I. PRESIDENT SELECTION PROCESS..... 1
II. REELECTION..... 2
III. EVALUATION..... 3
A. Evaluation Metrics..... 3
B. Reporting to State Board..... 3
IV. CONTRACT..... 4
V. DUTIES..... 4

I. PRESIDENT SELECTION PROCESS

When a presidential vacancy occurs or is anticipated, the Board shall notify the North Carolina Community College System (the "System") President and invite the System President or the System President's designee to meet with the board of trustees to discuss legal requirements and other procedural matters while also providing technical assistance to the Board as needed.

In selecting the College's President, the Board shall, at minimum, consider general input from College and community stakeholders on the desired attributes of a college's president and evaluate more than one candidate for the position. The State Board of Community Colleges (the "State Board") may waive this requirement at the request of the Board if the State Board determines it is in the College's interest to do so.

The Board shall submit at least one (1) candidate to the System President for review at least ten (10) business days prior to the next regularly scheduled State Board Personnel Committee meeting or at least ten (10) business days prior to a special called State Board Personnel Committee meeting.

While completing the review process, the System President or the System President's designee shall confirm that the Board completed a background check to include the following:

1. Social security number verification,
2. Criminal history check,
3. Civil litigation history check,
4. Education verification,
5. Employment verification, and
6. Personal credit history check.

Upon completion of the review process, the System President shall present the name(s) of candidate(s) to the Personnel Committee of the State Board for consideration and assessment.

Following consideration and assessment of the candidate(s), the Personnel Committee of the State Board or the State Board itself shall authorize the System President to communicate the Personnel Committee's or the State Board's assessment to the Board.

The Board shall proceed with the final election process and submit the Board's final election to the State Board for approval. The Board shall submit its recommendation in writing to the System President at least five (5) business days prior to the next meeting of the State Board.

The State Board shall act upon the Board's election at the State Board's regularly scheduled meeting following receipt of the Board's election unless delayed for cause as determined by the State Board.

The North Carolina Community College System Office shall convey in writing to the chairman of the Board the State Board's action on the Board's election. The action of the State Board is final.

Until the State Board votes to approve the final candidate and communicates its approval to the College, the College may not publicly communicate or publicly confirm or deny the name of the final candidate submitted to the State Board for approval.

The Board shall not execute a contract prior to State Board action to approve the Board's presidential election unless it has a provision specifying that the effective date of the contract is subject to the State Board's approval of the presidential election.

II. REELECTION

When the Board reelects the President by the renewal or extension of an existing employment contract with its President (the "Existing Presidential Contract"), the Board shall request that the State Board approve such reelection by taking the following actions:

1. The Board shall ensure that any motion to approve a proposed presidential contract renewal or extension notes that such reelection is contingent upon the approval of such reelection by the State Board.
2. The Chair of the Board shall submit on College letterhead a letter of intent notifying the State Board of its approval of a proposed presidential contract renewal or extension at least ninety (90) days prior to the expiration of the Existing Presidential Contract. The letter of intent shall include the following:
    a. The expiration date of the Existing Presidential Contract;
    b. The new expiration date resulting from the proposed presidential renewal or extension;
    c. Any contractual provision empowering the Board to renew or extend the Existing Presidential Contract and thereby enter into the proposed presidential contract renewal or extension;

d. Any new contractual provision, or modification of any contractual provision allowing for the amendment of the Existing Presidential Contract, that allows for the Existing Presidential Contract's subsequent renewal or extension;
e. An affirmation that the Board approved the proposed presidential contract renewal or extension at a properly noticed and scheduled meeting;
f. An affirmation that the proposed presidential contract renewal or extension includes a clause conditioning its effectiveness upon the approval of the reelection of the President by the State Board;
g. An affirmation that the Board has completed the President's evaluation in compliance with 1C SBCCC 300.2;
h. An affirmation that the Board has complied with the requirements for sound fiscal management practices, as codified in 1A SBCCC 200.4; and
i. A request that the State Board approve the reelection of the President.

3. The State Board may request additional materials or information from the Board as it may reasonably deem necessary to consider the approval of the reelection of the President.

III. EVALUATION

A. Evaluation Metrics

The Board shall evaluate the performance of the President annually. The evaluation instrument and methodology shall be selected by the Board, but at a minimum, the evaluation shall include the following categories:

1. General Administration
2. Relationship
    a. Internal relationships with faculty, staff, students, and trustees.
    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
6. Academic Administration

B. Reporting to State Board

Prior to June 30th each year, the Board shall submit, in writing, to the State Board a report of the President's evaluation with the following information:

1. The time period for which the 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 Section III(A) herein;
4. Certification that the full Board received a copy and discussed the evaluation results and the results were discussed with the President;

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 has been taken if the President's performance is less than satisfactory in any of the categories identified in the evaluation.

If the President has a contract, the Board shall note in the meeting minutes that they have reviewed the President's contract.

IV. CONTRACT

The President shall receive a contract and the Board shall specify in the President's contract the contractual term, salary, additional benefits, if any, and contract termination procedures. The Board shall receive a copy of the President's contact and all addendums.

V. DUTIES

The President is charged by the Board with full responsibility and authority for the College's operation pursuant to state and federal statutes, policies, rules and regulations and the Board's policies and procedures. The President shall be responsible for other duties as the Board may delegate and require.

REFERENCES

Statutory References	N.C.G.S. § 115D-20
Regulatory References	1C SBCCC 300.1, 1C SBCCC 300.2, 1C SBCCC 300.5
Relevant Guidance	None
Policy Manual Cross-References	Referenced by: ● Policy 3.3.2 - Evaluations

POLICY HISTORY

January 1, 2025	Adopted.