



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*James C. Williamson, Ph.D.*

*President*

24 January 2017

**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, Continuing Education Officers, Financial Aid Officers, Student Development Administrators, Public Information Officers, Registrars, & Other Interested Parties
- FROM:** Q. Shanté Martin, *NCCCS General Counsel*
- RE:** **Amendment of 3B SBCCC Subchapter 200 – “Public Input”**

On 20 January 2017, the State Board of Community Colleges (“SBCC”) voted to amend **3B SBCCC Subchapter 200 - “Public Input.”** The SBCC amended 3B SBCCC Subchapter 200 – “Public Input” to provide a process for a person, organization, or entity to request notification of a proposed rule adoption, amendment, or repeal via electronic mail.

**The rule will be effective 1 February 2017. 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.

**CC17-004  
E-mail Copy**

Attachments



**State Board of Community Colleges Code**  
**TITLE 3 – RULEMAKING PROCESS AND CODIFICATION SYSTEM**

**CHAPTER B.        RULEMAKING PROCESS**

**SUBCHAPTER 200.    PUBLIC INPUT**

**3B SBCCC 200.1    Publication of Proposed Rule**

- (a) The text of the proposed rule adoption, amendment, or repeal (Notice of Proposed Rule) shall be published conspicuously on the NCCCS website within two business days of the SBCC voting to initiate the rulemaking process.
- (b) The text of the proposed rule adoption, amendment, or repeal shall comply with 3C SBCCC 200.1.
- (c) The Notice of Proposed Rule shall have an explanation detailing the basis for the proposed adoption, amendment, or repeal.

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

*Eff.    [June 1, 2014.](#)*

**3B SBCCC 200.2    Written Notification of Proposed Rules**

Any person, organization, or entity may request written notification of a proposed rule adoption, amendment, or repeal by submitting a request via electronic mail to sbcccodenotifications@ncccommunitycolleges.edu. NCCCS will provide copies of a proposed rule adoption, amendment, or repeal to requestors via electronic mail.

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

*Eff.    [February 1, 2017.](#)*

### **3B SBCCC 200.3 Public Comment Period**

- (a) The SBCC will accept oral or written comments on the proposed rule for at least 30 calendar days after the Notice of Proposed Rule is published on the NCCCS website or until the date of the public hearing, whichever is longer.
- (b) To ensure receipt, written comments shall be submitted via one of the following methods:
  - (1) Electronic mail to [publiccomments@ncccommunitycolleges.edu](mailto:publiccomments@ncccommunitycolleges.edu);
  - (2) Postal mail to NCCCS Rulemaking Coordinator, 5001 Mail Service Center; Raleigh, NC 27699-5001; or
  - (3) Facsimile to (919) 807-7171.

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

*Eff. [June 1, 2014](#).*

### **3B SBCCC 200.4 Public Hearing**

- (a) If the SBCC receives a written request for a public hearing via one of the methods specified in 3B SBCCC 200.3(b) within 15 calendar days of publication of the Notice of Proposed Rule on the NCCCS website, the SBCC must hold a public hearing and publish notice of the hearing conspicuously on the NCCCS website. There must be at least 10 calendar days between the notice of hearing and the actual date of the hearing.
- (b) If the SBCC does not receive a written request for a public hearing, it is within the SBCC's discretion to determine whether it will hold a public hearing.

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

*Eff. [June 1, 2014](#).*