



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Peter Hans, President*

25 September 2018

**IMPORTANT INFORMATION**

**MEMORANDUM**

- TO:** Members of the State Board of Community Colleges  
Community College Presidents  
Boards of Trustees Chairs  
Community College Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Distance Learning, Chief Financial Officers, Financial Aid Officers, Planners, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties
- FROM:** Q. Shanté Martin, *NCCCS General Counsel*
- RE:** **Adoption of 1C SBCCC 300.1 "Presidential Selection Process"**

On 21 September 2018, the State Board of Community Colleges voted to adopt 1C SBCCC 300.1 "Presidential Selection Process." As recommended by the System Governance Task Force, the SBCC adopted this rule to provide clarity and consistency by codifying the SBCC's process to approve the election of community college presidents.

**The rule will be effective 1 October 2018. The new rule will be published on the NC Community College System's website, [www.nccommunitycolleges.edu](http://www.nccommunitycolleges.edu), under "State Board Code."** For your convenience, a copy of the rule is attached to this memorandum.

**CC18-044  
E-mail Copy**

Attachment

# STATE BOARD OF COMMUNITY COLLEGES CODE

## TITLE 1 – COMMUNITY COLLEGES

### CHAPTER C. PERSONNEL

#### SUBCHAPTER 300. EMPLOYMENT/HIRING PRACTICES

##### 1C SBCCC 300.1 PRESIDENTIAL SELECTION PROCESS

- (a) Once a college presidential vacancy occurs or is anticipated, the board of trustees shall notify the System President and invite the System President or the System President's designee to meet with the board of trustees to discuss legal requirements and other procedural matters while also providing technical assistance to the board of trustees as needed.
- (b) In the selection of the college president, the board of trustees shall, at minimum, consider general input from college and community stakeholders on the desired attributes of a college president and evaluate more than one candidate for the position. The State Board may waive this requirement at the request of the board of trustees if the State Board determines it is in the college's interest to do so.
- (c) The board of trustees shall submit at least one candidate to the System President for review at least ten business days prior to the next regularly scheduled SBCC Personnel Committee meeting or at least ten business days prior to a special called SBCC Personnel Committee meeting.
- (d) While completing the review process, the System President or the System President's designee shall confirm that the board of trustees completed a background check to include the following:
  - (1) Social security number verification,
  - (2) Criminal history check,
  - (3) Civil litigation history check,
  - (4) Education verification,
  - (5) Employment verification, and
  - (6) Personal credit history check.

- (e) Upon completion of the review process, the System President shall present the name(s) of candidate(s) to the Personnel Committee of the SBCC for consideration and assessment.
- (f) Following consideration and assessment of the candidate(s), the Personnel Committee of the SBCC or the SBCC shall authorize the System President to communicate the Personnel Committee's or the SBCC's assessment to the board of trustees.
- (g) The board of trustees shall proceed with the final election process and submit the board of trustees' final election to the SBCC for approval. The board of trustees shall submit the board's recommendation in writing to the System President at least five business days prior to the next meeting of the SBCC.
- (h) The SBCC shall act upon the board of trustees' election at the SBCC's regularly scheduled meeting following receipt of the local board's election unless delayed for cause as determined by the SBCC.
- (i) The System Office shall convey in writing to the chairman of the board of trustees the SBCC's action on the board of trustees' election. The action of the SBCC is final.
- (j) No college shall execute a contract prior to SBCC action to approve the local board's presidential election without a provision specifying that the effective date of the contract is subject to the SBCC's approval of the presidential election.

*History Note: Authority G.S. 115D-5 and 115D-20*

*Eff. [October 1, 2018.](#)*