

Schedule of Information and Reports to the Board of Trustees

Updated 04/06/2018

MONTHLY CONSENT								
July – June	<ul style="list-style-type: none"> - Minutes (Board, Committees, Public meetings/Forums) - Recognition of Employee of the Month - Personnel - Warrants drawn on District funds - Ratification of Agreements - Monthly Financial Report - Payroll Warrants - Purchase Order Ratification - Budget Adjustments - Monthly Financial Report 			Pres Office HR HR Bus Office...				
MONTH	BOARD INFORMATIONAL REPORTS		ACTION ITEMS		QTRLY. CONSENT		SPECIAL ITEMS	
July	*Financial Aid Update , CA Promise	Fin Aid						
August	Community Spirit Calendar Coffee/Conversation Calendar Student Athlete award	PIO, Pres PIO, Pres Dean, Ath						
September	*Summer Bridge/Boot Camps/Immersion programs Community Spirit Recipients	VPAA PIO	Exp Plan, Prop 30 Ed Protection Acts Funds Public Hearing Final Budget Curriculum	Bus Office Bus Office VPAA	Santa Clara Cty Treasury Investment Report Retiree Health Benefit Trust Investment Rept	Bus Office		
October	IEC Report (incl SLO), *Com Ed & CTE Career Pathways Sabbatical Leave Reports Board Self Evaluation process	VPAA VPAA VPAA Pres	Quarterly CCFS 311Q (6/30) Annual CCFS 311 Curriculum	Bus Office Bus Office VPAA	Measure E Bond Qtrly			

MONTH	BOARD INFORMATIONAL REPORTS		ACTION ITEMS		QTRLY. CONSENT		SPECIAL ITEMS
November	Student Success Scorecard, *Student Services Update, Integrated Plan(Basic Skills, Equity) Strategic Plan Assessment Election of Officers, December	RPIE VPSS Pres Pres	Quarterly CCFS 311Q (9/30) Budget Planning Calendar Curriculum	Bus Office Bus Office VPAA	Measure E Bond Qtrly Advisory Committees (EOPS, Puente, CTE, etc)	Bus Office Various	Self-Evaluation of Board – Pres Off
December	Accreditation Process *GECA Update	VPAA VPSS	Curriculum	VPAA	Santa Clara Cty Treasury Investment Report Retiree Health Benefit Trust Investment Rept	Bus Office	Oath of Office, New Trustees – Pres Off Organizational mtg – Pres Off
January	*Civic Engagement update Draft Board Goals	VPAA Pres	Non-Resident Tuition and Capital Outlay Fees District Audit Report/ME Audit/Foundation	Bus Office...			
February	*Foster Youth Sabbatical Leave Requests	VPSS VPAA	Curriculum Quarterly CCFS 311Q (12/ 31) Board Goals	VPAA Bus Office Pres	Mid-Year-Financial Report Measure E Bond Qtrly	Bus Office	
March	*Guided Pathways	VPAA	Curriculum Honorary Degree (closed) Process for Eval of President Mid-Year Financial Report	VPAA Pres Pres Bus Office	Santa Clara Cty Treasury Investment Report Retiree Health Benefit Trust Investment Rept	Bus Office	
April	*Noncredit Division update *Review College Hour Data Sabbatical Leave Reports	NCredit VPAA VPAA	Curriculum Sabbatical Leave Requests Tenure Recommendations CCCT Board of Directors selection Consent to consolidate Election (if election year) Honorary Degree (ratify)	VPAA VPAA VPAA Pres Pres Pres			

MONTH	BOARD INFORMATIONAL REPORTS		ACTION ITEMS		QTRLY. CONSENT		SPECIAL ITEMS
May	*Gavilan ACES (incl AB104), Consortium Report *Integrated Planning Team Report, Enrollment Mgt. Update on Board Goals	Noncredit VPSS and RPIE Pres	Curriculum Instructional Material Fees Superintendent/President Public Employment, appointment, agreement Student Trustee Rights and Privileges Comm Ed Class Schedule Workability Quarterly CCFS 311Q (3/31)	VPAA VPAA HR. BOT Pres Com/Contract VPSS Bus Office	Measure E Bond Qtrly	Bus Office	
June	*TRIO, MESA Year-end Academic Report/SS report Inst Effectiveness Report	TRIO/MESA ?? VPAA	Appropriations Limit Tentative Budget Strategic Plan	Bus Office Bus Office Pres	Santa Clara Cty Treasury Investment Report Retiree Health Benefit Trust Investment Rept	Bus Office	Oath of Office, Student trustee – Pres Off
*Rotating updates	EOPS, AEC, Fresh Success EMP/FMP Integration						

Not routinely scheduled anymore: Com ed class schedule (3) fall, spring and summer
Com ed annual report