

Office of the Secretary of the Corporation

The Secretary of the [Corporation](#), one of the Institute's four corporate officers, is responsible for administering the operations of the Corporation, MIT's board of trustees. The Office of the Secretary manages and oversees the quarterly meetings of the board, as well its standing committees and the 31 Corporation visiting committees that conduct biennial reviews of the Institute's academic and research programs. The secretary also serves as secretary of the Executive and Membership Committees, recording officer of the Corporation, and as joint signatory with the president in the awarding of academic degrees.

Corporation Meetings

Orientation Program and Annual Meeting

On October 2, 2008, an orientation program was held in the Emma Rogers Room for new members of the Corporation.

On October 3, 2008, chairman of the Corporation Dana G. Mead convened the annual meeting at Gray House. Seven new members, three reelected members, and the 2008–2009 president of the MIT Association of Alumni and Alumnae, Antonia D. Schuman, were introduced to the membership. The Corporation then approved the awarding of September degrees, as recommended by the officers of the Faculty.

President Susan Hockfield delivered her annual report. Executive vice president and treasurer Theresa M. Stone gave the report of the Treasurer. The Corporation also received oral reports from Seth Alexander, president of the MIT Investment Management Company (MITIMCo), and from A. Neil Pappalardo, chair of the Audit Committee. Chairman Mead gave the report of the Membership Committee.

Visiting committee reports were presented by their chairs for the Department of Biological Engineering, the Sloan School of Management, the Dean for Undergraduate Education, and the Department of Athletics, Physical Education, and Recreation.

The Corporation welcomed Kerry A. Emanuel, Breene M. Kerr professor of atmospheric science, who delivered a talk, "Hurricanes and Climate Change."

As a tie-in with the kickoff to the Campaign for Students, the Morning Program, hosted by Nancy Mead for Corporation members' guests, featured a panel of undergraduate and graduate students, who discussed their MIT experiences.

At the conclusion of the annual meeting, Corporation members joined their guests, the day's featured speakers, and members of the Academic Council at the Corporation luncheon, which was held at the MIT Faculty Club. At the luncheon, two generous donations to the Campaign for Students were acknowledged: one by Corporation Life Member Arthur J. Samberg '62 and his wife, Rebecca; and the other by Edward H. Linde '62 and his wife, Joyce. The luncheon was followed by the formal kickoff to MIT's

Campaign for Students. The day's campaign activities included tours of the campus as well as panel discussions with current students and distinguished alumni, and culminated with a black-tie gala that evening in Rockwell Cage.

December Meeting

At the quarterly meeting on December 5, 2008, the Corporation gathered in the auditorium of the Department of Brain and Cognitive Sciences.

The senior administration provided brief reports to update the trustees on the important business and strategic planning issues of the Institute. Members heard reports from president Susan Hockfield, executive vice president and treasurer Theresa M. Stone, vice president for resource development Jeffrey L. Newton, and provost L. Rafael Reif. A lively discussion followed these presentations.

In addition, chancellor Phillip L. Clay delivered the Annual Report on Tuition and Financial Aid, and Provost Reif presented the Annual Report on Diversity.

Chairman Mead gave the report of the Membership Committee. The Corporation then elected Dr. Tony Keng Yam Tan as a term member.

The chairs for the visiting committees for the Department of Mechanical Engineering and the Department of Materials Science and Engineering presented oral reports.

In the final segment of the meeting, Andrew W. Lo, Harris & Harris Group professor of finance and director of the MIT Laboratory for Financial Engineering, gave a particularly timely presentation, "Perspectives on the Current Financial Crisis."

At the conclusion of the meeting, Corporation members and their guests attended a luncheon in the atrium of the Brain and Cognitive Sciences building to which members of the Academic Council were invited. At the luncheon, the Brain and Cognitive Sciences Auditorium was dedicated in the memory of Henry E. '40 and Caroline Singleton. The Singletons' daughter, Christina Mednick, was also in attendance at the luncheon as were current recipients of Singleton Fellowships.

Later in the afternoon, Chairman Mead convened a "best practices" session for visiting committee chairs and other interested Corporation members.

March Meeting

Room 6-120 was the setting for the quarterly meeting on March 6, 2009. During the meeting, the Corporation members received the Report of the President from Susan Hockfield and an update on the Institute-Wide Planning and Task Force from provost L. Rafael Reif.

Chairman Dana Mead delivered the report of the Membership Committee. Antonia D. Schuman, president of the Association of Alumni and Alumnae of MIT, delivered the annual report of the Association.

The Corporation also heard six oral reports by the chairs of the visiting committees for the departments of Physics, Civil and Environmental Engineering, and Chemistry, and for the Music and Theater Arts section, the Engineering Systems Division, and the Media Lab/ Media Arts and Sciences.

Additional reports were presented by Harbo P. Jensen, chair of the Corporation Joint Advisory Committee on Institute-Wide Affairs (CJAC), and by Lawrence K. Fish, co-chair of the Campaign for Students.

In the final segment of the meeting, John A. Ochsendorf, associate professor of building technology in the Department of Architecture, gave a presentation “Lessons of the Master Builders: From Inca Bridges to Gothic Cathedrals.”

The concurrent Morning Program for Corporation members’ guests, hosted by Nancy Mead, featured a presentation by William B. Bonvillian, director of the Institute’s Washington DC office.

Following the meeting, members of the Corporation and their accompanying spouses and guests attended a reception and luncheon in the MIT Faculty Club.

Commencement Meeting

The final quarterly meeting of the academic year was held on June 5, 2009 in the Reading Room of the Barker Engineering Library. Paul E. Gray read memorial resolutions on the death of life member emeritus Edward O. Vetter.

Sanjay K. Rao, chair of the Screening Committee for the Nomination of Recent Graduates, delivered his report, including the announcement of the election of Raja H.R. Bobbili ’08 to serve as a member of the Corporation.

Following the chairman’s report of the Membership Committee, the Corporation elected three new Life members and six new term members, and re-elected three term members. Kenneth Wang was announced as the 2009–2010 president of the Association of Alumni and Alumnae of MIT, succeeding Antonia D. Schuman, whose term ended on June 30. The members also approved appointments to the Corporation’s Executive Committee, Audit Committee, Development Committee, and the Screening Committee for Nomination of Recent Graduates. Chairman Mead read a resolution thanking the four retiring members of the Corporation for their service.

Members heard reports from the chairs of the visiting committees for the Department of Economics, the Department of Electrical Engineering and Computer Sciences, and the MIT Libraries.

The retiring chair of the Faculty, Bishwapriya Sanyal, delivered remarks on his tenure and expressed appreciation for the support of the Corporation.

Following Susan Hockfield's report of the president and a brief report on the Campaign for Students, delivered by Lawrence K. Fish, the meeting was adjourned.

Members the Corporation led the procession into Killian Court for the Institute's 143rd Commencement exercises. Following the ceremony, the members and guests held a reception and luncheon in the Reading Room of the Barker Library.

Annals of Corporation Membership

Completed service as an ex officio member, effective October 2, 2008:

Jeffrey M. Nellhaus, acting commissioner of education, Massachusetts Department of Education

Ex officio member, effective October 3, 2008:

S. Paul Reville, secretary of education, Massachusetts Executive Office of Education

Elected to fill three and a half years of an unexpired five-year term, effective January 1, 2009:

Tony Keng Yam Tan

Completed a five-year term, effective June 30, 2009:

Paula J. Olsiewski, Sanjay K. Rao, Milton H. Roye, Jr., Martin Y. Tang

Elected to a five-year term, effective July 1, 2009:

Raja H.R. Bobbili, Brit J. d'Arbeloff, Rafael del Pino, Mohammed Abdul Latif Jameel, Cleve L. Killingsworth, Robert B. Millard, Alejandro Padilla, Antonia Schuman, Peter L. Slavin

Elected life member, effective July 1, 2009:

Gordon M. Binder, Gururaj "Desh" Deshpande, Barrie R. Zesiger

Ex officio member for one year, effective July 1, 2009:

Kenneth Wang, 2009–2010 president of the Association of Alumni and Alumnae of MIT

Transfers to life member emeritus:

None

Deaths:

Alexander V. d'Arbeloff, Edward O. Vetter

Corporation Committees

Audit Committee

Meetings of the Audit Committee were held on October 2, 2008, March 5, 2009, and June 4, 2009. In attendance were the Audit Committee members, representatives from PricewaterhouseCoopers, personnel from the MIT Audit Division, various MIT financial staff members, and invited members of the MIT administration. Following each meeting, the committee meets in executive session with members of the MIT administration, and

with the external and internal auditors. The committee chairman convenes a private session with the members of the committee prior to each meeting.

Committee members serving during the year were: A. Neil Pappalardo (chair), Norman E. Gaut, Paul F. Levy, Scott P. Marks, Jr., and Sanjay K. Rao.

October 2, 2008 Meeting

The meeting began with an introduction of Allen Marcum, the newly-appointed director of Budget, Finance and Treasury.

Israel Ruiz, vice president for finance, commented that financial results and performance contributed to a strong FY2008. Various committee members raised questions about financial strength. Gillian Emmons, director of accounting services and controller, reported on the fiscal year 2008 financial statements.

Paul Hanley, engagement partner of PricewaterhouseCoopers (PwC), presented the results of the PwC financial statement audit for FY2008, which contained an unqualified opinion. Heather Hourin, audit manager, discussed the management letter.

Deborah Fisher, Institute auditor, and Michael Bowers, associate audit director, reported on internal audit activities, specifically summarizing results from the 2008 audit plan. In addition, Audit collaborated with the Office of the General Counsel (OGC), the Office of Sponsored Programs (OSP), the Controller, and Human Resources to develop a code of business conduct. A fraud hotline is being discussed.

Claude Canizares, associate provost and vice president for research, offered comments regarding the Research Administration Improvement Initiative (RAII). Reports on recent regulation and legislation were presented. The committee deferred a vote on management's recommendation to appoint the firm of PwC as auditors for fiscal year 2009, subject to final negotiation and/or agreement to proposed audit fees; approval was subsequently obtained.

March 5, 2009 Meeting

Mr. Pappalardo opened the meeting by welcoming Paul Levy, new member of the Audit Committee, and Marianthe Mewkill, CFO of the MITIMCo.

Ms. Emmons delivered the December 31, 2008 quarter report on financial results, followed by a discussion about investment valuation. Theresa M. Stone, executive vice president and treasurer, affirmed that research funding and MIT's liquidity position remain strong. R. Gregory Morgan, vice president and general counsel, briefed the committee on legal requirements for underwater endowment funds. Magdalene Lee, assistant controller, presented the results of the financial audit for the Singapore MIT Alliance for Research and Technology (SMART) through March 31, 2008, the close of the fiscal year. Ms. Lee also shared the results of the 2007 employee benefit plan audit.

Mr. Hanley of PwC presented the engagement scope for the examination of MIT's 2009 financial statements. Ms. Fisher and Mr. Bowers delivered a summary report of the Audit Division's progress and results to date with respect to the 2009 audit plan.

Allison Dolan, , the director of the Program of Personally Identifiable Information, updated the committee about two developments with respect to the Federal Trade Commission (FTC) red flag rules and Massachusetts data protection regulations. The committee was briefed on continued progress toward improvements in research administration. Reports on recent regulation and legislation were presented to the committee.

June 4, 2009 Meeting

The meeting included a presentation of the financial results for the third fiscal quarter, an update on the valuation of endowment investments by MITIMCo president Seth Alexander and Ms. Mewkill, a discussion of the Institute audit as of June 30, 2008 in regulatory accordance with the Office of Management and Budget (OMB) Circular A-133, and updates on other matters. Ms. Fisher and Mr. Bowers presented the status of work in the Audit Division as well as the internal audit 2010 plan of work.

The committee complimented the MIT financial and administrative staff members who focused their efforts on developing and implementing a rigorous process to ensure that a realistic valuation of MIT's investment assets would be obtained by June 30, 2009.

Corporation Joint Advisory Committee on Institute-Wide Affairs

The Corporation Joint Advisory Committee on Institute-Wide Affairs (CJAC), the only committee on campus comprised of student, faculty, and Corporation representatives, is a broadly representative group to which the Corporation can turn for consideration and advice on special Institute-wide matters requiring Corporation attention. CJAC provides a forum where faculty and students can offer their thoughts and analyses on a wide range of issues. The interchange among the members helps the presenters gain perspective in a very real way. In 2008–2009, CJAC meetings were held in conjunction with the quarterly meetings of the Corporation in October, December, and March.

At the March meeting of the Corporation, the chair of CJAC, Harbo P. Jensen, presented the Committee's report, "Assessment of MIT's Progress: Ten Years after the Report of the Task Force on Student Life and Learning."

Corporation Development Committee

During fiscal year 2009, the Corporation Development Committee (CDC) instituted an advancement plan aimed at transforming itself from a recognition society to an active fundraising entity.

The first stage began on October 3, 2008, at the CDC Annual Meeting, which was hosted by chairman Dana Mead and held in conjunction with the Campaign for Students Launch Day. Following a brief introduction from the chairman, president Susan

Hockfield presented the “State of the Institute,” which explored how to build MIT’s strength at home and how best to serve the nation and the world.

Vice president Jeffrey Newton then provided the fiscal year 2008 fundraising updates and announced the advancement plan for the CDC. Highlights of the plan included a geographic reorganization, the establishment of regional chairs, and increased member responsibilities.

Members were informed that a primary goal of the CDC was to meet the goals of the Campaign for Students, both in their personal philanthropy and in their outreach as MIT’s fundraising ambassadors. To create a unified effort, the Campaign for Students co-chairs were made ex-officio members of the CDC, and co-chair Mark Gorenberg provided a compelling case for support to the attending members.

Chairman Mead then awarded the Marshall B. Dalton ‘15 Award to Charles W. Johnson ‘55 for extraordinary leadership in developing resources. The meeting adjourned, and guests reconvened later to enjoy the Campaign for Students gala.

Building on the momentum of the CDC annual meeting and the Campaign for Students Launch, implementation of the advancement plan began immediately afterwards, with the Campaign for Students as its primary focus. In order to begin outreach, the first step was to establish regional leadership in each of the eight newly-designated regions of the CDC. In order of acceptance, the following CDC members were installed as the first CDC regional chairs:

Southern California: John Paul Issacson ‘69 with vice chairs L. Robert Johnson ‘63 in Santa Barbara, Thomas Leo ‘75 in Los Angeles, Franklin Quick ‘69 in San Diego, and Santanu Das ‘97 in Orange County

Northern California: John Jarve ‘78 with Energy Representative Douglas Spreng ‘65

Metropolitan New York: Barrie Zesiger informally assuming leadership in her role as a Campaign for Students co-chair

Mid-Atlantic: Mark Epstein ‘63

Texas: D. Fort Flowers, Jr. ‘85

Florida: Riccardo DiCapua ‘72 with vice chair Kimberly Ritrievi ‘85

New England: Lois Champy ‘71

To set strategy and catalyze action in each of the established regions, a series of local meetings were held throughout late winter and spring as follows:

January 20, 2009 – Chairman Dana Mead brought both term and honorary Florida CDC members together for dinner in Palm Beach. Members shared their experiences

on the CDC and evaluated how to approach outreach in an area where seasonal factors and demographics play pivotal roles.

February 23, 2009 – President Hockfield conducted a roundtable discussion with the members of the Southern California CDC at the Luxe Hotel in Los Angeles, the first meeting of the newly-formed region. The president provided an update on the financial state of the Institute, MIT's role in shaping US economic policy, and the status of major initiatives. The group then explored how to address the challenge of the region's distance from MIT and how to bring more faculty and resources to Southern California with the goal of increasing alumni and donor engagement.

May 13, 2009 – The New York Metropolitan Region of the CDC convened at the home of Barrie and Albert Zesiger. Chairman Mead conducted the meeting, which featured an informative exercise led by dean for admissions Stuart Schmill '86. Chancellor Phillip Clay provided an insider's update on the Campaign for Students and encouraged members to identify potential supporters. With the support of the resource development team, Chairman Mead gave homework to the members, which included list review and development of outreach portfolios.

May 20, 2009 – Chancellor Clay and School of Humanities, Arts and Social Sciences dean Deborah Fitzgerald met with the Northern California CDC members over dinner. Each provided insights on their respective areas and invited the CDC members to ask questions. Afterwards, everyone participated in a lively strategy session on how to share this information with the West Coast alumni and friends community.

June 25, 2009 – Chancellor Clay joined the Mid-Atlantic CDC members at the home of Mark Epstein, who welcomed everyone for a planning session over dinner. Following an in-depth update from the chancellor on campaign progress and funding opportunities, members conducted a comprehensive list review session in the Mid-Atlantic region.

In follow-up to the meetings, active CDC members were personally contacted by resource development field officers, who partnered with members to coordinate future outreach. Additionally, CDC members across the regions volunteered to host multiple events with visiting faculty and for the Campaign for Students.

From the groundwork achieved in FY2009, the revitalized CDC is strategically poised to have a significant impact on the Institute's FY2010 fundraising success.

Executive Committee

Nine business meetings of the Executive Committee took place last year. Major topics for discussion included questions of finance and budget and of capital planning, initiatives and developments in education and research, and resource development planning.

MIT Investment Management Company Board

In June 2004 the Executive Committee recommended and the Corporation approved an amendment to the Corporation Bylaws to establish an internal Investment Management Company as a constituent part of the Institute, and to permit its governing body (the Investment Management Company Board) to perform the functions of the Investment Committee. The activities of the Investment Management Company Board for the year 2008–2009 are outlined in the Report of the Treasurer.

Membership Committee

The Membership Committee held two meetings during the academic year to discuss matters concerning membership on the Corporation, and nominations to various Corporation standing committees and committees of annual recurrence.

Corporation Screening Committee for Nomination of Recent Graduates

In adherence to the Corporation Bylaws, the Screening Committee, in cooperation with the Alumni Association, is responsible for the nominating process for Recent Classes members of the Corporation. The 2008–2009 Screening Committee was chaired by Sanjay K. Rao, and its members were David A. Berry, R. Erich Caulfield, James A. Lash, and Barun Singh.

The Committee received 189 nominations followed by 73 applications for nomination to serve on the Corporation. The application process included the submission of essays, background information, and references. The Screening Committee interviewed 17 individuals out of the applicant pool and selected eight candidates for the final ballot.

On March 5, 2009, the Screening Committee, in collaboration with the CJAC, sponsored a dinner meeting for candidates who were on the ballot for election to the Corporation and some current Corporation members. This dinner allowed the candidates to obtain a greater understanding of the role of the Corporation from current members in a casual setting. Remarks were given by both Sanjay K. Rao, chair of the Screening Committee, and Corporation chairman Dana Mead.

Voting took place during April, using an electronic ballot accessed by eligible voters via the Internet.

Raja H.R. Bobbili '08 received the nomination and was elected in June to serve a five-year term on the Corporation.

Corporation Visiting Committees

Fifteen Corporation visiting committees convened for regular two-day meetings during academic year 2008–2009: Materials Science and Engineering; Physics; Music and Theater Arts; Civil and Environmental Engineering; Chemistry; Engineering Systems Division; Media Lab/Media Arts and Sciences; Economics; Political Science; MIT Libraries; Electrical Engineering and Computer Science; Biology; Architecture; Brain and Cognitive Sciences; and Chemical Engineering.

In—2009, the Institute’s 30 visiting committees were composed of 410 persons filling 527 membership positions: 66 Corporation members filled 167 slots; 168 presidential nominees filled 175 slots; and 176 alumni nominees filled 185 slots. Five people filled both a presidential nominee slot and an alumni nominee slot.

Women made up 32 percent of the visiting committee membership, while minorities comprised 17.5 percent of the visiting committee membership. Of the members, 39 percent were affiliated with academia, 52 percent with business and industry, 2.4 percent with government and law, and 6.6 percent with other organizations, including non-profit enterprises.

Office Activities and Personnel

Christie L. Taylor assumed the position of Associate Secretary of the Corporation on July 1, 2008, succeeding Susan A. Lester, who served in the role for 13 years. In making the transition, Ms. Taylor benefited from the support of the Corporation office staff, Melanie A. McCue and Corey E. Smentek.

The Corporation Office coordinated and managed four Corporation meetings, three CJAC meetings, and 15 visiting committee meetings that occurred in the fall and spring terms of 2008–2009. Ms. Smentek and Ms. McCue provided well-coordinated and efficient services to our many visitors to campus, all with warmth, wisdom, good humor, and grace.

We are grateful for the ongoing dedication and diligence of the Corporation Office staff to their responsibilities, which enable the office to deliver services of the highest quality to our constituent members and to faculty, staff, and students around the Institute.

Kirk D. Kolenbrander

Vice President for Institute Affairs and Secretary of the Corporation

Christie L. Taylor

Associate Secretary of the Corporation