

**Board of Governors - State University System of Florida
Trustee Nomination and Board Procedures Committee**

I. Trustee Nomination

BOG Lead: Zach Zachariah **Lead Staff: Krista Kahn / Emoryette McDonald**
Additional BOG Members: Charlie Edwards (Committee Vice Chair), John Dasburg, Ann Duncan, Sheila McDevitt, Ava Parker, Carolyn Roberts, Gus Stavros, Norman Tripp

Goals and Deliverables:

- A. Review and Update Trustee Selection and Reappointment Process
- B. Implement Selection and Reappointment Process
- C. Approve Nominations

I. A. - Review and Update Trustee Selection and Reappointment Process

Actions/Deliverables	Lead Person(s) Responsible	Start Date		End Date		Comments
		Planned	Actual	Planned	Actual	
I. A. 1. Trustee Nomination and Board Procedures Committee (TNBPC): Review Trustee Selection and Reappointment Process.	Zach Zachariah	1/29/09		4/22/09		Review dates/deadlines to ensure consistency with current BOG calendar. Consider revising language and removing timeline associated with BOG Orientation of BOT Members to provide flexibility to BOG to realign orientation process. Consider deadlines for applications and response from BOT chairs and presidents. Consider additional avenues to enhance announcement of vacancies. Committee meet in workshop to review process Wednesday afternoon March 25.

Actions/Deliverables	Lead Person(s) Responsible	Start Date		End Date		Comments
		Planned	Actual	Planned	Actual	
						Committee to meet via conference call, as necessary.
I. A. 2. TNBPC and BOG: Recommend and Approve changes to Trustee Selection and Reappointment Process.	Zach Zachariah	5/7/09		5/7/09		TNBPC to Recommend Changes. BOG to Approve Changes.
I. B. - Implement Selection and Reappointment Process						
Actions/Deliverables	Lead Person(s) Responsible	Start Date		End Date		Comments
		Planned	Actual	Planned	Actual	
I. B. 1. TNBPC: Direct Chancellor to notify BOT Chairs and University Presidents of January 2010 Vacancies on BOTs.	Zach Zachariah	6/01/09		6/01/09		Per current process, the Chancellor is responsible for notifying the Chair of the university board and the university president of any upcoming vacancies to that university's board one hundred eighty (180) days before the term expires (or four [4] weeks after resignation or removal of a trustee). Within 30 days of notification (by August 1, 2009), the BOT Chair and University President may submit a list of two (but no more than five) nominees to fill the vacancy, together with an application completed by each nominee. In the event that the vacancy is created by virtue of expiration of the trustee's initial term, the BOT Chair and the president can submit that trustee's name and application as the sole nominee, if so desired (to be considered along with any applications received as a result of the public advertisement).

Actions/Deliverables	Lead Person(s) Responsible	Start Date		End Date		Comments
		Planned	Actual	Planned	Actual	
Direct Staff to advertise the vacancy to the public.	Zach Zachariah	6/01/09		6/01/09		<p>If deadlines or process are amended during I.A., the process and all items below will need to be updated accordingly.</p> <p>Vacancy is to be advertised to the public by posting a notification on the BOG website and by such other means as directed by the TNBPC.</p>
I. B. 2. TNBPC: Receipt of applications and staff to conduct an initial background check of each nominee within 30 days after receipt.	Zach Zachariah	8/03/09		9/03/09		<p>Any person wishing to be considered for appointment as a trustee must submit an application for appointment to the BOG no later than 30 days after the vacancy is published on the website. If the 30th day falls on a weekend or state holiday, the application must be submitted no later than the following business day.</p> <p>Initial background check includes a preliminary screening by the Florida Department of Law Enforcement.</p>
I. B. 3 TNBPC: Review applications.	Zach Zachariah	9/03/09		9/03/09		Staff forwards applications to TNBPC upon completion of background checks.

Actions/Deliverables	Lead Person(s) Responsible	Start Date		End Date		Comments
		Planned	Actual	Planned	Actual	
I. B. 4 TNBPC: Conduct meeting (via conference call, unless otherwise determined by TNBPC) to discuss nominees' qualifications, and determine recommendation(s) to full BOG.	Zach Zachariah	9/09/09		11/17/09		Nominees' qualifications to be discussed by TNBPC during committee meeting (conference call). At the discretion of the committee, some or all of the nominees may be interviewed by the Committee (may also take place via conference call, at discretion of TNBPC). TNPBC to determine a recommendation of one nominee to fill each vacancy (may take place at the end of previous conference call/ meeting or may be determined as part of separate committee meeting, as determined by TNBPC).

I. C. - Approve Recommendations

Actions/Deliverables	Lead Person(s) Responsible	Start Date		End Date		Comments
		Planned	Actual	Planned	Actual	
I. C. 1. TNBPC: Recommend one nominee for each vacancy to full BOG for approval.	Zach Zachariah	12/10/09		12/10/09		TNBPC to forward recommendations to full BOG. Each nominee forwarded for approval to the full BOG will be subject to a Level 2 background check by the Florida Department of Law Enforcement.
I. C. 2. BOG: Approve nominations for trustee vacancies.	Sheila McDevitt	12/10/09		12/10/09		BOG to consider nominations from TNBPC and call for a vote on the appointment. BOG to approve nominations. If approved, the nominee will assume the trustee position immediately after the expiration of the incumbent's term of office. Materials needed by 11/17/09 for December 2009 BOG Meeting.

Actions/Deliverables	Lead Person(s)	Start Date	End Date	Comments
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	Responsible	Planned	Actual	Planned	Actual	
I. C. 3. TNPBC and BOG: Direct staff to notify newly approved trustees of BOG action.	Zach Zachariah/ Sheila McDevitt	12/10/09		12/10/09		Staff to notify newly approved trustees of BOG action, term, and senate confirmation information.
I. C. 4. TNPBC and BOG: Direct staff to forward to Senate and monitor confirmation process.	Zach Zachariah/ Sheila McDevitt	12/10/09		12/10/09		Approved nominee's name is to be forwarded to the Senate for confirmation during the upcoming legislative session.
I. C. 5 TNBPC: Direct staff to provide BOG orientation for newly appointed trustees.	Zach Zachariah	12/10/09		12/10/09		Orientation to be provided for newly appointed trustees, as determined by TNBPC.
I.C.6 TNBPC: Direct chancellor to notify BOT chairs, presidents, and new BOT members of result of Senate confirmation process.	Zach Zachariah	5/10/10		5/10/10		BOT chairs, and presidents, and new BOT members to be advised of Senate confirmation.

**Board of Governors – State University System of Florida
Trustee Nomination and Board Procedures Committee**

II. Board Procedures

BOG Lead: Zach Zachariah Lead Staff: Krista Kahn / Emoryette McDonald/ Mikey Bestebreurtje/ Vikki Shirley
Additional BOG Members: Charlie Edwards (Committee Vice Chair), John Dasburg, Ann Duncan, Sheila McDevitt, Ava Parker, Carolyn Roberts, Gus Stavros, Norman Tripp

Goals and Deliverables:

- A. University Board of Trustees Powers and Duties Regulation**
- B. Ad Hoc Board Procedures and Governance Issues**

II. A. - University Board of Trustees Powers and Duties Regulation

Actions/Deliverables	Lead Person(s) Responsible	Start Date		End Date		Comments
		Planned	Actual	Planned	Actual	
II. A. 1. Trustee Nomination and Board Procedures Committee (TNBPC): Review University Board of Trustees Powers and Duties Regulation	Zach Zachariah	6/08/08		12/08		Work with staff to solicit and implement potential changes to align with current direction. Discuss regulation and consider potential changes.
II. A. 2. TNBPC: Notice University Board of Trustees Powers and Duties Regulation.	Zach Zachariah	1/29/09		1/29/09		Following discussions of regulation, TNBPC to approve notice of regulation for public comment.
II. A. 3. TNBPC and BOG: Approve University Board of Trustees Powers and Duties Regulation.	Zach Zachariah	2/26/09		2/26/09		Committee and BOG to approve University Board of Trustees Powers and Duties Regulation.

II. B. - Ad Hoc Board Procedures and Governance Issues

Actions/Deliverables	Lead Person(s) Responsible	Start Date		End Date		Comments
		Planned	Actual	Planned	Actual	
II.B.1 TNBPC: Consider revisions to BOG's operating procedures.	Zach Zachariah	3/26/09		TBD		TNBPC to consider revisions to BOG's operating procedures.
II. B. 2 TNBPC and BOG: Recommend revisions to BOG operating procedures and then to BOG for approval.	Zach Zachariah/ Sheila McDevitt	TBD		TBD		BOG to approve BOG operating procedures.
II. B. 3. TNBPC: Consider other issues, as appropriate.	Zach Zachariah	TBD		TBD		TNBPC to consider issues related to other issues, as appropriate.