



DATE: February 22, 2016
TO: Members of the Board Operations Committee
FROM: Janet F. Loughran, Chief Staff Liaison
RE: End-of-Year Reports from Board Committees

In the past, an End-of-Year Report from each of the Board committees has been drafted by the end of March and discussed at Board meetings in April. The Chief Staff Liaisons have drafted the report for review by the committee chair prior to discussing the report with the committee at the first Board meeting in April.

The Reports list (i) major tasks accomplished during the fiscal year, (ii) standing agenda items and (iii) agenda items initiated during the fiscal year but not yet accomplished/completed. An example report from FY 2015 follows this memorandum.

Although the rules for the operating committees may be suspended for March 2016 and April 2016, it is suggested that End-of-Year Reports for FY 16 be prepared. The reports will be discussed at the April 14, 2016 Board Work Session and then filed.



Board Operations Committee Annual Report – FY 2015

The FY 2015 Board Operation Committee was composed of Nancy McCord (External Relations), Gregg Schwind (Planning and Strategy), Alan Klein (Strategic Implementation), and Milton W. Matthews (President). Andrew Stack chaired the Committee for the first six months of the year and Russ Swatek chaired the Committee for the second six months of the year.

Accomplishments

- ✓ Developed Board meeting Agendas each month.
- ✓ Approved the FY 2016 BOD Orientation, Organization, and Training Calendar.
- ✓ Oversight of the development of the President's goals for FY 2015.
- ✓ Oversight of the President's Annual Evaluation Process.
- ✓ Proposed Guidelines for Closing Meetings (subsequently approved by the BOD).
- ✓ Proposed Administrative Amendments to CA's Charter & By-Laws (subsequently approved by the BOD).
- ✓ Proposed Amendments to the Special Rules of Order & Policy regarding Resident Speakout (subsequently approved by the BOD).
- ✓ Mandated use of CA-issued email addresses for all Board Members.

Standing Agenda Items & Agenda Items

Initiated in FY 2015 but not yet fully addressed

- ✓ Develop Board meeting Agendas each month.
- ✓ Oversight of development of President's FY 2016 Goals.
- ✓ Oversight of process for both the six-month and Annual Review of the President's performance.
- ✓ Recommend which Minutes from the Board/Committee closed meetings be approved by the Board of Directors for public release.
- ✓ Review of the Board Committee meeting structure.
- ✓ Discuss Reactivating the Columbia Council.