

BOARD MEETING MASTER SCHEDULE

Related Board of Trustees Policy: BP 1.5

OPR: President

Approval: June 23, 2020

Previous Editions: June 6, 2017; June 26, 2018; June 18, 2019

BOARD MEETING MASTER SCHEDULE

The Board of Trustees meets eight times annually to conduct business. The Board meets additionally, as required, during Special and Emergency Meetings. This procedure provides a schedule and agenda template to facilitate meeting continuity and ensure all necessary Board information and action items are covered at appropriate time intervals.

BOARD OF TRUSTEES MEETING SCHEDULE

	Date & Times	Agenda Template						
		Board	Instruction	Students	Finance	Personnel	Facilities	President
JAN	Winter Break							
FEB	Third Tuesday @ 5:30pm	(C) Assign Ad Hoc Committee for President's Eval	(I) Curriculum Report (I) Fall Program Reviews		(A) 2QTR Finance Report	(I) 2QTR Personnel Report	(I) 2QTR Facilities Report	(I) Foundation Report (I) SGA Report
MAR	Third Tuesday Dinner @ 5:00pm (w/Students) Board @ 6:00pm	(C) Assign BOT Self Eval		(I) Student Services Report (I) Spring Enrollment	(A) Student Fees (A) County FY Budget Proposal		(I) Facilities 5-Year Plan	(I) Strategic Plan: Goal 1
APR	Third Tuesday @ 5:30pm	(A) President's Evaluation	(I) WFD Report (A) WFD Accountability Report					(I) Foundation Report (I) SGA Report (I) Legislative Report
MAY	Commencement							
JUN	Second Wednesday Retreat @ 9AM Board @ 1PM	(C) Discuss BOT Self Eval (C) Appoint Board Officer Nom Cmte		(I) Summer Enrollment	(A) FY Budget CR (A) 3QTR Finance Report	(I) 3QTR Personnel Report	(I) 3QTR Facilities Report	(A) Foundation & PRE Board Appts (I) Strategic Plan: Goal 2 (I) Legislative Report
JUL	Summer Break							
AUG	Third Tuesday @ 5:30pm	(C) Receive Board Officer Nom Cmte Report (C) Seat New Trustees & Elect Officers	(I) Curriculum Report (I) Spring Program Reviews		(A) FY Closeout Report (A) New FY Budget	(I) 4QTR Personnel Report	(I) 4QTR Facilities Report	(I) Foundation Report (I) Legislative Report
SEP	Third Tuesday @ 5:30pm		(I) WFD Report					(I) Strategic Plan: Goal 3 (I) SGA Report
OCT	Third Tuesday Dinner @ 5:00pm (w/Students) Board @ 6:00pm			(I) Student Services Report (I) Fall Enrollment				(I) Foundation Report
NOV	Fall Break							
DEC	Second Tuesday @ 5:30pm				(A) 1QTR Finance Report	(I) 1QTR Personnel Report	(I) 1QTR Facilities Report	(I) Strategic Plan: Goal 4 (I) SGA Report

(A) = Action Item (I) = Information Item (C) Board Chair

1QTR = Jul 1 - Sep 30 2QTR = Oct 1 - Dec 31 3QTR = Jan 1 - Mar 31 4QTR = Apr 1 - Jun 30

Action Items

- Academic Program Initiations and Terminations
- Appointment of Craven Community College Foundation Directors
- Appointment of Public Radio East Foundation Directors
- Architect Selection
- Audit Reports
- Board Policies
- Budgets: County FY Proposal; FY Continuing Resolutions; FY Budget
- Capital Projects
- Level 3 Instructional Service Agreements
- Naming of Facilities
- Purchases of Real Estate and Long-Term Leases
- Real Property Leases, Easements, and Rights-of-Way
- Surplus Sales

Information Items

These are presented to the Board when applicable as information items (not requiring a vote), in addition to the scheduled information items shown in the Master Template.

- Academic Calendar (Board approval delegated to President via Board Policy 1.7)
- Across-the-Board Salary Increases
- Construction Updates
- Gifts of Real or Personal Property
- Level 1 and Level 2 Instructional Service Agreements (Board approval delegated to President via Board Policy 1.7)
- Accreditation Reports
- State Board of Community Colleges (SBCC) Actions Impacting the College
- Statements of Economic Interest from NC Ethics Commission

Consent Agenda

- Board Meeting Minutes
- Committee Meeting Minutes (as required)
- Special and Emergency Meeting Minutes