



Breakout Concurrent Sessions

Sunday, May 29, 2016

Les Plaines Meeting Room (23rd Floor)
HILTON QUEBEC, 1100 Rene Levesque East

TIME	TOPIC
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1:00-2:00pm **Participants choose two topics; 30 minutes each**
First table: 1:00-1:30pm / Second table: 1:30-2:00pm

CONCURRENT SESSIONS I

Table 1: Transitioning/expanding roles of senior administrative staff and seeking continuing education opportunities. Do you have a formal job description? How is your work evaluated?

(Facilitator: Nicole Blanchette)

Facilitator Questions: (i) How has your role changed and what tips do you have when seeking meaningful continuing education opportunities? (ii) In this fast changing world, is your formal job description keeping pace? How is your work evaluated, and how often? What is your specific reporting structure? (iii) How do you step up as an advisor? Can you share tips on your career development? How to look for opportunities to add value to your role in supporting your president and/or board.

Table 2: Board Orientation and on-boarding new Governors

(Facilitator: Joanne O’Neill)

Facilitator Question: Do you have an established orientation and on-boarding process? If so, please share your top tips for on-boarding a new Governor.

Table 3: Minute Taking Tips

(Facilitator: Jenny Forestell)

Facilitator Question: Share your favorite tips and tricks on minute taking. Do you minute in camera meetings?

Table 4: Internal Governor Elections (faculty/non-faculty/student)

(Facilitator: Lori Robert)

Facilitator Questions: What process do you use for internal governor elections? When does your student governor election take place?

TIME	TOPIC
2:15–3:15pm	Participants choose two topics; 30 minutes each First table: 2:15-2:45pm / Second table: 2:45-3:15pm

CONCURRENT SESSIONS II

Table 1: Board evaluation process

(Facilitator: Jenny Forestell)

Facilitator Questions: What process do you use? Do you evaluate your board's performance annually? If so, what resources do you use? Can you recommend a good facilitator?

Table 2: A paperless world:

(Facilitator: Erin Elliott)

(i) Paperless meeting packages; dedicated websites; electronic filing; security concerns

Facilitator Questions: Are you paperless? If so, what are your top tips? How do you ensure security? What paper records do you keep, if any?

(ii) Video-conferencing experiences – using technology in the 21st century/exploring options available for more economic ways of conducting meetings/challenges of using technology

Facilitator Questions: What are your technology issues? What rules do you have in place for facilitating a meeting by conference call versus in person? Do you use on-line meeting resources such as Skype for Business?

Table 3: How to run efficient meetings / Open, closed, in-camera meeting requirements in post-secondary

(Facilitator: Nicole Blanchette)

Facilitator Questions: What is your current structure and what would you like to change? Do you send out meeting evaluations? If so, how often?

Table 4: Changes in senior leadership?

(Facilitator: Lori Robert)

Facilitator Questions: Have you recently had a change in your senior leadership? Do you have any tips for a smooth transition?