



Governance Process	Ends
Board-President Delegation	Executive Limitations

<p align="center">BOARD OF TRUSTEES POLICY</p> <p>Policy Type: Governance Process</p> <p>Policy Title: Board Planning Cycle and Agenda Control</p> <p>Policy Number: GP - 03</p> <p>Date Adopted: 06/08/20</p> <p>Version: 1.0</p> <p>Date Last Reviewed: 06/08/20</p> <p>Office Responsible: President's</p> <p>Reviewing Committee: Board of Trustees</p>
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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 Ownership to gain a representative mix of owner 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 Owners	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				Y1 <u>CR BMD-03</u> Delegation to President Y2 <u>CR BMD-04</u> Monitoring President Performance (y2) Y3 <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 Y1 <u>BSE BMD-03</u> Delegation to President Y2 <u>BSE BMD-04</u> Monitoring President Performance Y3 <u>CR GP-07</u> Board Committee Principles
October				Y1 <u>CR BMD-01</u> Unity of Control Y2 <u>CR GP-04</u> Role of Vice Chair Y3 <u>CR GP-08</u> Board and Committee Expenses		<u>Monitor EL01</u> Treatment of Students Y1 <u>BSE BMD-01</u> Unity of Control Y2 <u>BSE GP-04</u> Role of Vice Chair Y3 <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) Y1 <u>CR GP07.1</u> Audit Committee Terms of Reference Y2 <u>CR GP-13</u> Special Rules of Order Y3 <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 Y1 <u>BSE GP07.1</u> Audit Committee Terms of Reference

				<p><u>DECISION</u> Distinguished Service Awards</p>		<p>Y2 <u>BSE GP-13</u> Special Rules of Order Y3 <u>CR BMD-O2</u> Accountability of the President</p>
February				<p>Y1 <u>CR GP-14</u> Handling Operational Complaints Y2 <u>CR GP-15</u> Handling Alleged Policy Violations Y3 <u>CR GP-11</u> Linkage with Ownership Y3 <u>CR GP-07.2</u> Ownership Linkage Committee ToR <u>DECISION</u>: Select presenters for commencement <u>DECISION</u>: Distinguished Service Awards <u>DECISION</u>: Select Crockett Award recipient</p>		<p>Monitor <u>EL10</u> Access to Education Y1 <u>BSE GP-14</u> Handling Operational Complaints Y2 <u>BSE GP-15</u> Handling Alleged Policy Violations Y3 <u>BSE GP-11</u> Linkage with Ownership Y3 <u>CR GP-07.2</u> Ownership Linkage Committee ToR</p>
March				<p>Y1 <u>CR GP-01</u>Governing Style Y2 <u>CR BMD-06</u> President Compensation Y3 <u>CR2 GP-00</u> Governance Commitment</p>		<p>Monitor <u>EL11</u> Ends Focus of Grants or Contracts Monitor <u>EL13</u> Entrepreneurial Activity Y1 <u>BSE GP-01</u> Governing Style Y2 <u>BSE BMD-06</u> President Compensation Y3 <u>BSE GP-00</u> Governance Commitment</p>
April				<p>INFO Q3 Treasurer’s Report? Y1 <u>CR GP-02</u> Board Job Contributions Y1 <u>CR GP-04</u> Role of Board Chair Y2 <u>CR GP-10</u> Investment in Governance Y3 <u>CR BMD-00</u> Global Board Management Delegation</p>		<p>Monitor <u>EL-12</u> Land Use Y1 <u>BSE GP-02</u> Board Job Contributions Y1 <u>BSE GP-04</u> Role of Board Chair Y2 <u>BSE GP-10</u> Investment in Governance Y3 <u>CR BMD-00</u> Global Board Management Delegation</p>
May				<p>Y1 <u>CR BMD-05</u> President Succession Y2 <u>CR GP-03</u> Board Planning Cycle & Agenda Control Y3 <u>CR GP-12</u> Board Linkage with Other Organizations <u>INFO</u> – State Accountability Report (ACS)</p>		<p>Monitor <u>EL-05</u> Asset Protection Monitor <u>EL-06</u> Investment Y1 <u>CR BMD-05</u> President Succession Y2 <u>BSE GP-03</u> Board Planning Cycle & Agenda Control Y3 <u>BSE GP-12</u> Board Linkage with Other Organizations</p>

June				<p>Y1 Y2 Y3 CR GP-10 Board Code of Conduct <u>DECISION</u>: Select Representatives to MCCA Board of Directors <u>DECISION</u>: Fall planning session date <u>INFO</u> Administrative Personnel Practices Manual/Compensation</p>	<p><u>RAA</u> Budget Approval</p>	<p><u>Monitor EL-03</u> Planning Y1 Y2 Y3 <u>BSE</u> GP-10 Board Code of Conduct</p>
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Date Of Change	Version	Description of Change	Responsible Party
06.08.20	1.0	First release following Policy Governance consulting work.	Chief of Staff