

**NORTHWOOD TECH BOARD MONITORING SCHEDULE  
2023 – 2024**

MONTH	EXTERNAL & INTERNAL REPORTS	POLICY/ENDS STATEMENT REVIEW	ACTIVITY/PURPOSE
July	Strategic Plan Progress Report (July 2024)		<ol style="list-style-type: none"> <li>1. Annual reorganizational meeting (Oath of Office for new and reappointed Board members, election of officers, selection of regular and Board Forward meeting dates/times/locations, appointments to District Boards Association committees, appointment to Northwood Tech Foundation, selection of Newspaper of Record, and approval of Board Monitoring Schedule for the new fiscal year).</li> <li>2. When there are new Board members, establish a date, time, and location for the Board Member Orientation. <i>Note: The Executive Assistant will schedule a one-hour block of time for the President to meet with each new Board member.</i></li> <li>3. Three-Year Facilities Plan (presentation/approval)</li> <li>4. Invitation to legislators is sent by Executive Assistant</li> </ol>
August	Annual Foundation Report	Policy: Board-Staff Relationship (III. A, B, C) Policy: Executive Limitations (IV. A, B, C, D, E, F, G)	<ol style="list-style-type: none"> <li>1. Discrimination/Harassment Complaints Annual Report</li> <li>2. Discrimination, Harassment, Prevention Policies/Procedure, and Grievance Procedure (G-112/J-120, G-113/J-121, G-113A/J-121A/J-220A, G-113B, G-114/J-114) updates and approvals</li> </ol>
September	Institutional Effectiveness Report	Policy: Governance Process (II. A, C, D, E, F, G, H, I, J, K, L) Policy: Global Ends Statement	<ol style="list-style-type: none"> <li>1. Approval of the Annual Update to the Five-Year Affirmative Action/Equal Opportunity Plan (date varies pending WTCS)</li> <li>2. Accreditation Report</li> <li>3. Longitudinal Graduate Follow-up Results (every 4 years: 2024, 2028)</li> <li>4. Enrollment (FTE) Information Report</li> </ol>
October	Strategic Plan Progress Report  Distinguished Alumni Presentation		<ol style="list-style-type: none"> <li>1. Annual Procurement Review and Approval</li> <li>2. Set tax levy 2023-2024</li> <li>3. Financial Forecast Model - Budget projection for fiscal year 2023-2024/2027-2028</li> <li>4. Annual Employee Handbook Update</li> <li>5. Employer Satisfaction Report (2026, 2030)</li> </ol>
November	Academic Affairs Report  Technology Services/Project ELEVATE Report		<ol style="list-style-type: none"> <li>1. Annual Audited Financial Statements draft</li> <li>2. Community College Survey of Student Engagement (CCSSE) Survey Results (2023, 2025, 2027)</li> <li>3. Student Satisfaction Inventory (SSI) (2024, 2026, 2028)</li> </ol>
December	Business Services Report		<ol style="list-style-type: none"> <li>1. Assurance of Compliance-Civil Rights Certificate Update (annual submission is required)</li> <li>2. Financial Audit Report</li> </ol>
January	Grant Awards Report  High School Relations Report  Strategic Plan Annual Report		<ol style="list-style-type: none"> <li>1. Approval of major equipment</li> </ol>

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February	Ambassador Presentations  Talent and Culture Report		<ol style="list-style-type: none"> <li>1. Acceptance of the Budget Projection Update [Corr/Info]</li> <li>2. President's Evaluation Planning - the Board will designate a Board subcommittee to review the President's Evaluation Process and components/resources. The process for the President's Evaluation will be reviewed and finalized on the years that coincide with President's contract renewal (3-year cycle: 2024, 2027, etc.).</li> </ol>
March	Student Affairs Report		<ol style="list-style-type: none"> <li>1. Annual review of Board expenses; Board budget approval</li> <li>2. Determine Board Representation for May Northwood Tech Commencements</li> <li>3. Approval of Preliminary Notices of Non-Renewal of Personnel [Executive Session]</li> </ol>
April	Strategic Plan Progress Report		<ol style="list-style-type: none"> <li>1. Approval of Faculty and Management Intent to Renew [Other Items]</li> <li>2. Approval of Final Notices of Non-Renewal of Personnel [Executive Session]</li> <li>3. Approval of Annual Course and Student Fees</li> <li>4. The Board subcommittee will provide recommendations regarding the President's evaluation process, components, resources, and Monitoring Schedule to the Board (3-year cycle: 2024, 2027, etc. Review coincides with President's contract renewal year).</li> <li>5. Consider nominations for ACCT Leadership Awards (Trustee, Chief Executive Officer, Equity, Professional Board Staff, and Faculty Member); bring back nominations prior to June meeting if needed.</li> </ol>
May	Marketing Report	Policy: Governance Process – Mission, Vision, Values (II.B) (2-year cycle: 2025, 2027, 2029 etc.)	<ol style="list-style-type: none"> <li>1. Tentative budget presentation and approval for publication</li> <li>2. Approval of Current Fiscal Year Budget Modifications</li> <li>3. The President will provide his Summary of Performance Highlights. Board members will mail their evaluation feedback and ratings to the Vice Chair within 10 days of the May meeting. [Executive Session]</li> <li>4. Board approval for receipt of Grant Awards (Consent Agenda)</li> <li>5. First Reading of New Strategic Plan (2-year cycle: 2023, 2025, etc.)</li> <li>6. First reading of policy statements (II.B) on Mission, Vision, and Values (2-year cycle: 2023, 2025, etc.); and Tenets</li> <li>7. Graduate Survey Report</li> </ol>
June	Workforce and Community Development Report	Policy: Governance Process – Mission, Vision, Values (II.B) (2-year cycle: 2025, 2027, 2029 etc.)	<ol style="list-style-type: none"> <li>1. Budget Hearing (presentation if public attendees), approval of annual budget</li> <li>2. The Vice Chair will e-mail the compiled President's evaluation feedback and ratings report to the Board and President one week prior to the June Board meeting for the Board's review. The Board will review the compiled data prior to the June Board meeting.</li> <li>3. Board conducts President's annual evaluation, completes President's evaluation and contract considerations. [Executive Session]</li> <li>4. Second reading of New Strategic Plan (2-year cycle: 2025, 2027, 2029. etc.)</li> <li>5. Second reading of policy statements (II.B) on Mission, Vision, and Values (2-year cycle: 2023, 2025, etc.); and Tenets</li> <li>6. Approval of the Five-Year Affirmative Action/Equal Opportunity Plan [Other Items Requiring Board Action] (2024, 2029)</li> <li>7. Review Monitoring Schedule for the next fiscal year and again in July for official approval</li> </ol>