

**NUMBERED MEMO CC24-041**

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

**FROM:** Jonnell Carpenter, *NCCCS General Counsel*

**SUBJECT:** Amendment to 1C SBCCC 300.1 – Presidential Selection Process

**DATE:** August 20, 2024

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On August 16, 2024, the State Board of Community Colleges voted to amend the State Board Code, **1C SBCCC 300.1 – Presidential Selection Process**. This amendment will allow the Personnel Committee of the State Board of Community Colleges to consider and assess the candidates for a college president vacancy.

**The amendment will be effective September 1, 2024.** The new rule will be published in the North Carolina Community College System’s website, [State Board Code - NCCCS \(nccommunitycolleges.edu\)](#). For your convenience, a copy of the code in its final form is attached to this memorandum.

CC24-041

E-mail Copy  
Attachments

**State Board of Community Colleges Code**  
**TITLE 1. COMMUNITY COLLEGES**



**CHAPTER C. PERSONNEL**

**SUBCHAPTER 300. EMPLOYMENT / HIRING PRACTICES**

**1C SBCCC 300.1 PRESIDENTIAL SELECTION PROCESS**

- (a) Once a college presidential vacancy occurs or is anticipated, the board of trustees shall notify the System President and invite the System President or the System President's designee to meet with the board of trustees to discuss legal requirements and other procedural matters while also providing technical assistance to the board of trustees as needed.
- (b) In the selection of the college president, the board of trustees shall, at minimum, consider general input from college and community stakeholders on the desired attributes of a college president and evaluate more than one candidate for the position. The State Board may waive this requirement at the request of the board of trustees if the State Board determines it is in the college's interest to do so.
- (c) The board of trustees shall submit at least one candidate to the System President for review at least ten business days prior to the next regularly scheduled SBCC Personnel Committee meeting or at least ten business days prior to a special called SBCC Personnel Committee meeting.
- (d) While completing the review process, the System President or the System President's designee shall confirm that the board of trustees completed a background check to include the following:
  - (1) Social security number verification,
  - (2) Criminal history check,
  - (3) Civil litigation history check,
  - (4) Education verification,
  - (5) Employment verification, and
  - (6) Personal credit history check.

- (e) Upon completion of the review process, the System President shall present the name(s) of candidate(s) to the Personnel Committee of the SBCC for consideration and assessment.
- (f) The State Board delegates authority to its Personnel Committee to consider and assess the candidates submitted by the System President. Following consideration, assessment, and approval of the candidate(s), the Personnel Committee Chair of the SBCC or the SBCC Chair shall authorize the System President to communicate the Personnel Committee's or the SBCC's assessment to the board of trustees.
- (g) The board of trustees shall proceed with the final election process and submit the board of trustees' final election to the SBCC for approval. The board of trustees shall submit the board's recommendation in writing to the System President at least five business days prior to the next meeting of the SBCC.
- (h) The SBCC shall act upon the board of trustees' election at the SBCC's regularly scheduled or special called meeting following receipt of the local board's election unless delayed for cause as determined by the SBCC.
- (i) The System Office shall convey in writing to the Chair of the board of trustees the SBCC's action on the board of trustees' election. The action of the SBCC is final.
- (j) Until the SBCC votes to approve the final candidate and communicates its approval to a college, no college shall publicly communicate or publicly confirm or deny the name of the final candidate submitted to the SBCC for approval.
- (k) No college shall execute a contract prior to SBCC action to approve the local board's presidential election without a provision specifying that the effective date of the contract is subject to the SBCC's approval of the presidential election.

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

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

*Amended Eff. [September 1, 2024](#); [February 1, 2020](#)*