

# JACKSON COLLEGE BOARD OF TRUSTEES ANNUAL CALENDAR/WORK PLAN

Last Updated June 7, 2019

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## Purposes of Board Calendar/Work Plan:

- To identify strategic topics for Board discussion which relate to Board Policy outcomes, ENDS, and effectiveness measures, and which strengthen the College's Strategic Agenda;
- To ensure compliance with College Board Policies which require reports to, and/or action by, the Jackson College Board of Trustees; and
- To schedule discussion topics in a sequence leading to the College's Strategic Agenda, Budget adoption, and achievement of Board ENDS.

To accomplish its job outputs with a governance style consistent with Board policies, the Board will follow an annual agenda which (a) completes a re-exploration of ENDS, and Board Policies annually; and (b) continually improves its performance through attention to Board education and to enriched input and deliberation. To that end:

1. The Board's planning and calendar cycle will conclude each year on the last day of June in order that administrative budgeting can be based on accomplishing a one year segment of the most recent Board long-range vision. Long range planning will be addressed annually on a fiscal year basis. At its Spring Planning Session, the Board will develop its agenda for the ensuing one year (i.e., fiscal year) period;
2. Education, input and deliberation will receive paramount attention in structuring the series of meetings and other Board activities during the new fiscal year. To the extent feasible, the Board will identify those areas of education and input needed to increase the level of wisdom and forethought it can give to subsequent choices; and
3. The sequence derived from this process for the Board planning year is as follows:

## July

MCCA Summer Conference

*No Regular Meeting*

## August

Agenda Items:

- Action: Second Reading Items – Board of Trustees By-Laws, Monitoring Presidential Performance and Policy Governance
- Closed Session: President's Evaluation
- Action: Consideration of President's Contract
- Information: First Reading Items - Delegation to the President and President's Job Description
- Information: Community and Economic Development Board Monitoring Report

## September

Fall Planning Session (may be held between September and November)

Agenda Items

- Action: Second Reading Items – Delegation to the President and President's Job Description
- Action: Consideration of President's Contract
- Action: Consideration of State Required Best Practices Resolution
- Information: First Reading Items - General Executive Constraints and People Treatment
- Information: Customer Service Board Monitoring Report

## October

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Audit Committee Meeting  
ACCT Leadership Congress

Agenda Items:

- Treasurer's Report: FY 20XX Q1 Report
- Action: Second Reading Items – General Executive Constraints and Human Relationships
- Information: First Reading Items - Compensation and Benefits, Board Members' Code of Conduct, Emergency Presidential Succession Plan
- Information: Diversity, Equity, Inclusion and Global Board Monitoring Report

## **November**

Agenda Items:

- Audit Report
- Action: Consideration of Budget Adjustments (if needed)
- Action: Second Reading Items – Compensation and Benefits, Board Members' Code of Conduct, Emergency Presidential Succession Plan
- Information: Begin Board self-evaluation renewal – review/adjust self-evaluation criteria
- Information: First Reading Items –, Budgeting/Forecasting, Board Monitoring Reports, Financial Condition and Asset Protection
- Information: Safety and Security Monitoring Report
- Information: CEO & CFO Audit Certifications

## **December**

*No Regular Meeting*

## **January**

Agenda Items:

- Board Reorganization/Action: Organized election for Board Offices (Odd Years Only)
- Action: Consideration to Move February Board Date to Accommodate ACCT Legislative Summit (if needed)
- Action: Selection of Representatives for Outstanding Award Committees
- Action: Consideration of Spring Planning Session Date
- Action: Second Reading Items – Financial Condition and Asset Protection, Budget Forecasting and Board Monitoring Reports
- Information: Board Self-Evaluation Results
- Information: Consideration of Distinguished Service Award Nominations
- Information: First Reading Items - Communication & Counsel to the Board and Accreditation
- Information: Student Learning Board Monitoring Report & Resource Stewardship Board Monitoring Report

## **February**

ACCT Legislative Summit

Agenda Items:

- Action: Selection of Presenter's for Commencement
- Action: Consideration of Recipient of Distinguished Service Award
- Action: Consideration of Recipient of Crockett Award
- Action: Second Reading Items - Communication & Counsel to the Board and Accreditation
- Information: First Reading Items - Governance Commitment and Governing Style
- Information: First Team Leadership Board Monitoring Report

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## March

Spring Planning Session (may be held in April as well)

Agenda Items:

- Action: Second Reading Items - Governance Commitment and Governing Style
- Information: First Reading Items – Board Job Description and Chairperson’s Role
- Information: Planning and Innovation Board Monitoring Report

## April

Agenda Items:

- Treasurer’s Report: FY 20XX Q3 Report
- Action: Second Reading Items - Board Job Description and Chairperson’s Role
- Action: Selection of Board Audit Committee Members
- Information: First Reading Items - Board Planning & Agenda
- Information: CEO Certification of Executive Limitations Compliance
- Information: Quality/Excellence Board Monitoring Report

## May

Agenda Items:

- Action: Second Reading Items - Board Planning & Agenda
- Information: First Reading Items - Board Committee Principles and Mission Documents
- Information: State Accountability Report (ACS)
- Information: Student Access Board Monitoring Report

## June

Board Retreat

Pre-Audit Committee Meeting

Agenda Items:

- Treasurer’s FY 20XX Q4 Report
- Action: Budget Matters:
  - Truth in Budgeting Hearing
  - Consideration of Authorization to Levy
  - Consideration of FY 20XX Tuition and Fees
  - Consideration of FY 20XX Budget
- Action: Second Reading Items – Board Committee Principles and Mission Documents
- Action: Selection of Representatives to the MCCA Board of Directors
- Action: Consideration of Fall Board Planning Session Date
- Information: First Reading Items - Board of Trustees By-Laws, Monitoring Presidential Performance and Policy Governance
- Information: Student Success and Talent Development & Employee Impact Monitoring Reports
- Information: Administrative Personnel Practices Manual/Compensation