



CENTRAL CAROLINA
COMMUNITY COLLEGE

Bylaws of The Board of Trustees

of Central Carolina Community College

Revised May 2022

Central Carolina Community College
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Legal Basis and Authority

The Board of Trustees of Central Carolina Community College is charged by the General Assembly of North Carolina with the responsibility of governing the College. The Board of Trustees functions pursuant to the statutes and regulations of North Carolina and the United States, and the policies, rules, and regulations of the State Board of Community Colleges and North Carolina Community College System. A copy of the Community College Laws of North Carolina (General Statutes (G.S.) of North Carolina Chapter 115D), the North Carolina State Board of Community Colleges Code, the North Carolina State Plan for the Carl D. Perkins Career and Technical Education Act, policies and regulations of the State Board of Community Colleges and North Carolina Community College System, and the minutes of the Board of Trustees of Central Carolina Community College are available to all for reference in the Office of the President of the College.

Service Area

By assignment of the North Carolina Community College System, the College's primary service area is Lee, Chatham, and Harnett Counties.

Bylaws

The Bylaws of the Board of Trustees of Central Carolina Community College guides the internal operation of the Board of Trustees and are a subsection of the College's official policies and procedures. The purpose of the bylaws is to enable the Board of Trustees to discharge its

responsibilities efficiently and effectively and is not to handicap the Board of Trustees in the governing of the College. Orderly changes in the bylaws to enhance the operation of the Board of Trustees are made upon due consideration.

Policies

The policies of the Board of Trustees express the intentions of the Board of Trustees with regard to the College. Policies are stated in general terms with the aim of guiding the administration and faculty of the College. Generally the Board of Trustees does not make specific rules and regulations. Additions to and changes in the policies upon the recommendation of the president, members of the Board of Trustees and others occur following appropriate planning and due consideration. Additions to and changes in policies must be approved by an affirmative vote of a majority of the Board members present and voting at a regular or special Board meeting. Following approval, policies are published and implemented. The Board ensures that policies are aligned with institutional purposes and support the College mission, and that they are reviewed periodically by the administration.

Procedures

The procedures for implementing policies of the Board of Trustees shall be developed by the administration and kept on file in the administrative offices of the College.

BYLAWS OF THE BOARD OF TRUSTEES OF

CENTRAL CAROLINA COMMUNITY COLLEGE

ARTICLE I: JURISDICTION AND TITLE, NAME

Section A: Jurisdiction

The Board of Trustees is a body corporate established under the provisions of Chapter 115A (superseded by Chapter 115D in April 1979) of the General Statutes of North Carolina, and possesses all the powers of a body corporate for the purpose created by or that may exist under provisions of the law.

Section B: Title, Name

The official title of this entity shall be “The Board of Trustees of Central Carolina Community College” henceforth referred to as the Board of Trustees, and the corporate name of the College shall be Central Carolina Community College.

ARTICLE II: PURPOSE AND OBJECTIVES

Section A: Purpose

The purpose of the Board of Trustees, a body corporate, shall be to govern Central Carolina Community College within the framework of the Community College Act, Chapter 115D of the General Statutes of North Carolina. Further, the purpose of the Board of Trustees shall be to assure that adequate and competent administration is provided for the efficient operation of Central Carolina Community College and that the objectives of the Board of Trustees are fulfilled.

Section B: Objectives

The objectives of the Board of Trustees, acting through Central Carolina Community College, shall be:

1. To provide to the people of North Carolina, and more specifically to the people of the College's service area, an educational institution that is sensitive and responsive to their educational needs.
2. To be continually alert to the changes in our society and be prepared to adjust to the changing needs.
3. To be mindful that the education and welfare of the student are the fundamental objectives of the College.
4. To provide for the vocational and academic needs in the service area.
5. To provide an educational environment that will encourage and promote social and cultural awareness in a culturally diverse student body.

6. To encourage all eligible adults regardless of race, age, creed, color, religion, disability, gender, or national origin to make maximum use of Central Carolina Community College.
7. To ensure that Central Carolina Community College is dedicated to strengthening the morality and ethics of its students.
8. To provide to the personnel of Central Carolina Community College leadership and academic freedom that will nurture, inspire, and stimulate the development of skills, competencies, and understandings necessary to the full realization of an effective institution devoted to the dissemination of knowledge.
9. To require responsible judgment on the part of the personnel in the exercise of their duties and in the use of academic freedom.
10. To respond positively to the priority goals of the State Board of Community Colleges.
11. To perform the duties of their office fairly, conscientiously, without fear or favor.

Consistent with the accreditation requirements of the Commission on Colleges of the Southern Association of Colleges and Schools, the Board of Trustees must not be controlled by a minority of board members or be subject to undue pressure from political, religious, or other external bodies. Furthermore, the Board should protect the Administration from similar pressures.
12. To avoid even the appearance of a conflict of interest, directly or indirectly, each member of the Board of Trustees shall fully disclose any potential conflicts of interests to the full Board of Trustees, and shall comply with the most recent revisions of the State Government Ethics Act (originally enacted 8/2006). The Board defines a conflict of interest as it is referenced in the most recent revision of the North Carolina State

Government Ethics Act. Conflicts of interest apply to members of the Board of Trustees and persons with which they are associated, as defined in the State Government Ethics Act.

13. To avoid knowingly using his or her position as Trustee in any manner for financial gain or benefit, directly or indirectly, included within this policy is familiarity and compliance with N.C. G.S. 14-234 which prohibits public officers from benefiting from public contracts.
14. Consistent with the accreditation requirements of the Commission on Colleges of the Southern Association of Colleges and Schools, no Trustee shall have contractual, employment, or personal or familial financial interest in the College. No person who has a member of his/her immediate family employed by the College shall serve as a trustee. All trustees shall sign a disclosure statement attesting that they are in compliance with these potential conflict of interest issues.

Section A: Membership

The Board of Trustees shall be comprised of sixteen (16) members from four (4) groups in accordance with Article 2, Section 115D-12(a) as amended by Session Law 2015-252, and Section 115D-13, of the General Statutes of North Carolina Chapter 115D. Members of the Board of Trustees are appointed as follows:

- Four trustees appointed by the Governor of North Carolina
- Four trustees appointed by the Lee County Board of Commissioners
- Two trustees appointed by the Chatham County Board of Commissioners
- Two trustees appointed by the Harnett County Board of Commissioners
- Four trustees appointed jointly by the Chatham County, Harnett County, and Lee County Boards of Education
- One non-voting student member appointed by the state legislature each year

Section B: Term of Office

1. Appointment of a trustee shall be for a four-year term, except the Student Government Association president which shall be one year or as long as he/she is president of the Student Government Association.
2. Trustees shall be residents of Chatham, Harnett, Lee or contiguous counties with the exception of the Student Government Association president.

3. All terms will commence July 1.
4. Vacancies occurring in any group for whatever reason shall be filled for the remainder of the unexpired term by the agency authorized to select the trustees of that group and in the manner in which regular selections are made. Should the selection of a trustee not be made by the agency having the authority to do so within 60 days after the date on which a vacancy occurs whether by creation or expiration of a term or for any other reason, the Governor shall fill the vacancy by appointment for the remainder of the unexpired term.

Section C: Office of Record

The Board of Trustees shall maintain its office of record in the administrative offices on the main campus of Central Carolina Community College, located in Lee County.

Section D: Compensation

Trustees shall receive no compensation for their services but shall receive reimbursement, according to regulations adopted by the State Board of Community Colleges for cost of travel, meals, and lodging while performing their official duties.

Section E: Removal from Office

1. Members of the Board of Trustees may be removed by the Board of Trustees for cause in accordance with the reasons and processes specified in Chapter 115D-19 of the General Statutes of North Carolina.
2. The Board of Trustees may declare vacant the office of a member who does not attend three consecutive scheduled meetings without justifiable reason. The Board of Trustees shall notify the appropriate appointing authority of any vacancy.

ARTICLE IV: POWERS AND DUTIES OF THE BOARD OF TRUSTEES

The Board of Trustees of Central Carolina Community College shall constitute its local administrative board with such powers and duties as provided under the laws of North Carolina, General Statutes of North Carolina (Chapter 115D), or delegated to it by the State Board of Community Colleges.

Section A: Powers and Duties

The powers and duties of the Board of Trustees shall include, but not be limited to the following:

1. Establish the basic qualifications for and appoint a president of the institution for such term and under such conditions as the Board of Trustees may fix. Such appointment is subject to the approval of the State Board of Community Colleges. The Board of Trustees must ensure that the president's primary responsibility is to the College, and that the president does not serve as the presiding officer of the Board of Trustees.
2. Authorize the president to elect/employ all other personnel of the institution, subject to approval by the Board of Trustees and to standards established by the State Board of Community Colleges and accrediting agencies. Trustees may delegate the authority of employing such other personnel to the president or chief administrative officer.
3. Hold title to all real and personal property donated to the College or purchased with funds provided by tax-levying authorities.

4. Purchase and hold title to land, easement or right-of way which shall be necessary for the proper operation of the institution and to condemn land as provided in the General Statutes of North Carolina, Chapter 40A.
5. Authorize, receive and accept donations, gifts, bequests, and grants from private donors and other agencies, and apply them or invest them and apply the proceeds for the purposes and upon the terms which the donor may prescribe consistent with state law and the State Board of Community Colleges.
6. May sell, exchange, transfer or lease property, real or personal, owned or held by the Board of Trustees when such property is unnecessary or un-desirable for the purposes of the institution. Such disposition is subject to state law and the approval of the State Board of Community Colleges.
7. Enter into contracts.
8. Apply the standards and requirements for admission and graduation of students and other standards established by the State Board of Community Colleges.
9. Institute and defend legal actions and suits.
10. Prepare and submit an annual college budget to the State Board of Community Colleges, as required in the General Statutes of North Carolina 115D-54. In so doing, the Board of Trustees will ensure the ongoing fiscal stability of the College and ensure that the financial resources of the institution are adequate to provide a sound educational program. The Board is responsible for using all funds in accordance with State Board policies as well as in accordance with state and federal laws and regulations. The Board is also responsible for approving local budget requests to be submitted to the Lee, Chatham, and Harnett County Boards of Commissioners.

11. Designate as the official depositories of the institution one or more banks, savings and loan associations, or trust companies in this state.
12. Provide oversight and adopt policies as may be authorized by law and as may be required for the effective discharge of its responsibilities in the operation of the College.
13. Provide, as necessary, a portion of the instructional services of the College by contracting with other public or private educational institutions of the state, according to regulations and standards adopted by the State Board of Community Colleges.
14. Establish and terminate programs of instruction within the College upon recommendation by the president and approval by the State Board of Community Colleges.
15. Require the execution of such studies and take such action necessary to ensure that the functions of the College are always those which are most helpful and feasible in light of the resources available to the College.
16. Insure and keep insured each building owned by the institution to the extent of the current insurable value as determined by the insured and insurer against loss by fire, lightning, and other perils.
17. Insure and keep insured equipment and other contents of all institutional buildings that are the property of the institution or the state or which are used in the operation of the institution.
18. Shall be liable for Workers' Compensation or employees whose salaries or wages are paid by the Board of Trustees entirely from local, public or special funds. The Board of Trustees is authorized to purchase insurance to cover workers' compensation liability and to include the cost of insurance in the annual budget of the institution.

19. Maintain a record of each of its employees, showing appropriate personnel and employment information.
20. The Board of Trustees at all times shall ensure that all employees of the College shall be of such character, habits, philosophy, and competence that their influence upon students, each other, and the various publics of the College is wholesome and constructive.
21. The Board of Trustees shall at all times exercise its control of the College through the president.
22. Conduct an annual evaluation of the president and advise the chairperson of the State Board of Community Colleges prior to June 30 each year that such evaluation has been completed.
23. Establish and periodically review the mission, goals, and outcomes of the College.
24. Approve and periodically review long-range plans for the College, to ensure continuous improvement in institutional quality, and demonstrate that the College is effectively accomplishing its mission.
25. The Board is committed to assessing its own performance in order to identify its strengths and areas in which it may improve its functioning. To that end, the Board annually evaluates and assesses its own performance, using the Trustee Evaluation Self-Assessment instrument and process it has developed. The instrument incorporates criteria contained in these bylaws regarding Board operations, as well as criteria defining board effectiveness promulgated by recognized practitioners in the field. All trustees are asked to complete the evaluation instrument, from which a summary is presented and discussed in a subsequent Board meeting.

26. Perform such other acts as may be necessary or proper for the exercise of the foregoing specific powers, including the adoption and enforcement of all reasonable rules, regulations, and bylaws for the government and operation of the College under the law.

Section B: Appeals from Personnel

The Board of Trustees shall hear appeals from personnel of the College, provided that the appeals are made under the rules and regulations prescribed by the Board of Trustees. Any such appeal shall be presented to the president, who shall refer it to the chairperson for proper consideration.

Section A: Election of Officers

The corporate officers of the Board of Trustees shall be a chairperson, a vice chairperson and a secretary. At the first regular meeting of the fiscal year, the Board of Trustees shall elect a chairperson and a vice chairperson from its membership, and a secretary who does not have to be a member of the Board of Trustees, using the following procedure.

At the last regular meeting of the fiscal year, the chairperson of the Board of Trustees shall appoint three members of the nominating committee. The chairperson of the nominating committee shall be appointed by the chairperson of the Board of Trustees. The chairperson of the nominating committee shall present the committee's nominees at the first regular meeting of the new fiscal year. Additional nominations may be made from the floor, succeeded by the election. The chairperson, vice chairperson, and secretary shall be elected for a one-year term and shall be eligible for reelection by the Board of Trustees.

Section B: Chairperson

The chairperson of the Board of Trustees shall:

1. Call and preside at all regular and special meetings of the Board of Trustees.
2. Appoint the members of and serve as an ex-officio voting member of all committees of the Board of Trustees.
3. Execute contracts and other documents by the authority of and in the name of the Board of Trustees.

4. Perform all other functions delegated by the Board of Trustees.

Section C: Vice Chairperson

The vice chairperson of the Board of Trustees shall:

1. Preside in the absence or disability of the chairperson.
2. Perform all duties of the chairperson with full authority during his/her absence or disability.
3. Perform any other function delegated by the Board of Trustees.

Section D: Secretary

The secretary to the Board of Trustees shall:

1. Keep accurate record of the proceedings of the Board of Trustees.
2. Have custody of the corporate seal of the Board of Trustees, affix seal to official documents, and attest same by his/her signature.
3. Have custody of all official records and documents of the Board of Trustees.
4. Prepare and maintain an indexed compilation of all bylaws and amendments thereto, a copy of all policies and procedures, and regulations of the Board of Trustees and all amendments thereto.
5. Issue, upon direction by the chairperson, notices of all meetings of the Board of Trustees to members as required by these bylaws and the laws of North Carolina.
6. Provide each member of the Board of Trustees a copy of the agenda, minutes, and information items of each meeting.

Section E: President of the College

The president is charged by the Board of Trustees with full responsibility and authority for the operation of the College, pursuant to state and federal statutes, policies, rules and regulations, and policies of the Board of Trustees and the State Board of Community Colleges.

1. The president shall attend and participate in, without vote, all meetings and committees of the Board of Trustees except where his/her absence is expressly desired.
2. The president shall submit recommended policies and public policy decisions to the Board of Trustees when requested to do so or when he/she deems it to be in the best interest of the College.
3. The president shall recommend all educational programs and support services which he/she deems to be in the best interest of the citizens of the community and the state of North Carolina, which are educationally and financially feasible and which are not in conflict with the requirements of the General Statutes of North Carolina or the standards of the State Board of Community Colleges.
4. The president shall appoint lay advisory committees for the programs of the College.
5. The president shall advise the Building and Grounds Committee and the Board of Trustees of the need for planning, modifying, and constructing of physical facilities and landscaping improvements.
6. The president shall advise the Board of Trustees on the financial and budgetary needs of the College and exercise direct control over all fund raising activities to complement those needs.
7. The president is authorized to sign contracts in the name of the College, consistent with the policies, rules, regulations, and funds available.

8. The president is authorized to elect/employ or dismiss all full-time administrative officers, professional staff, instructors, and all other College personnel, subject to approval by the Board of Trustees and within the limitations of policy and budget. The president shall be responsible for all personnel.
9. The president formulates duties and responsibilities of all personnel of the College.
10. The president shall direct the long-range planning for the College, and submit long-range plans to the Board of Trustees for their approval on a periodic time frame.
11. The president shall be responsible for developing and maintaining a chart of organization for the College.
12. The president shall perform such other duties as the Board of Trustees may delegate.
13. In the event the president is unable to perform his/her duties because of a prolonged absence or other reasons, the president shall designate one of the vice presidents to serve as acting president until the Board of Trustees appoints a temporary or permanent president.
14. The president has ultimate responsibility for, and exercises appropriate administrative and fiscal control over, the College's intercollegiate athletics program.

ARTICLE VI: COMMITTEES

Section A: Types of Committees and Method of Appointment

The Board of Trustees may establish such standing committees and ad hoc committees as it deems necessary to secure and protect the College's welfare. The chairperson shall appoint the members of all committees.

Section B: Limitation of Authority of Committees

If the Board of Trustees in regular or special meeting authorizes a Committee to act on a matter, the chairperson of the committee shall report within a reasonable time the action taken, and the action of the committee shall be final; otherwise, committee action shall be reported as a recommendation for consideration and action by the Board of Trustees at a regular or special meeting.

Section C: Standing Committees

1. Building and Grounds Committee

- a. The Building and Grounds Committee shall consist of three members of the Board of Trustees and the chairperson of the Board of Trustees who shall serve as an ex-officio member with voting privileges.
- b. The committee shall meet as necessary to discharge its functions. Its functions shall be:
 - i. To carry out, or require to be carried out, after consultation with the president, studies relating to sites, buildings, and grounds.

- ii. To recommend to the Board of Trustees, after consultation with the president, the College's campus planner, and architect.
- iii. To recommend to the Board of Trustees, after consultation with the president, design and construction contracts that include provisions that protect the interest of the College.
- iv. To recommend to the Board of Trustees, after consultation with the president, a long-range campus plan and architectural plans for all construction and landscaping.
- v. To recommend to the Board of Trustees, after consultation with the president, the immediate and long-range building and grounds improvement needs of the College.
- vi. To recommend to the Board of Trustees, after consultation with the president, the call for bids on institutional construction and landscaping and the awarding of contracts.
- vii. To recommend to the Board of Trustees, after consultation with the president, plans and programs of maintenance for all campuses.
- viii. To recommend to the Board of Trustees, after consultation with the president, adequate insurance coverage of buildings and their contents and all other insurable property.
- ix. To recommend to the Board of Trustees, after consultation with the president, the securing or granting of easements and rights-of-way.
- x. To be responsible for long-range campus beautification plans to include streets, parking, signs, etc.

- xi. To recommend to the Board of Trustees, after consultation with the president, contracts for landscape architects and shall advise on modifications of long-range beautification plans.
- xii. To perform other such functions, regular or special, as the Board of Trustees may authorize.

2. Finance Committee

- a. The Finance Committee shall consist of three members of the Board of Trustees, and the chairperson of the Board of Trustees shall serve as an ex-officio member with voting privileges.
- b. The committee shall meet as necessary to discharge its functions. It shall, subject to applicable standards of the State Board of Community Colleges, have the following regular functions:
 - i. To make recommendations to the Board of Trustees, after consultation with the president, regarding the fiscal policies of the College.
 - ii. To receive, study, and recommend to the Board of Trustees the College's recommended budgets for current operations and capital outlay and such modifications as it deems appropriate.
 - iii. To receive, study, and recommend to the Board of Trustees any budget modifications as it deems appropriate, and any special or unusual expenditure of any type recommended by the president.
 - iv. To receive, study, and recommend such action as it deems appropriate on any report on the budget, purchasing and accounting functions required of it, or presented to it by the president.

- v. To recommend to the Board of Trustees, after consultation with the President, one or more banks, savings and loan associations, or trust companies in the state as the official depositories of the institution. It shall be unlawful for any money belonging to an institution, other than monies required to be deposited with the state treasurer, to be deposited in any place other than an official depository.
- vi. To recommend to the Board of Trustees, after consultation with the president, policies and decisions regarding investment of any surplus or restricted monies.
- vii. To recommend to the Board of Trustees, after consultation with the president, policies and decisions regarding the receipt and disposition of any monetary bequests, gifts, grants, and donations, the care of all college securities, and also policies and decisions regarding contracts for instructional or research services or other purposes with private or governmental firms, persons, or agencies.
- viii. To represent the Board of Trustees before the Boards of County Commissioners, the Legislature, the State Board of Community Colleges, the North Carolina Community College System, and other agencies and offices in matters concerned with the securing of adequate financial support for the needs of the College for current operating expenses and support for its needs for capital outlay.
- ix. To recommend to the Board of Trustees, after consultation with the president, policies to govern the receipts, security, depositing, accounting,

and expending of all trust and non-trust funds pertaining to the College, in accordance with the law and regulations of the State Board of Community Colleges.

- x. To recommend to the Board of Trustees, after consultation with the president, appropriate bonding policy to govern college employees entrusted with funds of all kinds.
- xi. To approve, on the recommendation of the president, the transfer of local funds within line items in the budget.
- xii. To receive and examine the financial audit of the College, and after consultation with the president, make such recommendations to the Board of Trustees as appropriate.
- xiii. To recommend to the Board of Trustees, after consultation with the president, that issuance of bonds or notes be effected, and to recommend that special taxes be levied for the purpose of meeting payments of principal and interest on such bonds and notes, when the capital outlay requirements of the College make such action necessary.
- xiv. To perform such other functions, regular or special, as the Board of Trustees may authorize.

3. Personnel Committee

- a. The Personnel Committee shall consist of three members of the Board of Trustees and the chairperson of the Board of Trustees shall serve as an ex-officio member with voting privileges.

- b. The committee shall meet as necessary to discharge its functions. Its functions shall be:
 - i. Approving the Employment of Personnel
 - 1. The Personnel Committee, after consultation with the president, will have the responsibility of approving and recommending to the Board of Trustees the employment of all personnel.
 - ii. Personnel Grievance and Discharge
 - 1. Using the approved grievance procedures, the Personnel Committee shall function as an appeals board for faculty and staff grievances. The Committee will provide a hearing for personnel who believe they have been discriminated against because of race, color, national origin, religion, age, sex and sexual orientation, gender, family status, disability status, Veteran status, or any health or genetic information. Request of a hearing shall be made in writing to the Chair of the Personnel Committee in accordance with the policies and procedures of the CCCC Board of Trustees.
 - 2. After the hearing, the committee will decide whether to terminate the grievance or refer to a hearing by the full Board of Trustees.
 - 3. The discharge or dismissal of any fulltime, permanent college employee will be reported to the Personnel Committee by the President.
 - 4. Contract non-renewal: If the college decides not to tender a new contract to an employee, that employee shall be notified that he/she

has no right to a hearing unless he/she can provide prima facie evidence showing that the action was taken based on discriminatory reasons.

5. The recommendation for discharge of the president of the College will come from the Personnel Committee to the Board of Trustees.

- iii. The Personnel Committee will be notified of all resignations of full-time employees.
- iv. The Personnel Committee shall recommend to the Board of Trustees, after consultation with the president, personnel and employment policies for the College.
- v. This committee shall perform such other functions, regular or special, as the Board of Trustees may authorize.

4. Program Committee

- a. The program Committee shall consist of three members of the Board of Trustees and the chairperson of the Board of Trustees, who shall serve as an ex-officio member with voting privileges.
- b. The committee shall meet as necessary to discharge its functions. Its functions shall be:
 - i. To concern itself with the variety, quality, and appropriateness of the various educational programs of the College.
 - ii. To evaluate all proposals for adding, deleting, or affecting major changes in educational programs and, after consultation with the president, will make recommendations to the Board of Trustees.

- iii. To recommend to the Board of Trustees, after consultation with the president, policies and decisions affecting the educational programs of the College.
- iv. To review reports from the College administration on the future of educational program offerings and advise the appropriate committees of the Board of Trustees of the need for space, operating monies, and personnel to conduct the educational programs of the College.
- v. To perform such other functions, regular or special, as the Board of Trustees may authorize.

5. Student and Academic Support Services Committee

- a. The Student and Academic Support Services Committee shall consist of three members of the Board of Trustees. The chairperson of the Board of Trustees shall serve as an ex-officio member with voting privileges. The Student Government president shall serve as an ex-officio member without voting privileges.
- b. The committee shall meet as necessary to discharge its functions and to accomplish any special tasks assigned to it by the Board of Trustees. Its functions shall be:
 - i. To concern itself with adequacy of financial aid, counseling, job placement, and other services essential to the welfare of students and quality of campus student life.
 - ii. To concern itself with adequacy and quality of the library/learning resources and other support services which sustain and further enhance quality teaching and learning.

- iii. To recommend to the Board of Trustees, after consultation with the president, policies and decisions that impact upon student life and activities.
- iv. To recommend to the Board of Trustees, after consultation with the president, policies that impact upon academic support services.
- v. To advise the appropriate committees of the Board of Trustees of the need for space, operating monies and personnel necessary to provide adequate and quality student and academic support services.
- vi. To perform such other functions, regular or special, as the Board of Trustees may authorize.

Section D: Other Committees

It shall be the privilege of the chairperson of the Board of Trustees to appoint other special committees as the need arises. Special committees shall terminate upon completion of their mission.

ARTICLE VII: MEETINGS

Section A: Regular Meetings

Regular meetings of the Board of Trustees shall be held in February, April, July, and October. The President, in consultation with the Chairperson of the Board, will set the dates and inform the members at least 30 days in advance.

Section B: Notice of Regular Meetings

1. Members and officers of the Board of Trustees shall be notified in writing of the time, place, and purposes of all meetings at least seventy-two hours in advance of the meetings.
2. The media and public will be notified in accordance with the North Carolina Open Meetings law, Chapter 143, Article 33C of the General Statutes of North Carolina.

Section C: Special and Emergency Meetings

Special and emergency meetings may be called by the Chairperson or by the President. The business to be transacted at any special or emergency meeting by the Board of Trustees shall be confined to such matters as have been communicated to members and officers of the Board as a part of announcing the meeting.

Section D: Operative Guidelines for Meetings

1. Parliamentary Rules

Roberts Rules of Order shall be followed in conducting the meetings of the Board of Trustees unless otherwise provided by the bylaws.

2. Quorums

One more than one-half (1/2) of the current voting membership shall constitute a quorum for the transaction of business. No business shall be transacted without an affirmative vote of a simple majority of those present. A majority vote of all the members of the Board of Trustees shall be required for the determination of policy, for making regulations, for the election of a president, and for the establishment or termination of curricula or services of the College.

3. Voting

Each member present, except the president of the Student Government Association, shall have one vote.

4. Body Corporate

Trustees have authority only during official Board of Trustees meetings. Individual trustees or committees of the Board of Trustees shall act only upon specific authorization or direction of the Board of Trustees

5. Open Meetings – Notice of Meetings

- a. The North Carolina General Assembly has declared it to be the public policy of North Carolina that meetings, deliberations, hearings, and actions of public bodies be conducted publically, which includes the Board of Trustees, committees, and commissions. See General Statute 143-318.9 through 143-318.18.
- b. All regular, special, and emergency meetings of the Board of Trustees and all committee meetings of the Board of Trustees shall be open to the public unless,

consistent with the requirements of General Statute 143-318.11, a meeting is closed to the public by majority vote of a quorum.

- c. Members and officers of the Board of Trustees and the President shall be notified in writing of the time and place of all meetings and the purpose(s) of special meetings at least seventy-two (72) hours in advance of meetings. Public notice of any meeting of the Trustees and committees shall be given as required by North Carolina General Statute 143-318.12.

6. Public Board Meetings

Meetings of the Board of Trustees are conducted for the purpose of carrying on the official business of the College. The public is cordially invited to attend board meetings to observe the board as it conducts its official business.

Role of Board of Trustees in Handling Complaints

An individual Trustee who receives a complaint or inquiry concerning a college matter shall advise the complainant of the procedures in place for making such complaints, and request that the complainant put the complaint or inquiry in written form.

The Trustee shall, when appropriate, refer the written complaint or inquiry to the Board Chair and the President who shall determine an appropriate means of responding to the complaint or inquiry. The college attorney also may be notified of the complaint or inquiry.

Individual Trustees shall refrain from taking individual action with regard to such complaints or inquiries other than referring them to the Board Chair and the President. As

appropriate, the Board Chair and the President shall advise the Board of Trustees of the disposition of any complaint or inquiry so referred.

Informal Meetings with Citizens Concerning College Matters

When a request is received by an individual Trustee to meet with any citizen or group about college matters, the individual Trustee should inform the Board Chair and the President of the request.

Individual Trustees should inform, any citizen or group of citizens with whom they meet that in such meetings, they act only as individuals and not for or on behalf of the board, unless the board member has been so authorized by official board action. In addition, board members should attempt to avoid situations in which their presence could be inferred by the citizens as being officially representative of the board.

Individual Trustees of the board should refrain from meeting with college employees to discuss matters relating to employment or conditions of work without specific authorization by board action.

7. Meeting Agenda

The president of the College and the chairperson of the Board of Trustees shall develop an agenda for meetings of the Board of Trustees. As appropriate, copies of the agenda and any documents to be presented as information shall be supplied to the Board of Trustees by mail, courier, or at committee meetings. The secretary to the Board of Trustees shall receive agenda items from the Board of Trustees and other sources at least fourteen (14) days prior to the meeting for which they are to be prepared. In emergencies, the chairperson, at the request of a

Board of Trustees member or the president, may add items to the agenda regardless of the date received.

8. Order of Business

The order of business for regular meetings of the Board of Trustees is outlined below, but may be altered as need dictates.

- a. Call to order
- b. Disposition of the minutes of the last regular and called meetings.
- c. Approval of any or all items on the Consent Agenda.
- d. Report of Personnel Committee
- e. Report of Finance Committee
- f. Report of Building and Grounds Committee
- g. Report of Program Committee
- h. Report of Student and Academic Support Services Committee
- i. Report of the College Foundation
- j. Consideration of other items
- k. Adjournment

9. Committee Meetings, Ex Officio

The chairperson of the Board of Trustees shall serve as an ex-officio member with voting privileges of each committee of the Board of Trustees except the Nominating Committee and except as may be limited by a majority vote of the Board of Trustees.

ARTICLE VIII: ADOPTION AND AMENDMENT OF BYLAWS

Section A: Adoption

Adoption of these by-laws shall be by affirmative vote of a majority of the Board of Trustees at a regular meeting provided that each member has received notice at least fourteen (14) days prior to the meeting, and that each member has received a copy of the bylaws at least fourteen (14) days prior to the meeting.

Section B: Amendments

Amendments to these bylaws may be proposed by any member of the Board of Trustees at any regular meeting of the Board of Trustees for decision at a subsequent regular meeting of the Board of Trustees. Adoption of these by-laws shall be by affirmative vote of two-thirds (2/3) of the Board of Trustees at a regular meeting provided that each member has received notice at least fourteen (14) days prior to the meeting, and that each member has received a copy of the bylaws at least fourteen (14) days prior to the meeting.

Section C: Notification and Publication

The secretary of the Board of Trustees shall be responsible for providing to each member of the Board of Trustees a copy of all current Board of Trustees bylaws, policies and regulations.