

## 2017 Board Calendar

### BACKGROUND

The Board Calendar Policy directs the Secretary of the Board to deliver the schedule of the Board’s regular meetings for the upcoming year by July 1 of each year (Attachment 1). Under the Standing Committees Policy, the chair of each standing committee must select dates for committee meetings as soon as practicable after the schedule of Board meetings is set (Attachment 2). Once Board and committee meetings are set, the Secretary of the Board posts the meetings schedule on the Board’s website and delivers the dates to each Trustee.

The Board Office worked closely with the President’s Office and other university offices to identify potential Board and committee dates for 2017. The Board Office identified potential meeting dates that would not conflict with major holidays, the President’s schedule, and key times during the academic calendar such as final exams, spring break, and summer break. Staff also sought comments on potential dates from the President of the Associated Students of OSU and the student trustee on the Board. OSU Foundation staff also reviewed the proposed dates to identify an opportunity for a joint session of the OSU Board of Trustees and OSU Foundation Board in 2017.

Based on this vetting process, the Board Secretary identified dates and polled and assessed trustee availability. The Board Office shared the proposed dates with committee chairs for their input as well.

### 2017 BOARD CALENDAR

The Board Secretary proposes the 2017 Board Calendar as follows:

Date	Meeting	Notes
January 19-20, 2017	Standing Committees & Full Board Meetings	
March 16-17, 2017	Standing Committees & Full Board Meetings	This is the end of “dead” week. Finals begin on March 20. Spring break is March 25-April 2. We tried to get a date that should work for students, despite “dead week,” and comes relatively close to the end of March when the University’s annual budget is due.
June 1-2, 2017	Standing Committees & Full Board Meetings	Dead week begins the following Monday.
October 18, 2017	Board Retreat	
October 19-20, 2017	Standing Committees & Full Board Meetings	

The proposed 2017 dates meet the policy requirement for four regular meetings of the Board. However, the Board Calendar Policy specifies that the Board meet in January, March, May and

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October each year. Since the Board would meet in June, rather than May, a majority of the Board must approve the calendar. In addition to these dates, committees may schedule additional meetings throughout the year as needed.

### **RECOMMENDATION**

The Executive & Audit Committee recommends to the Board that it approve the 2017 meeting dates.

## Board Calendar

The Board operates on the University's fiscal year (July 1 – June 30). Trustee terms, Board Officer terms, and Committee appointments will generally begin on July 1.

Unless a majority of the Board decides otherwise, four regular meetings of the Board will be held during the year, in January, March, May, and October of each year.

The Secretary to the Board will post on the Board's website and deliver to each Trustee the schedule of the Board's regular meetings for the upcoming year by July 1 of each year.

### Document History

- Adopted by the Board of Trustees March 13, 2014

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### Attachment 2

### Standing Committees

The Board of Trustees operates through the following three standing committees:

- Executive and Audit Committee
- Academic Strategies Committee
- Finance and Administration Committee

After the first regular Board meeting in even-numbered years, at which the Board elects its Chair and Vice-Chair to a two-year term beginning July 1, the new Chair-elect will, within thirty days, appoint the memberships of the standing committees of the Board for two-year terms beginning July 1.

Each committee consists of not fewer than three trustees, appointed by the Chair of the Board. The Chair of the Board also designates the chair and vice chair of each committee. Each committee will then meet upon the call of its chair.

A quorum of a committee is a majority of the voting members. Trustees who are disqualified from voting on a particular matter are not counted for the purpose of establishing a quorum in relation to that matter. Action on a matter may be taken upon the approval of a majority of the trustees if a quorum is present when the action is taken.

As the need arises, the Board may create special committees with such functions, power, and authority as it may determine. Unless otherwise provided in the action of the Board, the Board Chair shall determine the number of committee members, appoint its members, and designate the committee chair and vice chair.

By July 1 of each year, dates for Board meetings for the next year will be selected. As soon thereafter as is practicable, the chair of each standing committee, after receiving advice and recommendations from the Secretary to the Board and from the University office providing staff support to the committee, will select dates for committee meetings for the next year. The Secretary to the Board will post on the Board's website, and deliver to each trustee, the schedule of standing committee regular meetings for the upcoming year.

#### Document History

- Adopted by the Board of Trustees March 13, 2014