

EXECUTIVE SUMMARY REPORTING POLICY

I. Purpose

- A. This policy is intended to assure that the policy makers are promptly and succinctly informed of significant proposals, changes in previously reported information and other noteworthy information. Such information should also be provided to students, faculty, staff and the public to improve the transparency of information and status of the college and its finances and functions.
- B. The Executive Summary shall also be designed to reduce the need for administration to prepare and others to review repetitive material previously presented.
- C. Executive Summary reports are intended to increase focus on, and attention to, those items of change or new information that concern the Board, students, faculty, staff and public.

II. Scope

This policy shall commence effective May 15, 2006.

III. General

- A. Definitions: an Executive Summary of no more than three pages shall be provided to the Board each month. Such Executive Summary shall, in outline format, identify changes to previously reported outcomes, financial status, operational issues and any such items as a reasonable and prudent person would expect to be of concern and interest to a governing body.
- B. Supporting information shall be referenced with page citations, or source, for more detailed information of the items identified in the Executive Summary.
- C. Pro Forma and repetitive reports shall not be made but shall be referenced and on file with the Board Secretary for previously reported information.

IV. Responsibility

The College's President, Board Liaison and each Dean and Division Director are responsible for identification of such information as should be reported to the Board under this policy and for preparation and submission of same.

Adopted: May 15, 2006