



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

25 September 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, Financial Aid Officers, Planners, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties

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

RE: Amendment of 1C SBCCC 300.98 - "Evaluation of Presidents"

On 21 September 2018, the State Board of Community Colleges voted 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 rule will be effective 1 October 2018. The new rule will be published on the NC Community College System's website, www.nccommunitycolleges.edu, under "State Board Code." For your convenience, a copy of the rule is attached to this memorandum.

**CC18-045
E-mail Copy**

Attachment



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

CHAPTER C. PERSONNEL

1C SBCCC 300.98 Evaluation of Presidents

- (a) Methodology and Instrumentality. Each local board of trustees shall evaluate the performance of its president annually. The evaluation instrument and methodology shall be selected by the local board, but the evaluation shall, at a minimum, include the following categories:
- (1) General administration;
 - (2) Relationships including:
 - (A) Internal relationships with faculty, staff, students, and trustees; and,
 - (B) External relationships with business and industry, the media, governmental bodies, and the general public;
 - (3) Personal attributes;
 - (4) Personnel administration;
 - (5) Fiscal and facilities administration; and,
 - (6) Academic administration.
- (b) Reporting Requirements. Prior to June 30 of each year, each college board of trustees shall, in writing, notify the State Board of the following:
- (1) The time period for which its president was evaluated and the date the evaluation was completed;
 - (2) Description of the methodology used for the evaluation;
 - (3) Certification that the evaluation included a written assessment of the president's performance in each of the categories identified in Paragraph (a) of this Rule;
 - (4) Certification that the full board received a copy and discussed the evaluation results and the results were discussed with the president; and
 - (5) Certification that the full board received a copy of and reviewed the president's contract if the president has a contract;

- (6) A listing of board members in attendance at the meeting when the president's evaluation was conducted; and
 - (7) Certification that appropriate action, as defined by the local board, has been taken if the president's performance is less than satisfactory in any of the categories identified in Paragraph (a) of this Rule.
- (c) If the president has a contract, local boards of trustees shall note in the meeting minutes that they have reviewed the president's contract.

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

Eff. September 1, 1993;

Amended Eff. [October 1, 2018](#), October 1, 2006.