

Northeast Community College Board Policy Manual

Governance Process Policy Policy Number: GP - 03

Board Planning Cycle and Agenda Control

To accomplish its job products with a governance style consistent with Board policies, the Board will develop and follow a multi-year cycle that includes all elements of the Board's work.

1. The Board shall maintain control of its own agenda by developing an annual schedule based on the multi-year cycle.
 - 1.1. Review of the Ends in a timely fashion which allows the President to build a budget based on accomplishing a one-year segment of the Board's most recent statement of long-term Ends.
 - 1.2. Linkage with the Ownership to gain a representative mix of owner values, perceptions and expectations, prior to the above review.
 - 1.3. Education and professional development related to development and revision of Ends. The Board will consider including environmental scanning, professional development, conference attendance, presentations by thought leaders or experts, and activities which develop strategic foresight.
 - 1.4. Risk assessment, including probability of risks and impact of particular risks, as background context for policy review.
 - 1.5. Content review of selected Executive Limitations, Governance Process, and Board – President Delegation policies, consistent with a multi-year schedule that includes all policies.
 - 1.6. Self-evaluation of the Board's own compliance with selected Governance Process and Board – President Delegation policies, consistent with the schedule in the policy *GP-xx: Investment in Governance*.
 - 1.7. Documentation of monitoring compliance by the President with Executive Limitations and Ends policies. Monitoring reports will be read in advance of the Board meeting, and discussion will occur only if Board members assess interpretations as unreasonable, identify non-compliance, or identify potential need for policy amendments.

- 1.8. Education and professional development about the process of governance.
- 1.9. Retreats and work sessions.
2. Based on the outline of the annual schedule, the Board delegates to the Board Chair the authority to fill in the details of the meeting content. Potential agenda items shall be carefully screened. Screening questions shall include:
 - Clarification as to whether the issue clearly belongs to the Board or the President.
 - Identification of what category an issue relates to Ends, Executive Limitations, Governance Process, Board-President Delegation.
 - Review of what the Board has already said in this category, and how the current issue is related.
3. Throughout the year, the Board will attend to Required Approvals Agenda items as expeditiously as possible. When an item is brought to the Board via the Required Approvals Agenda, deliberation, if any, will only be in regard to whether or not the President's decision complies with relevant Board policies

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