

POLICIES OF THE
BOARD OF TRUSTEES

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- (1) Legal Basis and Authority

The legal basis for the authority of the State Board over the Community College System is GS 115-D. Administrative Code 2C.0101 states – “The boards of trustees of community colleges as bodies corporate are authorized to do all things necessary and proper to organize and operate colleges consistent with the law and the rules of the State Board.”
- (1.2) The Board of Trustees of Roanoke-Chowan Community College (RCCC) functions pursuant to the statute and regulations of North Carolina and the United States, and the policies, rules, and regulations of the State Board and the North Carolina Community College System. A copy of GS 115-D is in the hands of each Trustee. Copies of the policies and regulations of the State Board and the North Carolina Community College System, State plans for operation of Federal programs, and minutes of the meetings of the Board of Trustees are available to all trustees for reference in the administrative offices of the College.
- (1.3) The Board consists of 13 members, four of whom are appointed by the Hertford County Board of Commissioners, four by the Hertford County Board of Education, four by the Governor of North Carolina, and the President of the Student Government Association as an ex-officio, non-voting member. The present Board of Trustees and the expiration dates of their terms of office are as follows:

General Authority: G.S. 115D; Adm. Code 2C.0101
Revised: 01-28-86; 10-25-88; 01-30-90; 08-07-90; 11-06-91; 08-11-92; 10-27-92; 10-26-93-04-26-94; 09-27-94; 09-26-95; 03-20-02; 02-25-03; 01-25-05
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Board of Trustees

Appointment by the Commissioners of Hertford County

	<u>Expiration of Term</u>
Sue Lassiter	June 30, 2005
Ronald J. Gatling	June 30, 2006
Wendy Ruffin-Barnes	June 30, 2007
Lillie Owens-White	June 30, 2008

Appointment by the Hertford County Board of Education

	<u>Expiration of Term</u>
Johnnie Reid	June 30, 2005
Carl A. White	June 30, 2006
Nellie Fennell	June 30, 2007
Jim Farmer	June 30, 2008

Appointment by the Governor

	<u>Expiration of Term</u>
Judy Overton	June 30, 2005
Dr. Claude Odom, Chair	June 30, 2006
Virginia D. Spruill, Vice Chair	June 30, 2007
Donna Jenkins	June 30, 2008

(2) By-Laws

It is the policy of the RCCC Board of Trustees to adopt and use as a general guide a set of by-laws. The by-laws shall be used by the Board to make its operation more

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efficient and not to handicap the Board in its governance of the College. Changes in the by-laws may be made upon due consideration of the members of the Board.

(3) Policies

It is the policy of the RCCC Board of Trustees to adopt policies which express the intentions of the Board with regard to the College. Board policies shall be stated in general terms to be used as guides and shall not be specific rules and regulations.

Changes in policies may be made upon recommendation of the President or individual Board members after due consideration of the Board.

(4) Oath of Office

Following notification of appointment or reappointment, each Trustee shall take the following oath:

“I, _____, do solemnly swear (affirm) that I will support the Constitution of the United States. I, _____, do solemnly and sincerely swear (affirm) that I will be faithful and bear true allegiance to the State of North Carolina and to the constitutional powers and authorities which are established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the constitution of the United States, to the best of my knowledge and ability.

I, _____, do swear (affirm) that I will well and truly execute the duties of the office of Trustee of Roanoke-Chowan Community College according to the best of my skill and ability, according to law, so help me God.”

The oath may be taken before a judge, the clerk of superior court, magistrate, or a justice of the peace. An original and one copy of the oath shall be filed in the office of the secretary of the Board of Trustees.

(5) Meetings of the Board of Trustees

(5.1) The Board of Trustees of RCCC shall meet ten (10) times a year on the fourth Tuesday of each month, excluding the months of July and December, unless a called meeting is deemed necessary.

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- (5.2) The secretary of the Board shall notify each Trustee by letter or telephone of the meeting.
- (5.3) Public notice of all meetings of the RCCC Board of Trustees shall be given by mail or telephone within 48 hours of meeting.
- (5.4) Seven Trustees shall constitute a quorum.
- (5.5) Each member present shall have one vote. In the event of a tie vote with all members voting, the Chairperson will vote in order to break the tie.
- (5.6) Trustees have authority only during official Board meetings. Individual Trustees or committees of members of the Board of Trustees shall act for the Board only upon specific authorization or direction of the Board of Trustees.
- (5.7) All meetings shall be conducted in accordance with the North Carolina General Statute regarding open public meetings.
- (5.8) Meetings of the Board of Trustees shall be conducted according to Robert’s Rules of Order. Rulings or questions of order by the Chairperson shall prevail unless otherwise overruled by a majority of the members present. The Chairperson may appoint a parliamentarian to advise him and the Board.
- (5.9) The Chairperson and the President shall prepare an agenda for each meeting. Trustees may propose matters for consideration not included on the prepared agenda.
- (5.10) The President shall attend and participate in all meetings of the Board.
- (5.11) Upon the request of the President, students, faculty, and administrative staff members shall be heard by the Board upon the consent of the Chairperson, or a majority of the members present.

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- (5.12) Individuals or delegations shall be heard by the Board upon the consent of the Chairperson or a majority of the members present.
- (5.13) The secretary shall have duplicated copies of the minutes of each meeting to be distributed to the Trustees.
- (5.14) The by-laws and policies may be amended at any meeting by a unanimous vote. The by-laws and policies may be amended by a majority vote provided notice is given at the preceding meeting.
- (5.15) The Board of Trustees directs the Board secretary to maintain a record of attendance of members at all Board meetings, both regular and special called. Whenever a member is absent for any two consecutive meetings, the Board Chair shall notify in writing the member of the fact and further notify the member that the appropriate appointing authority will be notified if the member fails to attend three consecutive meetings. The Board of Trustees may declare vacant the office of a member who does not attend three consecutive, scheduled meetings without justifiable excuse. The Board of Trustees shall notify the appropriate appointing authority of any vacancy. The Board Chairperson may authorize excused absences for illness, personal emergencies, etc., provided that the affected member notifies the Board Chairperson within five days after the meeting of the reason of the absence, and that the reason is justifiable. The Board Chairperson shall notify the Board secretary subsequent to the five-day period if the absences of any member have been excused.
- (5.16) Should the State Board of Community Colleges have sufficient evidence that any member of the Board of Trustees of Roanoke-Chowan Community College is not capable of discharging, or is not discharging, the duties of his or her office as

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required by law or lawful regulation, or is guilty of immoral or disreputable conduct, the State Board shall notify the Chairperson of the RCCC Board of Trustees, unless the Chairperson is the offending member, in which case the other members of the Board shall be notified. Upon receipt of such notice there shall be a meeting of the Board of Trustees for the purpose of investigating the charges. At that meeting a representative of the State Board of Community Colleges may appear to present evidence of the charges. The allegedly offending member shall be given proper and adequate notice of the meeting and the findings of the other members of the Board shall be recorded, along with the action taken, in the minutes of the Board of Trustees. If the charges are, by an affirmative vote of two-thirds of the members of the Board, found to be true, the Board of Trustees shall declare the office of the offending member to be vacant.

(6) Election of Officers

At the first meeting after July 1 of each year, the Board of Trustees shall elect from its membership a Chairperson, who shall preside at all Board meetings, and a Vice-Chairperson, who shall preside in the absence of the Chairperson. The Trustees shall also elect a secretary, who may be a Trustee, to keep the minutes of all Board meetings. All three officers of the Board shall be elected for a period of one year, but shall be eligible for reelection by the Board.

(7) Board of Trustee Committees

(7.1) Types of Committees and Method of Appointment

The Board may establish such standing committees and such ad hoc committees as it deems necessary to secure and protect the institution's welfare. The Chairperson of

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the Board shall appoint the members of all committees, and the Chairperson of the Board and President shall serve as ex-officio members of all committees. All committee members, with the exception of the President, shall be full voting members of the committees.

(7.2) Limitation of Authority of Committees

The function of all committees shall be to recommend for consideration and action by the Board at a regular or special-called meeting. Every ad hoc committee shall cease to function upon presentation of its report.

(7.3) Standing Committees

(7.3.1) The Executive Committee

The Executive Committee shall consist of the Chairperson of the Board, the Vice-Chairperson of the Board, chair of the three standing committees, the Board secretary, and the President. All acts of the Executive Committee shall be in accordance with the by-laws. During the interval between meetings of the Board, the Executive Committee shall have control and direction of all officers and committees of the Board and of the College. The Chairperson of the Board of Trustees shall preside over Executive Committee meetings. The Chairperson of the Board of Trustees or the President of the College, if delegated by the Chairperson, may call Executive Committee meetings at any time with reasonable notice.

(7.3.2) The Building and Grounds Committee

The Building and Grounds Committee shall be an ad hoc committee as needed.

(7.3.3) The Finance Committee

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The Finance Committee shall consist of four members of the Board of Trustees, the College President (non-voting member), and the Chairperson of the Board of Trustees who shall serve as ex-officio member with voting privileges. The Board secretary shall serve as secretary. The Finance Committee shall, subject to applicable standards of the State Board of Community Colleges, have the following regular function:

- (7.3.3.1) To carry out, or require to be carried out, studies relating to sites, buildings, and grounds.
- (7.3.3.2) To make recommendations to the Board, after consultation with the President, regarding plans and programs of maintenance of the campus and its property and regarding the beautification of the campus.
- (7.3.3.3) To make recommendations to the Board regarding the fiscal policies of the College.
- (7.3.3.4) To receive, study, and recommend to the Board, with such modifications as it deems appropriate, the President’s recommended budgets for current operations and capital outlay.
- (7.3.3.5) To receive, study, and recommend to the Board, with modifications it deems appropriate, any special or unusual expenditures of any type recommended by the President.
- (7.3.3.6) To receive, study, and recommend to the Board, such action it deems appropriate on any reports on the budget, purchasing, and accounting functions required by it, or presented to it, by the President.
- (7.3.3.7) To recommend to the Board policies and decisions regarding investment of any surplus or restricted monies.

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- (7.3.3.8) To recommend to the Board policies and decisions regarding the receipt and disposition of any monetary bequests, gifts, grants, and donations, and the care of all College securities.
- (7.3.3.9) To represent the Board before the County Commissioners 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.
- (7.3.3.10) To recommend to the Board policy to govern the receipt, security, depositing, accounting, and expending of all trust and non-trust funds pertaining to the College, in accordance with the law and State Board of Community Colleges regulations.
- (7.3.3.11) To recommend to the Board appropriate bonding policy to govern college employees entrusted with funds of all kinds.
- (7.3.3.12) To receive and examine the audit of the College books and make such recommendations to the Board as it may deem appropriate.
- (7.3.3.13) At each meeting of the Board, the Finance Committee may submit a report of its activities since the last meeting of the Trustees, with such suggestions and recommendations as it shall deem expedient for the best interests of the College.
- (7.3.3.14) The Finance Committee shall have such other functions, regular and special, as the Board may authorize.
- (7.3.4) The Personnel Committee

The Personnel Committee shall consist of four members of the Board of Trustees, the College President (non-voting member), and the Chairperson of the Board of Trustees who shall serve as an ex-officio member with voting privileges. The Board

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secretary shall serve as secretary. The Personnel Committee shall, subject to applicable standards of the State Board of Community Colleges, have the following regular functions:

- (7.3.4.1) The Personnel Committee shall review annually the salaries, as recommended by the President, of all full-time officers, instructors, and employees of the institution and make recommendations to the Board.
- (7.3.4.2) The Personnel Committee shall be responsible for establishing the guidelines and procedures for the Presidential evaluation process, including (1) designing and updating the evaluation instrument; (2) establishing time frames for the process, and (3) submitting required evaluation information to the North Carolina Community College System and State Board of Community Colleges.
- (7.3.4.3) The Personnel Committee shall function as an appeals board as pertaining to faculty, staff, and/or student grievances. Requests for hearings shall be made in writing to the Committee Chair stating the nature of the grievance. Such requests shall be made within 10 days after all administrative remedies have been exhausted. Findings and recommendations of the Personnel Committee shall be referred to the Board of Trustees for final action.
- (7.3.4.4) At each meeting of the Board, the Personnel Committee may submit a report of its activities since the last meeting of the Trustees, with such suggestions and recommendations as it shall deem expedient for the best interests of the College.
- (7.3.4.5) The Personnel Committee shall have such other functions, regular and special, as the Board may authorize.
- (7.3.5) The Academic and Student Affairs Committee

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The Academic and Student Affairs Committee shall consist of three members of the Board of Trustees, the College President (non-voting member), and the Chairperson of the Board of Trustees who shall serve as ex-officio member with voting privileges. The Board secretary shall serve as secretary. The Academic and Student Affairs Committee shall, subject to applicable standards of the State Board of Community Colleges, have the following regular functions:

- (7.3.5.1) To make recommendations to the Board regarding academic and student affairs policies and programs of the College.
- (7.3.5.2) To receive, study, and recommend to the Board, with such modifications as it deems appropriate, the President’s recommended curriculum, non-academic, and student services programs for meeting the educational and training needs of our community.
- (7.3.5.3) To receive, study, and recommend to the Board, with such modifications as it deems appropriate, any special or unusual program requests recommended by the President.
- (7.3.5.4) To receive, study and recommend to the Board, with such modifications as it deems appropriate, the establishment of new programs in response to local and regional labor market needs and student demand.
- (7.3.5.5) To recommend to the Board, with modifications as it deems appropriate, policies necessary to govern student behavior and any penalties for non-compliance.
- (7.3.5.6) To recommend to the Board, with modifications as it deems appropriate, policies for managing loan default.

*GS115D-19 amendment, effective July 24, 1995, and applicable to terms beginning after June 30, 1995, added the following: “A board of trustees may also declare vacant the office of a member who, without
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justifiable excuse, does not participate within six months of appointment in a trustee orientation and education session sponsored by the North Carolina Association of Community College Trustees.”

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