Dear Members of the Trusteeship Committee:

I look forward to seeing you at our next meeting and having a fruitful and meaningful dialogue on the topics of our agenda. We have circulated some interesting and thought-provoking materials for our next Committee meeting on December 9, 2010. I hope you will find these materials useful.

As you know, the Trusteeship Committee has several important duties, several of which are exercised in conjunction with the President. These duties include (i) designing the make-up of the Board of lay Trustees to meet the governance demands and mission of the University; (ii) developing criteria for Board members; (iii) building and screening the pool of eligible prospects; (iv) maintaining a meaningful new trustee orientation program; (v) trustee assessment; (vi) renomination of trustees; (vii) developing programs for future board leadership; (viii) developing continuing education programs for trustees and increasing trustees connections with the University; and (ix) developing programs for continuing commitment and relationship of former trustees with the University.

In our meeting, I would like to focus on two very important functions of the Committee - (i) Board of Trustees’ present and desired future composition and (ii) developing Trustee assessment programs.

As to the first topic, we should take a few minutes to review the existing Board membership and evaluate and discuss it from a viewpoint of the desirability of its diversity and talents. We should then try to establish criteria for membership on the Board with a view towards attracting and maintaining as diverse a Board as possible, with an eye towards maintaining an effective and cohesive Board. I hope we are able to begin the drafting of a criteria statement for future use by the President and the Committee.

With respect to the second topic, I would like to discuss adopting formal Trustee assessment programs. Should we request self-assessment? How frequently? What are the criteria to be used in evaluating trustee performance? We should review the statement of responsibility we execute each year at our first meeting. Should we check-in with first year trustees at the end of their first year to determine how they would rate their experience as trustees?

Please let me know if there are other topics or matters you would like to discuss which are relevant to our agenda.

With warmest regards,

John Kevin Poorman
I. Approval of October 7, 2010 Meeting Minutes  Kevin Poorman

II. Trustee Assessment  
AGB Booklet  Kevin Poorman

III. Board Diversity/Composition  
Kevin Wildes, S.J.  
Kevin Poorman

IV. Criteria for Trustees  
Kevin Wildes, S.J.  
Kevin Poorman
Present: Kevin Poorman, Chair  
Dennis C. Cuneo, Vice Chair (by phone)  
Barry D. LeBlanc  
Joseph E. Mahoney, Jr.  
Suzanne Mestayer  
Lawrence W. Moore, S.J.  
Kevin Wm. Wildes, S.J., President  

Absent: Shawn Donnelley  

Staff: Gita Bolt  
Kristine Lelong  
Mary Ellen Fleury  

1. Welcome  

Mr. Kevin Poorman opened the meeting at 1:05 p.m.  

2. Approval of Minutes  

Mr. Poorman asked if there were any corrections or revisions to the minutes of the May 13, 2010 meeting. There were none. He called for a motion to approve. MOTION was made by Fr. Larry Moore, S.J., and seconded by Mr. Joseph Mahoney. Motion carried.  

3. Review Trusteeship Committee Scope and Authority  

Mr. Poorman referenced the Trustee Committee Description document sent to the committee prior the meeting. He explained the focus of the committee is to develop and adopt policies and practices that deal with education of Trustees, assessment of Trustees performance as well as the role of bringing new Trustees to the Board.  

He said it is within the responsibilities of the committee to develop a process related to recruitment and selection of Trustees, to develop a statement of criteria for membership, as well as developing an orientation program and an ongoing education
development plan for the board and the preparation of a statement of expectations and responsibilities and an assessment process. These are issues Mr. Poorman would like the committee to address and suggested that at each subsequent meeting the committee select one of these topics as the focus of its meeting. In preparation of discussion of these topics, resource materials from the Association of Governing Boards (AGB) will be sent to the committee as a starting point for discussion.

Mr. Poorman asked the committee for feedback regarding the committee’s scope. His thoughts on future topics for discussion and action include Board education, Board engagement with various constituents within the university as well as looking at Trustee recruitment, orientation of Board leaders and Trustee assessment.

Mr. Mahoney asked what is done now in terms of assessment. Fr. Wildes replied that last year the Board participated in its first self-evaluation survey. Fr. Wildes also mentioned he discussed with the executive committee the issue of ongoing education of the Board. This year at each of the full Board meetings there will be in-depth presentations on issues in higher education. For example, at tomorrow’s Board meeting there will be a session on admissions/enrollment. Another topic for ongoing Board education will be faculty hiring.

Mr. Poorman would like to come up with a policy for when Trustees should be assessed. For example, he explained, some universities assess individual Trustees after their initial term in order to determine whether or not they are re-elected to a second term. He said an ad hoc assessment is done now but it is not a formalized process. A formalized process would focus the individual on what is expected of him/her as a Trustee. Mrs. Mestayer commented the three year mark is a perfect time for assessing individual Trustee performance. Mr. Poorman said it is also a good time to ask individuals if they are ready to step into a leadership role.

Mr. Poorman asked Ms. Lelong to send the AGB booklet, “Assessing Individual Trustee Performance” to the committee in advance of the December meeting. He said there will be further discussion about Trustee assessment at the next meeting.

Mr. LeBlanc asked where the expectations for Trustees are delineated. Fr. Wildes responded that when he talks to an individual about joining the Board, he gives them information on the university as well as a brochure that outlines in broad terms what is expected of Board members. In addition, once a year, Trustees are asked to read and sign the Statement on Trustee Commitment and Responsibility developed by the Trusteeship committee and approved by the Board in May 2009. Fr. Wildes explained that it was not always so clear which is why a standardized statement was developed.
4. **Trustee Orientation & Education**

Mr. Poorman said that the results of last year’s trustee survey indicated that Trustees were generally complimentary of the Board orientation program but that ongoing education trails off after initial orientation. With a number of hot topics and issues facing higher education, Mr. Poorman asked the committee for recommendations and suggestions for Board education programs. He suggested that Board education be the topic of the 3rd committee meeting.

In an effort to keep the Board informed on the concerns of the student body, the committee thought that providing the Trustees with the Loyola student newspaper, *The Maroon*, is a good way to keep the Trustees connected to the students. Ms. Lelong will send the Board the link to the online version of the newspaper.

5. **Orientation of Committee Chairs**

Mr. Poorman said a sub-set of the Board education process is how we recruit and train leadership. Currently, this falls upon Fr. Wildes. Mr. Poorman asked the committee for their recommendations and suggestions on how to orient new committee chairs.

6. **Discuss Social Interaction Among Trustees**

Mr. Poorman said another area in which Trustees commented upon in the survey was to encourage more social interaction among Trustees. Fr. Wildes commented that the Scholarship Dinner was moved to another night in order to leave the Thursday night of the Board meeting open for a Trustee dinner. Fr. Wildes and Mr. Poorman asked the committee for suggestions on how to encourage more social interaction among Trustees.

7. **Addition of Name to Board Approved List**

Mr. Poorman said that one of the main focuses of this committee is the recruitment of new Trustees. He suggested that the committee discuss what criteria and qualifications to look for in future Trustees as well as look at the Board’s diversity and how to maintain a pool of prospective Trustees. Mr. Poorman asked if there are specific criteria, such as level of giving, of who should be serving on the Board that has been adopted as policy. Fr. Wildes replied that there is no such formal policy. He explained that he looks for diversity in the broad sense – gender, race, profession and geography.

Mr. Poorman asked Ms. Lelong to find out what materials AGB may have on the recruitment of Trustees.
For the next meeting, Mr. Poorman would like to include Trustee assessment and trustee criteria and diversity on the agenda.

Mr. Poorman said the committee has an action item regarding placing Ms. Robin Burgess on the Board Approved List. Ms. Burgess biographical information was distributed to the committee. Mr. Poorman asked for a motion to recommend approval of Ms. Burgess to the Board Approved List. **MOTION** was made by Fr. Moore and seconded by Mr. Mahoney. Motion carried.

8. **Executive Session**

The committee did not meet in Executive Session.

9. **Adjournment**

With no old business or new business to discuss, the meeting adjourned at 1:47 p.m.