



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

22 January 2020

MEMORANDUM

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

FROM: Jonathan R. Harris, *NCCCS General Counsel*

RE: **Amendment of 1C SBCCC 300.1 – Presidential Selection Process**

On 17 January 2020, the State Board of Community Colleges voted to amend **1C SBCCC 300.1 – Presidential Selection Process**. This amendment would prevent colleges from publicly communicating or publicly confirming or denying the name of the final presidential candidate submitted to the SBCC until the SBCC votes to approve the final candidate.

The amendment will be effective 1 February 2020. The new rule will be published on the NC Community College System's website, www.nccommunitycolleges.edu/sbcccode. For your convenience, a copy of the rule in its final form is attached to this memorandum. To see the changes made to the rule, click on the February 1, 2020 hyperlink found at the end of the attached rule.

**CC20-005
E-mail Copy**

Attachment



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.

1C SBCCC 300.1 is amended as follows:

- 1 (e) Upon completion of the review process, the System President shall present the
2 name(s) of candidate(s) to the Personnel Committee of the SBCC for consideration
3 and assessment.
- 4 (f) Following consideration and assessment of the candidate(s), the Personnel
5 Committee of the SBCC or the SBCC shall authorize the System President to
6 communicate the Personnel Committee's or the SBCC's assessment to the board of
7 trustees.
- 8 (g) The board of trustees shall proceed with the final election process and submit the board
9 of trustees' final election to the SBCC for approval. The board of trustees shall submit
10 the board's recommendation in writing to the System President at least five business
11 days prior to the next meeting of the SBCC.
- 12 (h) The SBCC shall act upon the board of trustees' election at the SBCC's regularly
13 scheduled meeting following receipt of the local board's election unless delayed for
14 cause as determined by the SBCC.
- 15 (i) The System Office shall convey in writing to the chairman of the board of trustees the
16 SBCC's action on the board of trustees' election. The action of the SBCC is final.
- 17 (j) Until the SBCC votes to approve the final candidate and communicates its approval
18 to a college, no college shall publicly communicate or publicly confirm or deny the
19 name of the final candidate submitted to the SBCC for approval.
- 20 (k) No college shall execute a contract prior to SBCC action to approve the local board's
21 presidential election without a provision specifying that the effective date of the
22 contract is subject to the SBCC's approval of the presidential election.

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

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

26 *Amended Eff. [February 1, 2020](#).*

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