1.7 BYLAWS OF THE BOARD OF TRUSTEES OF PIEDMONT COMMUNITY COLLEGE

Last Revised: January 2012

Policy Statement: N/A

Article I

NAME

The official title of this organization shall be The Trustees of Piedmont Community College and shall be the official corporate name of the institution, henceforth referred to as the Board.

Article II

PURPOSE AND OBJECTIVES

Section 1:

The purpose of the Board shall be to govern Piedmont Community College within the framework of the Community Colleges Act, Chapter 115D of the General Statutes of North Carolina. Further, the purpose of the Board shall be to assure that adequate and competent administration is provided for the efficient operation of Piedmont Community College and that the objectives of the Board are fulfilled.

Section 2:

The objectives of the Board, acting through Piedmont Community College shall be:

1. To serve the people of North Carolina, and more specifically, the people of Person and Caswell Counties by providing opportunities for their continuing growth and development through occupational, university transfer, adult and community service education;

2. To contribute to the student's self-understanding to the end that he may choose realistic educational and vocational goals;

3. To provide opportunities for the acquisition of the necessary knowledge and skills that will aid in initial employment and continued occupational growth;

4. To inspire in the student an active desire for continuing personal growth and development as an essential quality of life;

5. To help the student better understand his privileges and responsibilities as a citizen in a democratic society;

6. To encourage all eligible students regardless of race, creed, or color to make maximum use of the college;
7. To provide to the personnel of the college leadership and academic freedom which will nurture, inspire and stimulate the development of skills, competencies and understanding necessary to the full realization of an effective institution devoted to the dissemination of knowledge; and

8. To require responsible judgment on the part of the personnel in the exercise of their duties and in the exercise of their academic freedom.

Article III

RESPONSIBILITY AND MEMBERSHIP

Section 1: Jurisdiction and Responsibility

1. The Trustees of Piedmont Community College are a body corporate established by an act of the North Carolina General Assembly (Chapter 115D, General Statutes of North Carolina) and it possesses all the powers of a body corporate for the purposes created by or which may exist under provisions of the law.

2. The trustees have the responsibility for the review and approval of the College’s Mission, Vision, and Values and the development and the operation of the institution in accordance with the provisions of the law and the standards of the State Board of Community Colleges.

3. The official title of the trustees and the corporate name of the institution shall be: "The Trustees of Piedmont Community College.

4. Under the law, the trustees shall hold title to all real and personal property purchased by or donated to the institution.

Section 2: Membership

1. The Trustees of Piedmont Community College shall be comprised of fifteen members in four groups as follows:

   Group 1 - Four trustees elected by the Person County Board of Education;

   Group 2 - Four trustees elected by the Board of County Commissioners of Person County and two trustees elected by the Board of County Commissioners of Caswell County;

   Group 3 – Four trustees appointed by the Governor;

   Group 4 – President of the Student Government Association – G.S. 115D-12

2. The term of office of the trustees shall be four years consistent with Chapter 115D-13, General Statutes of North Carolina.
3. All trustees shall be residents of Person County or Caswell County or of counties contiguous thereto.

4. Vacancies occurring in either group one or two, in number one above, shall be filled for the remainder of the unexpired term by the agency authorized to select the trustees of that group and in the manner in which regular selections are made. Should the election of a trustee not be made by the agency having the authority to do so within sixty days after the date on which the vacancy occurs, the Governor shall fill the vacancy by appointment for the remainder of the unexpired term.

5. Members of the trustees may be removed by the Trustees of Piedmont Community College only for appropriate reasons and by a fair process as described in Chapter 115D-19, General Statutes of North Carolina.

Section 3: Office of Record

The Trustees of Piedmont Community College shall maintain its office of record at Piedmont Community College and the Secretary of the Trustees shall reside in Person or Caswell County.

Section 4: Compensation (G.S. 115D-17)

Trustees shall receive no compensation for their services but shall receive reimbursement, according to regulations adopted by the State Board of Community Colleges, for cost of travel, meals, and lodging while performing their official duties. The reimbursement of the trustees from state funds shall not exceed the amount permitted in G.S. 138-5.

Section 5: Conflicts of Interest (G.S. 14-234 and G.S. 14-236)

The Board of Trustees of Piedmont Community College will abide by the “Conflict of Interest” statement and definitions listed below.

The General Statutes of North Carolina provide that, "All local trustees and employees of community colleges covered" under the chapter pertaining to community colleges, "must adhere to the conflict of interest provisions found in G.S. Section 14-236." N.C.G.S. Section 115D-26.

G.S. Section 14-236 makes it unlawful for officers, agents, managers or employees of schools or institutions receiving state financial support to:

1. Have a "pecuniary interest, either directly or indirectly, proximately or remotely" in supplying goods, wares or merchandise to schools or institutions;
2. Act as an "agent for any manufacturer, merchant, dealer, publisher, author, for any article of merchandise to be used by" the schools or institutions; and
3. Receive "directly or indirectly, any gift, emolument, reward or promise of reward for ...influence in recommending or procuring use of any" article or goods by the schools or institutions.
The General Statutes of North Carolina also make it unlawful for state employees or employees of the state's political subdivisions to benefit in a pecuniary manner or help another to so benefit by misuse of confidential information acquired in the employee's official capacity.

Section 6: Removal (G.S. 115D-19)

1. Should the State Board of Community Colleges have sufficient evidence that any member of the Board of Trustees of an institution is not capable of discharging, or is not discharging, the duties of his office as required by law or lawful regulation, or is guilty of immoral or disreputable conduct, the State Board shall notify the chairman of such Board of Trustees, unless the chairman is the offending member, in which case the other members of the board shall be notified. Upon receipt of such notice there shall be a meeting of the board of trustees for the purpose of investigating the charges. At that meeting, a representative of the State Board of Community Colleges may appear to present evidence of the charges. The allegedly offending member shall be given proper and adequate notice of the meeting and the findings of the other members of the board shall be recorded, along with the action taken, in the minutes of the board of trustees. If the charges are, by an affirmative vote of two-thirds of the members of the board, found to be true, the board of trustees shall declare the office of the offending member to be vacant.

Nothing in this section shall be construed to limit the authority of a board of trustees to hold a meeting as provided herein upon evidence known or presented to it.

2. A board of trustees may declare vacant the office of a member who does not attend three consecutive, scheduled meetings without justifiable excuse. A board of trustees may also declare vacant the office of a member who, without justifiable excuse, does not participate within six months of appointment in a trustee orientation and educational session sponsored by the North Carolina Association of Community College Trustees. The board of trustees shall notify the appropriate appointing authority of any vacancy.

Article IV

OFFICERS AND THEIR DUTIES

Section 1: Election and Term of Officers

1. The corporate officers of the Trustees of Piedmont Community College shall be the chairman, vice chairman and the secretary.

2. The chairman and the vice chairman shall be elected by the trustees from its membership.

3. The president of the institution shall serve as the secretary of the Trustees of Piedmont Community College.

4. The chairman shall not serve more than four consecutive terms except when the board of trustees feels that a change of the chairmanship would adversely effect the ongoing
negotiations or activities involving the board of trustees. The vice chairman shall be eligible for reelection by the Board to an unlimited number of terms.

Section 2: The Chairman of the Trustees

The chairman shall appoint the members of all committees of the trustees, execute contracts and other documents of authority by and in the name of the Trustees of Piedmont Community College, preside at meetings of the trustees, call meetings of the trustees and discharge all other functions delegated to him by the trustees.

Section 3: The Vice Chairman of the Trustees

The vice chairman of the trustees shall preside in the absence of the chairman, perform duties of the chairman with full authority during the absence or disability of the chairman, and shall discharge other functions delegated to him by the trustees.

Section 4: The Secretary of the Trustees

1. The secretary shall:
   a) Keep an accurate record of the proceedings of the trustees;
   b) Have custody of the corporate seal of the trustees, affix it to official documents, and attest same by his signature;
   c) Have custody of all official records and documents of the trustees;
   d) Prepare and maintain a compilation of all bylaws and amendments thereto, a copy of all policies, procedures, and regulations of the trustees, and all amendments thereto;
   e) Notify all trustees of all meetings of the trustees; and
   f) Furnish each member of the trustees a copy of the minutes of all meetings of the trustees.

Section 5: The President of the Institution

1. The president shall attend and participate without vote in all meetings of the trustees, except where his absence is expressly desired when the trustees are in executive session, or when his absence would be in the best interest of the institution.

2. The president shall submit recommended policies to the trustees when requested to do so by the trustees, or when he deems it to be in the best interest of the institution.

3. The initial appointment of the president is made by the board of trustees for a period of one year, subject to approval of the State Board of Community Colleges. Reappointment of the president shall be made by the board of trustees in April of the next year for a specified term to become effective on the following July 1st. The terms and conditions of employment shall be governed by a written contract approved by the board of trustees.
4. The president shall be qualified by training, experience and philosophy to develop and maintain a comprehensive community college of high quality.

5. The president shall have full authority and responsibility for the operation of the college under the policies and rules and regulations of the board of trustees and of the State Board of Community Colleges and within the budgets approved by the Board.

6. The president shall:

   (a) Formulate duties and responsibilities of all personnel of the institution.

   (b) Appoint advisors to committees of the board of trustees.

   (c) Approve all advisory committees for curriculum programs.

   (d) Appoint all members of the college’s program advisory committees.

   (e) Be responsible for the administrative organization and development of managerial aspects in the operation of the institution, including the College’s fiscal matters.

   (f) Be responsible for developing and maintaining a chart of organization for the institution. The administrative and instructional organization chart should be set up to define functions in the institution in terms of line and staff responsibility.

7. The board of trustees shall at all times exercise its control of the college through the president.

8. The board of trustees delegates the authority of employing all personnel to the president (Ref. G.S.115D-20,(2)), with subsequent Board confirmation of all those who are intended to become regular faculty of the institution.

9. The president shall attend and participate, without vote, in all meetings of the board of trustees, except where his absence is expressly required by a majority vote of those members present.

10. The president or designee shall advise the Finance Committee and the Board on the financial and budgetary needs of the college.

11. The president or designee shall advise the Buildings and Grounds Committee and the Board on the planning, construction, and modification of physical facilities.

12. The president or designee shall advise the Curriculum Committee and the Board in the following broad fields, regarding the educational programs and curriculum programs which are deemed to be in the best interest of the citizens of Person and Caswell Counties and the State of North Carolina, which are educationally and financially
feasible and which are not in conflict with the requirements of the Statutes or the standards of the State Board of Community Colleges:

(a) Curricula in vocational, technical and college transfer areas;
(b) Courses and programs in general adult education;
(c) Extension courses, in cooperation with the local, state and/or federal government, or recognized public agencies; and
(d) Extension courses and program for the updating and upgrading of the employed.

13. The president shall discharge any other functions which the Board may delegate to him.

Article V

POWERS AND DUTIES OF THE TRUSTEES (G.S.115D-20)

Section 1: The trustees of each institution shall constitute the local administrative board of such institution, with such powers and duties as are provided in this Chapter and as are delegated to it by the State Board of Community Colleges. The powers and duties of trustees shall include the following:

1. To elect a president or chief administrative officer of the institution for such term and under such conditions as the trustees may fix, such election to be subject to the approval of the State Board of Community Colleges.

2. To elect or employ all other personnel of the institution upon nomination by the president or chief administrative officer, subject to standards established by the State Board of Community Colleges. Trustees may delegate the authority of employing such other personnel to its president or chief administrative officer.

3. To purchase any land, easement, or right-of-way which shall be necessary for the proper operation of the institution, upon approval of the State Board of Community Colleges, and if necessary, to acquire land by condemnation in the same manner and under the same procedures as provided in General Statutes Chapter 40A. For the purpose of condemnation, the determination by the trustees as to the location and amount of land to be taken and the necessity therefore shall be conclusive.

4. To apply the standards and requirements for admission and graduation of students and other standards established by the State Board of Community Colleges. Provided, notwithstanding any law or administrative rule to the contrary, local administrative boards and local school boards may establish cooperative programs in the areas they serve to provide for college courses to be offered to qualified high school students with college credits to be awarded to those high school students upon the successful completion of the courses. Provided, further, that during the summer quarter, persons less than 16 years old may be permitted to take noncredit courses on a self-supporting basis, subject to rules of the State Board of Community Colleges.
5. To receive and accept donations, gifts, bequests, and the like from private donors and to apply them or invest any of them and apply the proceeds for purposes and upon the terms which the donor may prescribe and which are consistent with the provisions of this Chapter and the regulations of the State Board of Community Colleges.

6. To provide all or part of the instructional services for the institution by contracting with other public or private organizations or institutions in accordance with regulations and standards adopted by the State Board of Community Colleges.

7. To perform such other acts and do such other things as may be necessary or proper for the exercise of the foregoing specific powers, including the adoption and enforcement of all reasonable rules, regulations, and bylaws for the government and operation of the institution under this Chapter and for the discipline of students.

8. If a board of trustees of an institution provides access to its buildings and campus and the student information directory to persons or groups which make students aware of occupational or educational options, the board of trustees shall provide access on the same basis to official recruiting representatives of the military forces of the State and of the United States for the purpose of informing students of educational and career opportunities available in the military.

9. To encourage the establishment of private, nonprofit corporations to support the institution. The president, with approval of the board of trustees, may assign employees to assist with the establishment and operation of such corporation and may make available to the corporation office space, equipment, supplies and other related resources; provided, the sole purpose of the corporation is to support the institution. The board of directors of each private, nonprofit corporation shall secure and pay for the services of the State Auditor’s Office or employ a certified public accountant to conduct an annual audit of the financial accounts of the corporation. The board of directors shall transmit to the board of trustees a copy of the annual financial audit report of the private nonprofit corporation.

10. To enter into guaranteed energy savings contracts pursuant to Part 2 of Article 3B of Chapter 143 of the General Statutes.

11. To enter into loan agreements under the Energy Improvement Loan Program pursuant to Part 3 of Article 36 of Chapter 143 of the General Statutes.

12. To enter into lease purchase and installment purchase contracts for equipment under G.S. 115D-58.15.

13. Notwithstanding the provisions of this Chapter, a community college may permit the use of its personnel or facilities, in support of or by a private business enterprise located on a community college campus or in the service area of a community college for the specific purposes set out in G.S. 66-58(c)(3a) and G.S. 66-58(c)(3d). The board of trustees of a community college must specifically approve any use of facilities or personnel under this subdivision. The State Board shall adopt rules to implement this subdivision, G.S. 66-58(c)(3a), and G.S. 66-58(c)(3d).
14. To enter into a public/private partnership in which all of the following conditions are met:
   a) The agreement is approved in advance by the State Board of Community Colleges.
   b) The board of trustees agrees to lease community college land to a private entity on condition that the entity construct a facility on the leased land.
   c) The facility will be jointly owned and used by the private entity and the community college.
   d) The board of trustees is not authorized to lease the facility as lessee under a long-term lease or capital lease from the private entity as lessor.
   e) The board of trustees is not authorized to finance its portion of the facility by entering into an installment contract or other financing contract with the private entity.
   f) State bond funds shall not be used to pay for construction of that part of the facility to be owned and used by the private entity.
   g) The provisions of G.S. 143-341(3)a. apply to the construction of a facility under this subsection.

15. To comply with the design and construction requirements regarding energy efficiency and water use in the Sustainable Energy-Efficient Buildings Program under Article 8C of Chapter 143 of the General Statutes. (1963, c. 448, s. 23; 1979, c. 462, s. 2; c. 896, s. 13; 1979, 2nd Sess., c. 1130, s. 1; 1981, c. 901, s. 2; 1983, c. 378, s. 1; c. 596, s. 1; 1985, c. 191; 1987, c. 383, s. 2; 1993 (Reg. Sess., 1994), c. 775, s. 7; 1998-111, s. 1; 2001-368, s. 2; 2003-286, s. 1; 2005-247, s. 2; 2006-259, s. 21; 2007-476, s. 1; 2008-203, s. 2.)

Article VI

COMMITTEES

Section 1: Types of Committees and Method of Appointment

The trustees may establish such standing committees and such ad hoc committees as it deems necessary to secure and protect the institution’s welfare. The chairman shall appoint the members of all committees and shall serve as ex officio member of all committees, with voting privileges.

Committee appointments shall be made within ninety (90) days after the annual election of the chairman. The chairman shall be notified of the time and place of all meetings.

Section 2: Limitation of Authority of Committees

Committee action shall be reported as a recommendation for consideration and action by the full board of trustees at a regular or special meeting. However, the trustees in a regular or special meeting may authorize a committee to act on a matter referred to it. Then the chairman of the committee shall report within a reasonable time to the trustees the action taken, and the action of the committee shall be final.
Section 3: Committee on Buildings and Grounds (See Addendum)

The Committee on Buildings and Grounds shall consist of not fewer than three members of the trustees. The committee shall meet as necessary to discharge functions assigned to it by the trustees.

Section 4: Committee on Finance (See Addendum)

The Committee on Finance shall consist of not fewer than three members of the trustees. The committee shall meet as necessary to make recommendations to the trustees regarding the fiscal policies of the institution.

Section 5: Committee on Legislative Liaison

The Committee on Legislative Liaison shall consist of not fewer than three members of the trustees. The committee shall meet as necessary and represent the Board before the Boards of County Commissioners, the Legislature, the State Board of Community Colleges, the North Carolina Community College System and other agencies and offices in all matters, excepting that responsibility for adequate financial support in current operating and capital outlay expenses which have been assigned to the Finance Committee.

The Committee shall perform other duties as assigned by the Chairman of the Board.

The Committee shall review periodically the Bylaws of the Board of Trustees of Piedmont Community College for updating and/or revising.

Section 6: Committee on Personnel (See Addendum)

The Committee on Personnel shall consist of not fewer than three members of the trustees. The committee shall meet as necessary and make recommendations to the trustees regarding personnel and student affairs policies of the college. In keeping with the procedural due process accorded personnel at this college, the committee shall hear appeals from personnel after all other avenues of appeal have been exhausted, including an appeal to the president of the institution.

Section 7: Committee on Curriculum (See Addendum)

The Committee on Curriculum shall consist of not fewer than three members of the trustees. The committee shall meet as necessary and recommend new curricula, recommend the termination of curricula, determine standards and requirements for graduation (usually accomplished through curriculum approval), make studies relative to curriculum matters, and make recommendations and assist in the coordination of the long-range educational plan.

Section 8: President

The president of the college shall be notified of the time and place of all meetings of the standing committees of the trustees and shall have opportunity to present any matters which he may desire.

Section 9: Other
The Board will, from time to time, establish other and/or dissolve existing standing committees as it deems necessary to carry on the work of the Board.

A committee is essentially a miniature assembly – it can only act when regularly assembled together as a committee, and not by separate consultation and consent of members. Once the report of a special committee is made and received by the Board, the committee is dissolved.

Article VII

MEETINGS

Section 1: Regular Meetings

1. The regular meetings of the trustees shall be held on the college campus on the third Tuesday of each April, July, October, and January, unless the chairman shall fix another time and/or place of the meeting, provided the trustees shall meet at least one time in each three-month period. One of these meetings must take place on the Caswell County Campus. Executive Sessions of the Board shall be held on an as needed basis. An executive session may be held in any meeting upon the motion of any member of the board of trustees and a majority affirmative vote of the trustees present and voting. The president of the college shall have the privilege of the floor at all meetings of the trustees except when they are in executive session.

2. Officers of the trustees shall be elected at the July meeting of each year and assume the office to which elected on the following first of October.

Section 2: Special Meetings

1. The time, place, and purpose(s) of special meetings may be fixed by the chairman or by the president.

2. The business to be transacted at any special meeting of the trustees shall be confined to such matters as have been specified in the notice to the trustees.

Section 3: Notice of Meetings

The trustees shall be notified by the secretary of the time and place of all meetings at least forty-eight hours in advance of the meeting unless waiver of notice is signed by a quorum of the trustees.
Section 4: Quorum

1. Seven members of the Board in actual attendance at meetings shall constitute a quorum for transaction of the business of the Board. A simple majority of those present and voting shall be required as noted under 2.

2. A majority vote of all members of the Board (eight affirmative votes) shall be required for:
   
   a) Determination of policy for the college;
   b) Making rules and regulations affecting the college or the Board;
   c) The election of a president of the college;
   d) Involvement of the corporate body of the Board (e.g. purchase of property).

3. The chairman shall vote in the case of a tie vote and in such instances where his presence is counted for a quorum and/or a board majority vote is required.

4. In committee meetings, a majority of the appointed voting members of the committee shall constitute a quorum for the transaction of business of that meeting.

Section 5: Agenda

1. The president of the institution and the chairman of the trustees shall develop an agenda for meetings of the trustees. Where appropriate, copies of any documents to be presented as information shall be supplied to the trustees at regular meetings or by special mailings. The chairman or president shall receive agenda items from trustees.

2. In emergencies, the chairman, at the request of the trustees or the president, may add items to the agenda regardless of the date he receives such items.

Section 6: Conduct of Meetings

The conduct of regular meetings may include the following:

(a) Call to order
(b) Invocation or inspiration
(c) Approval of minutes
(d) Reports of officers and standing committees
(e) Reports of special committees
(f) Unfinished business
(g) Annual election and installation of officers
(h) New business
(i) Report by president on various matters of interest
Section 7: Parliamentary Rules

Roberts' Rules of Order shall be followed in conducting the meetings of the trustees unless otherwise provided by the trustees.

Section 8: Individual or Group Hearings

Any individual or organized group that desires to appear before the trustees shall state the purpose of such appearance and the name of each person who is to appear as a spokesperson. The statement shall be filed with the chairman at least four 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.

Section 9: Board Meetings

1. All regular and special meetings of the Board and all committee meetings of the Board shall be open to the public except during executive sessions. (See G.S. 143-318.11 – Executive Session)

2. A motion to go into executive session is a question of privilege, and therefore is adopted by a majority vote. Only members, special invitees and such employees or staff members as the Board or its rules may determine to be necessary are allowed to remain in the hall. A member can be punished under disciplinary procedure if he violates the secrecy of an executive meeting.

POLICIES, RULES AND REGULATIONS

Section 1: General Provisions

The trustees may make or amend such policies, rules, and regulations as may be authorized by the law and as may be required in its judgment for the effective discharge of its responsibilities and for the effective operation of the institution.

ADOPTION AND AMENDMENT

Section 1: Adoption

Adoption of these bylaws shall be by affirmative vote of at least seven trustees provided that each member has received a copy of the bylaws at least seven (7) days prior to the meeting.

Section 2: Amendments

Amendments to these bylaws may be proposed by any member of the trustees at any regular or special meeting of the trustees for decision at a subsequent regular or special meeting of the trustees... Adoption of amendments shall be by affirmative vote of at least seven (7) trustees.
Article X

OATH OF OFFICE

Section 1: Oath

Following notification of appointment or reappointment, each trustee should take the following oath:

I, ________________, do solemnly swear (affirm) that I will support the Constitution of the United States, so help me God.

I, ________________, do solemnly and sincerely swear (affirm) that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain, and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability, so help me God.

I, ________________, do swear (affirm) that I will well and truly execute the duties of my office as a member of the Piedmont Community College Board of Trustees, according to the best of my skill and ability, according to law, so help me God.

____________________________________________________________________________________

Signature of Officer

Sworn to and subscribed before me, this the______________________ day of _____________________,
__________________.

NOTE: This oath may be taken before a judge, the clerk of superior court, notary public, or a magistrate. An original and one copy of the oath shall be filed in the office of the Secretary to the Board of Trustees.
Addendum - Committee on Buildings and Grounds

1. To carry out or require to be carried out studies relating to sites, buildings and grounds.

2. To recommend to the Board, after consultation with the president and if deemed necessary, the institution’s campus planner and/or architect.

3. To recommend for inclusion in all planning, architectural and construction contracts all appropriate provisions for the protection of the interests of the institution.

4. To make recommendations to the Board after consulting with the president regarding the immediate and long-range building and facilities needs of the institution.

5. To recommend to the Board the call for bids on institutional construction and the awarding of contracts.

6. To make recommendations to the Board, after consultation with the president, regarding plans and programs of maintenance of the campus and its property and regarding the beautification of the campus.

7. To recommend to the Board the securing or granting of easements and right-of-ways.

8. Rental or lease of all or any portion of college facilities shall require the approval of the full Board unless such responsibility is delegated to the Buildings and Grounds Committee or a rental is covered under the previously passed college facilities policy.
Addendum - Committee on Finance

1. To make recommendations to the Board regarding the fiscal policies of the college.

2. To receive, study and recommend to the Board, with such modifications as it deems appropriate, the president's recommended budgets for current operations and capital outlay.

3. To receive, study and recommend to the Board, with modifications it deems appropriate, any special or unusual expenditures of any type recommended by the president.

4. To receive, study and make recommendations, as it deems appropriate on any reports on the budget, purchasing and accounting functions required by it of, or presented to it by, the president.

5. To recommend to the Board policies and decisions regarding investment of any surplus or restricted monies.

6. To recommend to the Board policies and decisions regarding the receipt and disposition of any monetary bequests, gifts, grants and donations, the care of all college securities and to make recommendations regarding contracts for instructional or research services or other purposes with private or governmental firms, persons or agencies.

7. To represent the Board before the Board of County Commissioners, the Legislature, the State Board of Community Colleges, the North Carolina Community College System and other agencies and offices in matters connected with the securing of adequate financial support for the needs of the college for current operating expenses and support for its needs for capital outlay.

8. To recommend to the Board appropriate bonding policy to govern college employees entrusted with funds of all kinds.

9. To approve, on the recommendation of the president, the transfer of local funds within line items in the budget.

10. To receive and examine the audit of the College books and make such recommendations to the Board as it may deem appropriate.
1. The Personnel Committee shall recommend to the full Board the acceptance of resignations of all full-time college employees pending execution of all appropriate exiting documents.

2. The Personnel Committee may, upon request of the president, meet to give counsel on any problem that may arise from the implementation of college policies concerning probationary employees and non reappointment, dismissal, demotion, or other disciplinary action taken against employees, promotion, retrenchment, grievances, or retirement.

3. The Personnel Committee shall sit in joint session with the Finance Committee on any matters involving the termination of personnel for reasons of financial exigency.

4. The Personnel Committee, upon request of the president, may sit as observers when a student is appealing to the college president action for disciplinary reasons, etc. Excepted from the provisions hereof are all those instances otherwise covered by Article XI of the Bylaws (Disciplinary Actions in Cases of Disruption of Educational Process).

5. The Personnel Committee shall be responsible for recommending personnel policies relative to college personnel to the full Board.

6. The Personnel Committee shall review and recommend to the full Board regarding requests for educational leave, leaves of absences, or any other leave situation not specifically covered by the Board policies and Bylaws.

7. The Personnel Committee may, upon the request of the president or on its own initiative, make recommendations to the full Board regarding student affairs policies of the college.

8. The Personnel Committee shall serve as the appellate body under Section 5 of Article XI of the Bylaws (Disciplinary Actions in Cases of Disruption of Educational Process).

9. The Personnel Committee shall serve as the nominating committee for the election of officers of the Board of Trustees.
Addendum - Committee on Curriculum

1. All curricula, whether technical, transfer, vocational or general education must be approved by the Committee on Curriculum which will make recommendations concerning such curricula to the full Board predicated upon the following factors:

   a) Whether there is a demonstrated need for the curricula.
   b) Whether adequate instruction is obtainable. It shall not be necessary to have an identified instructor at the time or before a program is approved.
   c) Whether there are sufficient funds available to support the program to include: equipment, supplies, salaries, necessary travel, library resources.
   d) Whether there is adequate space available to house the program.
   e) Whether the curriculum will be injurious to existing programs.
   f) Whether an active advisory committee was constituted and assisted in program development.

2. The Committee on Curriculum shall be responsible for recommending to the full Board the elimination of any curriculum or program should such action become necessary. The basis of such action is outlined in Item 3 below.

3. The Committee may mandate periodic follow-up reports concerning each curriculum program offered by the College.

   (a) Follow-up reports may consist of the following factors:

      1) FTE earnback analyses on each program.
      2) Explanations concerning the operation of programs which are not financially self-sufficient.
      3) Follow-up studies concerning graduates, early leavers, dropouts and stopouts.
      4) Periodic needs surveys of high school students, community adults and community and/or regional employers.
      5) Any other factor deemed desirable by the committee.

   (b) Should any or all of these factors indicate a need to discontinue a program, the Committee will recommend as outlined in 2 above.

LEGAL REFERENCE: 115D-20