



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

24 July 2018

IMPORTANT INFORMATION

MEMORANDUM

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

FROM: Q. Shanté Martin, *NCCCS General Counsel*

RE: **Proposed Amendment of 1C SBCCC 300.98**

The State Board of Community Colleges (“SBCC”) has initiated the rulemaking process to amend **1C SBCCC 300.98 – “Evaluation of Presidents.”** On the recommendation of the System Governance Task Force, the SBCC deemed it important for all local community college trustees to have a copy of their president’s evaluation. Additionally, it is important for the full board to have the opportunity to review the president’s contract on an annual basis, if the president has a contract.

The proposed amendment is published on the NC Community College System's website, www.nccommunitycolleges.edu, under "State Board Code." For your convenience, a copy of the proposed rule, with the changes indicated, is attached to this memorandum. Please post a copy of the proposed rule in prominent places so that all individuals affected by the proposed changes will be informed.

Any member of the public has the right to submit written comments on the proposed rule. Please note that any person who submits a public comment on behalf of their community college should comply with their college’s local process for submitting comments on a proposed rule. **Written comments on the rules must be received by no later than 5:00 p.m. on 23 August 2018.** Any member of the public has the right to request a hearing on the proposed rules. **Requests for a hearing must be received by no later than 5:00 p.m. on 8 August 2018.** Written comments and requests for hearing shall be directed to the following address: Q. Shanté Martin, 200 W. Jones Street, 5001 Mail Service Center, Raleigh, NC 27699-5001 or by email to publiccomments@nccommunitycolleges.edu. Thank you for your attention to this matter.

**CC18-033
E-mail Copy**

Attachments



State Board of Community Colleges Code

Notice of Proposed Rulemaking Form

Date: 24 July 2018

Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed	Amend 1C SBCCC 300.98 – “Evaluation of Presidents”
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Specify whether the SBCC proposes to adopt amend, or repeal a rule:

Adopt (new rule)	Amend (change existing rule)	Repeal (delete entire rule)
	X	

Rationale for proposed adoption, amendment or repeal:	On the recommendation of the System Governance Task Force, the SBCC deemed it important for all local community college trustees to have a copy of their president’s evaluation. Additionally, it is important for the full board to have the opportunity to review the president’s contract on an annual basis, if the president has a contract.
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Proposed Effective Date of Rule	October 1, 2018
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1 **State Board of Community Colleges Code**
2 **TITLE 1 - COMMUNITY COLLEGES**

3
4 **CHAPTER C. PERSONNEL**

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6 **1C SBCCC 300.98 EVALUATION OF PRESIDENTS**

7 (a) Methodology and Instrumentality. Each local board of trustees shall evaluate the
8 performance of its president annually. The evaluation instrument and methodology
9 shall be selected by the local board, but the evaluation shall, at a minimum, include
10 the following categories:

11 (1) General administration;

12 (2) Relationships including:

13 (A) Internal relationships with faculty, staff, students, and trustees; and,

14 (B) External relationships with business and industry, the media, governmental
15 bodies, and the general public;

16 (3) Personal attributes;

17 (4) Personnel administration;

18 (5) Fiscal and facilities administration; and,

19 (6) Academic administration.

20 (b) Reporting Requirements. Prior to June 30 of each year, each college board of trustees
21 shall, in writing, notify the State Board of the following:

22 (1) The time period for which its president was evaluated and the date the evaluation
23 was completed;

24 (2) Description of the methodology used for the evaluation;

25 (3) Certification that the evaluation included a written assessment of the president's
26 performance in each of the categories identified in Paragraph (a) of this Rule;

27 (4) Certification that the full board received a copy and discussed the evaluation
28 results and the results were discussed with the president; and

29 (5) Certification that the full board received a copy of and reviewed the president's
30 contract if the president has a contract;

1C SBCCC 300.98 is proposed for amendment as follows:

1 (6) A listing of board members in attendance at the meeting when the president's
2 evaluation was conducted; and

3 ~~(5)~~(7) Certification that appropriate action, as defined by the local board, has been taken
4 if the president's performance is less than satisfactory in any of the categories
5 identified in Paragraph (a) of this Rule.

6 (c) If the president has a contract, local boards of trustees shall note in the meeting
7 minutes that they have reviewed the president's contract.

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

10 *Eff. September 1, 1993;*

11 *Amended Eff. _____, October 1, 2006.*

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