



Governance Process	Ends
Board-President Delegation	Executive Limitations

## BOARD OF TRUSTEES POLICY

**Policy Type:** Governance Process

**Policy Title:** Board Planning Cycle and Agenda Control

**Policy Number:** GP - 03

**Date Adopted:** 06/08/20

**Version:** 2.0

**Date Last Reviewed:** 04/10/23

**Office Responsible:** President's

**Reviewing Committee:** Board of Trustees

To accomplish its job products with a governance style consistent with Jackson College Board of Trustee's policies, the Board will develop and follow a multi-year cycle that includes all elements of the Board's work.

1. The Board shall maintain control of its own agenda by developing an annual schedule based on the multi-year cycle. [See cycle at the end of this policy.]
  - 1.1. Review of the Ends in a timely fashion which allows the President to build a budget based on accomplishing a one-year segment of the Board's most recent statement of long-term Ends.
  - 1.2. Linkage with the Careholdership to gain a representative mix of careholder values, perceptions and expectations, prior to the above review.
  - 1.3. Education and professional development related to development and revision of Ends. The Board will consider including environmental scanning, review of professional articles and publications, conference attendance, participation in presentations by thought leaders or experts, and activities which develop strategic foresight.
  - 1.4. Risk assessment, including probability of risks and impact of particular risks, as background context for policy review.
  - 1.5. Content review of selected Executive Limitations, Governance Process and Board – CEO Delegation policies, consistent with a multi-year schedule that includes all policies.
  - 1.6. Self-evaluation of the Board's own compliance with selected Governance Process and Board – CEO Delegation policies, consistent with the schedule in the policy *Investment in Governance*.
  - 1.7. Documentation of monitoring compliance by the President with Executive Limitations and Ends policies. Monitoring reports will be read in advance of the Board meeting, and discussion will occur only if Board members assess interpretations as unreasonable, identify non-compliance, or identify potential need for policy amendments.
  - 1.8. Education and professional development about the process of governance.
  - 1.9. Two planning sessions annually, one held no later than November, the second held no later than April. The Board will schedule a Summer retreat no later than June.

2. Based on the outline of the annual schedule, the Board delegates to the Board Chair the authority to fill in the details of the meeting content. Potential agenda items shall be carefully screened. Screening questions shall include:
  - Clarification as to whether the issue clearly belongs to the Board or the President.
  - Identification of what category an issue relates to Ends, Executive Limitations, Governance Process, Board-President Delegation.
  - Review of what the Board has already said in this category (i.e., via policy review), and how the current issue is related.
3. Throughout the year, the Board will work to limit the number of, and attend to Required Approvals Agenda items as expeditiously as possible. When an item is brought to the Board via the Required Approvals Agenda, deliberation, if any, will only be in regard to whether or not the President's decision complies with relevant Board policies.
  - 3.1. Not later than June, the College's tuition, fee-setting, and the levy and collection of taxes in the annual budget.



ANNUAL PLANNING CYCLE: (YEAR 1: 08/2020 – 06/2021) (YEAR 2: 08/2021 – 06/2022) (YEAR 3: 08/22 – 06/23)

Month	Planned Linkage with Careholders	Board Education	Ends Decisions	Governance Process & Board-President Delegation Decisions	Executive Limitations Decisions	Monitoring President & Board Self-Evaluation (BSE)**
August				<u>REVIEW</u> – Board bylaws		<u>Monitor E01</u> Ends
September				<b>Y1</b> <u>CR BMD-03</u> Delegation to President <b>Y2</b> <u>CR BMD-04</u> Monitoring President Performance (y2) <b>Y3</b> <u>CR GP-07</u> Board Committee Principles <u>Review</u> President's Contract	<u>RAA</u> – State Required Best Practices	<u>Monitor EL-0</u> General Executive Constraint <u>Monitor EL02</u> Treatment of Staff <b>Y1</b> <u>BSE BMD-03</u> Delegation to President <b>Y2</b> <u>BSE BMD-04</u> Monitoring President Performance <b>Y3</b> <u>CR GP-07</u> Board Committee Principles
October				<b>Y1</b> <u>CR BMD-01</u> Unity of Control <b>Y2</b> <u>CR GP-04</u> Role of Vice Chair <b>Y3</b> <u>CR GP-08</u> Board and Committee Expenses		<u>Monitor EL01</u> Treatment of Students <b>Y1</b> <u>BSE BMD-01</u> Unity of Control <b>Y2</b> <u>BSE GP-04</u> Role of Vice Chair <b>Y3</b> <u>BSE GP-08</u> Board and Committee Expenses
November				Audit Report <u>INFO</u> CEO, CFO Audit Certifications	<u>RAA</u> – Budget Adjustments	<u>Monitor EL04</u> Financial Conditions & Activities <u>Monitor EL08</u> Communication & Support to the Board
December						
January				Officer elections (2021) <b>Y1</b> <u>CR GP07.1</u> Audit Committee Terms of Reference <b>Y2</b> <u>CR GP-13</u> Special Rules of Order <b>Y3</b> <u>CR BMD-02</u> Accountability of the President <u>DECISION</u> : Spring planning session date		<u>Monitor EL09</u> Organization Culture <u>Monitor EL07</u> Compensation & Benefits <b>Y1</b> <u>BSE GP07.1</u> Audit Committee Terms of Reference

ANNUAL PLANNING CYCLE: (YEAR 1: 08/2020 – 06/2021) (YEAR 2: 08/2021 – 06/2022) (YEAR 3: 08/22 – 06/23)

Month	Planned Linkage with Careholders	Board Education	Ends Decisions	Governance Process & Board-President Delegation Decisions	Executive Limitations Decisions	Monitoring President & Board Self-Evaluation (BSE)**
				<u>DECISION</u> Distinguished Service Awards		<u>Y2</u> <u>BSE GP-13</u> Special Rules of Order <u>Y3</u> <u>CR BMD-02</u> Accountability of the President
February				<u>Y1</u> <u>CR GP-14</u> Handling Operational Complaints <u>Y2</u> <u>CR GP-15</u> Handling Alleged Policy Violations <u>Y3</u> <u>CR GP-11</u> Linkage with Careholdership <u>Y3</u> <u>CR GP-07.2</u> Careholdership Linkage Committee ToR <u>DECISION</u> : Select presenters for commencement <u>DECISION</u> : Distinguished Service Awards <u>DECISION</u> : Select Crockett Award recipient		<u>Monitor</u> <u>EL10</u> Access to Education <u>Y1</u> <u>BSE GP-14</u> Handling Operational Complaints <u>Y2</u> <u>BSE GP-15</u> Handling Alleged Policy Violations <u>Y3</u> <u>BSE GP-11</u> Linkage with Careholdership <u>Y3</u> <u>CR GP-07.2</u> Careholdership Linkage Committee ToR
March				<u>Y1</u> <u>CR GP-01</u> Governing Style <u>Y2</u> <u>CR BMD-06</u> President Compensation <u>Y3</u> <u>CR2 GP-00</u> Governance Commitment		<u>Monitor</u> <u>EL11</u> Ends Focus of Grants or Contracts <u>Monitor</u> <u>EL13</u> Entrepreneurial Activity <u>Y1</u> <u>BSE GP-01</u> Governing Style <u>Y2</u> <u>BSE BMD-06</u> President Compensation <u>Y3</u> <u>BSE GP-00</u> Governance Commitment
April				<u>INFO</u> Q3 Treasurer's Report? <u>Y1</u> <u>CR GP-02</u> Board Job Contributions <u>Y1</u> <u>CR GP-04</u> Role of Board Chair <u>Y2</u> <u>CR GP-10</u> Investment in Governance <u>Y3</u> <u>CR BMD-00</u> Global Board Management Delegation		<u>Monitor</u> <u>EL-12</u> Land Use <u>Y1</u> <u>BSE GP-02</u> Board Job Contributions <u>Y1</u> <u>BSE GP-04</u> Role of Board Chair <u>Y2</u> <u>BSE GP-10</u> Investment in Governance <u>Y3</u> <u>CR BMD-00</u> Global Board Management Delegation

ANNUAL PLANNING CYCLE: (YEAR 1: 08/2020 – 06/2021) (YEAR 2: 08/2021 – 06/2022) (YEAR 3: 08/22 – 06/23)

Month	Planned Linkage with Careholders	Board Education	Ends Decisions	Governance Process & Board-President Delegation Decisions	Executive Limitations Decisions	Monitoring President & Board Self-Evaluation (BSE)**
May				<b>Y1</b> CR BMD-05 President Succession <b>Y2</b> CR GP-03 Board Planning Cycle & Agenda Control <b>Y3</b> CR GP-12 Board Linkage with Other Organizations INFO – State Accountability Report (ACS)		Monitor EL-05 Asset Protection Monitor EL-06 Investment <b>Y1</b> CR BMD-05 President Succession <b>Y2</b> BSE GP-03 Board Planning Cycle & Agenda Control <b>Y3</b> BSE GP-12 Board Linkage with Other Organizations
June				<b>Y1 Y2 Y3</b> CR GP-10 Board Code of Conduct DECISION: Select Representatives to MCCA Board of Directors DECISION: Fall planning session date INFO Administrative Personnel Practices Manual/Compensation	RAA Budget Approval	Monitor EL-03 Planning <b>Y1 Y2 Y3</b> BSE GP-10 Board Code of Conduct

<b>Date Of Change</b>	<b>Version</b>	<b>Description of Change</b>	<b>Responsible Party</b>
06.08.20	1.0	First release following Policy Governance consulting work.	Chief of Staff
4.10.23	2.0	“Careholdership” replaced “Ownership” throughout the document.	CEO