

POLICIES OF THE
BOARD OF TRUSTEES

1.7	The Board of Trustees	1 of 8
NUMBER	TITLE	PAGE

- (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 ex-officio, non-voting member.
- (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 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.

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; 10-16-14; 04-08-15; March 24, 2018; 01-28-20
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POLICIES OF THE
BOARD OF TRUSTEES

1.7	The Board of Trustees	2 of 8
NUMBER	TITLE	PAGE

(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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POLICIES OF THE
BOARD OF TRUSTEES

1.7	The Board of Trustees	3 of 8
NUMBER	TITLE	PAGE

- (5.2) The secretary of the Board shall notify each Trustee by letter, email, 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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POLICIES OF THE
BOARD OF TRUSTEES

1.7	The Board of Trustees	4 of 8
NUMBER	TITLE	PAGE

- (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 record minutes, have duplicated copies of the minutes of each meeting to be distributed to the Trustees, and provide institutional staff copies of minutes to be posted on the college’s website after they have been adopted. All board meetings shall be video recorded except “closed sessions.”
- (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. The Board of Trustees may declare vacant the office of a member who does not attend three consecutive, scheduled meetings or any member who is consistently late to scheduled meetings without justifiable excuse. The Board Chairperson may authorize excused absences/tardies 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/tardy, and that the reason is justifiable. The Board Chairperson shall notify the Board secretary subsequent to the five-day period if the absences/tardies of any member have been excused. The Board of Trustees shall notify the appropriate appointing authority of any vacancy.
- (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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POLICIES OF THE
BOARD OF TRUSTEES

1.7	The Board of Trustees	5 of 8
NUMBER	TITLE	PAGE

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~~ to thoroughly

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POLICIES OF THE
BOARD OF TRUSTEES

1.7	The Board of Trustees	6 of 8
NUMBER	TITLE	PAGE

review, discuss, and vet any items requiring Board approval and/or action.

The Chairperson of 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.

(7.2.1) Purpose of the Committees:

The purpose of the Board of Trustee Committees is to review all recommendations for Board approval prior to presenting to the full Board at regular or special-called meetings. The Board of Trustee Committees will review and monitor the implementation of Board policies.

(7.3) Standing Committees

The standing committees of the Board shall be the Executive Committee, the Building and Grounds Committee, the Finance Committee, the Personnel Committee, and the Policies and Procedures/Quality Assurance Committee.

(7.3.1) The Executive Committee

Members: Chair of the Board, Vice Chair of the Board, Secretary of the Board and Chair of each Board committees, and the College President

Tasks: 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.

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1.7	The Board of Trustees	7 of 8
NUMBER	TITLE	PAGE

(7.3.2) The Building and Grounds Committee

Members: Chair, 4 Board members, College President

Tasks: This is an Ad hoc Committee formed to develop/revise facilities policies, review the various facility plans (Facility Master Plans, Deferred Maintenance Master Plan, and New Construction Plans). Recommend to the Board policies for Facilities Rental, Facilities Master Plans, Deferred Maintenance Plans, and Disparagement of obsolete property. Recommend approval of contractors for renovation and construction projects.

(7.3.3) The Finance Committee

Members: Chair, 4 members of the Board, College President

Tasks: To make recommendation regarding fiscal policies in accordance with the laws and state Board of Community College Regulation as it applies to the college’s annual budget, investment, acceptance of gifts, grants, and donations; receipt/deposit funds, the review of the college audits to approve purchases over \$10,000 and to represent the Board before the County Commissioners.

(7.3.4) The Personnel Committee

Members: Chair, 4 members, College President

Tasks: Develop/revise policies for the College President and Board Self Evaluation, review/revise instruments, conduct and review the annual president and Board Self Evaluation, Coordinate Presidential search, and ensure that the Boards’ and president’s roles are honored, review and approve the annual salaries/raises recommended by the president, serve as the appeals board for employees that report to the president.

(7.3.5) Policies and Procedures/Quality Assurance

Members: Chair, 3 Board members, College President

Tasks: Develop/review policies necessary to govern the college, align process with SACSCOC standards, Develop and review policies necessary to govern student behavior and penalties for non-compliance and/or loan defaults. Make recommendation regarding the Academic Calendar, student Affairs policies and the academic/workforce programs the college is to offer.

*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 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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