

MINUTES

Ad hoc Committee on Board Committees
Meeting #1
February 22, 2022

PRESENT:

Board Members

L. Chris Petersen (chair)
Carrie Chenery
Greta Harris
Melissa Nelson

Virginia Tech

Kay Heidbreder
Kim O'Rourke

Others present: Kari Evans

At 3:00 p.m., Mr. Petersen convened the ad hoc committee meeting in open session at Virginia Tech's Richmond Office, 11 South 12th Street, Richmond, Virginia. This was the first meeting of the ad hoc committee that was appointed to review the committee charges and structure of meetings in this fifth year since the new structure was implemented. The committee was provided with the charges of the existing committees and an outline of the annual committee meeting structure. The following topics were discussed:

- Purpose of presentations – awareness, advice, or action? Better votes come from well-rounded understanding.
- Agendas –More BOV involvement in setting agendas; content to align with strategic plan; feature non-Blacksburg sites periodically; more information on growth of university and budget
- Committees – Appropriateness/alignment of committee charges – not necessarily a problem with committee charges but on what topics are heard; every committee may not need to meet at every board meeting; lift up research concerns
- Length of meetings – Shorter meetings more frequently or longer meetings; restructuring use of existing meeting time; use of pre-meetings; restructure information session.
- Retreat – Keep in August; revised format focused on visioning

Items for Further Exploration:

1. Add meetings on Sunday with BOV coming Saturday night.
2. Bring in other campuses.
3. Align committee meetings with strategic plan priorities and goals.
4. Have longer committee meetings less frequently.
5. Restructure committees so that they tie into the strategic plan. Administrators involved with committees need to listen to board's agenda requests/guidance.
6. Need more board discussion time.
7. Have a different format for retreat? Keep retreat in August.

8. Board needs more context about what is presented – awareness, action, or advice?
9. Board needs to know about functioning management issues. What are challenges for the university?
10. Board wants to help set priorities with respect to key things that happen at the university. How to balance strategic priorities with other important issues, such as building maintenance.
11. Hold long information session to include all presentations
12. Create a new research committee.

The committee was adjourned at 5:00 p.m.

MINUTES

Ad hoc Committee on Board Committees
Meeting #2
March 14, 2022

PRESENT:

Board Members

L. Chris Petersen (chair)
Carrie Chenery
Greta Harris
Melissa Nelson

Virginia Tech

Kay Heidbreder
Kim O'Rourke

Others present: Kari Evans

At 3:00 p.m., Mr. Petersen convened the ad hoc committee meeting in open session at Virginia Tech's Richmond Office, 11 South 12th Street, Richmond, Virginia. This was the second meeting of the ad hoc committee that was appointed to review the committee charges and structure of meetings in this fifth year since the new structure was implemented.

The committee continued its discussion of themes and issues raised at the first meeting.

- Length of meetings – Preliminary feedback suggests that board members would be amenable to increasing the length of meetings providing that the time is used effectively and efficiently.
- Setting agendas – There is some communication disconnect in that the administration may not always understand what the board wants to hear about. Balance what the board wants to hear with what the president thinks the board needs to know and where the president needs the board's engagement. Consider spending time at the retreat setting agendas for the year, and then at each meeting the chairs can re-visit and update as needed. Committee chairs of committees could participate in setting agendas for information sessions. A mechanism is needed for individual board members to have items placed on committee/info session agendas. Time could be spent at the end of every board meeting recapping important issues/discussions and planning some agenda items for the next meeting.
- Retreat – Address issues of the day. Continue to hold the retreat in August because it provides a great opportunity for new board members to get to know other members of the board and the administration and to learn about the university's priorities and important issues.
- Flexibility – the committee and meeting structures need to be fluid enough to address the evolving interests of the board as the membership changes over time.

- ARSA – Some time was devoted to discussing this committee’s charge and meeting format. Nearly 50 percent of the ERM risks fall within the scope of ARSA. Consider further experimentation with use of panels and perhaps board members leading certain discussions.
- Research – More board time needs to be devoted to research, innovation, and extension/outreach, perhaps through dedicated time at the information session or through the creation of a separate committee. The ARSA committee could be divided into a Faculty/Student Affairs Committee and a Research, Outreach, and Innovation Committee. Information will be gathered about committee structure at other schools.
- Committee Structure/Assignments – Recent practices of assigning board members to multiple committees and avoiding concurrent meetings of ARSA and FRM have created significant scheduling complexities that can cause inefficient use of board time and should be reconsidered. Because the board is relatively small, increasing the number of committees would be problematic. The frequency of some committee meetings may be able to be reduced; it may not be necessary for every committee to meet at every board meeting.

Feedback will be solicited from other board members at the April 3-4 board meeting, and the ad hoc committee will hold at least one subsequent meeting to develop recommendations to bring forward to the board in June.

The meeting was adjourned at 5:00 p.m.