



Board of Trustees Agenda

Calendar 2025

JANUARY

- Auxiliary Enterprise Report
- Appoint Three Trustees to the Ad Hoc President/Superintendent Evaluation Committee. The chair of the Ad Hoc Committee on the Evaluation of the President/Superintendent, 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 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 Ad Hoc Committee to Review Chapter 2 APs and BPs
- Appoint Audit Committee Members
- Appoint Board representatives to the C.R. Foundation Board
- CCCT Board Nomination
- Approve Equal Employment Opportunity (EEO) Plan
- Student Success Data: TBD

Audit Committee:

- Accept Audit Reports

Important Dates:

- January 11 – Board Workshop
- January 20 – Martin Luther King Jr.'s Birthday
- January – March - The Board Ad Hoc Committee on Evaluation of the President/Superintendent meets with the President/Superintendent to define the evaluation process in greater detail, as necessary, including any survey instruments that will be used to conduct the annual evaluation of the President/Superintendent.

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

Important Dates:

- February 17 – President's Day

MARCH

- Assessment Report
- Approve Board Travel to Annual Trustees Conference in May
- 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 17-22 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.
- The chair of the Ad Hoc Committee on the President/Superintendent's Evaluation, or a designee, conducts the evaluation in accordance with the process mutually agreed upon between the Ad Hoc Committee and the

President/Superintendent, coordinating the distribution and return of survey instruments and ensuring a confidential and fair process. The Executive Assistant to the President tabulates the returned responses.

- Unrestricted General Fund Preliminary Budget
- Review Mission Statement
- Student Success Data: TBD
- Closed Session:
 - Audit Committee Update on Findings

MAY

- Quarterly Financial Status Report
- 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
- Military Equipment Policy 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 15 - Klamath-Trinity Commencement
- May 16 – Del Norte Commencement
- May 17 – Eureka Commencement, Nurses Pinning
- May 26 – 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
- Approve Board Travel to ACCT Leadership Congress
- 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
- Accreditation Update
- Review Board of Trustee Goals
- Approve/Ratify AMC Salary Schedules
- Closed Session:
 - The Board and President/Superintendent will review the tabulated results and summary of written response comments from the survey instrument and the written self-evaluation.

Important Dates:

- June 19 – Juneteenth
- President submits draft of goals and objectives for the next evaluation period one week prior to the July Board meeting

JULY

- 5 Year Construction Plan
- Program Review Report
- 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
- July 10 – Law Enforcement Academy Graduation

AUGUST

- Set Public Hearing: Final Budget
- Quarterly Financial Status Report
- Closed Session:
 - President/Superintendent's presents a report containing the finalized goals and objectives. The Board President presents the Board a written summary of the Board's evaluation results of the President/Superintendent.

Important Dates:

- August 23 Board Workshop
 - Finalize Board Goals & Objectives
 - Finalize President/Superintendent's Goals

SEPTEMBER

- Public Hearing: Final Budget
- Approve Final Budget
- Authorize Destruction of Records [if requested by any department]
- Recognition of New Employees and Employee Service Awards
- Approve Budget Calendar
- Review Board of Trustee Goals

Important Dates:

- September 1 – Labor Day
- 4th Friday – Native American Day

OCTOBER

- Appoint Ad Hoc Committee on Nominations for Board Officers
- Student Success Data: TBD

- Six-month Report on Equivalencies to Minimum Qualifications
- Delinquent Accounts Receivable Report
- President/Superintendent and Ad Hoc Committee for President/Superintendent's Evaluation review AP 2435 and make recommendations for the next evaluation period.

Audit Committee:

- Update on Findings

NOVEMBER

- Establish Board Meeting Dates, Times, Locations for 2026
- Institutional Effectiveness Scorecard
- Set Annual Board Meeting Calendar
- Student Fee Policy – review and set fee
- Approve Board Travel to January CCLC Workshop & Conference

Important Dates:

- November 11 – Veteran's Day
- November 26-28 – Thanksgiving Break

DECEMBER

- Elect Officers
- Review Code of Ethics and Trustee Protocols (BP 2715 and AP 2715)
- Approve Academic Calendar
- Fifty Percent Law and FON Compliance
- Review Board of Trustee Goals

Important Dates:

- December 11 – Law Enforcement Academy Graduation
- December 22 through December 26 – Winter Break