

**STATE BOARD OF COMMUNITY COLLEGES  
PERSONNEL COMMITTEE CHARTER**

**I. Background**

The State Board of Community Colleges derives its authority from North Carolina G.S. 115D and State Board Code.

**II. Purpose**

The purpose of the Personnel Committee is to provide oversight of human resource matters within the North Carolina Community College System as provided by G.S. 115D-3 and G.S. 115D-5.

**III. Organization**

The Personnel Committee shall be a standing committee of the State Board of Community Colleges. The Chair of the State Board shall appoint the membership, designate the chair and vice-chair, prescribe the duties, and determine the size of the committee. The membership of the committee may be rotated biennially at the discretion of the State Board Chair.

**IV. Meetings**

Regular meetings of the State Board shall be held at least ten times a year on dates determined by the State Board. The Personnel Committee shall meet on the same schedule as the other standing committees, as determined by the State Board.

**V. Responsibilities**

The responsibilities of the Personnel Committee shall be:

- To ensure the State Board has adopted college personnel policies, regulations, and standards it deems necessary to uphold the duties outlined in G.S. 115D-5.
- To ensure candidates recommended to serve as the chief administrative officer (i.e. president) of a community college are well-qualified to represent and serve the college and our System.
- To ensure the State Board has adopted personnel policies, regulations, and standards needed for the operation of the System Office.
- To ensure the System Office is staffed with persons of high competence and strong professional experience consistent with G.S. 115D-3.

**VI. Duties**

The specific duties of the Personnel Committee shall include:

1. To recommend State Board action on proposed changes to the State Board of Community Colleges Code (SBCCC) related to personnel matters;
2. To recommend State Board action on requests from college boards of trustees regarding the election of the college chief administrative officer (president);
3. To recommend State Board action on any recommended changes to the System Office Exempt from State Personnel Act (EPA) Personnel Policy.

4. To recommend State Board action on the appointment and compensation for System Office EPA positions consistent with the EPA Personnel Policy.

The Committee may modify or supplement these duties and responsibilities as needed.

The Committee should periodically review and assess the adequacy of the Personnel Committee Charter.