ALAMO COLLEGES

Board of Trustees

BOARD MONTHLY WORK PLAN

	ACADEMIC	STUDENT	WORKFORCE	PLANNING AND IT	FINANCE, AUDIT, AND HUMAN RESOURCES	FACILITIES AND PUBLIC SAFETY	RETREATS
SEPTEMBER	Graduation and Transfer Report	Financial Aid	Presentation on Legislative Agenda (odd-numbered years)		• Adopt Tax Rate (Roll call Vote) • Approval of Cooperative Purchase Annual Fees	Facilities Operations Annual Report	
OCTOBER	Report on Course Completion	• College Connections • Fall Registration Review			• Approve Tuition & Fee Schedule eff. Spring; • Investment Review #1 • Approve Investment Policy • Approve Brokers' List • Status of Management Action Plans for Internal Audit Recommendations #1 • Status Report on Internal Audit Plan Projects	Public Safety Report	Board Planning & Budgeting Retreat
NOVEMBER	No Board Meeting						
DECEMBER	Productive Grade Rates, Retention, Persistence		Adult Basic Education and I-Best Demonstration Projects		• Annual Financial Reports; • Independent Audit Report • Finance Review #1 • Annual Review of Audit Committee Charter • Annual Review of the Internal Audit Charter • Internal Audit Risk Assessment and Annual Project Plan • Internal Audit Annual Independence Report • Internal Audit Plan and Budget		
JANUARY				Strategic Plan for 2012 Budget		Energy Savings / Sustainability	
FEBRUARY	• Textbook Expense Reduction Plan Update • Dual Credit Update		Annual Workforce Education Report & Licensure Update	Key Performance Indicators Report	• Grants Review #1 • Status Report on Internal Audit Plan Projects		

	ACADEMIC	STUDENT	WORKFORCE	PLANNING AND IT	FINANCE, AUDIT, AND HUMAN RESOURCES	FACILITIES AND PUBLIC SAFETY	RETREATS
MARCH	Achieving the Dream	Report on Spring Registration	Report on International Education		Engage Independent Audit Firm		Employee Strategic Planning Retreat
APRIL	Distance Education Recommendation Report on FTICs	Report on CSI (Center for Student Information)		Report on Baldrige Status	• Independent Audit Planning Communications • Investment Review #2; • Annual Debt Mgmt. Plan • Recommendation of Promotion in Rank; • Reappointment of Faculty • Approve Tuition & Fees effective Fall		
MAY	Annual Report on Curriculum Consistency Achievements			Community Colleges Survey of Student Engagement (CCSSE) – only odd-numbered years	• Reappointment of Administrative Contracts; • Recommendation of Tenure • Finance Review #2 • Status of Management Action Plans for Internal Audit Recommendations #2 • Purchasing Annual Report		Board Planning & Budget Retreat
JUNE	No Board Meeting						
JULY	• Developmental Education Demonstration Grant • KPI Spring Update		City of SA Alamo Colleges Inter-local Agreement		• Operating Budget Approval; • Grants Review #2 • Approve Bond Issuance Parameter Order (Optional) • Internal Audit Department Staffing & Budget Review • Status Report on Internal Audit Plan Projects		Board Planning & Budget Retreat
AUGUST	• Developmental Education Update • PASS Program Update				• "All funds" Budget Approval; • Effective Tax Rate and Roll Back Rate/Schedule Two Public Hearings • Annual Eval. District Director-Internal Audit		

Highlights denote key items for approval