



**Governance
Process**

ENDs

**Board – CEO
Delegation**

**Executive
Limitations**

JACKSON COLLEGE 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: 3.0

Date Last Reviewed: 04.15.24

Responsible Party: Chief Governance Officer

Reviewing Committee: Chairperson Crist,
Trustee Thomas &
Trustee Heins

GOVERNANCE PROCESS STATEMENT:

To accomplish its job products with a Policy 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. The Board of Trustees shall:

1. Maintain control of its own agenda by developing an annual schedule.
 - 1.1. Review ENDS policy(ies) in a timely fashion which allows the CEO to build an institutional budget based on accomplishing a one-year segment of the Board's most recent statement of long-term ENDS.
 - 1.2. Maintain a linkage with the Ownership to gain a representative mix of Owner values, perceptions and expectations, prior to the above review.
 - 1.3. Engage in regular education and professional development related to Policy Governance, as well as the 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. Consider risk assessment, including the probability of risks, and the relative impact of particular risks, as background context for policy review.
 - 1.5. Conduct a review of selected Executive Limitations, Governance Process and Board – CEO Delegation policies, consistent with an annual schedule that includes all Board policies.

- 1.6. Conduct a 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* such an evaluation will constitute the Board's MEANS and governance performance monitoring.
- 1.7. Ensure the documentation of monitoring compliance by the CEO 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. Attend two planning sessions annually, one held no later than November, the second held no later than May.
- 1.9. Ensure that no later than June, the College's tuition, fee-setting, and the levy and collection of taxes is presented in an annual budget for approval by the Board.
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 by the Chair. Screening questions shall include:
 - Clarification as to whether the issue clearly belongs to the Board or the CEO.
 - 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 CEO's decision complies with relevant Board policies.
4. The Board shall cause to have developed a Board Calendar/Work Plan. Said document shall:
 - Identify strategic topics for Board discussion which relate to Board Policy outcomes, particularly ENDS, as well as, effectiveness measures, and other considerations which strengthen the College's strategic direction;
 - Ensure compliance with College Board Policies which require monitoring reports to, and/or action, by the Jackson College Board of Trustees; and
 - Schedule discussion topics in a sequence leading to the College's strategic direction, Ownership-Linkage priorities, budget adoption, and achievement of the Board's ENDS.

5. To accomplish its job outputs with a Policy Governance style consistent with Board policies, the Board will follow an annual agenda which (a) contemplates 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 of each year 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 board deliberation and decision-making.

Date Of Change	Version	Description of Change	Responsible Party
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
4.15.24	3.0	Omission of schedules, omission of a Summer Retreat, and clarifying statements added.	CGO