

# Colorado Mountain College Board of Trustees Meeting Schedule



FY2018-19

Approved (March 2018)

Month	Date	Day	Time		Location	Agenda Topics/Notes
July				No Meeting		
August*	28	Tues.	10:00 - 5:00	Annual Planning Retreat	Leadville	Annual Planning Retreat
			6:00 - 8:00	Board Dinner		
	29	Wed.	8:00 - 9:00	Local/Campus Meet & Greet		Appoint members to CMC/Garfield County Library Condo Association (as needed)
			9:00 - 11:00	Trustee Meeting		
			11:00 - 3:00	Work Session (Capital Planning)		
September				No Meeting		
October	17	Wed.	9:00 - 10:00	Committee mtgs, as needed	Aspen	Begin annual budget setting cycle, tuition setting discussions
			10:00 - 1:00	Work Session (Enrollment, Budget Preview/Planning)		
			1:00 - 3:00	Trustee Meeting		
			3:00 - 4:00	Local/Campus Meet & Greet		ACCT Leadership Congress (10/24-27, fyi)
November				No Meeting		
				Fall Employee Town Halls		
December*	11	Tues.	2:00 - 5:00	Committee meetings or Work Session, as needed (Optional)	Dillon/Breckenridge	Sign Conflict of Interest & Affirmation of Service Forms; Trustee Handbook updated; new Trustee orientation (election year)
			6:00 - 8:00	Holiday Dinner	Theobald Residence	Receive spring sabbatical reports [C.R.S. 23-5-123(2)(g)]
	12	Wed.	8:00 - 9:00	Local Campus Meet/Greet		Accept Q Financials (Last Q of prior FY)
			9:00 - noon	Trustee Meeting		Accept Quarterly Financials (1 <sup>st</sup> Qtr. FY)
			noon - 3:00	Work Session (Budget, Tuition)		Accept audit per C.R.S. 29-1-603
						Certify mill levy (C.R.S. 23-71-402 & 39-5-128) prior to 12/15
						Resolution and Appropriation of reserves
						Approval of new Associate's Degrees
						<b><u>Election year:</u></b>
						Certify election results
						Administer Oath of Office
						Elect BOT officers (C.R.S. 23-71-110 to 118)
January^	30	Wed.	8:30 - 10:00	Committee meetings, as needed	Morgridge Commons (by IVS if inclement weather)	Approve Tuition and fees for upcoming fiscal year (per C.R.S. 23-71-123)
			10:00 - noon	Work Session (working lunch)		Locations for posting Notice of Meetings (C.R.S. 24-6-402(2)(c))
			noon - 3:00	Trustee Meeting		Accept Quarterly Financials (2 <sup>nd</sup> Qtr.)
			3:00 - 4:00	Local/CS/Campus Meet & Greet		BOT charge to external auditors.
						ACCT in Washington DC; RCCA DC Day
February				No Meeting		

\*Two-day meetings

^Morgridge Commons/Central Services

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March^	20	Wed.	8:00 - 9:00 9:00 - noon noon - 4:00	Committee Meetings (as needed) <b>Work Session</b> (Capital Planning) <b>Trustee Meeting</b> (Exec Session, as needed)	Morgridge Commons (by IVS if inclement weather)	Capital and Preliminary Budget Preview Begin Presidential Evaluation Process Set Board Meeting Dates for upcoming FY(C.R.S. 23-71-123) Approve sabbatical Requests for fall (C.R.S. 23-5-123(2)(f))
April				<b>Trustee Budget Review 1-1s</b> Spring Employee Town Halls		AGB Annual Conference (4/14 – 4/16) Budget “1-1s” with Trustees
May*	21	Tues.	2:00 – 5:00	<b>Work Session</b> (as needed)	Rifle	Set the BOT budget for the next fiscal year
	22	Wed.	6:00 8:00 - 9:00 9:00 - noon noon - 4:00	Dinner with Foundation Board Local Campus/Meet/Greet <b>Joint Boards Meeting</b> <b>Trustee Meeting</b> (working lunch Exec Session)		Receive fall sabbatical reports (C.R.S. 23-5-123(2)(f)) Accept Quarterly Financials (3 <sup>rd</sup> Qtr.) 1 <sup>st</sup> Budget Hearing (C.R.S. 22-44-101, et.seq) (set exact time for final hearing so public notices can be sent to all college district newspapers) (C.R.S. 22-44-101, et. seq) Faculty Promotions (information) Joint Boards and Foundation Board meeting Accept MOU with the CMC Foundation Executive Session: President’s Evaluation
June	26	Wed.	8:00 - 9:00 9:00 - noon noon - 3:00	Local Campus Meet & Greet <b>Trustee Meeting</b> <b>Work Session</b> (as needed)	Edwards or Steamboat (TBD)	Final Budget Hearing. 1 <sup>st</sup> resolution to adopt budget; 2 <sup>nd</sup> resolution to appropriate the funds. Election Years – Resolution to hold an election

## Key

**Red = Trustee Meeting**

**Green = Annual Planning Retreat/Work Sessions Conferences**

**Purple = No Meeting Month**

**Phone/IVS/WebEx meetings scheduled as needed/necessary (IVS/WebEx will be available/reserved in winter months in case of inclement weather)**

Note: Trustee meeting schedule seeks to accommodate travel time to each location, align with annual budget setting calendar, sync with other opportunities on campus or in the community, and factor in weather and daylight in winter months. Adjustments to be made, as needed. Please hold the entire day/days as indicated.