



## Board Policy

Policy Type: Governance  
Policy Title: Board Planning Cycle  
Policy Number: 1.12  
Officer Responsible: Board and Board Chair  
Related Policies: 1.4, 1.7 and 4.3  
Related Procedures: N/A  
Related Laws: Michigan Community College Act  
HLC Criterion: 2A, 2B, and 2C

### **Policy Statement**

To accomplish its policy governance and oversight responsibilities, the Board shall develop an annual schedule of meetings (Board Calendar) as part of its planning cycle. Each member of the Board shall have an opportunity to identify policy issues for consideration throughout the year on each Board agenda. The Board shall use a governance style consistent with Board policies by:

1. Reviewing Ends policies annually;
2. Hold at least one Board and CEO retreat each fiscal year;
3. Conducting a progress review of strategic initiatives, including the College's five-year planning model;
4. Developing meeting agendas consistent with the Board governance policy and bylaws; and
5. Continuously improving Board and Trustee performance by participation in appropriate professional development activities.

The Board calendar shall be developed in accordance with the following guidelines:

1. The Board Chair, after consultation with the CEO and obtaining input from Trustees, shall create a draft of the Board calendar for Board consideration by December of each year.
2. Continuing Education of the Board and Trustees is paramount in structuring meetings and other Board activities.
3. The Board's January organizational meeting shall be included.
4. The CEO's annual performance assessment shall be held no later than November 30.
5. The Board's annual self-assessment shall be held no later than December 31.
6. The presentation of College Monitoring Reports, as noted in the College Monitoring Policy 4.3, shall be included in the Board Calendar.
7. The routine review of Board policies, based on the five-year review cycle noted in the Policy and Creation and Review Policy 1.4 shall be included in the Board Calendar.
8. The College budget shall be approved by the Board no later than June. During the course of the fiscal year, revised budgets may be submitted to the Board for approval as necessary.
9. In years where HLC Accreditation visits are anticipated, a retreat for the purpose of preparing the Board for the visit shall take place approximately two weeks prior to the scheduled visit and shall be included in the Board calendar.
10. Board policies and policy revisions shall not be adopted until they have been considered at a minimum

of two meetings (for first reading and second reading consideration), unless board action waives this requirement and immediate effect is authorized.

As a framework for the development of the Board Calendar, the following non-exhaustive list of events provides an example for planning purposes:

January:

- Organizational meeting held at the first meeting of the Board in January following the date of the regular College District election. See Board Bylaw Article IV, Section 4(f) (MI Community College Act, 389.111)

February:

- ACCT Legislative Summit
- Quarterly Reports
- Fall Term Monitoring Report

March:

- MCCA Board of Directors Meeting
- Budget preview: preparation of tax estimates and appropriations deemed necessary for the ensuing fiscal year's revenue and expenditure proposals

April:

- AGB National Conference on Trusteeship
- AACC National Convention
- Budget Hearing & Approval
- Board Retreat (as necessary)
- Conflict of Interest Statements due per Policy 1.13

May:

- Quarterly Reports

June:

- Winter Term Monitoring Report

July:

- Meet as needed
- MCCA Summer Workshop
- Annual Board self-assessment to be initiated and delivered at Board Planning Retreat in August

August:

- Annual Summary Monitoring Report
- Annual CEO evaluation initiated and delivered in September
- Board self-assessment
- Board Planning Retreat
- Confirm Monitoring Report presentation schedule

- Set policy and bylaw review schedule for the year
- Set Board meeting and event calendar for the year (September - August)  
See Board Bylaw Article Sec. 4.a.

September:

- Quarterly Reports
- Strategic Value Resolution
- CEO evaluation

October:

- Fiscal Year-End Financial Audit Report
- ACCT Leadership Congress
- MCCA Board of Directors
- Summer Term Monitoring Report

November:

- Quarterly Report
- Annual Safety Report
- Establish Tuition and Fees for subsequent fiscal year

December:

- Installation of new Trustees (if necessary)
- New Trustee Orientation (if necessary)

**Change Log**

Date of Change	Description of Change	Responsible Party
4/17/2018	Initial policy approved by Board to become effective	Board of Trustees
7/1/2018	Effective date of initial policy	Board of Trustees
10/16/18	<p>Replaced the existing paragraph 4 with the following: “The Board and CEO may hold a mid-year monitoring effectiveness session each calendar year, if necessary.”</p> <p>Added a new paragraph 5 that states: “The CEO’s annual performance assessment shall be held no later than November 30.”</p> <p>Replaced the existing paragraph 5 with the following: “The Board’s annual self-assessment shall be held no later than December 31.” Renumbered the existing paragraph 5 to paragraph 6.</p> <p>Renumbered the remaining paragraphs accordingly.</p> <p>Deleted from the example Board Calendar the following March event: “Board and CEO Monitoring Effectiveness Mid-Year Retreat (could be in February).”</p>	Board of Trustees

4/28/2020	Revised and adopted	Board of Trustees
8/3/2020	<p>Changed Annual Board self-assessment “to be initiated in July and delivered at Board Planning Retreat in August.”</p> <p>Added “annual CEO evaluation initiated in August and delivered in September.”</p> <p>Added “set Board meeting and event calendar for the year in September – August.”</p> <p>Changed “annual assessment of CEO performance” to “CEO evaluation” in September.</p>	Board of Trustees