CHAPTER TWO

BOARD OF TRUSTEES
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2.00.00 BOARD OF TRUSTEES

A. Responsibility

Chapter 115D-12 of the General Statutes of North Carolina provides that a Board of Trustees shall govern each community college, technical institute, and technical college in a manner consistent with the provisions of the chapter.

The Bylaws of the Board of Trustees of Richmond Community College contain guidelines for Board operation and governance.

ARTICLE I: JURISDICTION AND MEMBERSHIP

Section 1 Jurisdiction and Responsibility

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

B. The Board of Trustees is responsible for policy formulation directed toward the operation of the College in accordance with the provisions of the law (North Carolina General Statutes § 115D) and the standards of the State Board of Community Colleges.

C. The official title of the Board of Trustees and the corporate name of the institution shall be “The Board of Trustees of Richmond Community College.”

D. Under law, the Board of Trustees shall hold title to all real and personal property donated to the College or purchased with funds provided by the tax levying authorities.

E. The College seal shall read “Richmond Community College.”

F. The Board of Trustees must not be subject to undue pressure from political, religious, or other external bodies. Furthermore, the Board of Trustees should protect the administration from similar pressures.

G. The Board of Trustees will operate in accordance with the State Ethics Act (§138 of the General Statutes) and the provisions of GS 14-234 with respect to conflicts of interest as delineated in NC GS § 115D-26..

Section 2 Membership

A. The Board shall consist of fifteen members in four groups. The four trustees in Group One shall be elected by the Richmond County Board of Education. Four
of the six trustees in Group Two shall be elected by the Board of Commissioners of Richmond County. Two of the six trustees in Group Two will be elected by the Board of Commissioners of Scotland County. The four trustees in Group Three shall be appointed by the Governor of North Carolina. The president of the Student Government Association shall comprise Group Four and shall be an ex-officio, nonvoting member of the Board.

B. The regular terms of trustees appointed in 1981 and trustees appointed in 1987 shall be extended for one year. The term of one or more trustees as appropriate, elected pursuant to G.S. 115D-12, may be extended for one year so that these terms will be staggered, unless they are already staggered. Except for the one-year extensions of terms set forth above, and for the ex-officio member, as the terms of trustees currently in office expire, their successors shall be appointed for four-year terms.

All terms shall commence on July 1 of the year.

C. All trustees with the exception of those selected in accordance with §115-12 (a), Group Four (the Student Government Association President) shall be residents of Richmond County or Scotland County or of counties contiguous thereto, or in any new service area county that may be established by the State Board of Community Colleges or the General Assembly.

D. No person who has been employed full-time by Richmond Community College (RCC) within the prior 5 years and no spouse or child of a person currently employed full time at RCC shall serve on the Board of Trustees.

E. A majority of the voting members of the Board of Trustees shall be free of any contractual, employment, or personal or familial interest in the college.

F. 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, 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 The Board of Trustees to hold a hearing as provided herein upon evidence known or presented to it.

The Board of Trustees may declare vacant the office of a member who does not attend three consecutive scheduled meetings without a justifiable excuse. A justifiable excuse in excess of three consecutive meetings is defined as an absence due to recoverable health, business, or personal conflicts, or assignments on behalf of the Board of Trustees. The 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 education session sponsored by the North Carolina Association of Community College Trustees.

G. The Board of Trustees shall notify the appropriate appointing authority of any vacancy.

H. Vacancies occurring in any group for whatever reason shall be filled for the remainder of that unexpired term by the agency or agencies authorized to select trustees of that group and in the manner in which regular selections are made or by the Governor in accordance with the provisions of §115-12(c) of the North Carolina General Statutes.

Section 3 Office of Record

The Board shall maintain its office of record in the Richmond Community College, and the Secretary of the corporation shall reside in Richmond or Scotland County or in any new service area county that may be established by the State Board of Community Colleges or the General Assembly.

ARTICLE II: OFFICERS AND THEIR DUTIES

Section 1 Election and Term of Office

A. The corporate officers of the Board of Trustees shall be the Chairman, Vice-Chairman, and the Secretary.

B. The Chairman and the Vice-Chairman shall be elected by the Board of Trustees from its membership. Neither the Chairman nor the Vice-Chairman may have any contractual, employment, or personal or familial interest in the college.

C. The Secretary, who need not be a member of the Board of Trustees, shall be elected by the Board. The Chairman and Vice-Chairman shall be elected for a period of one year, but shall be eligible for reelection by the Board. Elections shall be held at the September meeting.
Section 2  The Chairman of the Board of Trustees

The Chairman shall appoint the members of and serve as an ex-officio voting member of all committees of the Board, preside at all meetings of the Board, call meetings of the Board, and discharge all other functions delegated to him/her by the Board.

Section 3  The Vice-Chairman of the Board of Trustees

The Vice-Chairman of the Board shall preside in the absence of the Chairman, perform all duties of the Chairman with full authority during the absence or disability of the Chairman, and discharge any other functions delegated to him/her by the Board.

Section 4  The Secretary of the Board of Trustees

A. Upon recommendation of the Chairman of the Board, the Board shall elect a Secretary.

B. The Secretary shall:

1. Keep an accurate record of the proceedings of the Board.
2. Have custody of the corporate seal of the Board, affix it to all official documents, and attest same by his/her signature.
3. Have custody of all official records and documents of the Board.
4. Prepare and maintain an indexed compilation of all bylaws and amendments thereto and a copy of all policies, procedures, and regulations of the Board and all amendments thereto in paper, electronic, or a combination of both formats, the whole of which shall be referred to as the Operating Manual of the Board of Trustees of Richmond Community College. The Secretary will ensure access to the Operating Manual at all Board meetings and at any other time upon request of a Board member. The Secretary will facilitate access to both paper and electronic documents comprising the Operating Manual.
5. Issue, upon direction of the Chairman, notice of all meetings of the Board to members of the Board and to the President of the College.

Section 5  The President of the College

A. The Board of Trustees will implement its policies through the President of the College as its executive agent. The President will serve as the chief executive officer of the college.

B. The President shall implement and enforce the policies of the Board and direct the development, administration, and operations of the college.
C. The President shall be qualified by training, experience, habits, and philosophy, to develop and maintain a comprehensive college of high quality in accordance with state law and regulations, and sound public educational theory and practice.

D. The President shall attend and participate, without vote, in all meetings of the Board of Trustees, except where his/her absence is expressly desired in a duly-called executive session dealing exclusively with personnel matters involving the President himself/herself.

E. The President shall submit recommended policies and public policy decisions to the Board when requested to do so by the Board or when he/she deems it to be in the best interests of the College to do so.

F. The President of the College will periodically submit recommendations to the Board for the review and continuance or modification of the college mission.

G. The President of the College shall elect, appoint, and employ all other personnel of the college, subject to the standards of the State Board of Community Colleges and the policies of the Board of Trustees. Employment actions will be included in the Personnel Report to the Board.

H. The President shall recommend, in the following broad fields, all educational programs and curricular programs that he/she deems to be in the best interest of the citizens of Richmond County and Scotland County or in any new service area county that may be established by the State Board of Community Colleges or the General Assembly, 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.

   1. Organized curricula for the preparation of technicians
   2. Courses and curricula in vocational, trade, and technical specialty areas
   3. Courses and programs in general adult education
   4. The first two years of a four-year degree

I. The President shall appoint lay advisory committees for particular programs of the College where needed. He/She shall consult with the Board on planning, construction, and modification of physical facilities.

J. The President shall advise the Board on the financial and budgetary needs of the College. He/she shall recommend the items to be included in the current expense budget and the capital outlay budget.

K. The President shall have the initiative in shaping and maintaining the educational policies and the character of the College, and he/she shall recommend changes to be made in the programs and services to be provided.
L. The President controls the fund raising activities of the College.

M. The President shall discharge any other functions that the Board may delegate to him/her.

ARTICLE III: POWERS AND DUTIES OF THE BOARD OF TRUSTEES

Section 1 Board of Trustees

The Board of Trustees shall:

A. Establish the basic qualifications for and elect the President for such term and under such conditions as it may fix to such election, subject to the approval of the State Board of Community Colleges.

B. Provide for the employment of the personnel required for the operation of the College upon appointment by the President, subject to standards established by the State Board of Community Colleges.

C. The Board shall annually review the President’s performance under guidelines approved by the State Board of Community Colleges. The Board will approve a contract with the President in the same manner as other employees except that the length of the contract may be for any fixed period of time specified by the Board. The President will be subject to the same personnel grievance and disciplinary policies as other employees. The Board may remove the President for cause during a contract period or at the end of a contract period using the due process procedures outlined in the Faculty/Staff Handbook or more recently approved personnel policies. A new President shall be elected using the procedures approved by the State Board of Community Colleges.

D. Purchase all land required for the College site and right-of-ways which shall be necessary for the proper operation of the College, when such site has been approved by 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 Article 2, Chapter 40 of the General Statutes. For the purpose of condemnation, the determination of the Board as to the amount of land to be taken and the necessity therefore shall be conclusive.

E. Apply the standards and requirements for admission and graduation of students and other standards established by the State Board of Community Colleges.

F. Receive and accept private donations, gifts, bequests, and the like, and to apply them or invest them and apply the proceeds for the purpose and upon the terms which the donor may prescribe and which are consistent with the provisions of the State law and the regulations of the State Board of Community Colleges.
G. Provide all or part of the instructional services for the institution by contracting with other public or private educational institutions of the state, according to the regulations and standards adopted by the State Board of Community Colleges.

H. Establish and disestablish programs of instruction within the College, subject to the approval of the State Board of Community Colleges.

I. Perform such other acts and do such other things as may be necessary or proper for the exercise of the foregoing specific power, including the adoption and/or modification of policies and bylaws for the governance and operation of the College under the law.

J. An appropriate committee of the Board of Trustees shall hear appeals from employees and students of the College where such appeals are provided for in the policies of the college and the appeal is made under the rules and policies prescribed by the Board. Any such appeal shall be presented by the President to the Chairman, who shall refer it to the standing committee involved or to a specific committee established for such purpose with approval of the Board.

K. Create and support a private non-profit foundation or foundations that shall be dedicated to broad support for all Board approved functions of Richmond Community College. The legal authority and operating control of the institution and such foundations will be clearly defined in writing.

L. Ensure that the financial resources of the college are adequate to provide a sound educational program and provide for the operation of the college. Approve and adopt operating and capital expense budgets.

ARTICLE IV: COMMITTEES

Section 1 Types of Committees and Method of Appointment

The Board 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, except members of the Executive Committee.

Section 2 Limitations of Authority of Committees

If the Board in regular or special meeting authorizes a committee to act on a matter referred to it, the Chairman of the committee shall report within a reasonable time to the Board, on the record, the action taken and the action of the committee shall be deemed concluded; otherwise, committee action shall be reported as a recommendation for consideration and action by the Board at a regular or special meeting.
Section 3  The Executive Committee of the Board of Trustees

The Executive Committee shall consist of the Chairman of the Board, the Vice-Chairman of the Board, and the chairs of the standing committees. The Executive Committee, during the intervals between meetings of the Board, shall have and exercise all the powers, privileges and prerogatives of the Board except those expressly reserved herein to be exercised by the Board in regular or special meeting. All of the decisions of the Executive Committee made in accordance with these Bylaws shall be final. During the interval between meetings of the Board, the Executive Committee shall have control and direction of all officers and committees of the Board and the College. The Chairman of the Executive Committee may call meetings of the committee at any time with reasonable notice. All reports, requests, and accountings prepared by the President for interim approval of the Board shall be submitted to the Executive Committee.

Section 4  Committee on Building and Grounds

The Committee on Building and Grounds shall consist of no less than four members of the Board and the Chairman of the Board who shall serve as ex-officio members with voting privileges. The Committee shall meet as necessary to discharge its functions and to accomplish any special tasks assigned to it by the Board. The Committee shall have the following regular functions:

1. To authorize or direct to be carried out, studies relating to sites, buildings, and grounds.
2. To recommend to the Board, after consultation with the President, the institution’s facilities planner(s) and architect(s).
3. To recommend for inclusion in all planning and architectural and construction contracts, all appropriate provisions for the protection of the interests of the institution.
4. To recommend to the Board, after consultation with the President, a long-range campus plan and architectural plans for all construction.
5. To make recommendations to the Board after consulting with the President, regarding the immediate and long-range building and facilities needs of the institution.
6. To recommend to the Board, after consultation with the President, the call for bids on institutional construction and the awarding of contracts.
7. 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.
8. To recommend to the Board of Trustees, after consultations with the President, the securing or granting of easements and rights-of-way.

The Committee on Building and Grounds shall have such other functions, regular or special, as the Board may authorize.
Section 5  Committee on Finance, Investments, and Budget

The Committee on Finance shall consist of no less than four members of the Board of Trustees and the Chairman of the Board of Trustees who shall serve as ex-officio member with voting privileges. The Committee on Finance shall, subject to applicable standards of the State Board of Community Colleges, have the following regular functions:

1. To review the financial condition and stability of the institution as reflected in audits and other financial documents and, after consultation with the President, present their findings to the Board.
2. To make recommendations to the Board regarding the fiscal policies of the College.
3. 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.
4. To receive, study, and recommend to the Board, with such modifications as it deems appropriate, any special or unusual expenditure of any type recommended by the President.
5. To receive, study, and take such action 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.
6. To recommend to the Board policies and decisions regarding investments of any surplus or restricted monies.
7. 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 contracts for instructional or research services or other purposes with private or governmental firms, persons, or agencies.
8. To represent the Board before the Board of County Commissioners, the Legislature, the State Board of Community Colleges, the Department of Community Colleges, and other agencies and offices in matters concerned with the securing of adequate financial support for the needs of the College for current operation expenses and support for its needs for capital outlay.
9. To recommend to the Board policy to govern the receipt, security, depositing, accounting, and expending of all trust and nontrust funds pertaining to the College, in accordance with the law and the State Board of Community Colleges’ regulations.
10. To recommend to the Board appropriate bonding policy to govern College employees entrusted with funds of all kinds.
11. To approve, on the recommendation of the President, the transfer of local funds within line items in the budget.
12. To receive and examine the audit of the College books and make such recommendations to the Board as it may deem appropriate.
Section 6 Committee on Personnel and Salaries

The Committee on Personnel and Salaries shall consist of no less than four members of the Board and the Chairman of the Board who shall serve as an ex-officio member with voting privileges. The Committee shall:

1. Review annually the salaries of all officers, instructors, and employees of the College.
2. After consultation with the President, recommend to the Board changes in the college pay plan, and all salary increases or decreases, except the salary of the President and those resulting from the increase or decrease of the number of months of employment.
3. The President shall be fully responsible for the selection and employment of all other personnel.
4. At each meeting of the Board, the Committee on Personnel and Salaries shall submit a full report of its activities since the last meeting of the Trustees, with such suggestions and recommendations as it shall deem expedient for the best interest of the College.
5. The Committee on Personnel and Salaries may at any time request the counsel of the members of the Board before making a decision even when the Committee is authorized to act.
6. The Committee shall hold all official personnel hearings on behalf of the Board unless expressly provided otherwise by the Board. The Committee shall present its findings to the Board whose decision shall be final.

Section 7 Student and Academic Policy Committee

The Student and Academic Policy Committee shall consist of no less than four members of the Board of Trustees and the Chairman of the Board of Trustees who shall serve as ex-officio with voting privileges. The Committee on Student and Academic Policy shall, subject to applicable standards of the State Board of Community Colleges, have the following regular functions:

1. To make recommendations to the Board regarding the student and academic policies of the college.
2. To receive, study, and recommend to the Board, with such modifications as it deems appropriate, the President’s recommended policies for admissions, attendance, grading, honors, graduation requirements, student activities, and student discipline, and any other matters affecting student and academic standards and policies of the College.
3. To oversee the continuing efforts to maintain accreditation and certification of the College, the instructional program, and other student and academic programs.
4. To review and, after consultation with the President, recommend to the Board new curriculum programs and recommend changes or deletions of curriculum to the Board.
ARTICLE V: MEETINGS

Section 1  Open Meetings

All official meetings of the Board of Trustees shall be open to the public in accordance with the provisions of G.S. 143-318.1 through 143-318.7, and any other applicable state laws.

Section 2  Regular Meetings

The regular meetings of the Board shall be held in the College Board Room in the DeWitt Building, or in another designated location, on the first Tuesday of each month except July and December, unless this date falls on an official holiday, at which time it shall be held on the second Tuesday of the same month, unless the Chairman shall fix another time or place of the meeting. The Chairman may cancel a regular meeting of the Board with concurrence of the Executive Committee and after consultation with the President.

Section 3  Special Meetings

A. The time, place, and purpose(s) of special meetings may be fixed by the Chairman or by the President.

B. The business to be transacted at any special meeting of the Board shall be confined to such matters as have been specified in the call to members of the Board, except when the agenda is modified by a majority vote of a quorum of the Board in official session.

Section 4  Notice of Meetings

Members and officers of the Board and the President shall be notified in writing by the Secretary of the time and place of all meetings and the purpose(s) of special meetings at least twenty-two hours in advance of meetings. The Secretary will post public notice and notify inquiring parties of regularly scheduled meeting in accordance with the requirements of Article 33C, Chapter 143, of the General Statutes of North Carolina.

Section 5  Quorum

Eight members of the Board of Trustees in actual attendance at meetings shall constitute a quorum for the transaction of business. No business shall be transacted without an affirmative vote of at least five members of the Board. A majority vote of all members of the Board shall be required for the election of a President, and establishment or disestablishment of curricula of the College.
Section 6  Agenda

A. The President of the College will provide the Chairman with a list of those items to be presented to the Board with his/her recommendations for action by the Board. The Chairman shall authorize the President to send to the Board agenda items from the President, committee chairmen, Board members, and all other sources at least four days prior to the meeting for which they are prepared.

B. In emergencies, the Chairman, on the request of the President or members of the Board, may add items to the agenda regardless of the date he/she receives such items.

Section 7  Order of Business

The regular order of business at meetings of the Board shall be:

1. Roll Call
2. Ethics Statement
3. Consideration and disposition of the minutes
4. Report by the standing committees and disposition of committee reports.
5. The President shall be permitted to comment on each committee report.
6. Report of special committees and disposition of committee reports. The President shall be permitted to comment on each committee report.
7. President’s Report
8. Unfinished Business
9. Adjourn

Section 8  Parliamentary Rules

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

Section 9  Individual or Group Hearings

Any individual or organized group who desires to appear before the Board shall state in writing the purpose of such appearance and the name of each person who is to appear as a spokesman. The statement shall be filed with the Chairman at least four days in advance of the meeting at which the appearance is desirable in order that it may be included in the agenda for the meeting.

ARTICLE VI: RICHMOND COMMUNITY COLLEGE

The Board shall at all times exercise its control of the College through the President. The President shall have full authority and responsibility for the operation of the College under the policies and rules and regulations of the Board and of the State Board of Community Colleges within the budgets approved by the Board.
Section 1 Coordination within the College

All unreasonable duplication of programs and services of the College and all waste shall be avoided. The College shall provide the citizens of Richmond and Scotland counties, or in any new service area county that may be established by the State Board of Community Colleges or the General Assembly and the State of North Carolina educational programs of high quality only on the basis of justified need. Programs that are appropriate to a comprehensive community college may be authorized to serve the needs of all or any combination of the following groups, among others:

1. Certain high school youths, who wish to take courses for advanced placement.
2. High school dropouts who seek occupational training or finish high school.
3. High school dropouts, eighteen years of age or older, who desire to complete high school.
4. Adults who desire high school review.
5. Recent high school graduates who seek to complete an associate degree program for terminal purposes.
6. Recent high school graduates who seek non-degree occupational training.
7. Adults, employed or unemployed, who desire retraining.
8. Adults, employed or unemployed, who wish to upgrade their skills or who need refresher instruction in their fields.
9. Adults who seek to complete an associate degree program for terminal purposes.
10. Adults who seek occupational training.
11. Adults who are interested in general education instructional services and who do not desire credit.
12. Groups within the community who need short courses for specific purposes.
13. Adults who need instruction to remove literacy deficiencies.
14. Training for new and expanding industry.

Section 2 Personnel

It shall be the purpose of the Board of Trustees at all times to ensure that all employees of all classifications in the College shall be of such character, habits, philosophy, and competence that their influence upon the students, each other, and the various publics of the College is wholesome and constructive.

Section 3 Academic Freedom and Responsibility

Richmond Community College is dedicated to the dissemination of knowledge; the development of skills, competencies and understandings; and the fostering of those personal and intellectual habits and attitudes which are necessary among responsible individuals in a free, open, democratic society. The Board of Trustees shall guarantee and protect academic freedom in the College. The Board shall likewise require the
exercise of responsible judgment of the personnel of the College as they exercise academic freedom in accomplishing the objectives of the institution.

Section 4  Nondiscrimination Policy

It is the policy of the State Board of Community Colleges and of local boards of trustees of the State of North Carolina not to discriminate among students on the basis of race, gender, or national origin.

In the employment of professional and all other personnel for institutions operating pursuant to this Chapter (115D-77), neither the State Board of Community Colleges nor the local boards of trustees shall discriminate on the basis of race, gender, or national origin.

ARTICLE VII: POLICIES, RULES, AND REGULATIONS

Section 1  General Provisions

By an affirmative vote of a majority of a quorum of the members, the Board 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 College.

Section 2  Notification and Publication

The Secretary of the Board of Trustees shall be responsible for providing each member of the Board and the President a copy of all current Board bylaws, policies, rules, and regulations.

ARTICLE VIII: ADOPTION AND AMENDMENT

Section 1  Adoption

Adoption of these Bylaws shall be by affirmative vote of at least nine members of the Board of Trustees at a regular meeting, providing that each member has received notice at least fifteen days prior to the meeting and that each member has received a copy of the Bylaws at least fifteen days prior to the meeting.

Section 2  Amendments

Amendments to these Bylaws may be proposed by any member of the Board of Trustees at any regular meeting of the Board of Trustees for decision at a subsequent regular meeting of the Board. Adoption of amendments shall be by affirmative vote of at least seven members of the Board of Trustees at a regular meeting.

2.01.00 POLICY RECOMMENDATIONS

A. Guidelines for Policy Recommendation or Changes in Policy

The President presents recommended changes in policy to the Board. Suggestions for policy changes or additional policies usually originate with the President, members of the senior staff, or the Faculty Association.

The area Vice President is to inform the President of any changes to policy or new policies that are being considered. The Vice President then coordinates with the Director of Human Resources on the policies that are affected by the change and the appropriate format for submission. Any policy recommended to the Board of Trustees must be presented in the prescribed format. The Vice President must present a copy of the proposed policy or revision to a current policy to the President at least fourteen (14) days before the regularly scheduled Board meeting.

B. Format for Proposed Policies

The cover sheet for the proposed policy must include the title, date, identification number, the name of the preparer, area of application, and a short description of the change, as shown below. The new or revised policy is then attached to this cover sheet.

Policy Title: _________________________________________________________

Date: ___________________ Identification Number: _______________________

Name of Preparer: ____________________________________________________

Area of Application: __________________________________________________

Proposed Policy Description: _________________________________________

C. Approved Board Policy

Once approved by the Board of Trustees, changes will be distributed as soon as possible to employees. The electronic version of the RCC Policy and Procedure Manual on the College’s website will be updated by the Director of Human Resources. Employees should reference the website to ensure the current version of a policy is used.

The Executive Assistant to the President maintains the official record of Board approved policies. The Director of Human Resources maintains the official RCC Policy and Procedure Manual.
Changes become effective as dated and supersede all other policies, rules, regulations, and commitments approved by the Board of Trustees of Richmond Community College and the administrative staff. All employee contractual agreements made after that date are made under the terms and conditions of the new policy, regardless of the original appointment date.

D. Approved College Procedures

The President of Richmond Community College and senior staff must establish procedures to effectively implement Board approved policies. Procedures fall into four categories: administrative, instructional, student services and workforce / economic development.

New procedures will be presented at the RCC Leadership Team Meeting and require Presidential approval. Once approved by the President, a procedure will be implemented by publishing the procedure in the appropriate appendix of the RCC Policy and Procedures manual. Revisions to existing procedures will follow the same process.

History Notes: Board approved revisions on October 5, 2009.

History Notes: Amended Effective: May 7, 2013.

2.02.00 BOARD APPOINTMENTS

A. Board of Education

*E.E. Hamer 1964-1965 (resigned due to illness December 1964)
(Deceased)


(Deceased February 1997)

*Herman Jenkins 1964-1971 1971-1979


Eugene B. McLaurin, II 1993-1996 (filled unexpired term of Harold Williams)
1996-2000


Dan White 1985-1986 (resigned August 1986)


James F. Hicks, Jr. 1997-1998 (fills unexpired term of Margaret C. Queen)


James C. McCaskill 2008-2012 2012-2016

Joseph C. Liles 2011-2015

B. Governor


James R. McLester 1985-1993


*A.R. Cowan, Jr. 1964-1965 (Deceased)

Henry L. McLeod, Jr. 1965-1973


*Horace Coleman 1964-1967 (Deceased)
(Deceased)
Charles G. Monroe 1975-1983 (Deceased)
*Athos Cockman 1964-1971 (Deceased)
J.C. Lamm 1984-1987
2008-2012 (Deceased September 2010)
James B. Ollis 1996-1997 (filled unexpired term of Stuart Ames)
Nancy D. Daugherty 2000-2002 (filled unexpired term of Betty Dorsett)
2002-2006 2006-2010
Douglas Y. Yongue 2004-2005 (filled unexpired term of James B. Ollis)
2005-2009 (resigned March 2007)
Sam T. Snowdon, Jr.2007-2009
2009-2013 (filled unexpired term of Doug Yongue)
Al H. Covington 2010-2012 (filled unexpired term of Glenn Sumpter)
2012-2016
Willa C. Spivey 2010-2014
Joyce M. McDow 2011-2013 (fills unexpired term of Sam T. Snowdon, Jr.)
Joe C. Kindley 2011-2015

C. County Commissioners (Richmond County)


B. Bruce Duncan 1989-1994 (resigned due to relocation 1993)


*June Cheek 1964-1969 (resigned 1969)


Tim Browder 1984-1985 (resigned 1985)


June Snead 1991-1992 (Deceased)


P. Frank Sides 1999-2002 (filled unexpired term of Terry Young) 2002-2006 (Deceased)

Dorothy Fisher-Bynum 2006-2010

Shirley S. Fuller 2010-2014

**County Commissioners (Scotland County)**


<table>
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<tr>
<th>Name</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
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<tr>
<td>Sam T. Snowdon, Jr.</td>
<td>2004-2008</td>
<td></td>
<td>(Reassigned to Governor’s appointment)</td>
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<tr>
<td>Joyce M. McDow</td>
<td>2007-2008</td>
<td>2008-2012</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(filled unexpired term of Sam Snowden)</td>
</tr>
<tr>
<td>Dean Nichols</td>
<td>2009-2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robert C. Davis</td>
<td>2011-2012</td>
<td>2012-2016</td>
<td>(fills unexpired term of Joyce M. McDow)</td>
</tr>
</tbody>
</table>

*Denotes original Board member.*