



**North Carolina**  
**State Board of Community Colleges**  
Mr. Burr Sullivan, Chair

**Member Handbook**  
**2023 - 2024**

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## FOREWORD BY THE SYSTEM PRESIDENT



The State Board of Community Colleges serves as the body corporate for the North Carolina Community College System, a governmental state agency. The agency provides guidance to 58 comprehensive institutions through administrative code and statutory authority.

The North Carolina Community College System provides colleges support for students that choose to walk through the “Open Door” to life changing programs. The citizens of North Carolina are also served indirectly by the students matriculating and completing hundreds of program options. All walks of life benefit from the actions taken by the State Board.

Dallas Herring, often referred to as the father of the North Carolina Community College System and architect of the Open Door Philosophy, held steadfast that colleges should be tasked with “taking students as far as they can go.” In a perfect world, this philosophy should be enough to guide the State Board and the agency in the execution of duties. However, a philosophy will not last without the firm hand of constitutional and statutory authority. This handbook serves as a reference guide for the 2 members of the State Board and reflects legislative, regional, governmental, and student representation. Use the procedural information in these pages to become an engaged and effective board member.

The authority in charter of the general statutes clearly outlines a system that serves as the primary agency for adult education. The system also works in tandem with all educational partners; strategically cooperating on initiatives in all 100 counties.

In order to meet this important responsibility, board meeting attendance is essential and participation in assigned committees also makes for a fully informed member. The collective involvement only strengthens the State Board’s call to service.

North Carolina continues to evolve as a place to live, learn, and prosper. The Community College System, for over seven decades, has helped make this a reality. Please know each board member is an integral part of this legacy.

## **An Overview of the System**

The State Board of Community Colleges (SBCC) was established during the 1979 Session of the North Carolina General Assembly and assumed governance of the community colleges and one technology center on January 1, 1981. Prior to that date, the Community College System was governed as a subdivision of the State Board of Education.

As provided in Chapter 115D of the General Statutes, the State Board of Community Colleges has full authority to adopt the policies, regulations, and standards it deems necessary to operate the System and its member institutions. The Board consists of 22 members: 10 appointed by the Governor (four members-at-large and one member from each of the six trustee association regions); four members-at-large elected by the North Carolina Senate; and four members-at-large elected by the North Carolina House of Representatives. The Lieutenant Governor, State Treasurer, and Commissioner of Labor are ex-officio members. One current community college student, typically the President of the North Carolina Comprehensive Community College Student Government Association (N4CSGA), is also a non-voting ex-officio member.

A Chair and a Vice Chair are elected at the first meeting held after July 1 in odd-numbered years and can serve two consecutive two-year terms. Mr. Burr Sullivan of Lexington was elected as Chairman of the State Board in 2021 and will serve until July 2023, with Mr. Bill McBrayer of Hickory serving as Vice Chair during this same period.

The State Board of Community Colleges uses a committee structure to facilitate its work. Seven standing committees are employed: the Accountability and Audit Committee, the Finance Committee, the Legislative Affairs Committee, the Personnel Committee, the Policy and Governance Committee, the Programs Committee, and the Strategic Planning Committee. Special, ad hoc committees, and sub-committees are appointed on an as needed basis. The State Board Chair appoints members and chairs for each committee.

State law requires the State Board to meet at least 10 times each year and meetings are held on the third Friday of each month in the Caswell Building, located at 200 W. Jones Street in Raleigh, NC. Usually, a spring meeting and a fall meeting are held on community college campuses across the state.

## **Mission Statement**

The mission of the North Carolina Community College System is to open the door to high-quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, develop a globally multi-culturally competent workforce, and improve the lives and well-being of individuals by providing:

- Education, training and retraining for the workforce, including basic skills and literacy education, occupational and pre-baccalaureate programs.
- Support for economic development through services to and in partnership with business and industry and in collaboration with the University of North Carolina System and private colleges and universities.
- Services to communities and individuals which improve the quality of life.

The Mission Statement was adopted by the State Board in October 1993, and has been revised, reaffirmed, and readopted in subsequent years.

## **A Brief History of the North Carolina Community College System**

The year was 1952. Harry Truman lived in the White House and American soldiers were defending the nation of South Korea. IBM opened its first research laboratory in the area known today as Silicon Valley, and Stan Musial led the Major Leagues by hitting .331 for the St. Louis Cardinals.

It was also 1952 when Dr. Allan Hurlburt conducted a study on the need for a system of community colleges in North Carolina. The State Superintendent of Public Instruction had commissioned the study two years earlier and it was Hurlburt's report that led to the General Assembly's adoption of the first Community College Act in 1957 and provided the funding for the community college system, under the leadership of Governor Luther Hodges.

At the same time, a parallel effort was provided by the legislature to create an educational program in industrial education. Funds were allocated by the 1957 General Assembly to begin a system of statewide industrial education centers, whose purpose was to train adults and selected high school students in order to provide a better trained workforce for the State. The five junior community colleges that were initially created were placed under the oversight of what is now the Board of Governors of the University of North Carolina, while the industrial education centers were provided oversight by State Board of Education.

By the time Governor Terry Sanford announced his education program in 1961, the need to coordinate these two systems was becoming more critical. His goal was to have a college within commuting distance of every citizen in the state, and at a cost that the average family could afford. Sanford appointed the Governor's Commission on Education Beyond the High School, which became known as the Carlyle Commission. In 1962, the Commission recommended that the two educational systems be brought under the State Board of Education and operated by local boards of trustees.

On May 17, 1963, the General Assembly enacted the Community Colleges Act of 1963, which provided for a Department of Community Colleges that combined the industrial education centers with the new community colleges, under the umbrella of the State Board of Education. In later years, Governor Sanford came to view the creation of the community college system as one of the great achievements of his administration. At that time, there were 20 industrial education centers, six community colleges (three of which became four-year schools in 1963), and five extension units. Within three years, the number of institutions had grown to 43 and reached its present number of 58 in 1978.

In 1979, the General Assembly again turned its attention to the growing system and established an independent agency known as the North Carolina Community College System. Central to this organization was the creation of the State Board of Community Colleges, which was given authority to adopt and administer the policies and regulations that would govern the system. The State Board has had eleven persons to serve as Chair:

Carl Horn (1981-1983)  
 John A. Forlines (1983-1989)  
 William F. Simpson (1989-1993)  
 Dennis A. Wicker (1993-1999)  
 Dr. G. Herman Porter (1999-2001)  
 James J. Woody, Jr. (2001-2005)  
 Hilda Pinnix-Ragland (2005- 2013)  
 Dr. Linwood Powell (2013-2016)  
 Scott Shook (2016-2019)  
 Breeden Blackwell (2019-2021)  
 Burr Sullivan (2021- Present)

The North Carolina Community College System has had ten (10) presidents:

I.E. Ready (1963-1970)  
 Ben E. Fountain, Jr. (1971-1978)  
 Larry Blake (1978-1983)  
 Former Governor Robert W. Scott (1983-1995)  
 Lloyd V. Hackley (1995-1997)  
 H. Martin Lancaster (1997- 2008)  
 R. Scott Ralls (2008-2015)  
 James C. (Jimmie) Williamson (2016-2017)  
 Peter Hans (2018-2020)  
 Thomas A. Stith, III (2021-2022)

**Dr. W. Dallas Herring**  
**The “Godfather” of**  
**North Carolina’s**  
**Community College**  
**System**



No history of the System would be complete without recognition of the man who became its driving force in those very early days. Dr. W. Dallas Herring served as chairman of the State Board of Education from 1957 to 1977, and it was Herring who championed the Open-Door philosophy which forms the cornerstone of our existence. "The only valid philosophy for North Carolina is the philosophy of total education.....That is why the doors to the institutions of North Carolina's system of community colleges must never be closed to anyone of suitable age who can learn what they teach. We must take people where they are and carry them as far as they can go within the assigned functions of the system."

Herring's philosophy of the role of community colleges has been the guiding principle of the North Carolina Community College System for the past 40 years. It continues today as it began: an open door to opportunity for enhanced job skills, literacy services, and adult education in North Carolina.

### **System Philosophy**

More than four decades ago, Dr. Dallas Herring laid the cornerstone in what has become the third largest system of community colleges in the nation (only California and Texas are larger). Herring's philosophy was embraced by the General Assembly in the creation of the System, and his remarks continue to be the foundation upon which our System is built:

"The only valid philosophy for North Carolina is the philosophy of total education; a belief in the incomparable worth of all human beings, whose claims upon the state are equal before the law and equal before the bar of public opinion, whose talents (however great or however limited or however different from the traditional) the state needs and must develop to the fullest possible degree.

If they cannot read, then we will teach them to read and make them proud of their achievement. If they did not finish high school, but have a mind to do it, then we will offer them a high school education. If their talent is technical or vocational, then we will provide them with knowledge and skill they can sell in the marketplaces of our state. If



their needs are in the great tradition of liberal education, then we will provide them instruction which will enable them to go on to the university or to senior college and on into life in numbers unheard of in North Carolina. If their needs are for cultural achievement, intellectual growth or civic understanding, then we will make available to them the wisdom of the ages and the enlightenment of our times and help them to maturity."

The symbol of the North Carolina Community College System is a series of open doors, an image first envisioned by the late Dr. I.E. Ready, the System's first president, based on Herring's philosophy:

Any person who is 18 years old or older, whether a high school graduate or not, can find in one of these institutions an educational opportunity fitted to his ability and his needs. This is what the open-door admission policy means. For any applicant who seriously wants and needs more education, the door of the institution is open....Many doors within the institution opening into different vocational programs must therefore be provided, with the one door to basic elementary and secondary-level studies open to all who need a second chance in order to make up for deficiencies....Teachers must be good teachers, well-educated themselves in the subjects they teach, skilled in the art of teaching, and deeply concerned that their students succeed in their educational tasks. Universal education opportunity beyond the high school through the open-door policy will mean little unless this goal is accomplished.

### **System Office Website**

A wealth of information on North Carolina's community colleges can be found at the System website: [www.nccommunitycolleges.edu](http://www.nccommunitycolleges.edu)

# The State Board of Community Colleges

## Ethics and Conflicts of Interests

Members of the State Board of Community Colleges are public officers as defined by the North Carolina General Statutes and, as such, have an obligation flowing from this public trust to carry out their official actions in a moral and ethical manner. In 2001, then Governor Michael Easley issued Executive Order No. 1 (EO No. 1) which detailed the manner in which public officers and public servants were to conduct themselves in the performance of their duties and established the North Carolina Board of Ethics. This executive order was extended twice (EO No. 51 and EO No. 76). Subsequently EO No. 1 was terminated by Executive Order No. 116 in 2007 after the passage of the State Government Ethics Act. Under this Ethics Act, the Board of Ethics was replaced by the State Ethics Commission. The State Government Ethics Act is codified as Chapter 138A of the North Carolina General Statutes. Title 30 of the North Carolina Administrative Code provides the State Ethics Commission rules.

Other relevant ethics laws to consider include N.C. Gen. Stat. §14-218 and N.C. Gen. Stat. §14-234. Relevant excerpts of those statutes appear below.

### **§14-218. Offering Bribes**

If any person shall offer a bribe, whether it be accepted or not, he shall be punished as a Class F felon.

### **§ 14-234. Public officers or employees benefiting from public contracts; exceptions.**

- (a) (1) No public officer or employee who is involved in making or administering a contract on behalf of a public agency may derive a direct benefit from the contract except as provided in this section, or as otherwise allowed by law.
- (2) A public officer or employee who will derive a direct benefit from a contract with the public agency he or she serves, but who is not involved in making or administering the contract, shall not attempt to influence any other person who is involved in making or administering the contract.
- (3) No public officer or employee may solicit or receive any gift, reward, or promise of reward in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency he or she serves.

All State Board members are required to file a Statement of Economic Interests with the State Ethics Commission annually and complete ethics training every other year. Failure to comply with these requirements can result in fines and removal from the board.

## Selection and Seating of Board Members

Eighteen members of the State Board of Community Colleges are selected by the Governor and the General Assembly, with four additional persons serving as ex officio members by virtue of position. Ten persons are selected by the Office of the Governor, four by the House of Representatives, and four by the Senate. The Lt. Governor, State Treasurer, and the

Commissioner of Labor serve on an ex-officio basis with full voting rights (which they may delegate in writing to a representative of their choosing). One current community college student, typically the President of N4CSGA is the final ex-officio member of the Board, having all rights of membership except for voting privileges.

With the exception of the ex-officio members, board appointments are made in odd-numbered years for four-year terms. Members of the State Board may be appointed to serve up to two consecutive terms and in addition may fill an unexpired term of another Board member.

### **Duties and Responsibilities of the Individual Board Member**

Service as a member of the State Board of Community Colleges is a public trust. Accordingly, members must have a genuine desire to provide service to the citizens of North Carolina and, if necessary, to forgo their own personal needs to carry out the statutory, moral, and ethical obligations incumbent on the State Board.

It is essential that members are mindful that they represent all areas of the state and that their decisions must be made according to what is fair and equitable for the System, without regard for parochial interests. Members of the State Board should always be advocates for the System, both to the people that they represent and to legislators in communicating the needs of the colleges within the System.

The conscientious Board member will participate in Board meetings with consistent and timely attendance and will review all Board materials received in advance of the meeting to participate intelligently in its deliberations. Members should periodically attend statewide meetings of presidents and trustees so that ideas and concerns may be shared and accept assignments when asked by the Chair to do so. Therefore, confidentiality is essential in some matters that come before the Board and members should conduct themselves in a way that maintains the private nature of those discussions.

### **Duties and Responsibilities of the State Board Chair**

The Chair is the presiding officer and spokesperson for the State Board and provides leadership and direction in its activities. The Chair is responsible for ensuring that the affairs of the Board are conducted according to its bylaws, and federal and state law. The Chair must maintain a close working relationship with the System President and consult frequently on issues as they arise. In consultation with the President, the Chair sets the Board agenda and solicits the opinion and participation of members in the conduct of the Board's affairs.

A key responsibility of the Chair involves the appointment of members to serve on standing, special, and ad hoc committees, or sub-committees. To do this effectively, the Chair must have a close relationship with each member and know their talents and abilities. As the System's most visible advocate responsible for promoting its public image, the Chair will often present the needs of the System and will establish and maintain good relationships with governmental officials, college presidents and trustees, the press, and the general public to communicate the mission of the System across the state.

The State Board Chair is elected for a two-year term at the first meeting of the Board after July 1<sup>st</sup> in odd-numbered years. In the absence of the Chair, the Vice Chair serves in a temporary capacity as Chair to facilitate the work of the Board.

### **State Board Meetings**

N.C. Gen. Stat. §115D-2.2(i) mandates the State Board meet at least ten times per year. Meetings are held on the third Friday of each month, except in June and December, unless otherwise noticed or requested. Board meetings typically begin at 9:00 am in the Dr. W. Dallas Herring State Board Room in the Caswell Building located at 200 W. Jones Street in Raleigh. Committee meetings begin the corresponding Thursday morning prior to the Friday meeting. The Board may also attend an issues luncheon focused on relevant and pertinent issues to the System. Periodically, off-site meetings may be held each year on the campus of a community college within the System. The annual Board Retreat takes place over a three-day period in September or October of each year.

### **Setting the Agenda for Board and Committee Meetings**

The agenda for a regular or special called meeting of the State Board is assembled by the Office of State Board Affairs and is discussed by the senior staff during Agenda Review approximately ten (10) working days prior to the State Board meeting. The process of setting the agenda for a special called meeting is, by necessity, shorter in terms of its proximity to the actual meeting. After the staff has reviewed and agreed upon a final draft, the proposed agenda is presented to the Board Chair for approval. Once the agenda is approved by the Chair, it may not be amended or changed until the actual meeting of the Board takes place.

Monthly agendas are created by the committee staff in consultation with the Committee Chair. Persons wishing to place an item on the agenda should make their request in writing, providing any supporting documentation to the Secretary to the Board (System President) or the Office of State Board Affairs at least ten days prior to the date of agenda review. The request will be considered in consultation of the Committee Chair, the Board Chair, and the President.

Unless the Board directs otherwise, items are placed on the agenda initially for future action and then for action at the next regular meeting of the Board. In some cases, however, the constraints of time require a matter to be considered expeditiously, and thus with the prior permission of the Chair, such items may be placed on the agenda initially for action at the Board's next regular meeting.

During the meeting, any committee or individual Board member may request the consideration of items not on the agenda to be added following a two-thirds endorsement by those present and voting.

In order to make the Board's time as productive as possible, it will sometimes act on a list of non-controversial or routine items through use of a consent agenda. Items placed on the consent agenda must have been seen at a prior Board meeting. Should any member of the Board request that an item on the consent agenda be discussed, it will be immediately removed

from the consent agenda and given individual consideration as an action item under the purview of the appropriate committee.

More information on the agenda setting process is contained in Article V of the SBCC Bylaws, which are contained in Appendix 3.

## **Standing and Special Committees**

The State Board utilizes a committee structure to carry out its work, consisting of seven standing committees: the Accountability and Audit Committee, the Finance Committee, the Legislative Affairs Committee, the Personnel Committee, the Policy and Governance Committee, the Programs and Student Success Committee, and the Strategic Planning Committee. Detailed descriptions of the roles and responsibilities of the standing committees is contained in the SBCC committee charters, included in Appendix 3.

From time to time, the Board Chair may appoint special, ad hoc committees, or sub-committees or task forces to deal with a specific subject over a limited time period, or to handle a specific assignment that requires a minimal number of meetings. The Board Chair makes appointments to all standing, special, ad hoc committees, and sub-committees immediately following the July meeting, with other appointments being made during the year as needed.

## **State Board Meeting Logistics**

### **Directions and Parking**

The North Carolina Community College System is located at 200 West Jones Street, Raleigh, NC in the Caswell Building. The Caswell Building is a six-story red brick building on the northwest corner of West Jones Street and North McDowell Street in the state government complex in downtown Raleigh. The front entrance is located at Jones Street. It is one full block west of the Legislative Building, adjacent to the Administration Building.

#### **Driving from the east on Interstate 40:**

- Take I-40 West to the Person Street exit.
- Follow Person Street north into downtown.
- Turn left onto Edenton Street and drive past the historic Capitol.
- Turn right onto McDowell Street.
- The Caswell Building is on the left at the corner of McDowell Street and West Jones Street.

#### **Driving from the east on US 64:**

- Take Business 64 into town. US 64 becomes Edenton Street heading into downtown.
- Go past the historic Capitol, turn right onto McDowell Street.

- The Caswell Building is on the left at the corner of McDowell Street and West Jones Street

**Driving from RDU and points west on Interstate 40:**

- Take I-40 East through the Research Triangle Park.
- Take Exit 289 onto Wade Avenue. Stay on Wade Avenue six miles.
- Take the Civic Center/70 East/50 South exit to Capital Boulevard.
- Get in the far-left lane on Capital Boulevard as you head to downtown.
- Turn left at the second stop light onto West Jones Street.
- The Caswell Building is the third building on the left, at the corner of West Jones and McDowell.

**Driving from the northwest on US 70/Crabtree Valley Mall/Glenwood Avenue:**

- US 70 becomes Glenwood Avenue coming into Raleigh.
- Follow Glenwood Avenue into downtown Raleigh.
- Turn left onto West Jones Street.
- The Caswell Building is several blocks down on the left, at the corner of Jones and McDowell.

**Driving from the south on US 1:**

- Take US 1 north past Cary to Raleigh.
- Exit onto Wade Avenue going into downtown.
- Stay on Wade Avenue six miles.
- Take the Civic Center/70 East/50 South exit to Capital Boulevard.
- Get in the far-left lane on Capital Boulevard as you head to downtown.
- Turn left at the light onto West Jones Street. The Caswell Building is the third building on the left, at the corner of West Jones and McDowell.

When attending the Board meetings in Raleigh, the best place to park is in Deck #77 at the corner of Edenton and McDowell Streets. Parking is also available at the State Government Parking Deck #75 off of McDowell Street in the Visitors Parking Area. Please keep your parking receipt and submit to the State Board Affairs Office for reimbursement. (Refer to Travel Reimbursement section for details).

To get to Parking Deck #77 (Green Square Parking Deck, 120 W. Edenton Street, Raleigh), proceed on Edenton Street crossing over Salisbury Street. The Parking Deck will be on your left at the corner of Edenton and McDowell streets.

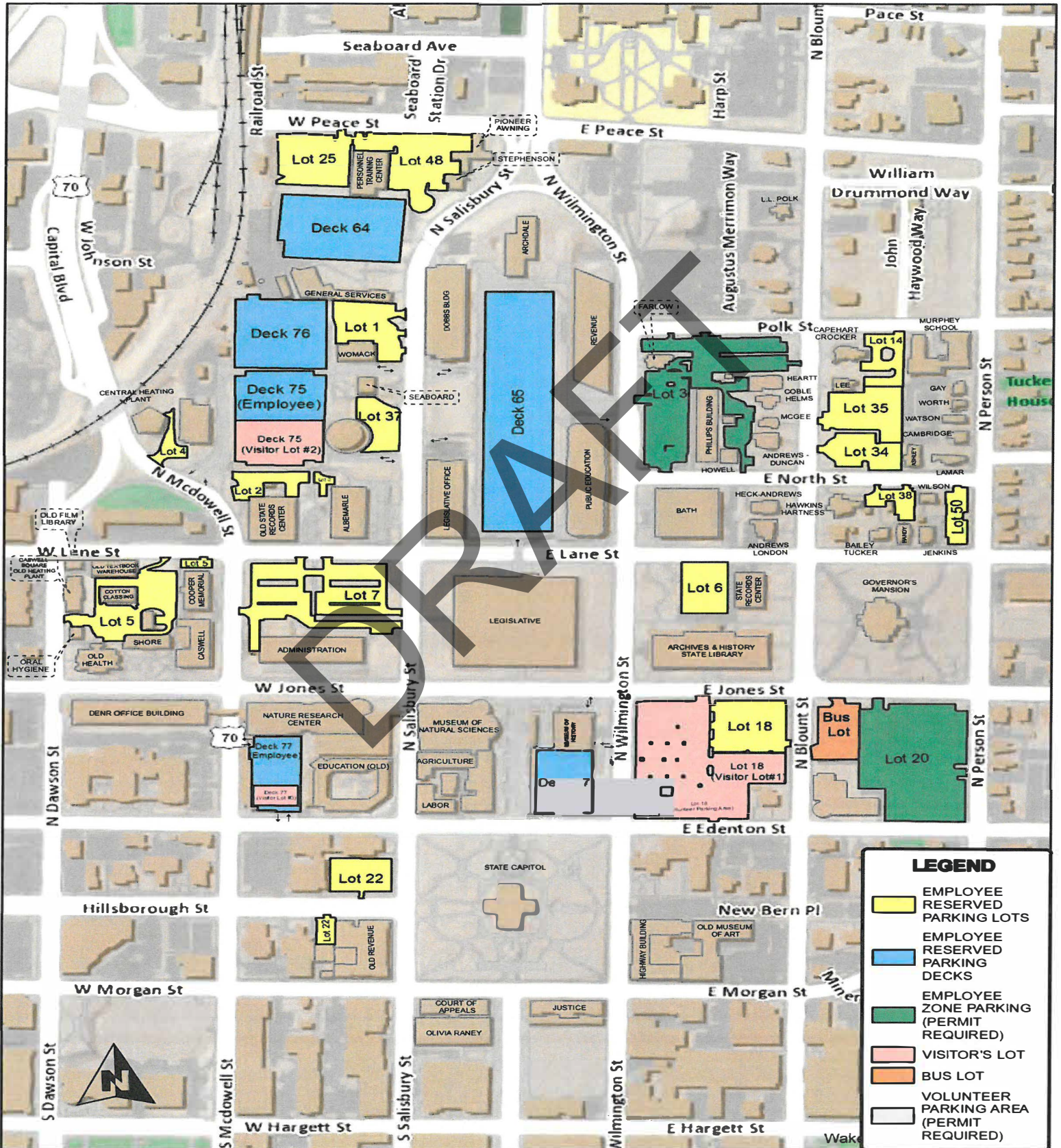
To get to Parking Deck #75 (333 N. Salisbury Street, Raleigh), proceed north through the intersection of Jones and McDowell and continue through the intersection at Lane and McDowell. You will see the parking deck to your immediate right. You may enter the parking deck from McDowell Street or Salisbury Street.

You may also park in the Visitors Area of the State Government Parking Lot a block and a half north of the Caswell Building near the corner of Lane and McDowell Streets or in metered spaces on the street (limited to 2 hours). The parking deck at McDowell and Lane is open from 8 a.m. until 5 p.m. Monday through Friday. There is a hourly charge. There is additional visitors' parking across from the Archives Building at 109 East Jones Street, two blocks east of the Caswell Building.

We are within walking distance of the Longleaf Hotel, so if you are registered as a guest, you may prefer to leave your vehicle in their parking lot and walk over to the Caswell Building.

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# STATE GOVERNMENT COMPLEX





## **Travel Reimbursements**

The State Board Affairs Office handles the process of reimbursement requests for Board member travel. Members should email, mail, or hand deliver receipts and details of travel to the State Board Affairs Office. Details of travel must include date of travel, leave and return time, destination(s), purpose of travel, miles traveled, and all expenses incurred. Mileage and meal reimbursements are calculated based on State per diem rates. Meals provided as part of the meetings are not reimbursable. Reimbursable expenses could include, but are not limited to, mileage, hotel, food, parking, tips, transportation, registration fees, vehicle rentals, tolls, valets, and internet fees.

All Board member travel, not including regularly scheduled and noticed committee and State Board meetings, must have a pre-approved travel authorization. Board members are asked to notify the State Board Affairs Office, in writing, 10-days in advance of travel. Notice of travel to the State Board Affairs Office should include date and time of travel, all destinations, purpose of travel, anticipated mileage, and any other anticipated travel expenses. An approved travel authorization is required for all travel and/or conference registrations before travel begins as per the System Office Travel Policies and Procedures. General travel authorization forms are submitted and approved annually for the sole purpose of traveling to and from regularly scheduled committee and Board meetings. The State Board Affairs Office will submit a travel authorization on behalf of the member and provide notice to the member when the authorization is approved.

Expenses incurred while traveling for purpose(s) within the duties and responsibilities of the member are reimbursable through the System Office (as allowed by State per diem rate). Board members traveling over 35 miles one-way, for State Board business requiring overnight stay, are eligible for reimbursement of hotel costs up to the negotiated hotel rate and per the System Office Travel Policies and Procedures. Board members are responsible for paying fees, costs, and expenses related to travel at the time of travel. Travel expenses are reimbursable after travel is completed through submission of a reimbursement request. Some reimbursable expenses require proof of original receipt to receive reimbursement, including but not limited to hotel receipts and parking receipts. If you have questions about travel authorizations, reimbursements, policies, please contact the State Board Affairs Office.

The System Office will not provide reimbursement for penalties, fees, and/or charges resulting from cancellations, unless the cancellation is made at the direction of the System Office or otherwise determined justified by the System Office.

## **Hotel Reservations**

All travel must be pre-approved through the State Board Affairs Office to receive reimbursement. All receipts for reimbursement need to be submitted within 30 days of the travel. For regularly scheduled Board meetings, at the System Office in Downtown Raleigh, the State Board Affairs Office can make hotel reservations on behalf of the Board members at The Longleaf Hotel, if requested, for members who are traveling more than 35-miles one-way. Board members can send

a request to the State Board Affairs Office if they wish to be added to the list of reservation each month. Board members who routinely stay overnight for Board meeting may automatically have a hotel reservation requested for 1-night (Thursday) of the monthly meeting. In the event the member does not need reservations for a specific meeting or needs additional accommodations, the member should contact the State Board Affairs Operations Coordinator at least 10-days in advance of the meeting. Members are asked to contact The Longleaf Hotel directly to cancel reservations if the cancellation is within 48 hours of the reservation. The contact information for the Longleaf hotel is as follows:

The Longleaf Hotel  
 300 N Dawson St, Raleigh, NC 27603  
 (919) 867-5770  
<https://www.thelongleafhotel.com/>

For events, conferences, and meetings requiring overnight stay, Board members are responsible for making their hotel reservations and accommodations, including reservations that require a deposit and/or credit card hold. For events and conferences, the State Board Affairs Office may provide hotel recommendations and information as a convenience for members scheduling their hotel reservations.

Members reserve the right to stay at their desired hotel location; however, hotel reimbursements may be limited by available funding based on the State per diem rate. If a member opts to stay at another hotel other than The Longleaf for the regularly scheduled Board meetings, they may submit their receipt for reimbursement up to the current amount of the negotiated rooms. Approved travel authorization is required in advance of all travel and overnight stay. Please see Travel Reimbursements section for information about travel authorizations.

### **Access to System Office/Badges**

The North Carolina Department of Administration requires that all persons entering the Caswell Building wear an identification card if they are affiliated with the System Office. These ID cards allow entry into the building through the card access system and may be used to open entrance door at Jones Street. The Office of State Board Affairs will schedule appointments for new members to have their identification cards made.

ID cards are to be always worn while in the building, above the waist of the bearer, with the photograph clearly visible. The cards should always be scanned by the electronic reader when entering the building. ID cards are the property of the System Office and must be returned to the Office of State Board Affairs on the last date of use by the member. If a card is lost or stolen, it should be reported to the Office of State Board Affairs immediately so that it may be cancelled and building security maintained.

## Public Records Law Overview

Chapter 132 of the North Carolina General Statutes defines public records as all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. It is well established that public records and public information are the property of the people of the State. Therefore, state law provides that the people may obtain copies of their public records and public information free or at minimal cost.

Upon request, every custodian of public records must permit any record in the custodian's custody to be inspected and examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies. The use of personal email addresses or cellphones makes the user who is transacting state business the custodian of public records and the requested records must be produced as promptly as possible.

There are specific rules in N.C. Gen. Stat. §132-1.2 that govern what public records may be deemed confidential. No request to inspect, examine, or obtain copies of public records may be denied on the grounds that confidential information is commingled with the requested non-confidential information. If there is commingled confidential information, the public agency or custodian must redact the confidential information.

Public officials may not destroy, sell, loan, or otherwise dispose of any public record in violation of the law. Unlawfully removing a public record from the office where it is usually kept, or altering, defacing, mutilating, or destroying it is a Class 3 misdemeanor.

## Open Meetings Law Overview

As a duly constituted public body established by the North Carolina General Statutes, the State Board of Community Colleges and its committees exist solely to conduct the people's business and it is the public policy of the State of North Carolina that the hearings, deliberations, and actions of this board be conducted openly in accordance with Article 33C of Chapter 143 of the North Carolina General Statutes. A public meeting is defined as any meeting, assembly, or gathering together at any time or place or simultaneous communication by electronic means with the majority of the public body's members present for the purpose of either conducting hearings, participating in deliberations, voting on public business, or otherwise transacting public business. Public notice of meetings is posted on the System website, in the media, and by electronic mail to interested parties. Minutes of the meetings of the Board are available for public inspection in the Office of State Board Affairs and are also published on the System Office website following their approval by the Board. Full and accurate minutes of all official meetings including any closed sessions must be maintained.

Closed sessions of public bodies may only be held when required to allow a public body to act in the public interest for a permissible reason as stated in N.C. Gen. Stat. §143B-318.11.

Injunctive relief may be ordered if there are threatened violations of open meetings law, the recurrence of past violations of open meetings law, or continuing violations of the law. Any person may bring an action seeking such an injunction and the plaintiff does not need to allege or prove any special damages different from that suffered by the public at large.

Declaratory judgment may be entered if any action of a public body was taken, considered, discussed, or deliberated in violation of open meetings law. Upon such a finding, the court may declare any such action null and void. Any person may seek such a declaratory judgment, and the plaintiff need not allege or prove any special damages different from that suffered by the public at large. The public body whose action the suit seeks to set aside will be made a party and board members may be held responsible in their personal capacity.

Except as required in the State Board Bylaws or as modified by the State Board in special circumstances, the most recent edition of Robert's Rules of Order governs the conduct of all meetings of the State Board and its committees. See Appendix 8 for a parliamentary procedure quick reference guide.

## Ethics Law Overview

The State Ethics Act ensures that State officials and public servants exercise their authority honestly and fairly, free from impropriety, threats, favoritism, and undue influence. The General Assembly's intent with this law was to ensure that standards of ethical conduct and standards regarding conflicts of interest are clearly established for State officials and that the State continually educates these officials on matters of ethical conduct and conflicts of interest.

N.C. Gen. Stat. §138A-3(70)(k) makes members of the State Board of Community Colleges public servants. This Act requires certain State officials and public servants to file Statements of Economic Interests (SEI) and attend ethics education. N.C. Gen. Stat. §138A-22 requires State Board members to file a statement of economic interests with the Commission prior to their initial appointment and annually by April 15<sup>th</sup> each year thereafter. As part of the SEI, board members will be asked to certify that they have read the statement and to the best of their knowledge and belief, the statement is true, correct, and complete. Failure to file a SEI can result in fines and disciplinary action including removal from the board. A person who knowingly conceals or knowingly fails to disclose information that is required on a SEI will be guilty of a Class 1 misdemeanor. A person who provides false information on a SEI will be guilty of a Class H felony.

The Ethics Commission develops and implements an ethics education and awareness program designed to instill in all covered persons "a keen and continuing awareness of their ethical obligations and a sensitivity to situations that might result in real or potential conflicts of interest." State Board members must attend an ethics presentation approved by the Commission within six months of notification of their new appointment and at least every two years thereafter.

The Ethics Act also establishes conflict of interest standards, a ban against the acceptance of certain gifts by covered officials and restricts the use of official positions for private gain. State Board members must continually monitor, evaluate, and manage their personal, financial, and professional affairs to ensure the absence of conflicts of interests.

The gift ban prohibits the acceptance of gifts from lobbyist, lobbyist principals, or other interested persons. A gift is defined as anything of monetary value given or received without valuable consideration by or from a lobbyist, lobbyist principal, liaison personnel, or interested person. There are some exceptions to the gift ban, including if a public servant pays fair market value for an item, or the gift is food for immediate consumption at a public event.

If you have questions about the application of the gift ban or the interpretation of or compliance with the State Ethics Act, you should contact the System Office General Counsel's Office. In addition, N. C. Gen. Stat. §138A-13 permits any public servant to request advice on specific questions involving the meaning and application of the State Ethics Act and the public servant's compliance therewith from the N.C. Ethics Commission. On occasion the Ethics Commission may issue formal advisory opinions that may be informative. Public servants who rely on the advice in a formal advisory opinion are immune from investigation by the Commission and the Secretary of State, and from any adverse action by the employing entity or board.

## The Role of the System President and a Biography

The System President is the chief executive officer of the System and is responsible for organizing and managing the System by carrying out the policies, directives, instructions, and philosophies of the State Board. Hired by and reporting directly to the Board, the System President also serves as member of the Education Cabinet and conducts planning for the System jointly with officials of the North Carolina University System and the public schools.

William S. Carver II, Ed.D is currently serving as Interim President for the North Carolina Community College System. He has spent over 34 years working at the college level and is passionate about providing the best educational experience for students. Before serving in his current interim position, Dr. Carver retired from Nash Community College in 2019 after 14 years as President.

Dr. Carver earned a Bachelor of Science in Agriculture Economics from North Carolina State University, a Master of Business Administration, and a Doctorate of Higher Education Leadership. Dr. Carver has been active in his community serving on various boards and committees. He was the recipient of the 2019 I.E. Ready Distinguished Leader Award, presented by NC State University's College of Education. In 2019, he was honored as a recipient of the Order of the Long Leaf Pine. He has also been honored with a SkillsUSA Lifetime Membership.

During his career, innovation has been at the forefront of what was important for students. Whether it was implementing new programs, collaborations, or initiating college projects, innovation was a key factor of his leadership. This said, Dr. Carver knows that it takes a team of professionals to ensure that these endeavors are successful.

Dr. Carver has always said that leadership is not really complicated when it is the right thing for students.

## Political Activities

It has been said that there are two things that no person should ever have to watch as they are made – sausage and laws. Certainly, there are times when the political process is indeed painful to watch. The dictionary defines the word “politics” as being “the science or art of political government”, and members of the State Board are, by that definition, practitioners of politics.

State board members should take on the role of an advocate for the North Carolina Community College System. Oftentimes legislators appreciate when constituents share their ideas, and you will find them very receptive to your thoughts and opinions on the important issues impacting community colleges. As a state board member you have the duty of being a spokesperson to elected representatives and executive branch agencies. The best means of contact is always a personal visit, and with a little advance notice, you will discover that legislators will go out of their way to listen to what you have to say. Sometimes it is best to make your visits alone or with one other person, while other occasions require the presence of a group. The Board Chair and System President are available to serve as your guides and accompany you as you make the community colleges message known to those in positions of influence.

It is always best to schedule an appointment with a legislator, rather than simply walk the halls and intrude on time that they may have budgeted for other affairs. To make an appointment with a member of the General Assembly, consult the online office directory for individual members at <http://www.ncleg.gov> or call 919-733-7928 and ask to be connected with your representative’s or senator’s office.

When writing a legislator, use your personal stationery or your System Office email account. Be sure to include your return address so that the legislator will be able to contact you. Keep your correspondence focused and brief, so that you quickly get to the heart of the issue and make your salient points in a courteous and respectful manner. Know which committees your legislator serves on, since in depth discussion of issues occurs most often in the committees. Most importantly, express your appreciation for the work your legislator is doing, a vote that is cast, or their leadership exerted in bringing our issues to the floor. A little bit of courtesy goes a long way.

## Financing the Community College System

Three different funding sources support North Carolina's community colleges: state general fund appropriation from the General Assembly, county appropriations, and local institutional funds (which include financial aid and grants awarded directly to colleges). State funds are appropriated each year based on community college budget FTE, which is the number of fulltime equivalent students for which a college is budgeted to serve. Budget FTE is calculated based on the higher of the prior year's enrollment or the average of the prior two years. When a college's FTE is declining, the average of the prior two years allows for smoothing of budget changes and assists in local budget management.

An FTE is defined as 512 membership/contact hours, which is equivalent to one student who takes 16 credit hours of class work for a semester (16 weeks) for both the fall and spring semesters (16 credit hours x 16 weeks x 2 semesters). For funding to align with the state fiscal year of July 1 – June 30, the reporting year for FTE reflects Summer, Fall, and Spring. FTE is described in more detail in the State Board of Community College Code, title Chapter G. Full-time Equivalent (FTE). Each year, the dollar amount allocated per curriculum (credit-bearing) and workforce continuing education (skills-based) FTE changes based on the amount of funding available.

State appropriations to each college may be used for current operating expenses such as instructional, administrative, and support salaries, supplies and materials, and travel expenses. State funds are also allocated for educational equipment and instructional resources (library materials). Colleges are also awarded categorical funds, restricted to expenditures in a particular category or program purpose.



**State Board of Community Colleges Roster**

Name	Appointment	Term Expires	Email	Phone
Ms. LaTasha Bradford	Ex-Officio N4CSGA President	6/20/23	bradfordl@nccommunitycolleges.edu	
Dr. Grant Campbell	House	6/30/27	campbellg@nccommunitycolleges.edu	
Dr. Shirley Carraway	Governor Region 6	6/30/27	carraways@nccommunitycolleges.edu	
Ms. Lisa Estep	Senate	6/30/27	estep1@nccommunitycolleges.edu	
Treas. Dale Folwell	Ex-Officio State Treasurer	12/31/24	dale@nctreasurer.com	
Mr. Bobby Irwin	Senate	6/30/23	irwinb@nccommunitycolleges.edu	
Mr. Tom Looney	Senate	6/30/27	looneyt@nccommunitycolleges.edu	
Mr. Bill McBrayer	House	6/30/27	mcbrayerb@nccommunitycolleges.edu	

Mr. Mark Merritt	Governor Region 4	6/30/25	merrittm@nccommunitycolleges.edu	
Mr. Hari Nath	House	6/30/25	nathh@nccommunitycolleges.edu	
Mr. Andy Penry	Governor AtLarge	6/30/27	penrya@nccommunitycolleges.edu	
Lt. Gov. Mark Robinson	Ex – Officio Lieutenant Governor	12/31/24	mark.robinson@nc.gov	
Hon. Ray Russell	Governor Region 2	6/30/23	russellr@nccommunitycolleges.edu	
Ms. Julie Ryan. (Delegate)	Ex – Officio Labor Commissioner	12/31/24	julie.ryan@labor.nc.gov	
Hon. Sam Searcy	Governor AtLarge	6/30/27	searcys@nccommunitycollege.edu	
Mr. Burr Sullivan	House	6/30/23	sullivanb@nccommunitycolleges.edu	
Mr. Ray Trapp	Governor AtLarge	6/30/27	trappr@nccommunitycolleges.edu	

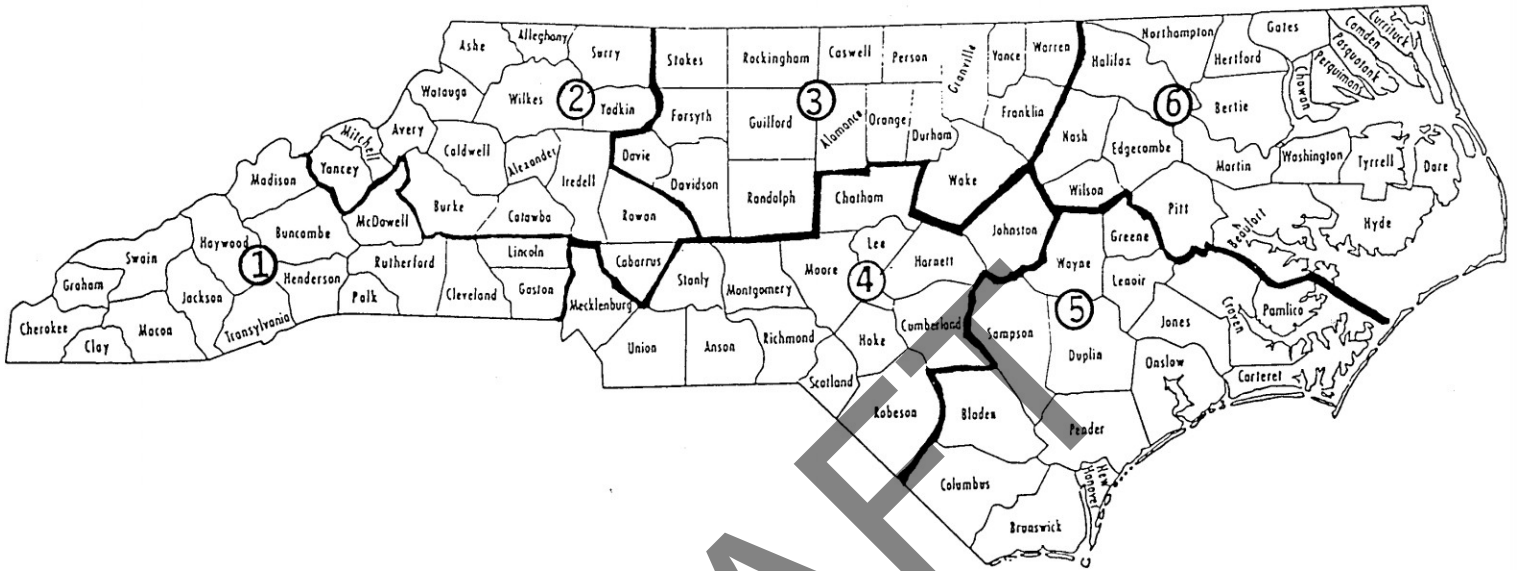
Hon. Terry Van Duyn	Governor Region 1	6/30/25	vandynt@nccommunitycolleges.edu	
Mr. Jerry Vaughan	Senate	6/30/25	vaughanj@nccommunitycolleges.edu	
Ms. Sarah West	Governor Region 3	6/30/27	wests@nccommunitycolleges.edu	
Ms. Ann Whitford	Governor Region 5	6/30/23	whitforda@nccommunitycolleges.edu	

It is the policy of the Office of State Board Affairs that personal contact information for State Board members is not provided outside the office so that the personal privacy of Board members may be maintained. Persons who wish to contact members are advised to send their requests or information to this office for forwarding to the individual member:

Office of State Board Affairs  
North Carolina Community College System  
5001 Mail Service Center  
Raleigh, NC 27699-5001  
Phone: 919.807.6969  
Email: [stateboard@communitycolleges.edu](mailto:stateboard@communitycolleges.edu)

# State Board of Community Colleges Regional Map

As established in NCGS 115D-62



**ALL AT-LARGE AND REGIONAL APPOINTMENTS ARE MADE BY THE GOVERNOR**

<u>Region 1</u>			<u>Region 4</u>		
Hon. Terry Van Duyn	6/30/2025	Regional	Mr. Mark Merritt	6/30/2025	Regional
			Mr. Jerry Vaughan	6/30/2025	Senate
<u>Region 2</u>			<u>Region 5</u>		
Dr. Grant Campbell	6/30/2027	House	Ms. Lisa Estep	6/30/2027	Senate
Mr. Bobby Irwin	6/30/2023	Senate	Ms. Ann Whitford	6/30/2023	Regional
Mr. Bill McBrayer	6/30/2027	House	Dr. Shirley Carraway	6/30/2025	Regional
Hon. Ray Russell	6/30/2023	Regional			
<u>Region 3</u>					
Mr. Tom Looney	6/30/2027	Senate			
Mr. Hari Nath	6/30/2025	House			
Mr. Andy Penry	6/30/2027	At-Large			
Hon. Sam Searcy	6/30/2027	At-Large			
Mr. Burr Sullivan	6/30/2023	House			
Mr. Ray Trapp	6/30/2027	At-Large			
Ms. Sarah West	6/30/2027	Regional			
<u>Ex Officio</u>					
The Honorable Mark Robinson		Lt. Governor			
The Honorable Dale Folwell		State Treasurer			
The Honorable Josh Dobson		Commissioner of Labor			
Ms. LaTasha Bradford		N4CSGA President			

## Legislative Resource Guide

NOT AVAILABLE AT TIME OF PRINTING  
**DRAFT**

## **SBCC Annual Calendar**

The State Board of Community Colleges' full board meetings are scheduled for every 3<sup>rd</sup> Friday of the month (June and December are scheduled as tentative holds). Committee meetings are held the Thursday before the full board meets, or as otherwise scheduled.

### **January**

- Full Board meeting 3<sup>rd</sup> Friday
- Full Board votes on SBCC award committees' recommended nominees

### **February**

- Full Board meeting 3<sup>rd</sup> Friday

### **March**

- Full Board meeting 3<sup>rd</sup> Friday

### **April**

- Full Board meeting 3<sup>rd</sup> Friday
- Annual Statement of Economic Interest due to Ethics Commission (by April 15<sup>th</sup>)
- Annual SBCC awards dinner

### **May**

- Full Board meeting 3<sup>rd</sup> Friday
- Community College Day (May or June)

### **June**

- Tentative - State Board and committee meeting(s) dates held for use if needed
- Community College Day (May or June)
- Community college presidential evaluations due to State Board Office (by June 31<sup>st</sup>)
- Expiring membership terms end on June 30th

### **July**

- Full Board meeting 3<sup>rd</sup> Friday
- New members appointments
- State Board election of officers (bi-annual)

### **August**

- Full Board meeting 3<sup>rd</sup> Friday
- SBCC award nomination period opens
- New member orientation

### **September**

- Full Board meeting 3<sup>rd</sup> Friday (offsite at community college)
- Annual Planning Meeting Wednesday and Thursday morning before full Board meeting (offsite at community college)

### **October**

- Full Board meeting 3<sup>rd</sup> Friday
- SBCC award nomination period closes

### **November**

- Full Board meeting 3<sup>rd</sup> Friday
- SBCC award committees review nominations and interview candidates

### **December**

- Tentative - State Board and committee meeting(s) as requested
- Award committees complete nomination reviews and selects recipient to recommend for award

<p style="text-align: center;">NORTH CAROLINA COMMUNITY COLLEGE SYSTEM            200 West Jones Street, Raleigh, NC 27603-1379            Mailing Address: 5001 MSC, Raleigh, NC 27699-5001 Telephone (919) 807-7100 Main Fax: (919) 807-7164            William S. Carver, Interim System President            COMMUNITY COLLEGE PRESIDENTS            August 1, 2022</p>		
<p>Algie Gatewood            Alamance Community College            PO Box 8000 Courier 17-49-01            Graham, NC 27253-8000            Phone: (336) 506-4150            Fax: (336) 578-8090</p>	<p>Dr. Lisa Chapman            Central Carolina Community College            1105 Kelly Dr. Courier 14-43-14            Sanford, NC 27330            Phone: (919) 718-7246            Fax: (919) 718-7456</p>	<p>Dr. Janet Spriggs            Forsyth Technical Community College            2100 Silas Creek Parkway            Courier 13-05-01            Winston-Salem, NC 27103-5197            Phone: (336) 734-7201            Fax: (336) 734-7161</p>
<p>Dr. John D. Gossett            Asheville-Buncombe Tech. Com. Coll.            340 Victoria Road Courier 12-64-01            Asheville, NC 28801            Phone: (828) 398-7110            Fax: (828) 281-9696</p>	<p>Dr. Kandi Deitemeyer            Central Piedmont Community College            PO Box 35009 Courier 05-18-40            Charlotte, NC 28235            Phone: (704) 330-6566            Fax: (704) 330-5045</p>	<p>Dr. John Hauser            Gaston College Courier 06-33-01            201 Highway 321 South            Dallas, NC 28034-1499            Phone: (704) 922-6475            Fax: (704) 922-2329</p>
<p>Dr. David Loope            Beaufort County Community College            5337 US Highway 264 E.            Washington, NC 27889            Phone: (252) 940-6201            Fax: (252) 940-6234</p>	<p>Dr. Jason Hurst            Cleveland Community College            137 S. Post Road Courier 06-52-04            Shelby, NC 28152            Phone: (704) 669-4444            Fax: (704) 669-4202</p>	<p>Dr. Anthony Clarke            Guilford Technical Community College            PO Box 309 Courier 13-29-01            Jamestown, NC 27282            Phone: (336) 334-4822 Ext. 50360            Fax: (336) 454-2745</p>
<p>Dr. Amanda Lee            Bladen Community College            PO Box 266            Dublin, NC 28332            Phone: (910) 879-5502            Fax: (910) 879-5523</p>	<p>Mr. David Heatherly            Coastal Carolina Community College            444 Western Blvd. Courier 11-07-26            Jacksonville, NC 28546            Phone: (910) 938-6210            Fax: (910) 938-6833</p>	<p>Dr. David Forester (Interim)            Halifax Community College            PO Drawer 809 Courier 07-47-01            Weldon, NC 27890            Phone: (252) 536-7213            Fax: (252) 536-6383</p>
<p>Dr. Laura Leatherwood            Blue Ridge Community College            180 West Campus Drive Courier 06-76-01            Flat Rock, NC 28731            Phone: (828) 694-1706            Fax: (828) 694-1696</p>	<p>Dr. Jack Bagwell            College of The Albemarle            PO Box 2327 Courier 10-39-32            Elizabeth City, NC 27906-2327            Phone: (252) 335-0821 Ext. 2234            Fax: (252) 337-6638</p>	<p>Dr. Shelley White            Haywood Community College            185 Freedlander Drive            Courier 08-10-01            Clyde, NC 28721            Phone: (828) 627-4515            Fax: (828) 627-1218</p>
<p>Dr. Gene Smith            Brunswick Community College            PO Box 30 Courier 04-24-01            Supply, NC 28462            Phone: (910) 755-7302            Fax: (910) 754-8229</p>	<p>Dr. Raymond Staats            Craven Community College            800 College Court Courier 16-62-01            New Bern, NC 28562            Phone: (252) 638-7202            Fax: (252) 638-4232</p>	<p>Dr. Margaret Annunziata            Isothermal Community College            PO Box 804 Courier 06-63-04            Spindale, NC 28160            Phone: (828) 395-1300            Fax: (828) 286-1120</p>
<p>Dr. Mark Poarch            Caldwell Community Coll. &amp; Tech. Inst.            2855 Hickory Blvd. Courier 15-26-22            Hudson, NC 28638            Phone: (828) 726-2210            Fax: (828) 726-2300</p>	<p>Dr. Darrin Hartness            Davidson-Davie Community College            PO Box 1287 Courier 13-53-20            Lexington, NC 27293-1287            Phone: (336) 224-4700            Fax: (336) 249-1933</p>	<p>Dr. Jay Carraway            James Sprunt Community College            PO Box 398 Courier 11-20-10            Kenansville, NC 28349-0398            Phone: (910) 275-6112            Fax: (910) 296-1636</p>
<p>Mr. Jim Morton            Cape Fear Community College            411 N. Front Street Courier 04-12-06            Wilmington, NC 28401            Phone: (910) 264-1538            Fax: (910) 362-7046</p>	<p>Mr. John Buxton            Durham Technical Community College            1637 Lawson St. Courier 17-21-01            Durham, NC 27703            Phone: (919) 536-7250            Fax: (919) 536-7296</p>	<p>Dr. Ken Boham (Interim)            Johnston Community College            PO Box 2350 Courier 01-65-35            Smithfield, NC 27577            Phone: (919) 209-2050            Fax: (919) 209-2519</p>
<p>Dr. Tracy Mancini            Carteret Community College            3505 Arendell Street Courier 11-12-08            Morehead City, NC 28557            Phone: (252) 222-6140            Fax: (252) 222-6274</p>	<p>Dr. Gregory McLeod.            Edgecombe Community College            2009 W. Wilson St. Courier 07-51-11            Tarboro, NC 27886            Phone: (252) 618-6516            Fax: (252) 823-6817</p>	<p>Dr. Russell Hunt            Lenoir Community College            PO Box 188 Courier 01-23-27            Kinston, NC 28502-0188            Phone: (252) 233-6801            Fax: (252) 233-6879</p>
<p>Dr. Garrett Hinshaw            Catawba Valley Community College            2550 Highway 70 SE Courier 09-72-01            Hickory, NC 28602            Phone: (828) 300-0000            Fax: (828) 300-0000</p>	<p>Dr. J. Larry Keen            Fayetteville Tech. Community College            PO Box 35236 Courier 14-51-41            Fayetteville, NC 28303-0236            Phone: (919) 000-0000            Fax: (919) 000-0000</p>	<p>Mr. Wesley Beddard            Martin Community College            1161 Kehukee Park Road            Courier 10-81-09            Williamston            Phone: (919) 000-0000            Fax: (919) 000-0000</p>

<p>Dr. John C. Boyd Mayland Community College PO Box 547 Courier 12-70-01 Spruce Pine, NC 28777 Phone: (828) 766-1270 Fax: (828) 765-0728</p>	<p>Ms. Melissa Singler Robeson Community College PO Box 1420 Courier 14-93-02 Lumberton, NC 28359 Phone: (910) 272-3230 Fax: (910) 272-3232</p>	<p>Dr. Rachel Desmarais Vance-Granville Community College PO Box 917 Courier 07-20-01 Henderson, NC 27536 Phone: (252) 492-2061 Ext. 3247 Fax: (252) 431-0197</p>
<p>Dr. Brian Merritt McDowell Technical Community College 54 College Drive Courier 12-91-03 Marion, NC 28752-8728 Phone: (828) 652-0635 Fax: (828) 652-1603</p>	<p>Dr. Mark Kinlaw Rockingham Community College PO Box 38 Courier 02-23-05 Wentworth, NC 27375-0038 Phone: (336) 342-4261 Fax: (336) 349-2214</p>	<p>Dr. Scott Ralls Wake Technical Community College 9101 Fayetteville Road Courier 14-79-01 Raleigh, NC 27603 Phone: (919) 866-5141 Fax: (919) 662-3123</p>
<p>Dr. Tim Brewer Mitchell Community College 500 West Broad Street Courier 09-32-08 Statesville, NC 28677 Phone: (704) 878-3205 Fax: (704) 878-3209</p>	<p>Dr. Carol S. Spalding Rowan-Cabarrus Community College PO Box 1595 Courier 05-32-03 Salisbury, NC 28145-1595 Phone: (704) 216-3450 Fax: (704) 637-3692</p>	<p>Dr. Patty Pfeiffer Wayne Community College PO Box 8002 Courier 01-13-20 Goldsboro, NC 27533-8002 Phone: (919) 739-7000 Fax: (919) 739-7137</p>
<p>Dr. Chad Bledsoe Montgomery Community College 1011 Page Street Courier 03-97-20 Troy, NC 27371 Phone: (910) 898-9601 Fax: (910) 576-2176</p>	<p>Dr. Bill Starling Sampson Community College PO Box 318 Courier 11-34-32 Clinton, NC 28329 Phone: (910) 592-8081 Ext. 2000 Fax: (910) 592-8048</p>	<p>Dr. Joel Welch Western Piedmont Community College 1001 Burkemont Avenue Courier 15-06-01 Morganton, NC 28655 Phone: (828) 448-3100 Fax: (828) 438-6015</p>
<p>Dr. Lew Hunnicutt Nash Community College PO Box 7488 Courier 07-70-01 Rocky Mount, NC 27804-0488 Phone: (252) 451-8328 Fax: (252) 451-8201</p>	<p>Dr. John R. Dempsey Sandhills Community College 3395 Airport Road, Courier 03-43-01 Pinehurst, NC 28374 Phone: (910) 692-3700 Fax: (910) 695-1823</p>	<p>Dr. Jeffrey A. Cox Wilkes Community College PO Box 120 Courier 15-11-04 Wilkesboro, NC 28697 Phone: (336) 838-6112 Fax: (336) 903-3219</p>
<p>Dr. James Ross Pamlico Community College P.O. Box 185 Grantsboro, NC 28529 Phone: (252) 249-1851 Fax: (252) 249-2984</p>	<p>Dr. Maria Pharr South Piedmont Community College PO Box 5041 Monroe, NC 28111 Phone: (704) 290-5252 Fax: (704) 290-5250</p>	<p>Dr. Robert Timothy Wright Wilson Technical Community College PO Box 4305 Courier 01-51-04 Wilson, NC 27893-0305 Phone: (252) 461-1401 Fax: (252) 246-1909</p>
<p>Dr. Pamela Senegal Piedmont Community College PO Box 1197 Courier 02-32-10 Roxboro, NC 27573 Phone: (336) 599-1181 Ext. 2100 Fax: (336) 597-3817</p>	<p>Dr. Chris English Southeastern Community College PO Box 151 Courier 04-22-24 Whiteville, NC 28472 Phone: (910) 788-6270 Fax: (910) 640-2035</p>	
<p>Dr. Lawrence Rouse Pitt Community College PO Drawer 7007 Courier 01-45-28 Greenville, NC 27835-7007 Phone: (252) 493-7220 Fax: (252) 321-4558</p>	<p>Dr. Don Tomas Southwestern Community College 447 College Drive Courier 08-23-14 Sylva, NC 28779 Phone: (828) 339-4242 Fax: (828) 339-4652</p>	
<p>Dr. Elbert Lassiter (Acting) Randolph Community College PO Box 1009, Courier 13-65-20 Asheboro, NC 27204-1009 Phone: (336) 633-0286 Fax: (336) 633-0104</p>	<p>Dr. John Enamait Stanly Community College 141 College Dr. Courier 03-20-03 Albemarle, NC 28001 Phone: (704) 991-0220 Fax: (704) 982-0819</p>	
<p>Dr. W. Dale McInnis Richmond Community College PO Box 1189 Courier 03-80-03 Hamlet, NC 28345 Phone: (910) 410-1806 Fax: (910) 910-582-7028</p>	<p>Dr. David R. Shockley Surry Community College 630 South Main Street Courier 09-91-01 Dobson, NC 27017 Phone: (336) 386-3213 Fax: (336) 386-3693</p>	



<p>Dr. Murray J. Williams Roanoke-Chowan Community College 109 Community College Road Ahoskie, NC 27910 Phone: (252) 862-1308 Fax: (252) 862-1359</p>	<p>Dr. Donna Tipton-Rogers Tri-County Community College 4600 Hwy 64 East Courier 08-53-06 Murphy, NC 28906 Phone: (828) 835-4204 Fax: (828) 837-0028</p>	
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### **North Carolina Association of Community College Presidents (NCACCP)**

The North Carolina Association of Community College Presidents was organized for the purpose of providing a forum for open discussion of issues common to all institutions within the System, and to create a support network among its chief executive officers. The current president of the Association is Dr. Jeffrey Cox, President of Wilkes Community College. Membership dues to the Association are paid by the presidents themselves from their own personal funds. The Association's website is located at [www.ncaccp.org](http://www.ncaccp.org).

### **North Carolina Association of Community College Trustees (NCACCT)**

Following the creation of the North Carolina Community College, work began in 1965 on a support organization for the many trustees scattered across the state that served on local boards of trustees. On October 26, 1967, the North Carolina Association of Community College Trustees (NCACCT) was established to provide trustees with an organization for the furtherance of the aims, goals, and development of North Carolina's community colleges. With almost 900 active members, it comprises the largest and most effective lobbying group on behalf of the System. NCACCT holds training sessions for new and reappointed trustees and conducts continuing education seminars for all trustees on a regular basis. NCACCT may also contract with individual institutions to provide them with services during presidential searches, and individualized leadership services for local board retreats. The website for the Trustees Associate is located at [www.ncacct.com](http://www.ncacct.com)

### **North Carolina Community College Faculty Association (NCCCFA)**

On October 11, 1988, during the NCCC Instructors' Conference in Greensboro, the North Carolina Community College Faculty Association was founded. Approximately 120 faculty members agreed to form a statewide association to address issues of importance to the thousands of instructors, full and part-time, within the System. The mission of the Faculty Association includes fostering professionalism among community college faculty; serving as a voice for faculty concerns to the System Office, presidents, trustees, the General Assembly, and the general public; and advocating for policies and legislation that allow colleges to attract, employ, retain, and reward highly qualified faculty. The Faculty Association holds spring and fall meetings at various locations across the state, as well as sessions on specific topics of interest to instructional staff. The current president of NCCCFA is Mr. John Etheridge, an instructor at Wake Technical Community College in Raleigh. The website for the Faculty Association is [www.ncccfa.org](http://www.ncccfa.org).

## **North Carolina Comprehensive Community College Student Government Association (N4CSGA)**

In October 1969, representatives from the community college system met and focused on the creation of a statewide organization for the purpose of “presenting common challenges, collaborating for practical solutions, and promoting fellowship that includes the exchange of ideas and successes of individual educational institutes.” N4CSGA organization has maintained and built upon this purpose throughout its more than 40 years of existence. All 58 community colleges are invited to become members of N4CSGA. Membership dues are collected annually and are paid to the trustee who is also a Community College System Office employee. The current Trustee is Dr. John J. Evans, Associate Director of Student Life.

The N4CSGA is a student led organization. The president of the organization serves as an ex-officio sworn non-voting board member on the State Board of Community Colleges. With the exception of voting privileges, the student member has all of the other rights and responsibilities of a state board member. The student is appointed to serve on State Board committees by the Board Chair. The student representative gives a monthly report at the State Board meeting to provide updates and information on deliverables from the N4CSGA meetings and events. The N4CSGA website is [www.n4csga.org](http://www.n4csga.org).

## **North Carolina Community Colleges Foundation**

The North Carolina Community Colleges Foundation was established in 1986, as an independent 501c3 organization, while former Governor Robert Scott led the system as then System President. The basic premise of its founding was to provide general support for the Community Colleges System and to provide an alternate mechanism for fundraising for system needs. The Foundation is governed by an independent board of up to thirty individuals with ex-officio representation from the State Board of Community Colleges (2 members), the System President, the Trustees Association, the Presidents Association, and North Carolina Council of Resource Development (NCCORD). The balance of the board is at-large and is nominated and elected according to foundation guidelines with a guiding premise that the members represent education, economic development, and general state interests. The Foundation is staffed by an executive director and is based in Raleigh with its official address being the System office. More information about the Foundation can be found at [www.nccommunitycolleges.edu/foundation](http://www.nccommunitycolleges.edu/foundation).

APPENDICESAppendix 1 – 2023 SBCC Meeting Schedule

<b>SBCC COMMITTEE MEETING</b>	<b>SBCC BOARD MEETING</b>
Thursday, January 19, 2023	Friday, January 20, 2023
Thursday, February 16, 2023	Friday, February 17, 2023
Thursday, March 16, 2023	Friday, March 17, 2023
Thursday, April 20, 2023	Friday, April 21, 2023
Thursday, May 18, 2023	Friday, May 19, 2023
Thursday, June 15, 2023*	Friday, June 16, 2023*
Thursday, July 20, 2023	Friday, July 21, 2023
Thursday, August 17, 2023	Friday, August 18, 2023
<p style="text-align: center;"><b>Planning Meeting</b> <i>TBD</i></p> <p>Wednesday, September 13, 2023 through Thursday September 14, 2023 (morning)</p> <p style="text-align: center;"><b>Committee Meetings</b></p> <p>Thursday, September 14, 2023 (afternoon)</p>	Friday, September 15, 2023
Thursday, October 19, 2023	Friday, October 20, 2023
Thursday, November 16, 2023	Friday, November 17, 2023
Thursday, December 14, 2023*	Friday, December 15, 2023*

\*The State Board of Community Colleges does not typically meet during the months of June and December. In the event a meeting is required during these months, potential meeting dates have been established and are highlighted in gray. Members are requested to hold these dates on their calendars until notified that they are no longer necessary.

## **Appendix 2 - State Board of Community Colleges Bylaws**

### **Article I. Bylaws Governing the State Board of Community Colleges.**

The following bylaws shall govern the conduct and procedures of the State Board of Community Colleges, hereinafter, referred to as the "State Board." The State Board shall conduct its business in a committee of the whole, through such committees as it may establish pursuant to these bylaws or under such other forms as it by majority vote may elect.

### **Article II. Officers.**

At the first meeting after July 1, 1981, and every two years thereafter, the State Board shall elect from its membership for no more than two consecutive terms of two years or until their respective successors have been appointed and qualified, a Chair, a Vice Chair, and such other officers as it may deem necessary (G.S. §115D-2.2).

The Chair of the State Board shall appoint a nominating committee of no less than three and no more than five members of the State Board at a meeting prior to the July meeting at which officers are to be elected. The nominating committee shall present the name of at least one individual for each office. Each nominee must submit to the nominating committee a letter accepting the nomination and indicating a commitment of the time necessary to perform the duties of that office. Nominations will be accepted from the floor, but each such nominee must indicate a commitment of time to serve in that office.

In the event a vacancy occurs prior to the end of a term, the State Board shall elect one of its members to fill the office for the unexpired portion of the term. The President of the N. C. System of Community Colleges shall be Secretary of the State Board.

The President of the N. C. System of Community Colleges may appoint an Assistant Secretary of the State Board, who shall be a member of the staff of the Community College System Office. Copies of all minutes, papers, and documents of the State Board may be certified by the Assistant Secretary with the same force and effect as though such certification were made by the Secretary of the State Board.

### **Article III. Regular Meetings.**

Regular meetings of the State Board shall be held at least ten times a year on dates to be determined by the State Board. (G.S. §115D-2.2(i)). Each regular meeting shall be held at a time and place designated by the Chair. Notice concerning the time and place shall be given to each member of the State Board by the Secretary at least seven days in advance of the meeting date. Either by action of the State Board or upon fifteen days' written notice by the Chair, the date specified herein for a regular meeting may be changed to another date within the designated month. Any matter of business relating to the community college system may be considered at any regular meeting of the State Board. In addition to face-to face meetings, subject to the Chair's discretion, State Board regular meetings may be held via telephone, videoconferencing, or any other electronic means.

#### **Article IV. Special Meetings.**

Special meetings of the State Board may be called by the Chair at the Chair's discretion and shall be called by the Secretary upon the written request of no fewer than a majority of the members of the State Board. A special meeting called by the Secretary shall be held within twenty days of receipt by the Secretary of an individual written request from a majority of the members for such special meeting. A notice specifying the time and place of a special meeting of the State Board shall be given by the Secretary to each member of the State Board at least forty-eight hours in advance of the meeting date. Any matter of business relating to the community college system may be considered at a special meeting.

#### **Article V. Emergency Meetings**

Emergency meetings may only be called to address generally unexpected circumstances that require immediate consideration by the State Board. Emergency meetings of the State Board may be called by the Chair at the Chair's discretion. A notice specifying the time and place of an emergency meeting of the State Board shall be given by the Secretary to each member of the State Board as soon as practicable in advance of the meeting date. The Chair in collaboration with the Secretary, shall prepare the agenda for the meeting, but only business connected with the emergency or emergencies may be considered at an emergency meeting.

#### **Article VI. Agenda.**

The Chair in collaboration with the Secretary and in consultation with committee chairs shall prepare the agenda for a regular or special meeting of the State Board. A copy of the agenda for each regular meeting of the State Board, including notice of all expiring terms on or vacancies in membership of the State Board and its committees, and insofar as is practicable, copies of all reports and other materials to be presented to the regular meeting as a part of the agenda, shall be sent by the Secretary to each member at least seven days in advance of the regular meeting. If practicable, a copy of the agenda for each special meeting of the State Board with reports and other materials to be presented, shall be sent to each member at least forty-eight hours in advance of the special meeting. When matters are to be considered by a committee between the time the agenda is sent and the time of any regular or special meeting of the State Board, and these matters are expected to be presented to the State Board for action at the meeting, all members of the State Board shall be sent such materials as a committee may prescribe by standing rule or as the chair of a committee may designate, in order to inform the State Board, insofar as may be feasible, of the nature of the action that might be asked of it.

Any person requesting an item to be placed on the State Board agenda for a regular or special meeting shall submit a written request with all supporting documents to the Secretary and the Chair. In consultation with the Secretary, the Chair shall make the determination about what items are placed on the State Board agenda. The Chair of each State Board committee shall confer with the committee staff to determine the placement of items on the agenda. If so decided by the Committee Chair in consultation with committee staff, items coming to the State Board for the first time may be placed on the agenda "For Action". At the request of any member of the committee or Board, any item listed "For Action" may be removed and given consideration as a "For Future Action" item upon the approval of the committee or Board. Unless the State Board

votes to suspend its rules, any agenda item related to amending the State Board of Community Colleges Code (SBCC Code) coming before the State Board for the first time shall be placed on the agenda "For Future Action." Any item that has been on the State Board agenda "For Future Action" may be placed on the agenda "For Action" at any subsequent meeting.

In order to promote efficient meetings, the Board may act upon more than one item by a single vote through the use of a consent agenda. Consent agenda items shall have been approved by a committee, recommended by that committee to be placed on a consent agenda, and be matters of a ministerial, non-controversial or routine nature. Any member of the Board has the right to comment on any consent agenda item. At the request of any member of the Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item. The request to remove the item from the consent agenda shall be non-debatable and will be honored without discussion. Removal of an item from the consent agenda returns it to the appropriate committee's report for full Board discussion.

Any committee or member of the State Board may request consideration by the State Board of any items not on the agenda of a regular or special meeting. However, such an item shall not be so considered without the approval of two-thirds of the members of the State Board present at such meeting.

#### **Article VII. Quorum - Attendance.**

A quorum for the conducting of business by the State Board shall consist of a majority of the members of the State Board (G.S. §1115D-2.2(i)). Subject to the Chair's discretion and prior authorization or the Vice Chair's discretion and prior authorization in the Chair's absence, if a Board member cannot attend a board meeting in person for a justifiable reason, the Board member may attend via telephone, videoconferencing, or other electronic means.

The Secretary shall maintain an attendance record for State Board meetings on each member. A State Board meeting includes the meeting of the full board. Members are encouraged and expected to attend all State Board meetings, unless excused according to the State Board Bylaws.

##### **A. Consecutive absences**

The State Board may declare vacant the office of an appointed or elected member from the State Board who, without justifiable excuse, as determined by the Chair or Vice Chair in the Chair's absence, has not attended three consecutive scheduled meetings. Examples of justifiable excuses include military service; illness or injury of an immediate family member. The Chair shall notify the appropriate appointing or electing authority of any such vacancy. (G.S. §115D-2.2(k)).

To be eligible to be considered for an excused absence, a member must inform the Secretary of the State Board of the reason for his or her absence prior to the day of the meeting if the absence is foreseeable. If the absence is not foreseeable, the member must inform the Secretary of the State Board of the reason as soon as reasonably possible after the meeting missed by the member. In either circumstance, the Secretary of the State Board will complete the excused

absence form and submit it to the Chair for approval prior to or at the next regularly scheduled meeting of the State Board.

If any Board member is absent from two consecutive scheduled meetings without justifiable excuse, the Chair or the Vice Chair in the Chair's absence, shall meet with the Board member at issue prior to the next scheduled meeting to notify the Board member of the potential for removal and to encourage attendance at scheduled meetings.

### **B. Non-consecutive absences**

If a member should miss four scheduled meetings during a fiscal year without justifiable excuse, the State Board may notify the respective appointing or electing authority so that an appropriate action can be taken. If any Board member is absent from three scheduled meetings during a fiscal year without justifiable excuse, the Chair or the Vice Chair in the Chair's absence, shall meet with the Board member at issue prior to the next scheduled meeting to notify the Board member of the potential for removal and to encourage attendance at scheduled meetings.

#### **Article VIII. Presiding Officer.**

The Chair shall preside at all regular and special meetings of the State Board. In the absence of the Chair, the Vice Chair shall preside. In the absence of the Vice Chair, a presiding officer shall be elected by and from the membership of the State Board.

#### **Article IX. Power to Vote.**

All members of the State Board in attendance at a meeting, except the Student Government Association representative, may vote on all matters coming before the State Board for consideration, but no member may vote by proxy. No vote concerning any matter under consideration by the State Board, or by a committee of the State Board may be cast by postal mail. [G.S. §115D-2.2(b)(6)] Only board members in attendance at a meeting via telephone, videoconferencing, or any other electronic means are permitted to vote using electronic means that are authorized by the Chair.

#### **Article X. Rules of Order.**

Except as modified by specific rules and regulations enacted by the State Board, Robert's Rules of Order (latest edition) shall constitute the rules of parliamentary procedure applicable to all meetings of the State Board and its several committees.

#### **Article XI. Reference to Committees.**

All matters presented to the State Board, except matters of routine business, which come within the sphere of interest or activity of any standing committee of the State Board, shall be submitted by the State Board to the appropriate standing committee for investigation and report. All matters, of other than routine business, which do not come within the sphere of interest or activity of any standing committee of the State Board may be submitted by the State Board to a



special committee for investigation and report in advance of action thereon by the State Board. The Board may proceed to consider any matter without referring it to a standing or special committee, if by a two-thirds vote of the members present, immediate consideration by the State Board is ordered. The reports and recommendations of standing and special committees shall be submitted to the State Board in writing consistent with the instructions of the State Board.

### **Article XII. Minutes.**

The Secretary shall keep minutes of all meetings of the State Board, shall file, index, and preserve all minutes, papers and documents pertaining to the business and proceedings of the State Board; shall be custodian of the State Board of Community Colleges' Seal and of all records and instruments of the State Board and Community Colleges System Office.

The Secretary shall be responsible for transcribing the minutes of each meeting within a reasonable time and for sending a copy to each member.

For closed sessions in which the presence of the Secretary or Assistant Secretary would not be appropriate due to the nature of the subject matter being discussed, the Chair may designate a member of the State Board to keep the minutes for that closed session.

### **Article XIII. Standing Committees: Membership and Jurisdiction.**

The standing committees of the State Board shall be: the Accountability and Audit Committee, the Finance Committee, the Legislative Affairs Committee, the Personnel Committee, the Policy and Governance Committee, the Programs Committee, and the Strategic Planning Committee. The Chair of the State Board shall appoint the membership of each standing committee, designate the chair and vice-chair, and determine the size of each standing committee. The duties of each standing committee and shall be set forth in its committee charter as approved by the entire Board. The Chair of the State Board shall be a member of each standing committee. In addition, the Chair shall appoint a non-voting representative of the North Carolina Association of Community College Presidents and a non-voting representative of the North Carolina Association of Community College Trustees to each standing committee upon the recommendation of the presiding officer of each association.

Standing committees are not required to meet in connection with the regular Board meeting but shall meet a sufficient number of times to conduct their business in a timely manner and shall meet at the call of either the committee chair or the State Board Chair. The meetings shall be held at a time convenient to the membership.

Chairs of standing committees are responsible to work with the Chair, Secretary, staff liaison for the committee and their committee members to schedule committee meetings, prepare committee agendas, ensure the provision of information to committee members in a timely and informative manner and to report the activities of their committees to the entire State Board.

In addition to face-to face meetings, subject to the committee Chair's discretion, meetings of standing committees may be held via telephone, videoconferencing, or any other electronic means.

Each committee should review its charter on an annual basis to ensure that the charter appropriately reflects the scope of oversight on the committee in light of changes and developments in the System Office or Community College System.

#### **Article XIV. Establishment of Special Committees.**

Special committees may be established, and their duties may be prescribed by the Chair of the State Board. The Chair of the State Board shall advise the entire Board of those duties, the role to be played by the special committee appointed and the duration of the committee if its role is time limited. Chairs of special committees shall have the same responsibilities as Chairs of standing committees as set forth in Article XIII.

#### **Article XV. Closed Sessions.**

All meetings of the State Board shall be open to the public unless, consistent with the requirements of State Law, a meeting is closed to the public by majority vote of a quorum of the membership of the State Board.

#### **Article XVI. Ethics and Conflicts of Interest**

It is critical that members of the State Board make all decisions in the best interests of the Community College System and not be influenced by any potential financial gain or personal benefit in making decisions. Board members should endeavor to avoid even the appearance of a conflict of interest and not appear to be influenced by their personal financial interests or prospect of personal benefit in making decisions. Board members are expected to timely disclose any conflict of interest and to recuse themselves from any decision that may affect them personally.

#### **Article XVII. Board Members Access to Information**

In connection with its oversight and policy-making role, the State Board shall have full access to all books, records, facilities and personnel of the System as necessary to fulfill its statutory and fiduciary duties. In exercising this access, Board members are expected to use good judgment so as not to interfere with the operations of the System Office or intercede in matters that fall within the prerogatives of management.

When information is obtained by a Board member, the Board member shall maintain the confidentiality of that information as required by statute, regulation, or other Board-adopted policy. Board members are expected to know the confidentiality protections that apply to the information that may come to them in their role as Board members. Any Board member who knowingly releases confidential information protected by statute, regulation or Board-adopted policy shall be subject to reprimand or censure, up to and including being asked to resign from the Board.

**Article XVIII. Amendments and Suspensions of Bylaw Provisions.**

Any provision of these bylaws (except those required or governed by statutory provision) may be amended by a vote of two-thirds of the membership of the State Board; provided, that no amendment may be adopted unless its substance first has been introduced at a preceding regular or special meeting of the State Board.

Any provision of these bylaws (except those required or governed by statutory provision) may be suspended at any regular or special meeting of the State Board for that meeting by affirmative vote of two-thirds of the membership of the State Board.

*History Note:*

*Effective: 01/01/1981*

*Amended: Insert New Date here, 08/16/2019; 05/17/2019; 05/17/2013; 03/16/2007; 08/19/2005; 8/17/2001.*

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**APPENDIX 3 – STATE BOARD OF COMMUNITY COLLEGES**

**COMMITTEE CHARTERS**

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**STATE BOARD OF COMMUNITY COLLEGES**  
**Review of Finance Committee Charter**

**I. Background**

The State Board of Community Colleges (State Board) derives its authority from Chapter 115D of the North Carolina General Statutes and the State Board of Community Colleges Code (the Code). The structure of the SBCC committees is defined by the Bylaws of the State Board.

The Finance Committee has been part of the State Board since the creation of the North Carolina Community College System (NCCCS) within the State Board of Education in 1963.

**II. Purpose**

The purpose of the Finance Committee is to oversee fiscal policies and the distribution of State and federal funds that support the administration and operation of institutions within the NCCCS.

**III. Organization**

The Finance Committee shall be a standing committee of the State Board. Per Article II of the Bylaws of the State Board, the Chair of the State Board shall appoint the membership, designate the chair and vice-chair, and determine the size of the committee. The membership of the committee may be rotated at the discretion of the Chair of the State Board.

**IV. Meetings**

Per G.S. 115D-2.2(i), the State Board shall meet at stated times established by the State Board, but not less frequently than ten (10) times a year. The Finance Committee shall meet on the same schedule as the other standing committees or as needed, but no less than four (4) times a year, as determined by the State Board.

**V. Responsibilities**

The responsibilities of the Finance Committee shall be:

- To ensure that the System Office and the Community Colleges have in place processes and procedures that assess the following areas:
  - Budgeting – general administration, instructional services, and support services;
  - Collection of established tuition and fees within the policies established by the General Assembly;
  - Fiscal Policy and Management;
  - Capital Improvements and management of the State capital funds

- To understand the allocation process utilized by the System Office to distribute funding to the Community Colleges.
- To ensure that appropriate fiscal information to make well-informed decisions is received; and
- To report to the full State Board on fiscal matters an on-going basis.

## VI. Duties

The specific duties of the Finance Committee shall include:

- Budgeting
  - Per G.S. 115D-31, the State Board is responsible for providing formula funds to support current operating expenses for general administration, instructional services, and support services. The State Board is also responsible for providing categorical funds for equipment, library resources, and other administrative and instructional purposes;
  - Approve the System's expansion budget request and supports its adoption by the General Assembly;
  - Approve the use of Board Reserve Funds for feasibility studies, pilot projects, start-up of new programs, and innovative ideas, per G.S. 115D-5(j);
  - Collaborate with NC Community College Foundation, Inc. and other external partners on partnerships and budgetary items;
  - Approve budget allocations to colleges, either via formula basis, competitive Request for Proposal (RFP), or other rationale, except as delegated by 1H SBCCC 200.1(b);
- Tuition and Fees G.S. 115D-39
  - Establish curriculum tuition and continuing education registration fee rates;
  - Establish policies regarding student tuition and fees;
  - Monitor receipt collections;
  - Adopt financial aid award schedules and policies;
- Fiscal Policy and Management
  - Adopt budget and fiscal policies consistent with legislation.
  - Approve System Office contracts in excess of the amounts delegated 1A SBCCC 200.6.
  - Per G.S. 115D-58.14(c), the State Board may increase or decrease a college's purchasing /delegation, in consultation with the Department of Administration. The maximum delegation amount is \$100,000.
- Capital Improvements
  - Approve sites and capital improvement projects under G.S. 115D-5, except as delegated by 1H SBCCC 400.4;
  - Approve the sale, exchange, or lease of property under G.S. 115D-15;
  - Approve the acquisition of property under G.S. 115D-20
  - Approve special construction delegation to colleges under G.S. 115D-9.

The Finance Committee may modify or supplement these duties and responsibilities as needed.

The Finance Committee will have oversight of the relevant elements of the strategic plan and the annual operating plan.

The Finance Committee should annually review and assess the adequacy of the Finance Committee Charter in accordance with the Bylaws.

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**STATE BOARD OF COMMUNITY COLLEGES**  
**Legislative Affairs Committee Charter**

**I. Background**

The State Board of Community Colleges (State Board) derives its authority from Chapter 115D of the North Carolina General Statutes and the State Board of Community Colleges Code (the Code). The structure of the State Board standing committees are defined by the Bylaws of the State Board.

The Legislative Affairs Committee was established in August of 2015.

**II. Purpose**

The purpose of the Legislative Affairs Committee is to recommend legislative priorities and provide support for and overview of legislation and activities that impact the North Carolina Community College System (NCCCS). The Legislative Affairs Committee will ensure that the State Board's legislative activities comply with all applicable N.C. General Statutes.

**III. Organization**

The Legislative Affairs Committee shall be a standing committee of the State Board. Per Article II of the Bylaws of the State Board of Community Colleges, the Chair of the State Board shall appoint the membership, designate the chair and vice-chair, and determine the size of the committee. The membership of the committee may be rotated at the discretion of the Chair of the State Board.

**IV. Meetings**

Per G.S. 115D 2.2(i) The State Board shall meet at stated times established by the State Board, but not less frequently than 10 times a year. The Legislative Affairs Committee shall meet on the same schedule as the other standing committees or as needed, but no less than four times a year, as determined by the State Board.

**V. Responsibilities**

The responsibilities of the Legislative Affairs Committee shall be:

- To build strong relationships with members of the North Carolina General Assembly with the goal of building legislative support for the NCCCS.
- To identify key legislators and to encourage State Board members to develop relationships with legislators
- To work with the Governor's Office and Executive Branch to advance the priorities of the NCCCS.
- To work with all levels of the Federal government to advance the priorities of the NCCCS.



- To provide State Board members with materials that can be provided to legislators and other stakeholders that explain and support the legislative priorities of the NCCCS.
- To educate members of the General Assembly on the System's goals, priorities, and achievements, including its progress on the implementation of the Strategic Plan.
- To proactively advocate for the NCCCS with members of the General Assembly.
- To recommend legislative priorities that benefit the NCCCS.
- To report to the full Board on an on-going basis on legislation or legislative activities that impact the NCCCS.
- To build and maintain relationships with stakeholders of the NCCCS, including business, industries, and community leaders, that can assist the NCCCS in advancing its legislative priorities.

## VI. Duties

The specific duties of the Legislative Affairs Committee shall include:

- Meet with or contact legislators regarding legislation impacting the NCCCS.
- 
- Determine and make recommendations for legislative priorities and strategies to the State Board for approval.
- Identify, review, and make recommendations to the State Board on legislation that may affect the NCCCS or the State Board.
- Approve the System's expansion budget request and supports its adoption by the General Assembly;
- Be an effective spokesperson, communicating the legislative priorities and initiatives of the North Carolina Community College System to key stakeholders.
- Provide advocacy materials to State Board members for them to use in advocating the State Board's legislative priorities to legislators and other stakeholders.

The Committee may modify or supplement these duties and responsibilities as needed.

The Committee will have oversight of the relevant elements of the strategic plan and the annual operating plan.

The Committee should annually review and assess the adequacy of the Legislative Affairs Committee Charter in accordance with the Bylaws.

## STATE BOARD OF COMMUNITY COLLEGES

### Personnel Committee Charter

#### I. Background

The State Board of Community Colleges (State Board) derives its authority from Chapter 115D of the North Carolina General Statutes and the State Board of Community Colleges Code (the Code). The structure of the SBCC committees is defined by the Bylaws of the State Board.

The Personnel Committee has been part of the State Board since the creation of the Community College System within the State Board of Education in 1963.

#### II. Purpose

The purpose of the Personnel Committee is to provide oversight of human resource matters within the North Carolina Community College System (NCCCS) that comply with N.C. General Statutes G.S. 115D-3 and G.S. 115D-5.

#### III. Organization

The Personnel Committee shall be a standing committee of the State Board. Per Article II of the Bylaws of the State Board, the Chair of the State Board shall appoint the membership, designate the chair and vice-chair, and determine the size of the committee. The membership of the committee may be rotated biennially at the discretion of the Chair of the State Board.

#### IV. Meetings

Per G.S. 115D 2.2(i) The State Board shall meet at stated times established by the State Board, but not less frequently than 10 times a year. The Personnel Committee shall meet on the same schedule as the other standing committees or as needed, but no less than four times a year, as determined by the State Board.

#### V. Responsibilities

The responsibilities of the Personnel Committee shall be:

- To ensure the State Board has adopted college personnel policies, regulations, and standards it deems necessary to uphold the duties outlined in G.S. 115D-5.
- To ensure candidates recommended to serve as the chief administrative officer (i.e. president) of a community college are well-qualified to represent and serve the college and our System.
- To ensure the State Board has adopted personnel policies, regulations, and standards needed for the operation of the System Office.
- To ensure the System Office is staffed with persons of high competence and strong professional experience consistent with G.S. 115D-3.

## VI. Duties

The specific duties of the Personnel Committee shall include:

- To recommend State Board action on proposed changes to the Code related to personnel matters;
- To recommend State Board action on requests from college boards of trustees regarding the election of the college chief administrative officer (president);
- To recommend State Board action on any recommended changes to the System Office Exempt from State Human Resources Act (non-SHRA) Personnel Policy.
- To recommend State Board action on the appointment and compensation for System Office non-SHRA positions consistent with the non-SHRA Personnel Policy.
- On an annual and timely basis, to review and provide feedback on the performance of the President and the progress made toward annual goals agreed upon by the President and the Board.
- To ensure that employees are provided meaningful opportunities for professional development, career growth and recognition.
- To monitor staff vacancies and retention rates to ensure that adequate resources are in place to perform the work of the System Office and that a productive and supportive work environment is maintained.
- To ensure that all employees have up to date job descriptions and are receiving timely annual reviews and feedback on their performance to promote their productivity, performance, and job satisfaction.
- On a periodic basis, to assess the organizational structure and available resources to ensure that it aligns with and is supportive of the overall goals and work of the Community College System.

The Committee may modify or supplement these duties and responsibilities as needed.

The Committee will have oversight of the relevant elements of the strategic plan and the annual operating plan.

The Committee should annually review and assess the adequacy of the Personnel Committee Charter in accordance with the Bylaws.

## STATE BOARD OF COMMUNITY COLLEGES Policy and Governance Committee Charter

### I. Background

The State Board of Community Colleges (State Board) derives its authority from Chapter 115D of the North Carolina General Statutes and the State Board of Community Colleges Code (the Code). The actions, policies, and rules of the State Board are codified and enforced in the Code.

The State Board Policy and Governance Committee was established on August 15, 2019. Prior to that, the business of this committee was overseen by the Policy Committee.

### II. Purpose

The purpose of the Policy and Governance Committee is to recommend policies for the State Board to adopt on behalf of the Community College System (NCCCS) that comply with N.C. General Statutes, to regulate certain issues related to community colleges, and to recommend improvements in the governance and operations of the State Board.

### III. Organization

The Policy and Governance Committee shall be a standing committee of the State Board. Per Article II of the Bylaws of the State Board, the Chair of the State Board shall appoint the membership, designate the chair and vice-chair, and determine the size of the committee. The membership of the committee may be rotated at the discretion of the Chair of the State Board.

### IV. Meetings

Per G.S. 115 D 2.2(j) The State Board of Community Colleges shall meet at stated times established by the State Board, but not less frequently than 10 times a year. The Policy and Governance Committee shall meet on the same schedule as the other standing committees, or as needed, but no less than four times a year, determined by the State Board.

### V. Responsibilities

The responsibilities of the Committee include:

- To review and recommend SBCC Code changes;
- To review, recommend, and evaluate the need for System-wide policy modifications;
- To review the Proprietary School Board actions and provide recommendations;
- To ensure that appropriate information to make well-informed decisions is received at the State Board and each of its committees;
- To report to the State Board on an on-going basis;
- To periodically review and recommend modifications to the Bylaws of the State Board;
- To consider measures that make the State Board operate more efficiently and effectively; and
- To study, review, and report on regulatory changes by government and accreditation bodies that impact the Community College System and make recommendations to the Board on actions to be taken.

The Committee may modify or supplement these responsibilities as needed.

The Committee will have oversight of the relevant elements of the strategic plan and the annual operating plan.

The Committee should annually review and assess the adequacy of the Policy and Governance Committee Charter in accordance with the Bylaws.

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**STATE BOARD OF COMMUNITY COLLEGES**  
**Programs and Student Success Committee Charter**

**I. Background**

The State Board of Community Colleges (State Board) derives its authority from Chapter 115D of the North Carolina General Statutes and the State Board of Community Colleges Code (the Code). The structure of the SBCC committees is defined by the Bylaws of the State Board.

The Programs Committee has been part of the State Board since the creation of the Community College System within the State Board of Education in 1963.

**II. Purpose**

The purpose of the Programs Committee is to establish policies for the addition and revision of educational programs within the North Carolina Community College System (NCCCS) that comply with N.C. General Statutes and support the System's mission of providing high-quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, develop a globally and multi-culturally competent workforce and improve the lives and well-being of individuals.

The Programs Committee's purview impacts Curriculum, instruction for Captive and Co-opted groups, Student Services, Career and College Promise, Work-Based Learning, Customized Training, High School Equivalency, Tiered Funding Levels, Developmental Education, Basic Skills Plus, Curriculum Instructional Contracts, and Instructional Service Agreements to offer students a variety of learning opportunities throughout the state.

**III. Organization**

The Programs Committee shall be a standing committee of the State Board. Per Article II of the Bylaws of the State Board, the Chair of the State Board shall appoint the membership, designate the chair and vice-chair, and determine the size of the committee. The membership of the committee may be rotated at the discretion of the Chair of the State Board.

**IV. Meetings**

Per G.S. 115D 2.2(i) The State Board shall meet at stated times established by the State Board, but not less frequently than 10 times a year. The Programs Committee shall meet on the same schedule as the other standing committees or as needed, but no less than four times a year, as determined by the State Board.

**V. Responsibilities**

The responsibilities of the Programs Committee shall be:

- To ensure that the System Office continues to work with the education partners (for example, DPI, UNCGA, and Independent Colleges and Universities) to provide quality education that is accessible to all students.
- To ensure that the System Office continues to work with business, industries, local governments, government agencies, and communities, to ensure that our community colleges are meeting workforce needs.
- To review the programs and courses that are offered within the state of North Carolina to assure that the colleges are best serving their communities
- To learn about trends and needs of the student population to assure what is being requested is what is needed.

## VI. Duties

The specific duties of the Committee on Programs shall include review and/or approval, as required, as outlined in G.S. 115D-4 and G.S. 115D-5, of the following:

- Curriculum Program Applications
- Curriculum Program Terminations
- Curriculum Standard Revisions
- New curriculum courses submitted through new-to-the system program applications for the *Combined Course Library*
- New continuing education courses for the Combined Course Library.
- Tier funding designations for continuing education and curriculum courses
- Programs and courses within the Captive/Co-opted groups;
- Articulation agreements between the NCCCS and the various education partners.
- System Office will collect information regarding needs of the new academic programs by NC communities and students, and annually present them to the Committee for its review.
- Criteria for the following:
  - Career and College Promise
  - Work-Based Learning
  - Customized Training
  - High School Equivalency
  - Tiered Funding Levels
  - Developmental Education
  - Basic Skills Plus
  - Curriculum Instructional Contracts
  - Instructional Service Agreements

The Committee may modify or supplement these duties and responsibilities as needed.

The Committee will have oversight of the relevant elements of the strategic plan and the annual operating plan.

The Committee should annually review and assess the adequacy of the Programs Committee Charter in accordance with the Bylaws.

**STATE BOARD OF COMMUNITY COLLEGES**  
**Strategic Planning Committee Charter**

**I. Background**

The State Board of Community Colleges (State Board) derives its authority from Chapter 115D of the North Carolina General Statutes and the State Board of Community Colleges Code (the Code). The structure of the State Board standing committees is defined by the Bylaws of the State Board.

The Strategic Planning Committee was established on July 9, 2009.

**II. Purpose**

The purpose of the Strategic Planning Committee is to provide oversight of the North Carolina Community College System's mission, vision, and strategic direction.

**III. Organization**

The Strategic Planning Committee shall be a standing committee of the State Board. Per Article II of the Bylaws of the State Board, the Chair of the State Board shall appoint the membership, designate the chair and vice-chair, prescribe the duties, and determine the size of the committee. The membership of the committee may be rotated biennially at the discretion of the Chair of the State Board.

**IV. Meetings**

Per G.S. 115D 2.2(i) The State Board shall meet at stated times established by the State Board, but not less frequently than 10 times a year. The Strategic Planning Committee shall meet the same schedule as the other standing committees or as needed, but no less than four times a year, as determined by the State Board.

**V. Responsibilities**

The responsibilities of the Strategic Planning Committee include:

- Oversight of System strategic planning and plan implementation
- Reviewing research and monitoring external forces and System competencies
- Providing general guidance to the System regarding its strategic direction and initiatives

**VI. Duties**

The specific duties of the Strategic Planning Committee shall include:

- Ensuring that the President maintains an effective strategic planning process, including the development and updating of a three- to five-year System strategic plan with measurable goals



and metrics.

- Monitoring the System’s progress with strategic plan implementation, including quarterly reviews of strategic plan tactics and progress and periodic review of progress on key performance indicators.
- Recommending modifications to the strategic plan to the State Board as needed based on changes in the educational environment, community needs, legislative environment, and other factors.
- Reviewing research, trends, and workforce needs to understand the NCCCS’s industry, market, community, and core competencies.
- Discussing policy issues and other opportunities to improve the scope, cost-effectiveness, quality, and impact of services provided by the NCCCS and making recommendations to the State Board.
- Reviewing and approving the Statewide Performance Measures Report and any substantive changes that may be made to strategic plan goals or objectives, Statewide Performance Measures, or other strategic plan Key Performance Indicators (KPIs).

The Committee may modify or supplement these duties and responsibilities as needed.

The Committee will have oversight of the relevant elements of the strategic plan and the annual operating plan.

The Committee should annually review and assess the adequacy of the Strategic Planning Committee Charter in accordance with the Bylaws.

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**STATE BOARD OF COMMUNITY COLLEGES**  
**Accountability and Audit Committee Charter**

**I. Background**

The State Board of Community Colleges (State Board) derives its authority from Chapter 115D of the North Carolina General Statutes and the State Board of Community Colleges Code (the Code). The structure of the SBCC committees is defined by the Bylaws of the State Board.

The Accountability and Audit Committee was established on March 16, 2007.

**II. Purpose**

The purpose of the Accountability and Audit Committee is to ensure strong and effective systems of internal controls within the North Carolina Community College System (NCCCS) that comply with N.C. General Statutes and to clearly indicate responsibilities related to that system of internal controls, and to strengthen internal audit activities within the NCCCS. In addition, the Committee shall oversee and monitor key institutional risks and related mitigation and response plans to ensure that risk management activities support the mission and strategy of the NCCCS.

**III. Organization**

The Accountability and Audit Committee shall be a standing committee of the State Board. Per Article II of the Bylaws of the State Board, the Chair of the State Board shall appoint the membership, designate the chair and vice-chair, and determine the size of the committee. The membership of the committee may be rotated at the discretion of the Chair of the State Board. The Chair should seek to appoint members of the Committee with an accounting or financial background or have experience serving on audit or finance committees for other organizations.

**IV. Meetings**

Per G.S. 115D 2.2(i) the State Board shall meet at stated times established by the State Board, but not less frequently than ten (10) times a year. The Accountability and Audit Committee shall meet on the same schedule as the other standing committees or as needed, but no less than four times a year, as determined by the State Board. The Committee shall meet with the System Office's Director of Internal Auditing, Director of Compliance Services, Chief Information Security Officer, and General Counsel to hear reports and ask question regarding risk assessment and mitigation.

**V. Responsibilities**

The responsibilities of the Accountability and Audit Committee shall be:

- To ensure that each division of the System Office and community colleges have in place processes and procedures that assess the following areas:
  - Effectiveness and efficiency of operations
  - Reliability and integrity of financial and operational information

- Safeguarding of assets, and
- Compliance with laws, regulations, and contracts;
- To determine if the System Office and community colleges have appropriate processes and controls in place to assess and mitigate risk, and to develop appropriate plans on how identified areas of risk will be mitigated or minimized;
- To ensure that appropriate information to make well-informed decisions regarding risk and risk tolerance is received in a timely manner; and
- To report to the full Board on an on-going basis.

## VI. Duties

The specific duties of the Accountability and Audit Committee shall include:

- Review the work performed at the System Office and community colleges by the Office of the State Auditor, CPA firms, and other advisors and report to the State Board on these activities. The report to the State Board should include, but not be limited to, audit reports, reviews, investigations, special assignments, findings, responses and resolutions (G.S. 115D-58.16 Audits);
- On an ongoing basis, the Committee shall discuss with Senior Leadership, the Director of Internal Auditing, and the Director of Compliance Services, the System policies, and procedures with respect to risk assessment and risk management, including the risks of fraud, cybersecurity, and privacy. The Committee shall also discuss the System's major financial risk exposures and the steps Senior Leadership has taken to monitor and control such exposures.
- Review any audit performed by State Auditor's Office and report to the State Board with respect thereto.
- Review and approve the System Office's annual internal audit plan. The review will focus on whether the overall priorities and scope of the plan are aligned with the current assessment of sources of risk for the System Office identified in the process set forth in paragraph VI. 2 above. The Committee shall evaluate if adequate resources have been budgeted to complete the plan.
- Review and resolve any inconsistencies found with internal control procedures and conflicts of interest situations (G.S. 143-79).
- Review and approve the System Office's annual compliance plan. The Committee shall review the Director of Compliance Services' annual report of the effectiveness of the System's compliance with ethical, legal, and regulatory requirements. The Committee shall review the results of any significant regulatory or independent reviews of compliance with laws, rules, regulations, and contracts and intended corrective action as well as other compliance reviews from time to time and determined to be relevant. Review findings of annual compliance reviews, conducted by the System Office Compliance Services unit, of each college (G.S. 115D-5(m)); and

- Participate in, and when necessary, ~~in~~ require, training sessions related to identified weaknesses in system-wide internal controls and internal/external audit issues;
- Study, review, and report on regulatory changes by government agencies, regulatory authorities, and accreditation bodies that affect ~~impact~~ the System Office and college procedures and make recommendations to the Board on actions to be taken;
- The Committee will be responsible for setting the overall tone from the top regarding quality financial reporting, sound business institutional risk management practices and ethical behavior.

#### VII. Role of System Office Senior Leadership

- System Office Senior Leadership shall immediately disclose to the Chair of the Committee any material changes in the financial condition, regulatory standing or operations of the System Office or the System as a whole. Such disclosures shall be presented to the full Committee at its next meeting or earlier if required in the judgment of the Chair.
- When the Senior Leadership is conducting a fraud waste and abuse investigation, they should inform the Chair of the Audit Committee and coordinate with the Audit Committee on conducting the investigation.
- The Committee is empowered to investigate any matter brought to its attention with full access to all books, records, facilities, and personnel of the System Office and the power to retain and compensate outside counsel, accountants, experts, and other advisors as it deems appropriate. Senior Leadership shall provide in a timely fashion any such access to information or personnel requested by the Committee.
- Senior Leadership shall inform the Committee of the results of any material regulatory reviews or audits and shall provide responses to any findings and its follow-up action plans.

The Committee may modify or supplement these duties and responsibilities as needed.

The Committee will have oversight of the relevant elements of the strategic plan and the annual operating plan.

The Committee should annually review and assess the adequacy of the Accountability and Audit Committee Charter in accordance with the Bylaws.

## Appendix 4 - Glossary of Relevant Terms

**Academic Semester**—A sixteen-week period during which credit classes are offered.

**Academic Year**—The academic year includes fall and spring semesters as well as an eleven-week summer term.

**Accreditation**—A formal means of recognizing an institution for maintaining standards that qualify the graduates for admission to higher institutions or for professional practice. Accrediting agencies are responsible for establishing the standards and evaluating the schools' compliance with them (e.g. Southern Association of Colleges and Schools, American Dental Association, Engineering).

**Accountability**—The acceptance of personal responsibility for the achievement of predetermined measurable objectives.

**Adult Basic Education (ABE)**—A program of basic skills for adults, 16 years of age or older and out of school, who function at less than a high school level.

**Adult Education**—Programs that provide opportunities for adults and out-of-school youth to further their education.

**Affirmative Action**—The planned, aggressive, coherent, management program to provide for equal employment opportunity. It is a results-oriented program designed to achieve equal employment opportunity rather than simply a policy to assure nondiscrimination. As an ongoing management program, it requires periodic evaluation. It is not a quota system.

**Appropriation**—The act by which the legislature provides the state dollars for the operation of an institution. Funds are appropriated to the State Board of Community Colleges to be distributed to the institutions.

**Associate in Applied Science Programs (AAS)**—These programs range from 64 to 76 semester hour credits. A full-time student can typically complete one of these programs within two years. In addition to major course work, associate in applied science degree programs require a minimum of 15 semester hour credits of general education. General education requirements include course work in communications, humanities/fine arts, social/behavioral sciences and natural sciences/mathematics. Certain courses in associate degree programs may be accepted by a four-year college or university for transfer credit in an associated field.

**Association of Community College Trustees (ACCT)**—A nonprofit international association with headquarters in Washington, DC, that seeks to unify, promote, encourage, and develop two-year institutions through the expertise and insight of trustee leadership.

**Association of Governing Boards of Universities and Colleges (AGB)**—A nonprofit educational organization of governing, coordinating, and advisory boards of post-secondary

education. AGB exists to help its members fulfill their roles and meet their responsibilities. Headquarters are in Washington, DC.

**Base Budget**—Appropriations made by the Legislature to fund the current level of operation.

**Biennium**—A two-year period for which an agency builds a budget.

**Capital Outlay**—Capital outlay expenditures are those that result in the acquisition of fixed assets or additions to fixed assets (i.e. expenditures for land, buildings, or equipment).

**Categorical Funds** (restricted)—Funds from a federal, state, local, or private source that are restricted to expenditures in a particular category or program.

**Certificate Programs**—These programs range from 12 to 18 semester hour credits and can usually be completed within one semester by a full-time student. Associate degree level courses within a certificate program may also be applied toward a diploma or an associate in applied science degree.

**Certification**—A voluntary form of recognition for knowledge and skill in a particular profession.

**Clock Hour**—One hour of instruction given one student. Class periods from 50–60 minutes may be counted as one clock hour depending on the type of instruction delivered.

**College Transfer Programs**—These programs are offered through the Associate in Arts (AA), Associate in Fine Arts (AFA) and Associate in Science (AS) degrees. The Associate in Arts and the Associate in Science programs are part of the Comprehensive Articulation Agreement (CAA). This agreement addresses the transfer of students between institutions in the North Carolina Community College System and the constituent institutions of the University of North Carolina.

**Compensatory Education**—A special state-funded educational program for adults (over 17 years of age) with some mental disability.

**Competency-Based Instruction**—Instruction based on measurable student performance outcomes consistent with the skills and knowledge needed by entry-level employees in a particular field.

**Cooperative Skills Training**—A training program specifically designed to provide customized training for existing industry. This training can be provided on campus or at the industrial site.

**Credit Hour**—An instructional unit used for recognition of the amount of credit a student earns for a given course. Example: Semester Credit Hour—A student who spends one classroom hour per week in a class for sixteen weeks earns one semester hour credit.

**Current Expense**—Funds used for the general operation of the institution to include salaries, benefits, and other instructional costs.

**Curriculum Programs**—A term used to describe a wide variety of planned educational programs which range in length from one semester to two years. These programs lead to certificates, diplomas or associate degrees, depending on the nature of the curriculum. Curriculum programs include certificate, diploma, Associate in Applied Science, Associate in Arts, Associate in Fine Arts, Associate in Science and Associate in General Education programs.

**Developmental Education**—A program providing specialized credit courses for students who need to improve their basic skill in order to perform at the level required for admission to degree and diploma programs. Usually these courses are in reading, writing, and mathematics.

**Diploma Programs**—These programs range from 36 to 48 semester hour credits and can usually be completed by a full-time student within two semesters and one summer term. Associate degree level courses within a diploma program may also be applied toward an Associate in Applied Science degree.

**English as a Second Language (ESL)**—A program of instruction to help adults with limited or no English language proficiency.

**Expansion Budget**—Additional funds from the legislature to increase the quantity or quality of services rendered.

**Fiscal Year**—The twelve-month period upon which the institution's budget is based that runs July 1 – June 30.

**Full-Time Equivalent (FTE)**—One full-time equivalent (FTE) student represents 16 student membership hours per week for 16 weeks or 256 student membership hours for each semester enrolled.

- **Annual Curriculum FTE**—The total of fall and spring FTE.
- **Annual Extension FTE**—The total of spring, summer and fall sequenced periods FTE.
- **Budget Full-Time Equivalent (B/FTE)**—Used to prepare the operating budget and to provide for an equitable distribution of the operating funds allocated by the State Board to the institutions.
- **Equipment Full-Time Equivalent (E/FTE)**—Used to prepare the equipment budget and to provide for an equitable distribution of the equipment funds allocated by the State Board to the institutions.
- **Library Full-Time Equivalent (L/FTE)**—Used to prepare the library budget to provide for an equitable distribution of library funds allocated for the purchase of library books and audiovisual materials.

- **Credit Hour Full-Time Equivalent (H/FTE)**—Used in furnishing data to the North Carolina Commission on Higher Education Facilities and the University of North Carolina.
- **Construction Full-Time Equivalent (C/FTE)**—Used to determine priorities and institutional eligibility for federal and state construction funds for the institutions.

**Full-Time Students**—A student is considered full time if he/she carries 12 or more semester credit hours of classes.

**General Educational Development (GED)**—A high school equivalency program enabling adults to take the General Education Development Tests to determine if they are at the 12th grade completion level of English, social studies, science, reading, and math. Individuals achieving the required scores on the GED are awarded the High School Equivalency Diploma. The program is open to individuals 18 years or older.

**General Education Programs**—These programs are designed for individuals wishing to broaden their education, with emphasis on personal interest, growth and development. The two-year General Education program provides students opportunities to study english, literature, fine arts, philosophy, social science, science and mathematics at the college level. All courses in the program are college-level courses and many of the courses are equivalent to college transfer courses; however, the program is not principally designed for college transfer. Successful completion of 64-65 semester hour credits leads to an associate in general education degree (AGE).

**Human Resource Development (HRD)**—A program with prevocational training and counseling for chronically unemployed adults.

**Non-Credit (Extension) Courses**—Courses for professional training, upgrading or general interest.

**Occupational Education**—Any type of instruction or training (credit or non-credit) that prepares one to enter an occupation.

**Other Costs**—A term used to describe current instructional and operating instructional support costs excluding personnel and the associated fringe benefits. The term is used for supplies, travel, postage, etc.

**Pell Grants**—Need-based federally funded grants.

**Transitional**—Programs that do not lead to a formal award. They include special credit, Huskins Bill, high school, and dual enrolled high school programs.

**Unduplicated Headcount**—The total number of students (both full-time and part-time) enrolled in all courses during a year. Each student is counted only once during the year regardless of the number of classes he/she takes or the number of semesters for which he/she registers.





## Often Used Terms and Acronyms

[A](#)   [B](#)   [C](#)   [D](#)   [E](#)   [F](#)   [G](#)   [H](#)   [I](#)   [J](#)   [K](#)   [L](#)   [M](#)  
[N](#)   [O](#)   [P](#)   [Q](#)   [R](#)   [S](#)   [T](#)   [U](#)   [V](#)   [W](#)   [X](#)   [Y](#)   [Z](#)

Term/Acronym	Meaning
<b>A</b>	<a href="#">Back to top</a>
A4NCW	Align4NCWorks (Strategic Plan)
AA	Associate in Arts – A degree granted for planned programs of study consisting of a minimum of 60 semester hours and a maximum of 61 semester hours of college transfer courses.
AAS	Associate in Applied Science – A degree granted for planned programs 64-76 semester hours course work to provide entry-level employment education. An AAS program must include a minimum of 15 hours of general education and a minimum of 49 hours of major courses with numbers 110-199 or 210-299.
ACA	Affordable Care Act
ABE	Adult Basic Education (ABE) is a program of instruction below the high school level designed for adults who need to improve their reading, writing, speaking, problem solving, or computation skills to function more effectively in society, on a job, or in the family.
ACCBO	Association of Community College Budget Officers
ADA	Americans with Disabilities Act
AD&D	Accidental Death and Dismemberment insurance
AE	Associate in Engineering – A degree granted for planned programs of study consisting of a minimum of 60 semester hours and a maximum of 61 semester hours of college transfer courses, with an emphasis on engineering.
AEFLA	Adult Education and Family Literacy Act
AFA	Associate in Fine Arts – A degree granted for planned programs of study consisting of a minimum of 60 semester hours and a maximum of 61 semester hours of college transfer courses, with an emphasis on the arts.

AGE	Associate in General Education – A degree that is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development. The program may include both university transfer and non-transfer courses.
AGI	Adjusted Gross Income
AHS	Adult High School (AHS) instruction is offered cooperatively with local public school systems to help adults earn an Adult High School Diploma.
AS	Associate in Science – A degree granted for planned programs of study consisting of a minimum of 60 semester hours and a maximum of 61 semester hours of college transfer courses, with emphasis on the natural sciences.
AUD	Accountability and Audit Committee
AWS	American Welding Society
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<b>Basic Skills (Currently referred to as College and Career Readiness)</b>	Basic Skills - Programs designed for adults who need to improve their reading, writing, speaking, problem solving, listening or computational skills to function more effectively in society, on a job, or in the family.
Basic Skills Plus	Basic Skills Plus. Basic Skills Plus is a program developed to provide employability skills, job-specific occupational and technical skills, and developmental education instruction to students concurrently enrolled in an Adult High School or a high school equivalency program.
BEACON	The former name of the HR/Payroll system for State agencies
Best Literacy/Best Plus 2.0	Basic English Skills Test – NRS assessment used in College and Career Readiness to place and post-test students.
BEST NC	Business for Educational Success and Transformation
BEST Shared Services	Beacon Enterprise Support Team – support organization for employees and agency human resources and payroll personnel designed to provide human resources, benefits and payroll administration services and answers to human resources, benefits and payroll questions.
BFTE	Budget FTE
BioNetwork	Statewide resource that supports the training, education, and outreach needs of North Carolina’s biotechnology and life sciences sector. Five community colleges host BioNetwork staff. They include: Asheville-Buncombe (A-B) Technical Community College, Forsyth Technical Community College, Gaston College, Pitt Community College, and Wake Technical Community College.
BLET	Basic Law Enforcement Training
BRITE	Biotechnology Research Institute and Technology Enterprise, NC Central University, BioNetwork partner.

BTEC	Biomanufacturing Training and Education Center, NC State - partner of BioNetwork
<b>C</b>	<a href="#">Back to top</a>
CAA	Comprehensive Articulation Agreement – An agreement between the North Carolina Community College System and public and private universities to facilitate transfer between community colleges and 4-year universities.
CAL	Calendar Committee
CAO	Chief Academic Officer – The person at the local college level who bears the primary responsibility for all areas of curriculum programming.
Career Clusters Guide	Developed by the North Carolina Department of Public Instruction and the North Carolina Community College system to link the academic and Career and Technical Education programs at the secondary and postsecondary levels to increase student achievement.
CASAS	Comprehensive Adult Student Assessment Systems – An assessment used in College and Career Readiness to place and post-test students
CBE	Competency-based Education
CC	Community College
CCL	Combined Course Library – The set of statewide uniform courses from which North Carolina community colleges must choose their curriculum course offerings.
CCP	Career and College Promise program
CCP	Career and College Promise - Success in today's global economy may require a two-or four-year degree, a certificate or diploma. Through Career and College Promise, qualified high-school-age students in North Carolina have the opportunity to pursue these options, tuition free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation.
CCR	College and Career Readiness - Programs designed for adults who need to improve their reading, writing, speaking, problem solving, listening or computational skills to function more effectively in society, on a job, or in the family.
CCRG	Career and College-Ready Graduate Program
CE	Continuing Education programs provide education and training opportunities for targeted audiences. Courses are non-credit, short-term, and are offered in a variety of instructional delivery modes and locations.
CEC	Continuing Education Credit

Certificate	A program comprised of 12-18 semester hours of courses designed to provide entry-level employment training.
CEU	Continuing Education Unit – A unit of credit toward specific certification awarded for continuing education courses in collaboration with the certifying agency.
CI	Capital Improvement project
CIP Codes	Classification of Instructional Programs Codes – Nationally recognized codes to classify instructional programs for educational research and funding purposes.
CIP Project	Curriculum Improvement Project – A two-year project with state-wide representation to assess the current employer needs for a particular program area and revise courses and curriculum standards, as required, to meet the employer needs.
CIS	College Information System – A two-part system to interconnect all facets of NCCCS records – commonly differentiated as Colleague and Data Warehouse.
Clinical Practice	A structured, faculty-directed learning experience in a health sciences program which develops job proficiency. Clinical practice requires significant preparation, coordination, and scheduling by the faculty and is under the supervision of an instructor or preceptor who is qualified for the particular program. Credit of one semester hour is awarded for each 48 hours of clinical practice. (ratio of 3:1 credit hours).
COABE	Coalition on Adult Basic Education
COBRA	The Consolidated Omnibus Budget Reconciliation Act of 1985 (or COBRA) - the ability to continue health insurance coverage after leaving employment
Colleague	A software package with enhancements and ancillary third-party products designed to interconnect the functions at the college level and to manage processes that are shared by the colleges and the System Office.
Concurrent Enrollment	Enrollment of high school students in regular college courses, usually located on the community college campus.
Corequisite Course	A course taken at the same time as another course or prior to the course to be taken.
CR	Continuing Resolution – Legislation that is enacted that provides continuing budget authority, absent the enactment of a final budget.
CRC	Career Readiness Certification – Entry-level worker third party certification that measures a worker’s abilities in three key workplace skills: <ul style="list-style-type: none"> <li>• Reading for Information</li> <li>• Applied Mathematics</li> <li>• Locating Information</li> </ul>

CCRC	Curriculum Course Review Committee – A committee of academic officers and presidents that serves as an arm of the State Board of Community Colleges, with the specific purpose of maintaining the curriculum courses in the Combined Course Library. This committee is charged with the responsibility of keeping the curriculum courses in the Combined Course Library current while guarding against proliferation of course duplications.
CTE	Career and Technical Education
CTE	Career Technical Education Pathway – A certificate or diploma level program offered under Career and College Promise.
Curriculum Standard	A set of criteria approved by the State Board of Community Colleges for each curriculum. The criteria establish the program description, minimum and maximum number of hours and required courses.
Curriculum Standard (Career Cluster Format)	Similar career technical education program majors grouped together under a program curriculum standard that utilize a common technical core (foundational courses).
<b>D</b>	<a href="#">Back to top</a>
Data Warehouse	A massive database that stores five years of raw data. Standard reports with a fixed “snapshot” of data at a given date are available through menu/standard command options. Ad hoc reports are based on data in the warehouse on the day extracted; consequently, Ad hoc results vary as colleges update records.
Developmental Education	Programs that consist of courses and support services which include diagnostic assessment and placement, tutoring, advising, and writing assistance. These programs are designed to address academic preparedness, workforce retraining, development of general and discipline-specific learning strategies, and affective barriers to learning. Developmental courses do not earn credit toward a degree, diploma, or certificate. The numbers 010-099 shall be assigned to developmental courses.
Diploma	A program comprised of 36-48 semester hours, including a minimum of 6 hours general education, which provide entry-level employment training.
DEI	Diversity, Equity, and Inclusion
DL	Distance Learning – Organized delivery by means other than face- to-face classroom contact, such as via The Internet, video recordings, paper-based correspondence, or telecourse.
DPI	NC Department of Public Instruction, often referred to as K-12.

DWS	Division of Workforce Solutions, NC Department of Commerce
<b>E</b>	<a href="#">Back to top</a>
Early College High Schools	Small autonomous schools where students earn an associate degree or two years of college credit.
EAP	Employee Assistance Program
EDPNC	Economic Development Partnership of North Carolina, the partnership formed by the General Assembly in 2014 to handle business recruitment, retention, international trade, tourism and film development. These functions were moved from Commerce.
EFC	Expected Family Contribution
EFL	Educational Functioning Level – Way to identify measurable skill gains in adult education
EOB	Explanation of Benefits (as found on Beacon)
EOI	Evidence of Insurability – often required for benefit enrollment
EPA or EHRA	Employee/Position is Exempt from the State Personnel (now Human Resources Act)
ESL/ELA/ELL	English as a Second Language, English Language Acquisition, English Language Learner
ETA	Employment and Training Administration
Experiential Lab	Instruction given to a student by an instructor to increase the student's knowledge and skills without immediate student application. Credit of one semester hour is awarded for each 32 hours of experiential laboratory work. (ratio of 2:1 credit hours.)
<b>F</b>	<a href="#">Back to top</a>
Faculty Directed Lab	Structured and coordinated demonstration by an instructor with immediate student application. Credit of one semester hour is awarded for each 48 hours of faculty directed laboratory work. (ration of 3:1 credit hours).
FAFSA	Free Application for Federal Student Aid
FC	Finance Committee
FERPA	The Family Educational Rights and Privacy Act of 1974 (FERPA or the Buckley Amendment) is a United States federal law
FIL	Family Illness Leave
FLSA	Fair Labor Standards Act – determines if position is subject to or exempt from overtime provisions
FMLA	Family and Medical Leave Act
FTE	Full-Time Equivalency – The number of hours equivalent to the hours one student is enrolled for the normal academic year of spring and fall terms and enables colleges to recognize the impact of part-time students as an aggregate.

FRD	Fiscal Research Division – A division of the General Assembly’s non-partisan central staff that provides legislators information and advice on fiscal matters.
<b>G</b>	<a href="#">Back to top</a>
GED (Currently referred to as HSE)	General Education Development – A program which provides instruction and testing for adults to complete their high school equivalency.
GOT	General Occupational Technology – A curriculum which is unique to an individual student’s particular needs for employability skills.
<b>H</b>	<a href="#">Back to top</a>
HECAC	Higher Education Collaborative Advisory Committee – Advisory committee composed of residency stakeholders who review residency policy and procedures in order to advise the State Education Assistance Authority in the governance of NC Residency.
HIPAA	Health Insurance Portability and Accountability Act, a 1996 Federal law that restricts access to individuals' private medical information
HiSET	High School Equivalency Test - A program which provides instruction and testing for adults to complete their high school equivalency.
HRD	Human Resources Development Program
HSE	North Carolina’s High School Equivalency (HSE) Diploma program offers instruction to assist learners in preparing to successfully pass a designated high school equivalency test. A high school equivalency diploma is issued from the North Carolina State Board of Community Colleges upon successful completion of the complete battery of tests.
<b>I</b>	<a href="#">Back to top</a>
ICAA	Independent Comprehensive Articulation Agreement – An agreement between the North Carolina Community College System and endorsing members of the North Carolina Independent Colleges and Universities to facilitate transfer between community colleges and private, North Carolina 4-year universities that endorse the agreement.
IELCE	Integrated English Literacy and Civics Education - Program is provided in combination with integrated education and training activities and designed to: (1) prepare adult English language learners for, and place in, unsubsidized employment in in-demand industries and occupations that lead to economic self-sufficiency; and (2) integrate with the local workforce development system and its functions to carry out the activities of the program.

IET	Integrated Education and Training - A service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.
IIPS	Institutional Information Processing System – Legacy-based software that will continue to be used for some colleges until 2013.
ITAC	Independent Transfer Advisory Committee - A committee comprised of community college and representatives from the NC Independent Colleges and Universities who administer the Independent Comprehensive Articulation Agreement.
<b>J</b>	<a href="#">Back to top</a>
<b>K</b>	<a href="#">Back to top</a>
<b>L</b>	<a href="#">Back to top</a>
LEAD	Labor & Economic and Analysis Division
LEAs	Law Enforcement Agencies
LEIS	Literacy Education Information System
LEG	Legislative Affairs Committee
LEOs	Law Enforcement Officers
LINCS	Literacy Information and Communication System – A national leadership initiative to deliver high-quality, evidence-based resources, on-demand educational opportunities to practitioners of adult education.
LTD	Long Term Disability benefits
LOA	Leave of Absence
<b>M</b>	<a href="#">Back to top</a>
MCC	Multi-campus center. A convenience location at which students can complete at least one associate degree. Typically, these locations serve at least 300 FTE students.
Middle College High Schools	Small autonomous schools where students take both high school and college credit courses, but are not guaranteed an associate degree or two years of transferable credit.
MPHSE	Multiple Pathways to High School Equivalency - An alternative diploma program designed for CCR students to attain a high school equivalency diploma.
MSG	Multiple Skills Gain – A WIOA-required indicator used in the Federal National Reporting System to demonstrate participants’ progress toward achieving a credential or employment.



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N4CSGA	North Carolina Comprehensive Community College Student Government Association
NAM	National Association of Manufacturing
NCACCP	NC Association of Community College Presidents
NCACCT	NC Association of Community College Trustees
NC BIO	State affiliate of the Biotechnology International Organization, lobbies for NC Biotech industry.
NCBC	NC Biotechnology Center, economic development organization located in RTP.
NCBCE	NC business committee for education
NCC	NC Chamber
NCCCAEA	NC Community College Adult Educators Association
NCCCS	North Carolina Community College System
NCCCSO	North Carolina Community College System Office
NCCORD	NC Council of Resource Development - members include college foundation officers and grant writers.
NCEDA	NC Economic Developers Association, a statewide association of economic developers and allies.
NC Flex	State of North Carolina Flexible Benefits program
NCIH	North Carolina Information Highway – A network of interconnected sites to provide simultaneous interaction among those sites for classes, meetings, forums, etc.
NCREN	North Carolina Research and Education Network - High speed broadband network for 58 Community Colleges, UNC 16 Institutions, K-12 schools, and some Private Universities
NCTAP	NC Triangle Apprenticeship Program, group of businesses in Triangle area collaborating and promoting apprenticeship.
NC VIP	Valuing Individual Performance – the State’s on-line performance management system
NCW	NC Works Commission
NCWorks	Effort announced by Governor McCrory in April 2014 to bring the state’s workforce development programs, including some community colleges programs, into better alignment.
NGA	National Governors Association
NIMS	National Institute for Metalworking Skills
NRS	National Reporting System – The accountability system for the Federally funded adult education program.

<b>O</b>	<a href="#">Back to top</a>
OCC	Off Campus Center – A convenience location that provides appropriate population and geographic access. Typically students may complete courses, certificates, or diplomas at these centers, but not full associate degrees at these locations.
OCTAE	Office of career, technical, and adult education
ORBIT	On-line Retirement Information through Integrated Technology - online tool for individual retirement information through the State’s Retirement Office.
OSA	Office of State Auditor
OSBM	Office of State Budget and Management – The Governor’s budget staff.
OSHR	Office of State Human Resources
<b>P</b>	<a href="#">Back to top</a>
P & C	Purchase and Contract
PER	Personnel Committee
PLAN	Strategic Planning Committee
POP	Period of Participation – WIOA performance indicators are required to be calculated for adult ed participants based on the participants’ periods of attendance.
POS	Program of Study – A listing of the exact courses that a college plans to offer to fulfill the requirements of a curriculum program. The initial and revised program of study must be approved by System Office staff prior to implementation.
Prerequisite Course	A course taken prior to another course.
PROG	Programs Committee
<b>Q</b>	<a href="#">Back to top</a>
<b>R</b>	<a href="#">Back to top</a>
R & R	Repairs and renovations
R-TAC	Reverse Transfer Advisory Committee – Joint committee with UNC governing policy and procedures to award community college associate degrees to students who transfer to UNC institutions without an associate degree.
<b>S</b>	<a href="#">Back to top</a>
SBCC	State Board of Community Colleges – The governing body of the North Carolina Community College System.
SBCC Code	State Board of Community Colleges Code – The administrative regulations that ensure compliance with North Carolina laws. (Previously NC Administrative Code.)

SBCN	Small Business Center Network. The network of small business centers located at each of the 58 community colleges. It is coordinated by a State Director here in the System Office (a position that is currently being filled on an interim basis by Anne Shaw, the Small Business Center Director at Coastal Carolina); however, Small Business Center Directors are employees of the colleges, not the System Office.
SBPG	State Board Policy and Governance Committee
SDAA	Student Development Administrators Association – An association serving the vice presidents and deans in college student services divisions.
SEAA	State Education Assistance Authority – State Agency governing state financial aid and residency.
SEANC	State Employees’ Association of NC
SECU	State Employees Credit Union
SEM	Strategic Enrollment Management – The alignment of college resources and efforts to strategically measure, improve, and evaluate the colleges relationship with all students from prospective students through alumni.
SHC	Semester Hour Credit – Credit assigned to a course that represents the contact in a normal 16-week semester, based on formulas for class, lab, work, and clinical methods of instruction.
SLO	Student Learning Outcomes – List of outcomes describing what students are able to demonstrate in terms of knowledge, skills, and values upon successful completion of a course. These have been developed on a system-wide basis and are available in the Combined Course Library for specific courses.
SO	System Office
SPA or SHRA	Employee/Position is Subject to the State Personnel (now Human Resources) Act
STD	Short Term Disability
<b>T</b>	<a href="#">Back to top</a>
T & Cs	Terms and Conditions for a contract.
TABE	Tests of Adult Basic Education – An assessment used in College and Career Readiness to place and post-test students
TC	Transfer Advisory Committee – A committee comprised of community college and university representatives who administer the Comprehensive Articulation Agreement.
TESOL International Association	Teaching English to Speakers of Other Languages – International professional association of ESL/ELL/ELA instructors.

Three Year Accountability Report	Submitted three years after curriculum program implementation. The report includes information on enrollment, completers, employment, licensure/accreditation, and other pertinent information.
Title IX	Federal Law regulating student sexual harassment policy, procedures, and reporting of allegations, investigations, and results.
<b>U</b>	<a href="#">Back to top</a>
UNC-GA	University of North Carolina General Administration. This is basically the System Office's counterparts within the UNC System.
US DOE	United States Department of Education
<b>V</b>	<a href="#">Back to top</a>
VLC	Virtual Learning Community – A service of the North Carolina Community College System that provides courses for the colleges in the system to use for distance education.
<b>W</b>	<a href="#">Back to top</a>
WCC	Workforce Credentials Coalition – A group started by the North Carolina Community College System and California Community College system advocating for third-party certification data access.
WCE	Workforce continuing education
WDB	Workforce Development Board
WDLC	Workforce Development Leadership Council
WIOA	Workforce Investment and Opportunity Act, the federal law that governs the distribution and use of federal workforce dollars. This program is mostly contained within the Division of Workforce Solutions in the North Carolina Department of Commerce.
<b>X</b>	<a href="#">Back to top</a>
<b>Y</b>	<a href="#">Back to top</a>
<b>Z</b>	<a href="#">Back to top</a>

## Appendix 6–Statutory Obligations of the State Board

The North Carolina General Statutes provide the following:

Reference	Authority
G.S. 115D-2.2. State Board of Community Colleges.	<ul style="list-style-type: none"> <li>• SBCC must fix the time of regular monthly State Board meetings.</li> <li>• SBCC must elect a Chairman and other necessary officers of the State Board at the first meeting after July 1 in odd-numbered years.</li> <li>• SBCC must meet a least ten (10) times a year and a least once a year with the State Board of Education and the Board of Governors of The University of North Carolina.</li> <li>• SBCC must inform appropriate appointing authority of vacancies in membership on the State Board.</li> <li>• SBCC may declare vacation the office of an appointed or elected member who does not attend three consecutive scheduled meetings without a justifiable excuse.</li> </ul>
G.S. 115D-3. Community College System Office; Staff; Reorganization Authority.	<ul style="list-style-type: none"> <li>• SBCC must elect a State System Office President to serve as chief administrative officer.</li> <li>• System Office acts as principal administrative department of state government under the direction of the SBCC.</li> <li>• SBCC has authority to adopt, administer, all policies, regulations, and standards which it deems necessary for the operation of the System Office.</li> <li>• System Office president selects the professional members necessary to carry out the staff complement of the Department on the recommendation of the State President.</li> <li>• May adopt and administer all policies, regulations and standards necessary for the</li> </ul>

	<p>operation of the Department of Community Colleges.</p> <ul style="list-style-type: none"> <li>• Exercise all other powers, duties and responsibilities delegated to the State Board of Education affecting the Department of Community Colleges not otherwise stated in Chapter 115D.</li> </ul>
G.S. 115D-4. Establishment of Institutions	<ul style="list-style-type: none"> <li>• Recommend to the General Assembly the establishment of new institutions. Approve expenditure of state funds for capital improvements at existing institutions jointly with the Governor who is required to consult with the Advisory Budget Commission.</li> </ul>
G.S. 115D-5. Administration of institutions by State Board of Community Colleges; personnel exempt from North Carolina Human Resources Act; extension courses; tuition waiver; in-plant training; contracting, etc., for establishment and operation of extension units of the community college system; use of existing public school facilities.	<ul style="list-style-type: none"> <li>• SBCC establishes standards and scales for salaries and allotments of institutional employees paid from funds administered by the State Board.</li> <li>• SBCC requires all community colleges to meet the faculty credential requirements of the Southern Association of Colleges and Schools for all community college programs.</li> <li>• SBCC establishes a uniform registration fee or a schedule of uniform registration fees to charge students enrolled in extension courses financed primarily from state funds in lieu of tuition.</li> <li>• SBCC approves state funded courses offered to captive or co-opted students as defined by the State Board.</li> <li>• A Community College may not offer a new program without the approval of the State Board of Community Colleges except that approval shall not be required if the tuition for the program will fully cover the cost of the program.</li> <li>• SBCC may adopt and execute such policies, regulations, and standards concerning administration and operation of institutions as it may deem necessary to ensure the quality of educational programs, to promote the systematic meeting of education needs of the State, and to provide for the educational needs of the State, and to provide for the equitable distribution of State and Federal funds to institutions.</li> </ul>

	<ul style="list-style-type: none"> <li>• Approve sites, building plans, budgets, and chief administrative officers of institutions.</li> <li>• Establish and administer standards for professional personnel, curricula, admissions, and graduation.</li> <li>• Regulate the awarding of degrees, diplomas, and certificates.</li> <li>• Establish and regulate student tuition and fees and financial accounting procedures.</li> <li>• Establish general and uniform regulations for waiver of tuition and registration fees for training courses for certain courses and groups.</li> </ul>
<p>G.S. 115D-6. Withdrawal of State support.</p>	<p>The State Board of Community Colleges may withdraw or withhold State financial and administrative support of any institutions if:</p> <ul style="list-style-type: none"> <li>• Required local financial support is not provided;</li> <li>• Sufficient state funds are not provided;</li> <li>• Prescribed standards of administration or instruction are not maintained; or</li> <li>• The institution is not needed</li> </ul>
<p>G.S. 115D-15. Sale, exchange, and lease of property; use proceeds from donated property.</p>	<ul style="list-style-type: none"> <li>• SBCC must approve the sale, exchange, or lease of unnecessary institutional property.</li> </ul>

G.S. 115D-15.1. Disposition, acquisition, and construction of property by community colleges.	<ul style="list-style-type: none"> <li>Local boards of trustees of a community college may, in connection with additions, improvements, renovations, or repairs to all or part of its property, lease, sell, or otherwise dispose of any of its property to the county in which the property is located for any price and on any terms negotiated between the board of trustees of the community college and the board of county commissioners.</li> </ul>
G.S. 115D-19. Removal of Trustees.	<ul style="list-style-type: none"> <li>SBCCC must notify local boards of trustees of the failure of members to perform their duties as trustees as required by law or lawful regulations or of members who are guilty of immoral or disreputable conduct.</li> </ul>
G.S. 115D-20. Powers and Duties of Trustees.	<ul style="list-style-type: none"> <li>Trustees must approve the election of presidents of institutions.</li> <li>Approve the purchase of land, easements, or rights-of-way by institutions.</li> <li>Regulate the use of donations, gifts, devises and the like from private donors by institutions.</li> <li>Adopt standards and requirements for admission and graduation of students.</li> </ul>
G.S. 115D-23. Workers Compensation Act applicable to institutional employees.	<ul style="list-style-type: none"> <li>Develop standards for application of the Workers' Compensation Act for institutional employees paid in whole or in part from State funds.</li> </ul>
G.S. 115D-25. Purchase of annuity or retirement income contracts for employees by local boards of trustees.	<ul style="list-style-type: none"> <li>Adopt necessary regulations and procedures for purchase of annuity or retirement income contracts by institutions; prescribe the form.</li> </ul>
G.S. 115D-31. State Financial Support of Institutions.	<ul style="list-style-type: none"> <li>Provide from sources made available to the State Board funds to meet the financial needs of institutions as determined by policies and regulations of the State Board for capital outlay, current operating expenses, and additional support for regional institutions.</li> </ul>



G.S. 115D-33. Providing local public funds for institutions established under this chapter.	<ul style="list-style-type: none"> <li>• Ascertain whether authority to provide adequate funds has been given by the voters of a proposed administrative area prior to making a favorable recommendation to the General Assembly for approval of establishment and operation of an institution.</li> </ul>
G.S. 115D-39. Student tuition and fees.	<ul style="list-style-type: none"> <li>• The State Board shall fix and regulate all tuition and fees charged to students for applying to or attending any institution pursuant to Chapter 115D.</li> </ul>
G.S. 115D-40.1. Financial Assistance for community college students.	<ul style="list-style-type: none"> <li>• SBCC must adopt rules to administer the disbursement of financial assistance for Community College students.</li> </ul>
G.S. 115D-54. Preparation and submission of institutional budget.	<ul style="list-style-type: none"> <li>• Develop forms for submission of institutional budgets.</li> </ul>
G.S. 115D-55. Budget Management.	<ul style="list-style-type: none"> <li>• SBCC must approve institutional budgets in such amounts as it deems necessary and available for the operation of each institution.</li> <li>• Develop procedures for allocations of funds (by purpose, function, or project) by local tax levying authorities.</li> <li>• SBCC may Request all financial records of institutions except private records of individuals protected by federal or state law.</li> </ul>
G.S. 115D-58. Amendments to the budget; budget transfers.	<ul style="list-style-type: none"> <li>• Adopt rules and regulations governing amendment of institutional budgets.</li> </ul>
G.S. 115D-58.1. Federal contracts and grants.	<ul style="list-style-type: none"> <li>• SBCC must adopt rules to govern the application for the acceptance of federal grants by institutions.</li> </ul>
G.S. 115D-58.8. Facsimile signatures.	<ul style="list-style-type: none"> <li>• SBCC must adopt rules and regulations on the use and control of facsimile signatures by institutions.</li> </ul>
G.S. 115D-59. Multiple-county administrative areas.	<ul style="list-style-type: none"> <li>• Approve contracts for establishment of institutions in a multiple county area.</li> </ul>
G.S. 115D-59.10. Surety bonds and related insurance.	<ul style="list-style-type: none"> <li>• Determine which departmental employees and institutional employees must be bonded for the protection of state funds and property.</li> </ul>

**Appendix 7 – Contact Listing for System Office Senior Staff**

<b><i>SENIOR STAFF MEMBER</i></b>	<b><i>ADMINISTRATIVE STAFF</i></b>
<b>Dr. Bill Carver</b> <i>Interim President</i> (919) 807-6950 bcarver@nccommunitycolleges.edu	Ms. Kelly Barretto Executive Assistant to the President (919) 807-7069 barrettok@nccommunitycolleges.edu
<b>Dr. Kimberly Gold</b> <i>Chief of Staff</i> (919) 807-7096 goldk@nccommunitycolleges.edu	Ms. Kelly Barretto Executive Assistant to the Chief of Staff (919) 807-7069 barrettok@nccommunitycolleges.edu
<b>Atty. Tawanda Foster Artis</b> <i>General Counsel, Legal Affairs</i> (919) 807-6961 artist@nccommunitycolleges.edu	Ms. Halima Sharif Paralegal/Office Manager, Legal Affairs (919) 807-7234 sharifh@nccommunitycolleges.edu
<b>Ms. Brandy Andrews</b> <i>Senior VP &amp; CFO of Business and Finance</i> (919) 807-7156 andrewsb@nccommunitycolleges.edu	Ms. Petrina Lyons Executive Assistant to VP and CFO of Business & Finance (919) 807-7146 lyonsp@nccommunitycolleges.edu
<b>Mr. Patrick Fleming</b> <i>Senior VP and CIO of Technology Solutions &amp; Distance Learning</i> (919) 807-7049 flemingp@nccommunitycolleges.edu	Ms. Latanya Davis Executive Assistant I of Technology Solutions & Distance Learning (919) 807-6977 davisl@nccommunitycolleges.edu
<b>Dr. Levy Brown</b> <i>Senior Vice President of Programs and Student Services</i> (919) 807-6982 brownl@nccommunitycolleges.edu	Ms. Alex Doles Executive Assistant of Programs and Student Services (919) 807-7097 dolesa@nccommunitycolleges.edu
<b>Dr. Bruce Mack</b> <i>Vice President of Economic Development</i> (919) 807-7150 mackb@nccommunitycolleges.edu	Ms. Jerrie Farmer Program Assistant of Economic Development (919) 807-7183 farmerj@nccommunitycolleges.edu
<b>Dr. Patrick Crane</b> <i>Vice President of Strategic Initiatives</i> (919) 807-7077 cranep@nccommunitycolleges.edu	
<b>Mr. Alexander Fagg</b> <i>Director of Government Relations</i> (919) 807-6957 fagga@nccommunitycolleges.edu	
<b>Ms. Sondra Jarvis</b> <i>Director of State Board Relations</i> (919) 807-7147 jarviss@nccommunitycolleges.edu	Ms. Tiffany Howell State Board Affairs Operations Coordinator (919) 807-6970 howellt@nccommunitycolleges.edu

## Appendix 8 - Parliamentary Procedure Quick Reference Chart

### Parliamentary Procedure Quick Reference Chart

Rank	Motion	Interrupt Speaker	Second Required	Debatable	Amendable	May be Reconsidered	Vote Required
1.	Fix time to adjourn		✓		✓	✓	1/2
2.	Adjourn		✓				1/2
3.	Recess		✓		✓		1/2
4.	Question of privilege	✓	✓ <sup>1</sup>	✓	✓	✓	1/2
5.	Orders of the day	✓					2/3 <sup>2</sup>
6.	Table		✓				1/2
7.	Previous Question		✓			✓ <sup>3</sup>	2/3
8.	Limit/extend debate		✓		✓	✓	2/3
9.	Postpone to a set time		✓	✓ <sup>4</sup>		✓	1/2 <sup>5</sup>
10.	Refer		✓	✓ <sup>6</sup>	✓	✓ <sup>7</sup>	1/2
11.	Amend		✓	✓	✓ <sup>8</sup>	✓	1/2 <sup>9</sup>
12.	Postpone indefinitely		✓	✓		✓ <sup>10</sup>	1/2
13.	Main motion		✓	✓	✓	✓	1/2

<sup>1</sup>If a formal motion is made.

<sup>2</sup>Must be enforced by demand of any member unless agenda is set aside by two-thirds vote, majority if chair's ruling challenged.

<sup>3</sup>Can be reconsidered but only before the previous question has been put.

<sup>4</sup>Only as to propriety or advisability of postponing and of postponing to a certain time.

<sup>5</sup>Needs two-thirds majority if postponed to a later time in the same meeting, simple majority if postponed to a later meeting.

<sup>6</sup>Only as to propriety or advisability of referral.

<sup>7</sup>Can be reconsidered if the group to which the matter has been referred has not started work on the matter.

<sup>8</sup>An amendment to an amendment is not itself amendable.

<sup>9</sup>A motion to amend the agenda requires a two-thirds majority.

<sup>10</sup>Can be reconsidered only if the motion is passed.

DRAFT

**Appendix 9 - Downtown Raleigh Restaurants****Downtown Raleigh Restaurants**

(ish) delicatessen 702 N Person St	Barcelona Wine Bar 430 W Martin St	Black and White Coffee at Videri 327 W Davie Street
10th & Terrace 616 S Salisbury St	Bean Sprouts 201 E Hargett St	Blowfish 510 Glenwood Ave
42 & Lawrence 134 E Martin St	Beasley's Chicken + Honey 237 S Wilmington St	Boba Brew in Morgan St Food Hall 411 W Morgan St
42nd Street Oyster Bar 508 W Jones St	Bella's Wood Fired Pizza & Tapas in Morgan St Fd Hall 411 W Morgan St	Botanical Lounge 419 Glenwood Ave
A Place at the Table 300 W Hargett St	Benchwarmers Bagels and Coffee in Transfer Co. Fd Hall 500 E Davie St	Boulted Bread 614 W South St
Aero Cafe 11 W Jones St	Benny Capitale's Pizza 121 Fayetteville St	The Bowls in Morgan St Food Hall 411 W Morgan St
Alimentari at Left Bank in Transfer Co. Food Hall 500 E Davie St	The Berkeley Cafe 217 W Martin St	Brewery Bhavana 218 S Blount St
Amorino Raleigh: Excellence in Italian Gelato 137 E Davie St	Bida Manda Laotian Restaurant and Bar 222 S Blount St	The Bridge DTR 110 E Hargett St
Anise Pho 222 Glenwood Ave	The Big Easy NC 222 Fayetteville St	Budacai 120 E Martin St
Armadillo Grill 439 Glenwood Ave	Big Ed's City Market Restaurant 220 Wolfe St	Buena Papa Fry Bar at Morgan St Food Hall 411 W Morgan St
Aunty Betty's Gin & Absinthe Bar in Morgan St Food Hall 411 W Morgan St	Big League Waffles + Scoops in Morgan St Food Hall 411 W Morgan St	Bui Box in Transfer Co. Food Hall 500 E Davie St
Bad Cat Coffee, Crepes & Bagels in Morgan St Food Hall 411 W Morgan St	Bigfoot Taphouse 222 Glenwood Ave.	Caffe Luna 136 E Hargett St
Bad Daddy's Burger Bar 111 Seaboard Ave	Bittersweet 16 E Martin St	Capital Club 16 16 W Martin St

Captain Cookie and the Milkman in Transfer Co. Fd Hall 500 E Davie St	The Cortez 413 Glenwood Ave	Domino's Pizza 135 E Davie St
The Cardinal 713 N West St	Cousins Maine Lobster in Morgan St Food Hall 411 W Morgan St	Dose Yoga & Smoothie Bar 415 N Harrington St
Carolina Ale House 500 Glenwood Ave	Cow Bar in Morgan St Food Hall 411 W Morgan St	El Rodeo Mexican Restaurant 329 S Blount St
Carroll's Kitchen 19 E Martin St	Crawford and Son 618 N Person St	Element Plant-Based Gastropub 421 Fayetteville St
Centro Mexican Restaurant 106 S Wilmington St	Crema at City Plaza 421 Fayetteville St	Escazu Chocolates 936 N Blount St
Char-Grill 618 Hillsborough St	The Cupcake Shoppe Bakery 104 Glenwood Ave	The Fiction Kitchen 428 S Dawson St
Che Empanadas in Transfer Co. Food Hall 500 E Davie St	Curry in a Hurry in Morgan St Food Hall 411 W Morgan St	Fire Wok 442 Fayetteville St
Chhote's Indian Street Food in Transfer Co. Fd Hall 500 E Davie St	The Daily Planet Cafe 121 W Jones St	Five Star 301 N West St
City Market Sushi 315 Blake St	Dank Burrito in Transfer Co. Food Hall 500 E Davie St	Flying Saucer Draught Emporium 328 W Morgan St
Clockwork 519 W North St	The Darby 170 E Davie St	Garland 14 W Martin St
Clouds Brewing 126 N West St	Death & Taxes 105 W Hargett St	Glenwood Social Club 510 Glenwood Ave
Clyde Cooper's Barbecue 327 S Wilmington St	DeMo's Pizzeria & Deli 222 Glenwood Ave	Good Day Good Night 603 W Morgan St
Cold Off The Press 416 W South St	Dogwood Bar & Eatery 610 Glenwood Ave	Goodnights Comedy Club 861 W Morgan St
		Gravy 135 S Wilmington St

Gringo A Go Go 100 N Person St	Jolie 620 N Person St	McDonald's (105 E South St) 105 E South St
Happy and Hale 443 Fayetteville St	The Katsu in Morgan St Food Hall 411 W Morgan St	McDonald's (703 W Peace St) 703 W Peace St
Heirloom Brewshop 219 S West St	Krispy Kreme 549 N Person St	The Mecca Restaurant 13 E Martin St
Hibernian Irish Pub & Restaurant 311 Glenwood Ave	La Santa Modern Mexican Food 222 Glenwood Ave	Mellow Mushroom 601 W Peace St
Highgarden Rooftop 419 Glenwood Ave	Layered Croissanterie 911 N West St	MOFU Shoppe 321 S Blount St
Humble Pie 317 S Harrington St	Libations 317 317 W Morgan St	MoJoe's Burger Joint 620 Glenwood Ave
Iris Coffee Lab 725 Tucker St	Linus & Pepper's 126 S Salisbury St	Mon Macaron 111 Seaboard Ave
Irregardless Cafe 901 W Morgan St	Longleaf Swine BBQ (Coming Soon) 300 E Edenton St	Morgan St Food Hall 411 W Morgan St
Iyla's Southern Kitchen in Morgan St Food Hall 411 W Morgan St	lucettegrace 235 S Salisbury St	The Morning Times Cafe 10 E Hargett St
Jade Garden Restaurant 1207 Hillsborough St	Makus Empanadas in Morgan St Food Hall 411 W Morgan St	Mulino Italian Kitchen & Bar 309 N Dawson St
Jersey Mike's Subs 200 W Peace St	Mama Crow's in Transfer Co. Food Hall 500 E Davie St	My Way Tavern 522 St Mary's St
Jimmy John's 437 Fayetteville St	Manhattan Cafe 320 S Wilmington St	0-Ku 411 W Hargett St
Jimmy V's Osteria + Bar 420 Fayetteville St		Oak City Fish and Chips in Morgan St Food Hall 411 W Morgan St

Oak City Meatball Shoppe 180 E Davie St	Raleigh Beer Garden 614 Glenwood Ave	Side Quest Game Lounge and Bar 317 W Morgan St
Oak Steakhouse Raleigh 417 W Hargett St	Raleigh Raw Juice Bar and Cafe 7 W Hargett St	Sir Walter Coffee 145 E Davie St
Oakwood Pizza Box 610 N Person St	Raleigh Rolls in Morgan St Food Hall 411 W Morgan St	Sitti Authentic Lebanese 137 S Wilmington St
ORO Restaurant & Lounge 18 E Martin St	The Raleigh Times Bar 14 E Hargett St	Sono 319 Fayetteville St
The Overlook 616 S Salisbury St	The Raleigh Wine Shop 317 S Bloodworth St	Sosta Cafe 130 E Davie St
Parkside 301 W Martin St	The Roast Grill-Hot Weiners 7 S West St	Soul Taco 927 W Morgan St
Peace China 802 Semart Dr	The Rockford 320 1/2 Glenwood Ave	Square Burger 200 S Blount St
The Pit 328 W Davie St	Rye Bar & Southern Kitchen 500 Fayetteville St	St. Roch Fine Oysters + Bar 223 S Wilmington St
The Pizza Times 210 S Wilmington St	Sam Jones BBQ 502 W Lenoir St	Stanbury 938 N Blount St
Plates Neighborhood Kitchen 301 Glenwood Ave	San Marcos Wings & Grill 805 W Peace St	Starbucks 500 Fayetteville St
Plaza Cafe and Deli 411 Fayetteville St	Seaboard Cafe 707 Semart Dr	Starbucks 609 W Peace St
Poole's Diner 426 S McDowell St	Second Empire Restaurant and Tavern 330 Hillsborough St	State of Beer Bottle + Sandwich Shop 401 Hillsborough St
Poole'side Pies 428 S McDowell St	Shish Kabob 438 Fayetteville St	The Station at Person Street 701 N Person St
Primal Cuts in Morgan St Food Hall 411 W Morgan St		

Subway (150 Fayetteville St) 150 Fayetteville St	Tuscan Blu 327 W Davie St	Yellow Dog Bread Company 219 E Franklin St
Subway (234 Fayetteville St) 234 Fayetteville St	Two Roosters Ice Cream 215 E Franklin St	YoHo Hibachi & Sushi Burrito in Morgan St Food Hall 411 W Morgan St
Sullivan's Steakhouse 410 Glenwood Ave	Union Special 401 Fayetteville St	Young Hearts Distilling 225 S Wilmington St
Sushi Blues Cafe 301 Glenwood Ave	Vic's Italian Cafe & Pizzeria 331 Blake St	
Sushi O Bistro & Sushi Bar 222 Glenwood Ave	Videri Chocolate Factory 327 W Davie St	
Tacos El Patron 323 111 Seaboard Ave	Vidrio 500 Glenwood Ave	
Taverna Agora 326 Hillsborough St	Virgil's Cocktails & Cocina 126 S Salisbury St	
Thaiphoon Bistro 301 Glenwood Ave	Whiskey Kitchen 201 W Martin St	
Tin Roof 300 Glenwood Ave	Wicked Taco in Morgan St Food Hall 411 W Morgan St	
Tobacco Road Sports Cafe & Brewery 505 W Jones St	The Willard Rooftop Lounge 9 Glenwood Ave	
Tonbo Ramen 211 S Wilmington St	Wonderland Tapas & Cocktails 222 Glenwood Ave	
Transfer Co. Food Hall 500 E Davie St	Woody's at City Market 205 Wolfe St	
Trophy Brewing & Pizza 827 W Morgan St	Wye Hill Kitchen & Brewing 201 S Boylan Ave	