

Administrative Procedure



Procedure Title: Monitoring Reporting

Procedure Number: 4.3

Office Responsible: Board and CEO

Related Policy: 4.3

Related Procedure: N/A

Related Laws: N/A

As stated in Board Policy 4.3, Monitoring College Effectiveness, the Board shall review a series of monitoring reports which evaluate College performance in broad operational areas which are considered to be critical to the attainment of the Board's Ends as outlined in policies 4.1, 4.4 and 4.5. Monitoring reports provide the Board with a comprehensive and consistent evaluative framework to assess overall institutional effectiveness and allow for a more coherent approach to making decisions related to the College's strategic direction, the prioritization of performance improvement initiatives, and the allocation of resources.

Generally, the key performance areas reflect a student's progression through the college and represent critical aspects of college operations which support attainment of the Boards Ends. Frequently transcending multiple Ends, key performance areas include:

- Quality and Accreditation
- Recruitment
- College Readiness
- Enrollment
- Academic Progress
- Retention
- Support Services
- Goal Attainment
- Continuing Education
- Workforce Training
- Student and Staff Diversity
- Fiscal and Asset Stewardship

Guidelines

The following procedures and guidelines clarify Board expectations as it relates to the development of minimal content and format for specific monitoring reports. Each monitoring report shall provide a snapshot of College effectiveness in applicable areas and demonstrate the extent to which the College's activities are influencing the achievement of the Board's Ends. In its oversight role, monitoring reports will assist the Board with guiding the CEO on decisions related to the College's strategic direction, the prioritization of performance improvement initiatives and the allocation of resources. Finally, in order to foster greater communication, these monitoring reports will be available for public inspection on the College's website.

The following guidelines are provided to ensure monitoring reports contain sufficient information so that the Board can perform its oversight and fiduciary duties. As a means of continuous improvement, these guidelines may be modified by the CEO.

As noted in Policy 4.3, the Board will be provided with the following monitoring reports:

1. **Fiscal and Asset Stewardship Report:** The Board intends to review the Fiscal and Asset Stewardship report on a quarterly basis to determine the College’s progress on planned expenditures and identify possible budget adjustments needed to facilitate the achievement of the Board’s Ends. This monitoring report shall provide a quarterly fiscal review of the College’s financial position and will include:
 - a. Budget status report for operating funds
 - b. Update on investments
 - c. Status report on major facility and information technology projects.

2. **Strategic Plan Report:** The Board intends to review the Strategic Plan report on a quarterly basis to determine the College’s progress on planned objectives, targets, and initiatives noted in the College’s Strategic Plan, with emphasis on how they are impacting the achievement of the Board’s Ends.

3. **Key Performance Area reports:** The Board intends to conduct a review of each Performance Area in order to determine the extent to which college activities are contributing to the attainment of Board Ends. Reports will be presented on an annual basis, as noted in the Board Monitoring Report Schedule. At a minimum, each individual report should include a cover page, table of contents, an executive summary, an interpretation of relevant dashboard measures and indicators, a situational analysis exploring internal strengths and weaknesses along with external opportunities and threats, as well as a detailed description of initiatives designed to address deficiencies and enhance college performance.

4. **Dashboard:** The Board intends to regularly review dashboard measures to assess the College’s performance in key performance areas that contribute to the attainment of Board Ends.

Board Report Schedule: Monitoring reports shall be presented to the Board according to a schedule to be determined by the Board at its annual December planning meeting. Reports shall be provided to the Board one month in advance of the scheduled presentation.

Change Log

Date of Change	Description of Change	Responsible Party
4/17/2018	Initial procedure approved by Board to become effective 7/1/2018	Board of Trustees
7/1/2018	Effective date of initial procedure	Board of Trustees