

# **Presidential Transition**

## **PRESIDENTIAL TRANSITION**

### **Board**

- Profiles: Current and Emeritus Trustees
- Board By-Laws
- Responsibilities and Expectations of Trustees
- Annual Board Work Plan
- Board of Trustees Meeting Minutes for last full year
- Board Committee Guide Plus Board Task Forces (with sentence or two describing each)

### **Campus-Wide: Strategic**

- Comprehensive “Key Issues” Memo (pending, all divisions)
- Strategic Plan
  - Combinations 2020
  - Strategic Action Plan
  - ASAP Vision and Context – February 2019 Board Meeting
- College Marketing Efforts
  - Market Research
  - Marketing and Branding Agency - Request for Proposal, February 2019
- Campus Master Plan
  - Campus Map (PDF)
  - Final Recommendations – February 2019
  - Final CMP Document - (Pending, May 2019)

### **Campus-Wide: Organizational, College Relations & Shared Governance**

- Organizational
  - Organizational Chart (plus each division)
  - Senior Cabinet Members
    - Resumes / Biographies
    - Job Descriptions
  - Human Resources
    - Managerial Performance Review Process
    - Employee Benefit Summary
  - Campus Safety/Security
    - Emergency Response Plan
- College Relations
  - College Relations Key Issues and Initiatives Primer

# **Presidential Transition**

- Business Major Launch Plan, Committee of the Whole Presentation, February 2018
- Website Accessibility Report
- Shared Governance Committees: Charters and Membership

## **Academic Affairs and Library & Information Technology Services (LITS)**

- Academic Affairs
  - Faculty Staffing Plan
  - Assessment of tenured faculty process
  - Faculty advising for students in majors
  - Futures Update, January 2018
  - Middle States Self-Study Report
  - Middle States Commission Action Progress Report (2016)
  - Progress Report MSCHE Update for 2016
  - MSCHE Action 2014 Progress Report
  - Fact Book, published February 2018
- LITS
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## **Budget, Finance & Endowment**

- Finance
  - Budget
    - FY18-19 Operating Budget
    - Budget and Planning Guide, FY19
    - 10 Year Projection & Assumptions (Draft)
  - Long-Term Debt Portfolio & Bond Rating
    - 2018 Debt Restructuring Plan
    - Rating Agency: Presentation & Rating Reports
  - Major Capital Projects
    - Bentley Hall
    - Turf and Athletic Practice Fields
    - Residence Hall Restroom Renovations
    - Innovation Center
    - Special Events Center & Guest House
  - Physical Plant Operations and Deferred Maintenance
    - *Sightlines* data
  - Audited Financial Statements
  - IRS Form 990 and 990T

# **Presidential Transition**

- Fiduciary Committee – Employee Retirement Plan Oversight
- Endowment Management
  - Investment Portfolio Primer
  - Endowment Distribution: Calculation

## **Development and Alumni Relations**

- Communication Plan & Timeline: (Priority)
  - March 1, 2019 through June 30, 2019 - Listing & timeline of suggested calls.
  - July 1st through 5th, 2019 - Listing & timeline for suggested calls
  - July 6th - 31st, 2019 - Listing & timeline for suggested calls
  - Board of Trustee Book (Active Only) - Final Date, 2/20/19
  - Biographies, Current Board Assignments, Photos
- Board of Trustee Book (Emeritus Only) - Draft Due Date, 3/1/19
  - Biographies, Past Board Assignments, Photos
- Top Donor Book - Target date 4/1/10
  - One/two page summary “cliff notes” for each donor / prospect: biographic and gift history
- Primer on Development
- Capital Campaign
- Corps/Foundations
- Major Gift Officers

## **Enrollment Management and Financial Aid**

- Admissions and enrollment data
- Enrollment Update: Executive Summaries
- Class of 2022 “By the Numbers”
- Financial Aid Policies: Executive Summary

## **Inclusive Excellence & Title IX**

- Inclusive Excellence
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- Title IX
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## **Retention and Student Development**

- Retention Efforts
  - Gardner Retention Efforts

# **Presidential Transition**

- Summer Orientation
- Student Development
  - Advising and Career Development programs
  - Student Leadership / Activities goals and programs
  - Counseling, Health & Wellness goals and programs
  - Student Government

## **Student Life and Athletics**

- Student Life
  - Residence Hall Plans
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- Athletics
  - Strategic Impact on Enrollment: Athletics and the Addition of New Sports, Committee of the Whole Presentation, February 2018
  - Department of Athletics & Recreation Report: Combinations 2020 & Alumni Engagement
  - Athletic Capital Enhancements, Board Update, February 2018
  - Athletic Enhancement Plan, 2013

## **Notable Articles and Background Reading**

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