

The ASSIST Workgroup on Board Protocols and Member Roles/Responsibilities met on February 28, 2006 as follow-up to the January 19, 2006 Board meeting where the committee was formed to clarify and propose revisions to existing protocols, roles, and responsibilities. Subsequent Workgroup activities were conducted via email.

Section I – Items agreed upon by all workgroup members to propose to the full Board:

The Workgroup proposes the following three additions/changes to existing Board protocols for consideration by the full Board. The full Board will be asked to review each proposed item and direct the implementation of any that meet with Board approval.

1. The ASSIST Coordination Site shall develop and maintain a chronological list of all items proposed for Board review including information on their current status. This list shall be posted on the ASSIST Information Center web site for access by Board representatives and others.
2. The ASSIST Coordination Site shall develop and maintain a “Board Binder” of reference materials for Board representatives. These materials shall include executive summaries as well as the full text of any appropriate documents (will need to identify which specific documents/information are desired). These materials shall also include a current roster of Board members, information on Board committees, and the chronological summary of proposed projects (item # 1 above). These materials shall also include an up-to-date list defining common acronyms used in ASSIST, articulation, and student transfer. These materials shall be made available on the ASSIST Information Center web site and paper copies shall be delivered to new Board members each year (with initial distribution to all current Board members).
3. In addition to posting agendas and other materials for Board meetings on the ASSIST Information Center web site, the ASSIST Coordination Site shall send paper copies of materials via regular mail to all Board representatives who request paper copies.

Section II – Items not fully agreed upon by the workgroup and requiring further discussion:

Some members of the Workgroup further propose that the full Board discuss the following topics.

1. Discuss whether the nature and authority of the ASSIST Board should be clarified.
2. Discuss whether only Board participants who have voting rights should be identified as “Board members” and other Board representatives (such as CPEC and the ASSIST Director) are to be identified as “non-voting Board liaisons” versus all designated representatives to the ASSIST Board (voting and non-voting) should be identified as

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“Board members”. Also discuss the authority and the level of participation in Board decision-making for those non-voting liaisons and other Board meeting attendees.

3. Discuss whether the system office representatives to the Board should be appointed *[if so, by whom]* or ex-officio *[if so, based on which specific office positions]*.
4. Discuss whether the ASSIST Executive Committee should continue as an ad-hoc committee or be established as a standing committee. Discuss whether the Exec Committee representatives must be current voting Board members. Currently, the appointed representatives to the Executive Committee do not have to be existing voting Board members.
5. Discuss whether the Board Workgroup representatives must be current voting Board members. Currently, the Board Workgroup representatives do not have to be existing voting Board members, although they are encouraged to be individuals who regularly attend Board meetings.
6. Discuss the desired the roles and responsibilities of the various types of Board representatives (system office, faculty, campus, technical, etc.). Currently, the roles and responsibilities of Board representatives are intentionally vague so that each system can retain the autonomy of their representatives.
7. Discuss whether and how the voting authority of individual attendees at Board meetings should be identified (suggestions included announcing attendee roles at the beginning of meetings, using colored name placards, and/or having non-voting attendees sit away from the main table).
8. Discuss how Board meeting summary notes can be more reflective of discussions. The current process includes providing draft summary notes that communicate decisions and allowing any meeting attendees to amend those notes with additional information before the notes are posted for public access.
9. Discuss the desire of having the Board Chair to provide interim summaries of discussions and decisions during meetings (possibly to be included in meeting summary notes).
10. Discuss the desire to request that the ACS make a computer and projector available at all Board meetings to display the text of summaries for meeting notes and the text of decisions being motioned for a vote.
11. Discuss whether the Board should conduct more frequent meetings. Currently, the Board meets twice per academic year, one additional time every other year for a Strategic Planning Retreat, and may call other meetings as needed either in-person, via telephone, or via video teleconference.