

CORNELL COLLEGE TRUSTEESHIP

CLASS OF 2018

THINGS YOU SHOULD KNOW

1. **Appointment.** One member of the Class of 2018 will be recommended by the Governance Committee to serve a three-year term as a Trustee of Cornell College. The term will begin in the fall of 2018 and end after the fall meeting of 2021. 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 typically meets on the fourth Saturday in October, the first Saturday in February, and the first 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 committees during the three-year term.
3. **Preparation and Orientation.** After his/her election by the Board, the Young Trustee will be invited to participate in a special orientation session for new Trustees before the Board Meeting in the fall of 2018.
4. **Committee Assignment.** The Trustee will be assigned to two of the five policy committees. These committees are: Academic and Student Affairs Policy Committee, Business Affairs Policy Committee, Enrollment and Communications Policy Committee, Alumni and College Advancement Policy Committee, and Buildings and Grounds Policy Committee.

Academic and Student Affairs Policy Committee: 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. It shall also inform itself and make policy recommendations concerning all matters relating to the quality of student life on the campus.

Business Affairs Policy Committee: 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 facilities management.

Enrollment and Communications Policy Committee: The purpose of this committee is to assist the Board in the review of the College's policies and procedures for attracting, enrolling, and maintaining enrollment of students. It shall also have responsibility for assisting the Board in reviewing the College's communications with and programs for its off-campus constituencies, including prospective students and their parents.

Alumni and College Advancement Policy Committee: The purpose of this committee is to formulate, review, monitor, provide leadership, and recommend to the Board policies and programs for development encompassing all fund raising and public relations. The committee is also responsible for all areas relating to alumni engagement.

Buildings and Grounds Policy Committee: The purpose of this committee is to supervise planning for College facilities and make recommendations to the Board related to the long-term physical development of the College; the design, construction, and renovation of new or existing facilities; and the budgeting and cost control for construction and renovation projects. It shall also review policies and make recommendations with respect to the maintenance and operation of buildings and the care of grounds, all with a view to maintaining a high-functioning and attractive campus.

5. **Expenses:** During the three-year term, expenses incurred by the Trustee from the Class of 2018 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 Governance Committee is responsible for evaluating the performance and attendance record of all Trustees.