

**CHARTING THE FUTURE
DESIGN TEAM AGREEMENTS
OCTOBER 15, 2003**

DESIGN TEAM GOAL

Charting the Future Design Team will function as an authentic team characterized by its open, honest conversations and trusting relationships. To achieve this goal the following agreements convey an operational definition of confidentiality, communicate team commitments and operating guidelines for the Design Team's working meetings.

CONFIDENTIALITY

The members of the Design Team believe that discussions and deliberations occurring at its working meetings may contain information whose unauthorized disclosure could be prejudicial to the interest and outcomes of the "Charting the Future" plan. Therefore, Design Team members commit to confidentiality and agree to the following specifications of what is okay and not okay to discuss with persons who are not members of the Design Team.

It is okay to:

- Identify the dates, times, and place of scheduled, closed working meetings.
- Identify who was present at scheduled working meetings.
- Share general topics discussed.
- Share how the Design Team will function as a group and how unit reports will be read, reviewed and presented.

It is not okay to share with people outside the group:

- Specific names, units, situations, events, functions, services and/or academic offerings, e.g. course offerings, majors, minors, emphasis areas, and degrees.
- Discussions regarding unit expenditures/revenue, individuals/unit productivity and/or specific reports and ideas received and reviewed.
- Personal opinions, emotions or behaviors occurring within meetings.
- Specific ideas, aspirations, options, and recommendations for the new UNC.

COMMITMENTS TO DESIGN TEAM

The members acknowledge that Design Team meetings are a priority and commit to be present for all scheduled working meetings. If we cannot be present, we commit to notify Elaine Quam.

When a member misses a meeting, that person agrees to obtain, from another Design Team member, information about the meeting.

All written notes and meeting summaries will be marked “Confidential” and maintained in a locked file.

We recognize that our Design Team has a distinctive configuration of participants, all members of the President’s Administrative Team and with the President present as an equal member of the team. Further, each Design Team member has responsibilities for units that will be discussed and whose future may or may not be changed. The unique configuration may present special challenges and opportunities; thus we commit to the following:

- Topics, issues, challenges and opportunities discussed will be used in a positive way to enhance our working relationships and spirit of our Design Team to invest for greatness.
- Discussions about individuals and/or units are not to be used as final judgments, rather information being shared will be considered only as one piece of data and integrated with the information gained through reading and subsequent discussions.
- When a unit for which a Team member is responsible is being discussed, the information and discussions are not to be received as personal. Team members honor the importance of objectivity by considering what is best for the University as a whole.
- Present ideas, concerns, issues, and recommendations during the working meetings, not to other team members prior to or after the meeting – no meetings before the meeting!
- When decisions and recommendations are presented to the public, they are offered as team decisions/recommendations; and each member is supportive and expresses agreement with the decision/recommendation.

OPERATING GUIDELINES

The Design Team commits to the Charting the Future Guiding Principles as the foundation for all its discussions, deliberations, and agreements. Specific guidelines for working meeting operations are:

- Be present and on time
- Turn off cell phones
- Be prepared to participate in the meeting
- Contribute to discussions with open and honest opinions, state concerns and issues and raise questions for deliberations
- Decisions will be determined by consensus, whenever possible
- Members of the Design Team will have equal voice
- Elaine Quam and Ellie Gilfoyle will serve as ex-officio members
- Elaine will serve as the official recorder, confidential meeting minutes will state topics discussed and actions determined
- Ellie will serve as meeting facilitator; Kay and Ellie will determine meeting agenda

Preparation for January – March Design Team Working Meetings

- Members will read all unit reports and administrative review/comments to prepare for working meetings to be held in January.
- Members will work in pairs, each pair will be assigned up to thirty reports to discuss and prepare a presentation highlighting major points for consideration and recommendations.
- By December 22, 2003, complete the reading of all unit reports and meet with partner to discuss and prepare comments and recommendations for those unit reports assigned to you.
- Complete the reading of all administrative review reports prior to January 7, 2004

Suggested Schedule

- October and November – Design Team members available for individual unit meeting
- November 11 - 10:00 a.m. to Noon (Carter Board Room) - development of guidelines/criteria for Design Team's report reviews and presentations
- November 13 - 1:00 p.m. to 5:00 p.m. (Centennial Hall) – Question Fest Forum
- November 14 - 8:00 a.m. to Noon (Panorama Room) – Question Fest Forum
- November 26 through December 12 – Read all unit reports
- December 15 – 8:00 a.m. to Noon (Panorama Room) - Leadership Summit (Budget process, Design Team operating guidelines and idea exchange)
- December 15 – December 31 – Meet with partner to discuss assigned unit reports
- December 29 – January 8 – Read Administrator's review/recommendations
- Working meetings to discuss unit and administrative reports; meetings scheduled with Deans, VP, AVP, etc. (Carter Board Room):
 - January 7 – 8:30 a.m. to 5:00 p.m.
 - January 14 – Noon to 4:00 p.m.
 - January 16 – 8:30 a.m. to 5:00 p.m.
 - January 21 – 1:00 p.m. to 5:00 p.m.
 - January 23 – 8:30 a.m. to 5:00 p.m.
 - January 28 – 1:00 p.m. to 5:00 p.m.
 - January 30 – 8:30 a.m. to 11:30 a.m. (UNC Foundation Board Meeting)
1:30 p.m. to 5:00 p.m.
- January – Open Fora to be scheduled
- February 6 – 8:00 a.m. to Noon (Panorama Room) Leadership Summit (discussions related to emerging themes/recommendations)
- Working meetings to develop recommendations for the future (Carter Board Room):
 - February 4 – 1:00 p.m. to 5:00 p.m.
 - February 6 – 12:30 p.m. to 5:00 p.m.
 - February 11 – 8:30 a.m. to 5:00 p.m.
 - February 18 – 1:00 p.m. to 5:00 p.m.
 - February 20 – 8:30 a.m. to 5:00 p.m.
- February 23 –27 – scheduled meetings with administrators regarding recommendations that may impact unit – times to be scheduled later
- March 8 – 8:00 a.m. to Noon (Panorama Room) - Leadership Summit (present draft plan)
- March 12 – Board of Trustees meeting - present draft
- April 9 – April 23 – review of campus comments and modify plan, prepare final draft
- April 30 – 2:00 p.m. to 5:00 p.m. (UC Ballrooms) - All Campus Meeting