

CORNELL COLLEGE BOARD OF TRUSTEES

YOUNG TRUSTEE -- CLASS OF 2010

Information Packet

The following items are enclosed in this packet:

1. An invitation to trusteeship from John Smith, Chair of the Cornell College Board of Trustees, and Les Garner, President of the College
2. Things You Should Know
3. Young Trustee Application Process
4. Application, including personal statement form

Please read these items carefully. The deadline for submitting the application and supporting materials to the President's Office is Friday, March 26.

CORNELL COLLEGE

Board of Trustees

DATE: February 10, 2010

TO: Interested Members of the Class of 2010

FROM: John Smith, Chair of the Board of Trustees
Les Garner, President of the College

RE: Invitation to Trusteeship

Since 1971, the Board of Trustees of Cornell College has welcomed a member of each graduating class as a trustee of the College. During the past few years, the following Cornellians have participated on the Cornell Board as Young Trustees: Liz Ditlevson, '05; Kent Lehr, '06; Cory King, '07; Jessica Allison '08, and last year Jessica Morton began her three-year term. We hope the following information will be useful to you as you consider the responsibilities of trusteeship.

The Board of Trustees is the governing body of Cornell College. The Board employs the President and formulates policy governing the entire operation of the College -- its educational programs, its financial affairs, the physical plant, and the quality of student life.

The Board is composed of 39 members. Cornell asks trustees to contribute their time, talent, and treasure to the College. What will that contribution mean to the member of your class who becomes a Young Trustee?

TIME: The trustee from the Class of 2010 will serve a three-year, non-renewable term. The senior recommended shall be considered and voted on by the trustees at the May Board meeting and shall become a trustee upon completing all requirements for graduation. The Board of Trustees meets three times a year, usually on campus. Meetings are scheduled on the fourth Saturday in October, the first Saturday in February, and the third Saturday in May. The trustees typically gather for lunch on Friday, with committee meetings beginning that afternoon. The main plenary session is Saturday morning and usually adjourns by 12:30 p.m. Trustees are asked to attend all regular and special meetings and are required to attend at least 50 percent of all scheduled meetings during the three-year term.

When the trustee has finished the term of service, we expect him or her to stay in touch with Cornell while exploring ways to make additional contributions to the College's strength and excellence.

TALENT: Trustees are not elected to represent special constituencies. The member of the class of 2010 who becomes a trustee is not a representative of the class to the Board. Trustees are nominated and selected to serve because of their professional experience, their personal integrity, and their ability to think creatively about ways to enhance Cornell's reputation and its competitiveness in the educational marketplace. A recent graduate of Cornell may not have the professional experience, the personal contacts, and the financial resources that other trustees often have, but the graduate can bring to the job the essential qualities of good character, sound judgment, and strong commitment to Cornell College.

Trustees bring their opinions and unique perspectives to the meetings. We value the diversity of their viewpoints, and we encourage the free and frank exchange of ideas. The ultimate concern of a trustee, however, must be Cornell College -- its mission, its excellence, and the ways and means to ensure its successful future. The trustee from the Class of 2010 will have the opportunity to participate in the governance of Cornell College at its highest level. The trustee will share this experience as an equal partner with the other members of the Board. The trustee will be expected to analyze data, review proposals, participate in conversations about the issues presented at the meetings, and vote when the questions are called.

TREASURE: Each trustee is asked to invest financially in Cornell's future. That investment is a tangible and important expression of a trustee's commitment to the College. We will ask the Young Trustee of the Class of 2010 to make that commitment through regular contributions to Cornell's annual fund.

The trustees know that a new graduate may leave Cornell with financial obligations. The Board requests, therefore, that the new Young Trustee participate in the annual fund at a level he or she can reach. That participation sets an important example for younger alumni to follow.

We invite you to review the information packet and to consider applying.

If you have any questions or concerns as you consider the responsibilities of trusteeship, please let us know.

CORNELL COLLEGE TRUSTEESHIP

CLASS OF 2010

THINGS YOU SHOULD KNOW

1. **Appointment.** One member of the Class of 2010 will be recommended by the Committee on Trusteeship to serve a three-year term as a trustee of Cornell College. The term will begin in the fall of 2010 and end after the spring meeting of 2013. The Young Trustee is not eligible for immediate reappointment to the Board at the conclusion of the three-year term.
2. **Meetings.** The trustee is expected to attend the three regularly scheduled meetings of the Board each year. The Board meets on the fourth Saturday in October, the first Saturday in February, and the third Saturday in May. A formal announcement, an agenda, and other information are sent to all trustees at least two weeks before each meeting. Each trustee is required to attend at least 50 percent of the regularly scheduled meetings of the Board and the appropriate standing committee during the three-year term.
3. **Preparation and Orientation.** After his/her election by the Board, the Young Trustee will also be invited to participate in a special orientation session for new trustees before the Board meeting in the winter of 2011.
4. **Committee Assignment.** The trustee will be assigned to one of the four policy committees. These committees are: Academic Affairs, Business Affairs, Enrollment and Student Affairs, and Alumni and College Advancement.

Academic Affairs: The purpose of this committee is to inform itself and to make policy recommendations concerning all matters relating to academic goals, curricular programs, degree requirements, quality of instruction, and related matters.

Business Affairs: This committee is responsible to the Board for recommending business policy for the effective and efficient operation of the College. This committee deals with annual and capital budget, business records and systems, business planning, legal functions, non-academic personnel, auxiliary enterprises, and buildings and grounds. The committee makes decisions regarding all the assets and investments of the College.

Enrollment and Student Affairs: The purpose of this committee is to inform itself and make policy recommendations to the Board concerning all matters pertaining to student recruitment, retention, and the quality of student life on the campus other than matters relating to the academic program.

Alumni and College Advancement: The purpose of this committee is to formulate, review, and monitor the needs, policies, and programs for institutional advancement. This includes Cornell's fundraising activities and its public relations.

5. **Expenses:** During the three-year term, expenses incurred by the trustee from the Class of 2010 for transportation (within the continental United States), food, and lodging associated with regularly scheduled Board meetings, policy committee meetings, Board retreats, and special sessions will be paid by Cornell College. The trustee must submit valid receipts and an itemized list of all expenses associated with these meetings to receive reimbursement from the College.
6. **Evaluation:** The Committee on Trusteeship is responsible for evaluating the performance and attendance record of all trustees.

CORNELL COLLEGE BOARD OF TRUSTEES

YOUNG TRUSTEE APPLICATION PROCESS

To apply for nomination to the Cornell College Board of Trustees, please do the following:

1. Complete the enclosed application form and the personal statement, and send them to Career Services for review. After the materials have been reviewed by Career Services, send them to President Garner's office no later than Friday, March 26, 2010. This can be done via campus mail or e-mail to bcaldwell@cornellcollege.edu.
2. Ask one faculty member and one of your peers to submit a recommendation on your behalf to the Chair of the Board of Trustees in care of the President's Office by Friday, March 26, 2010.

Your credentials will be forwarded to selected members of the Board of Trustees Committee on Trusteeship. The committee members will review all applications and select the top three or four candidates for personal interviews to be scheduled on Thursday, May 13. The finalists must be on campus for their interview. The name of the individual selected by the committee will be nominated to the Board for election on Saturday, May 15.

If you have any questions, please contact President Garner's office at x4324 or e-mail bcaldwell.

CORNELL COLLEGE BOARD OF TRUSTEES

APPLICATION FOR THE POSITION OF YOUNG TRUSTEE

This application and the personal statement must be submitted to the Office of the President no later than Friday, March 26, 2010. These materials and your letters of recommendation will be forwarded to selected members of the Board of Trustees Committee on Trusteeship. The committee assumes that the applicant understands the obligations and responsibilities of trusteeship as they are presented in the information accompanying this packet.

Name _____

Home Address _____ College Address _____

_____ College Telephone _____

Home Telephone _____

Year you enrolled at Cornell _____

Major(s) _____

Advisor _____

Faculty Recommendation by _____

Peer Recommendation by _____

Approximate grade point _____

Approximate rank in class _____

Volunteer assignments and leadership positions/responsibilities *at* Cornell:

Volunteer assignments and leadership positions/responsibilities *outside* Cornell:

Extra-curricular activities and affiliations not previously mentioned:

Reason(s) you came to Cornell College:

What plans do you have for work/school after graduation?

What are your personal and professional long-range goals?

Additional comments?

Name

Date

CORNELL COLLEGE BOARD OF TRUSTEES

YOUNG TRUSTEE PERSONAL STATEMENT

The Committee on Trusteeship would like to know why you want to be a trustee of Cornell College. What special attributes can you bring to the job and what do you expect to accomplish for yourself and for Cornell as a trustee? (If more space is needed, use the reverse side of this page.)

Name

Date