

Procedure 2.0502

Senior Staff Meeting Agenda Procedure

Senior Staff typically meets each week and follows a formal agenda containing the following items:

1. Items for Discussion and/or Approval
2. Around the Table Updates
3. Future Items of Discussion
4. Dates to Remember
5. Board Agenda Items

Items for any of the previously mentioned categories may be submitted by the president, Senior Staff, any employee of the College, any committee of the College, the Faculty Senate, the Staff Association, the Student Government Association or any member of the Board of Trustees.

Items should be submitted to the executive assistant to the president for inclusion on the Senior Staff Meeting Agenda.

Items to be accompanied by an individual or individuals who are not on Senior Staff may be placed near the top of the agenda.

Items on the agenda may be:

1. Presented for discussion only.
2. Forwarded to a committee, division, department, or administrator for further development.
3. Presented for vote.
4. Dismissed needing no further action.
5. Forwarded to the Board of Trustees or Foundation Directors for further discussion and/or action.

Items deemed not appropriate for the Senior Staff agenda may be denied; e.g. legal, personnel, confidential issues, may be rejected for inclusion on the agenda.

Minutes of Senior Staff will be made available electronically.

Procedure

References

Legal References: *NCGS 143-318.111 FERPA*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Delegation of Authority to the College President Policy](#), [Employee and Student Input Policy](#)

History

Senior Staff Review/Approval Dates: *05/09/2016*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*