

R208, Institutional Liaisons¹

R208-1 Purpose: This policy outlines a process for communication between institution presidents and Boards of Trustees with Board of Higher Education (“Board”) members, and transmission of information about institution successes and challenges to the Board .

R-208-2 References

- 2.1 [Utah Code § 53B-2-102](#), Appointment of Institution Higher Education Presidents
- 2.2 [Utah Code § 53B-2-103](#), Board of Trustees – Powers and Duties
- 2.3 [Utah Code § 63G-2-302](#), Private Records
- 2.4 [Board Policy R220](#), Delegation of Responsibilities to the President and Board of Trustees
- 2.5 [Board Policy R209](#), Evaluation of Presidents

R208-3 Definitions

3.1 “Confidential” means the document is a “private record” under Utah Code section 63G-2-302(1)(g) and may be private under other provisions of GRAMA. As private records, any such documents are exempt from public records requests and shall not be disclosed except pursuant to Utah Code section 63G-2-201(5).

R208-4 Policy

4.1 Appointment: Prior to the start of an academic year, the Board Chair or Executive Committee shall assign at least one Board member to serve as an institutional liaison for each institution of higher education. Each liaison will be matched with two institutions.

4.2 Term: The liaison’s appointment will be for one two-year term which may be renewed by the Chair or Executive Committee in successive two-year terms.

4.3 Functions: The liaison’s role is to gather and share information about the institution and its successes and challenges, including its progress on the Board’s strategic goals, with the Board, and to support the president’s success. The liaison is not intended to serve as an advocate for a specific institution as Board members and presidents have a duty under Utah Code sections 53B-1-402, 53B-2-106, and 53B-2a-107 to serve the entire system of higher education. Examples of activities a liaison may undertake to fulfill their role include, but are not limited to:

- 4.3.1 Visiting the campus of the institution and meeting with the president;
- 4.3.2 Visiting the campus and, in coordination with the president, meeting with leadership, faculty, students, staff, and other campus members as relevant;
- 4.3.3 Attending the institution’s Board of Trustees meetings;
- 4.3.4 Attending community or campus events hosted by or involving the institution;
- 4.3.5 Attending the institution’s commencement activities;
- 4.3.6 Reviewing the institutional mission and the president’s vision for the institution with the president and other institutional officials;

¹ *Adopted September 11, 1987, amended November 17, 1989, April 26, 1991, April 17, 1992, November 3, 1995 and April 22, 2005, and December 14, 2007. Revisions approved on May 29, 2009, April 1, 2010 March 29, 2013, March 28, 2014, February 9, 2018, and XXX.*

4.3.7 Assisting the president in identifying key performance indicators under Board Policy R209, Evaluation of Presidents, to further the institution's mission and support the statewide strategic plan; and

4.3.8 Joining meetings between the president and state and community officials.

4.4 Information from Commissioner's Office: To better understand an institution to which they are assigned, a liaison may request information from the Commissioner's Office about the institution, its programs, and/or strategic plan.

4.5 Presidential Evaluations: To assist a president in fulfilling the president's duties, the liaison should be familiar with the presidential evaluation criteria in Board Policy R209, Evaluation of Presidents.

4.6 Consultation with Liaisons: When developing key performance indicators under Board Policy R209, Evaluation of Presidents, a president should consult with their institutional liaison(s).

4.7 Liaison Reports: Liaisons shall make periodic verbal reports to the Board regarding the president(s) of the institution(s) to which they are assigned. A liaison should elevate concerns about an institution, its president, or Board of Trustees to the Board of Higher Education's Chair or Vice Chair.

4.8 Confidentiality of Liaison Reports on Presidents: All liaison reports related to a president, whether formal or informal, including notes and drafts, and meetings conducted are confidential private records protected from disclosure under Utah Code sections 63G-2-201 and 63G-2-302(1)(g).