



## BOARD OF REGENTS

### SUMMARY OF ITEM FOR ACTION, INFORMATION OR DISCUSSION

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**TOPIC:** Policy on Institutional Advisory Boards I-4.00

**COMMITTEE:** Committee on Organization & Compensation

**DATE OF COMMITTEE MEETING:** May 25, 2011

**SUMMARY:** This policy was developed in 1989 to recognize the role of presidential advisory boards, known as Boards of Visitors. Advisory boards have proven valuable to the institutions for community relations and fund-raising purposes. Many units with the institutions have likewise found such advisory boards helpful toward pursuing their missions. The suggested changes to the policy would recognize those other advisory boards and establish a level of responsibility and accountability for those bodies.

**ALTERNATIVE(S):** The Board could recommend against extending the policy to other advisory boards or make other changes.

**FISCAL IMPACT:** None.

**CHANCELLOR'S RECOMMENDATION:** The Chancellor recommends the changes in the policy.

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COMMITTEE ACTION: Recommended.

DATE: May 25, 2011

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BOARD ACTION:

DATE: June 17, 2011

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SUBMITTED BY: Katie Ryan, Chancellor's Office (301) 445-1903

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## **I-4.00 POLICY ON INSTITUTIONAL ADVISORY BOARDS**

(Approved by the Board of Regents February 1, 1989 and March 1, 1989; revised April 16, 2004; revised )

### **A. Advisory Board to President**

1. Each President may establish an institutional advisory board, to be called a Board of Visitors, as authorized in Section 12-109(E)(16) of the Education Article, to provide advice, assist in community relations, assist in institutional development, or provide other assistance requested by the President to enhance the institution.
2. Prior to the establishment of a Board of Visitors, each President shall submit to the Chancellor for approval by the Board of Regent a proposal for such a Board, to include the proposed role of the Board and the number and composition of its membership.
3. Members of a Board of Visitors may be drawn from the general public and from the campus. Because such a Board may advise the President on institutional policies, membership may not include members of the University System of Maryland Board of Regents or the Maryland Higher Education Commission, elected State officials, or appointed State officials of cabinet rank. Members serve at the pleasure of the President or for a term as established in the proposal or in the bylaws. The names of the member shall be submitted to the Chancellor.
4. Once approved, the proposal may be amended on the recommendation of the President and the approval of the Board of Regents. Proposals to amend may include changes in the number and composition of the membership, the role of the Institutional Board, or its abolition.
5. The President shall call the meetings of the Board and shall set the agenda.
6. Members shall serve without compensation but shall be entitled to reimbursement for expenses in accordance with the State or Standard Travel Regulations.
7. Members shall not take any actions which conflict with their roles as a member of the Board of Visitors.
8. Presidents shall inform members of their responsibilities and of the requirement to avoid conflicts.
9. Presidents may remove any member who, in the judgment of the President, has a conflict of interest.

## **B. Other Institutional Advisory Boards**

1. Deans, Department Chairs and Directors of Centers and Institutes affiliated with USM institutions may establish Advisory Boards to provide advice, assist in community relations and fund-raising, or provide other assistance requested by the Dean, Chair or Director to benefit or enhance the specific unit.

2. Members of such advisory boards may be drawn from the general public, the alumni base or from the institution. Members serve at the pleasure of the head of the unit or for a pre-determined term of office. Unlike boards advising Presidents directly, these advisory boards may include members of the USM Board of Regents or other public officials since they do not advise on institutional policy. The members of these boards shall be approved by the institutional President. The President shall inform the Chancellor of any members who are Regents or public officials.

3. The Dean, Chair or Director shall call the meetings of the Board and shall set the agenda.

4. Members of these Boards will be expected to be advocates for the unit they advise and will be expected to be supportive of the unit, the institution and the USM.

5. Members shall serve without compensation but shall be entitled to reimbursement for expenses in accordance with the State Standard Travel Regulations.

6. Members shall not take any actions which conflict with their roles as Advisory Board members. Presidents may remove any member who, in the judgment of the President, has a conflict of interest.

June 2011