



**North Carolina**  
**State Board of Community Colleges**

Mr. Thomas Looney, Chair

**Member Handbook**  
**2024-2025**

Dr. Jeff Cox  
System President

Tawanda Foster Artis  
General Counsel

Sondra Jarvis  
Director of State Board Relations

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## Foreword by the System President



The State Board of Community Colleges oversees the North Carolina Community College System, guiding 58 institutions through its statutory authority. The system embraces an "Open Door" philosophy, championed by Dallas Herring, aiming to support students in diverse programs. While Herring's vision remains crucial, it's complemented by constitutional and statutory authority, detailed in Chapter 115D of the North Carolina General Statutes.

This handbook, serving the 22 State Board members, aligns their roles with legislative, regional, governmental, and student interests. The system primarily focuses on adult education and collaborates with educational partners across the state's 100 counties. Board members play a vital role through active participation in meetings and committees, enhancing the system's effectiveness and service. Over seven decades, the Community College System has contributed significantly to North Carolina's growth, making board members integral to this ongoing legacy.

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## An Overview of the System

The State Board of Community Colleges (SBCC) was established in 1979 and took over governance of community colleges and a technology center in 1981, previously under the State Board of Education. Governed by Chapter 115D of the General Statutes, it holds full authority over policies and standards. The Board comprises 22 members, including appointed and elected officials, and a non-voting student member.

Recent legislation (H.B. 259v6) amended the Board's structure, reducing it to 19 members effective July 2027, elected by the General Assembly. This is detailed in [Selection and Seating of Board Members](#) later in the handbook.

A Chair and a Vice Chair are elected at the first meeting held after July 1 in odd-numbered years and can serve two two-year terms. Mr. Thomas Looney of Cary was elected as Chairman of the State Board in 2023 and will serve until July 2025, with Dr. Grant Campbell of Concord serving as Vice Chair during this same period.



Effective July 1, 2023, H.B. 259v6 was approved amending the selection of the chair. When the State Board of Community Colleges elects a chair in accordance with G.S. 115D-2.2(h) in 2025, the chair shall be elected from the members elected by the Senate. When the State Board of Community Colleges elects a chair in accordance with G.S. 115D-2.2(h) in 2027, the chair shall be elected from the members elected by the House of Representatives.

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

State law requires the State Board to meet at least eight (8) 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 fall meeting is held on community college campuses across the state.

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## 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.

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

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## A Brief History of the NC Community College System

Dr. Allan Hurlburt's study in 1952 kickstarted the movement for a community college system, eventually leading to the adoption of the first Community College Act in 1957. Initially, there were five junior community colleges overseen by the Board of Governors of the University of North Carolina, while industrial education centers fell under the State Board of Education. Governor Terry Sanford's 1961 education program emphasized having accessible colleges for all citizens at an affordable cost. The Carlyle Commission recommended merging the two educational systems under the State Board of Education's supervision in 1962. This led to the enactment of the Community Colleges Act of 1963, unifying industrial education centers and new community colleges under the State Board of Education.

Over the years, the system expanded rapidly, with 58 institutions established by 1978. In 1979, recognizing the need for focused attention, the General Assembly established the independent North Carolina Community College System. The State Board of Community Colleges was pivotal, given the authority to govern the system by adopting and administering policies and regulations.

The State Board has had twelve (12) Board Chairs:

- 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 (2021-2023)
- Thomas Looney (2023- Present)

The North Carolina Community College System has had eleven (11) 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)
- Jeff A. Cox (2023- Present)



**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." (W.D. Herring, 1964).

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.” (W.D. Herring, 1964).

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

### Selection and Seating of Board Members

HB 259 / SL 2023-134 changed the structure of the State Board as outlined in 115D-2.2. The State Board currently has 22 members, but this will change to 19 members by 2027. Of these members, 9 are chosen by the House of Representatives, and 9 are chosen by the Senate. Additionally, the president of the North Carolina Comprehensive Community College Student Government Association (N4CSGA) is an ex officio member. Each appointment lasts four years, and a member can serve two consecutive terms.

In 2023, the House of Representatives chooses 1 member for a term until June 30, 2025, while the Senate selects 2 members for the same term. Starting June 30, 2025, and every four years after:

- The House of Representatives will elect 4 members.
- The Senate will elect 5 members.

Then, from June 30, 2027, and every four years following that:

- The House of Representatives will elect 5 members.
- The Senate will elect 4 members.
- Ex-officio members, except for the N4CSGA representation, will no longer serve after June 30, 2027.

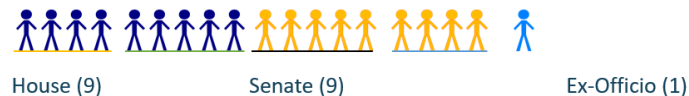
#### July 2023 – June 2025 (22 members)



#### July 2025 – June 2029 (22 members)



#### July 2027 – June 2031 (19 members)



Except for 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.

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## **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. The State Board Chair and ~~Co-~~ Vice Chair may serve two consecutive two-year terms.

## **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.

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## **State Board Meetings**

N.C. Gen. Stat. §115D-2.2(i) mandates the State Board meet at least eight (8) 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 prior to the Friday meeting. The Board are encouraged to attend the Transformational Discussions focused on relevant and pertinent issues to the System. 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.

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### **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 shorter in terms of its proximity to the actual meeting. A final draft of 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 or the item maybe moved to For Action by a motion and vote of the Committee and the State Board. 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.

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 2.

## **Standing and Special Committees**

The State Board utilizes a committee structure to carry out its work, consisting of six standing committees: the Accountability and Audit Committee, the Finance Committee, 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 2.

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 Department of Administration Building.

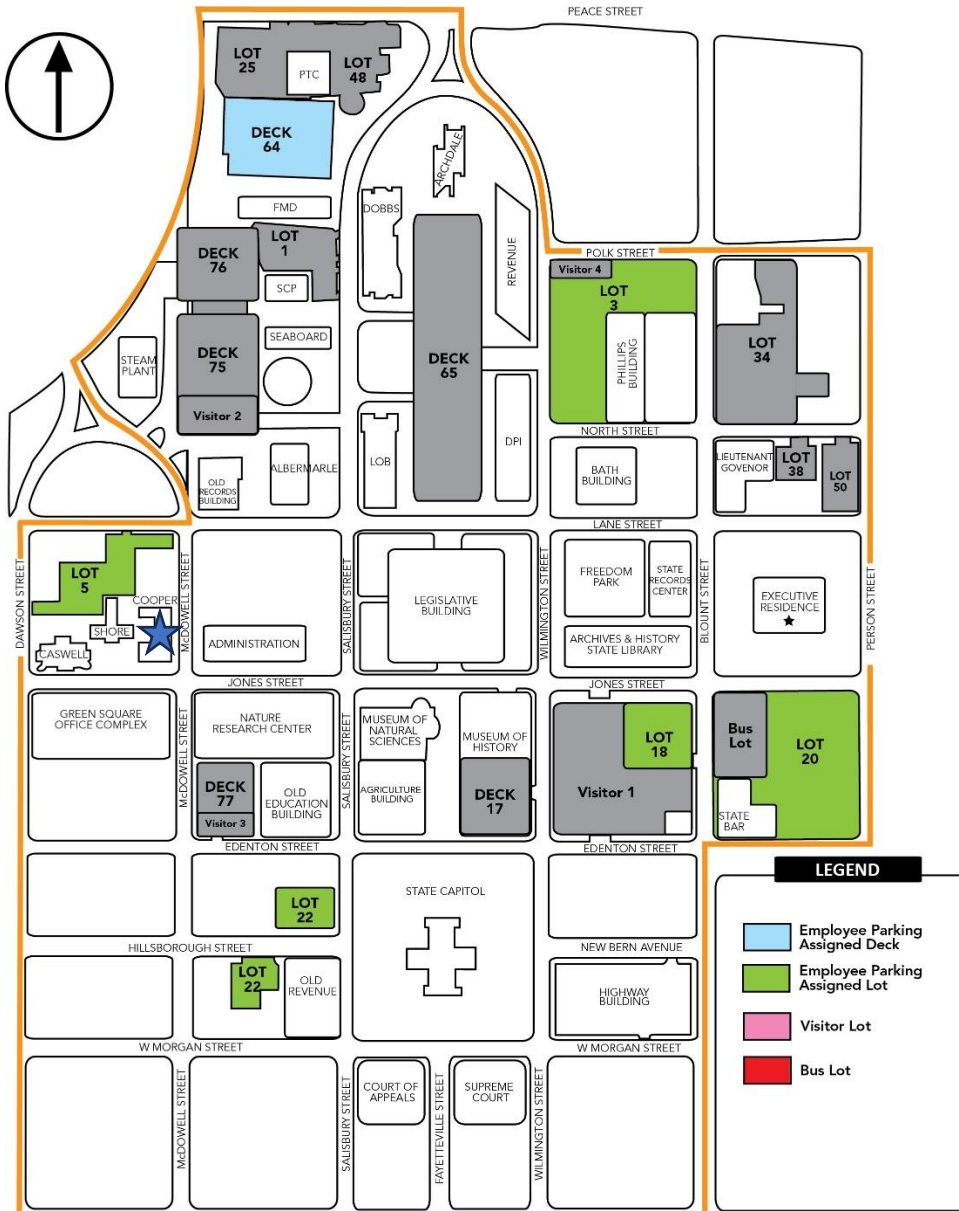
When attending the Board meetings in Raleigh, the best place to park is in Deck #77 at the corner of Edenton and McDowell Streets. Parking is also available at the State Government Parking Deck #75 off McDowell Street in the Visitors Parking Area. Please keep your parking receipts and submit them to the State Board Affairs Office for reimbursement. (Refer to Travel Reimbursement section on page 16 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 an 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.



### **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 within 30 days. 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. Reimbursements should be received in approximately two weeks.

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. When needed, the State Board Affairs Office will submit a general 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.

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### **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 meetings 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:

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### **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 at The Longleaf Hotel. Approved travel authorization is required in advance of all travel and overnight stay. Please see Travel Reimbursements section for information about travel authorizations.

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

The North Carolina Department of Administration requires that all persons entering the Caswell Building wear an identification card as a badge 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.



## **State Law Requirements**

### **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 by the user 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.

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### **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.

Courts may order injunctive relief 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 10 for a parliamentary procedure quick reference guide.

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## **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 lobbyists, 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 NCCCS 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 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 University of North Carolina System and the Department of Public Instruction.

Dr. Jeff Cox was named the eleventh president of the North Carolina Community College System on April 21, 2023. Prior to this appointment Dr. Cox served as the President of Wilkes Community College beginning in 2014. Dr. Cox was Superintendent of Alleghany County Schools from 2005 to 2014. He served as Assistant Superintendent of Curriculum & Instruction for Lee County Schools. Dr. Cox was an elementary principal and assistant principal in Union County Schools. He began his career in education as a high school teacher and coach some 28 years ago.

In 2017, Dr. Cox was awarded an Aspen Presidential Fellowship for Community College Excellence. He was one of 40 college leaders in the country selected for this prestigious program through a rigorous process that considered candidates' abilities to take strategic risks, lead strong teams, cultivate partnerships, and focus on results-oriented improvements for greater student success and access. Dr. Cox used what he learned in this year-long fellowship to launch a new five-year Strategic Plan Wilkes Community College is implementing to expand its efforts to improve the economic mobility of the citizens in the college's service area and beyond.

In 2001, Dr. Cox earned his Doctoral Degree in Educational Leadership from the University of North Carolina—Charlotte. He also has a Master's in School Administration and a Bachelor's Degree in English—Secondary Education, both of which he earned from Appalachian State University. He is married to Reba, and they have three sons, Dylan (21), Evan (18) and Zack (17) and four dogs.

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## Political Activities

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.

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## 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 Full -Time Equivalent (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 1, 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 Appointments

### Terms Ending June 30, 2025

Benson, Paula	Senate	2023
Carraway, Shirley	Governor, Region 6	2021
Kane, John	House	2023
Lang, Geoffrey	Senate	2023
Merritt, Mark	Governor, Region 4	2021
Nath, Hari	House	2019
Russell, Ray	Governor, Region 2	2021
Van Duyn, Terry	Governor, Region 1	2021
Whitford, Ann	Governor, Region 5	2005

### Terms Ending June 30, 2027

Beasley, Chaz	Governor, At-Large	2023
Campbell, Grant	House	2022
Estep, Lisa	Senate	2015
Looney, Tom	Senate	2021
McBrayer, Bill	House	2015
Price, David	Governor, At-Large	2023
Searcy, Sam	Governor, At-Large	2021
Trapp, Raymond	Governor, At-Large	2021
West, Sarah	Governor, Region 3	2021

### Ex-Officio Members

Commissioner Josh Dobson	Statutory	2021
Treasurer Dale Folwell	Statutory	2016
Lt. Governor Mark Robinson	Statutory	2020
Pile, Tony	Student Representative	2023

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**

Region 1

Hon. Terry Van Duyn

6/30/2025 Regional

Region 2

Dr. Grant Campbell

6/30/2027 House

Mr. Bill McBrayer

6/30/2027 House

Hon. Ray Russell

6/30/2025 Regional

Region 3

Mr. John Kane

6/30/2025 House

Mr. Geoffrey Lang

6/30/2025 Senate

Mr. Tom Looney

6/30/2027 Senate

Mr. Hari Nath

6/30/2025 House

Hon. David Price

6/30/2027 At-Large

Hon. Sam Searcy

6/30/2027 At-Large

Mr. Ray Trapp

6/30/2027 At-Large

Ms. Sarah West

6/30/2027 Regional

Ex Officio

The Honorable Mark Robinson

Lt. Governor

The Honorable Dale Folwell

State Treasurer

Ms. Julie Ryan

Delegate - Commissioner of Labor

Mr. Anthony Pile

N4CSGA

Region 4

Hon. Chaz Beasley

6/30/2027 At-Large

Mr. Mark Merritt

6/30/2025 Regional

Region 5

Ms. Lisa Estep

6/30/2027 Senate

Ms. Ann Whitford

6/30/2025 Regional

Region 6

Ms. Paula Benson

6/30/2025 Senate

Dr. Shirley Carraway

6/30/2025 Regional

State Board Affairs Office  
Revised: November 2023

2023-25 Legislative Session State Board of Community Colleges Regional Representation

Region	County	Chamber	Legislator	Party	Office	Phone	Email	Committee Notes
Region One	Buncombe	House	Caleb Rudow	Dem	504 LOB	919-715-3012	Caleb.Rudow@ncleg.gov	
Region One	Buncombe	House	Eric Ager	Dem	1019 LB	919-715-2013	Eric.Ager@ncleg.gov	
Region One	Buncombe	Senate	Julie Mayfield	Dem	1025 LB	919-715-3001	Julie.Mayfield@ncleg.gov	Democratic Caucus Secretary
Region One	Buncombe	House	Lindsey Prather	Dem	1301 LB	919-733-5746	Lindsey.Prather@ncleg.gov	
Region One	Buncombe	Senate	Warren Daniel	Rep	627 LOB	919-715-7823	Warren.Daniel@ncleg.gov	Appropriations on Justice and Public Safety Chair; Judiciary Chair; Redistricting and Elections Chair; Rules and Operation of the Senate Vice Chair; Revenue Laws Study Committee Vice Chair; Joint Legislative Elections Oversight Committee Co-Chair
Region One	Cherokee	House	Karl E. Gillespie	Rep	530 LOB	919-733-5859	Karl.Gillespie@ncleg.gov	House Deputy Majority Whip; Agriculture Vice Chair; Appropriations Vice Chair; Appropriations, Agriculture and Natural and Economic Resources Vice Chair; Environment Chair; Federal Relations and American Indian Affairs Vice Chair; Wildlife Resources Vice Chair
Region One	Cherokee	Senate	Kevin Corbin	Rep	623 LOB	919-733-5875	Kevin.Corbin@ncleg.gov	Appropriations on Health and Human Services Chair; Health Care Chair
Region One	Clay	House	Karl E. Gillespie	Rep	530 LOB	919-733-5859	Karl.Gillespie@ncleg.gov	House Deputy Majority Whip; Agriculture Vice Chair; Appropriations Vice Chair; Appropriations, Agriculture and Natural and Economic Resources Vice Chair; Environment Chair; Federal Relations and American Indian Affairs Vice Chair; Wildlife Resources Vice Chair
Region One	Clay	Senate	Kevin Corbin	Rep	623 LOB	919-733-5875	Kevin.Corbin@ncleg.gov	Appropriations on Health and Human Services Chair; Health Care Chair
Region One	Cleveland	House	Kelly E. Hastings	Rep	2208 LB	919-715-2002	Kelly.Hastings@ncleg.gov	Appropriations Vice Chair; Appropriations, Capital Chair; Education - Universities Vice Chair; Rules, Calendar, and Operations of the House Vice Chair; UNC Board of Governors Nominations Chair; Joint Legislative Oversight Committee on Capital Improvements Co-Chair
Region One	Cleveland	House	Tim Moore	Rep	2304 LB	919-733-3451	Tim.Moore@ncleg.gov	House Speaker
Region One	Cleveland	Senate	W. Ted Alexander	Rep	621 LOB	919-715-0690	Ted.Alexander@ncleg.gov	Appropriations on General Government and Information Technology Chair; State and Local Government Chair; Joint Legislative Oversight Committee on Local Government Co-Chair
Region One	Gaston	Senate	Brad Overcash	Rep	2113 LB	919-733-5734	Brad.Overcash@ncleg.gov	
Region One	Gaston	House	Donnie Loftis	Rep	608 LOB	919-733-5809	Donnie.Loftis@ncleg.gov	Military and Veterans Affairs Chair
Region One	Gaston	House	John A. Torbett	Rep	538 LOB	919-733-5868	John.Torbett@ncleg.gov	Appropriations Vice Chair; Appropriations, Education Chair; Education K-12 Chair; Redistricting Vice-Chair; Rules, Calendar, and Operations of the House Vice Chair; Joint Legislative Education Oversight Committee Vice Chair
Region One	Gaston	House	Kelly E. Hastings	Rep	2208 LB	919-715-2002	Kelly.Hastings@ncleg.gov	Appropriations Vice Chair; Appropriations, Capital Chair; Education - Universities Vice Chair; Rules, Calendar, and Operations of the House Vice Chair; UNC Board of Governors Nominations Chair; Joint Legislative Oversight Committee on Capital Improvements Co-Chair
Region One	Gaston	Senate	W. Ted Alexander	Rep	621 LOB	919-715-0690	Ted.Alexander@ncleg.gov	Appropriations on General Government and Information Technology Chair; State and Local Government Chair; Joint Legislative Oversight Committee on Local Government Co-Chair
Region One	Graham	House	Karl E. Gillespie	Rep	530 LOB	919-733-5859	Karl.Gillespie@ncleg.gov	House Deputy Majority Whip; Agriculture Vice Chair; Appropriations Vice Chair; Appropriations, Agriculture and Natural and Economic Resources Vice Chair; Environment Chair; Federal Relations and American Indian Affairs Vice Chair; Wildlife Resources Vice Chair
Region One	Graham	Senate	Kevin Corbin	Rep	623 LOB	919-733-5875	Kevin.Corbin@ncleg.gov	Appropriations on Health and Human Services Chair; Health Care Chair
Region One	Haywood	Senate	Kevin Corbin	Rep	623 LOB	919-733-5875	Kevin.Corbin@ncleg.gov	Appropriations on Health and Human Services Chair; Health Care Chair

2023-25 Legislative Session State Board of Community Colleges Regional Representation

Region	County	Chamber	Legislator	Party	Office	Phone	Email	Committee Notes
Region One	Haywood	House	Mark Pless	Rep	306A1 LOB	919-733-5732	Mark.Pless@ncleg.gov	Disaster Recovery and Homeland Security Chair; Federal Relations and American Indian Affairs Vice Chair
Region One	Haywood	Senate	Ralph Hise	Rep	300-A LOB	919-733-3460	Ralph.Hise@ncleg.gov	Deputy President Pro Tempore; Appropriations/Base Budget Chair; Redistricting and Elections Chair; Joint Legislative Oversight Committee on Information Technology Co-Chair
Region One	Henderson	House	Jake Johnson	Rep	306B1 LOB	919-715-4466	Jake.Johnson@ncleg.gov	House Deputy Majority Whip; Appropriations Vice Chair; Appropriations, Information Technology Chair; Commerce Vice Chair; Oversight and Reform Chair; Joint Legislative Oversight Committee on Information Technology Vice Chair
Region One	Henderson	House	Jennifer Balkcom	Rep	2215 LB	919-733-5956	Jennifer.Balkcom@ncleg.gov	
Region One	Henderson	Senate	Timothy D. Moffitt	Rep	2111 LB	919-733-5745	Tim.Moffitt@ncleg.gov	
Region One	Jackson	Senate	Kevin Corbin	Rep	623 LOB	919-733-5875	Kevin.Corbin@ncleg.gov	Appropriations on Health and Human Services Chair; Health Care Chair
Region One	Jackson	House	Mike Clampitt	Rep	633 LOB	919-715-3005	Mike.Clampitt@ncleg.gov	Appropriations, Justice and Public Safety Vice Chair; Families, Children, and Aging Policy Chair; Federal Relations and American Indian Affairs Chair; Wildlife Resources Vice Chair
Region One	Lincoln	House	Jason Saine	Rep	1326 LB	919-733-5782	Jason.Saine@ncleg.gov	House Conference Chair; Appropriations Senior Chair; Appropriations, Information Technology Vice Chair; Redistricting Vice Chair; Joint Legislative Oversight Committee on Information Technology Co-Chair; Joint Legislative Economic Development and Global Engagement Oversight Committee Co-Chair; Joint Legislative Oversight Committee on the NC State Lottery Co-Chair
Region One	Lincoln	Senate	W. Ted Alexander	Rep	621 LOB	919-715-0690	Ted.Alexander@ncleg.gov	Appropriations on General Government and Information Technology Chair; State and Local Government Chair; Joint Legislative Oversight Committee on Local Government Co-Chair
Region One	Macon	House	Karl E. Gillespie	Rep	530 LOB	919-733-5859	Karl.Gillespie@ncleg.gov	House Deputy Majority Whip; Agriculture Vice Chair; Appropriations Vice Chair; Appropriations, Agriculture and Natural and Economic Resources Vice Chair; Environment Chair; Federal Relations and American Indian Affairs Vice Chair; Wildlife Resources Vice Chair
Region One	Macon	Senate	Kevin Corbin	Rep	623 LOB	919-733-5875	Kevin.Corbin@ncleg.gov	Appropriations on Health and Human Services Chair; Health Care Chair
Region One	Madison	House	Mark Pless	Rep	306A1 LOB	919-733-5732	Mark.Pless@ncleg.gov	Disaster Recovery and Homeland Security Chair; Federal Relations and American Indian Affairs Vice Chair
Region One	Madison	Senate	Ralph Hise	Rep	300-A LOB	919-733-3460	Ralph.Hise@ncleg.gov	Deputy President Pro Tempore; Appropriations/Base Budget Chair; Redistricting and Elections Chair; Joint Legislative Oversight Committee on Information Technology Co-Chair
Region One	McDowell	House	Dudley Greene	Rep	604 LOB	919-733-5862	Dudley.Greene@ncleg.gov	Appropriations Vice Chair; Appropriations, Justice and Public Safety Chair; State Personnel Vice Chair
Region One	McDowell	House	Jake Johnson	Rep	306B1 LOB	919-715-4466	Jake.Johnson@ncleg.gov	House Deputy Majority Whip; Appropriations Vice Chair; Appropriations, Information Technology Chair; Commerce Vice Chair; Oversight and Reform Chair; Joint Legislative Oversight Committee on Information Technology Vice Chair
Region One	McDowell	Senate	Warren Daniel	Rep	627 LOB	919-715-7823	Warren.Daniel@ncleg.gov	Appropriations on Justice and Public Safety Chair; Judiciary Chair; Redistricting and Elections Chair; Rules and Operation of the Senate Vice Chair; Revenue Laws Study Committee Vice Chair; Joint Legislative Elections Oversight Committee Co-Chair
Region One	Polk	House	Jake Johnson	Rep	306B1 LOB	919-715-4466	Jake.Johnson@ncleg.gov	House Deputy Majority Whip; Appropriations Vice Chair; Appropriations, Information Technology Chair; Commerce Vice Chair; Oversight and Reform Chair; Joint Legislative Oversight Committee on Information Technology Vice Chair
Region One	Polk	Senate	Timothy D. Moffitt	Rep	2111 LB	919-733-5745	Tim.Moffitt@ncleg.gov	

2023-25 Legislative Session State Board of Community Colleges Regional Representation

Region	County	Chamber	Legislator	Party	Office	Phone	Email	Committee Notes
Region One	Rutherford	House	Jake Johnson	Rep	306B1 LOB	919-715-4466	Jake.Johnson@ncleg.gov	House Deputy Majority Whip; Appropriations Vice Chair; Appropriations, Information Technology Chair; Commerce Vice Chair; Oversight and Reform Chair; Joint Legislative Oversight Committee on Information Technology Vice Chair
Region One	Rutherford	House	Tim Moore	Rep	2304 LB	919-733-3451	Tim.Moore@ncleg.gov	House Speaker
Region One	Rutherford	Senate	Timothy D. Moffitt	Rep	2111 LB	919-733-5745	Tim.Moffitt@ncleg.gov	
Region One	Swain	Senate	Kevin Corbin	Rep	623 LOB	919-733-5875	Kevin.Corbin@ncleg.gov	Appropriations on Health and Human Services Chair; Health Care Chair
Region One	Swain	House	Mike Clampitt	Rep	633 LOB	919-715-3005	Mike.Clampitt@ncleg.gov	Appropriations, Justice and Public Safety Vice Chair; Families, Children, and Aging Policy Chair; Federal Relations and American Indian Affairs Chair; Wildlife Resources Vice Chair
Region One	Transylvania	House	Mike Clampitt	Rep	633 LOB	919-715-3005	Mike.Clampitt@ncleg.gov	Appropriations, Justice and Public Safety Vice Chair; Families, Children, and Aging Policy Chair; Federal Relations and American Indian Affairs Chair; Wildlife Resources Vice Chair
Region One	Transylvania	Senate	Kevin Corbin	Rep	623 LOB	919-733-5875	Kevin.Corbin@ncleg.gov	Appropriations on Health and Human Services Chair; Health Care Chair
Region Two	Alexander	Senate	Eddie D. Settle	Rep	2117 LB	919-733-5742	Eddie.Settle@ncleg.gov	
Region Two	Alexander	House	Jeffrey Elmore	Rep	301D LOB	919-733-5935	Jeffrey.Elmore@ncleg.gov	Appropriations Chair; Appropriations, Education Vice Chair; Joint Legislative Education Oversight Committee Vice Chair
Region Two	Alleghany	Senate	Ralph Hise	Rep	300-A LOB	919-733-3460	Ralph.Hise@ncleg.gov	Deputy President Pro Tempore; Appropriations/Base Budget Chair; Redistricting and Elections Chair; Joint Legislative Oversight Committee on Information Technology Co-Chair
Region Two	Alleghany	House	Ray Pickett	Rep	306A2 LOB	919-733-7727	Ray.Pickett@ncleg.gov	Alcoholic Beverage Control Vice Chair; Education - Universities Chair
Region Two	Ashe	Senate	Ralph Hise	Rep	300-A LOB	919-733-3460	Ralph.Hise@ncleg.gov	Deputy President Pro Tempore; Appropriations/Base Budget Chair; Redistricting and Elections Chair; Joint Legislative Oversight Committee on Information Technology Co-Chair
Region Two	Ashe	House	Ray Pickett	Rep	306A2 LOB	919-733-7727	Ray.Pickett@ncleg.gov	Alcoholic Beverage Control Vice Chair; Education - Universities Chair
Region Two	Avery	House	Dudley Greene	Rep	604 LOB	919-733-5862	Dudley.Greene@ncleg.gov	Appropriations Vice Chair; Appropriations, Justice and Public Safety Chair; State Personnel Vice Chair
Region Two	Avery	Senate	Ralph Hise	Rep	300-A LOB	919-733-3460	Ralph.Hise@ncleg.gov	Deputy President Pro Tempore; Appropriations/Base Budget Chair; Redistricting and Elections Chair; Joint Legislative Oversight Committee on Information Technology Co-Chair
Region Two	Burke	House	Hugh Blackwell	Rep	541 LOB	919-733-5805	Hugh.Blackwell@ncleg.gov	Appropriations, Education Vice Chair; Education K-12 Chair; Judiciary 3 Chair; Joint Legislative Education Oversight Committee Co-Chair
Region Two	Burke	Senate	Warren Daniel	Rep	627 LOB	919-715-7823	Warren.Daniel@ncleg.gov	Appropriations on Justice and Public Safety Chair; Judiciary Chair; Redistricting and Elections Chair; Rules and Operation of the Senate Vice Chair; Revenue Laws Study Committee Vice Chair; Joint Legislative Elections Oversight Committee Co-Chair
Region Two	Cabarrus	House	Diamond Staton-Williams	Dem	1010 LB	919-715-8361	Diamond.Staton-Williams@ncleg.gov	
Region Two	Cabarrus	House	Kevin Crutchfield	Rep	531 LOB	919-715-2009	Kevin.Crutchfield@ncleg.gov	House New Member Leader
Region Two	Cabarrus	House	Kristin Baker	Rep	306A3 LOB	919-733-5861	Kristin.Baker@ncleg.gov	Deputy Majority Whip; Appropriations Vice Chair; Appropriations, Health and Human Services Chair; Health Chair
Region Two	Cabarrus	Senate	Paul Newton	Rep	300-B LOB	919-733-7223	Paul.Newton@ncleg.gov	Majority Leader; Finance Chair; Redistricting and Elections Chair; Revenue Laws Study Committee Co-Chair; Joint Legislative Commission on Energy Policy Co-Chair
Region Two	Cabarrus	Senate	Todd Johnson	Rep	310 LOB	919-733-7659	Todd.Johnson@ncleg.gov	Appropriations on Agriculture, Natural, and Economic Resources Chair; Commerce and Insurance Chair
Region Two	Caldwell	Senate	Dean Proctor	Rep	2108 LB	919-733-5876	Dean.Proctor@ncleg.gov	Appropriations on Education/Higher Education Chair; Commerce and Insurance Chair

2023-25 Legislative Session State Board of Community Colleges Regional Representation

Region	County	Chamber	Legislator	Party	Office	Phone	Email	Committee Notes
Region Two	Caldwell	House	Destin Hall	Rep	2301 LB	919-733-5931	Destin.Hall@ncleg.gov	Redistricting Chair; Rules, Calendar, and Operations of the House Chair; Legislative Research Commission Co-Chair; Joint Legislative Elections Oversight Committee Co-Chair
Region Two	Caldwell	Senate	Ralph Hise	Rep	300-A LOB	919-733-3460	Ralph.Hise@ncleg.gov	Deputy President Pro Tempore; Appropriations/Base Budget Chair; Redistricting and Elections Chair; Joint Legislative Oversight Committee on Information Technology Co-Chair
Region Two	Catawba	Senate	Dean Proctor	Rep	2108 LB	919-733-5876	Dean.Proctor@ncleg.gov	Appropriations on Education/Higher Education Chair; Commerce and Insurance Chair
Region Two	Catawba	House	Jay Adams	Rep	2207 LB	919-733-5988	Jay.Adams@ncleg.gov	Transportation Vice Chair; Wildlife Resources Chair
Region Two	Catawba	House	Mitchell S. Setzer	Rep	2204 LB	919-733-4948	Mitchell.Setzer@ncleg.gov	Ethics Vice Chair; Finance Senior Chair; Insurance Chair
Region Two	Iredell	House	Grey Mills	Rep	635 LOB	919-733-5741	Grey.Mills@ncleg.gov	Alcoholic Beverage Control Chair; Election Law and Campaign Finance Reform Chair; Judiciary 1 Vice Chair; Legislative Ethics Committee Co-Chair; Joint Legislative Elections Oversight Committee Co-Chair
Region Two	Iredell	House	Jeffrey C. McNeely	Rep	606 LOB	919-733-5661	Jeffrey.McNeely@ncleg.gov	House Deputy Majority Whip; Agriculture Chair; Transportation Chair; Agriculture and Forestry Awareness Study Commission Co-Chair
Region Two	Iredell	House	Mitchell S. Setzer	Rep	2204 LB	919-733-4948	Mitchell.Setzer@ncleg.gov	Ethics Vice Chair; Finance Senior Chair; Insurance Chair
Region Two	Iredell	Senate	Vickie Sawyer	Rep	312 LOB	919-715-3038	Vickie.Sawyer@ncleg.gov	Appropriations on Department of Transportation Chair; Transportation Chair; Joint Legislative Transportation Oversight Committee Vice Chair
Region Two	Mitchell	House	Dudley Greene	Rep	604 LOB	919-733-5862	Dudley.Greene@ncleg.gov	Appropriations Vice Chair; Appropriations, Justice and Public Safety Chair; State Personnel Vice Chair
Region Two	Mitchell	Senate	Ralph Hise	Rep	300-A LOB	919-733-3460	Ralph.Hise@ncleg.gov	Deputy President Pro Tempore; Appropriations/Base Budget Chair; Redistricting and Elections Chair; Joint Legislative Oversight Committee on Information Technology Co-Chair
Region Two	Rowan	Senate	Carl Ford	Rep	625 LOB	919-733-5665	Carl.Ford@ncleg.gov	Republican Joint Caucus Leader; Appropriations on General Government and Information Technology Chair; Pensions and Retirement and Aging Chair; State and Local Government Chair; Joint Legislative Oversight Committee on General Government Co-Chair
Region Two	Rowan	House	Harry Warren	Rep	611 LOB	919-733-5784	Harry.Warren@ncleg.gov	House Republican Joint Caucus Leader; Election Law and Campaign Finance Reform Vice Chair; Finance Vice Chair; Oversight and Reform Chair; State Government Chair; Joint Legislative Committee on Local Government Co-Chair; Joint Legislative Oversight Committee on Unemployment Insurance Vice Chair
Region Two	Rowan	House	Julia C. Howard	Rep	302 LOB	919-733-5904	Julia.Howard@ncleg.gov	Finance Chair; Unemployment Insurance Chair; Revenue Laws Study Committee Co-Chair; Joint Legislative Oversight Committee on Unemployment Insurance Co-Chair
Region Two	Rowan	House	Kevin Crutchfield	Rep	531 LOB	919-715-2009	Kevin.Crutchfield@ncleg.gov	House New Member Leader
Region Two	Surry	Senate	Eddie D. Settle	Rep	2117 LB	919-733-5742	Eddie.Settle@ncleg.gov	
Region Two	Surry	House	Sarah Stevens	Rep	419 LOB	919-715-1883	Sarah.Stevens@ncleg.gov	House Speaker Pro Tempore; Judiciary 2 Chair; Joint Legislative Administrative Procedure Oversight Committee Co-Chair
Region Two	Watauga	House	Destin Hall	Rep	2301 LB	919-733-5931	Destin.Hall@ncleg.gov	Redistricting Chair; Rules, Calendar, and Operations of the House Chair; Legislative Research Commission Co-Chair; Joint Legislative Elections Oversight Committee Co-Chair
Region Two	Watauga	Senate	Ralph Hise	Rep	300-A LOB	919-733-3460	Ralph.Hise@ncleg.gov	Deputy President Pro Tempore; Appropriations/Base Budget Chair; Redistricting and Elections Chair; Joint Legislative Oversight Committee on Information Technology Co-Chair
Region Two	Watauga	House	Ray Pickett	Rep	306A2 LOB	919-733-7727	Ray.Pickett@ncleg.gov	Alcoholic Beverage Control Vice Chair; Education - Universities Chair
Region Two	Wilkes	Senate	Eddie D. Settle	Rep	2117 LB	919-733-5742	Eddie.Settle@ncleg.gov	

2023-25 Legislative Session State Board of Community Colleges Regional Representation

Region	County	Chamber	Legislator	Party	Office	Phone	Email	Committee Notes
Region Two	Wilkes	House	Jeffrey Elmore	Rep	301D LOB	919-733-5935	Jeffrey.Elmore@ncleg.gov	Appropriations Chair; Appropriations, Education Vice Chair; Joint Legislative Education Oversight Committee Vice Chair
Region Two	Wilkes	House	Sarah Stevens	Rep	419 LOB	919-715-1883	Sarah.Stevens@ncleg.gov	House Speaker Pro Tempore; Judiciary 2 Chair; Joint Legislative Administrative Procedure Oversight Committee Co-Chair
Region Two	Yadkin	Senate	Eddie D. Settle	Rep	2117 LB	919-733-5742	Eddie.Settle@ncleg.gov	
Region Two	Yadkin	House	Julia C. Howard	Rep	302 LOB	919-733-5904	Julia.Howard@ncleg.gov	Finance Chair; Unemployment Insurance Chair; Revenue Laws Study Committee Co-Chair; Joint Legislative Oversight Committee on Unemployment Insurance Co-Chair
Region Two	Yancey	House	Dudley Greene	Rep	604 LOB	919-733-5862	Dudley.Greene@ncleg.gov	Appropriations Vice Chair; Appropriations, Justice and Public Safety Chair; State Personnel Vice Chair
Region Two	Yancey	Senate	Ralph Hise	Rep	300-A LOB	919-733-3460	Ralph.Hise@ncleg.gov	Deputy President Pro Tempore; Appropriations/Base Budget Chair; Redistricting and Elections Chair; Joint Legislative Oversight Committee on Information Technology Co-Chair
Region Three	Alamance	Senate	Amy S. Galey	Rep	521 LOB	919-301-1446	Amy.Galey@ncleg.gov	Appropriations on Education/Higher Education Chair; Education/Higher Educations Chair
Region Three	Alamance	House	Dennis Riddell	Rep	416A LOB	919-733-5905	Dennis.Riddell@ncleg.gov	Appropriations Vice Chair; Appropriations, General Government Chair; Regulatory Reform Chair; Joint Legislative Administrative Procedure Oversight Committee Vice Chair; Joint Legislative Elections Oversight Committee Vice Chair; Joint Legislative Oversight Committee on General Government Co-Chair
Region Three	Alamance	House	Stephen M. Ross	Rep	1229 LB	919-733-5820	Stephen.Ross@ncleg.gov	Commerce Chair; Finance Chair
Region Three	Caswell	Senate	Graig Meyer	Dem	1121 LB	919-733-5804	Graig.Meyer@ncleg.gov	
Region Three	Caswell	House	Renee A. Price	Dem	1315 LB	919-715-3019	Renee.Price@ncleg.gov	
Region Three	Davidson	House	Larry Potts	Rep	307B1 LOB	919-715-0873	Larry.Potts@ncleg.gov	Appropriations Vice Chair; Appropriations, Health and Humas Services Chair; Health Senior Chair; Joint Legislative Oversight Committee on Health and Human Services Co-Chair
Region Three	Davidson	House	Sam Watford	Rep	2121 LB	919-715-2526	Sam.Watford@ncleg.gov	Local Government Chair
Region Three	Davidson	Senate	Steve Jarvis	Rep	410 LOB	919-733-5743	Steve.Jarvis@ncleg.gov	Appropriations on General Government and Information Technology Chair; State and Local Government Chair
Region Three	Davie	House	Julia C. Howard	Rep	302 LOB	919-733-5904	Julia.Howard@ncleg.gov	Finance Chair; Unemployment Insurance Chair; Revenue Laws Study Committee Co-Chair; Joint Legislative Oversight Committee on Unemployment Insurance Co-Chair
Region Three	Davie	Senate	Steve Jarvis	Rep	410 LOB	919-733-5743	Steve.Jarvis@ncleg.gov	Appropriations on General Government and Information Technology Chair; State and Local Government Chair
Region Three	Durham	House	B. Ray Jeffers	Dem	1319 LB	919-715-0850	Ray.Jeffers@ncleg.gov	
Region Three	Durham	House	Marcia Morey	Dem	1220 LB	919-733-7663	Marcia.Morey@ncleg.gov	House Democratic Whip
Region Three	Durham	Senate	Mike Woodard	Dem	406 LOB	919-733-4809	Mike.Woodard@ncleg.gov	
Region Three	Durham	Senate	Natalie S. Murdock	Dem	2119 LB	919-733-4599	Natalie.Murdock@ncleg.gov	
Region Three	Durham	House	Vernetta Alston	Dem	505 LOB	919-733-5872	Vernetta.Alston@ncleg.gov	
Region Three	Durham	House	Zach Hawkins	Dem	1307 LB	919-715-2528	Zack.Hawkins@ncleg.gov	
Region Three	Forsyth	House	Amber M. Baker	Dem	1006 LB	919-733-5829	Amber.Baker@ncleg.gov	
Region Three	Forsyth	House	Donny Lambeth	Rep	303 LOB	919-733-5747	Donny.Lambeth@ncleg.gov	Appropriations Senior Chair; Appropriations, Health and Human Services Vice Chair; Health Chair; Joint Legislative Oversight Committee on Health and Human Services Co-Chair; Joint Legislative Oversight Committee on Medicaid and NC Health Choice Co-Chair
Region Three	Forsyth	House	Jeff Zenger	Rep	632 LOB	919-733-5787	Jeff.Zenger@ncleg.gov	Finance Vice Chair; Regulatory Reform Chair
Region Three	Forsyth	Senate	Joyce Krawiec	Rep	308 LOB	919-733-7850	Joyce.Krawiec@ncleg.gov	Appropriations on Health and Human Services Chair; Health Care Chair; Pensions and Retirement and Aging Chair

2023-25 Legislative Session State Board of Community Colleges Regional Representation

Region	County	Chamber	Legislator	Party	Office	Phone	Email	Committee Notes
Region Three	Forsyth	House	Kanika Brown	Dem	1317 LB	919-733-5777	Kanika.Brown@ncleg.gov	
Region Three	Forsyth	House	Kyle Hall	Rep	305 LOB	919-733-5609	Kyle.Hall@ncleg.gov	Appropriations Chair; Appropriations, Agriculture and Natural and Economic Resources Vice Chair; Appropriations, Information Technology Vice Chair; Energy and Public Utilities Chair
Region Three	Forsyth	Senate	Paul A. Lowe, Jr.	Dem	1127 LB	919-733-5620	Paul.Lowe@ncleg.gov	
Region Three	Franklin	Senate	Lisa S. Barnes	Rep	628 LOB	919-715-3030	Lisa.Barnes@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations on Education/Higher Education Chair
Region Three	Franklin	House	Matthew Winslow	Rep	411 LOB	919-715-3032	Matthew.Winslow@ncleg.gov	House Deputy Conference Chair; Banking Chair; Energy and Public Utilities Chair
Region Three	Granville	House	Frank Sossamon	Rep	609 LOB	919-733-5824	Frank.Sossamon@ncleg.gov	
Region Three	Granville	Senate	Mary Wills Bode	Dem	515 LOB	919-733-5850	MaryWills.Bode@ncleg.gov	
Region Three	Granville	House	Matthew Winslow	Rep	411 LOB	919-715-3032	Matthew.Winslow@ncleg.gov	House Deputy Conference Chair; Banking Chair; Energy and Public Utilities Chair
Region Three	Guilford	House	Amos L. Quick, III	Dem	510 LOB	919-733-5902	Amos.Quick@ncleg.gov	House Democratic Whip
Region Three	Guilford	House	Ashton Wheeler Clemmons	Dem	1213 LB	919-733-5781	Ashton.Clemmons@ncleg.gov	House Deputy Democratic Leader
Region Three	Guilford	House	Cecil Brockman	Dem	2223 LB	919-733-5825	Cecil.Brockman@ncleg.gov	Education K-12 Vice Chair
Region Three	Guilford	Senate	Gladys A. Robinson	Dem	1026 LB	919-715-3042	Gladys.Robinson@ncleg.gov	
Region Three	Guilford	House	John Faircloth	Rep	613 LOB	919-733-5877	John.Faircloth@ncleg.gov	Appropriations Chair; Appropriations, Justice and Public Safety Vice Chair; Joint Legislative Emergency Management Oversight Committee Co-Chair
Region Three	Guilford	House	Jon Hardister	Rep	634 LOB	919-733-5191	Jon.Hardister@ncleg.gov	House Majority Whip; Appropriations Vice Chair; Appropriations, Education Chair; Education - Universities Chair; UNC Board of Governors Nominations Vice Chair; Joint Legislative Education Oversight Committee Vice Chair; Joint Legislative Oversight Committee on Capital Improvements Vice Chair
Region Three	Guilford	Senate	Michael Garrett	Dem	206-C LOB	919-733-5856	Michael.Garrett@ncleg.gov	
Region Three	Guilford	Senate	Phil Berger	Rep	2007 LB	919-733-5708	Phil.Berger@ncleg.gov	President Pro Tempore
Region Three	Guilford	House	Pricey Harrison	Dem	1218 LB	919-733-5771	Pricey.Harrison@ncleg.gov	Environment Vice Chair
Region Three	Orange	House	Allen Buansi	Dem	514 LOB	919-733-7208	Allen.Buansi@ncleg.gov	House Freshman Co-Chair
Region Three	Orange	Senate	Graig Meyer	Dem	1121 LB	919-733-5804	Graig.Meyer@ncleg.gov	
Region Three	Orange	House	Renee A. Price	Dem	1315 LB	919-715-3019	Renee.Price@ncleg.gov	
Region Three	Person	House	B. Ray Jeffers	Dem	1319 LB	919-715-0850	Ray.Jeffers@ncleg.gov	
Region Three	Person	Senate	Graig Meyer	Dem	1121 LB	919-733-5804	Graig.Meyer@ncleg.gov	
Region Three	Randolph	Senate	Amy S. Galey	Rep	521 LOB	919-301-1446	Amy.Galey@ncleg.gov	Appropriations on Education/Higher Education Chair; Education/Higher Educations Chair
Region Three	Randolph	House	Brian Biggs	Rep	533 LOB	919-733-5865	Brian.Biggs@ncleg.gov	House New Member Whip
Region Three	Randolph	Senate	David W. Craven, Jr.	Rep	2106 LB	919-733-5870	David.Craven@ncleg.gov	Appropriations on Agriculture, Natural, and Economic Resources Chair; Commerce and Insurance Chair
Region Three	Randolph	House	Neal Jackson	Rep	603 LOB	919-715-4946	Neal.Jackson@ncleg.gov	
Region Three	Randolph	House	Robert T. Reives, II	Dem	506 LOB	919-733-0057	Robert.Reives@ncleg.gov	House Democratic Leader
Region Three	Rockingham	House	A. Reece Pyrtle, Jr.	Rep	418B LOB	919-733-5779	Reece.Pyrtle@ncleg.gov	State Personnel Chair
Region Three	Rockingham	Senate	Phil Berger	Rep	2007 LB	919-733-5708	Phil.Berger@ncleg.gov	President Pro Tempore
Region Three	Stokes	Senate	Joyce Krawiec	Rep	308 LOB	919-733-7850	Joyce.Krawiec@ncleg.gov	Appropriations on Health and Human Services Chair; Health Care Chair; Pensions and Retirement and Aging Chair
Region Three	Stokes	House	Kyle Hall	Rep	305 LOB	919-733-5609	Kyle.Hall@ncleg.gov	Appropriations Chair; Appropriations, Agriculture and Natural and Economic Resources Vice Chair; Appropriations, Information Technology Vice Chair; Energy and Public Utilities Chair
Region Three	Vance	House	Frank Sossamon	Rep	609 LOB	919-733-5824	Frank.Sossamon@ncleg.gov	

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Region	County	Chamber	Legislator	Party	Office	Phone	Email	Committee Notes
Region Three	Vance	Senate	Lisa S. Barnes	Rep	628 LOB	919-715-3030	Lisa.Barnes@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations on Education/Higher Education Chair
Region Three	Wake	House	Abe Jones	Dem	1219 LB	919-733-5758	Abe.Jones@ncleg.gov	
Region Three	Wake	House	Allison A. Dahle	Dem	1217 LB	919-733-5755	Allison.Dahle@ncleg.gov	Election Law and Campaign Finance Reform Vice Chair
Region Three	Wake	House	Cynthia Ball	Dem	1004 LB	919-733-5860	Cynthia.Ball@ncleg.gov	House Conference Chair
Region Three	Wake	Senate	Dan Blue	Dem	1129 LB	919-733-5752	Dan.Blue@ncleg.gov	Democratic Leader
Region Three	Wake	House	Erin Pare	Rep	306B2 LOB	919-733-2962	Erin.Pare@ncleg.gov	House Deputy Conference Chair; Appropriations, Health and Human Services Vice Chair; Energy and Public Utilities Vice Chair; Health Chair
Region Three	Wake	Senate	Gale Adcock	Dem	1104 LB	919-715-3036	Gale.Adcock@ncleg.gov	
Region Three	Wake	House	James Roberson	Dem	511 LOB	919-733-5974	James.Roberson@ncleg.gov	
Region Three	Wake	Senate	Jay J. Chaudhuri	Dem	1028 LB	919-715-6400	Jay.Chaudhuri@ncleg.gov	Democratic Whip
Region Three	Wake	House	Joe John	Dem	1013 LB	919-733-5530	Joe.John@ncleg.gov	NC Courts Commission Chair
Region Three	Wake	House	Julie von Haefen	Dem	1311 LB	919-715-0795	Julie.vonHaefen@ncleg.gov	
Region Three	Wake	Senate	Lisa Grafstein	Dem	1119 LB	919-733-9349	Lisa.Grafstein@ncleg.gov	
Region Three	Wake	House	Maria Cervania	Dem	1209 LB	919-733-5602	Maria.Cervania@ncleg.gov	
Region Three	Wake	Senate	Mary Wills Bode	Dem	515 LOB	919-733-5850	MaryWills.Bode@ncleg.gov	
Region Three	Wake	House	Rosa U. Gill	Dem	1303 LB	919-733-5880	Rosa.Gill@ncleg.gov	Pensions and Retirement Vice Chair
Region Three	Wake	House	Sarah Crawford	Dem	1323 LB	919-733-5823	Sarah.Crawford@ncleg.gov	
Region Three	Wake	Senate	Sydney Batch	Dem	1118 LB	919-733-5653	Sydney.Batch@ncleg.gov	
Region Three	Wake	House	Terence Everitt	Dem	1111 LB	919-715-3010	Terence.Everitt@ncleg.gov	
Region Three	Wake	House	Tim Longest	Dem	1421 LB	919-733-5773	Tim.Longest@ncleg.gov	
Region Three	Wake	House	Ya Liu	Dem	1325 LB	919-733-5863	Ya.Liu@ncleg.gov	House Freshman Co-Chair
Region Three	Warren	Senate	Bobby Hanig	Rep	629 LOB	919-715-8293	Bobby.Hanig@ncleg.gov	
Region Three	Warren	House	Michael H. Wray	Dem	2123 LB	919-733-5662	Michael.Wray@ncleg.gov	Agriculture Vice Chair; Ethics Chair; Finance Senior Chair
Region Four	Anson	Senate	David W. Craven, Jr.	Rep	2106 LB	919-733-5870	David.Craven@ncleg.gov	Appropriations on Agriculture, Natural, and Economic Resources Chair; Commerce and Insurance Chair
Region Four	Anson	House	Mark Brody	Rep	416B LOB	919-715-3029	Mark.Brody@ncleg.gov	Local Government- Land Use, Planning, and Development Chair; Joint Legislative Oversight Committee on General Government Vice Chair
Region Four	Chatham	Senate	Natalie S. Murdock	Dem	2119 LB	919-733-4599	Natalie.Murdock@ncleg.gov	
Region Four	Chatham	House	Robert T. Reives, II	Dem	506 LOB	919-733-0057	Robert.Reives@ncleg.gov	House Democratic Leader
Region Four	Cumberland	House	Charles Smith	Dem	1021 LB	919-733-5601	Charles.Smith@ncleg.gov	
Region Four	Cumberland	House	Diane Wheatley	Rep	301N LOB	919-733-5959	Diane.Wheatley@ncleg.gov	Education - Community Colleges Vice Chair; Education K-12 Vice Chair; Pensions and Retirement Chair
Region Four	Cumberland	House	Frances Jackson	Dem	1017 LB	919-733-9892	Frances.Jackson@ncleg.gov	
Region Four	Cumberland	House	Marvin W. Lucas	Dem	402 LOB	919-733-5775	Marvin.Lucas@ncleg.gov	Insurance Vice Chair
Region Four	Cumberland	Senate	Tom McInnis	Rep	314 LOB	919-733-5953	Tom.McInnis@ncleg.gov	Majority Whip; Appropriations on Department of Transportation Chair; Transportation Chair; Joint Legislative Transportation Oversight Committee Co-Chair
Region Four	Cumberland	Senate	Val Applewhite	Dem	516 LOB	919-733-5776	Val.Applewhite@ncleg.gov	
Region Four	Harnett	House	Howard Penny, Jr.	Rep	418C LOB	919-715-3015	Howard.Penny@ncleg.gov	Local Government Chair
Region Four	Harnett	Senate	Jim Burgin	Rep	620 LOB	919-733-5748	Jim.Burgin@ncleg.gov	Appropriations on Health and Human Services Chair; Health Care Chair; Joint Legislative Oversight Committee on Health and Human Services Co-Chair
Region Four	Harnett	House	Joseph Pike	Rep	542 LOB	919-733-5906	Joe.Pike@ncleg.gov	

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Region	County	Chamber	Legislator	Party	Office	Phone	Email	Committee Notes
Region Four	Hoke	Senate	Danny Earl Britt, Jr.	Rep	525 LOB	919-733-5651	Danny.Britt@ncleg.gov	Appropriations on Justice and Public Safety Chair; Judiciary Chair; Joint Legislative Oversight Committee on Justice and Public Safety Co-Chair; Joint Legislative Emergency Management Oversight Committee Co-Chair
Region Four	Hoke	House	Garland E. Pierce	Dem	1204 LB	919-733-5803	Garland.Pierce@ncleg.gov	Commerce Vice Chair; Families, Children, and Aging Policy Chair
Region Four	Johnston	Senate	Benton G. Sawrey	Rep	2115 LB	919-715-3040	Benton.Sawrey@ncleg.gov	
Region Four	Johnston	House	Donna McDowell White	Rep	307B LOB	919-733-5605	Donna.White@ncleg.gov	Appropriations Vice Chair; Appropriations, Health and Human Services Chair; Health Chair
Region Four	Johnston	House	Howard Penny, Jr.	Rep	418C LOB	919-715-3015	Howard.Penny@ncleg.gov	Local Government Chair
Region Four	Johnston	House	Larry C. Strickland	Rep	304 LOB	919-733-5849	Larry.Strickland@ncleg.gov	Appropriations Chair; Appropriations, Agriculture and Natural and Economic Resources Vice Chair
Region Four	Lee	Senate	Jim Burgin	Rep	620 LOB	919-733-5748	Jim.Burgin@ncleg.gov	Appropriations on Health and Human Services Chair; Health Care Chair; Joint Legislative Oversight Committee on Health and Human Services Co-Chair
Region Four	Lee	House	John Sauls	Rep	408 LOB	919-715-3026	John.Sauls@ncleg.gov	Commerce Chair; Ethics Chair
Region Four	Mecklenburg	House	Becky Carney	Dem	1221 LB	919-733-5827	Becky.Carney@ncleg.gov	Banking Vice Chair
Region Four	Mecklenburg	House	Brandon Lofton	Dem	1309 LB	919-715-3009	Brandon.Lofton@ncleg.gov	House Legislative Chair
Region Four	Mecklenburg	House	Carla D. Cunningham	Dem	403 LOB	919-733-5807	Carla.Cunningham@ncleg.gov	Health Vice Chair
Region Four	Mecklenburg	House	Carolyn G. Logan	Dem	503 LOB	919-715-2530	Carolyn.Logan@ncleg.gov	
Region Four	Mecklenburg	Senate	DeAndrea Salvador	Dem	1120 LB	919-733-5655	DeAndrea.Salvador@ncleg.gov	
Region Four	Mecklenburg	House	John Autry	Dem	1002 LB	919-715-0706	John.Autry@ncleg.gov	
Region Four	Mecklenburg	House	John R. Bradford, III	Rep	532 LOB	919-733-5828	John.Bradford@ncleg.gov	Alcoholic Beverage Control Chair; Finance Senior Chair
Region Four	Mecklenburg	Senate	Joyce Waddell	Dem	1106 LB	919-733-5650	Joyce.Waddell@ncleg.gov	
Region Four	Mecklenburg	House	Kelly M. Alexander, Jr.	Dem	404 LOB	919-733-5778	Kelly.Alexander@ncleg.gov	
Region Four	Mecklenburg	House	Laura Budd	Dem	1015 LB	919-733-5800	Laura.Budd@ncleg.gov	
Region Four	Mecklenburg	House	Mary Belk	Dem	1313 LB	919-733-5607	Mary.Belk@ncleg.gov	
Region Four	Mecklenburg	Senate	Mujtaba A. Mohammed	Dem	517 LOB	919-733-5955	Mujtaba.Mohammed@ncleg.gov	
Region Four	Mecklenburg	House	Nasif Majeed	Dem	1008 LB	919-733-5606	Nasif.Majeed@ncleg.gov	Military and Veterans Affairs Vice Chair
Region Four	Mecklenburg	Senate	Natasha R. Marcus	Dem	519 LOB	919-715-3050	Natasha.Marcus@ncleg.gov	
Region Four	Mecklenburg	Senate	Rachel Hunt	Dem	1117 LB	919-715-8331	Rachel.Hunt@ncleg.gov	
Region Four	Mecklenburg	House	Terry M. Brown, Jr.	Dem	509 LOB	919-733-5654	Terry.Brown@ncleg.gov	House Democratic Whip
Region Four	Mecklenburg	House	Tricia Ann Cotham	Dem	528 LOB	919-733-5749	Tricia.Coatham@ncleg.gov	Education K-12 Chair; Health Vice Chair
Region Four	Mecklenburg	Senate	Vickie Sawyer	Rep	312 LOB	919-715-3038	Vickie.Sawyer@ncleg.gov	Appropriations on Department of Transportation Chair; Transportation Chair; Joint Legislative Transportation Oversight Committee Vice Chair
Region Four	Mecklenburg	House	Wesley Harris	Dem	1321 LB	919-733-5886	Wesley.Harris@ncleg.gov	
Region Four	Montgomery	Senate	David W. Craven, Jr.	Rep	2106 LB	919-733-5870	David.Craven@ncleg.gov	Appropriations on Agriculture, Natural, and Economic Resources Chair; Commerce and Insurance Chair
Region Four	Montgomery	House	Wayne Sasser	Rep	529 LOB	919-733-5908	Wayne.Sasser@ncleg.gov	Appropriations Chair; Appropriations, Health and Human Services Vice Chair; Health Chair; Insurance Vice Chair
Region Four	Moore	House	Ben T. Moss, Jr.	Rep	306C LOB	919-733-5903	Ben.Moss@ncleg.gov	Transportation Vice Chair; Wildlife Resources Chair
Region Four	Moore	House	John Sauls	Rep	408 LOB	919-715-3026	John.Sauls@ncleg.gov	Commerce Chair; Ethics Chair
Region Four	Moore	House	Neal Jackson	Rep	603 LOB	919-715-4946	Neal.Jackson@ncleg.gov	
Region Four	Moore	Senate	Tom McInnis	Rep	314 LOB	919-733-5953	Tom.McInnis@ncleg.gov	Majority Whip; Appropriations on Department of Transportation Chair; Transportation Chair; Joint Legislative Transportation Oversight Committee Co-Chair

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Region	County	Chamber	Legislator	Party	Office	Phone	Email	Committee Notes
Region Four	Richmond	House	Ben T. Moss, Jr.	Rep	306C LOB	919-733-5903	Ben.Moss@ncleg.gov	Transportation Vice Chair; Wildlife Resources Chair
Region Four	Richmond	Senate	David W. Craven, Jr.	Rep	2106 LB	919-733-5870	David.Craven@ncleg.gov	Appropriations on Agriculture, Natural, and Economic Resources Chair; Commerce and Insurance Chair
Region Four	Robeson	House	Brenden H. Jones	Rep	1227 LB	919-733-5821	Brenden.Jones@ncleg.gov	House Deputy Majority Leader; Appropriations Chair; Appropriations, Transportation Vice Chair; Disaster Recovery and Homeland Security Vice Chair; Energy and Public Utilities Vice Chair; Rules, Calendar, and Operations of the House Vice Chair; Transportation Chair; Joint Legislative Transportation Oversight Committee Co-Chair
Region Four	Robeson	Senate	Danny Earl Britt, Jr.	Rep	525 LOB	919-733-5651	Danny.Britt@ncleg.gov	Appropriations on Justice and Public Safety Chair; Judiciary Chair; Joint Legislative Oversight Committee on Justice and Public Safety Co-Chair; Joint Legislative Emergency Management Oversight Committee Co-Chair
Region Four	Robeson	House	Jarrold Lowery	Rep	2213 LB	919-715-0875	Jarrold.Lowery@ncleg.gov	House Deputy Conference Chair; Federal Relations and American Indian Affairs Vice Chair
Region Four	Scotland	Senate	Danny Earl Britt, Jr.	Rep	525 LOB	919-733-5651	Danny.Britt@ncleg.gov	Appropriations on Justice and Public Safety Chair; Judiciary Chair; Joint Legislative Oversight Committee on Justice and Public Safety Co-Chair; Joint Legislative Emergency Management Oversight Committee Co-Chair
Region Four	Scotland	House	Garland E. Pierce	Dem	1204 LB	919-733-5803	Garland.Pierce@ncleg.gov	Commerce Vice Chair; Families, Children, and Aging Policy Chair
Region Four	Stanly	Senate	Carl Ford	Rep	625 LOB	919-733-5665	Carl.Ford@ncleg.gov	Republican Joint Caucus Leader; Appropriations on General Government and Information Technology Chair; Pensions and Retirement and Aging Chair; State and Local Government Chair; Joint Legislative Oversight Committee on General Government Co-Chair
Region Four	Stanly	House	Wayne Sasser	Rep	529 LOB	919-733-5908	Wayne.Sasser@ncleg.gov	Appropriations Chair; Appropriations, Health and Human Services Vice Chair; Health Chair; Insurance Vice Chair
Region Four	Union	Senate	David W. Craven, Jr.	Rep	2106 LB	919-733-5870	David.Craven@ncleg.gov	Appropriations on Agriculture, Natural, and Economic Resources Chair; Commerce and Insurance Chair
Region Four	Union	House	David Willis	Rep	420 LOB	919-733-2406	David.Willis@ncleg.gov	Appropriations Vice Chair; Appropriations, Education Chair; Education - Community Colleges Chair; Education K-12 Vice Chair
Region Four	Union	House	Dean Arp	Rep	307A LOB	919-715-3007	Dean.Arp@ncleg.gov	Appropriations Senior Chair; Appropriations, Capital Vice Chair; Energy and Public Utilities Chair; Joint Legislative Commission on Energy Policy Co-Chair; Joint Legislative Oversight Committee on Capital Improvements Co-Chair
Region Four	Union	House	Mark Brody	Rep	416B LOB	919-715-3029	Mark.Brody@ncleg.gov	
Region Four	Union	Senate	Todd Johnson	Rep	310 LOB	919-733-7659	Todd.Johnson@ncleg.gov	Appropriations on Agriculture, Natural, and Economic Resources Chair; Commerce and Insurance Chair
Region Five	Bladen	Senate	Brent Jackson	Rep	2022 LB	919-733-5705	Brent.Jackson@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations/Base Budget Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Co-Chair; Joint Legislative Oversight Committee on Capital Improvements Co-Chair
Region Five	Bladen	House	William D. Brisson	Rep	405 LOB	919-733-5772	William.Brisson@ncleg.gov	Appropriations Chair; Appropriations, General Government Vice Chair
Region Five	Brunswick	Senate	Bill Rabon	Rep	2010 LB	919-733-5963	Bill.Rabon@ncleg.gov	Finance Chair; Rules and Operations of the Senate Chair; Select Committee on Nominations Chair; Legislative Research Commission Co-Chair
Region Five	Brunswick	House	Charles W. Miller	Rep	2219 LB	919-733-5830	Charles.Miller@ncleg.gov	Appropriations Vice Chair; Appropriations, Justice and Public Safety Chair; Energy and Public Utilities Vice Chair; Judiciary 2 Vice Chair
Region Five	Brunswick	House	Frank Iller	Rep	639 LOB	919-301-1450	Frank.Iller@ncleg.gov	Appropriations Vice Chair; Appropriations, Transportation Chair; Environment Chair; Transportation Vice Chair; Joint Legislative Transportation Oversight Committee

2023-25 Legislative Session State Board of Community Colleges Regional Representation

Region	County	Chamber	Legislator	Party	Office	Phone	Email	Committee Notes
Region Five	Carteret	House	Celeste C. Cairns	Rep	602 LOB	919-733-6275	Celeste.Cairns@ncleg.gov	Marine Resources and Aquaculture Vice Chair
Region Five	Carteret	Senate	Norman W. Sanderson	Rep	309 LOB	919-733-5706	Norman.Sanderson@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations on Agriculture, Natural, and Economic Resources Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Environmental Review Commission Co-Chair; Legislative Ethics Committee Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Vice Chair
Region Five	Columbus	Senate	Bill Rabon	Rep	2010 LB	919-733-5963	Bill.Rabon@ncleg.gov	Finance Chair; Rules and Operations of the Senate Chair; Select Committee on Nominations Chair; Legislative Research Commission Co-Chair
Region Five	Columbus	House	Brenden H. Jones	Rep	1227 LB	919-733-5821	Brenden.Jones@ncleg.gov	House Deputy Majority Leader; Appropriations Chair; Appropriations, Transportation Vice Chair; Disaster Recovery and Homeland Security Vice Chair; Energy and Public Utilities Vice Chair; Rules, Calendar, and Operations of the House Vice Chair; Transportation Chair; Joint Legislative Transportation Oversight Committee Co-Chair
Region Five	Craven	House	Celeste C. Cairns	Rep	602 LOB	919-733-6275	Celeste.Cairns@ncleg.gov	Marine Resources and Aquaculture Vice Chair
Region Five	Craven	Senate	Jim Perry	Rep	311 LOB	919-733-5621	Jim.Perry@ncleg.gov	Majority Whip; Finance Chair; Joint Legislative Oversight Committee on Medicaid and NC Health Choice Co-Chair
Region Five	Craven	House	Steve Tyson	Rep	637 LOB	919-733-5853	Steve.Tyson@ncleg.gov	House Deputy Majority Whip; Commerce Vice Chair; Finance Chair; Transportation Chair
Region Five	Duplin	Senate	Brent Jackson	Rep	2022 LB	919-733-5705	Brent.Jackson@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations/Base Budget Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Co-Chair; Joint Legislative Oversight Committee on Capital Improvements Co-Chair
Region Five	Duplin	House	Jimmy Dixon	Rep	2226 LB	919-715-3021	Jimmy.Dixon@ncleg.gov	Agriculture Senior Chair; Appropriations Vice Chair; Appropriations, Agriculture and Natural and Economic Resources Senior Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Environmental Review Commission Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Co-Chair
Region Five	Greene	Senate	Buck Newton	Rep	520 LOB	919-733-5878	Buck.Newton@ncleg.gov	Judiciary Chair
Region Five	Greene	House	Chris Humphrey	Rep	638 LOB	919-733-5995	Chris.Humphrey@ncleg.gov	Disaster Recovery and Homeland Security Vice Chair; Insurance Chair
Region Five	Jones	Senate	Brent Jackson	Rep	2022 LB	919-733-5705	Brent.Jackson@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations/Base Budget Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Co-Chair; Joint Legislative Oversight Committee on Capital Improvements Co-Chair
Region Five	Jones	House	Chris Humphrey	Rep	638 LOB	919-733-5995	Chris.Humphrey@ncleg.gov	Disaster Recovery and Homeland Security Vice Chair; Insurance Chair
Region Five	Lenior	House	Chris Humphrey	Rep	638 LOB	919-733-5995	Chris.Humphrey@ncleg.gov	Disaster Recovery and Homeland Security Vice Chair; Insurance Chair
Region Five	Lenior	Senate	Jim Perry	Rep	311 LOB	919-733-5621	Jim.Perry@ncleg.gov	Majority Whip; Finance Chair; Joint Legislative Oversight Committee on Medicaid and NC Health Choice Co-Chair
Region Five	New Hanover	Senate	Bill Rabon	Rep	2010 LB	919-733-5963	Bill.Rabon@ncleg.gov	Finance Chair; Rules and Operations of the Senate Chair; Select Committee on Nominations Chair; Legislative Research Commission Co-Chair
Region Five	New Hanover	House	Charles W. Miller	Rep	2219 LB	919-733-5830	Charles.Miller@ncleg.gov	Appropriations Vice Chair; Appropriations, Justice and Public Safety Chair; Energy and Public Utilities Vice Chair; Judiciary 2 Vice Chair
Region Five	New Hanover	House	Deb Butler	Dem	1109 LB	919-733-5754	Deb.Butler@ncleg.gov	

2023-25 Legislative Session State Board of Community Colleges Regional Representation

Region	County	Chamber	Legislator	Party	Office	Phone	Email	Committee Notes
Region Five	New Hanover	Senate	Michael V. Lee	Rep	523 LOB	919-715-2525	Michael.Lee@ncleg.gov	Appropriations/Base Budget Chair; Education/Higher Education Chair; Joint Legislative Education Oversight Committee Vice Chair
Region Five	New Hanover	House	Ted Davis, Jr.	Rep	417B LOB	919-733-5786	Ted.Davis@ncleg.gov	Appropriations Vice Chair; Appropriations, Justice and Public Safety Chair; Environment Vice Chair; Judiciary 1 Chair; UNC Board of Governors Nominations Vice Chair; Joint Legislative Oversight Committee on Justice and Public Safety Co-Chair
Region Five	Onslow	House	Carson Smith	Rep	526 LOB	919-715-9664	Carson.Smith@ncleg.gov	Appropriations Vice Chair; Appropriations, Justice and Public Safety Chair; Pensions and Retirement Chair
Region Five	Onslow	House	George G. Cleveland	Rep	417A LOB	919-715-6707	George.Cleveland@ncleg.gov	Appropriations Vice Chair; Appropriations, General Government Chair; Marine Resources and Aquaculture Chair; Military and Veterans Affairs Vice Chair; Transportation Vice Chair; Joint Legislative Oversight Committee on General Government Co-Chair
Region Five	Onslow	Senate	Michael A. Lazzara	Rep	300-C LB	919-715-3034	Michael.Lazzara@ncleg.gov	Appropriations on Department of Transportation Chair; Transportation Chair
Region Five	Onslow	House	Phil Shepard	Rep	534 LOB	919-715-9644	Phil.Shepard@ncleg.gov	Appropriations Vice Chair; Appropriations, Transportation Chair; Transportation Chair; Joint Legislative Transportation Oversight Committee Co-Chair
Region Five	Pamlico	House	Keith Kidwell	Rep	1206 LB	919-733-5881	Keith.Kidwell@ncleg.gov	House Deputy Majority Whip; Finance Senior Chair; Revenue Laws Study Committee Vice Chair
Region Five	Pamlico	Senate	Norman W. Sanderson	Rep	309 LOB	919-733-5706	Norman.Sanderson@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations on Agriculture, Natural, and Economic Resources Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Environmental Review Commission Co-Chair; Legislative Ethics Committee Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Vice Chair
Region Five	Pender	Senate	Brent Jackson	Rep	2022 LB	919-733-5705	Brent.Jackson@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations/Base Budget Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Co-Chair; Joint Legislative Oversight Committee on Capital Improvements Co-Chair
Region Five	Pender	House	Carson Smith	Rep	526 LOB	919-715-9664	Carson.Smith@ncleg.gov	Appropriations Vice Chair; Appropriations, Justice and Public Safety Chair; Pensions and Retirement Chair
Region Five	Sampson	Senate	Brent Jackson	Rep	2022 LB	919-733-5705	Brent.Jackson@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations/Base Budget Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Co-Chair; Joint Legislative Oversight Committee on Capital Improvements Co-Chair
Region Five	Sampson	Senate	Jim Burgin	Rep	620 LOB	919-733-5748	Jim.Burgin@ncleg.gov	Appropriations on Health and Human Services Chair; Health Care Chair; Joint Legislative Oversight Committee on Health and Human Services Co-Chair
Region Five	Sampson	House	William D. Brisson	Rep	405 LOB	919-733-5772	William.Brisson@ncleg.gov	Appropriations Chair; Appropriations, General Government Vice Chair
Region Five	Wayne	Senate	Buck Newton	Rep	520 LOB	919-733-5878	Buck.Newton@ncleg.gov	Judiciary Chair
Region Five	Wayne	House	Jimmy Dixon	Rep	2226 LB	919-715-3021	Jimmy.Dixon@ncleg.gov	Agriculture Senior Chair; Appropriations Vice Chair; Appropriations, Agriculture and Natural and Economic Resources Senior Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Environmental Review Commission Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Co-Chair
Region Five	Wayne	House	John R. Bell, IV	Rep	301F LOB	919-715-3017	John.Bell@ncleg.gov	House Majority Leader; Disaster Recovery and Homeland Security Chair; Joint Legislative Emergency Management Oversight Committee Co-Chair

2023-25 Legislative Session State Board of Community Colleges Regional Representation

Region	County	Chamber	Legislator	Party	Office	Phone	Email	Committee Notes
Region Six	Beaufort	Senate	Jim Perry	Rep	311 LOB	919-733-5621	Jim.Perry@ncleg.gov	Majority Whip; Finance Chair; Joint Legislative Oversight Committee on Medicaid and NC Health Choice Co-Chair
Region Six	Beaufort	House	Keith Kidwell	Rep	1206 LB	919-733-5881	Keith.Kidwell@ncleg.gov	House Deputy Majority Whip; Finance Senior Chair; Revenue Laws Study Committee Vice Chair
Region Six	Bertie	Senate	Bobby Hanig	Rep	629 LOB	919-715-8293	Bobby.Hanig@ncleg.gov	
Region Six	Bertie	House	Shelly Willingham	Dem	513 LOB	919-715-3024	Shelly.Willingham@ncleg.gov	Alcoholic Beverage Control Chair; Insurance Vice Chair
Region Six	Camden	House	Bill Ward	Rep	418A LOB	919-733-5780	Bill.Ward@ncleg.gov	Judiciary 3 Vice Chair
Region Six	Camden	Senate	Bobby Hanig	Rep	629 LOB	919-715-8293	Bobby.Hanig@ncleg.gov	
Region Six	Chowan	House	Edward C. Goodwin	Rep	2217 LB	919-733-0010	Edward.Goodwin@ncleg.gov	Appropriations Vice Chair; Appropriations, Agriculture and Natural and Economic Resources Chair; Military and Veterans Affairs Chair; Environmental Review Commission Co-Chair
Region Six	Chowan	Senate	Norman W. Sanderson	Rep	309 LOB	919-733-5706	Norman.Sanderson@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations on Agriculture, Natural, and Economic Resources Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Environmental Review Commission Co-Chair; Legislative Ethics Committee Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Vice Chair
Region Six	Currituck	Senate	Bobby Hanig	Rep	629 LOB	919-715-8293	Bobby.Hanig@ncleg.gov	
Region Six	Currituck	House	Edward C. Goodwin	Rep	2217 LB	919-733-0010	Edward.Goodwin@ncleg.gov	Appropriations Vice Chair; Appropriations, Agriculture and Natural and Economic Resources Chair; Military and Veterans Affairs Chair; Environmental Review Commission Co-Chair
Region Six	Dare	House	Edward C. Goodwin	Rep	2217 LB	919-733-0010	Edward.Goodwin@ncleg.gov	Appropriations Vice Chair; Appropriations, Agriculture and Natural and Economic Resources Chair; Military and Veterans Affairs Chair; Environmental Review Commission Co-Chair
Region Six	Dare	House	Keith Kidwell	Rep	1206 LB	919-733-5881	Keith.Kidwell@ncleg.gov	House Deputy Majority Whip; Finance Senior Chair; Revenue Laws Study Committee Vice Chair
Region Six	Edgecombe	Senate	Kandie D. Smith	Dem	1113 LB	919-715-8363	Kandie.Smith@ncleg.gov	
Region Six	Edgecombe	House	Shelly Willingham	Dem	513 LOB	919-715-3024	Shelly.Willingham@ncleg.gov	Alcoholic Beverage Control Chair; Insurance Vice Chair
Region Six	Gates	House	Bill Ward	Rep	418A LOB	919-733-5780	Bill.Ward@ncleg.gov	Judiciary 3 Vice Chair
Region Six	Gates	Senate	Bobby Hanig	Rep	629 LOB	919-715-8293	Bobby.Hanig@ncleg.gov	
Region Six	Halifax	Senate	Bobby Hanig	Rep	629 LOB	919-715-8293	Bobby.Hanig@ncleg.gov	
Region Six	Halifax	House	Michael H. Wray	Dem	2123 LB	919-733-5662	Michael.Wray@ncleg.gov	Agriculture Vice Chair; Ethics Chair; Finance Senior Chair
Region Six	Hertford	House	Bill Ward	Rep	418A LOB	919-733-5780	Bill.Ward@ncleg.gov	Judiciary 3 Vice Chair
Region Six	Hertford	Senate	Bobby Hanig	Rep	629 LOB	919-715-8293	Bobby.Hanig@ncleg.gov	
Region Six	Hyde	House	Keith Kidwell	Rep	1206 LB	919-733-5881	Keith.Kidwell@ncleg.gov	House Deputy Majority Whip; Finance Senior Chair; Revenue Laws Study Committee Vice Chair
Region Six	Hyde	Senate	Norman W. Sanderson	Rep	309 LOB	919-733-5706	Norman.Sanderson@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations on Agriculture, Natural, and Economic Resources Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Environmental Review Commission Co-Chair; Legislative Ethics Committee Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Vice Chair
Region Six	Martin	Senate	Bobby Hanig	Rep	629 LOB	919-715-8293	Bobby.Hanig@ncleg.gov	
Region Six	Martin	House	Shelly Willingham	Dem	513 LOB	919-715-3024	Shelly.Willingham@ncleg.gov	Alcoholic Beverage Control Chair; Insurance Vice Chair
Region Six	Nash	House	Allen Chesser	Rep	610 LOB	919-733-5802	Allen.Chesser@ncleg.gov	
Region Six	Nash	House	Ken Fontenot	Rep	536 LOB	919-733-5898	Ken.Fontenot@ncleg.gov	

2023-25 Legislative Session State Board of Community Colleges Regional Representation

Region	County	Chamber	Legislator	Party	Office	Phone	Email	Committee Notes
Region Six	Nash	Senate	Lisa S. Barnes	Rep	628 LOB	919-715-3030	Lisa.Barnes@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations on Education/Higher Education Chair
Region Six	Northampton	Senate	Bobby Hanig	Rep	629 LOB	919-715-8293	Bobby.Hanig@ncleg.gov	
Region Six	Northampton	House	Michael H. Wray	Dem	2123 LB	919-733-5662	Michael.Wray@ncleg.gov	Agriculture Vice Chair; Ethics Chair; Finance Senior Chair
Region Six	Pasquotank	House	Bill Ward	Rep	418A LOB	919-733-5780	Bill.Ward@ncleg.gov	Judiciary 3 Vice Chair
Region Six	Pasquotank	Senate	Norman W. Sanderson	Rep	309 LOB	919-733-5706	Norman.Sanderson@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations on Agriculture, Natural, and Economic Resources Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Environmental Review Commission Co-Chair; Legislative Ethics Committee Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Vice Chair
Region Six	Perquimons	House	Edward C. Goodwin	Rep	2217 LB	919-733-0010	Edward.Goodwin@ncleg.gov	Appropriations Vice Chair; Appropriations, Agriculture and Natural and Economic Resources Chair; Military and Veterans Affairs Chair; Environmental Review Commission Co-Chair
Region Six	Perquimons	Senate	Norman W. Sanderson	Rep	309 LOB	919-733-5706	Norman.Sanderson@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations on Agriculture, Natural, and Economic Resources Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Environmental Review Commission Co-Chair; Legislative Ethics Committee Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Vice Chair
Region Six	Pitt	House	Gloristine Brown	Dem	1023 LB	919-715-3023	Gloristine.Brown@ncleg.gov	
Region Six	Pitt	Senate	Kandie D. Smith	Dem	1113 LB	919-715-8363	Kandie.Smith@ncleg.gov	
Region Six	Pitt	House	Timothy Reeder	Rep	537 LOB	919-733-5757	Timothy.Reeder@ncleg.gov	
Region Six	Tyrrell	Senate	Bobby Hanig	Rep	629 LOB	919-715-8293	Bobby.Hanig@ncleg.gov	
Region Six	Tyrrell	House	Edward C. Goodwin	Rep	2217 LB	919-733-0010	Edward.Goodwin@ncleg.gov	Appropriations Vice Chair; Appropriations, Agriculture and Natural and Economic Resources Chair; Military and Veterans Affairs Chair; Environmental Review Commission Co-Chair
Region Six	Washington	House	Edward C. Goodwin	Rep	2217 LB	919-733-0010	Edward.Goodwin@ncleg.gov	Appropriations Vice Chair; Appropriations, Agriculture and Natural and Economic Resources Chair; Military and Veterans Affairs Chair; Environmental Review Commission Co-Chair
Region Six	Washington	Senate	Norman W. Sanderson	Rep	309 LOB	919-733-5706	Norman.Sanderson@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations on Agriculture, Natural, and Economic Resources Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Environmental Review Commission Co-Chair; Legislative Ethics Committee Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Vice Chair
Region Six	Wilson	Senate	Buck Newton	Rep	520 LOB	919-733-5878	Buck.Newton@ncleg.gov	Judiciary Chair
Region Six	Wilson	House	Ken Fontenot	Rep	536 LOB	919-733-5898	Ken.Fontenot@ncleg.gov	

## State Board of Community Colleges 2024-25 Meeting Calendar

SBCC COMMITTEE MEETING	SBCC BOARD MEETING
Thursday, January 18, 2024	Friday, January 19, 2024
Thursday, February 15, 2024	Friday, February 16, 2024
Thursday, March 14, 2024	Friday, March 15, 2024
Thursday, April 18, 2024	Friday, April 19, 2024
Thursday, May 16, 2024	Friday, May 17, 2024
Thursday, June 20, 2024*	Friday, June 21, 2024*
Thursday, July 18, 2024	Friday, July 19, 2024
Thursday, August 15, 2024	Friday, August 16, 2024
<p style="text-align: center;"><b>Planning Meeting</b>            Wednesday, September 18, 2024, through            Thursday, September 19, 2024 (morning)  <b>Committee Meetings</b>            Thursday, September 19, 2024 (afternoon)</p>	Friday, September 20, 2024
Thursday, October 17, 2024	Friday, October 18, 2024
Thursday, November 14, 2024	Friday, November 15, 2024
Thursday, December 19, 2024	Friday, December 20, 2024
Thursday, January 16, 2025	Friday, January 17, 2025
Thursday, February 20, 2025	Friday, February 21, 2025
Thursday, March 20, 2025	Friday, March 21, 2025
Thursday, April 17, 2025	Friday, April 18, 2025
Thursday, May 15, 2025	Friday, May 16, 2025
Thursday, June 19, 2025*	Friday, June 20, 2025*

\* 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.

## SBCC Timeline

The State Board of Community Colleges' full board meetings are scheduled for every third 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
- 2024 in conjunction with NCACCT

### April

- Full Board meeting 3<sup>rd</sup> Friday
- Annual Statement of Economic
- 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 presidential evaluations due to State Board Office (by June 31<sup>st</sup>)
- Expiring membership terms June 30

### 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 (scheduled based on receiving appointments)

### 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

## NORTH CAROLINA COMMUNITY COLLEGE PRESIDENTS & ASSISTANTS

College	President / Start Date	Office Phone / Email	Assistant	Assistant Phone
<b>Alamance CC</b> PO Box 8000 Graham 27253-8000	<b>Dr. Ken Ingle</b> 02-01-2024	336-506-4150 (O) <a href="mailto:kingle590@alamancecc.edu">kingle590@alamancecc.edu</a>	<b>Christopher Frauendienst</b> Administrative Assistant <a href="mailto:Cgfrauendienst620@alamancecc.edu">Cgfrauendienst620@alamancecc.edu</a>	336-506-4158 (O) 336-578-8090 (F)
<b>A-B Tech CC</b> 340 Victoria Rd. Asheville 28801	<b>Dr. John Gossett</b> 07-1-2020	828-398-7110 (O) <a href="mailto:johndgossett@abtech.edu">johndgossett@abtech.edu</a>	<b>Carolyn Rice</b> Executive Administrative Assistant to President & BOT Secretary <a href="mailto:carolynhrice@abtech.edu">carolynhrice@abtech.edu</a>	828-398-7105 (O) 828-281-9696 (F)
<b>Beaufort County CC</b> 5337 US Hwy 264 E. Washington 27889	<b>Dr. David Loope</b> 06-01-17	252-940-6201 (O) <a href="mailto:Dave.loope@beaufortccc.edu">Dave.loope@beaufortccc.edu</a>	<b>Susan Pendergrass</b> Exec. Asst. to the President and Board of Trustees <a href="mailto:susan.pendergrass@beaufortccc.edu">susan.pendergrass@beaufortccc.edu</a>	252-940-6202 (O) 252-940-6234 (F)
<b>Bladen CC</b> 7418 NC Hwy 41 West P.O. Box 266 Dublin 28332	<b>Dr. Amanda Lee</b> 02-01-19	910-879-5502 (O) <a href="mailto:alee@bladencc.edu">alee@bladencc.edu</a>	<b>Melissa (Missi) Hester</b> Executive Assistant to the President and Board of Trustees and Ethics Liaison <a href="mailto:mhester@bladencc.edu">mhester@bladencc.edu</a>	910-879-5502 (O) 910-879-5523 (F)
<b>Blue Ridge CC</b> 180 W. Campus Drive Flat Rock 28731-4774	<b>Dr. Laura Leatherwood</b> 7-1-17	828-694-1706 (O) <a href="mailto:leatherwood@blueridge.edu">leatherwood@blueridge.edu</a>	<b>Tammy Pryor</b> Exec. Asst. to the President <a href="mailto:t_pryor@blueridge.edu">t_pryor@blueridge.edu</a>	828-694-1705 (O) 828-694-1696 (F)
<b>Brunswick CC</b> P.O. Box 30 Supply 28462	<b>Dr. Gene Smith</b> 01-02-19	910-755-7302 (O) <a href="mailto:smithgene@brunswickcc.edu">smithgene@brunswickcc.edu</a>	<b>Cindy Sterling</b> Executive Assistant to the President and Board Liaison <a href="mailto:sterlingc@brunswickcc.edu">sterlingc@brunswickcc.edu</a>	910-755-7301 (O) 910-754-8229 (F)
<b>Caldwell CC &amp; TI</b> 2855 Hickory Blvd. Hudson 28638-2397	<b>Dr. Mark Poarch</b> 07-01-16	828-726-2211 (O) <a href="mailto:mpoarch@cccti.edu">mpoarch@cccti.edu</a>	<b>Christina Bryant</b> Exec. Asst. to President & BOT <a href="mailto:cbryant@cccti.edu">cbryant@cccti.edu</a>	828-726-2240 (O) 828-726-2300 (F)
<b>Cape Fear CC</b> 411 N. Front St. Wilmington 28401-3993	<b>Mr. Jim Morton</b> 04-20-18	<a href="mailto:jmorton@cfcc.edu">jmorton@cfcc.edu</a>	<b>Susan Porter</b> Senior Executive Assistant <a href="mailto:sporter@cfcc.edu">sporter@cfcc.edu</a>	910-362-7026
<b>Carteret CC</b> 3505 Arendell St. Morehead City 28557	<b>Dr. Tracy Mancini</b> 06-01-2020	252-222-6140 (O) <a href="mailto:mancinit@carteret.edu">mancinit@carteret.edu</a>	<b>Laura Sullivan</b> Executive Assistant to the President <a href="mailto:sullivanl@carteret.edu">sullivanl@carteret.edu</a>	252-222-6141 (O) 252-222-6274 (F)
<b>Catawba Valley CC</b> 2550 US Hwy 70, SE Hickory 28602	<b>Dr. Garrett Hinshaw</b> 08-01-06	828-327-7000, Ext. 4210 (O) <a href="mailto:ghinshaw@cvcc.edu">ghinshaw@cvcc.edu</a>	<b>Sherry Williams</b> Assistant to President Secretary, BOT <a href="mailto:swilliams@cvcc.edu">swilliams@cvcc.edu</a>	828-327-7000 (O) Ext. 4280 828-327-7276 (F)
<b>Central Carolina CC</b> 1105 Kelly Dr. Sanford 27330	<b>Dr. Lisa Chapman</b> 04-1-19	919-718-7246 (O) <a href="mailto:lchapman@cccc.edu">lchapman@cccc.edu</a>	<b>Lorraine T. Whitaker</b> Executive Asst. to President and Secretary to the Board of Trustees <a href="mailto:lwhitaker@cccc.edu">lwhitaker@cccc.edu</a>	919-718-7223 (O) 919-718-7456 (F)
<b>Central Piedmont CC</b> P.O. Box 35009 Charlotte 28235	<b>Dr. Kandi Deitemeyer</b> 01-01-17	704-330-6566 (O) <a href="mailto:Kandi.Deitemeyer@cpcc.edu">Kandi.Deitemeyer@cpcc.edu</a>	<b>Kristi Douglas</b> Executive Asst. to the President <a href="mailto:kristi.douglas@cpcc.edu">kristi.douglas@cpcc.edu</a>	704-330-6567 (O) 704-330-5045 (F)
<b>Cleveland CC</b> 137 S. Post Rd. Shelby 28152	<b>Dr. Jason Hurst</b> 04-01-18	704-669-4444 (O) <a href="mailto:hurstj@clevelandcc.edu">hurstj@clevelandcc.edu</a>	<b>Kristin Blanton</b> Chief of Staff <a href="mailto:blantonk@clevelandcc.edu">blantonk@clevelandcc.edu</a>	704-669-4004 (O) 704-669-4202 (F)

## NORTH CAROLINA COMMUNITY COLLEGE PRESIDENTS & ASSISTANTS

<b>Coastal Carolina CC</b> 444 Western Blvd. Jacksonville 28546	<b>Mr. David L. Heatherly</b> 01-01-17	910-938-6210 (O) <a href="mailto:heatherlyd@coastalcarolina.edu">heatherlyd@coastalcarolina.edu</a>	<b>Lora Taylor</b> Assistant to the President and Board of Trustees <a href="mailto:taylorl@coastalcarolina.edu">taylorl@coastalcarolina.edu</a>	910-938-6211 (O) 910-938-6833 (F)
<b>College of The Albemarle</b> P.O. Box 2327 Elizabeth City 27906	<b>Dr. Jack Bagwell</b> 12-2-19	252-335-0821, Ext. 2234 (O) <a href="mailto:jack_bagwell88@albemarle.edu">jack_bagwell88@albemarle.edu</a>	<b>Valerie Mueller</b> Executive Asst. to the President <a href="mailto:valerie_mueller50@albemarle.edu">valerie_mueller50@albemarle.edu</a>	252-335-0821, ext. 2262 (O) 252-337-6638 (F)
<b>Craven CC</b> 800 College Court New Bern 28562	<b>Dr. Raymond Staats</b> 07-20-15	252-638-7202 (O) <a href="mailto:staatsr@cravencc.edu">staatsr@cravencc.edu</a>	<b>Amber Smith</b> Exec. Asst. to the President & BOT <a href="mailto:smitham@cravencc.edu">smitham@cravencc.edu</a>	252-638-7201 (O) 252-638-4232(F)
<b>Davidson-Davie CC</b> P.O. Box 1287 Lexington 27293	<b>Mrs. Jenny Varner</b> 11-17-23	336-224-4700 (O) <a href="mailto:jenny_varner@davidsondavie.edu">jenny_varner@davidsondavie.edu</a>	<b>Elle King</b> Exec. Asst. to the President & BOT <a href="mailto:Elle_king@davidsondavie.edu">Elle_king@davidsondavie.edu</a>	336-224-4703 (O) 336-249-1933 (F)
<b>Durham TCC</b> 1637 Lawson St. Durham 27703	<b>Mr. JB Buxton</b> 07-20-20	919-536-7250 (O) <a href="mailto:buxtonj@durhamtech.edu">buxtonj@durhamtech.edu</a>	<b>Toni Brown</b> Executive Assistant to the President <a href="mailto:brownt@durhamtech.edu">brownt@durhamtech.edu</a>	919-536-7250 (O) ext. 6003 (919) 536-7296(F)
<b>Edgecombe CC</b> 2009 W. Wilson St. Tarboro 27886	<b>Dr. Gregory McLeod</b> 08-17-18	252-618-6516 <a href="mailto:mcleodg@edgecombe.edu">mcleodg@edgecombe.edu</a>	<b>Stacey Staton</b> Exec. Asst. to the President <a href="mailto:statons@edgecombe.edu">statons@edgecombe.edu</a>	252-618-6517 Ext. 235 252-823-6817 (F)
<b>Fayetteville TCC</b> P.O. Box 35236 Fayetteville 28303	<b>Dr. Mark Sorrells</b> 1-1-23	910-678-8321 (O) <a href="mailto:sorrellm@faytechcc.edu">sorrellm@faytechcc.edu</a>	<b>Tracy Verrier</b> Executive Assistant to the President <a href="mailto:verriert@faytechcc.edu">verriert@faytechcc.edu</a>	910-678-8222 (O) 910-678-8269 (F)
<b>Forsyth Tech CC</b> 2100 Silas Creek Parkway Winston-Salem 27103	<b>Dr. Janet Spriggs</b> 01/01/2019	336-734-7201 (O) <a href="mailto:jspriggs@forsythtech.edu">jspriggs@forsythtech.edu</a>	<b>Andrea Mick</b> Executive Assistant to the President's Office <a href="mailto:amick@forsythtech.edu">amick@forsythtech.edu</a>	336-734-7203 (O) 336-734-7161(F)
<b>Gaston College</b> 201 Highway 321 S. Dallas 28034-1499	<b>Dr. John Hauser</b> 06-01-2020	704-922-6475 (O) <a href="mailto:hauser.john@gaston.edu">hauser.john@gaston.edu</a>	<b>Guyann Howe</b> Exec. Admin. Asst. to Pres. & BOT <a href="mailto:howe.guyann@gaston.edu">howe.guyann@gaston.edu</a>	704-922-6475 (O) 704-922-2329 (F)
<b>Guilford TCC</b> P.O. Box 309 Jamestown 27282	<b>Dr. Anthony Clarke</b> 10-16-19	336-334-4822 ext. 50360 (O) <a href="mailto:ajclarke@gtcc.edu">ajclarke@gtcc.edu</a>	<b>April Sandoval</b> Senior Executive Assistant to the President and Board of Trustees <a href="mailto:adsandoval@gtcc.edu">adsandoval@gtcc.edu</a>	336-334-4822 Ext. 50360 336-454-2745 (F)
<b>Halifax CC</b> 100 College Drive P.O. Box 809 Weldon 27890	<b>Dr. Patrena Benton Elliott</b> 1-1-23	252-536-7217 (O) <a href="mailto:pelliott868@halifaxcc.edu">pelliott868@halifaxcc.edu</a>	<b>Sharda Britt</b> Executive Assistant to the President and Board of Trustees <a href="mailto:sbritt040@halifaxcc.edu">sbritt040@halifaxcc.edu</a>	252-536-6399 252-536-6383 (F)
<b>Haywood CC</b> 185 Freedlander Dr. Clyde 28721	<b>Dr. Shelley White</b> 1-1-2020	828-627-4515(O) <a href="mailto:sywhite@haywood.edu">sywhite@haywood.edu</a>	<b>Tammy Goodson</b> Executive Assistant to the President <a href="mailto:trgoodson@haywood.edu">trgoodson@haywood.edu</a>	828-627-4516 (O)
<b>Isothermal CC</b> P.O. Box 804 Spindale 28160	<b>Dr. Margaret Annunziata</b> 02-01-2021	828-395-1300 (O) <a href="mailto:mannunziata@isothermal.edu">mannunziata@isothermal.edu</a>	<b>DeeDee Barnard</b> Executive Admin. Assistant to the President & Director of Special Events <a href="mailto:ddbarnard@isothermal.edu">ddbarnard@isothermal.edu</a>	828-395-1292 (O) 828-286-1120 (F)
<b>James Sprunt CC</b> P.O. Box 398 Kenansville 28349-0398	<b>Dr. Jay Carraway</b> 4-29-19	910-275-6112 (O) <a href="mailto:jcarraway@james sprunt.edu">jcarraway@james sprunt.edu</a>	<b>Taylor Pickett</b> Executive Assistant to the President & Board of Trustees <a href="mailto:tjerosimich@james sprunt.edu">tjerosimich@james sprunt.edu</a>	910-275-6111 (O) 910-296-1636 (F)

## NORTH CAROLINA COMMUNITY COLLEGE PRESIDENTS & ASSISTANTS

<b>Johnston CC</b> 245 College Road P.O. Box 2350 Smithfield 27577	<b>Dr. Vern Lindquist</b> 1-16-23	919-209-2050 (O) <a href="mailto:vlindquist@johnstoncc.edu">vlindquist@johnstoncc.edu</a>	<b>Sharon Dailey</b> Executive Assistant to the President <a href="mailto:srdailey@johnstoncc.edu">srdailey@johnstoncc.edu</a>	919-209-2011 (O) 919-209-2142 (F)
<b>Lenoir CC</b> P.O. Box 188 Kinston 28502-0188	<b>Dr. Rusty Hunt</b> 10-01-2016	252-233-6801 (O) <a href="mailto:rthunt78@lenoircc.edu">rthunt78@lenoircc.edu</a>	<b>Melissa Neathery</b> Executive Assistant to the President <a href="mailto:mwneathery32@lenoircc.edu">mwneathery32@lenoircc.edu</a>	252-233-6802 (O) 252-233-6879 (F)
<b>Martin CC</b> 1161 Kehukee Park Rd. Williamston 27892	<b>Dr. Tabitha Miller</b> 05-01-2024	252-789-0222 (O)	<b>Bebe Major</b> Executive Assistant to the President <a href="mailto:bm07738@martincc.edu">bm07738@martincc.edu</a>	252-789-0323 (O) 252-799-0585 (F)
<b>Mayland CC</b> P.O. Box 547 Spruce Pine 28777	<b>Dr. John Boyd</b> 01-01-2011	828-766-1270 (O) <a href="mailto:jboyd@mayland.edu">jboyd@mayland.edu</a>	<b>Brooke Bureson</b> Admin. Asst. to President & BOT <a href="mailto:bbureson@mayland.edu">bbureson@mayland.edu</a>	828-766-1269 (O) 828-765-0728 (F)
<b>McDowell TCC</b> 54 College Drive Marion 28752	<b>Dr. J.W. Kelley</b> 07-01-24	828-652-0635 (O)	<b>Madalyn Gaito</b> Exec. Asst. to the President & BOT <a href="mailto:msgaito41@go.mcdowelltech.edu">msgaito41@go.mcdowelltech.edu</a>	828-652-0630 (O) 828-652-1603 (F)
<b>Mitchell CC</b> 500 W. Broad St. Statesville 28677	<b>Dr. Tim Brewer</b> 03-01-12	704-878-3205 (O) <a href="mailto:tbrewer@mitchellcc.edu">tbrewer@mitchellcc.edu</a>	<b>Vicki Holland</b> Exe. Admin Asst. to the President & Secretary to the BOT <a href="mailto:vholland@mitchellcc.edu">vholland@mitchellcc.edu</a>	704-878-3205 (O) 704-878-3209 (F)
<b>Montgomery CC</b> 1011 Page St. Troy 27371	<b>Dr. Chad Bledsoe</b> 04-06-15	910-898-9601 (O) <a href="mailto:bledsoec@montgomery.edu">bledsoec@montgomery.edu</a>	<b>Lauren Kelly</b> Assistant to the President <a href="mailto:kellyl4814@montgomery.edu">kellyl4814@montgomery.edu</a>	910-898-9602 (O)
<b>Nash CC</b> 522 N. Old Carriage Rd. P.O. Box 7488 Rocky Mount 27804-0488	<b>Dr. Lew K. Hunnicutt</b> 11-01-19	252-451-8328 (O) <a href="mailto:lkhunnicutt002@nashcc.edu">lkhunnicutt002@nashcc.edu</a>	<b>Angelica "Angie" Roberts</b> Executive Asst. & Board Liaison to the President & BOT <a href="mailto:Aroberts150@nashcc.edu">Aroberts150@nashcc.edu</a>	252-451-8221 (O)
<b>Pamlico CC</b> P.O. Box 185 Grantsboro 28529	<b>Ms. Michelle Willis Krauss</b> (interim) 12-23	252-249-1851, Ext. 3105 or 3107 (O)	<b>Heather Arevalo</b> Executive Assistant to the President and BOT/Foundation Executive Director <a href="mailto:harevalo@pamlicocc.edu">harevalo@pamlicocc.edu</a>	252-249-1851 (O) Ext. 3084 252-249-2984 (F)
<b>Piedmont CC</b> P.O. Box 1197 Roxboro 27573	<b>Dr. Pamela Gibson Senegal</b> 07-01-17	336-599-1181, Ext. 2100 (O) <a href="mailto:Pamela.senegal@piedmontcc.edu">Pamela.senegal@piedmontcc.edu</a>	<b>Felicia Holt</b> Executive Assistant to the President and Board of Trustees <a href="mailto:Felicia.Holt@piedmontcc.edu">Felicia.Holt@piedmontcc.edu</a>	336-322-2101 (O) 336-597-3817 (F)
<b>Pitt CC</b> P.O. Drawer 7007 Greenville 27835-7007	<b>Dr. Lawrence Rouse</b> 08-01-18	252-493-7220 (O) <a href="mailto:llrouse430@my.pittcc.edu">llrouse430@my.pittcc.edu</a>	<b>Linda King</b> Executive Administrative Assistant to the President and Board of Trustees Ethics Liaison <a href="mailto:lking@email.pittcc.edu">lking@email.pittcc.edu</a>	252-493-7220 (O) 252-321-4558 (F)
<b>Randolph CC</b> 629 Industrial Park Ave. Asheboro 27205-333	<b>Dr. Shah Ardalan</b> 7-1-2023	336-633-0286 (O) <a href="mailto:shah@randolph.edu">shah@randolph.edu</a>	<b>Kevin Walker</b> Special Assistant to the President for Projects & Events <a href="mailto:kmwalker@randolph.edu">kmwalker@randolph.edu</a>	336-633-0286 (O) 336-633-0104 (F)
<b>Richmond CC</b> 1042 W. Hamlet Ave. P.O. Box 1189 Hamlet 28345	<b>Dr. (William) Dale McInnis</b> 03-01-10	910-410-1806 (O) <a href="mailto:wmcinnis@richmondcc.edu">wmcinnis@richmondcc.edu</a>	<b>Teena Parsons</b> Exec. Asst. to the President <a href="mailto:tlparsons@richmondcc.edu">tlparsons@richmondcc.edu</a>	910-410-1810 (O) 910-582-7028 (F)

## NORTH CAROLINA COMMUNITY COLLEGE PRESIDENTS & ASSISTANTS

<b>Roanoke-Chowan CC</b> P.O. Box 1248 Ahoskie 27910	<b>Dr. Murray J. Williams</b> 5-3-2021	252-862-1308 (O) <a href="mailto:mjwilliams@roanokechowan.edu">mjwilliams@roanokechowan.edu</a>	<b>Gerrie Deloatche</b> Exec. Asst. to the President <a href="mailto:gdeloatche@roanokechowan.edu">gdeloatche@roanokechowan.edu</a>	252-862-1308 (O) 252-862-1359 (F)
<b>Robeson CC</b> P.O. Box 1420 Lumberton 28359	<b>Ms. Melissa Singler</b> 11-01-19	910-272-3230 (O) <a href="mailto:msingler@robeson.edu">msingler@robeson.edu</a>	<b>Courtney Jacobs</b> Exec. Asst. to the President and Board of Trustees <a href="mailto:cjacobs@robeson.edu">cjacobs@robeson.edu</a>	910-272-3231 (O) 910-272-3232 (F)
<b>Rockingham CC</b> P.O. Box 38 Wentworth 27375	<b>Dr. Mark Kinlaw</b> 01-20-15	336-342-4261, Ext. 2210 (O) <a href="mailto:kinlawm@rockinghamcc.edu">kinlawm@rockinghamcc.edu</a>	<b>Lynne Dickerson</b> Executive Assistant to the President/Trustee Liaison <a href="mailto:dickersonl@rockinghamcc.edu">dickersonl@rockinghamcc.edu</a>	336-342-4261 (O) Ext. 2210 336-349-2214 (F)
<b>Rowan-Cabarrus CC</b> PO Box 1595 Salisbury 28145	<b>Dr. Carol Spalding</b> 08-11-08	704-216-3450 (O) <a href="mailto:carol.spalding@rccc.edu">carol.spalding@rccc.edu</a>	<b>Patty Hoskins</b> Executive Assistant, Office of the President <a href="mailto:Patricia.hoskins@rccc.edu">Patricia.hoskins@rccc.edu</a>	704-216-3887 (O) 704-637-3692 (F)
<b>Sampson CC</b> P.O. Drawer 318 Hwy. 24 West Clinton 28329	<b>Dr. William J. Starling</b> "Bill" 3-1-2018	910-592-8081, Ext. 2000 (O) <a href="mailto:bstarling@sampsoncc.edu">bstarling@sampsoncc.edu</a>	<b>Frankie Sutter</b> Director of Human Resources /Liaison to the President and the Board of Trustees <a href="mailto:fsutter@sampsoncc.edu">fsutter@sampsoncc.edu</a>	910-592-8081 (O) Ext. 2005 910-592-8048 (F)
<b>Sandhills CC</b> 3395 Airport Rd. Pinehurst 28374	<b>Dr. Sandy Stewart</b> 7-1-2023	910-695-3700 (O) <a href="mailto:stewarts@sandhills.edu">stewarts@sandhills.edu</a>	<b>Teresa Sheets</b> Asst. to President & Asst. Sec BOT <a href="mailto:sheetst@sandhills.edu">sheetst@sandhills.edu</a>	910-695-3701 (O)
<b>South Piedmont CC</b> PO Box 5041 Monroe 28111	<b>Dr. Maria Pharr</b> 1-1-2017	704-290-5252 (O) <a href="mailto:mpharr@spcc.edu">mpharr@spcc.edu</a>	<b>Elizabeth Hamrick</b> Executive Assistant to the President and Board of Trustees <a href="mailto:ehamrick@spcc.edu">ehamrick@spcc.edu</a>	704-290-5251 (O) 704-290-5250 (F)
<b>Southeastern CC</b> P.O. Box 151 Whiteville 28472	<b>Dr. Chris English</b> 08-3-20	910-788-6270 (O) <a href="mailto:chris.english@sccnc.edu">chris.english@sccnc.edu</a>	<b>Jennie Simmons</b> Exec. Asst. to the President and the Board of Trustees <a href="mailto:jennie.simmons@sccnc.edu">jennie.simmons@sccnc.edu</a>	910-788-6271 ext. 271 (O) 910-640-2035 (F)
<b>Southwestern CC</b> 447 College Dr. Sylva 28779	<b>Dr. Don Tomas</b> 07-01-11	828-339-4242 (O) <a href="mailto:d_tomas@southwesterncc.edu">d_tomas@southwesterncc.edu</a>	<b>Nan Coulter</b> Exec. Asst. to President & BOT <a href="mailto:n_coulter@southwesterncc.edu">n_coulter@southwesterncc.edu</a>	828-339-4239 (O) 828-339-4652 (F)
<b>Stanly CC</b> 141 College Dr. Albemarle 28001	<b>Dr. John Enamait</b> 8-15-16	704-991-0220 (O) <a href="mailto:Jenamait1211@stanly.edu">Jenamait1211@stanly.edu</a>	<b>Abby Elkins</b> Executive Assistant to the Pres. <a href="mailto:aelkins9340@stanly.edu">aelkins9340@stanly.edu</a>	704-991-0226 (O) 704-982-0819 (F)
<b>Surry CC</b> 630 S. Main St. Dobson 27017-8432	<b>Dr. David Shockley</b> 01/01/12	336-386-3213 (O) <a href="mailto:shockleyd@surry.edu">shockleyd@surry.edu</a>	<b>Cheryl Fielder</b> Executive Assistant to the President and Board of Trustees <a href="mailto:fielderc@surry.edu">fielderc@surry.edu</a>	336-386-3232(O) 336-386-3693 (F)
<b>Tri-County CC</b> 21 Campus Circle Murphy 28906	<b>Dr. Donna Tipton-Rogers</b> 10-19-07	828-835-4204 (O) <a href="mailto:dtipton@tricitycc.edu">dtipton@tricitycc.edu</a>	<b>Helen Kilpatrick</b> Senior Assistant to the President Secretary to the Board of Trustees and Foundation <a href="mailto:hkilpatrick@tricitycc.edu">hkilpatrick@tricitycc.edu</a>	828-835-4201 (O) 828-837-0028 (F)
<b>Vance-Granville CC</b> P.O. Box 917 Henderson 27536	<b>Dr. Rachel M Desmarais</b> 1-28-2019	252-492-2061, Ext. 3247 (O) <a href="mailto:desmarais@vgcc.edu">desmarais@vgcc.edu</a>	<b>April Perkinson</b> Exec. Asst. to the President <a href="mailto:perkinson@vgcc.edu">perkinson@vgcc.edu</a>	252-738-3227 (O) 252-431-0197 (F)
<b>Wake TCC</b> 9101 Fayetteville Rd. Raleigh 27603-5696	<b>Dr. Scott Ralls</b> 4-2019	919-866-5141 (O) <a href="mailto:sralls@waketech.edu">sralls@waketech.edu</a>	<b>Rosmery Hahn</b> Exec. Asst. to the President <a href="mailto:rsahn@waketech.edu">rsahn@waketech.edu</a>	919-866-5142 (O) 919-662-3123 (F)

**NORTH CAROLINA COMMUNITY COLLEGE  
PRESIDENTS & ASSISTANTS**

<b>Wayne CC</b> 3000 Wayne Memorial Drive P.O. Box 8002 Goldsboro 27533-8002	<b>Dr. Patty Pfeiffer</b> 7-23-21	919-739-7000 (O) <a href="mailto:pfeiffer@waynecc.edu">pfeiffer@waynecc.edu</a>	<b>Stefanie Cox</b> Sr. Exec Asst. to the President /Asst. Secretary to the Board <a href="mailto:sccox@waynecc.edu">sccox@waynecc.edu</a>	919-739-7001(O) 919-739-7137 (F)
<b>Western Piedmont CC</b> 1001 Burkemont Ave. Morganton 28655-4511	<b>Dr. Joel Welch</b> 07-01-2020	828-448-3100 (O) <a href="mailto:jwelch@wpcc.edu">jwelch@wpcc.edu</a>	<b>Stacey Sholar</b> Exec. Asst. to the President/Trustee Liaison <a href="mailto:ssholar@wpcc.edu">ssholar@wpcc.edu</a>	828-448-3102 (O) 828-448-3195
<b>Wilkes CC</b> P.O. Box 120 Wilkesboro 28697	<b>Dr. Michael Rodgers</b> 06-03-2024	336-838-6112 (O)	<b>Cynthia Alford</b> Exec. Asst. to the President/Board Liaison <a href="mailto:clalford287@wilkescc.edu">clalford287@wilkescc.edu</a>	336-838-6111 (O) 336-903-3219 (F)
<b>Wilson CC</b> P.O. Box 4305 Wilson 27893	<b>Dr. Jami Woods</b> 06-01-23	252-246-1401 (O) <a href="mailto:jwoods@wilsoncc.edu">jwoods@wilsoncc.edu</a>	<b>Jennifer Holloway</b> Exec. Asst. to the President and Secretary to the Board <a href="mailto:jholloway@wilsoncc.edu">jholloway@wilsoncc.edu</a>	252-246-1202 (O) 252-246-1909 (F)

## **North Carolina Community College Partner Associations**

### **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. Laura Leatherwood, President of Blue Ridge Community College. Mr. Tom Looney is the liaison for the Presidents Association. Liaisons serve as the State Board's representative and voice to their assigned group. 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).

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

The North Carolina Association of Community College Trustees (NCACCT) was established in 1967 to support trustees serving on local boards within the North Carolina Community College system. It currently boasts nearly 900 active members, making it the largest and most influential advocacy group for the system. NCACCT organizes training sessions for new and returning trustees and hosts ongoing educational seminars. Additionally, the association offers services to institutions, such as aiding in presidential searches and providing personalized leadership support for local board retreats. Mr. Bill McBrayer acts as the liaison to the Trustees Association, representing the State Board's voice to this group. The association's website can be accessed at [www.ncacct.com](http://www.ncacct.com).

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### **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).

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

The North Carolina Community College System's N4CSGA, established in October 1969, focuses on addressing shared challenges, fostering collaboration, and sharing successes among educational institutions. All 58 community colleges are welcome as members, with dues collected annually by a trustee who is also a Community College System Office employee. Dr. John J. Evans, the current Trustee, serves as Associate Director of Student Life. This student-led organization appoints its president as a non-voting State Board member, involved in committees and providing monthly updates at State Board meetings. Mr. Jonathan Harris and Mr. Ray Trapp act as liaisons, representing the State Board within N4CSGA. More information can be found at [www.n4csga.org](http://www.n4csga.org).

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## **North Carolina Community Colleges Foundation**

The North Carolina Community Colleges Foundation was established in 1986 as an independent 501c3 organization under the leadership of former Governor Robert Scott during his tenure as System President. It was created to offer general support to the Community Colleges System and serve as an alternative fundraising mechanism for system needs. The Foundation is overseen by a board of up to thirty members, including ex-officio representation from various educational entities and the North Carolina Council of Resource Development (NCCORD). The majority of the board consists of at-large members elected to represent education, economic development, and state interests. The Foundation, based in Raleigh at the System office, is led by an executive director. Mr. Tom Looney and Ms. Sarah West, both State Board members, act as liaisons to the NCCC Foundation. Further details can be found at [www.nccommunitycolleges.edu/foundation](http://www.nccommunitycolleges.edu/foundation).

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## **System Advisory Council**

To promote communication, transparency, and the consideration of diverse perspectives, the System Advisory Council was established as a standing body whose charge is to discuss and make recommendations to the State Board of Community Colleges on issues of system-wide or inter-college importance. The members include State Board members, Ms. Lisa Estep, Mr. Tom Looney, Mr. Hari Nath, and Ms. Sarah West.



## **APPENDICES**

**Appendix 1 – SBCC Bylaws**

**Appendix 2 – SBCC Committee Charters**

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## **APPENDIX 1 – STATE BOARD OF COMMUNITY COLLEGES**

### **BYLAWS**



# **Bylaws of the State Board of Community Colleges**

**Adopted**  
January 1, 1982

**Most Recently Amended**  
November 17, 2023

# **North Carolina State Board of Community Colleges Bylaws**

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

The following bylaws (these “Bylaws”) shall govern the conduct and procedures of the North Carolina State Board of Community Colleges (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, consistent with 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 (each, a “Member”) no later than the meeting immediately preceding the July meeting at which officers are to be elected. The nominating committee shall present the name of at least one qualified individual for Chair and Vice Chair. Each nominee must, in writing, accept or reject the nomination and, if accepting the nomination, commit to perform the duties of that office. Nominations may be accepted from the floor, but each such nominee must commit to perform the duties of that office.

In the event a vacancy in any office created pursuant to this Article occurs prior to the end of a term, the State Board shall elect a Member to fill such office for the unexpired portion of the term of such office, consistent with G.S. §115D-2.2.

The chief administrative officer of the North Carolina Community College System Office (the “System Office”) shall be the President (the “System President”). The System President shall be Secretary of the State Board (the “Secretary”). The Secretary may appoint an Assistant Secretary of the State Board (the “Assistant Secretary”), who shall be an employee of the 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.

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

Regular meetings of the State Board shall be held at least eight (8) times a year on dates to be determined by the State Board, consistent with 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 by the Secretary at least seven (7) days in advance of the meeting date. Either by action of the State Board or upon eight (8) 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 North Carolina Community College System (the “System”) may be considered at any regular meeting of the State Board. In addition to in-person

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. A special meeting called by the Secretary shall be held within twenty (20) days of receipt by the Secretary of a 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 at least two (2) business days in advance of the meeting date. Any matter of business relating to the 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 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 the 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 two (2) business days 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 such meeting, all Members shall be sent such materials as a committee may prescribe by standing rule or as the 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. Each committee chair 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 State 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 North Carolina State Board of Community Colleges 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.

To promote efficient meetings, the State 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 has the right to comment on any consent agenda item. At the request of any Member, 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 State 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 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 Members, consistent with G.S. §115D-2.2(i). If a Member cannot attend a State Board meeting in person for a justifiable reason, the Member may attend via telephone, videoconferencing, or other electronic means.

The Secretary shall maintain an attendance record for 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 these Bylaws.

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

The State Board may declare vacant the office of a Member who, without justifiable excuse, has not attended three (3) consecutive scheduled meetings. Examples of justifiable excuses include, but are not limited to, military service, illness, or injury of the member or an immediate family member. The Chair shall notify the appropriate appointing or electing authority of any such vacancy, consistent with G.S. §115D-2.2(k).

To be eligible to be considered for an excused absence, a Member must inform the Secretary of the reason for such Member's 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 reason as soon as reasonably possible after the meeting missed by the Member. In either circumstance, the Secretary will note the reason in the minutes for such meeting.

If any Member is absent from two consecutive scheduled meetings without justifiable excuse, the Chair (or the Vice Chair in the Chair's absence), shall notify the Member at issue, by email, telephone, videoconference, or in-person, prior to the next scheduled meeting of the potential for removal and to encourage attendance at scheduled meetings.

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

If any Member is absent from three (3) non-consecutive scheduled meetings during a fiscal year without justifiable excuse, the Chair (or the Vice Chair in the Chair's absence), shall notify the Member at issue, by email, telephone, videoconference, or in-person, prior to the next scheduled meeting of the potential for removal should three consecutive absences occur and to encourage attendance at scheduled meetings. If any Member should miss four (4) non-consecutive scheduled meetings during a fiscal year without justifiable excuse, the State Board may notify the respective appointing or electing authority of such Member.

### **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 both the Chair and Vice Chair, a presiding officer for such meeting shall be elected by and from the Members present at such meeting.

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

All Members in attendance at a meeting, except the Student Government Association representative consistent with G.S. §115D-2.2(b)(6), 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. Only State 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. Referral 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 State 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 these Bylaws.

## **Article XII. Minutes.**

The Secretary shall (a) keep minutes of all meetings of the State Board, (b) file, index, and preserve all minutes, papers and documents pertaining to the business and proceedings of the State Board, and (c) be the custodian of the State Board's seal and of all records and instruments of the State Board and the System.

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 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 Personnel Committee, the Policy and Governance Committee, the Programs and Student Success 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 State 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 State 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 State Board 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 the 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 State 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 System and not be influenced by any potential financial gain or personal benefit in making decisions. State Board members are subject to the State Ethics Act and should endeavor to avoid even the appearance of a conflict of interest and any appearance of being influenced by their personal financial interests or prospect of personal benefit in making decisions. State 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. State 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, Members are expected to use good faith

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 any Member, such Member shall maintain the confidentiality of that information as required by statute, regulation, or other State Board-adopted policy. Members are expected to know the confidentiality protections that apply to the information that may come to them in their role as Members. Any Member who knowingly releases confidential information protected by statute, regulation or State Board-adopted policy shall be subject to reprimand or censure, up to and including being asked to resign from the State 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 Members; 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 state law, whether constitutional law, statutory law, case law, or otherwise) may be suspended at any regular or special meeting of the State Board for that meeting by affirmative vote of two-thirds of the Members.

In case of any conflict between these Bylaws and state law (whether constitutional law, statutory law, case law, or otherwise), state law shall control. If any part of these Bylaws is declared unconstitutional or invalid by the courts, it shall not affect the validity of these Bylaws as a whole or any part other than the part so declared to be unconstitutional or invalid.

#### *History Note:*

*Effective: 01/01/1981*

*Amended: 11/17/2023, 10/21/2022, 08/16/2019; 05/17/2019; 05/17/2013; 03/16/2007; 08/19/2005; 8/17/2001.*



## **APPENDIX 2 – STATE BOARD OF COMMUNITY COLLEGES**

### **COMMITTEE CHARTERS**

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

**I. Background**

The State Board of Community Colleges derives its authority from North Carolina General Statutes Chapter 115D and the State Board of Community Colleges Code (SBCCC). The Finance Committee has been part of the State Board of Community Colleges since the creation of the Community College System 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 North Carolina Community College System.

**III. Organization**

The Finance Committee shall be a standing committee of the State Board of Community Colleges. 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.

**IV. Meetings**

Regular meetings of the State Board shall be held at least ~~ten~~ eight times a year on dates determined by the State Board. The Finance Committee shall meet on the same schedule as the other standing committees, 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 of Community Colleges is responsible for providing funds to support current operating expenses for general administration, instructional services, and support services. The State Board is also responsible for providing funds for equipment for administrative and instructional purposes and library books;
  - Approve the System's expansion budget request and supports its adoption by the General Assembly;
  - 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
  - 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, 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 Committee may modify or supplement these duties and responsibilities as needed.

The Committee should periodically review and assess the adequacy of the Finance Committee Charter.

**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 eight times a year. The Strategic Planning 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 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
- Ensuring that the System Office is working with private , government, community, and, philanthropic partners to pursue resources that can support the work of the System strategic plan

**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)
- **Monitoring the System's progress with securing grants and other external funds that support the System's mission and strategic plan**
- **Facilitating cross-functional collaboration across department within the System Office to ensure alignment with private, government, community, and philanthropic partners in pursuit of resources that can support the work of the System strategic plan**

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.

**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~~ eight (8) 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**  
**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)~~ eight (8) 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, 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 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.

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

**I. Background**

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

The State Board Policy and Governance Committee (the “Policy and Governance Committee”) was established on August 15, 2019. Prior to that, the business of ~~this committee~~ the Policy and Governance 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 North Carolina Community College System (~~NCCCS~~ the “System”) that comply with ~~N.C.~~ the 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~~ Policy and Governance Committee may be modified at the discretion of the Chair of the State Board.

**IV. Meetings**

Per G.S. ~~115-D-2.2~~ 115D-2.2(i) ~~The, the~~ State Board ~~of Community Colleges~~ shall meet at stated times established by the State Board, but not less frequently than ~~10~~ eight (8) 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 (4) times a year, as determined by the Chair of the State Board.

**V. Responsibilities**

The responsibilities of the Policy and Governance Committee shall include:

- To ~~review~~ consider and recommend ~~SBCC Code changes~~ System and State Board policy modifications and manage State Board governance matters, including proposed modifications to the Bylaws;
- To review and assess regulatory and administrative changes that impact the State Board.
-

CMB Comments 11/4/2023

- To ~~review, recommend, and evaluate the need for System-wide policy~~ provide oversight for modifications to the State Board Code;
- To ~~review the~~ provide oversight for the State Board of Proprietary Schools (“Proprietary School Board”) and consider proprietary school actions ~~and provide recommendations;~~
- To oversee the elements of the strategic plan and the annual operating plan that are within the purview of the Policy and Governance Committee;
- To support the Chair of the State Board, in collaboration with the Chair of the Personnel Committee, in the oversight and implementation of annual performance measurement and review processes of the System President;
- To develop onboarding processes for new members of the State Board and ongoing educational opportunities for existing members of the State Board, to assist members of the State Board in effective fulfillment of their duties;
- To oversee the development and execution of any State Board self-assessments, including capturing and reporting any findings and recommendations to the State Board; and
- To ensure that appropriate information to make well-informed decisions is received at the State Board and each of its committees;

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

## VI. Duties

The duties of the Policy and Governance Committee shall 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 report to the State Board on an ~~on-going~~ ongoing basis on governance issues and other pertinent matters;
- To periodically review and recommend modifications to the Bylaws of the State Board;
- To annually review and assess the adequacy of the Policy and Governance Committee Charter in accordance with the Bylaws;
- To consider and report on measures that make the State Board operate more efficiently and effectively; and

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- To study, review, and report on regulatory changes by government and accreditation bodies that impact the ~~Community College~~ System and make recommendations to the State Board on actions to be taken.

The Policy and Governance Committee may modify or supplement these ~~responsibilities~~duties 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.~~

**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 eight (8) ~~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.
- Facilitating cross-functional collaboration across departments within the System Office to ensure alignment with private, government, community, and philanthropic partners in pursuit of resources that can support the work of the System strategic plan.

## **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.



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

### **COMMITTEE STRUCTURE**

# State Board of Community Colleges Committee Structure

## Standing Committees

### Accountability and Audit Committee

Staffed by Jarvis and Holloway

1. Merritt, Mark, Chair
  2. Nath, Hari, Vice-Chair
  3. Beasley, Chaz
  4. Estep, Lisa
  5. Folwell, Dale
  6. Lang, Geoffrey
  7. McBrayer, Bill
  8. Searcy, Searcy
  9. Van Duyn, Terry
  10. Whitford, Ann
- Lyn Austin, NCACCT liaison
  - David Heatherly, NCACCP liaison

### Finance Committee

Staffed by Price and Herring

1. Estep, Lisa, Chair
  2. Carraway, Shirley, Vice-Chair
  3. Beasley, Chaz
  4. Benson, Paula
  5. Folwell, Dale
  6. Kane, John
  7. McBrayer, Bill
  8. Merritt, Mark
  9. Ryan, Julie
  10. Searcy, Sam
  11. Van Duyn, Terry
  12. West, Sarah
- Julian Philpott, NCACCT liaison
  - Rusty Hunt, NCACCP liaison
  - Tracy Mancini, NCACCP liaison

### Personnel Committee

Staffed by Gold and Watson

1. McBrayer, Bill, Chair
  2. Searcy, Sam, Vice Chair
  3. Estep, Lisa
  4. Kane, John
  5. Lang, Geoffrey
  6. Merritt, Mark
  7. Russell, Ray
  8. Trapp, Ray
- Lyn Austin, NCACCT liaison
  - Kandi Deitemeyer, NCACCP liaison
  - Carol Spalding, NCACCP liaison

### Programs and Student Success Committee

Staffed by B. Merritt and Croom

1. West, Sarah, Chair
  2. Carraway, Shirley, Vice-Chair
  3. Benson, Paula
  4. Campbell, Grant
  5. Estep, Lisa
  6. Nath, Hari
  7. Pile, Anthony
  8. Price, David
  9. Robinson/Harris
  10. Russell, Ray
  11. Trapp, Ray
  12. Whitford, Ann
- Margaret Annunziata, NCACCP liaison
  - David Loope, NCACCP liaison
  - Ted Thomas, NCACCT liaison
  -

### State Board Policy and Governance Committee

Staffed by Artis and Sharif

1. Beasley, Chaz, Chair
  2. Estep, Lisa, Vice Chair
  3. Carraway, Shirley
  4. Kane, John
  5. Merritt, Mark
  6. Nath, Hari
  7. Pile, Anthony
  8. Price, David
  9. Ryan, Julie
  10. West, Sarah
  11. Whitford, Ann
- Lyn Austin, NCACCT liaison
  - Dale McInnis, NCACCP liaison

### Strategic Planning Committee (Q)

Staffed by Crane and Barretto

1. Whitford, Ann, Chair
  2. Campbell, Grant, Vice Chair
  3. Benson, Paula
  4. Carraway, Shirley
  5. Nath, Hari
  6. Pile, Anthony
  7. Price, David
  8. Robinson/Harris
  9. Trapp, Raymond
  10. West, Sarah
- Lyn Austin, NCACCT liaison
  - John Hauser, NCACCP liaison

# State Board of Community Colleges Committee Structure

## Award Committees

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### **Recognition Awards Steering Committee**

*Staffed by Gold and Loovis*

1. Tom Looney
2. Shirley Carraway
3. Grant Campbell
4. Sam Searcy
5. Katie Loovis
6. Donny Hicks

### **I.E. Ready**

*Staffed by Artis and Sharif*

1. Tom Looney
2. Sam Searcy

### **Distinguished Partners**

*Staffed by Loyack and Farmer*

1. Grant Campbell
2. Tom Looney
3. Sam Searcy

### **Excellence in Teaching Award Committee**

*Staffed by B. Merritt and Croom*

1. Shirley Carraway, Chair
2. Jonathan Harris (on behalf of the Lt. Governor)
3. Terry Van Duyn
4. Ann Whitford

### **President of the Year Award Committee**

*Staffed by Gold and Barretto*

1. Chaz Beasley, Chair
2. Lisa Estep
3. Hari Nath
4. Ray Russell

### **Staff Person of the Year Award Committee**

*Staffed by Fleming and Davis*

1. Bill McBrayer, Chair
2. Julie Ryan (on behalf of the Sec. of Labor)
3. Mark Merritt
4. Ray Trapp

## Liaisons

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### **Liaison to NCCC Foundation**

1. Tom Looney
2. Sarah West

### **Liaison to N4CSGA**

1. Jonathan Harris (on behalf of the Lt. Governor)
2. Ray Trapp

### **Liaison to NCACCP**

1. Tom Looney

### **Liaison to NCACCT**

1. Bill McBrayer

### **Liaison to Legislative Entities**

1. Tom Looney – NC Senate
2. Lisa Estep – NC Senate
3. Mark Merritt – NC Governor
4. Grant Campbell – NC House
5. David Price – Federal Government



## **APPENDIX 4 – STATE BOARD OF COMMUNITY COLLEGES**

### **CONTACT INFORMATION**

**Appendix 4 – Contact List of System Office Senior Team and Administrative Staff**

<u>SENIOR STAFF MEMBER</u>	<u>ADMINISTRATIVE STAFF</u>
<p><b>Dr. Jeff Cox</b>  <i>System President</i>                      (919) 807-6950                      coxj@nccommunitycolleges.edu</p>	<p>Ms. Kelly Barretto                      Executive Assistant to the President                      (919) 807-7069                      barrettok@nccommunitycolleges.edu</p>
<p><b>Dr. Kimberly Gold</b>  <i>Chief of Staff</i>                      (919) 807-7096                      goldk@nccommunitycolleges.edu</p>	<p>Ms. Kelly Barretto                      Executive Assistant to the Chief of Staff                      (919) 807-7069                      barrettok@nccommunitycolleges.edu</p>
<p><b>Atty. Tawanda Foster Artis</b>  <i>General Counsel, Legal Affairs</i>                      (919) 807-6961                      artist@nccommunitycolleges.edu</p>	
<p><b>Dr. Patrick Crane</b>  <i>Vice President of Strategic Initiatives</i>                      (919) 807-6957                      cranep@nccommunitycolleges.edu</p>	
<p><b>Mr. Alexander Fagg</b>  <i>Director of Government Relations</i>                      (919) 807-7077                      fagg@nccommunitycolleges.edu</p>	
<p><b>Mr. Patrick Fleming</b>  <i>Senior VP and CIO of Technology Solutions &amp; Distance Learning</i>                      (919) 807-7049                      flemingp@nccommunitycolleges.edu</p>	<p>Ms. Latanya Davis                      Executive Assistant I of Technology Solutions &amp; Distance Learning                      (919) 807-6977                      davist@nccommunitycolleges.edu</p>
<p><b>Mr. Nathan Hardin</b>  <i>Executive Director of Communications</i>                      (919) 807-6994                      hardinn@nccommunitycolleges.edu</p>	<p>Ms. Poonam Aneja                      Executive Assistant to Communications                      (919) 807-7067                      anejap@nccommunitycolleges.edu</p>
<p><b>Ms. Sondra Jarvis</b>  <i>Director of State Board Relations</i>                      (919) 807-7147                      jarviss@nccommunitycolleges.edu</p>	

**Mr. John Loyack**

*Vice President of Economic Development*

(919) 807-7150

loyackj@nccommunitycolleges.edu

**Dr. Brian Merritt**

*Senior Vice President & Chief Academic Officer*

(919) 807-6982

merrittb@nccommunitycolleges.edu

**Dr. Phillip Price**

*VP & CFO of Business and Finance*

(919) 807-7070

pricep@nccommunitycolleges.edu

**Dr. Bill Schneider**

*Vice President for System Effectiveness*

(919) 807-6979

schneiderb@nccommunitycolleges.edu

Ms. Jerrie Farmer

Program Assistant of Economic Development

(919) 807-7183

farmerj@nccommunitycolleges.edu

Ms. Ashley Croom

Executive Assistant of Programs & Student Services

(919) 807-7097

crooma@nccommunitycolleges.edu

Ms. Petrina Lyons

Executive Assistant to VP and CFO

of Business & Finance

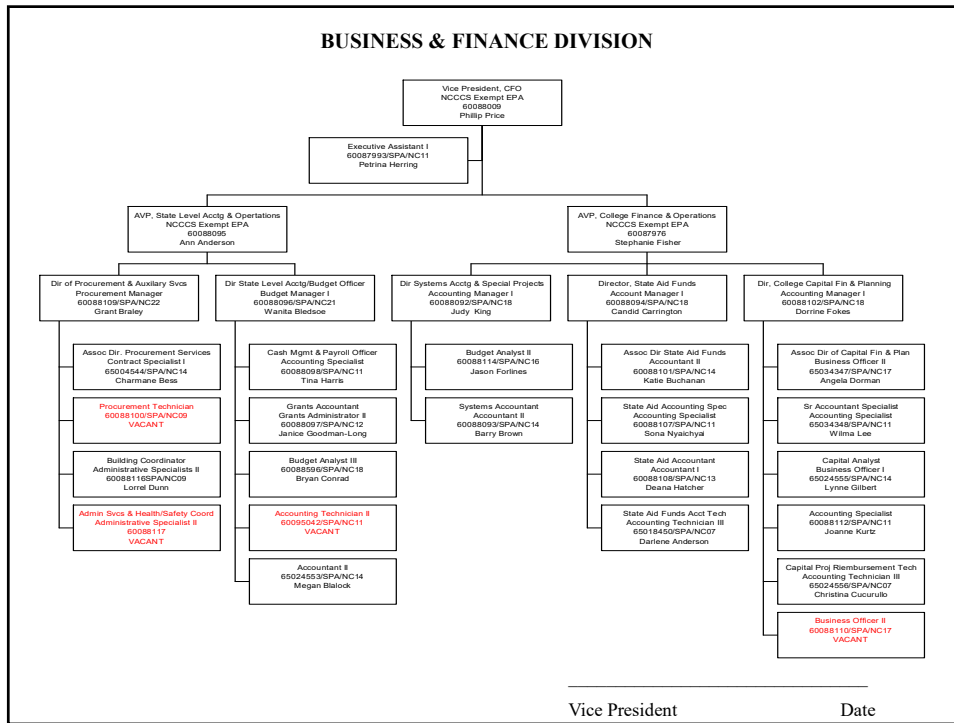
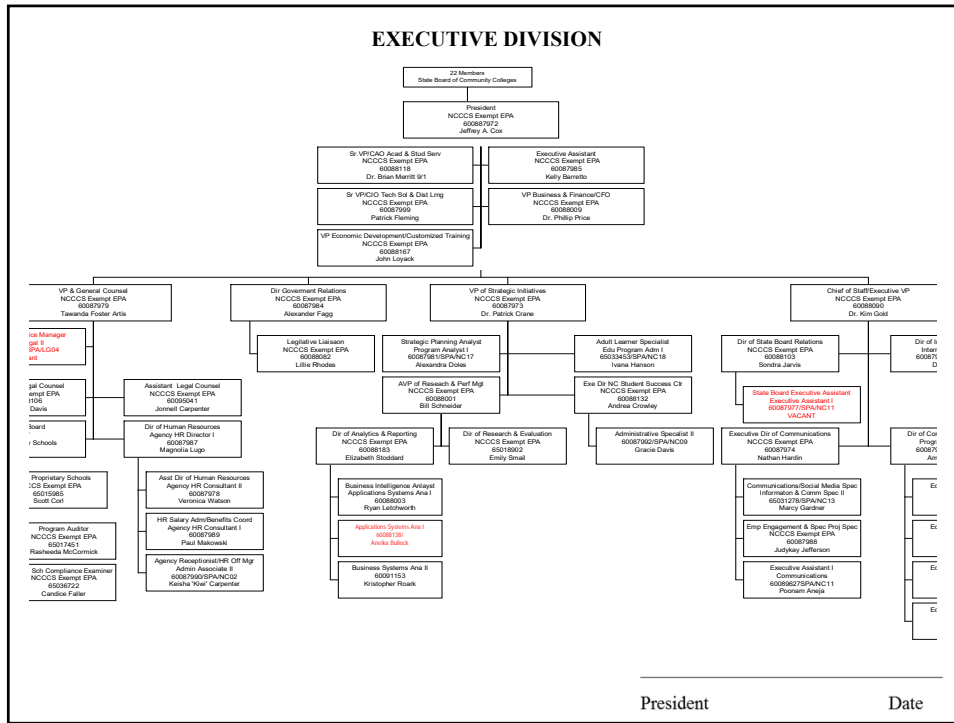
(919) 807-7146

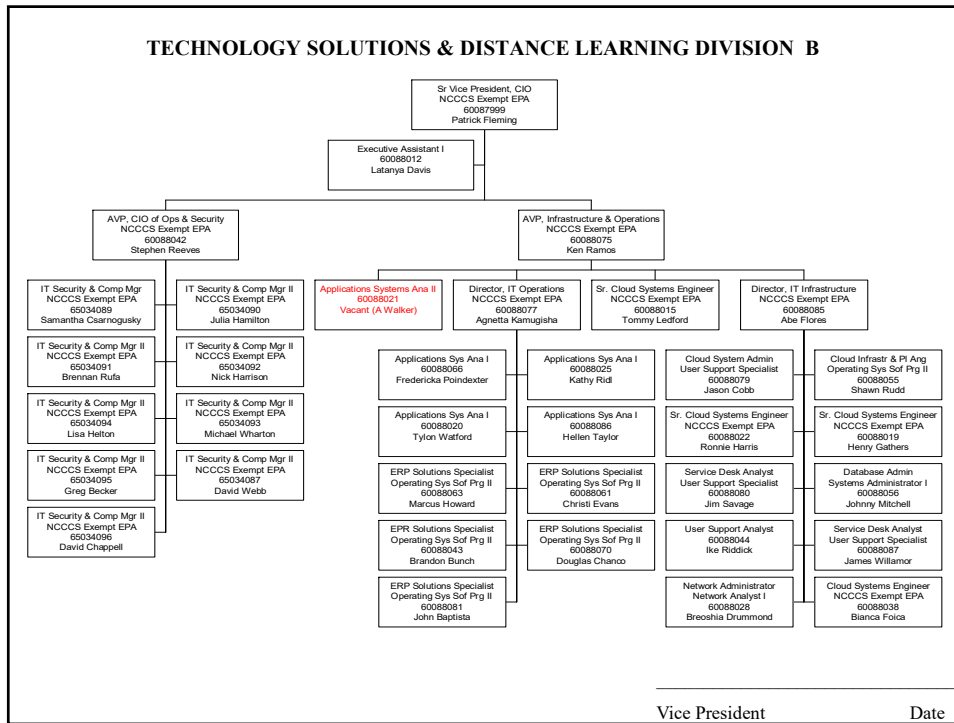
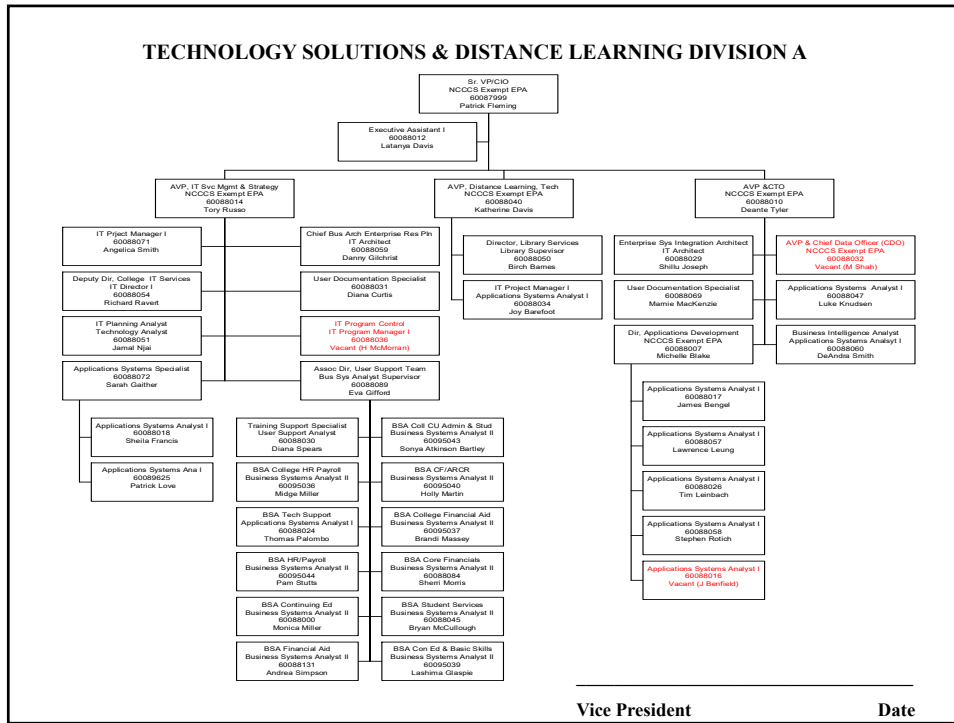
lyonsp@nccommunitycolleges.edu



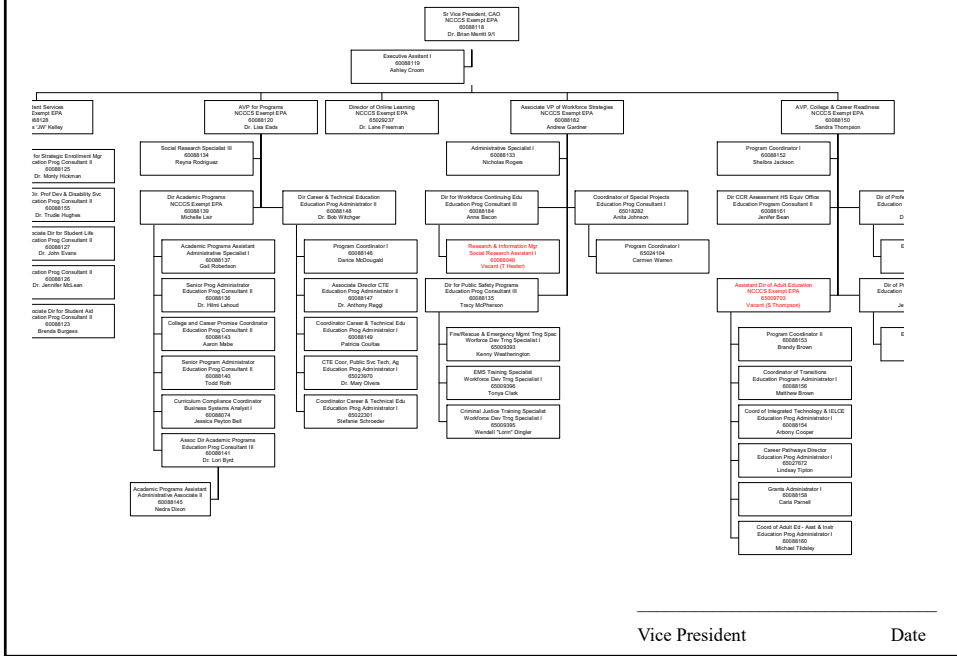
**APPENDIX 5 – STATE BOARD OF COMMUNITY COLLEGES**

**NCCCS ORGANIZATIONAL CHART**

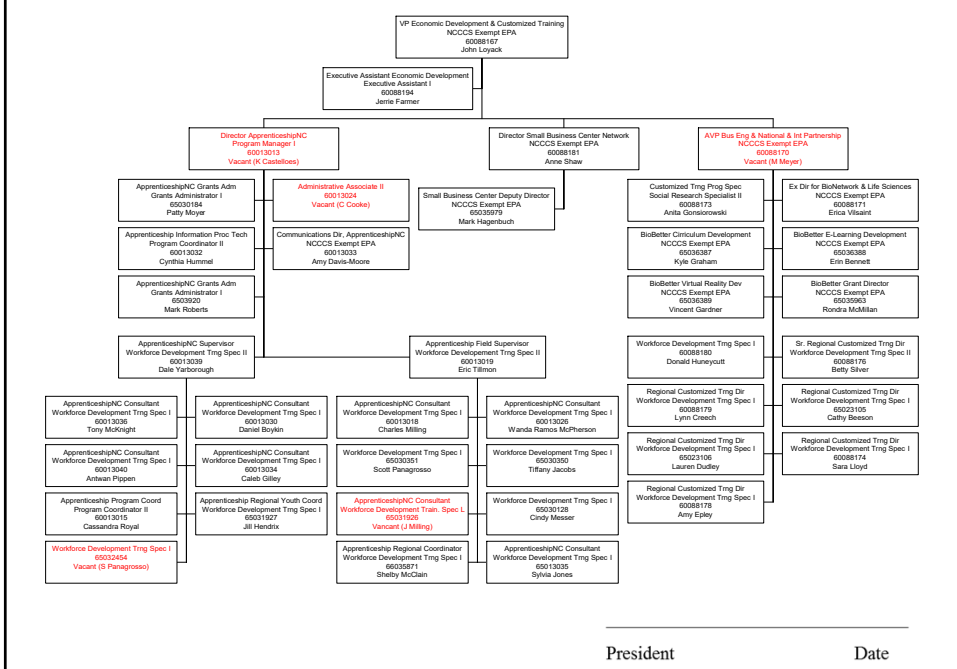




### PROGRAMS & STUDENT SERVICES DIVISION



### ECONOMIC DEVELOPMENT DIVISION





## **APPENDIX 6 – STATE BOARD OF COMMUNITY COLLEGES**

### **GLOSSARY OF RELEVANT TERMS**

## **Appendix 6 - 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.



## **APPENDIX 7 – STATE BOARD OF COMMUNITY COLLEGES**

### **OFTEN USED ACRONYMS**



## 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
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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
CIHS	Cooperative Innovative High Schools (CIHS) – A limited student-body high school in partnership with and located on a college/university enabling students to obtain a high school diploma and earn college credit toward an associate degree or other post-secondary credential within five years. They are commonly referred to Early College Middle Colleges.
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 chief 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.
CPRM	Curriculum Procedures Reference Manual is a resource for colleges providing procedures for performing curriculum management functions (e.g., program applications, program terminations, etc.).
CTE	Career Technical Education Pathway – A certificate or diploma level program offered under Career and College Promise.
CTP	A pathway of curriculum courses offered under Career and College Promise which is aligned with transfer degree programs.

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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
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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.)
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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.
FTFA	Fast Track For Action is an abbreviated program and applications process that meet specified criteria making them eligible to be placed on State Board of Community Colleges consent agenda.

FRD	Fiscal Research Division – A division of the General Assembly's non-partisan central staff that provides legislators information and advice on fiscal matters.
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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.

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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.
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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.
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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.

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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
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<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.
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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. <a href="#">Back to top</a>
<b>U</b> UNC-GA	University of North Carolina General Administration. This
US DOE	is basically the System Office’s counterparts within the UNC System. United States Department of Education
	<a href="#">Back to top</a>
<b>V</b> 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.
	<a href="#">Back to top</a>
<b>W</b> 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.
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## **APPENDIX 8 – STATE BOARD OF COMMUNITY COLLEGES**

### **STATUTORY OBLIGATIONS**

**Appendix 8 – 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>
<p>G.S. 115D-4. Establishment of Institutions</p>	<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>
<p>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.</p>	<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>

<p>G.S. 115D-15.1. Disposition, acquisition, and construction of property by community colleges.</p>	<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>
<p>G.S. 115D-19. Removal of Trustees.</p>	<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>
<p>G.S. 115D-20. Powers and Duties of Trustees.</p>	<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>
<p>G.S. 115D-23. Workers Compensation Act applicable to institutional employees.</p>	<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>
<p>G.S. 115D-25. Purchase of annuity or retirement income contracts for employees by local boards of trustees.</p>	<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>
<p>G.S. 115D-31. State Financial Support of Institutions.</p>	<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 9 – STATE BOARD OF COMMUNITY COLLEGES**

### **PARLIAMENTARY PROCEDURE QUICK REFERENCE**

## Appendix 9 - 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.