

**WITC BOARD MONITORING SCHEDULE  
2020-2021**

Exhibit 3A

MONTH	EXTERNAL & INTERNAL REPORTS	POLICY/ENDS STATEMENT REVIEW	ACTIVITY/PURPOSE
July			<ol style="list-style-type: none"> <li>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).</li> <li>2. When there are new Board members, establish a date, time, and location for the Board Member Orientation. <i>Note: The Executive Assistant will schedule a one-hour block of time for the President to meet with each new Board member.</i></li> <li>3. Discrimination/Harassment Complaints Annual Report</li> <li>4. Discrimination, Harassment, Prevention Policies/Procedure, and Grievance Procedure (G-112/J-120, G-113/J-121, G-113A/J-121A/J-220A, G-113B, G-114/J-114) updates and approvals</li> <li>5. Three-Year Facilities Plan (presentation/approval)</li> <li>6. Invitation to legislators is sent by Executive Assistant</li> </ol>
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"> <li>1. Board Forward Meeting Planning (date/time/location/agenda topics)</li> </ol>
September	Accreditation Report  Longitudinal Graduate Follow-up Results (every 4 yrs: 2020, 2024, etc.)	Policy: Governance Process (II. A, C, D, E, F, G, H, I, J, K, L) Policy: Global Ends Statement	<ol style="list-style-type: none"> <li>1. Annual Update to the Affirmative Action/Equal Opportunity Five-Year Plan (date varies pending WTCS)</li> <li>2. Annual Employee Handbook Update</li> </ol>
October	Enrollment (FTE) Information Report  Employer Satisfaction Report (2022, 2026)		<ol style="list-style-type: none"> <li>1. Annual Procurement Review and Approval</li> <li>2. Set tax levy 2020-2021</li> <li>3. Financial Forecast Model - Budget projection for fiscal year 2020-2021/2025-2026</li> </ol>
November	Community College Survey of Student Engagement (CCSSE) Survey Results (2021, 2023)  Student Satisfaction Inventory (SSI) (2022, 2024)		<ol style="list-style-type: none"> <li>1. Board Forward Meeting</li> <li>2. Annual Audited Financial Statements draft</li> </ol>
December	Financial Audit Report  Marketing Initiatives Report		<ol style="list-style-type: none"> <li>1. Assurance of Compliance-Civil Rights Certificate Update (annual submission is required)</li> </ol>

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January	Grant Awards Report High School Relations Report		1. Approval of major equipment
February	Ambassador Presentations		1. Budget Projection Update 2. President's Evaluation Process - the Board will designate a Board subcommittee to review the President's Evaluation Process and components/resources. The process for the President's Evaluation will be reviewed and finalized annually.
March	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); bring back nominations prior to June meeting if needed.
April	Academic Affairs Programming Update  College Employee Satisfaction Survey (CESS) Report (every 3 years: 2023, 2026)		1. Review Monitoring Schedule for the next fiscal year and again 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. The Board subcommittee will provide recommendations regarding the President's evaluation process, components, resources, and Monitoring Schedule to the Board (as needed).
May	Graduate Survey Report	Policy: Governance Process – Mission, Vision, Values (II.B) (3-year cycle: 2021, 2024, etc.)	1. Tentative budget presentation and approval for publication 2. The President will provide his Summary of Performance Highlights. Board members will mail their evaluation feedback and ratings to the Vice Chair within 10 days of the May meeting. [Executive Session] 3. Board approval for receipt of Grant Awards (Consent Agenda) 4. First Reading of New Strategic Plan (3-year cycle: 2021, 2024, etc.) 5. First reading of policy statements (II.B) on Mission, Vision, and Values (3-year cycle: 2021, 2024, etc.); and Tenets
June	Strategic Plan Progress Report	Policy: Governance Process – Mission, Vision, Values (II.B) (3-year cycle: 2021, 2024, 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 report to the Board and President one week prior to the June Board meeting for the Board's review. The Board will review the compiled data prior to the June Board meeting. 3. Board conducts President's annual evaluation, completes President's evaluation, and contract considerations. [Executive Session] 4. Second reading of New Strategic Plan (3-year cycle: 2021, 2024, etc.) 5. Second reading of policy statements (II.B) on Mission, Vision, and Values (3-year cycle: 2021, 2024, etc.); and Tenets 6. Approval of Affirmative Action/Equal Opportunity Five-Year Plan [Other Items Requiring Board Action] (2024, 2029)

\* Annual WITC Foundation Report [August 2020]; \*\* Annual District Boards Association Update [TBD]