



New Board Member Orientation and Training Policy

Unit/Department: Policy, Planning and External Relations

CPE Contact

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Council on Postsecondary Education and Institutional Governing Boards

New Board Member Orientation and Training Policy

Effective Date: November 18, 2016

OVERVIEW

On April 27, 2016, Governor Matthew Bevin signed into law HB 15, an act relating to the governance of postsecondary education institutions. The law, which went into effect on July 1, 2016, requires new institutional and CPE board members to complete an orientation and education program within their first year of appointment. More specifically, it states the following provisions:

- CPE must develop in cooperation with the public campuses a comprehensive orientation and education program for new board members and continuing education programs for all board members.
- For new members, the orientation shall include six instructional hours covering the following:
 - the role of the council and governing board members;
 - the statewide strategic agenda and the strategic implementation plan;
 - the respective institution's mission, budget and finances, strategic plan, and priorities;
 - institutional policies and procedures;
 - board fiduciary responsibilities;
 - legal considerations including open records and open meetings requirements; and
 - ethical considerations arising from board membership.
- The orientation program must be developed in a way that allows new members to complete the requirements electronically or in person.
- Board members must complete the orientation within one year of appointment.
- CPE must provide a report to the legislature listing all new board members who do not complete the required orientation.
- Board members from private institutions must be invited to participate.

Additionally, HB 15 requires CPE to review and approve all existing board orientation programs at the public universities and KCTCS.

This policy was developed in partnership with CPE staff, CPE board members, and representatives from the public institutions and AIKCU. It contains five sections:

1. Training Curriculum for New Member Orientation
2. Delivery Method for New Member Orientation
3. Certification Procedure and Annual Report for New Member Orientation
4. Review and Approval of New Member Campus Orientation Programs
5. Continuing education programs for all CPE and institutional board members

Specific plans for the first year of implementation (2016-17) can be found in Attachment A.

SECTION 1: Training Curriculum for New Member Orientation

As required by HB 15, all new appointees to public university boards, the KCTCS board, and the CPE board shall participate in a new member orientation program that focuses both on the state's higher education goals as well as institution-specific matters. To facilitate this process, the delivery of the new member orientation shall be shared by the CPE, KCTCS and the respective university boards in two parts.

- A. State-level Orientation:** The following shall be included in a comprehensive orientation program developed by CPE in consultation with the campuses. Some of the elements may be delivered by organizations with specific expertise in board development and higher education (e.g., Association of Governing Boards).
- Higher education governance in Kentucky and the role and function of CPE.
 - The statewide strategic agenda and related accountability system.
 - Characteristics of an effective governing board.
 - Kentucky's open records and open meetings requirements.
 - The biennial budget development process and performance funding, including the roles of the CPE, the campus boards, the state budget director, the legislative research commission, the General Assembly and the Governor's office.
 - Fiduciary responsibilities of board members.
 - Shared governance in higher education.
 - Regional accreditation.
- B. Campus and KCTCS Orientation:** The following shall be included in an orientation program for new board members developed and delivered by each campus and KCTCS:
- Institutional mission, vision, and values, by-laws, and if applicable, the standing delegation of authority.
 - The university or KCTCS strategic plan and related accountability system.
 - Budget and finances, including a review of all sources of revenue and expenditures relevant to the institution's mission.
 - Board-relevant policies and procedures that affect the students, staff, and board members, including information regarding student privacy/FERPA regulations.
 - The board's fiduciary responsibility and specific board rules as they pertain to open records and open meetings. (As required, the campus shall provide copies and obtain necessary confirmation of receipt of any documents required to be distributed by the Attorney General.)
 - Review of conflict of interest and ethical considerations as they apply to Kentucky's board members.
 - Access to historically relevant board actions, including but not limited to the previous two (2) years of meeting minutes.
 - If applicable, an overview of the institution's foundation, including but not limited to the foundation's mission, membership, financial statements, how the foundation supports the institution, and how the foundation's board interacts with the campus's governing board.

- If applicable, the board's role, responsibilities, and limitations regarding NCAA regulations.

SECTION 2: Delivery Methods for New Member Orientation

HB 15 states that the orientation program must be developed in a way that allows the new member to complete the requirements electronically or in person.

A. CPE Orientation Programs:

- 1. In-Person Delivery Method:** The annual state-level orientation and training program will be offered each fall. In applicable years, it will be offered as part of the Governor's Conference on Postsecondary Education Trusteeship. In years when the Trusteeship Conference is not being held, the new member orientation will be offered as a stand-alone session. The program will cover the areas of the curriculum outlined in Section 1 of this policy and may feature national, state, and local guest speakers. The program will be offered in a central part of the state to allow for greater participation. Every effort will be made to include a networking session for new appointees as part of the orientation.
- 2. Online Delivery Method:** If a new appointee is unable to attend the in-person orientation program, an online option will be offered. The content will remain the same as the in-person program; however, the delivery method is asynchronous and may include video clips, sessions, and tutorials. Completion of the program is required within one year of the new member's appointment.

- B. Campus Orientation Programs:** The campus's orientation program may be delivered in a method at the discretion of the individual campus; however, it must be completed within one year of the new member's appointment.

SECTION 3: Certification Procedure and Annual Report for New Member Orientation

- A. CPE orientation:** Upon completion of either the in-person or online program, a Certificate of Completion will be mailed to the new appointee, and a copy will be sent to the institution's board liaison.

- 1. In-Person Program:** When a new appointee attends the in-person program, attendance and participation will suffice for the requirement for a Certificate of Completion to be awarded.
- 2. Online Program:** The new appointee will be awarded a Certificate of Completion upon fulfillment of all required components, as set forth at the beginning of the online program.

- B. Campus orientation:** After completion of the campus orientation, the board liaison shall notify CPE of the date of completion of each appointee either by mail or email.

- C. Annual certification report:** As required by HB 15, a list of the appointees who have not completed both the state-level and campus orientation programs within one year of appointment will be submitted to the General Assembly.

SECTION 4: Review and Approval of New Member Campus Orientation programs

HB 15 requires CPE to review and approve all existing board orientation programs at the public universities and KCTCS. These shall be reviewed for approval every 5 years; however, if the program is substantially revised, the campus shall submit a Revised Submission.

- A. Campus Board Approval:** The campus's governing board is encouraged to approve the board orientation program prior to submission to the CPE. If formally approved by the board, it should be indicated on the submission form (see Attachment B).
- B. Initial Submission:** Initial submission of campus orientation programs are due to CPE on or before March 31, 2017. The submission shall include the following elements:
1. Completed CPE submission form (Attachment B)
 2. Detailed agenda of the orientation program
 3. Listing of all documents provided to the new appointee, along with a basic description of each document.
 4. Electronic copies of all documents, handouts, PowerPoint slides, etc. (submitted via a Dropbox link or USB drive)

CPE will notify the campus in writing upon review and approval of their board orientation program. If the submission is incomplete, the campus will receive a list of required items.

Future formal submission dates are tentatively set for the following dates:

- March 31, 2022
- March 31, 2027

- C. Revised Submission:** If a campus program is substantially revised within the 5-year period, the institution shall resubmit to CPE the following elements (within 30 days of the revision):
1. Completed CPE submission form, marked *REVISED SUBMISSION* (Attachment B)
 2. Detailed list of items/program elements revised from the originally approved submission
 3. Any added or revised materials that pertain to the revised elements.

Upon CPE approval, the revised submission will go into effect for the remaining duration of the five-year period, with the next formal submission due on the date specified in item B, Section 4.

SECTION 5: Continuing Education Programs for all CPE and Campus Board Members

HB 15 states that CPE must develop in cooperation with the public campuses continuing education programs for all board members. This will be fulfilled by, but is not limited to, the following measures:

1. Governor's Conference on Postsecondary Education Trusteeship: This conference began in 1989 as an annual conference and changed to a biennial event in 2011 due to budget constraints. It has been sponsored equally by CPE and the public institutions, and all campus and CPE board members are encouraged to attend. Private college board members also are encouraged to attend. The conference features national speakers and local experts on relevant and time-sensitive topics of interest to postsecondary education board members, campus leadership, policy leaders, and members of the Kentucky General Assembly.

2. Annual meeting of Board Chairs/Vice Chairs: An annual meeting of the CPE and public institutional chairs and vice chairs will be planned by CPE each fall. In applicable years, it will be offered in tandem with the Governor's Conference on Postsecondary Education Trusteeship. This meeting will allow the leadership of each campus to discuss common issues and concerns and develop ideas on how to address them as a whole.

ATTACHMENTS

- A. 2016-17 (Year One) Implementation Plan
- B. Submission Form – Approval of Campus Orientation & Training Program for New Board Members (rev. 10/2016)