

Annual Board Calendar

January

- Academic Calendar Update (CAO)

February

- Catalog Update (CSSO)

March

- Strategic Plan Update (CEO)
- Faculty Tenure Recommendations (CAO)
- Approval of reemployment of faculty and staff (CFO)
- Risk Management Plan Update (CFO)

April

- Commencement Update (CSSO)
- Employee Awards (CFO)
- Approval of organizational charts (CFO)
- Annual Capital Budget & Deferred Maintenance Projects (CFO)
- Student Handbook Update (CSSO)
- Approval of reemployment for Administrative Staff (CEO)

May

- Board Organization (odd years only) (CEO)
- Oath of Office and Seating of Student Trustee (CEO)
- Tentative Budget Review (CFO)
- Establish President Review Committee (Board Chair)
- Approval of part-time rates and stipends (CFO)
- Consideration of salary adjustments for administrative and support staff (CEO)

June

- RAMP Submission (CFO)
- Budget Adoption (CEO)
- President Review (Board Chair/CEO)
- Board Self-Review (Board Chair)
- Board Votes-Keep Closed Executive Session Minutes/Authorize Destruction of Tapes

July

August

- Report on Assessment (CAO)
- Report on Program Review (CAO)

Annual Board Calendar

September

- Fact Book Update (CEO)
- Review Annual Audit (CFO)
- Estimated Aggregate Tax Levy (CFO)
- Resolution Establishing Tax Levy Hearing, if required (CFO)
- Approval of part-time rates and stipends (CFO)

October

- Holiday Calendar (CEO)
- Certificate of Compliance with the Truth in Taxation Law (CFO)
- GASB Designation of Tax Levy Year (CFO)
- Tax Levy (CFO)
- Tuition & Fee Changes (CFO)

November

- Board Meeting Schedule (CEO)
- Information Security (Identify Theft Prevention) Plan Update (CFO)
- Emergency Plan Update (CFO)
- Clery Act/VAWA/Campus Safety (CFO)
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December

- Appointment of Treasurer and Surety Bonds (CFO)
- Approval of part-time rates and stipends (CFO)
- Board Votes-Keep Closed Executive Session Minutes/Authorize Destruction of Tapes

Items for future consideration;

- Financial Quarterly Report (CFO)
- Investment Quarterly Report (CFO)
- College Facilities Quarterly Report (CFO)
- Information Technology Quarterly Report (CFO)
- Foundation Quarterly Report (Exec. Dir.)
- Baccalaureate/Transfer Program Monitoring Report (CAO)
- CTE Program Monitoring Report (CAO)
- Workforce Education Monitoring Report (CAO)
- Community Education Monitoring Report (CAO)
- Adult Education Monitoring Report (CAO)
- Student Services Monitoring Report (CSSO)
- Diversity, Equity, and Inclusion Annual Report (CFO)
- Policy Review Cycle (CEO)