

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: **Governance**

POLICY/PROCEDURE: **Calendar of Items for Board Review**

DATE: **March 1, 1993**

NUMBER: **1.60**

REVISION(S): **5/25/10**

Following approval of the annual budget by the Board, the following materials and items shall be presented to the Trustees during regularly scheduled meetings or by the President in a written report for review, discussion and approval:

**Annually**

College Publications, Public Information, and Advertisements  
Account Receivable Write-Offs  
Strategic Plan  
Set Tuition and Fee Schedule  
Annual Internal Budget  
Review and Revise COPPs As Needed  
New Program Requests  
Capital Improvement Request  
Personnel Requests  
Biennial Budget Request  
Performance Evaluation of the President  
Performance Self-Evaluation of the Board  
Election of Board Officers

**Each Meeting**

Financial Reports  
    Revenue  
    Expense  
    Expenditures Over \$5000  
    Foundation  
    Cash On Hand  
    Fund Balance  
Personnel Changes

AUTHENTICATION (Signature):

COPP

\_\_\_\_\_  
President

5/25/10  
(Date)

**1.60**