



MINNESOTA STATE
Board of Trustees

AGENDA ITEM SUMMARY

NAME: Executive Committee

DATE: November 1, 2023

TITLE: FY2024 board effectiveness work

Action

Review and Discussion

This item is required by policy

PRESENTERS

Kari Campbell, Executive Director

PURPOSE

At its October 4, 2023 meeting, the committee reviewed a proposed outline for its FY2024 work based on potential improvements to enhance board effectiveness as identified during board training. The committee will review and refine a plan to address this work over FY2024 committee meetings.

BACKGROUND INFORMATION

At its October 4, 2023 meeting, the committee reviewed a proposed outline for FY2024. The following areas were identified for focus:

- Review board and committee workplans and meeting agendas to ensure focus on priority topics.
- Review post-meeting feedback and suggest actions for continuous improvement of board meeting practices.
- Develop plan for board and trustee training opportunities.
- Review and refine new trustee orientation process.
- Review and refine governance documents.
- Review committee structure and roles.

The committee is asked to consider the following outline for focusing on these areas within three broader categories:

Focus areas		Activities
MEETING IMPROVEMENTS	<p><i>Review post-meeting feedback and suggest actions for continuous improvement of board meeting practices.</i></p> <p><i>Review board and committee workplans and meeting agendas to ensure focus on priority topics.</i></p>	<p>At each committee meeting:</p> <ul style="list-style-type: none"> • Review post-meeting evaluation results and proposed committee meeting agendas at each executive committee meeting • Recommend and implement any needed changes
BOARD DEVELOPMENT	<p><i>Develop plan for board and trustee training opportunities.</i></p> <p><i>Review and refine new trustee orientation process.</i></p> <p><i>Review and refine governance documents.</i></p>	<p>Perform this work within the framework of creating a board manual</p> <ul style="list-style-type: none"> • January 2024 – review existing governance documents and identify gaps as compared to best practice • March 2024 - review and refine existing governance documents; review drafts of new governance documents • April 2024 – continue review of drafts of new governance document • May 2024 – assess board education and training needs; review new trustee orientation modules • June 2024 – develop board education and training plan; implement any needed changes to new trustee orientation modules
COMMITTEE STRUCTURE AND PRACTICES	<p><i>Review committee structure and roles</i></p>	<p>Assess and evaluate board committee structure and practices to best support the board’s oversight responsibilities</p> <ul style="list-style-type: none"> • January 2024 – review best practice and process for considering committee restructure; define next steps • March 2024 – assess needs and gaps within current structures • April 2024 – review and consider options for addressing gaps; engage with all trustees • May 2024 – review and refine desired options and outcomes; engage with all trustees • June 2024 – develop implementation plan as needed

MEETING IMPROVEMENTS

A post-meeting evaluation survey was distributed to trustees after October 2023 meetings. Twelve responses were received. Results are included below:

<i>The agenda focused on important topics</i>	100% agree or strongly agree
<i>Board materials contained useful information and helped trustees be prepared for productive discussions</i>	100% agree or strongly agree
<i>Trustees had ample opportunity to ask questions and discuss agenda topics</i>	92% agree or strongly agree

What did you like the most?

- More engagement and time for questions and discussion
- New role for president liaisons

What did you like the most? Do you have suggested improvements?

- Clarify when the board book is finalized; if there must be changes after that, notify trustees of changes
- Conclude committee meetings with a brief summary of next steps that result from discussions

Agenda topics for November 2023 committee meetings (to be held at Minnesota State University, Mankato):

- Strategic Enrollment Management
- Study session on workforce and economic development
- NextGen update and project risk review
- Audited Financial Statements
- FY24-25 supplemental budget request
- Tour and program at South Central College
- Closed sessions:
 - Labor negotiations strategy
 - Follow-up from previous IT audit findings
 - Information security briefing