resource management and a master’s degree in industrial relations, both from Wayne State University, and serves as chair of the BPLG professional development committee.

Kelley L. Mills
Dr. Mills is the trustee relations secretary at Rhode Island School of Design (RISD), serving as the main administrative liaison between the board and administration to carry out board activities. Prior to joining RISD, she served as the associate chief of staff at the University of North Carolina at Greensboro, where she was responsible for the strategic management of the budget for the chancellor’s office and the management of the university policy manual. She also has experience at both public and private institutions, serving as the executive assistant to the provost at Peace College and as assistant to the chancellor for budget and planning at the University of North Carolina School of the Arts. Dr. Mills holds an EdD in higher education leadership and policy from Vanderbilt University, an MPA with a concentration in nonprofit management from the University of North Carolina at Greensboro, and a BA from the University of North Carolina at Chapel Hill.

James J. Mitchell III
James J. Mitchell III joined the Roosevelt University board of trustees in 1990 and has been board chair since 1997. Mr. Mitchell is a passionate and articulate champion of Roosevelt. During his tenure as chair, Chuck Middleton was hired as president, the university expanded into the Gage Building, the board of trustees was strengthened, and University Center Chicago opened. Mr. Mitchell also is active in higher education issues on a national level, serving as vice chair of AGB’s Council of Board Chairs. The council, composed of 25 board chairs from public and private universities across the country, meets annually to discuss major policy issues affecting higher education, including college costs, fundraising, faculty concerns, global competition, and shrinking governmental funds. In 2002, after 38 years, Mr. Mitchell retired from the Northern Trust Company, where he was president of worldwide operations and technology, overseeing 4,000 employees and offices in London, New York, Chicago, and Florida. A graduate of Lake Forest College, Mr. Mitchell also completed the graduate school of banking program sponsored by the Bank Administration Institute and the advanced management program at Harvard University.

Mitzi Norton
Ms. Norton joined the staff of the Adler School of Professional Psychology in January 2007. She began as the assistant to the president and board secretary, but as the school and the office of the president expanded greatly and quickly, she was promoted to director of the office of the president in 2009. She maintains her role as the board secretary, handling all board business for the school’s trustees in the United States and Canada. She holds a BA in psychology from Creighton University and an AAS in interior design from The Harrington Institute. Ms. Norton has owned a small interior design firm since 2000, specializing in residential interiors.

Charlene Reed
Dr. Reed is secretary to the board of trustees and senior assistant to the president of Kent State University. Previously, she was assistant dean for administration and strategic initiatives, assistant professor of education, board secretary, and assistant to the president at the University of Akron. She has more than 20 years of experience in university administration, with concentrations in institutional governance, finance, planning, and resource development. She served as finance officer for the Council for the Advancement of Higher Education and has been active in the National Association of Presidential Assistants in
Higher Education, the Association for the Study of Higher Education, and the American Educational Research Association. Dr. Reed earned a bachelor’s degree in mass media/communications magna cum laude, a master’s degree in higher education administration, and a doctorate in education from the University of Akron.

Richard Riddell
Dr. Riddell is vice president and university secretary at Duke University, serving as secretary to the board of trustees and functioning as chief of staff to the president. He is also the Mary D.B.T. and James H. Semans Professor of the Practice in Theater Studies at Duke. Prior to becoming a full-time administrator, he was a professional lighting and scene designer, receiving the Tony Award in 1985 for excellence in lighting design (Big River). He received his bachelor’s degree from Knox College in Illinois, where he is now a trustee, and his PhD from Stanford University.

Merrill P. Schwartz
Dr. Schwartz is AGB’s director of research. Her primary responsibilities include conducting research on and writing about trusteeship, governance, and the academic presidency. She also manages book projects and conferences and serves as the liaison to AGB’s Board Professionals Leadership Group. Dr. Schwartz’s recent research projects and publications, many grant-funded, include: “College Prices, Costs, and Outcomes: Who’s Minding the Gap between Higher Education and the Public?”; “Trust, Accountability, and Integrity: Board Responsibilities for Intercollegiate Athletics”; “AGB Survey of Higher Education Governance”; “Faculty, Governing Boards, and Institutional Governance”; and “Chief Executives and Service on For-profit Boards.” She is a frequent presenter at AGB and other higher education association conferences and regular contributor to Trusteeship magazine. Dr. Schwartz earned a PhD in higher education administration and leadership from the University of Maryland and MPA and BA degrees from the University of Massachusetts at Amherst.

Jamal Sowell
Mr. Sowell is special assistant to University of Florida (UF) President Bernie Machen and liaison to the UF board of trustees. In that role, he acts as director of special projects and a strategic advisor to the president and the board, enhancing relations, communications, and operations to promote seamless university leadership.

Richard Staisloff
Mr. Staisloff is founder and principal of rpkGroup and is a consultant for AGB with expertise in finance and higher education developed from the perspective of public and private two- and four-year institutions, Maryland’s higher education commission, and the state legislature. He joined the College of Notre Dame of Maryland in 1998 as vice president for finance and administration. Prior to that, Mr. Staisloff served four years at Carroll Community College, where he helped lead the creation of this independent college. He previously acted as a finance policy analyst for the Maryland Higher Education Commission and the Maryland General Assembly’s House Committee on Ways and Means, focusing on education and taxation issues. He is a member of the board for Boys Hope/Girls Hope Baltimore. Mr. Staisloff received his BA from Loyola College in Maryland (now Loyola University Maryland) and MA from American University.

Brian Steeves
Brian Steeves serves as executive director of the board of regents and corporate secretary of the University of Minnesota. Before assuming this position, he served as deputy director in the office of the board of regents for two years. Prior to joining the university, Mr. Steeves spent seven years as an executive budget officer/team leader at Minnesota Management and Budget, where he managed a team of analysts and confidentially advised senior state government leaders on budget policy related to K-12 education, taxes, and state government operations. Before that, he served as a project coordinator for the city of Minneapolis, negotiating real estate redevelopment and financing arrangements and guiding projects through regulatory approvals. Mr. Steeves also completed a rural policy fellowship at the U.S. Department of Agriculture in Washington, D.C., before earning a master’s degree from the University of Minnesota’s Hubert H. Humphrey School of Public Affairs. He was awarded the prestigious Truman Scholarship and graduated summa cum laude from Minnesota State University Moorhead with a bachelor’s degree in political science.
Kai S. Swanson
Mr. Swanson is executive assistant to the president at Augustana College in Rock Island, Illinois. The position includes government and community relations, with healthy doses of advancement, communications, and administration. In addition to supporting a board, he has had opportunity to run them, having chaired the Trinity College of Nursing board, as well as the Evangelical Lutheran Church in America’s vocation and education program committee. He also chairs the Rock Island Human Rights Commission and serves on the boards of the National Association of Presidential Assistants in Higher Education and the Doris and Victor Day Foundation. In 26 years at Augustana, his “other duties as assigned” have included overhauling trustee orientation, turning around a wayward public radio station, coordinating a royal visit, pulling off a year-long sesquicentennial celebration, fetching pop for Spike Lee, and leading alumni tours to Sweden, Central Europe, and China.

Susan M. Thomas
Ms. Thomas retired from full-time legal practice in December 2009 after 30 years of service in the office of general counsel at the University of California, including four years as general counsel and secretary of the board at the University of California Hastings College of the Law. Her practice areas include labor and employment, affirmative action, business, finance and audit, Sarbanes-Oxley, ethics compliance, board governance, student affairs, and the myriad issues arising daily on college campuses. Since leaving the University of California, she has served as interim general counsel for Mills College for five months and provides consulting services to nonprofit boards in governance and compliance. She is admitted to practice in the state of California and the United States Supreme Court.

Brigham J. Timpson
Mr. Timpson is chief of staff to the president and assistant secretary to the board of trustees at Roosevelt University and is responsible for the administrative operations of the executive offices, serving as the liaison among the president, his executive council, and the board of trustees. He has the dual responsibility of managing the operations of the university’s 75-member board and serving as the principal advisor to the president and the board chair on all things related to the board and university governance, providing continuity between the university leadership and the trustees. Mr. Timpson has over a decade of experience in higher education, both as a faculty member and academic administrator. His current focus is on institutional advancement and project management, including those in institutional advancement, community outreach, and program development. Prior to coming to Roosevelt University, Mr. Timpson taught music at the University of Utah, University of Colorado, and Front Range Community College.

Monoka Venters
Ms. Venters is corporate secretary for the State University System of Florida. In that role, she is responsible for maintaining all official records of the board of governors. In addition, she assists the chancellor and chief of staff in arranging logistics for board of governors meetings, including preparation of agendas and minutes. She earned a bachelor’s degree in English from Furman University and a JD from Washington and Lee University School of Law. Ms. Venters is currently completing her PhD in higher education at Florida State University.

Judge B. Wilson II
Mr. Wilson joined Berea College in May 2001 as general counsel in charge of the college’s external and internal legal affairs, advising the college’s administrative committee and its board of trustees. In 2002, he was elected as secretary of the college and serves as the institution’s board professional. Previously, Mr. Wilson was a partner in the Kentucky law firm of Wyatt, Tarrant & Combs, LLP, where he was engaged in a multinational civil, corporate, and education law practice, serving as counsel to Berea and a number of other colleges and universities. He remains counsel to the firm and its clients on a part-time basis. Mr. Wilson is a member of the National Association of College and University Attorneys and the University Risk Management and Insurance Association. He has previously served as a member of the adjunct faculty of the University of Kentucky College of Law. Mr. Wilson holds a BA in economics from Berea College and a JD from the University of Kentucky.

Oren Yagil
Dr. Yagil serves as the special assistant to the president at Webster University. In this position, he works with the president and the provost as well as with all members of the administrative council to advance strategic initiatives important to the university. Prior to joining Webster University, Dr. Yagil was part of the leadership team that founded the College of Public Health at the University of Nebraska Medical Center, where he served as academic affairs specialist and assistant dean for student affairs. He worked as a student affairs officer in higher education in Israel before coming to the U.S. to pursue his graduate work. He holds doctoral and master’s degrees in educational leadership and higher education from the University of Nebraska-Lincoln, and a bachelor’s degree in geography and environmental sciences from Ben-Gurion University of the Negev.
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