

R208, Institutional Liaisons¹

R208-1 Purpose: The purpose of this policy is to maintain regular communication between the presidents and Board of Higher Education (“Board”) members and inform Board members about institutional issues and problems in a timely manner.

R-208-2 References

- 2.1 Utah Code § 53B-2-102, Appointment of Institution Higher Education Presidents
- 2.2 Utah Code § 53B-2-103, Board of Trustees – Powers and Duties
- 2.3 Utah Code § 63G-2-302, Private Records
- 2.4 Board Policy R220, Delegation of Responsibilities to the President and Board of Trustees
- 2.5 Board Policy R209, Evaluation of Presidents

R208-3 Definitions

3.1 “Confidential” means the document is a “private record” under Utah Code section 63G-2-302. As a private record, any such documents are exempt from public records requests and shall not be disclosed except pursuant to Utah Code section 63G-2-201(5).

R208-4 Policy

4.1 Appointment: Prior to the start of an academic year, the Board Chair or Executive Committee shall assign each institution of higher education at least one Board member to serve as a liaison between the institution and the Board. Liaisons will be matched with at least one, but no more than three, institutions. A liaison appointment will be for one two-year term which may be renewed by the Chair or Executive Committee in successive two-year terms.

4.2 Functions: Each liaison shall maintain regular communication with the institution including but not limited to:

- 4.2.1** Visiting the campus of the institution and meeting with the president;

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4.2.2 Visiting the campus and, in coordination with the president, meeting with leadership, faculty, students, staff, and other campus members as relevant;

4.2.3 Attending the institution's Board of Trustees meetings;

4.2.4 Attending community or campus events hosted by or involving the institution;

4.2.5 Attending the institution's commencement activities;

4.2.6 Reviewing the institutional mission and the president's vision for the institution with the president and other institutional officials;

4.2.7 Assisting the president in identifying key performance indicators under Board Policy R209, Evaluation of Presidents, to further the institution mission and support the statewide strategic plan; and

4.2.8 Joining meetings between the president and state and community officials.

4.3 Liaison Role: The liaison is designed to serve as a conduit of information between the Board and the institution and the institution and the Board. The liaison is not intended to serve as an advocate for a specific institution. Under Utah Code sections 53B-1-402, 53B-2-106, and 53B-2a-107, Board members and presidents have a duty to serve the entire system of higher education.

To assist a president in fulfilling their duties, the liaison should be familiar with the presidential evaluation criteria in Board Policy R209, Evaluation of Presidents.

4.4 Liaison Reports: Liaisons shall make periodic verbal reports to the Board regarding the president(s) of the institution(s) to which they are assigned. Such reports and all communications about a president's performance are private personnel records protected from disclosure under Utah Code section 63G-2-302(2)(a).