

## **BOG-BOT Communication**

November 13, 2006

*Revised 1/24/07*

To honor the trust of the citizens of Florida, the Board of Governors is taking the lead to foster a closer working relationship with Boards of Trustees throughout the State University System. Closer working relations are critical if the respective Boards are to fulfill their complementary roles to enhance the State University System while ensuring that each university operates efficiently and effectively to achieve its goals and the overall goals and directions of the system. Collaboration and communication are the cornerstones of the working relationship.

All member parts of the SUS – students, faculty, staff, and institutions – will be the primary beneficiaries of a closer working relationship by being assured that our limited resources will be efficiently and effectively employed for the benefit of the state of Florida.

To enhance communication and collaboration, the Board of Governors and Office of the Chancellor propose several initiatives:

### **From the BOG:**

1. The BOG Chair and the Chair of each Board of Trustees will meet as a group at least twice a year to ensure that mutual concerns are shared and acted upon.
2. The BOG Chair and/or respective Committee Chairs will meet with each BOT in their plenary once per year.
3. The BOG Chair will hold two planning meetings per year with all BOT members: in early August to discuss budget and legislative initiatives proposed for the next legislative session, and in early December to plan legislative strategy and to address system issues as appropriate. A legislative committee will be formed with a representative from the BOG and each BOT to ensure coordination of legislative initiatives.
4. The BOG will sponsor at least one Board of Trustees development workshop a year. These gatherings might focus on best practices relating to accountability, priority setting, audit and Board self- and presidential evaluations.
5. The BOG will outline the BOTs' respective responsibilities – in accordance with the constitutional mandate and the positive benefits for the operation of the whole system. The focus will be on the respective roles of the BOG to manage the SUS and the BOTs in their oversight of administration and management of the universities. A draft of this outline will be shared with the UBOT Chairs for their input prior to the BOG finalizing it.

6. The BOG will develop a “compact” with each university that clearly outlines the annual production with respect to retention rates, graduation rates, and other accountability measures. The value here is to demonstrate that the BOT understands the role of each institution in the system within the context of the broader BOG strategic plan.
7. The BOG Chair will meet at least once a year with the Board of Directors of the Florida Student Association.
8. The BOG Chair will meet at least once a year with the Association of Chairs of the Faculty Senate.

**From the Office of the Chancellor:**

1. Two weeks in advance of regularly scheduled Board of Governors meetings, the Chancellor and the BOG Chair will remind all BOT members of their standing invitation to the meeting with a hyperlink to the meeting agenda. BOT Chairs or their BOT delegates will also be invited to pre-meeting functions offered by the hosting institution.
2. Following the BOG meeting, the Chancellor will send a summary of actions and any other pertinent notes/information to each BOG and BOT member, as well as SUS Presidents.
3. All BOG Issues Briefs (periodic distribution) and system news (daily distribution) will be distributed to all Board (BOG and BOT) members, as well as SUS Presidents.
4. Chancellor position papers or documents will be distributed to the BOG, BOTs and SUS Presidents. Additionally, there will be a dedicated web location for these same materials.
5. All annual calendars will be distributed to all BOG and BOT members.
6. All communications from the Chancellor to BOT will be copied to the Chair of the BOG.
7. A coding system of information, reading, action will be used for all materials provided by the Chancellor to the BOTs.
8. Seating arrangements will be made to facilitate and maximize active participation by BOT Chairs and University Presidents at each BOG meeting.
9. The Chancellor will provide a web-based index and catalog of its official actions to enable the universities to research and access historical and important governance documents efficiently (resolutions, rules, regulations and policies).

10. The Chancellor is available by invitation or at the request of the Chancellor to meet with each BOT in their plenary session.
11. The Chancellor will meet with the Board of Directors of the Florida Student Association twice per year.
12. The Chancellor will meet at least once a year with the Association of Chairs of the Faculty Senate.

**From the BOTs and Universities:**

1. The BOT Chair will send a hyperlink to, or hardcopy of, to the Chancellor in a timely fashion, their regularly-scheduled BOT meetings.
2. Any university issue which rises to the level of, or has the potential to rise to the level of, systemwide concerns, interest, ramifications, etc., shall be communicated to the Chancellor or BOG Chair, as appropriate, prior to media coverage or in an otherwise timely manner.
3. The BOT will document that it is a high priority for the university president to attend plenary meetings of the BOG, or designate a representative if the president has a conflict.
4. The BOT chair or the chair's designee will strive to attend the plenary meetings of the BOG.