



Trustee Orientation Program Sample Schedule

Purpose: The two-day Orientation Program will provide specific information on the role of the trustees as well as a broad overview of the University's organizational structure and operations. The orientation also provides an opportunity for new trustees to meet the senior leadership of the University and learn more about their areas.

Part One

- 9:30 a.m. Board of Trustees Chair**
- Overview of Trustee Responsibilities
- 10:30 a.m. Chief of Staff and Liaison to the Board**
- Orientation Agenda
 - Board structure, meeting schedule, bylaws
 - Board portal and website
 - Board stipends, expense reimbursements
 - Chief of Staff responsibilities
- 11:15 a.m. Office of the General Counsel**
- Role of the General Counsel and Management of Legal Claims
 - Board and Employee Conflicts of Interest
 - Indiana Access to Public Records Act/Indiana Open Door Law
 - Introduction to University Policy Library
- Noon Luncheon meeting with President of the University**
- Roles and responsibilities of Trustees
 - University Structure/Organization
 - Strategic Planning Goals
 - Major issues impacting Indiana State
- 1:30 p.m. Provost and Vice President for Academic Affairs**
- Structure of Colleges/Overview of Programs
 - Enrollment Management
 - Student Success
 - Inclusive Excellence
 - Faculty Governance
- 2:45 p.m. Executive Director of Government Relations and University Communication**
- State Budgeting Process
 - Federal Government Relations
 - University Communication

- 3:30 p.m. Break**
- 3:45 p.m. Senior Vice President for Finance and Administration and University Treasurer**
- Overview of Finance and Administration Division
 - University Operating Budgets including state budget process and performance funding
 - Campus Facilities Master Plan
 - Audit and annual Financial Statements
 - Debt Plan
- 5:00 p.m. Adjourn**

New Trustee Orientation Program Schedule

Part Two

- 8:00 a.m. Chief of Staff and Liaison to the Board**
- Overview of the Day
- 8:30 a.m. Vice President for University Engagement**
- Community Engagement
 - Business Engagement
 - Conference and Event Services and Hulman Center Operations
 - Career Services and Student Employment
- 9:30 a.m. Vice President for Student Affairs**
- Student Activities and Services
 - Resource Centers
 - Student Health and Wellness
 - Student Counseling Center
 - Sycamores Care
 - Residential Life
 - Student Government Association
 - Student Conduct & Integrity
- 10:30 a.m. Break**
- 10:45 a.m. Director of Intercollegiate Athletics**
- Overview of teams
 - Missouri Valley Conference
 - Academic success of student athletes
 - Compliance
- 11:45 a.m. Break**
- Noon Luncheon meeting with Vice President for University Advancement and CEO of the ISU Foundation**
- Role of Foundation Board
 - Advancement Goals and Initiatives
 - Scholarships and University Collaboration with Advancement

1:15 p.m. Campus Tour

2:15 p.m. Wrap-up meeting with University President

3:00 p.m. Adjourn

(NOTE: Print on letterhead once approved.)

MEMORANDUM

DATE: [INSERT DATE]
TO: University Deans
FROM: Dr. Deborah J. Curtis, President
RE: Trustee-In-Residence Program

For the 2019-2020 Academic Year, Indiana State is beginning a new educational program for our trustees to broaden their understanding of the programs and services within your college or unit and to develop a deeper appreciation of the exemplary work being performed by your faculty, staff, and students.

Each half-day Trustee-In-Residence program will provide trustees with a deeper dive into the operations of Cunningham Memorial Library, and the University's colleges and their programs. The program is designed so that over the course of a four-year term, the trustees will have an opportunity to visit each of the university's colleges (Bayh College of Education, Scott College of Business, College of Technology, College of Arts and Sciences, College of Health and Human Services, College of Graduate and Professional Studies, University College and Honors College) along with Cunningham Memorial Library. University College, the Honors College and Cunningham Memorial Library will share a half-day program. The specifics of the program will vary by college and are determined by each Dean. They may include a meeting with the Dean, a tour of facilities, meetings with faculty and/or students in key programs, sitting in on a class, etc. The schedule can be adjusted to meet the individual trustee's availability but generally will encompass four to five hours, including lunch.

As a dean, you will be asked to host two Trustee-In-Residence programs per year, each for a single trustee. Please note that this is an opportunity to promote the work of your college, discuss important issues such as workforce needs driving new program development or special efforts your college is doing to advance our strategic goals, etc. It is not a time to lobby for increased resources or engage trustees in the management of your college or unit.

Teresa Exline, Chief of Staff and our liaison to the Board of Trustees, will be coordinating this effort. Please let her know if you have any questions or concerns. We will be asking trustees to sign up for this program at their retreat in August and would like to begin hosting them in the fall semester.

Thank you for your assistance with this program. I know the trustees will enjoy this opportunity and will be impressed by all that you are doing.

Cc: M. Licari, T. Exline