



Board Agenda Development and Use of Consent Agenda

1. PURPOSE

This policy establishes the development of the board agenda and use of consent agenda for the Board of Trustees of Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. SCOPE AND APPLICABILITY

This policy is applicable to all College employees and the Board of Trustees.

3. REFERENCES

- 3.1 INDX-1110-01: Master Policy Index
- 3.2 CLDR-1110: Policy Review Schedule
- 3.3 PROC-1315: Board Agenda Development and Use of Consent Agenda

4. DEFINITIONS

- 4.1 Board Meeting shall mean any meeting of the College’s Board of Trustees.
- 4.2 Board Agenda shall mean a document that lists the topics and order of events for a board meeting.
- 4.3 Consent Agenda shall mean agenda items that the Board of Trustees considers routine business that may be considered *en masse* by a single vote.

5. POLICY

- 5.1 The board agenda will be developed to facilitate productive, efficient and effective board meetings.
- 5.2 The board agenda will be structured to align with the specific roles and responsibilities of the Board of Trustees while clearly indicating those matters that require policy direction, decision, and oversight.
- 5.3 Board agendas will be accurate, timely, and sufficiently detailed.
- 5.4 The Board of Trustees may choose to use a Consent Agenda to allocate time for discussion and action regarding substantive and strategic issues.

5.5 The agenda will be developed as outlined in PROC-1315: Board Agenda Development and Use of Consent Agenda.

5.6 All board members will have an opportunity to provide input when the board agenda is being developed.

6. RESPONSIBILITIES AND TIMELINES

6.1 The Board Chair, in consultation with the assistant to the Board of Trustees, shall be responsible to create the Board's Agenda. The Board Chair may consult with others and may delegate responsibility to prepare draft Board Agendas.

6.2 The Board Chair, in consultation with the College President, shall be responsible to manage the Board's Agenda and conduct of Board Meetings.

7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1110: Policy Review Schedule.

8. SIGNATURES

Signature on file

Chairperson, Board of Trustees

Signature on file

Date

President

Date

Revision Notes: Policy in Revision