

 <b>Wharton County Junior College</b>		<b>ADMINISTRATIVE PROCEDURE MANUAL</b>	
WCJC Title: <b>Board Agenda Preparation (BD)</b>		Section B: <b>Local Governance</b>	Page(s): 1
<b>BASED ON BOARD OF TRUSTEES POLICY</b>			
Policy Title: <b>Board Meetings</b>		Policy: BD (LOCAL)	
Subtitle: <b>None</b>		Date Adopted: 8-01-20	

### **Purpose**

This document describes the procedures governing the preparation of the Board of Trustees Agenda and agenda items.

### **Background**

These guidelines, which fall under the purview of the College President, govern the actions and processes for managing the Board of Trustees Agenda. These procedures are meant to establish consistency, responsibility, and accountability in the management of the Board of Trustees Agenda.

### **Procedure**

All proposed actions requiring presidential and board approval must be received in the Office of the President no later than the seventh day before regular meetings and the seventh day before special meetings.

All agenda recommendations must be submitted on the form entitled Proposed Agenda Item through the respective Cabinet-level supervisor and must bear that supervisor's signature, including all Resource Person(s) signature.

A Board member may request that a subject be included on the agenda for a meeting.

The President compiles the agenda for the Board Chair's approval.

The agenda designates the order of business for regular Board meetings.

The board meeting notice and agenda are posted on BoardBook and the college intranet at least 72 hours prior to the regular meeting and at least one hour prior to the time of an emergency meeting.

**Date Prepared:** 6-10-2021 (BAM)

**Revised date:**



**Board of Trustees**  
**Agenda Item**

*Complete and submit this form, along with any supplemental documentation, to the Office of the President by 5:00pm on the seventh day prior to the Board meeting.*

**Date of Board Meeting:**

**Subject:**

**Recommendation:**

**Background and Rationale:**

**Cost and Budgetary Support:**

**Strategic Priority Alignment:**

Student Success

Community Impact

Resource Optimization

Institutional Excellence

**Resource Person(s):**

**Signatures:**

\_\_\_\_\_  
Originator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cabinet-Level Supervisor

\_\_\_\_\_  
Date

**President's Approval:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

