



REPORT TO THE BOARD OF GOVERNORS
Task Force on Meetings of the Board of Governors
October 2017

The Task Force on Meetings of the Board of Governors met on Wednesday, October 4, 2017, in Chapel Hill. All members either participated in person or by phone.

The discussion at our meeting revolved around four major issues as set forth in the charge we were given by the Board of Governors:

- The quantity of meetings annually
- The duration of meetings
- The substance of meetings
- Attendance by non-BOG members at committee and Board meetings.

Below are the recommendations that the task force is forwarding to the Board of Governors for discussion and approval.

1. Quantity of Meetings Annually

No change recommended.

Following a brief discussion, the task force concluded that the current schedule of six to seven (six being the minimum number required by statute) regular meetings a year was an appropriate number.

As part of our discussion on this topic, the task force also concluded that the current practice of conducting one BOG meeting a year on one of our 17 campuses was also appropriate. It was the broad conclusion of the task force that, while we would like to do more, the associated increased costs would be prohibitive.

2. Duration of Meetings

No change recommended.

The task force discussed at some length the option of transitioning to a one day meeting and decided to retain the current day and a half schedule (occasionally slightly longer) for the following reasons:

- Going to a one day schedule would likely necessitate running the Committee meetings concurrently. It was noted that many BOG members like to attend Committees on which they do not serve.

- It would be very difficult to compress the current workload into a one day format without being rushed and feeling that important business was not receiving the attention it was due.
- Many board members from far flung parts of the state would still need to stay overnight, thereby at least partially eliminating potential savings of time and money.

3. Substance of Meetings

In the interest of making BOG meetings more efficient and productive, the task force makes the following recommendations:

- General Administration should provide as much information in advance of presentations as practical, especially if by Power Point. When invited speakers are involved, as much information as practical about the speaker and their presentation is desirable, including videos or texts of previous presentations they have given on related topics.
- Members of the task force found the time allotted for open Board discussion at our last BOG meeting very productive and recommend time be set aside at each subsequent meeting for essentially unstructured Board dialogue.
- The task force discussed the committee scheduling, with a preference for less overlap of committee meeting times, allowing non-committee members to attend other meetings. The task force members had differing views of the committee telephonic meetings, but ultimately determined that they are valuable for routine items, so long as any committee member has the ability to ask that items be removed from the agenda and instead discussed at an in-person meeting.
- The task force reviewed the process for the creation of the Board and committee meeting agendas and the ways that an individual board member can request the inclusion of an item, including discussions with the appropriate committee chair, and discussions with the President and Chair of the Board. Board members are urged to suggest items for consideration by committees and the full Board.
- Periodically, between regular board meetings, the Board chairman and President hold calls with the Board officers and committee chairs to update them on ongoing issues of the University and the Board of Governors. It is the responsibility of the committee chairs to convey the information shared on these calls with the members of their committees.
- The task force members noted that they used both the electronic board portal and paper materials and asked that both options continue to be made available.

4. Attendance by non-BOG members at Committee and Board Meetings

task force members conducted their lengthiest discussion on this topic and bring forward the following proposals:

- Attendance at BOG meetings for Chancellors and select staff will be voluntary. This is a change from the current culture that their attendance is expected, though not required.
- This proposal stems from the sentiment of many Board members that having Chancellors of 17 institutions and, in many cases, members of their senior staff, sitting in BOG meetings for a day or more is costly and relatively unproductive.
- There was some discussion amongst the task force members to change the policy to stipulate that Chancellors and their staff should only participate in BOG meetings through video or teleconferencing. Ultimately, the task force concluded that policy change would be impractical, largely because many Chancellors serve on standing Committees and would be attending day one meetings regardless. Also, the Board understands and appreciates the vast knowledge and experience that our campus CEO's represent and wish to engage them as often as practical.
- The task force further recommends that the Board make time for each chancellor to address the Board at least once a year.

task force members therefore recommend that Chancellors be advised that their attendance at BOG meetings is at their discretion and that they be asked to limit staff members accompanying them, unless special circumstances require more.

To encourage and facilitate compliance with the aforementioned policy change, the task force asked General Administration staff to present some options for improving and upgrading our technology platform for Chancellors and their staffs to participate in meetings via video or teleconference. That option is found below.

It is the strong sentiment of the task force that our campuses have a robust, effective technology platform to enable them to participate in BOG meetings where circumstances or priorities preclude their attendance.

Videoconferencing Options

One important consideration in identifying a videoconferencing solution is the intended audience. Title II of the Americans With Disabilities Act (ADA) and the Rehabilitation Act of 1973 require that the Board provide disabled individuals with equal access to its programs, services, or activities. This includes ensuring that meetings that are streamed on the website and made generally available to the public need to be made accessible to people with disabilities, including hearing and sight impairments, whether through alternative text, closed captioning, or other assistive technologies.

If the purpose of the technology is to only allow remote participation by chancellors and board members, then the requirements for video quality and compliance are lower (see Option C). The Board and UNC General Administration currently use a conference call provider for remote

telephonic participation, and that service includes the ability for screen sharing and video conferencing as well. Ensuring that each committee room regularly used by the Board of Governors has the equipment necessary to successfully hold the meeting via videoconference is estimated to be a one-time additional cost of \$16,650.

If instead, the purpose is to allow for remote viewing of committee meetings in the same way that full Board meetings and policy discussions are now live streamed or if it is recorded and archived online for later viewing, the quality and compliance needs are higher (see Options A and B).

Table: Summary of Technology Options

Options	Recurring	Non-recurring	Total Cost Year One	Assumptions
A. UNC-TV: Live Stream				
1. Live Cameraman	\$21,802	\$16,000	\$37,802	UNC-TV live-streams the BOG committee meetings with one camera and live operator in each room, and allows for up to three simultaneous committee meetings. UNC-TV provides captioning.
2. Installed Camera	\$17,150	\$77,469	\$94,619	UNC-TV live-streams the BOG committee meetings from one installed camera, and allows for up to three simultaneous committee meetings. UNC-TV provides captioning.
B. UNC-TV: Record and Archive				
1. Live Cameraman	\$8,491	\$-	\$8,491	UNC-TV records the BOG committee meetings with one camera and live operator in each room for later viewing, and allows for up to three simultaneous committee meetings. UNC-TV provides captioning.
2. Installed Camera	\$9,806	\$37,900	\$39,300	UNC-TV records the BOG committee meetings with one installed camera, and allows for up to three simultaneous committee meetings. UNC-TV provides captioning.
C. Video Conference	\$-	\$16,650	\$16,650	UNC System Office uses existing contract with StartMeeting to provide telephone, screen sharing, and video access to meeting participants. Ensures that all five committee rooms used at CSLD can provide this access.

Notes:

- (1) Recurring costs are annual and assume seven board meetings per year.
- (2) For all options, meetings conducted away from UNC General Administration may have reduced technology available, but will at a minimum provide a telephonic option.