



## **Board of Trustees Agenda**

### **Calendar 2023**

#### **JANUARY**

- Auxiliary Enterprise Report
- Appoint Three Trustees to the Ad Hoc President/Superintendent Evaluation Committee
- Appoint Ad Hoc Board Self Evaluation Committee. The chair of the Ad Hoc Committee on the Board Evaluation, selected at the first Ad Hoc Committee meeting per AP 2220, meets with the previous year's chair to ensure a smooth transition.
- Appoint Ad Hoc Committee on Advocacy
- Appoint Audit Committee Members
- Appoint Board representatives to the C.R. Foundation Board
- CCCT Board Nomination
- Semi-annual Report on Garberville proceeds
- Student Success Data: TBD

#### Audit Committee:

- Accept Audit Reports

#### Important Dates:

- January 14 – Board Workshop
- January 16 – Martin Luther King Jr.'s Birthday

#### **FEBRUARY**

- Quarterly Financial Status Report
- Employee Benefits Fund Report
- Six-month Report on Equivalencies to Minimum Qualifications
- Sabbatical Leaves Request per CRFO Section \$3.10.5.3
- Tenure Review Report
- Accreditation Update
- Accept Audit Reports

- Student Success Data: TBD

Important Dates:

- February 20 – President’s Day

**MARCH**

- Assessment Report
- Approve Board Travel to Annual Trustees Conference in May
- Student Success Data: TBD
- Legislative Update
- Review Board of Trustee Goals
- The Ad Hoc Committee on Board Evaluation meets to define the evaluation process in detail including any survey instruments that will be used to conduct the annual evaluation of the Board. Evaluation methods may include, but are not limited to, surveying college employees and community members, using standardized evaluation instruments, and contracting or consulting with professional groups to administer surveys and feedback.

Important Dates:

- March 13 – 17 Spring Break
- March 31 – Cesar Chavez Day

**APRIL**

- Election of CCCT Board of Directors
- A member of the Ad Hoc Committee on Board Evaluation and the Secretary of the Board conduct the evaluation, coordinating the distribution and return of survey instruments, and ensuring a confidential and fair process.
- Unrestricted General Fund Preliminary Budget
- Review Mission Statement
- Student Success Data: TBD
- Closed Session:
  - Audit Committee Update on Findings

**MAY**

- Quarterly Financial Status Report
- Student Success Scorecard
- ACCJC Annual Report and Annual Fiscal Report

- Resolution for Classified Employee Week
- Emeritus Faculty Nominations
- Set Public Hearing for Gann Appropriations Limit
- Determine Student Trustee Privileges
- Draft Annual Institutional Plan
- Board and President/Superintendent review the tabulated results and summary of written response comments.
- Grants Update
- The Secretary of the Board tabulates the returned responses and presents all responses with the tabulated results to the Ad-Hoc Committee on Board Evaluation.
- Closed Session:
  - President Evaluation results presented to the Board as a whole.

**Important Dates:**

- May 12 – Del Norte Commencement
- May 13 – Eureka Commencement, Klamath-Trinity Commencement, Nurses Pinning
- May 29 – Memorial Day
- President submits self-evaluation to the Board one week prior to the June Board meeting

**JUNE**

- Public Hearing: Gann Appropriations Limit
- Approve Gann Appropriations Limit
- Approve Student Representative Travel-CCLC Student Trustee August Workshop
- Annual Report on Student Suspensions
- The Chair of the Ad-Hoc Committee on Board Evaluation will present and discuss with the Board the results and summary of written response comments from the survey instrument. After the Board meeting, the Ad-Hoc Committee on Board Evaluation will prepare a draft of Board goals and objectives for the next academic year.
- Swear in Student Trustee
- Approve Tentative Budget
- Approve Equal Employment Opportunity (EEO) Plan

- Accreditation Update
- Review Board of Trustee Goals
- Semi-annual Report on Garberville proceeds
- Student Success Data: TBD

Important Dates:

- Friday, June 9 – Law Enforcement Academy Graduation
- June 19, 2023 – Juneteenth
- President submits draft of goals and objectives for the next evaluation period one week prior to the July Board meeting

**JULY**

- Report on Surplus Property
- 5 Year Construction Plan
- Program Review Report
- Approve Board Travel to ACCT in October
- Student Success Data: TBD
- Draft Board Goals and Objectives presented
- Closed Session:
  - President/Superintendent’s Goals Established

Audit Committee:

- Update on Findings

Important Dates:

- July 4 – Independence Day

**AUGUST**

- Set Public Hearing: Final Budget
- Quarterly Financial Status Report
- Student Success Data: TBD

Important Dates:

- August 19 Board Workshop
  - Finalize Board Goals & Objectives
  - Finalize President/Superintendent’s Goals

## **SEPTEMBER**

- Public Hearing: Final Budget
- Approve Final Budget
- Authorize Destruction of Records
- Recognition of New Employees and Employee Service Awards
- Approve Budget Calendar
- Review Board of Trustee Goals
- Student Success Data: TBD

### Important Dates:

- September 5 – Labor Day
- 4th Friday – Native American Day

## **OCTOBER**

- Appoint Ad Hoc Committee on Nominations for Board Officers
- EPA Spending Plan
- Student Success Data: TBD
- Six-month Report on Equivalencies to Minimum Qualifications
- Delinquent Accounts Receivable Report

### Audit Committee:

- Update on Findings

## **NOVEMBER**

- Review Board goals
- Establish Board Meeting Dates, Times, Locations for 2024
- Institutional Effectiveness Scorecard
- Set Annual Board Meeting Calendar
- Student Fee Policy – review and set fee
- Student Success Data: TBD

### Important Dates:

- November 10 – Veteran’s Day Observed
- November 22-24 – Thanksgiving Break

## **DECEMBER**

- Elect Officers
- Review Code of Ethics and Trustee Protocols (BP 2715 and AP 2715)
- Approve Academic Calendar
- Approve Board Travel to January CCLC Conference
- Fifty Percent Law and FON Compliance
- Review Board of Trustee Goals
- Student Success Data: TBD

### Important Dates:

- Friday, December 15 – Law Enforcement Academy Graduation
- December 25 through January 1 – All College Holidays