



ADMINISTRATIVE PROCEDURE

TITLE: Reports to the Board of Education

ADMINISTRATIVE PROCEDURE # 3120

RELATED TO POLICY # 3120 Reports to the Board of Education

The following reports shall be presented to the Board of Education during regularly scheduled Board meetings.

Report Type	Frequency	Content
Senior Leadership Team	3x per year	Strategic/tactical plan progress; recruitment and retention actions; accreditation actions; and headline news
Enrollment	3x per year after week 7 of term	Comparative data
Financial	3x per year	Summary of status; budget forecast
Financial - Annual	annual	Prior year's report
Financial Audit	Annual	
Strategic Plan	2x per year	Mid-year formative report on progress; end-of-year progress report with data, modifications, and priorities for coming year
Accreditation	2x per year	Updates on progress, initiatives, compliance, etc. (additional reports may be submitted, as necessary or requested)
Advancement	Annual	Data on fundraising, scholarships, and grants
Facilities	Annual	Improvements, concerns, updates to facilities improvement plan, progress on master plan
Governance	Annual	Assessment conducted by College Council

REPORT	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Senior Leadership Team (SLT)			SLT				SLT				SLT	
Enrollment (ENR)						ENR			ENR			ENR
Financial (FIN)				FIN			FIN			FIN		
Financial - Annual (FIN-ANL)					FIN-ANL							
Financial - Audit (FIN-AUD)					FIN-AUD							
Strategic Plan (SP)				SP					SP			
Accreditation (ACC)						ACC					ACC	
Advancement (ADV)								ADV				
Facilities (FAC)								FAC				
Governance (GOV)				GOV								

RESPONSIBILITY:

The President is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 11/19/2019 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW: