

**WITC BOARD MONITORING SCHEDULE
2017-2018**

MONTH	EXTERNAL & INTERNAL REPORTS	POLICY/ENDS STATEMENT REVIEW	ACTIVITY/PURPOSE
July			<ol style="list-style-type: none"> 1. Annual reorganizational meeting (Oath of Office for new and reappointed 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, and approval of Board Monitoring Schedule for the new fiscal year). 2. When there are new Board members, establish a time to review the Board Member Orientation materials for the Executive Assistant. In addition, establish a date, time, and location for the Board Member Orientation (note: the Executive Assistant will also schedule a time for the President to meet with each new Board member). 3. Discrimination/Harassment Complaints Annual Report 4. Three-Year Facilities Plan (presentation/approval) 5. Invitation to legislators is sent by Executive Assistant
August	* (See below)	Policy: Board-Staff Relationship (III. A, B, C) Policy: Executive Limitations (IV. A, B, C, D, E, F, G)	<ol style="list-style-type: none"> 1. Discrimination, Harassment, Prevention Policies and Procedure Approvals (G-112/J-120, G-113/J-121, G-113A/J-121A/J-220A) and Update 2. Board Forward Meeting Planning (date/time/location/agenda topics) 3. Annual Employee Handbook Update
September	Annual Enrollment (FTE) Information Report Annual Academic Quality Improvement Program Report	Policy: Governance Process (II. A, C, D, E, F, G, H, I, J, K, L, M) Policy: Global Ends Statement	<ol style="list-style-type: none"> 1. Board Member Orientation (will follow the regular meeting; key information will be included in the Orientation binder) 2. Board Forward Meeting Planning (date/time/location/agenda topics)
October	Annual Marketing Initiatives Report		<ol style="list-style-type: none"> 1. Procurement Annual Review 2. Set tax levy 2017-2018 3. Financial Forecast Model - Budget projection for fiscal year 2017-2018/2022-2023 4. Board Forward Meeting Planning
November	Community College Survey of Student Engagement (CCSSE) Survey Results (2017, 2019) Student Satisfaction Inventory (2018, 2020)		<ol style="list-style-type: none"> 1. Board Forward Meeting 2. Annual Audited Financial Statements draft
December	Annual Mid-Year Strategic Goals Progress Report Annual Financial Audit Report Five-Year Affirmative Action Plan Report (approval) (2019, 2024 etc).		<ol style="list-style-type: none"> 1. Assurance of Compliance-Civil Rights Certificate Update (annual submission is required)

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January	Grant Awards Report Longitudinal Graduate Follow-up Results (every 4 yrs: 2020, 2024, etc.)		1. Approval of major equipment
February	Annual Ambassador Presentations		1. Budget Projection Update 2. President's Evaluation Process - the Board will determine if it will review the President's Evaluation Process and components/resources or designate a Board subcommittee to do so. The process for the President's Evaluation will be reviewed and finalized annually.
March	Annual College FTE and Enrollment Report		1. Annual review of Board expenses; Board budget approval 2. Determine Board Representation for May WITC Commencements 3. Approval of Preliminary Notices of Non-Renewal of Personnel [Executive Session] 4. Consider nominations for ACCT Leadership Awards (Trustee, Chief Executive Officer, Equity, Professional Board Staff, and Faculty Member)
April	Annual Academic Affairs Programming Plan Update College Employee Satisfaction Survey (CESS) Report (every 3 years: 2019, 2022, etc.)		1. Review Monitoring Schedule for the next fiscal year (bring back in July for official approval) 2. Approval of Faculty and Management Intent to Renew [Other Items] 3. Approval of Final Notices of Non-Renewal of Personnel [Executive Session] 4. If a Board subcommittee has been designated, it shall submit recommendations regarding the President's evaluation process, components/resources, and Monitoring Schedule to the Board. 5. Consider nominations for ACCT Leadership Awards
May	Annual Graduate Survey Report	Policy: Governance Process – Mission, Vision, Values (II.B) (3-year cycle: 2018, 2021 etc.)	1. Tentative budget presentation and approval for publication 2. The President will provide his Summary of Performance Highlights. Board members will submit their feedback and ratings to the Vice Chair within 5 days of the May meeting. [Executive Session] 3. Board approval for receipt of Grant Awards (Consent Agenda) 4. First Reading of New Strategic Goals (3-year cycle: 2018, 2021, etc.) 5. First reading of policy statements (II.B) on Mission, Vision, and Values (3-year cycle: 2018, 2021, etc.); and Tenets 6. Consider nominations for ACCT Leadership Awards
June	.	Policy: Governance Process – Mission, Vision, Values (II.B) (3-year cycle: 2018, 2021 etc.)	1. Budget Hearing (presentation if public attendees), approval of annual budget 2. The Vice Chair will e-mail the compiled President's evaluation feedback and ratings to the Board by June 1. The Board shall review the compiled data prior to the June Board meeting. 3. Board conducts President's annual evaluation, completes President's evaluation form, and contract considerations. [Executive Session] 4. Annual Update to the Five-Year Affirmative Action Plan Update (date varies pending WTCS) 5. Second reading of New Strategic Goals (3-year cycle: 2018, 2021, etc.) 6. Second reading of policy statements (II.B) on Mission, Vision, and Values (3-year cycle: 2018, 2021, etc.); and Tenets

* [Annual WITC Foundation Report \[August 2017\]](#); * [Annual District Boards Association Update \[TBD\]](#)