

CP – 1.5.1

BOARD MEETING MASTER SCHEDULE

Related Board of Trustees Policy: BP 1.5

OPR: President

Approval: June 22, 2021

Previous Editions: June 6, 2017; June 26, 2018; June 18, 2019; June 23, 2020; February 23, 2021

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. The schedule and agenda template facilitates meeting continuity and ensures all Board information and action items are covered at appropriate time intervals.

| | 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 | | | (I) Strategic Plan: Goal 1 |
| APR | Third Tuesday @ 5:30pm | (A) President's Evaluation | (I) WFD Report (A) WFD Accountability Report | | (A) County FY Budget Proposal | | (I) Facilities 5-Year Plan | (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 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 | (A) PRE Board Appts (I) Strategic Plan: Goal 4 (I) SGA Report |

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

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

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