

BOARD OF TRUSTEES CALENDAR/WORK PLAN 2009-10 (FY10)

Summary

Institutional Goals:

The ACC Master Plan is the blueprint for aligning its mission, vision, and public resources:

1. Meet Enrollment Targets
 - o Especially minorities and economically disadvantaged
2. Expand Capacity
 - o Facilities, technology, capital outlay, faculty and staff
3. Enhance Student Success
 - o Focus on equity of success across student cohorts: First-time students; Developmental Education students; Ethnicity and race; Gender; Age
4. Expand Fiscal Capacity
 - o Goals 1, 2, and 3 are dependent upon Goal 4.

Goals of the Work Plan:

- Plan meaningful Board Meetings, reflecting policy governance model.
- Ensure compliance with Board policies.
- Review institutional effectiveness data, and incorporate into Master Plan.
- Facilitate community input to strengthen the stewardship and policy leadership roles of the governing board.
- Provide a document to guide President's Leadership Team planning.

Board Meetings - Types:

- R = Regular Board of Trustees Meetings (actions taken)
- W = Work Session on designated topic(s)
- F = Community Forum
- S = Special, called meeting

Summary of Board Meetings, 2009-2010:

Fall 2009

August 3 (R)
~~August 27 (S-Tax Rate)~~
September 8 (R)
~~September 14 (S-Tax Rate)~~
September 21 (Forum: CAC Kick-off)
October 5 (R)
October 19 (W)
November 2 (R)
November 16 (W)
December 14 (R)

5 Regular
2 Special (Tax Rate Calendar TBA)
2 Work Sessions
1 Forum
10 Total

Spring 2010

January 11 (R)
February 1 (R)
February 15 (W)
March 1 (R)
April 5 (R)
April 19 (Forum)
May 3 (R)
May 17 (W)

5 Regular
2 Work
1 Forum
8 Total

Summer 2010

June 7 (R)
June 21 (W)
July 5 (R)
August 2 (R)
August 13-14 (S-Retreat)

3 Regular
1 Work Session
1 Special (Retreat)
5 Total

Community Linkages:

Policy governance primarily focuses on achievement of broad policy-based expectations, and on the institution's responsiveness to the needs of external constituencies. To facilitate this, all Regular Meetings of the Board will include Citizens' Communications as well as time for recognized employee groups and the Student Government Association to address the Board.

In addition, the Board will actively seek input from critical external groups through interactive community forums scheduled as part of the Board's annual Work Plan.

The Board will also have opportunities to participate in a wide range of other activities, including:

- Speaking to community groups, as coordinated through the President's Office.
- Community networking via participation in events for which the College purchases a table and/or serves as a co-sponsor.
- The administration will share events information related to area Chambers.
- Participation in College events as noted on the monthly ACC Calendar.
- Participation in student forums which are scheduled throughout the year.
- Participation in special meetings hosted by the President, such as the annual meeting of ISD Superintendents or other functions in which the support of Trustees is helpful.
- The President and Board Chair will host lunch meetings with Chamber presidents and board chairs for information sharing.
- Participation in community leadership roles of interest to individual Trustees (a semester report of Trustee/community engagement activities will be incorporated in Regular Board Meetings) in December (Fall), May (Spring), and August (Summer).

Student Forums:

Seven Student Forums and Trustee Reports to the Board are listed:

- October 13, 2009, 3:00 p.m., Riverside Campus Student Forum
- October 24, 2009, Noon, Cypress Creek Campus Student Forum
- November 10, 2009, 7:00 p.m., South Austin Campus Student Forum
- November 18, 2009, Noon, Rio Grande Campus Student Forum
- February 4, 2010, Noon, Eastview Campus Student Forum
- February 17, 2010, 10:00 a.m., Northridge Campus Student Forum
- March 2, 2010, 3:00 p.m., Pinnacle Campus Student Forum

Elections: May 8, 2010 – Uniform Election Date

Authority conducting elections

- First Day to File for Place on Ballot
- Last Day to File for Place on Ballot
- Last Day to Order General Election
- First Day to Apply for Ballot by Mail
- Last Day to Register to Vote
- First Day of Early Voting
- Last Day to Apply for Ballot by Mail
(**Received**, not Postmarked)
- Last Day for Early Voting

Most local political subdivisions

February 5, 2010
March 8, 2010 (moves to next business day, Monday)
March 8, 2010 (moves to next business day, Monday)
March 9, 2010
April 8, 2010
April 26, 2010
April 30, 2010 (moves to preceding business day, Friday)
May 4, 2010

BOARD OF TRUSTEES CALENDAR/WORK PLAN 2009-10 (FY10)

(Approved by Board of Trustees at August 3, 2009, Meeting)

Purposes of Board Work Plan:

- Identify strategic topics for Board discussion which relate to policy outcomes and effectiveness measures, and which strengthen the ACC *Master Plan*.
- Ensure compliance with College policies which require reports to, and/or action by, the Board of Trustees.
- Schedule discussion topics in a sequence leading to Master Plan and resource allocation/budget adoption.

Board Meeting/ Date/Time	Topics/Key Objectives	Staff Member/Trustee Responsible
R=Monday August 3, 2009 6:00 p.m. HBC Board Room	<ul style="list-style-type: none"> • Report(s) to the Board <ul style="list-style-type: none"> ○ Facilities Update ○ Financial Report • Propose 2009 Tax Rate for Austin Community College; 2009 Property Tax Rate Planning Calendar, and Scheduling of Two Public Hearings for Proposed 2009 Property Tax Rate (To be rescheduled) • Approval of the Board of Trustees Calendar/Work Plan 2009-2010 (FY2010) 	Mr. Bill Mullane Mr. Ben Ferrell Mr. Ben Ferrell Board of Trustees
S=Thursday August 27, 2009 11:45 a.m. HBC Board Room	<ul style="list-style-type: none"> • 1st Public Hearing on Proposed 2009 Tax Rate for Austin Community College District (To be rescheduled) 	Mr. Ben Ferrell
R=Tuesday September 8, 2009 6:00 p.m. HBC Board Room	<ul style="list-style-type: none"> • 2nd Public Hearing on Proposed 2009 Tax Rate for Austin Community College District (To be rescheduled) • Instructional Dean-Area Profile • Report(s) to the Board <ul style="list-style-type: none"> ○ Facilities Update ○ Financial Report • Report on August ACC Foundation Board Meeting • Discussion/Approval of Legislative Agenda • Discussion of Board Policies B-5, Policy Development and Revision, and B-6, Monitoring Policy Compliance • Discussion of Board Policy F-10, Employee Compensation 	Mr. Ben Ferrell Mr. Mike Midgley Mr. Bill Mullane Mr. Ben Ferrell Trustees Ms. Linda Young Board of Trustees Ms. Gerry Tucker

Board Meeting/ Date/Time	Topics/Key Objectives	Staff Member/Trustee Responsible
S=Monday September 14, 2009 11:45 a.m. HBC Board Room	<ul style="list-style-type: none"> • Adoption of 2009 (FY2010) Tax Rate for Austin Community College District (To be rescheduled) 	Mr. Ben Ferrell
F=Monday September 21, 2009 6:00 p.m. HBC Board Room	<ul style="list-style-type: none"> • Campus Advisory Committees (Kick-Off) 	Dr. Mary Hensley
R=Monday October 5, 2009 6:00 p.m. HBC Board Room	<ul style="list-style-type: none"> • Instructional Dean-Area Profile • Report(s) to the Board <ul style="list-style-type: none"> ○ Facilities Update ○ Financial Report • Policy Compliance Report: E-4, Organizational Performance Evaluation/Auditing <ul style="list-style-type: none"> ○ Internal Audit Work Plan ○ Support Services Review Process 	Mr. Mike Midgley Mr. Bill Mullane Mr. Ben Ferrell Mr. Imad Mouchayleh Ms. Soon Merz
W=Monday October 19, 2009 6:00 p.m. HBC Board Room	<ul style="list-style-type: none"> • Sustainability/Transportation Initiative 	Board of Trustees
R=Monday November 2, 2009 6:00 p.m. HBC Board Room	<ul style="list-style-type: none"> • Instructional Dean-Area Profile • Report(s) to the Board <ul style="list-style-type: none"> ○ Facilities Update ○ Financial Report • Report on Riverside and Cypress Creek Campus Forums • Report on Association of Community College Trustees Annual Congress, October 7-10, 2009, San Francisco, California 	Mr. Mike Midgley Mr. Bill Mullane Mr. Ben Ferrell Trustees Trustees

Board Meeting/ Date/Time	Topics/Key Objectives	Staff Member/Trustee Responsible
W=Monday November 16, 2009 6:00 p.m. HBC Board Room	<ul style="list-style-type: none"> • Wellness Program • Waivers 	Ms. Gerry Tucker Mr. Ben Ferrell
R=Monday December 14, 2009 6:00 p.m. HBC Board Room	<ul style="list-style-type: none"> • Instructional Dean-Area Profile • Report(s) to the Board <ul style="list-style-type: none"> ○ Facilities Update ○ Financial Report • Report on South Austin and Rio Grande Campus Forums • Report on November ACC Foundation Board Meeting • Optional: Trustees' Reports on Community Engagements • FY09 External Audit/Management Letter • Renewal of Banking Resolution with Bank of America 	Mr. Mike Midgley Mr. Bill Mullane Mr. Ben Ferrell Trustees Trustee(s) Trustees Mr. Ben Ferrell Mr. Ben Ferrell
R=Monday January 11, 2010 6:00 p.m. HBC Board Room	<ul style="list-style-type: none"> • Instructional Dean-Area Profile • Report(s) to the Board <ul style="list-style-type: none"> ○ Facilities Update ○ Financial Report • Mid-Year Informal Evaluation of College President/CEO 	Mr. Mike Midgley Mr. Bill Mullane Mr. Ben Ferrell Board of Trustees
R=Monday February 1, 2010 6:00 p.m. HBC Board Room	<ul style="list-style-type: none"> • Instructional Dean-Area Profile • Report(s) to the Board <ul style="list-style-type: none"> ○ Facilities Update ○ Financial Report • Policy Compliance Report: E-7, Resource Development <ul style="list-style-type: none"> ○ Grants Report ○ Foundation Report • Policy Compliance Report: G-11, Investments • Resolution on Annual Review of Investment Strategies 	Mr. Mike Midgley Mr. Bill Mullane Mr. Ben Ferrell Dr. Mary Hensley Ms. Mary Harris Ms. Stephanie Dempsey Mr. Ben Ferrell Mr. Ben Ferrell
W=Monday February 15, 2010	<ul style="list-style-type: none"> • Developmental Adult Education Student Success Initiative • Policy Compliance Report: D-4, Assessment, Placement, and 	Dr. Kathleen Christensen Mr. Mike Midgley

Board Meeting/ Date/Time	Topics/Key Objectives	Staff Member/Trustee Responsible
6:00 p.m. HBC Board Room	Developmental Courses	AVP, Developmental Education
R=Monday March 1, 2010 6:00 p.m. HBC Board Room	<ul style="list-style-type: none"> • Instructional Dean-Area Profile • Report(s) to the Board <ul style="list-style-type: none"> ○ Facilities Update ○ Financial Report • Report on Eastview and Northridge Campus Forums • Report on February ACC Foundation Board Meeting • Report on ACCT National Legislative Summit Conference/Advocacy, February 2010, Washington, D.C. • Policy Compliance Report: C-9, Sustainable Practices • Discussion of FY11 Budget Development Process, and Policy Compliance Reports: <ul style="list-style-type: none"> ○ E-1, Master Planning, and E-2, Provisions of College Facilities ○ FY11 Budget Planning Directives ○ Process/Calendar 	<p>Mr. Mike Midgley</p> <p>Mr. Bill Mullane Mr. Ben Ferrell</p> <p>Trustees Trustees Trustees Dr. Stephen B. Kinslow Mr. Ben Ferrell</p> <p>Ms. Soon Merz Mr. Ben Ferrell Mr. Ben Ferrell Mr. Ben Ferrell</p>
R=Monday April 5, 2010 6:00 p.m. HBC Board Room	<ul style="list-style-type: none"> • Instructional Dean-Area Profile • Report(s) to the Board <ul style="list-style-type: none"> ○ Facilities Update ○ Financial Report • Legislative Update • Report on Northridge and Pinnacle Campus Forums • Policy Compliance Report: E-5, Review of Instructional Programs, and Declaration of Program Priorities for Fiscal Year 2011/Resolution • Policy Compliance Report: D-3, Faculty Workloads • Policy Compliance Report: G-12, Auxiliary Enterprises • FY11 Budget Study: <ul style="list-style-type: none"> ○ Projected Revenues ○ Projected Expenses Overview ○ Projected Tuition and Fees (Policy Compliance Report: G-5, Implementation of Fees) 	<p>Mr. Mike Midgley</p> <p>Mr. Bill Mullane Mr. Ben Ferrell Ms. Linda Young Trustees Mr. Mike Midgley</p> <p>Ms. Gerry Tucker Mr. Ben Ferrell</p> <p>Mr. Ben Ferrell</p>

Board Meeting/ Date/Time	Topics/Key Objectives	Staff Member/Trustee Responsible
	<ul style="list-style-type: none"> ○ Projected Auxiliary Enterprises 	
F=Monday April 19, 2010 HBC Board Room 6:00 p.m.	<ul style="list-style-type: none"> • Forum (topic to be determined) • Budget Study Session on Facilities 	Mr. Ben Ferrell
R=Monday May 3, 2010 HBC Board Room 6:00 p.m.	<ul style="list-style-type: none"> • Adult Education Instructional Dean-Area Profile • Report(s) to the Board <ul style="list-style-type: none"> ○ Facilities Update ○ Financial Report • Report on April ACC Foundation Board Meeting • Optional: Trustee Reports on Community Engagements • Renewal of Lockhart ISD Interlocal Agreement – Career and Technical Education Program • Policy Compliance Reports: A-5, Service Area Responsibilities, and Policy Compliance Report: C-6, College-Community Linkages <ul style="list-style-type: none"> ○ Service Area Demographics ○ Out-of-District Activities ○ Cost Analysis – ACC Centers ○ ISD/Service Area Discussion • Board Policy Review 	Mr. Mike Midgley Mr. Bill Mullane Mr. Ben Ferrell Trustees Trustees Dr. Mary Hensley Dr. Mary Hensley Ms. Soon Merz Dr. Luanne Preston Mr. Neil Vickers Dr. Mary Hensley Dr. Barbara P. Mink
W=Monday May 17, 2010 HBC Board Room 6:00 p.m.	<ul style="list-style-type: none"> • Full Budget Study Session 	Mr. Ben Ferrell
R=Monday June 7, 2010 6:00 p.m. HBC Board Room	<ul style="list-style-type: none"> • Instructional Dean-Area Profile: Student Services • Report(s) to the Board <ul style="list-style-type: none"> ○ Facilities Update ○ Financial Report • Policy Compliance Reports on Student Success: <ul style="list-style-type: none"> ○ A-1, Vision/Mission/Values Statement 	Mr. Bill Mullane Mr. Ben Ferrell Ms. Soon Merz

Board Meeting/ Date/Time	Topics/Key Objectives	Staff Member/Trustee Responsible
	<ul style="list-style-type: none"> ○ A-3, Equal Educational Opportunity ○ A-6, Student Goal Achievement ○ <i>Closing the Gaps</i> Report ○ ACC Office of Institutional Effectiveness Measures ○ Effectiveness Snapshots ● Policy Compliance Report on F-10, Employee Compensation ● Policy Compliance Report on G-5, Implementation of Fees ● FY10 Budget Study: <ul style="list-style-type: none"> ○ Tuition/Fees ○ Technology/Capital Outlay Plan ○ Vendors Over \$100,000 ○ Compensation/Benefits Recommendations ● Annual Evaluation and Contract of College President 	<p>Dr. Kathleen Christensen</p> <p>Ms. Gerry Tucker Mr. Ben Ferrell Mr. Ben Ferrell Dr. Richard Smith/Mr. Stan Gunn Mr. Ben Ferrell Ms. Gerry Tucker Board of Trustees</p>
<p>W=Monday June 21, 2010 6:00 p.m. HBC Board Room</p>	<ul style="list-style-type: none"> ● Discussion of Master Plan FY2011-2013 <ul style="list-style-type: none"> ○ Update on 2009 Initiatives ● FY11 Budget Study Session 	<p>Ms. Soon Merz Mr. Ben Ferrell</p>
<p>R=Monday July 5, 2010 6 p.m. HBC Board Room</p>	<ul style="list-style-type: none"> ● Instructional Dean-Area Profile ● Report(s) to the Board <ul style="list-style-type: none"> ○ Facilities Update ○ Financial Report ● Report on June ACC Foundation Board Meeting ● FY11-13 Master Plan Adoption ● FY11 Budget Adoption 	<p>Mr. Mike Midgley</p> <p>Mr. Bill Mullane Mr. Ben Ferrell Trustees Ms. Soon Merz Mr. Ben Ferrell</p>
<p>R=Monday August 2, 2010 6:00 p.m. HBC Board Room</p>	<ul style="list-style-type: none"> ● Propose 2010 Tax Rate for Austin Community College; 2010 Property Tax Rate Planning Calendar; and Schedule Two Public Hearings for Proposed 2010 Property Tax Rate ● Instructional Dean-Area Profile ● Reports to the Board: <ul style="list-style-type: none"> ○ Facilities Update ○ Financial Report 	<p>Mr. Ben Ferrell</p> <p>Mr. Mike Midgley</p> <p>Mr. Bill Mullane Mr. Ben Ferrell</p>

Board Meeting/ Date/Time	Topics/Key Objectives	Staff Member/Trustee Responsible
	<ul style="list-style-type: none"> <li data-bbox="537 305 1247 334">• Optional: Trustee Reports on Community Engagements 	Trustees
S=Board Retreat Friday/Saturday August 13-14, 2010 TBD	<ul style="list-style-type: none"> <li data-bbox="537 370 1045 399">• ACC Board of Trustees Self-Evaluation 	Board of Trustees

August 13, 2009