



BOARD AGENDA DEVELOPMENT

Category:

BOARD GOVERNANCE

Parent Policy:

BG-8.1 Agenda Development Policy

Board Approval Date:

October 23, 2025

Overview:

To accomplish its governance and fiduciary obligations consistent with Board policy, the Board will follow an annual agenda which (a) allows time for strategic and proactive discussions and (b) continually improves Board performance through Board education and enriched input and deliberation.

Definitions:

Procedures:

1. The Board agenda will be in a consistent format that includes the following:
 - a. Call to Order
 - b. Approval of the Agenda
 - c. Declaration of Conflicts of Interest
 - d. Consent Agenda
 - e. Business of the Board and the Organization
 - i. Board Committee Reports
 - ii. Board Chair report
 - iii. Operational Oversight Reports
 - iv. Legislative Compliance Approvals
 - v. President's Report
 1. Major Capital Project Updates (quarterly)
 2. Campaign Fundraising Update (quarterly)
 - f. Strategic Discussion - may include:
 - i. Review of progress toward the Strategic Plan
 - ii. Future-focused discussions
 - g. Board Education - internal - may include:
 - i. Reports on various organizational entities
 - ii. Campus Tours
 - h. Board Education - external - may include:
 - i. Industry Advisory Committee presentations
 - ii. Updates from community and industry partners
 - i. Nice to Know Information
 - j. Roundtable
 - k. Board Self-Evaluation
 - l. In-Camera Session
 - i. Motions out of the In-Camera Session
 - m. Special In-Camera Session
 - i. Motions out of the Special In-Camera Session
 - n. Motions out of Special In-Camera
 - o. Adjournment



2. The Board Secretary will prepare a draft agenda, including standing and emergent items.
3. The Agendas Committee will meet prior to the Board meeting to review and finalize the agenda, including consideration of items requested by Board members.
4. The agenda will be distributed to Board members by attaching it to the meeting invite and uploading to the Board website on the Friday prior to the Board meeting.
5. Any items for inclusion on the Board agenda received after posting will be placed prior to the Consent Agenda for Board determination to include or not. Upon approval of the Board, the late item(s) will be added where deemed appropriate by the Board Chair.
6. The Board Secretary will make Board members aware of any links added to agenda items after posting by email by the afternoon of the day prior to the Board meeting.

Related Information:**Review Period:**

3 years

Revision History:

New: October 2024
Revised: October 2025