MEMORANDUM

TO:   The Special Committee on Governance

L. D. Britt, M.D., Co-Chair
John L. Nau III, Co-Chair
Frank B. Atkinson
John A. Griffin
Victoria D. Harker
Bobbie G. Kilberg
George Keith Martin, Ex Officio

and

The Remaining Members of the Board:

Frank M. Conner III  William H. Goodwin Jr.
Allison Cryor DiNardo  Stephen P. Long, M.D.
Helen E. Dragas  John G. Macfarlane III
Kevin J. Fay  Edward D. Miller, M.D.
Barbara J. Fried  Daniel T. Judge
Frank E. Genovese

FROM: Susan G. Harris

SUBJECT: Minutes of the Special Committee on Governance Meeting on June 11, 2015

The Special Committee on Governance of the Board of Visitors of the University of Virginia met, in Open Session, at 1:50 p.m., Thursday, June 11, 2015, in the Byrd Room of the Harrison Institute. L.D. Britt, M.D. and John L. Nau III, Co-Chairs, presided.

Present were George Keith Martin, Frank B. Atkinson, John A. Griffin, and Victoria D. Harker.

Other Board members present were Frank M. Conner III, Allison Cryor DiNardo, Kevin J. Fay, Barbara J. Fried, Frank E. Genovese, William H. Goodwin Jr., and Daniel T. Judge.

Present was well were Teresa A. Sullivan, Susan Carkeek, Patrick D. Hogan, Susan G. Harris, David W. Martel, Marcus M. Martin, M.D.,
Mr. Nau said the purpose of the meeting was to develop recommendations for governance oversight and meeting evaluations. Mr. Nau and Dr. Britt began the discussion by proposing that the governance role be handled either by a standing governance committee or by an existing committee. They also recommended that the effectiveness of meetings be evaluated through the use of scoresheets.

Committee discussion focused on the merits of meeting evaluations. It was acknowledged that feedback on meeting effectiveness would be appreciated by committee chairs and by the administration, but there was concern about the frequency of the evaluations and the draft scoresheet formats that had been distributed. It was suggested that evaluation response rates would be higher if the number of scoresheet questions requiring written responses were reduced. It was also suggested that conducting evaluations of each meeting would become burdensome and lead to reduced lower rates. A committee member asked if William and Mary, Virginia Tech, and Virginia Commonwealth University conduct meeting assessments. Ms. Harris said that she would find out.

The committee decided to recommend to the Board that the governance role be assigned either to a standing governance committee or to an existing committee. It also decided to recommend the use of scoresheets to gauge meeting effectiveness with the suggestion that evaluations be conducted for each meeting for at least a year and then be conducted less frequently, perhaps on a semi-annual basis. Ms. Harker will revise the draft committee scoresheet.

Upon motion, the meeting was adjourned at 2:10 p.m.

SGH:wtl
These minutes have been posted to the University of Virginia’s Board of Visitors website: [http://www.virginia.edu/bov/specialcommminutes.html](http://www.virginia.edu/bov/specialcommminutes.html)