



New Board Member Orientation and Training Implementation Plan

Unit/Department: Policy, Planning and External Relations

CPE Contact

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2016-17 (Year One) Implementation Plan

1. In-Person Delivery Method - CPE Orientation

- Date: November 30, 2016
- Time: 9:00 a.m. – 2:30 p.m. EST (lunch provided)
- Session Location: Conference Room A, Council offices, Frankfort
- Networking Reception @ Governor's Mansion: 3:00-4:00 p.m. EST
- Technology Needed: All sessions will be audio/video-recorded by CPE (in-house)
- Proof of Attendance & Certification of Completion: All appointees will be required to sign in upon arrival and sign out upon dismissal. Attendance at the networking session will not be required.
- Expected Costs: Approximately \$10,000 for AGB fees and travel, food and refreshments, and reception expenses

2. Online Delivery Method - CPE Orientation (*For those unable to attend the in-person session on 11/30/16.)

- Dates available for completion: Between January 1-August 11, 2017 (*tentative*)
- Time: 24-hour web availability
- Location: At the convenience of the board member
- Networking Session: None available
- Curriculum: Same content as the in-person CPE orientation
- Method: Pending based upon development of online program.
- Technology Needed: Web-presence, online access
- Proof of Attendance and Certificate of Completion: Certificate of completion will be issued after new appointee completes all components.
- Expected Costs: *Pending.*

3. Campus Orientations

- Dates available for completion: Between August 12, 2016-August 11, 2017
- Curriculum/Agenda Requirements: See Section 1.B. of the HB 15 Board Training Delivery Plan.
- Delivery Method: See Section 2.B. of the HB 15 Board Training Delivery Plan.
- Proof of Completion: See Section 3.B. of the HB 15 Board Training Delivery Plan.

4. Annual Certification Report

By August 15, 2017, CPE will prepare and submit a list to the General Assembly of all 2016-17 CPE & institutional board member appointees, indicating the following:

- Name
- Board appointed, Exec. Order No, and Date of appointment
- Date of completion for both components of the orientation requirements
- The names of those who did not complete both components of the orientation requirements.

5. New Member Campus Orientation Programs Review and Approval

- Dates available for submission: Between December 1, 2016 and January 31, 2017.
- Required Submission Elements & Approval Process: See Section 4 of the HB 15 Board Training Delivery Plan.
 - Edits Needed: If any elements are missing, CPE staff will notify the submitting party and require all edits to be resubmitted within 30 days.
 - Approval: Once approved, CPE staff will notify the institution in writing. Estimated date of approval status is no later than June 30, 2017.