

NUMBERED MEMO CC24-006

TO: Members of the State Board of Community Colleges, Chairs of the Community College Boards of Trustees, Community College Presidents, Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Chief Financial Officers, Financial Aid Officers, Personnel Directors, Student Development Administrators, Public Information Officers, Registrars, & Other Interested Parties

FROM: Tawanda Foster Artis, *NCCCS General Counsel*

SUBJECT: Proposed Amendment of 1C SBCCC 300.1 Presidential Selection Process

DATE: February 20, 2024

The State Board of Community Colleges has initiated the rulemaking process to amend **1C SBCCC 300.1 Presidential Selection Process**. The proposed amendment would allow the Personnel Committee of the State Board of Community Colleges to consider and assess the candidates submitted by a college's local board of trustees for a college president vacancy. The proposed amendment is published on the NC Community College System's website, www.nccommunitycolleges.edu/sbcccocode. For your convenience, a copy of the proposed rule, with the changes indicated, is attached to this memorandum. Strikethroughs indicate deletions of existing language and underlines indicate additions of language.

Any member of the public has the right to submit written comments on the proposed rule. Please note that any person who submits public comments on behalf of their community college should comply with their college's local process for submitting comments on a proposed rule. **Written comments on the rule must be received by no later than 5:00 p.m. on March 21, 2024.** Any member of the public has the right to request a hearing on the proposed rule. **Requests for a hearing must be received by no later than 5:00 p.m. on March 6, 2024.**

Written comments and requests for hearing shall be directed to the following address: Tawanda Foster Artis, 5001 Mail Service Center, Raleigh, NC 27699-5001 or by email to **publiccomments@nccommunitycolleges.edu**. Thank you for your attention to this matter.

CC24-006

E-mail Copy
Attachments



State Board of Community Colleges

Petition for Rulemaking Form

Date: February 20, 2024

Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed	Amend 1C SBCCC 300.1 Presidential Selection Process
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Specify whether the SBCC proposes to amend, adopt, or repeal a rule:

Adopt (new rule)	Amend (change existing rule)	Repeal (delete entire rule)
	X	

Rationale for proposed adoption, amendment, or repeal:	Allowing the Personnel Committee of the State Board of Community Colleges to vet and approve college president candidates for a college president vacancy will expedite the State Board's approval process f presidential candidates.
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Proposed Effective Date of Rule	May 1, 2024
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1 **State Board of Community Colleges Code**
2 **TITLE 1. COMMUNITY COLLEGES**



3
4 **CHAPTER C. PERSONNEL**

5
6 **SUBCHAPTER 300. EMPLOYMENT / HIRING PRACTICES**

7
8 **1C SBCCC 300.1 PRESIDENTIAL SELECTION PROCESS**

9 (a) Once a college presidential vacancy occurs or is anticipated, the board of trustees
10 shall notify the System President and invite the System President or the System
11 President's designee to meet with the board of trustees to discuss legal
12 requirements and other procedural matters while also providing technical assistance
13 to the board of trustees as needed.

14 (b) In the selection of the college president, the board of trustees shall, at minimum,
15 consider general input from college and community stakeholders on the desired
16 attributes of a college president and evaluate more than one candidate for the
17 position. The State Board may waive this requirement at the request of the board of
18 trustees if the State Board determines it is in the college's interest to do so.

19 (c) The board of trustees shall submit at least one candidate to the System President
20 for review at least ten business days prior to the next regularly scheduled SBCC
21 Personnel Committee meeting or at least ten business days prior to a special called
22 SBCC Personnel Committee meeting.

23 (d) While completing the review process, the System President or the System
24 President's designee shall confirm that the board of trustees completed a
25 background check to include the following:

- 26 (1) Social security number verification,
27 (2) Criminal history check,
28 (3) Civil litigation history check,
29 (4) Education verification,
30 (5) Employment verification, and
31 (6) Personal credit history check.

- 32 (e) Upon completion of the review process, the System President shall present the
33 name(s) of candidate(s) to the Personnel Committee of the SBCC for consideration
34 and assessment.
- 35 (f) The State Board delegates authority to its Personnel Committee to consider and
36 assess the candidates submitted by the System President. Following consideration,
37 ~~and assessment~~ assessment, and approval of the candidate(s), the Personnel
38 Committee Chair of the SBCC or the SBCC Chair shall authorize the System
39 President to communicate the Personnel Committee's or the SBCC's assessment
40 to the board of trustees.
- 41 (g) The board of trustees shall proceed with the final election process and submit the
42 board of trustees' final election to the SBCC for approval. The board of trustees
43 shall submit the board's recommendation in writing to the System President at least
44 five business days prior to the next meeting of the SBCC.
- 45 (h) The SBCC shall act upon the board of trustees' election at the SBCC's regularly
46 scheduled meeting following receipt of the local board's election unless delayed for
47 cause as determined by the SBCC.
- 48 (i) The System Office shall convey in writing to the ~~chairman~~ Chair of the board of
49 trustees the SBCC's action on the board of trustees' election. The action of the
50 SBCC is final.
- 51 (j) Until the SBCC votes to approve the final candidate and communicates its approval
52 to a college, no college shall publicly communicate or publicly confirm or deny the
53 name of the final candidate submitted to the SBCC for approval.
- 54 (k) No college shall execute a contract prior to SBCC action to approve the local board's
55 presidential election without a provision specifying that the effective date of the
56 contract is subject to the SBCC's approval of the presidential election.

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

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

60 *Amended Eff. _____; [February 1, 2020](#)*

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