

## CHAPTER B. COLLEGE OPERATIONS

### SUBCHAPTER 100. DEFINITIONS

#### 1B SBCCC 100.1 DEFINITIONS

The following definitions apply to this Chapter.

- (a) “Traditional Instruction” – College curriculum or continuing education course in which 100% of the instruction is delivered face to face with the instructor in the physical presence of students.
- (b) “Online Instruction” – College curriculum or continuing education course in which 100% of the instruction is delivered online.
- (c) “Hybrid Instruction” – College curriculum or continuing education course in which greater than 50%, but less than 100% of the instruction is delivered online.
- (d) “Blended Instruction” – College curriculum or continuing education course in which less than or equal to 50% of the instruction is delivered online.
- (e) “Hybrid Flexible (HyFlex)” – College curriculum courses in which 100% of the instruction is offered face to face with the instructor in a physical classroom and 100% of the instruction is offered online allowing students an opportunity to choose whether to attend classes during regularly scheduled in-person sessions or participate online synchronously or asynchronously.

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

*Eff. [01 October 2019](#)*

*Amended Eff. [September 1, 2022](#)*

### SUBCHAPTER 200. ESTABLISHING AND CLOSING COLLEGES AND COLLEGE SITES

#### 1B SBCCC 200.1 Establishing Colleges

A new college operating under Chapter 115D will be called a community college. An application for a new college must come from the county commissioners in the proposed administrative area. The application shall be sent to the state board which

may direct the department to cooperate with the applicants in making a survey to determine the following:

- (1) Do the educational needs of the area justify the educational services proposed?
- (2) Can the existing public and private post-secondary institutions in the area meet the needs demonstrated?
- (3) If unmet educational needs exist that could be met by the proposed institution, will the projected student enrollment justify the proposed institution? As a standard, the projected enrollment should be a minimum of 400 full-time equivalent students in curriculum programs within three years after establishment.
- (4) Can adequate local current and capital expense funds be supplied? As a standard, the level of local current operating fund support should be equal to the existing median support for the institutions in the community college system.
- (5) Will the local public school tax support be affected adversely by the local support required for the proposed institution?
- (6) Do the boards of commissioners and boards of education in the area support the application?
- (7) Are the facilities proposed to house the new institution adequate?
- (8) Does the application fit the policy of reasonable geographic distribution in order to meet statewide needs? As a standard, no new institution shall be established within 25 miles of an existing institution within the community college system, except where urban population density or natural barriers become overriding considerations.
- (9) Will adequate state funds become available to support the proposed new institution?
- (10) Can the immediate needs of an area best be served by an extension unit operating under contract with an existing institution?

When the survey is completed, the Department will report to the state board and make its recommendation(s). Representatives of the college and board(s) of county commissioners may appear before the State Board and make a presentation at the meeting that the Department's recommendation is considered. The State Board shall

make its recommendation(s) for the establishment of a new college to the General Assembly, including a request for additional funds if needed.

*History Note: Authority G.S. 115D-4; 115D-5; 115D-31 through 115D-36;*

*Eff. February 1, 1976;*

*Amended Eff. September 1, 1993; January 1, 1988; November 1, 1983;  
October 5, 1979.*

### **1B SBCCC 200.2 Name**

Trustees of all colleges hereinafter named or renamed shall use the full term, Community College, in the name given the college. Other than the term mentioned in this Rule, the Trustees have full authority to name or rename colleges. Changes in existing names shall be forwarded to the State Board specifying the specific date of the change prior to the effective date. Conformity shall be required before any state funds are authorized.

*History Note: Authority G.S. 115D-2; 115D-5;*

*Eff. February 1, 1976;*

*Readopted Eff. January 5, 1978;*

*Amended Eff. September 1, 1993; December 1, 1984; October 5, 1979.*

### **1B SBCCC 200.3 Establishing Multi-Campus Centers**

(a) Definition. A multi-campus center ("MCC") is a convenience location in the community college service area to provide appropriate population and geographic access for community outreach, testing, faculty and staff offices, as well as literacy, continuing education, and curriculum instruction. Students may complete certificates, diplomas, and associate degrees at MCC locations. Comprehensive instructional support functions including, but not limited to libraries and student development services, are parts of the operation. An MCC must provide students the opportunity to complete at least one associate degree at the MCC.

- (b) Purpose. The purpose of the SBCC's policy on MCCs is to help ensure that appropriate geographic access to community college programs and services is provided to students while minimizing the unnecessary duplication and proliferation of facilities and while minimizing the negative impact on existing community college campuses and centers.
- (c) Establishment and Maintenance. To establish and maintain an MCC designation, colleges must satisfy all of the following criteria:
- (1) The MCC is established in a location that provides geographic access to community college programs and services in a location within the college service area that is at least ten (10) miles from the main campus or other MCC locations or the college must provide evidence that the MCC is established in a location where the main campus or other MCC locations cannot adequately provide community college programs and services. This provision only applies to MCCs established after the effective date of this rule.
  - (2) Colleges shall provide programs and services based on evidence of student demand and needs.
  - (3) Colleges shall obtain prior approval and maintain approval of the MCC from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Programs and services provided through MCCs shall comply with The Principles of Accreditation: Foundation for Quality Enhancement of SACSCOC.
  - (4) County government provides support for maintenance and operation of the MCC physical plant.
  - (5) The college has developed an instructional program and services plan including, but not limited to a description of programs, staffing, and instructional support functions.
  - (6) The SBCC determines that the MCC is unlikely to have a significant negative impact on institutions contiguous to the MCC. The college shall consult with community college institutions contiguous to the MCC, and the community college institutions that are contiguous to the MCC may provide evidence that the

MCC has or is likely to have a significant negative impact on college or program specific enrollment.

- (7) Students enrolled at an MCC must be able to complete at least one associate degree at the MCC.
  - (8) Evidence that the duplication of instructional support and other cost expenses are justifiable from cost effectiveness and quality of support services perspectives.
  - (9) The MCC must enroll a minimum of 300 (curriculum, occupational extension, or basic skills) budget FTE via face-to-face or hybrid instruction originating from and delivered at that MCC location. If an MCC drops below the minimum budget FTE (Level 1 MCC minimum is 300 and Level 2 MCC minimum is 1,201), the System Office will provide the college president with a written notification that this drop occurred after that year's budget allocations are approved by the State Board. If the MCC's budget FTE remains below the minimum in the subsequent fiscal year, for a Level 1 MCC, the budget allocation for that MCC will be reduced by fifty percent (50%), and for a Level 2 MCC, the budget allocation will be reduced by 50% of the difference between Level 2 and Level 1 funding. If a Level 2 MCC's budget FTE continues to remain below the minimum in the third fiscal year, the MCC will be recategorized as a Level 1 MCC and its budget allocation will be decreased to the Level 1 funding. If a Level 1 MCC's budget FTE continues to remain below the minimum in the third fiscal year, the MCC will no longer be designated as an MCC, and its budget allocation will be eliminated. A college must follow the MCC approval process to re-establish an MCC in any future year.
  - (10) The physical facility or facilities for the MCC must either be owned or leased on a long-term basis by the college.
- (d) The College of The Albemarle Dare County Campus and Gaston College Kimbrell Campus and Textile Technology Center MCCs established by the General Assembly are exempted from 1B SBCCC 200.3(c)(9).
  - (e) Colleges shall comply with the following steps to obtain approval for MCC designation.

(1) Step 1 – Initial State Board Review and Recommendation. Community colleges seeking a MCC designation must submit their application to the State Board of Community Colleges (“State Board”) for approval by September 15th of each year. Community colleges’ applications shall include information responding to the criteria specified in 1B SBCCC 200.3(c)(1) - (c)(10).

(A) If a community college meets all of the criteria specified in 1B SBCCC 200.3(c), then the State Board shall recommend approval of the MCC designation.

(B) If a community college does not meet all of the criteria specified in 1B SBCCC 200.3(c)(1) – (c)(10), but provides evidence of being able to meet all of the criteria by the enactment of the budget for that fiscal year, the State Board shall recommend conditional approval. The State Board’s recommendation for conditional approval shall specify the criteria in 1B SBCCC 200.3(c)(1) – (c)(10) the college must satisfy to receive final State Board approval that is contingent upon the General Assembly appropriating funds.

(2) Step 2 - Appropriation of Funds by the General Assembly. If the State Board recommends the MCC for approval or for conditional approval, the System Office shall include the State Board’s recommendation in the budget request provided to the Office of State Budget and Management and to the General Assembly. If the General Assembly appropriates funds for the MCC, the State Board’s recommendation moves to Step 3. If the General Assembly does not appropriate funds, the college shall annually certify in writing to the System Office by September 15th that there are no changes in the MCC application, and the System Office shall resubmit the college’s MCC request as a part of the annual budget process in subsequent years, unless the college withdraws its request.

(3) Step 3: State Board Approval. If the General Assembly appropriates recurring funds to support the MCC consistent with the existing funding formula and if the college satisfies any conditions specified by the State Board by the enactment of the budget for that fiscal year, the State Board shall approve the MCC designation. If the State Board approves the MCC designation, the State Board shall allocate recurring funds to the college for the newly approved MCC.

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

*Eff. [May 1, 2019](#).*

**1B SBCCC 200.99 Community College Closure: Teach-Out Plan and Records Preservation**

- (a) Any community college which closes shall inform each student and each applicant of its pending closure at least 90 days prior to closure.
- (b) Prior to closure, college officials shall help students identify equivalent programs and provide assistance in transferring to other community colleges. A student who is displaced due to a community college closing may transfer to any other community college which offers the student's program without loss of credits or quality points. Community colleges shall give priority admission and placement to transfer students who have been displaced due to a community college closing.
- (c) Before closing, the college shall file a copy of all student permanent academic and financial aid records with the Department of Cultural Resources in accordance with the records retention process.

*History Note: Authority G.S. 115D-5; P.L. 102-325;*

*Eff. December 1, 1995.*

**SUBCHAPTER 300. BOARD OF TRUSTEES AUTHORITY**

**1B SBCCC 300.1 Authority**

- (a) Each college within the system shall operate under the direction of a board of trustees, a corporate body, which derives its authority from the law and rules of the State Board.
- (b) All power and authority vested by law in the State Board which relates to the internal administration, regulation, and governance of any individual college of the community college system are hereby delegated to the board of trustees of such college with the following exceptions and reservations:
  - (1) Power or authority that is non-delegable as a matter of law;

- (2) Power or authority in matters of systemwide or inter-college importance is reserved for determination by the State Board;
- (3) The State Board reserves the right to rescind any power or authority as it deems necessary in accordance with G.S. 150B; and
- (4) The governing authority of the State Board pertaining to the assurance of:
  - (A) fiscal accountability,
  - (B) program accountability, and
  - (C) satisfaction of state priorities.

Note: Substance of former 23 SBCCC 2A .0003 and 2B .0303 was incorporated into this Rule.

*History Note: Authority G.S. 115D-3; 115D-5; 115D-8; 115D-12; 115D-25; 150B-22 through 150B-37;  
Eff. September 1, 1993.*

### **1B SBCCC 300.2 Authorization**

The boards of trustees of community colleges as bodies corporate are authorized to do all things necessary and proper to organize and operate colleges consistent with the law and the rules of the State Board.

*History Note: Authority G.S. 115D-5; 115D-14;  
Eff. February 1, 1976;  
Amended Eff. September 1, 1993; December 1, 1984; September 30, 1977.*

## **SUBCHAPTER 400. PROGRAM ACCOUNTABILITY**

### **1B SBCCC 400.1 ACCREDITATION BY THE SOUTHERN ASSOCIATION**

All colleges shall obtain and maintain regional accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The System Office shall provide biannually a report to the State Board listing any accreditation actions

taken by SACSCOC with regards to a North Carolina community college. The System President, when requested, will provide assistance to colleges seeking regional accreditation.

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

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

### **1B SBCCC 400.2 COLLEGE PLANNING**

Each community college shall maintain an ongoing planning process. At a minimum, college plans shall address program and facility needs; shall include the college's mission, goals and objectives, consistent with the mission of the System and with the State Board's priorities; and shall provide for evaluation of student outcomes.

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

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

### **1B SBCCC 400.3 PROGRAM REVIEW**

Colleges shall monitor the quality and viability of all its programs and services. Colleges shall review each curriculum program, each program area within continuing education, and their Basic Skills programs at least every five years to determine program strengths and weaknesses and to identify areas for program improvement. The program review process shall be consistent with the requirements of the regional accrediting agency.

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

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

### **1B SBCCC 400.4 PROVISION OF INFORMATION TO THE SYSTEM OFFICE**

REPEALED by the State Board of Community Colleges, eff. 1 June 2022.

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

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

*Repealed Eff. [June 1, 2022](#)*

### **1B SBCCC 400.5 PERFORMANCE ACCOUNTABILITY**

- (a) The System Office shall collect data on the outcomes of the performance measures required by G.S. 115D-31.3 and report annually to the State Board of Community Colleges on each college's outcomes on these performance measures.
- (b) Each college shall publish its data on all performance measures annually in its electronic catalog or on the college's public website.

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

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

### **1B SBCCC 400.96 ACCREDITATION BY THE SOUTHERN ASSOCIATION**

REPEALED by the State Board of Community Colleges, eff. October 1, 2018.

*History Note: Authority G.S. 115D-1; 115D-5;*

*Eff. February 1, 1976;*

*Readopted Eff. January 5, 1978;*

*Amended Eff. September 1, 1993; December 1, 1984; July 1, 1980.*

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

### **1B SBCCC 400.97 COLLEGE PLANNING**

REPEALED by the State Board of Community Colleges, eff. October 1, 2018.

*History Note: Authority G.S. 115D-1; 115D-5;*

*Eff. May 1, 1982;*

*Amended Eff. September 1, 1993.*

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

### **1B SBCCC 400.98 PROGRAM REVIEW**

REPEALED by the State Board of Community Colleges, eff. October 1, 2018.

*History Note:* Authority G.S. 115D-5; 115D-31.3; 1999 S.L., c. 237, s. 9.2; 1993 S.L., c. 321, s. 109; S.L. 1995, c. 625;  
Eff. February 1, 1990;  
Amended Eff. August 1, 1995; September 1, 1993;  
Temporary Amendment Eff. June 1, 1997;  
Amended Eff. July 1, 1998;  
Temporary Amendment Eff. December 6, 1999;  
Temporary Amendment Expired September 30, 2000;  
Amended Eff. May 1, 2009; August 1, 2001.  
Repeal Eff. [October 1, 2018](#)

## **1B SBCCC 400.99 PROVISION OF INFORMATION TO THE DEPARTMENT OF COMMUNITY COLLEGES**

REPEALED by the State Board of Community Colleges, eff. October 1, 2018.

*History Note:* Authority G.S. 115D-5;  
Eff. February 1, 1976;  
Readopted Eff. January 5, 1978;  
Amended Eff. September 1, 1993; December 1, 1984;  
Repeal Eff. [October 1, 2018](#).

## **SUBCHAPTER 500. STUDENT RIGHTS AND RESPONSIBILITIES**

### **1B SBCCC 500.1 School Absence for National Guard Service**

Beginning with the Fall 2017 academic term, each community college shall allow a student enrolled in a community college who is a National Guard service member placed onto State active duty status during an academic term to be given an excused absence for the period of time the student is on active duty.

- (a) Colleges shall provide the student the opportunity to make up any test or other work missed during the excused absence.

- (b) Colleges shall give the student the option, when feasible, to continue classes and coursework during the academic term through online participation for the period of time the student is placed on active duty.
- (c) Colleges shall give the student the option of receiving a temporary grade of "incomplete (IN)" or "absent from the final exam (AB)" for any course that the student was unable to complete as a result of being placed on State active duty status; however, the student must complete the course requirements within the period of time specified by the college to avoid receiving a failing grade for the course.
- (d) Colleges shall permit the student to drop, with no penalty, any course that the student was unable to complete as a result of being placed on State active duty status.

*History Note: Authority G.S. 115D-5(x);*

*Temporary Adoption Eff. [July 1, 2017](#).*

### **1B SBCCC 500.98 Educational Guarantee**

Local boards of trustees may adopt educational guarantee policies for their colleges. Any educational guarantee policy adopted by a board of trustees shall:

- (1) Be developed in an atmosphere that provides maximum input from faculty, staff, students, employers, university representatives, and community leaders.
- (2) Identify the programs or activities to be guaranteed. This may include the entire program or specific courses. The goal of the system is to include all programs at all community colleges.
- (3) Define the skills, knowledge, or credits to be guaranteed. This may include the guarantee to transfer earned credits taken in transfer programs and the guarantee of technical knowledge and skills needed for successful employment in occupations for graduates.
- (4) Define the population of students who will receive guarantees. This shall include the identification of students, both full-time and part-time, for whom the guarantee applies.

- (5) Define any special conditions of the guarantee. This shall include a time limit and grade achievement.
- (6) Describe how the guarantee may be invoked and how it will be honored.
- (7) Define the educational services or other benefits a student who seeks the guarantee will receive. This may include reimbursement from non-state funds, re-enrollment, tutoring, or counseling.
- (8) State that re-enrolled students shall not pay tuition or fees associated with re-enrollment or other related services. Budget FTE shall not be earned for re-enrolled students.
- (9) Set forth the process to be used by students to invoke the guarantee and the steps to be used by the college to improve the programs in question.

*History Note: Authority G.S. 115D-5; S.L. 1995, c. 625;*

*Eff. December 1, 1995;*

*Temporary Amendment Eff. June 1, 1997;*

*Amended Eff. July 1, 1998.*

### **1B SBCCC 500.99 School Absence for Religious Observances**

Each community college shall adopt a policy that authorizes a minimum of two excused absences each academic year for religious observances required by the faith of a student. The policy may require that the student provide written notice of the request for an excused absence a reasonable time prior to the religious observance. The policy shall also provide that the student shall be given the opportunity to make up any tests or other work missed due to an excused absence for a religious observance.

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

*Temporary Adoption Eff. November 2, 2010;*

*Eff. April 1, 2011.*

## **SUBCHAPTER 600. GENERAL COLLEGE OPERATIONS**

### **1B SBCCC 600.99 Intercollegiate Athletics**

- (a) No college shall operate an intercollegiate athletic program or team unless the college maintains a membership in good standing with the National Junior College Athletic Association and Region 10. For the purposes of this Rule, "intercollegiate athletic program or team" does not include club teams.
- (b) A college shall not participate in intercollegiate athletics unless any foundation associated with the college pursuant to G.S. 115D-20(9) adopts a policy requiring that the total amount of all athletic scholarships awarded to an individual student-athlete does not exceed the participating student's expenses for tuition, college fees, and course-related books and materials required for the courses in which that student is enrolled.
- (c) A college shall not participate in intercollegiate athletics unless the total amount of all athletic scholarships the college awards plus the total amount of all athletic scholarships awarded by any foundation associated with the college pursuant to G.S. 115D-20(9) does not exceed the participating student's expenses for tuition, college fees, and course-related books and materials required for the courses in which that student is enrolled.
- (d) State funds shall not be used to create, support, maintain, or operate an intercollegiate athletics program.
- (e) Colleges shall neither provide nor offer room and board as part of an intercollegiate athletic scholarship to any student participating in an intercollegiate athletics sport except for temporary room and board associated with specific athletic events.
- (f) For the purposes of this Rule, tuition waivers granted are limited to those authorized by statute. Tuition waivers obtained by students participating in any intercollegiate athletics sport shall be deemed to be a scholarship for tuition.

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

*Eff. August 1, 2009.*

### **SUBCHAPTER 700. INFORMATION SECURITY PROGRAM**

## **1B SBCCC 700.1 - Introduction**

All community colleges shall establish, operate, and maintain a local Information Security Program (ISP) to ensure the confidentiality, integrity, and availability of college data, based on classification, and those related information systems and services that are necessary to the support of the mission of the college and the students while maintaining compliance with local, State and federal standards, policies and laws.

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

*Eff. [June 1, 2022](#)*

## **1B SBCCC 700.2 - Definitions**

The following definitions apply to this Chapter.

- (a) Chief Information Officer (CIO) - Chief information officer (CIO), may also be known as the information technology (IT) director, and is the IT leader at a college who oversees the work related to information technology and computer systems to support college goals.
- (b) Chief Information Officers Association (CIOA) – Refers to a group of North Carolina community college chief information officers and/or IT leaders who meet regularly to collaborate on IT issues on their campuses.
- (c) Chief Information Security Officer (CISO) - A chief information security officer (CISO) is the leader responsible for ensuring information assets and technologies are adequately protected.
- (d) Center for Internet Security (CIS) - CIS is an independent, global nonprofit organization focused on IT security. The community college system utilizes CIS resources as tools to prioritize and track cybersecurity maturity and improvement.
- (e) Enterprise Resource Planning (ERP) Executive Steering Committee – An advisory committee created to address the legislative mandate to plan and design a modernized ERP for the community colleges. The ERP system must, at a minimum, include student information system, core financial management, grants, human resource management, and payroll.

- (f) Institutional Information Processing System Users Group (IIPS) – is a group of community college employees, trustees, and friends of the North Carolina Community College System (NCCCS) and/or persons officially associated with the community colleges to promote communications, collaboration, and professional development or educational opportunities among academic and administrative computer users within the North Carolina Community College System.
- (g) Information Requirements Oversight Council (IROC) -- A working group focused on supporting processes to review, validate, and prioritize enterprise impacting IT projects, Requests for Change (RFCs) and other IT enabled capabilities within the North Carolina Community College System.
- (h) Information Security Office (ISO) – The System Office team supporting cybersecurity efforts for the college system.
- (i) Information Technology Security Committee (ITSC) – Committee comprised of representatives from the CIOA, IIPS, and System Office leadership team who support the ERP Executive Steering Committee.
- (j) National Institute of Standards and Technologies (NIST) – a federal government agency charged with advancing measurement science, standards, and technology in ways that enhance economic security and improve our quality of life. NIST publishes the Special Publication, Security and Privacy Controls for Information Systems and Organizations (SP800-53), which is the security standard adopted by the North Carolina Department of Information Technology.

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

*Eff. [June 1, 2022](#)*

### **1B SBCCC 700.3 - Community College System Cybersecurity Framework**

- (a) Each community college shall use the Statewide Information Security Manual (SISM) published by the North Carolina Department of Information Technology as the principal cybersecurity framework for a system-wide information security and risk management program. System-wide modifications and deviations from this standard

shall be reviewed, approved, and maintained by the Information Technology Security Committee (ITSC).

- (b) The Center for Internet Security (CIS) Controls shall be used by colleges as a resource for implementing a prioritized and structured methodology of assessing local security posture and maturity and for creating plans for continuous improvement.
- (c) The colleges shall use CIS Security Implementation Groups (IGs) to prioritize implementation of the CIS Critical Security Controls. The IGs are divided into three (3) groups: Implementation Group 1 (IG1), Implementation Group 2 (IG2), and Implementation Group 3 (IG3). Implementation Group 1 (IG1) is the minimum requirement for all colleges and colleges shall incorporate a model of continuous improvement to achieve higher levels of compliance appropriate to the resources and business of the college.

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

*Eff. [June 1, 2022](#)*

#### **1B SBCCC 700.4 - College Information Security Responsibility**

- (a) Community College Presidents shall designate, authorize, and require at least one person to do all of the following:
  - (1) Assess and understand the college's information security risk.
  - (2) Establish and maintain the college's information security program and ensure compliance with State and federal information security laws.
  - (3) Act as the primary point of contact for the college on issues related to information security.
  - (4) Present professionally sound and timely advice to college leadership regarding appropriate action to support the Information Security Program and the mission of the college.

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

*Eff. [June 1, 2022](#)*

**1B SBCCC 700.5 - Enterprise Resource Planning (ERP) Executive Steering Committee**

- (a) The ERP Executive Steering Committee is established to serve as an advisory body on matters related to Enterprise Resource Planning (ERP).
- (b) The ERP Executive Steering Committee shall be composed of the following members:
  - (1) Five community college presidents, recommended for appointment by the President of the North Carolina Association of Community College Presidents (NCACCP).
  - (2) The North Carolina Community College President and the System Office Chief of Staff, Chief Financial Officer, Chief Academic Officer, Chief Information Officer, and the Vice President of Economic Development.
  - (3) One representative recommended for appointment by Association of Community College Business Officers.
  - (4) One representative recommended for appointment by the Institutional Information Processing System Users Group (IIPS).
  - (5) One representative recommended for appointment by the Chief Information Officer Association.
  - (6) One representative recommended for appointment by the Community College Planning and Research Organization.
- (c) Members of the ERP Executive Steering Committee shall serve for three-year terms. When there is a vacancy on the ERP Steering Committee the appropriate recommending body shall make a new recommendation for appointment to the Steering Committee.
- (d) The System Office may provide resources, supplies, and support to the ERP Steering Committee.

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

Eff. [June 1, 2022](#)

**1B SBCCC 700.6 - Information Technology Requirements Oversight Council (IROC)**

- (a) The Information Technology Requirements Oversight Council (IROC) is established to review, validate, and prioritize strategic demands and enterprise functional and technical projects; change requests significantly modifying the scope of those efforts; and other technology enabled capabilities where system-wide governance serves the best interest of the North Carolina Community College System.
- (b) The IROC shall do all of the following:
  - (1) Make decisions based on recommendations from the Information Technology Review Board (ITRB).
  - (2) Review, prioritize, and approve the status of NCCCS strategic demands, IT projects, and programs to develop an optimally resourced and balanced IT portfolio. The IROC will consider strategic planning efforts relative to current needs to achieve desired future State outcomes and capabilities.
- (c) Identify or direct the development of recommendations for community college system-wide capabilities, related strategies, and standards.
- (d) Provide a structured approach for input from stakeholders into the enterprise demand and IT project process to ensure a capability based decision-making process.
- (e) The IROC shall be composed of the following six permanent members employed by the NC Community College System Office:
  - (1) NC Community College System Office Chief of Staff. The Chief of Staff serves as Chair to the Council.
  - (2) NC Community College System Office Chief Academic Officer.
  - (3) NC Community College System Office Chief Information Officer.
  - (4) NC Community College System Office Chief Financial Officer.
  - (5) NC Community College Vice-President of Economic Development.
  - (6) NC Community College Vice-President of Strategic Initiatives.
- (f) The IROC shall also be comprised of the following rotating members.

- (1) A System Office executive focusing on college institutional research and effectiveness recommended for appointment by the NCCCS Chief of Staff.
  - (2) A System Office executive focusing on curriculum instructional design recommended for appointment by the NCCCS Chief Academic Officer.
  - (3) A System Office executive focusing on continuing education recommended for appointment by the NCCCS Chief Academic Officer.
  - (4) A System Office executive focusing on College and Career Readiness recommended for appointment by the Chief Academic Officer.
  - (5) A System Office executive focused on College and Career Readiness as recommended for appointment by the Chief Academic Officer.
  - (6) A System Office executive focused on College Student Services as recommended for appointment by the Chief Academic Officer.
  - (7) A System Office executive focused on Information Technology as recommended for appointment by the Chief Information Officer.
  - (8) A System Office executive focused on College Business Office or Administrative Services as recommended for appointment by the Chief Financial Officer.
  - (9) A System Office executive focused on Economic Development as recommended for appointment by the Vice-President of Economic Development.
  - (10) The President of the Chief Information Officers Association (COIA)
  - (11) The President of the Institutional Information Processing System Users Group (IIPS).
- (g) Rotating Members serve a three-year appointment. Initial member appointments were staggered evenly for one, two, and three years to ensure continuity of knowledge and decision-making capabilities.
- (h) When there is a vacancy on the IROC the appropriate recommending body would make a new recommendation for appointment to the IROC.
- (i) The System Office may provide resources, supplies, and support to the IROC.

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

*Eff. [June 1, 2022](#)*

## **1B SBCCC 700.7 Information Technology Security Committee Governance**

- (a) The Information Technology Security Committee (ITSC) is established to serve as an advisory body to the Executive Steering Committee and the State Board of Community Colleges addressing any of the following.
  - (1) Information technology use and protection, including but not limited to data governance, privacy, compliance, cybersecurity, and IT standards.
  - (2) System-wide and enterprise deviations to established security standards.
  - (3) System-wide and enterprise risk management.
  - (4) System-wide enterprise solutions, configuration management.
  - (5) Areas of improvement for information technology security and related funding needs for the enterprise.
- (b) The ITSC shall be comprised of all of the following:
  - (1) Two Permanent Members employed by the NC Community College System Office as follows:
    - (i) The Senior Vice President and Chief Information Officer.
    - (ii) The Associate Vice President, Chief Information Security Officer, who serves as the Committee Chair.
  - (2) Eight rotating members to provide information technology leadership representation from the community college campuses. Rotating members are appointed for three years. Initial rotating member appointments were staggered evenly for one, two, and three years to ensure continuity of knowledge and decision-making over time.
  - (3) Recommendations for appointments shall be made by the following community college associations:
    - (i) Three recommendations from the College Chief Information Officers Association (CIOA).
    - (ii) Three recommendations from the College Institutional Information Processing System (IIPS) Users Group.
    - (iii) Two recommendations from the ERP Executive Steering Committee (ESC).  
These appointments run concurrent to appointed service on the ESC.

- (4) Associate Members may be appointed by the Committee Chair as needed for a specified duration to meet specific strategic needs or purposes.

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

*Eff. [June 1, 2022](#)*

**1B SBCCC 700.8 - Data Governance Committee**

- (a) The Data Governance Committee serves as an advisory and decision-making body that is charged with building and maintaining effective data systems to ensure data quality, efficient processes, and effective reporting capabilities within the North Carolina Community College System. The Data Governance Committee approves data definitions, recommendations on data entry processes and implementation guidelines to ensure consistent data collection and timely data reporting.
- (b) The Data Governance Committee shall be composed of the following members, each of whom shall serve for a three-year term:
- (1) One college president, who will serve as Chair, appointed by the President of the North Carolina Association of Community College Presidents (NCACCP).
  - (2) One instructional administrator appointed by the President of the North Carolina Association of Community College Instructional Administrators (NCACCIA).
  - (3) One continuing education administrator and one basic skills director appointed by the President of the North Carolina Community College Adult Educators Association (NCAEA).
  - (4) One student development administrator appointed by the President of the Student Development Administrators Association (NCSDAA).
  - (5) One chief financial officer appointed by the North Carolina Association of Community College Business Officers (ACCBO).
  - (6) Three institutional research/institutional effectiveness officers appointed by the Community College Planning and Research Organization (CCPRO).
  - (7) One chief information officer appointed by the Chief Information Officer Association (CIOA).
  - (8) One representative appointed by the Institutional Information Processing System Users Group (IIPS).

(9) The designee of the North Carolina Community College System President, representing the executive division.

(10) A designee from each of the System Office's other divisions appointed by the division vice president.

Current members serving on the Data Governance Committee as of the effective date of this rule shall serve the remainder of their terms. Thereafter, as terms expire, or when a vacancy occurs prior to the expiration of a term, members of the Data Governance Committee shall be appointed in accordance with this rule.

(c) No member of the Data Governance Committee shall serve more than two consecutive terms of three years on this Committee. This limitation does not prohibit an individual from serving future terms after a period of non-service of at least one year. This sub-section shall not apply to System Office designees.

(d) The Data Governance Committee shall notify colleges of the committee's proposed recommendations that address data definitions and quality issues through numbered memos, as necessary. Colleges may provide written comments for a period of no less than 10 business days from the date of notification of a proposed recommendation.

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

*Eff. [June 1, 2022](#)*

### **1B SBCCC 700.9 Provision of Information to the System Office**

(a) Purpose. To ensure the quality of educational programs, to promote the systematic meeting of educational needs of the State, and to provide for the equitable distribution of State and federal funds to the several institutions, the State Board must have timely access to accurate data that is comparable across institutions. The purpose of this policy is to establish rules governing the consistent collection and reporting of data to fulfill reporting requirements, assess compliance, and to evaluate education programs.

(b) Annual Reporting Plan. No later than May 1st of each year, the System Office shall publish the Annual Reporting Plan for the upcoming fiscal year. This plan shall

include a list of information requirements, associated deadlines, and a description of how the System Office will use the information. If a requirement involves transmission of raw data, the plan shall also include an appendix listing the data elements collected. The System Office may amend the plan, as needed, provided colleges are provided notice of at least 20 business days for any newly added requirement.

- (c) Reports. The trustees and the president of each college are responsible for ensuring information outlined in the Annual Reporting Plan and any ad hoc information requirements requested by the System Office are provided in a timely manner and in the format prescribed by the System President. Required data elements shall conform with the NCCCS Data Dictionary, where applicable.
- (d) Reporting Accountability. The System Office shall provide annually to each college president a summary of the college's compliance with this rule for information requirements on the Annual Reporting Plan. The summary shall include whether information was complete, conformed to the definitions in the NCCCS Data Dictionary (if applicable), and provided by the deadline. The System Office shall provide implementation assistance to colleges struggling with compliance. Refusal to provide information in accordance with the Annual Reporting Plan or failure to remedy a multi-year pattern of submitting late, incomplete, or non-conforming information shall constitute non-compliance under 1H SBCCC 200.2(a)(4).

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

*Eff. [June 1, 2022](#)*

### **1B SBCCC 700.10 Information Security References**

The System Office shall maintain and publish on its website a list of references to cybersecurity and compliance resources for the community college system.

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

*Eff. [June 1, 2022](#)*

