AGENDA ITEM SUMMARY

1. NAME OF ITEM: Appointment of the Clerk of the Board

2. INITIATED BY: Samuel W. Collins, Chair of the Board

3. BOARD INFORMATION: BOARD ACTION: X

4. BACKGROUND:

The Board of Trustees Bylaws provide that the Board will appoint a Clerk who shall serve at the pleasure of the Trustees. Duties of the Clerk are enumerated in the Bylaws and include responsibility for agendas, minutes and all official documents of the Board of Trustees.

J. Kelley Wiltbank served as Clerk of the Board since November 2002, when this role was added as additional responsibilities to his position as University Counsel. Mr. Wiltbank will transition from serving as Clerk to focus his responsibilities as General Counsel so that he may manage an ever-increasing number of regulatory matters and compliance issues.

Chancellor Page recommends that Tracy B. Bigney be appointed as Clerk of the Board of Trustees. In addition to Ms. Bigney’s new role as the full-time Clerk of the Board, she will be utilizing her expertise in human resources management to assist the Trustees, the Chancellor and UMS senior leadership in executive recruitment, evaluation, compensation and transition; leadership development; and actualizing the Board’s Goals & Actions by serving as lead and/or a subject matter expert on identified projects.

5. TEXT OF PROPOSED RESOLUTION:

That the Board of Trustees approve the appointment of Tracy B. Bigney as Clerk of the University of Maine System Board of Trustees with the effective date to be determined by the Chancellor.

9/12/13