

**WITC BOARD MONITORING SCHEDULE
2011-2012**

Exhibit 3.A.

MONTH	EXTERNAL & INTERNAL GROUPS	POLICY/ENDS STATEMENT REVIEW	ACTIVITY/PURPOSE
July	International Education Committee Activities Report (2010-2011)		<ol style="list-style-type: none"> 1. Annual reorganizational meeting (Oath of Office for new Board members, election of officers, selection of regular and Board Forward meeting dates/times/locations, appointments to District Boards Association committees, appointment to WITC Foundation, selection of Newspaper of Record, Statement of Work for Legal Services and Cost Limits, and approval of Board Monitoring Schedule). 2. Approve Board monitoring schedule for the new fiscal year 3. Establish a time to update the New Board Member Orientation materials 4. 3-Year Facilities Plan (presentation/approval)
August		Policy: Executive Limitations (IV. A, B, C, D, E, F, G) Policy: Board-Staff Relationship (III. A, B, C)	<ol style="list-style-type: none"> 1. Establish a date/time/location for the New Board Member Orientation (note: the President will also schedule a time to meet with each new Board member when all new Board members are appointed). 2. Board Forward Planning (date/time/location; agenda topics) 3. International Education Travel Expense Budget (request for Board approval)
September	Annual Enrollment (FTE) Information Report	Policy: Governance Process (II. A, C, D, E, F, G, H, I, J, K, L, M) Policy: Global Ends Statement	
October	Annual Academic Quality Improvement Program Report		<ol style="list-style-type: none"> 1. Budget projection for fiscal year 2011-2012/2016-2017 2. Set tax levy 2011-2012
November	Community College Survey of Student Engagement (CCSSE) Survey Results (2011) Student Satisfaction Inventory (2012)		<ol style="list-style-type: none"> 1. Board Forward Meeting
December	Annual Mid-Year Strategic Goals Progress Report Grant Awards Report		<ol style="list-style-type: none"> 1. Financial Audit Report 2. New Board Member Orientation (topics to be determined or per Orientation binder)
January	Special Topics Report Longitudinal Graduate Follow-up Results (every 4 yrs: 2011, 2015, etc.)		Review Academic Affairs Programming Plan

(over)

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February	Annual Ambassador Presentations		<ol style="list-style-type: none"> 1. Budget Projection Update 2. Consider nominations for ACCT Leadership Awards: Trustee, Chief Executive Officer, Equity, Professional Board Staff, and Faculty Member (<i>items needed: answers to criteria questions, narrative statement of 150 words or less, letter of support from the Board, and nomination form</i>) 3. President's Evaluation Planning - review the President's evaluation process, evaluation form, and create a subcommittee to coordinate the evaluation. 4. First Reading of New Strategic Goals (3-year cycle: 2011, 2014, etc.) 5. Review policy statements (II.B) on Mission, Vision, and Values (3-year cycle: 2010, 2013, etc.)
March	Annual College FTE and Enrollment Report Annual Marketing Initiatives Report	Policy: Governance Process (II. B) (3-year cycle: 2011, 2014, etc.)	<ol style="list-style-type: none"> 1. Board Forward Meeting (if needed) 2. Annual review of board expenses/board budget approval 3. President's Evaluation Process Update from Subcommittee and Communicate Next Steps 4. Second Reading of New Strategic Goals (3-year cycle: 2011, 2014, etc.) 5. Determine Board Representation for May WITC Commencements
April	Annual WITC Foundation Update		<ol style="list-style-type: none"> 1. Review Monitoring Schedule for the next fiscal year (bring back in July for official approval)
May	Annual Graduate Follow-up Survey Report Special Topics Report – Annual District Boards Association Report Annual President's Year End Review		<ol style="list-style-type: none"> 1. Budget presentation (tentative) and approval for publication 2. Review the Executive Limitations and Board-Staff Relationship Policies, as well as the President's Job Description and Contract before the annual evaluation in June. 3. President provides President's annual evaluation materials 4. President's 360 evaluation is sent to stakeholders (early May)
June			<ol style="list-style-type: none"> 1. Approve annual budget 2. President's 360 evaluation feedback is analyzed by Vice Chair or designee (early June) 3. Board reviews President's 360 evaluation feedback 4. President's annual evaluation and contract considerations

Revised: 8-15-01; 11-08-04; 3-7-05, 4-2-05, 4-18-05, 6-27-05, 7-27-05, 10-3-05, 10-17-05; 4-17-06, 9-18-06, 12-18-06, 7-9-07, 9-17-07, 11-12-07, 12-4-07
12-7-07, 2-18-08, 5-19-08, 7-14-08, 9-15-08, 10-20-08, 12-15-08, 1-12-09, 2-16-09, 3-16-09, 4-13-09, 7-13-09, 8-17-09, 12-15-09, 1-18-10, 2-15-10, 3-15-10,
4-19-10, 7-12-10, 9-20-10, 10-18-10, 2-21-11, 3-21-11, 7-11-11, 8-15-11, 9-19-11, 11-21-11, 3-19-12

MONITOR-SCHEDULE

Annual District Boards Association Update (date to be determined each year)