

2022 BOARD OF TRUSTEES MEETING DATES

Due dates and District Council Meeting dates

ALL ITEMS DUE TO PRESIDENT'S OFFICE	ALL ITEMS DUE TO HR VICE CHANCELLOR	ALL ITEMS DUE TO BOARD ASSISTANT	DISTRICT COUNCIL MEETINGS	BOARD OF TRUSTEES MEETINGS 7:00 PM
December 14	December 16	January 5	January 10	January 18 **
January 21	January 28	February 2	February 7	February 15 (B)
February 18	February 25	March 2	March 7	March 15 **
March 25	April 1	April 6	April 11	April 19 (FT)
April 8	April 15	April 20	April 25	May 3
April 22	April 29	May 4	May 9	May 17 **
May 27	June 3	June 8	June 13	June 21 (B)
June 24	June 30	July 6	July 11	July 19 ** (FT)
July 22	July 29	August 3	August 8	August 16
August 12	August 17	August 24	August 29	September 6 ** (B)
September 23	September 30	October 5	October 10	October 18
October 21	October 28	November 2	November 7	November 15 ** (FT)
November 10	November 16	November 21	November 28	December 6 <i>(Annual organizational meeting.)</i>

UNLESS OTHERWISE NOTED:

Meetings will take place at 7:00 PM in Fox 120 at West Valley College and TAV 130, Mission | ZOOM

District Council meets at 1:30 PM in the Club Room, West Valley College | ZOOM

^{FT} Focus Topic Focus Topics will take place in March, June, and October. Regular reports will not take place during these meetings and will be scheduled for all other meetings.

ESSPs - Educational and Student Services Presentations

The Educational and Student Services Presentation should be 10-15 minutes in length with 10-minutes for Q&A. See additional description below.

Staff Spotlight _ BOT may send ideas for ESSP's

Note the attached dates for Focus Topic and ESSP meetings.

****Land Corporation** Unless otherwise notified, the Mission-West Valley Land Corporation meets at 5 p.m., prior to the Board of Trustees meeting on:

January 18, March 15, May 17, July 19, September 6, and November 15.

B Budget update.

Board and Land Corp. Meetings will meet in a hybrid format

***** The Board of Trustees reserves the right to reschedule a meeting's time or location, or to cancel a meeting. Please check each agenda for exact start time and meeting location.**

Here are some tips for you to consider as you prepare your ESSP

1. Plan for your formal presentation to be no more than **10 minutes in length**. This formal part of the presentation will then be followed by Board questions (facilitated by the President of the Board).
2. Provide a well-structured overview of your program or service. Assume that some of the Board members may have little knowledge of your program or service. Be sure to explain its purpose, function, mission, and role within the college.
3. Enhance your presentation with some visuals to round out the experience for your target audience (e.g., PowerPoint with pictures of students engaging in the program; sample capstone projects; other student work; pertinent handouts). *Please email a copy of your electronic presentation to Alfred Yee 24 hours in advance of the Board Meeting, with a copy to Rebecca Alvarez, the Board's Secretary.*
4. Some of the most powerful ESSPs have included the student's voice. The Board truly enjoys hearing directly from students – so consider having students participate in some way in your presentation.
5. Remember – this is your opportunity to engage the Board in your program or service. Take this opportunity to tout your successes as well as to point out ways that your program or service might be made stronger or more robust.