



Lynn University *Annual Cycle Calendar*

Activity Frequency	Activity	July										
		Board of Trustees	President	Academic Affairs	Student Life	Administration	Information Technology	Business & Finance	Admissions	Development & Alumni Affairs	Marketing & Communication	
	<b>Governance Activities</b>											
	None											
	<b>Institution-Wide Activities</b>											
MW	Monthly Cabinet Member Monthly with President	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓
MW	Budget Variance Reports	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓
	<b>Division-Specific Activities</b>											
MW	VP of Academic Affairs individual meetings with Deans and Directors		✓✓✓									
MW	Deans Council		✓✓✓									
MW	Alert Team Meeting			✓								
MW	Student Life Managers Meeting			✓✓✓								
MW	Administration Staff Meetings				✓✓✓							
MW	Administration Capital Project Meetings				✓✓✓							
MW	IT Project Status Update					✓						
MW	IT Annual Project Planning for upcoming Academic Year					✓						
MW	Business and Finance Managers and Directors Meetings						✓✓✓					
MW	Admissions Management Meetings							✓✓				
MW	Admissions Staff Meeting							✓				
MW	Development End of Month Reports								✓✓✓			
MW	Marketing Staff Monthly Meetings										✓	
MW	Marketing Managers Meetings										✓✓✓	
MW	Marketing Web team - Admissions Monthly Meetings										✓	
MW	Social Media Users Group Meetings										✓	
	<b>August</b>											
	<b>Governance Activities</b>											
MW	Monthly Board Chair / President Meetings	✓✓✓	✓✓✓									
YG	President's Review of Goals for Previous Year submitted to Board	✓	✓									
MW	Executive Committee of Academic Council			✓✓✓								
MW	SGA Executive Board Meeting				✓✓							
MW	SGA Meeting				✓✓							
	<b>Institution-Wide Activities</b>											
MW	Cabinet Meeting	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓

Legend: Activity Frequency	
Yearly or Greater	YG
Quarterly / Semesterly	QS
Monthly / Weekly	MW

Legend: Activity Types	
Planning	✓
Budgeting	✓
Evaluation/Accountability/Measurements/Assessment	✓



Activity Frequency	Activity	Activity										
		Board of Trustees	President	Academic Affairs	Student Life	Administration	Information Technology	Business & Finance	Admissions	Development & Alumni Affairs	Marketing & Communication	
MW	SGA Executive Board Meeting				✓✓							
MW	SGA Meeting				✓✓							
QS	Athletic Council Meetings					✓✓✓						
	<b>Institution-Wide Activities</b>											
MW	Cabinet Meeting	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓
MW	Monthly Cabinet Member Monthly with President	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓
MW	Budget Variance Reports	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓
	<b>Division-Specific Activities</b>											
MW	VP of Academic Affairs individual meetings with Deans and Directors		✓✓✓									
MW	Deans Council		✓✓✓									
MW	College Faculty Meetings		✓✓									
YG	Fall I Census / Snapshot		✓✓									
MW	Alert Team Meeting				✓							
MW	Student Life Managers Meeting				✓✓✓							
MW	Administration Staff Meetings					✓✓✓						
MW	Administration Capital Project Meetings					✓✓✓						
QS	Head Coaches Meetings					✓✓						
QS	Blue and White Leadership Council Meetings					✓✓✓						
MW	IT Staff Meeting						✓					
MW	IT Project Status Update						✓					
MW	Business and Finance Managers and Directors Meetings							✓✓✓				
MW	Admissions Management Meetings								✓✓			
MW	Admissions Staff Meeting								✓			
MW	Development End of Month Reports									✓✓✓		
MW	Marketing Staff Monthly Meetings										✓	
MW	Marketing Managers Meetings										✓✓✓	
MW	Marketing Web team - Admissions Monthly Meetings										✓	
MW	Social Media Users Group Meetings										✓	
	<b>October</b>											
	<b>Governance Activities</b>											
MW	Monthly Board Chair / President Meetings	✓✓✓	✓✓✓									
QS	Board Meeting	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓
QS	Review Institutional Mission and Vision	✓	✓									
QS	Review and Action on Final University-Wide Budget for the Current Year	✓	✓					✓				
QS	Review and Action on Audited Financials for FYE June 30	✓	✓					✓				





Activity Frequency	Activity	Activity										
		Board of Trustees	President	Academic Affairs	Student Life	Administration	Information Technology	Business & Finance	Admissions	Development & Alumni Affairs	Marketing & Communication	
MW	Marketing Staff Monthly Meetings											✓
MW	Marketing Managers Meetings											✓✓✓
MW	Marketing Web team - Admissions Monthly Meetings											✓
MW	Social Media Users Group Meetings											✓
<b>December</b>												
<b>Governance Activities</b>												
MW	Monthly Board Chair / President Meetings	✓✓✓	✓✓✓									
QS	Board Meeting	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓
QS	Board of Trustees Student Learning and Co-Curricular Life Committee Meeting	✓✓	✓✓	✓✓	✓✓	✓✓						
QS	Board of Trustees External Relations Committee Meeting	✓✓	✓✓						✓✓	✓✓	✓✓	
MW	Academic Council			✓✓								
MW	Executive Committee of Academic Council			✓✓✓								
MW	Academic Council Committees			✓✓								
MW	SGA Executive Board Meeting				✓✓							
MW	SGA Meeting				✓✓							
<b>Institution-Wide Activities</b>												
MW	Cabinet Meeting		✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓
MW	Monthly Cabinet Member Monthly with President		✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓
MW	Budget Variance Reports		✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓
<b>Division-Specific Activities</b>												
MW	VP of Academic Affairs individual meetings with Deans and Directors			✓✓✓								
MW	Deans Council			✓✓✓								
MW	College Faculty Meetings			✓✓								
YG	Issuance of Letters to non-renewed faculty			✓								
YG	SIR II Fall II Faculty course evaluations administered			✓								
MW	Alert Team Meeting				✓							
MW	Student Life Managers Meeting				✓✓✓							
MW	Administration Staff Meetings					✓✓✓						
MW	Administration Capital Project Meetings					✓✓✓						
QS	Athletic Compliance Education Meetings					✓✓						
QS	Blue and White Leadership Council Meetings					✓✓✓						
MW	IT Staff Meeting							✓				
MW	IT Project Status Update							✓				
MW	Business and Finance Managers and Directors Meetings								✓✓✓			
MW	Admissions Management Meetings									✓✓		

Activity Frequency	Activity	Activity									
		Board of Trustees	President	Academic Affairs	Student Life	Administration	Information Technology	Business & Finance	Admissions	Development & Alumni Affairs	Marketing & Communication
MW	Admissions Staff Meeting								✓		
QS	Admissions Open House Report								✓✓		
MW	Development End of Month Reports									✓✓✓	
YG	Endowment Earnings and end of year financial performance reporting									✓✓✓	
MW	Marketing Staff Monthly Meetings										✓
MW	Marketing Managers Meetings										✓✓✓
MW	Marketing Web team - Admissions Monthly Meetings										✓
MW	Social Media Users Group Meetings										✓
	<b>January</b>										
	<b>Governance Activities</b>										
MW	Monthly Board Chair / President Meetings	✓✓✓	✓✓✓								
MW	Academic Council			✓✓							
MW	Executive Committee of Academic Council			✓✓✓							
MW	Academic Council Committees			✓✓							
MW	SGA Executive Board Meeting				✓✓						
MW	SGA Meeting				✓✓						
	<b>Institution-Wide Activities</b>										
YG	Mid-Year Review of Division Progress		✓	✓	✓	✓	✓	✓	✓	✓	✓
MW	Cabinet Meeting	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓
YG	Top 100 Vendor Exercise (Every 2 year review)	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓
MW	Budget Variance Reports		✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓
	<b>Division-Specific Activities</b>										
QS	Quarterly Capital Budget Review		✓✓✓			✓✓✓	✓✓✓	✓✓✓			
YG	J-term course evaluation administered			✓							
MW	VP of Academic Affairs individual meetings with Deans and Directors			✓✓✓							
MW	Deans Council			✓✓✓							
MW	College Faculty Meetings			✓✓							
MW	Faculty Professional Days			✓✓							
MW	Alert Team Meeting				✓						
MW	Student Life Managers Meeting				✓✓✓						
MW	Student Life Budget Review				✓						
MW	Administration Staff Meetings					✓✓✓					
MW	Administration Capital Project Meetings					✓✓✓					
QS	Administration Retreat					✓✓✓					
QS	Athletic Compliance Education Meetings					✓✓					

Activity Frequency	Activity											
		Board of Trustees	President	Academic Affairs	Student Life	Administration	Information Technology	Business & Finance	Admissions	Development & Alumni Affairs	Marketing & Communication	
MW	IT Project Status Update						✓					
MW	Business and Finance Managers and Directors Meetings							✓✓✓				
MW	Admissions Management Meetings								✓✓			
MW	Admissions Staff Meeting								✓			
QS	Admissions Mini-Retreat								✓✓			
YG	January Development Retreat									✓✓✓		
MW	Development End of Month Reports									✓✓✓		
MW	Marketing Staff Monthly Meetings											✓
MW	Marketing Managers Meetings											✓✓✓
MW	Marketing Web team - Admissions Monthly Meetings											✓
MW	Social Media Users Group Meetings											✓
<b>February</b>												
<b>Governance Activities</b>												
MW	Monthly Board Chair / President Meetings	✓✓✓	✓✓✓									
MW	Academic Council			✓✓								
MW	Executive Committee of Academic Council			✓✓✓								
MW	Academic Council Committees			✓✓								
MW	SGA Executive Board Meeting				✓✓							
MW	SGA Meeting				✓✓							
QS	Athletic Council Meetings					✓✓✓						
<b>Institution-Wide Activities</b>												
YG	Mid-Year Review of Division Progress		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
MW	Cabinet Meeting	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓
MW	Monthly Cabinet Member Monthly with President	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓
YG	Formulation of Divisional Goals for Upcoming Year		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
MW	Budget Variance Reports		✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓
<b>Division-Specific Activities</b>												
YG	Planning and Evaluation of Scholarship Awards Which Use Endowment Funds							✓✓			✓✓	
YG	Spring I Census / Snapshot			✓✓								
MW	VP of Academic Affairs individual meetings with Deans and Directors			✓✓✓								
MW	Deans Council			✓✓✓								
MW	College Faculty Meetings			✓✓								
MW	Alert Team Meeting				✓							
MW	Student Life Managers Meeting				✓✓✓							
MW	Administration Staff Meetings					✓✓✓						









