



## **BOARD OF TRUSTEES**

## **GOVERNING POLICIES**

Carteret Community College serves and empowers our students and coastal community by providing high-quality education, workforce training, and lifelong enrichment in an innovative and inclusive learning environment. (Adopted November 9, 2021)

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## PREFACE

The Board of Trustees' Governing Policies express the Board's intentions regarding the College's daily operations. The College functions within the framework of policies approved by a majority of the Board.

### DIVERSITY-EQUITY-INCLUSION STATEMENT

Carteret CC commits to cultivating and maintaining a supportive and respectful environment where each individual feels welcome to participate in the life of the College. We recognize and value the diversity of our community. We will:

- Treat one another with respect and dignity;
- Promote a learning and working community characterized by social justice, understanding, and civility; and
- Encourage curriculum, teaching strategies, support services, policies, and personnel practices that reflect openness to ideas, peoples, and cultures.

## SECTION 1: ENDS POLICIES

### 1.1 College Mission Statement

The Board will annually review, modify, and approve, upon recommendation, the College's mission statement. Revision of the mission statement shall involve the efforts of the College's faculty, staff, administration, and Board of Trustees. The mission statement shall state clearly and concisely the overarching purpose of the College and should align with the purpose of North Carolina Community Colleges as stated in NCGS §115D-1.

*References: NCGS §115D (Statement of Purpose)  
SACSCOC Principles of Accreditation 4.2.a. (Mission Review)  
Carteret CC Board of Trustees Bylaws Article III, Section 2, J.*

### 1.2 Student Access

All students shall have equal access to the College's resources, technology, and services, ensuring educational opportunities for those who might otherwise not have them.

*Reference: Carteret CC Mission Statement*

### 1.3 Education and Training (Instructional Services)

Students will acquire life and workplace skills that result in improved employability, including but not limited to literacy, critical thinking skills, technology literacy, and financial literacy.

*References: NCGS §115D-20(6) (Powers and Duties of Trustees)  
Carteret CC Mission Statement*

#### **1.4 Student Success**

The Board will critically review overall and disaggregated student success and retention rates on an annual basis with a goal of consistent improvement.

*Reference: NC Community College System Mission Statement*

#### **1.5 Institutional Success**

The Board recognizes and supports the critical role institutional strengths plays in student and community success, including faculty and staff development, institutional engagement in regional and state organizations; and efforts to keep current in terms of technology, facilities, equipment, training, programs, and innovation.

*Reference: Carteret CC Mission Statement*

#### **1.6 Community Success**

The Board strives to recognize and address the economic needs of the community, thereby enhancing the community's economic and social well-being. Employers will be encouraged to access employee training and educational opportunities provided by the College.

*Reference: Carteret CC Mission Statement*

#### **1.7 Community Resource**

The College will provide meaningful life-long learning and cultural opportunities to all members of the community.

*Reference: Carteret CC Mission Statement*

#### **1.8 Good Neighbor Policy**

Carteret Community College is a mission-and values-driven institution. The College interacts in many ways with varied communities across our service area. It is our goal to be a good neighbor by remembering to work "with and through" these communities by recognizing, communicating with, and listening to the leaders and the neighbors who may be affected by our future actions.

## **SECTION 2: GENERAL EXPECTATIONS OF THE PRESIDENT POLICIES**

### **2.1 General Executive Authority**

The President is authorized by the Board of Trustees to execute operation of the College under a system of shared governance with the Board of Trustees. The President will be responsible for the implementation of Board policy and for the day-to-day administration and operation of the College.

### **2.2 Treatment of Staff**

- A. The President shall ensure and demonstrate that the College has clear and easily located processes in place to protect applicants, faculty, and staff from unjust and unlawful harassment and bias in accord with the College's DEI Statement and applicable County, State, and Federal Law.
- B. The President shall ensure and demonstrate that the College has personnel policies and procedures in place to provide for handling of grievances.
- C. The President shall ensure and demonstrate that the College has adequate, if not excellent, opportunities for professional growth and development.

### **2.3 Treatment of Students**

- A. The President shall ensure and demonstrate that College conditions are safe, fair, respectful, and in accord with the College's DEI Statement and applicable county, state, and federal law.
- B. The President shall ensure and demonstrate that student procedures clarify student rights, responsibilities, and rules.
- C. The President shall ensure and demonstrate that processes exist for effective handling of student grievances.
- D. The President shall ensure and demonstrate that students are informed about their rights and responsibilities.
- E. The President shall ensure and demonstrate that actions and policies deter unlawful discrimination on the basis of race, creed, sex, national origin, or disability.

*References: SACSCOC Standard 12.3  
SACSCOC Standard 12.4*

### **2.4 Sound Fiscal and Management Practices**

The President shall ensure that sound fiscal management policies and procedures meet principles of fiduciary responsibility set by the Board of Trustees for Carteret Community College and follow State and SACSCOC requirements, including

- 1) Expending funds prudently and consistently within the budgets approved by the Board of Trustees.
- 2) Ensuring effective execution of Carteret CC's State budget so that State operating funds remaining unexpended do not exceed 5% of State budget allocation or 5 times the systemwide percentage, whichever is higher.
- 3) Ensuring that institutional fund accounts do not have a negative balance at the end of any fiscal year, unless explained.
- 4) Tracking expenditures consistent with North Carolina Community College Systems' Chart of Accounts.
- 5) Providing appropriate financial reports monthly or as determined by the Board of Trustees.

- 6) Maintaining a system of internal controls as prescribed by North Carolina General Statute NCGS §143D-7.
- 7) Reconciling bank accounts monthly to ensure adequate balances for all payments.
- 8) Submitting complete, accurate, and timely financial statements to the NC Office of the State Controller.
- 9) Ensuring audits are conducted consistent with NCGS §115D-20(9) and NCGS §115D-58(16).
- 10) Addressing findings identified in audits, compliance reviews, SACSCOC reviews, or other monitoring reviews promptly, completely, and accurately.
- 11) Filling leadership and other supervisory positions in a timely manner with individuals of high competence.
- 12) Monitoring staff turnover in an employee vacancy report to the Board of Trustees at least biannually.
- 13) Notifying the Board of Trustees about contracts or purchases greater than \$50,000 that are not approved in State, County, or Capital Budgets.

*References: State Board Code 1A SBCCC 200.4  
NCGS §143D-7  
NCGS §115D-20(9)  
NCGS §115D-58(16)*

## **2.5 Communication and Counsel to the Board**

The President shall communicate to the Board any and all information relative to the Board's informed accomplishment of its job, including:

- 1) Informing the Board of anticipated media coverage, legal actions, changes in executive personnel, and anticipated noncompliance with federal, state, or local law.
- 2) Submitting monitoring data as required by Board Policy.

## **2.6 Entrepreneurial Activity**

The President shall not enter into any grant or contract arrangements outside of the role as President of the College without prior notification and approval of the Board.

## **SECTION 3: BOARD-PRESIDENT RELATIONSHIP POLICIES**

### **3.1 Accountability and Authority**

The President, as chief executive officer, is accountable to the Board acting as a body. The Board's sole official connection to the operational organization, its achievements and conduct will be through the President. The Board will instruct the President through written policies, delegating to the President interpretation and implementation of those policies.

### **3.2 Official Actions and Conditions of President's Employment**

Only officially passed motions of the Board are binding on the President, and only the Board acting as a body politic can employ, terminate, discipline or change the conditions of employment of the President.

### **3.4 Evaluation of President**

The Board will evaluate the President's job performance at a minimum as required by SACSCOC and the State Board of Community Colleges. The Board may use additional measures for evaluating job performance as it deems appropriate.

- 1) The purpose of evaluating is to determine the degree to which the board policies are being fulfilled.
- 2) An evaluation of the President's job performance will be completed annually at a minimum. At the discretion of the Board, any performance indicator can be evaluated at any time, and only undertaken at the instruction of the Board with notification to the President.

### **3.5 President's Compensation**

The president's compensation will be determined by the Board, in the context of the compensation for NC community college presidents as determined by the NC State Board of Community Colleges. Additional compensation via salary supplement or bonus with local funds will be determined by the Board based on organizational performance and executive market conditions. The President's compensation package will be reviewed annually by the Board at the same time as the President's annual performance evaluation.

### **3.6 President Succession**

- A. In the event of an unexpected absence for a period longer than one month, the Board will take immediate action to ensure consistent leadership for the management of the organization by appointing an interim president. An absence of between one and six months will be considered a short-term absence.
- B. Should an unexpected absence extend beyond six months, it will be considered a long-term absence, and the Board will meet to determine the anticipated return to service and/or the inability to do so, and the period of time that is prudent to continue with the interim appointment.
- C. The Board will determine the process and frequency for evaluating the acting president's performance through the normal cycle of monitoring reports.
- D. The Board will determine the compensation for the interim appointment.
- E. In the event that the President's absence is determined to be permanent, the Board will determine a plan for recruitment and selection of a new President. The NC State Board of Community Colleges and the NC System Office will be notified, and the plan for recruitment of a new President will meet the requirements of the President search process established by the State Board.



## SECTION 4: GOVERNANCE PROCESS

### 4.1 Global Governance Commitment

- A. The Board of Trustees of Carteret CC represents the stakeholders of Carteret County to ensure the College achieves appropriate results as specified in the Board ENDS policies.
- B. The Board will exercise due diligence in monitoring key outcomes, evaluation of the President, and avoiding unacceptable actions and situations, as specified in the Board Policies.

### 4.2 Governing Style

- A. The Board will govern lawfully, complying with all provisions of NCGS §115D pertaining to the NC Community College System.
- B. The Board will cultivate a sense of community responsibility and will proactively recommend policy, not merely react to President and staff initiatives.
- C. The Board will enforce upon itself whatever self-discipline is needed to govern with excellence. Self-discipline will apply to matters such as attendance, preparation for meetings, policy-making principles, respect of roles, Board behavior, regular self-evaluation, and ensuring the continuity of governance capability.
- D. The Board will not allow a Trustee or committee of the Board to hinder or be an excuse for not fulfilling Board obligations.
- E. The Board will speak with one voice.
- F. The Board will monitor and evaluate its own performance on a regular, ongoing basis.

*Reference: NCGS §115D*

### 4.3 Board Job Description

- A. Trustees serve as representatives of the residents of the Carteret CC Service area in determining and achieving appropriate organizational performance.
- B. The Board acts as a link between Carteret CC and the residents of the Carteret CC service area.
- C. Trustees are expected to contribute time and energy toward fundraising and College development in cooperation with the President and the Carteret CC Foundation.
- D. Trustees are expected to contribute time and energy toward legislative impact in cooperation with the President and with the NC State Board of Community Colleges.

### 4.4 Role of the Board Chair

- A. The Board Chair assures integrity of the Board's process.
- B. The Board Chair is the only Board member authorized to speak for the Board and to represent the Board to outside parties. The Board Chair may delegate this authority but remains accountable for its use.
- C. The Board Chair has no authority to independently make decisions about policies created by the Board within the Ends and Executive Limitations areas. Therefore, the Chair has no authority to supervise or direct the President.

#### 4.5 Role of the Vice Chair

- A. The Vice Chair shall, in the absence of the Board Chair, preside at all meetings of the Board, and have other duties and powers as the Board may specify.
- B. The Vice Chair will remain sufficiently informed of Board issues and processes to provide continuity in the event of Board Chair absences.

#### 4.6 Board Code of Conduct

- A. Trustees must avoid any conflict of interest regarding their fiduciary responsibilities. Trustees must comply with all requirements of the NC General Statutes and the NC Ethics Commission including required Ethics Training and annual submission of the Statement of Economic Interest (SEI).
- B. Trustees will respect confidentiality appropriate to issues of a sensitive nature, including the content of closed meetings of the Board.

#### 4.7 Conduct of Meetings

- A. All meetings of the Board are considered open meetings under the NC Statutes relating to open meetings except for legally held closed sessions.
- B. All meetings of the Board will be conducted using Robert's Rules of Order--Newly Revised for Small Boards.
- C. The Board recognizes that there may be occasions where meetings of the Board or its committees may be difficult or impossible to accomplish in person due to natural disasters, health and safety concerns, or other reasons. In such circumstances, the Board can decide to meet remotely using electronic technology, with the knowledge and cooperation of the President and staff, while making all efforts to remain in compliance with NC State Statutes regarding open meetings.

#### 4.8 Board Meetings

- A. **Open Meetings.** All meetings of the Board of Trustees shall be held in accordance with the North Carolina Open Meetings Law, including committees except for legally held closed sessions.
- B. **Closed Meetings.** In accordance with NCGS §143-318.10, all meetings of the Board of Trustees, including any committees of the Board, shall be open to the public unless, consistent with the provisions of NCGS §143-318.11, a meeting is closed to the public by majority vote of a quorum. The Board shall only exclude the public from a meeting when a closed session is held as permitted under NCGS §143-318.11.

#### 4.9 Meeting Schedules and Types

- A. **Regular Meetings.** The Board shall meet at a minimum every other month during the fiscal year. The Board's regular meetings shall be held on campus or in other locations as announced. The Board shall determine the dates and times for the Regular Meetings of the Board for the following year no later than the June meeting of the Board. Regular meetings held at the regularly appointed time may consider any business of the Board of Trustees without prior notice, but special and emergency meetings shall be restricted to those topics published in the notice.
- B. **Special or Emergency Meetings.** Special meetings of the Board may be called upon 48 hours minimum notice. Special meetings may be called by the Chair or, in their absence, the Vice-Chair, or by the President of the College. Upon the request of any three trustees or the President, the Vice-Chair or the Chair shall promptly call a special meeting. Only the business

specified in the call shall be discussed at Special meetings with the exception that, if it is urgent to take action for which no notice was given, that action, in order to become legal, must be ratified by the Board at a regular meeting (or, if ratification also cannot wait, another special meeting properly called for that purpose). Emergency meetings in accordance with NCGS §143-318.12(b)(3) may be called by the Chair, or in their absence, the Vice-Chair, or the President when unexpected circumstances require immediate consideration by the Board. Only businesses connected with the emergency may be considered at an emergency meeting.

#### **4.10 Meeting Notifications**

The Secretary to the Board of Trustees shall notify each trustee by letter, email, or telephone of all called meetings. Local media that have filed a written request will be notified of each regular, special, or emergency meeting immediately after Board members. Notifying media will be by telephone, email, or other means used to notify Board Members.

#### **4.11 Parliamentary Rules**

Meetings of the Board shall be conducted according to the most current edition of Robert's Rules of Order--Newly Revised for Small Boards in all cases to which they are applicable and in which they are not inconsistent with whatever Bylaws, special rules, and/or standing rules of order the Board may adopt. Rulings on questions of order by the Chair are sustained by an affirmative majority or a tie vote. The Chair may appoint a parliamentarian to assist them and the Board. Voting continuity shall be maintained among all Board members by adhering to the following principles:

- 1) The Board of Trustees of Carteret Community College is a deliberative assembly, and as such, its basic principle of decision is that, to become the act of choice of the body, a proposition must be adopted by the applicable majority or two-thirds vote; that is direct approval must be registered by more than half or by two-thirds of the members present and voting on the particular matter, in a properly called meeting at which the necessary minimum number of members, known as a quorum, is present.
- 2) No member should vote on a question in which they have direct personal or pecuniary interest not common to the other members of the Board.
- 3) The Chair can vote as any other member when the vote is by ballot. They can always vote in the case of a ballot at the time the other members do; however, should the Chair fail to do so before the polls are closed, they cannot then do so without the permission of the assembly. In all other cases (by voice, a show of hands, rising, division, or roll call), the chair can (but is not obligated to) vote whenever their vote will affect the result--that is, the Chair can vote either to break or cause a tie; or in a case where a two-thirds vote is required, they can vote either to cause or to block the attainment of the necessary two-thirds. Understandably, when the vote is other than by ballot, the Chair is allowed to claim and exercise their right to vote following the vote of all the other members.
- 4) Except as may be otherwise provided in the Bylaws, a vote by ballot will be ordered without debate by a majority vote.
- 5) Discussion concerning a motion or amendment will not be permitted until it has been fully recorded by the Secretary, duly seconded (if required) by a member, and stated by the Chair as recorded.
- 6) A motion to go into a closed session is a question of privilege and therefore is adopted by a majority vote. Only members, special guests, and such employees or staff members as the Board or its rules may determine to be necessary are allowed to remain in the hall.

#### **4.12 Quorum**

To conduct business, the presence of a majority of all duly appointed voting member trustees (excluding the Board Chair) is necessary--which said majority shall constitute a quorum. In the absence of a quorum, only the following motions are in order:

- 1) To fix the time for an adjourned meeting and then adjourn
- 2) To adjourn
- 3) To recess (stating duration and reason)
- 4) To take measures to obtain a quorum

#### **4.13 Remote Participation**

The Board of Trustees may conduct meetings and/or committee meetings by use of conference telephone, Zoom, or other electronic means per NCGS §143-318.13(a). To enable all members of the Board to participate fully in meetings, the following requirements shall apply whenever a member can only participate in a meeting through electronic means:

- 1) Technical arrangements must be made so that the remote participant is able to hear the Board's discussion and any presentations, as well as their comments being heard by all present in the meeting, including the public.
- 2) The remote participant may vote on any matter.
- 3) The remote participant will be included in determining whether a quorum is present for the meeting.
- 4) The remote participant may participate in closed session. Every effort should be made to ensure privacy and confidentiality.
- 5) The remote participant may not participate in any quasi-judicial proceeding.
- 6) The meeting minutes must reflect that the remote participant was not physically present.

#### **4.14 Agenda**

The Chair, in coordination with the President, shall prepare an agenda for each regular meeting. The Secretary shall send a copy of the agenda to all members at least five calendar days prior to the meeting. Items of business not included in the agenda may be proposed by trustees during regular meetings. The President or their representative shall attend and participate in all meetings of the Board unless their absence is required by the Board.

An individual or organized group who desires to appear before the Board at a regular Board meeting shall state in writing the purpose of such appearance and the name of each person who is to appear as a spokesman. The statement shall be filed with the Chair at least seven calendar days in advance of the meeting at which the appearance is desired in order that it may be included in the agenda for the meeting. The Chair shall decide whether the appearance is appropriate for Board consideration and so notify the person or group.

#### **4.15 Order of Business**

The chair may not depart from the prescribed order of business unless so instructed by an approving 2/3 vote of the Board. The order of business and conduct of regular meetings will be as follows:

- (1) Call to Order
- (2) Foundation Check Presentation
- (3) Approval of Agenda
- (4) Approval of Minutes

- (5) Chair Report
- (6) New Employees
- (7) Presentations
- (8) Old Business
- (9) New Business
- (10) Committee Reports
- (11) Other Reports
- (12) Board Comments
- (13) Adjournment

#### **4.16 Minutes**

The minutes of each meeting shall be prepared and distributed with the Board materials for the next subsequent meeting following the meeting at which minutes were taken. An official copy of minutes of all Board meetings will be kept on file in the office of the President of the College. Minutes of regular, special, and emergency meetings can be examined in said office by interested persons at a time convenient to and in the presence of the President or their designee. Minutes of closed sessions will not be accessible to persons other than members of the Board of Trustees and legal authorities. Additionally, each set of minutes shall report the names of Trustees who were present or absent.

#### **4.17 Board Committee Principles**

- A. Board committees are to help the Board do its job, not to help the staff do their jobs. Committees ordinarily will assist the Board by preparing policy alternatives and implications for Board deliberation. Board committees are not created by the Board to advise staff.
  - 1) All meetings of the Board, including all committee meetings, are considered open meetings under the NC General Statutes relating to open meetings except for legally held closed sessions.
  - 2) Board committees cannot exercise authority over staff. Because the President works for the full Board, the President will not be required to obtain approval of a Board committee before an executive action. In keeping with the Board's broader focus, Board committees will normally not have direct dealings with current staff operations except as necessary to obtain information or assistance required to fulfill their board designated functions
  - 3) This policy applies only to committees which are formed by Board action, whether the committees include non-Board members. It does not apply to committees formed under the authority of the President.

#### **4.17.1 Committee Structure**

- A. A committee is a Board committee only if its existence and charge come from the Board, regardless of whether Board members sit on the committee. The only standing Board committees are those which are set forth in this policy and appropriately chartered with clear product, authorities, timelines, and staff considerations. Members of each standing committee of the Board, with the exception of the Nominations Committee, shall be appointed by the board chair at the beginning of each term, and each committee shall have a chair designated by the board chair. Standing committees of the Board are:
  - 1) Personnel, Policies, and Bylaws Committee
  - 2) Finance Committee
  - 3) Building and Grounds Committee
  - 4) Curriculum Committee
  - 5) Nominations Committee
- B. The Chair of the Board is not eligible to serve as an appointed member of any committee. The Chair of the Board shall serve as ex officio voting member of all committees of the Board. They will have full rights except that they will not be counted in determining if a quorum is present.
- C. The Student Government Representative to the Board may sit on all Board Committees as an ex officio nonvoting member.
- D. Except when their absence is expressly desired, the President of the institution or their appointed representative shall serve ex officio without voting privilege on all committees of the Board with the opportunity to present any matter they desire.

##### **4.17.1.1 Personnel, Policies, and Bylaws Committee**

- A. Shall consist of no fewer than three (3) voting members, with the Chair of the Board of Trustees serving as ex officio voting member.
- B. May, upon request of the President, meet to advise the President on problems that could arise as a result of implementation of College personnel policies. Any employee grievance concerning loss of salary, dismissal, or non-renewal that is not resolved at the President's level or below will be presented to the Personnel, Policies, and Bylaws Committee for review. The purpose of the review will be to determine whether the employee received due process through the College's grievance procedure. The decision of the Committee will be final.
- C. Shall be responsible for conducting the annual presidential evaluation and Annual Board Self-Evaluation.
- D. Shall meet annually to consider any trustees who meet the criteria of Trustee Emeritus. Recommendations shall be brought before the Board at a regular meeting for approval by an affirmative vote of a majority of members present.
- E. Shall annually solicit and review nominations for the Barwick award. Recommendations shall be brought before the Board at a regular meeting for approval by an affirmative vote of a majority of members present.
- F. Shall be responsible for annually reviewing, amending, or creating Board of Trustees Governing Policies. Any additions or changes to said Policies recommended by the Committee shall be presented to the entire Board for discussion, approval, or revision. Such proposed revisions shall be presented during a regular or special meeting and adopted at a subsequent regular or

special meeting by an affirmative vote of a majority of the Board members present and voting.

- 1) The Policies of the Board of Trustees of Carteret Community College are expressed in general terms with the intention of setting broad guidelines for the operation of the College by the administration, faculty, and students. The Policies of the Board are interpreted as an "expression of intent" in the operation and continued growth of the College. Policies of the Board are adopted for the development and general welfare of the College.
- G. In the event that any provision of NCGS §115 D any rule, regulation, or standard adopted and executed by the State Board thereunder, or any other law, rule, regulation, or standard applicable to the College shall be or become inconsistent with these Policies, the Board of Trustees, to the extent required by such law, rule, regulation, or standard, shall adhere to same, whether or not such law, rule, regulation, or standard shall have been incorporated into these Policies.
- H. Shall be responsible for annually reviewing, amending, or creating Board of Trustees Bylaws. Any additions or changes to said Bylaws recommended by the Committee shall be presented to the entire Board for discussion, approval, or revision. Such proposed revisions shall be presented during a regular or special meeting and adopted at a subsequent regular or special meeting by an affirmative vote of two-thirds (2/3) of the Board.
- I. In the event that any provision of NCGS § 115 D, any rule, regulation, or standard adopted and executed by the State Board thereunder, or any other law, rule, regulation, or standard applicable to the College shall be or become inconsistent with these Bylaws, the Board of Trustees, to the extent required by such law, rule, regulation, or standard, shall adhere to same, whether or not such law, rule, regulation, or standard have been incorporated into these Bylaws.
- J. Receives and reports to the Board suggested changes in Foundation Board Policies and Bylaws to assure that the provisions in Foundation Policies and Bylaws are in consonance with the provisions of the Board of Trustees Policies and Bylaws.
- K. Shall solicit any necessary legal assistance in the generation, interpretation or implementation of any provisions of the Board of Trustees Policies and Bylaws.
- L. Shall forward all items that have been brought to its attention to the full Board of Trustees with either a recommendation to modify the Bylaws or Governing Policies or a recommendation to reject suggested changes.

#### **4.17.1.2 Finance Committee**

- A. Shall consist of no fewer than three (3) voting members with the Chair of the Board of Trustees serving as ex officio voting member.
- B. Is subject to applicable standards of the State Board of Community Colleges.
- C. Shall make recommendations to the Board regarding fiscal policies of the College.
- D. Shall, in compliance with NC General Statute 115D-32, receive from the President, study and recommend to the Board, with such modifications as it deems appropriate, the recommended budgets for current operations and capital outlay.
- E. Shall receive suggested capital outlay projects from the Board Buildings and Grounds Committee, predicated upon the prior recommendation of the President, for inclusion in the local budget request.

- F. Shall approve, upon the recommendation of the Buildings and Grounds Committee, capital outlay projects, the needs which surface during the fiscal year and which are not part of the capital outlay budget.
- G. Shall, should the local budget be reduced by the local Board of County Commissioners, meet with the administration and recommend to the full Board where specific reductions are to be taken. If reductions are made in the capital outlay portion of the budget, shall receive recommendations from the Buildings and Grounds Committee and the administration on which specific items are to be eliminated.
- H. Shall receive and approve budget revisions necessary to maintain the internal fiscal health of the College and report them at the next regular meeting to the full Board for ratification.
- I. Shall receive, study, and recommend to the Board, with such modifications as it deems appropriate, any special or unusual expenditures of any type recommended by the President.
- J. Shall represent the Board before the Board of County Commissioners, the legislature, the State Board of Community Colleges, the Department of Community Colleges, and other agencies and offices in matters concerned with the securing of adequate financial support for current operating or capital outlay needs of the College.
- K. Shall recommend to the Board policies regarding the investment of any surplus or restricted funds.
- L. Shall recommend to the Board policy to govern the receipt, security, depositing, accounting, and expending of all restricted and unrestricted funds pertaining to the College, in accordance with the law and State Board of Community College regulations.
- M. Shall recommend to the Board appropriate bonding policy to govern College employees entrusted with funds of all kinds.
- N. Shall receive and examine the audit of the College books and make such recommendations to the Board as it may deem appropriate.

**4.17.1.3 Buildings and Grounds Committee**

- A. Shall consist of no fewer than three (3) voting members with the Chair of the Board of Trustees serving as ex officio voting member.
- B. Shall consult with the President before carrying out any of its responsibilities.
- C. Shall carry out, or require to be carried out, studies relating to sites, buildings, and/or grounds, bonding, and insurance.
- D. Shall recommend to the Board the selection of the College's campus planner, architect, and engineer.
- E. Shall recommend to the Board, for inclusion in all planning, architectural, and construction contracts, appropriate provisions for the protection of the interests of the College.
- F. Shall recommend to the Board a long-range campus plan and architectural plans for all construction.
- G. Shall recommend to the Board the long-range building and facilities needs of the College.



- H. Shall recommend to the Board the call for qualified bids on major College construction and the awarding of contracts.
- I. Shall recommend to the Board plans and programs for maintenance of the campus and its property, including campus beautification.
- J. Shall recommend to the Board the securing or granting of easements and rights-of-way.
- K. Shall recommend to the Board capital projects for inclusion in the local budget to serve the immediate and long-term needs of the College.
  - 1) In the annual preparation of the capital outlay portion of the local budget, the Buildings and Grounds Committee through the administration will solicit project needs from both the College staff and Board members in late winter. The proposals will be reviewed by the administration which makes recommendations to the Buildings and Grounds Committee. Project proposals will then be recommended for inclusion in the local budget together with specific monetary recommendations. Projects will be recommended to the Board Finance Committee which will, in turn, recommend such projects to the full Board for inclusion in the local budget. All or some of the projects may be prioritized at the discretion of the full Board.
  - 2) Once projects are approved by the Board, the administration shall take whatever steps necessary to have the project implemented.
  - 3) In those cases where construction projects are to be bid, the bid procedure of the Property Control and Construction Manual shall be followed.
  - 4) The full Board, Buildings and Grounds Committee, or the administration (if delegated the authority), will award the bid.
  - 5) Any capital outlay project for which a specific line item is budgeted in the local budget which has been approved by the full Board shall require no further Board or committee approval before implementation unless bids received for such a project exceed the line item budget for the project in which case the project must be resubmitted to the Buildings and Grounds Committee for re-approval by the full Board.
  - 6) The Buildings and Grounds Committee shall recommend to the full Board, the rental or lease of all or any portion of College facilities unless such responsibility is delegated to the Buildings and Grounds Committee or a rental is covered by the College facilities policy.
- L. Shall recommend to the full Board the sale or acquisition of real property.

**4.17.1.4 Curriculum and Student Support Committee**

- A. Shall consist of no fewer than three (3) voting members, with the Chair of the Board of Trustees serving as ex officio voting member.
- B. Shall approve all curricula, whether technical, transfer, vocational, or certificate, and will make recommendations concerning such curricula to the full Board. Recommendations made to the full Board shall be predicated upon the following factors:
  - 1) Whether there is a demonstrated need for the curriculum.
  - 2) Whether adequate instruction is available. It shall not be necessary to have an identified instructor at the time or before a program is approved.

- 3) Whether there are sufficient funds available to support the program to include:
    - a. Equipment
    - b. Supplies
    - c. Salaries
    - d. Necessary Travel
  - 4) Whether there is adequate space available to house the program.
  - 5) Whether the curriculum will be injurious to existing programs.
  - 6) Whether an active advisory committee was constituted and assisted in program development.
- C. Shall be responsible for recommending to the full Board the elimination of any curriculum or program should such action become necessary.
- D. Shall be responsible for reviewing and presenting recommendations to the Board on any student support policies requiring Board approval.

#### **4.17.1.5 Nominations Committee**

- A. Members Shall be elected by the Board of Trustees at the annual meeting of the Board, with the Chair of the Board of Trustees serving as ex officio voting member.
- B. Shall annually recommend a slate of officers for the Board of Trustees, operating according to the following process when making nominations:
  - 1) The Nominations Committee shall consist of three (3) members elected annually by the full Board. Nominees must include members from different political bodies having the power to make appointments to the Board of Trustees.
  - 2) The Committee shall prepare a slate of officers consisting of the following: Chair, Vice-Chair, and Secretary. The committee shall obtain the acceptance of each nominee prior to submission of its report. The proposed slate of officers will be included in the Board materials to be distributed in advance of the June meeting.
  - 3) Nominations from the floor may be made following the report of the Nominations Committee.
  - 4) The Board officers, specifically the Chair and Vice-Chair, shall be elected by secret ballot in all cases where there is more than one nominee for an office. If there is only one nominee for any office, the Chair shall declare the nominee elected by acclamation. Officers will be duly elected by receiving a majority vote.
  - 5) If a vacancy occurs in the position of Vice-Chair, the committee shall nominate someone to fill the vacancy. Election of a Vice-Chair shall be performed by members at the next regular meeting following notice of said vacancy. Notice of such vacancy and the nomination of a person to fill the vacancy shall be sent by the Secretary to the members with the Board materials for the next meeting. Further nominations may be made at the Board meeting as provided for in Item 3 above.