

BOARD MEETING MASTER SCHEDULE

Related Board of Trustees Policy: BP 1.5

OPR: President

Approval: June 9, 2026

Previous Editions: June 6, 2017; June 26, 2018; June 18, 2019; June 23, 2020; February 23, 2021; June 22, 2021; June 27, 2023

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	Board	Instruction	Student Serv	Finance	Personnel	Facilities	President
JAN No meeting--WINTER BREAK								
FEB	3rd Tuesday @ 5:30pm	(C) Appoint President Eval Ad Hoc Cmte	(I) Curriculum Rpt (I) Fall Program Reviews		(A) 2QTR Finance Rpt	(I) 2QTR Personnel Rpt	(I) 2QTR Facilities Rpt	(I) Foundation Rpt (I) SGA Rpt
MAR	3rd Tuesday Dinner @ 5:00 pm (w/ students) Board @ 6:00pm	(C) Assign BoT Self Eval		(I) Student Services Rpt (I) Enrollment Rpt	(A) Student Fees			(I) Strategic Plan Goal 1
APR	3rd Tuesday @ 5:30pm	(A) President's Evaluation		(I) WFD Rpt (A) WFD Accountability Rpt	(A) County Budget Proposal		(I) Facilities 5-Yr Plan	(I) Foundation Rpt (I) SGA Rpt
MAY No meeting--COMMENCEMENT								
JUN	2nd Wednesday Retreat @ 9:00 am Board @ 1:00 pm	(C) Discuss BoT Self Eval (C) Appoint BoT Officer Nom Cmte		(I) Enrollment Rpt	(A) State Budget CR (A) 3QTR Finance Rpt	(I) 3QTR Personnel Rpt	(I) 3QTR Facilities Rpt	(A) Foundation Board Appts (I) Strategic Plan Goal 2
JUL No meeting--SUMMER BREAK								
AUG	3rd Tuesday @ 5:30pm	(C) BoT Officer Nom Cmte Rpt (C) Seat New Trustees & Elect Officers	(I) Curriculum Rpt (I) Spring Program Reviews		(A) FY Budget Closeout (A) FY Budget Approval (2-1)	(I) 4QTR Personnel Rpt	(I) 4QTR Facilities Rpt	(I) Foundation Rpt (I) Key Performance Indicators
SEP	3rd Tuesday @ 5:30pm			(I) WFD Rpt				(I) SGA Rpt
OCT	3rd Tuesday Dinner @ 5:00pm (w/ students) Board @ 6:00pm			(I) Student Services Rpt (I) Enrollment Rpt				(I) Strategic Plan Goal 3 (I) Foundation Rpt
NOV No meeting--FALL BREAK								
DEC	2nd Tuesday @ 5:30pm				(A) 1QTR Finance Rpt	(I) 1QTR Personnel Rpt	(I) 1QTR Facilities Rpt	(A) PRE Brd Appts (I) Strategic Plan Goal 4 (I) SGA Rpt
1QTR: Jul 1-Sep 30 2QTR: Oct 1-Dec 31 3QTR: Jan1-Mar 31 4QTR: Apr 1-Jun 30 (A)=Action Item/Motion (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