



## BOARD POLICY

Number	1-05
Policy Type	Governance
Adoption	03-17-1997
Deletion	
Revision	09-21-2020
Review Date	09-19-2022

## BOARD PLANNING AND AGENDA

The Board will carry out its responsibilities in a manner consistent with Board policies by (a) developing and reviewing Board objectives annually, (b) holding an annual planning session, (c) periodically reviewing progress on planned goals and objectives, and (d) following an agenda at its regular monthly meetings that implements the Board policy on Governing Style.

1. The agenda for all Board meetings will be prepared by the President in consultation with the Board chair and vice chair, based on input from other Board members. The agenda will be prepared and delivered to the Board at least seven (7) days before the meeting.
2. The primary focus of Board deliberations will be on determining the progress of the college towards achieving results, through the use of reports and monitoring data.
3. The annual planning session will be held at least 90 days prior to approval of the annual budget.
  - A. The College Mission, purposes, and philosophy will be reviewed at the annual planning session.
  - B. Financial planning, including the establishment of budget parameters and priorities, will be conducted at the annual planning session.
  - C. Subjects for Board discussion and action during the following year will be developed at the annual planning session.
4. The proposed legal budget will be provided to the Board prior to publishing the notice of public hearing. The Board will approve the budget after the public hearing. A revised budget may be submitted at the discretion of the president to the Board for approval at any point during the fiscal year due to unforeseen circumstances.
5. Board policies and policy revisions will not be adopted until they have been considered at a minimum of two meetings, unless Board action waives this requirement and immediate effect is authorized.

Revision Dates: 09-21-2020, 12-21-1998