

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.

B. Powers and Duties of the Board of Trustees

1. Elect a President or Chief Administrative Officer 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. Provide for the employment of the personnel required for the operation of the College upon nomination by the President, 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. 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 thereof shall be conclusive.
4. Apply the standards and requirements for admission and graduation of students and other standards established by the State Board of Community Colleges.
5. Receive and accept private donations, gifts, bequests, and the like; 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.
6. Provide all or part of the instructional services for the College by contracting with other public or private educational institutions of the State, according to regulations and standards adopted by the State Board of Community Colleges.
7. Establish and disestablish programs of instruction within the College.

8. Require the execution of such duties and take such steps as are necessary to insure that the functions of the College are always those which are most helpful and feasible in light of the resources available to the College.
9. Adopt and recommend current expense and capital outlay budgets.
10. 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 enforcement of all reasonable rules, regulations, and bylaws for the government and operation of the College under the law and for the discipline of the students.
11. Maintain an appropriate committee of the Board of Trustees which shall hear appeals from personnel in the College, including students and applicants for admission to particular programs of the College, provided that the appeals are made under the rules and regulations prescribed by the Board. Any such appeal shall be presented to the Chairman who shall refer it to the standing committee involved or to a special committee.
12. Remain unsubjected to undue pressure from political, religious, or other external bodies. Furthermore, the Board of Trustees should protect the Administration from similar pressures.

C. Selection of Members

By the provisions of Chapter 115D-12, Richmond Community College is governed by a Board of Trustees consisting of fifteen (15) members selected in the following manner:

Group One: four Trustees elected by the Richmond County Board of Education

Group Two: four Trustees elected by the Board of Commissioners of Richmond County

Group Three: four Trustees appointed by the Governor of North Carolina

Group Four: two Trustees elected by the Board of Commissioners of Scotland County.

Group Five: President of the Student Government Association who shall be an ex-officio, nonvoting member

D. Term of Office

Beginning with appointments effective July 1, 1985 and later, the fourteen Trustees in groups one, two, three, and four will be appointed for four-year terms.

All Trustees shall be residents of Richmond 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.

E. Organization

The Trustees of Richmond Community College are organized in accordance with Bylaws adopted by the Board on February 4, 1965 and revised May 22, 1967; February 6, 1974; May 6, 1980; April 3, 1990; April 6, 1993, and August 30, 2002. These Bylaws provide for a Chairman, a Vice Chairman, and a secretary who may or may not be a member of the Board.

The Board is divided into five (5) standing committees, each responsible for reviewing and recommending to the whole Board policies and procedures specific to its particular area of authority.

1. Executive Committee
2. Buildings and Grounds Committee
3. Finance and Budget Committee
4. Personnel and Salaries Committee
5. Student and Academic Policy Committee

F. Meetings

1. **Regular Meetings:** The regular meetings of the Board shall be held in the College Board Room at 7:30 p.m. on the first Tuesday in each month, unless this date falls on an official holiday. In that case, it shall be held on the second Tuesday of the same month unless the Chairman shall set another time or place of the meeting. A regular meeting of the Board may be canceled by the Chairman with concurrence of the Executive Committee and after consultation with the President.

Richmond Community College Board of Trustees committee meetings are scheduled and held as needed.

A current copy of the regular meeting schedule is on the Board Room door.

2. **Special Meetings:** The time, place and purpose(s) of special meetings may be set by the Chairman or by the President. 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 the members of the Board,

except by a majority vote of a quorum of the Board in official session.

Special meetings of the Board or Board committees require notification to the public ahead of time by posting notice on the Board Room door and by notifying the local news media.

3. **Executive Sessions:** The Board may go into Executive Session only upon a motion made in an open meeting. The Board must reconvene to open meeting at the end of the Executive Session. This is described in **Article 33C 143-318.11** of the **General Statutes**.
4. **Notice of Meetings:** Members and officers of the Board shall be notified in writing by the secretary of the time and place of all meetings, as well as the purpose(s) of special meetings, at least twenty-four hours in advance.
5. **Quorum:** Eight (8) 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 (5) members of the Board. A majority of all members of the Board shall be required for the determination of policy, for making rules and regulations for the election of a President, and establishment or disestablishment of curricula of the College.
6. **Agenda:** The President of the College will provide the Chairman with a list of those items to be presented to the Board with his recommendations and where appropriate, with copies of any documents to be presented as information or for action by the Board. The Chairman shall authorize the President to send to the Board, at least four (4) days prior to the meeting for which they are prepared, agenda items from the President, Committee chairmen, Board members, and all other sources.

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

7. **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

(4) days in advance of the meeting at which the appearance is desirable in order that it may be included in the agenda of the meeting.

G. Public Access

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

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.

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

2.02.00 BOARD APPOINTMENTS

A. Board of Education

*E.E. Hamer	1964-1965	(resigned due to illness December 1964) (Deceased)		
W. Stewart Gordon	1965-1973	1973-1981	(Deceased)	
Ray C. Shaw	1981-1983	(Died November 1983)		
Margaret C. Queen	1983-1989	1989-1994	1994-1997 (Deceased February 1997)	
*Herman Jenkins	1964-1971	1971-1979		
Harold N. Williams	1979-1987	1987-1992	(Deceased)	
Eugene B. McLaurin, II	1993-1996	(filled unexpired term of Harold Williams)		
	1996-2000			
*John E. Forte	1964-1967	1967-1975	1975-1983	1983-1991
	1991-1995	1995-1999	1999-2003	(Deceased)
*Robert L. Cole	1964-1969	1969-1972	(resigned due to illness December 1972) (Deceased)	

Giles L. Cloninger	1972-1977 1977-1985	(Filled unexpired term of Robert Cole) (Deceased)
Dan White	1985-1986	(resigned August 1986)
Thomas E. Smart	1986-1989 1989-1993	(Filled unexpired term of Dan White)
J.C. Lamm	1993-1997 2009-2013	1997-2001 2001-2005 2005-2009
James F. Hicks, Jr.	1997-1998	(fills unexpired term of Margaret C. Queen)
Claudia S. Robinette	1998-2002	2002-2006 2006-2010 2010-2014
Jimmy S. Blair	2000-2004 McLaurin)	(filled unexpired term of Eugene B. 2004-2008
Patrick L. Preslar	2003-2007	2007-2011
James C. McCaskill	2008-2012	

B. Governor

*Hugh A. Lee	1964-1969	1969-1977 1977-1985
James R. McLester	1985-1993	
W. Stuart Ames	1993-1995	(resigned due to relocation December 1995)
*A.R. Cowan, Jr.	1964-1965	(Deceased)
Henry L. McLeod, Jr.	1965-1973	
Walter F. Long, IV	1973-1981	1981-1989 1989-1994
Betty A. Dorsett	1994-1998	1998-2000 (resigned April 2000)
*Horace Coleman	1964-1967	(Deceased)
Lindsey G. DeWitt	1964-1967 (Deceased)	1967-1975 1975-1983 (resigned 1983)
Charles G. Monroe	1975-1983	(Deceased)
Stephen C. Floyd	1983-1991	1991-1992
Richard G. Buckner	1991-1995	

Dale M. Ormsby	1995-1999	1999-2003	2003-2007	2007-2011
*Athos Cockman	1964-1971	(Deceased)		
John Thomas Page	1967-1971	1971-1979	1979-1984	(resigned October 1984)
J.C. Lamm	1984-1987			
Ruth S. Inman	1987-1994	(resigned August 1994)	(Deceased)	
Glenn Sumpter	1994-1996	1996-2000	2000-2004	2004-2008 2008-2012 (Deceased September 2010)
James B. Ollis	1996-1997	(filled unexpired term of Stuart Ames)		
	1997-2001	2001-2003	(Deceased October 2003)	
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)		
Willa C. Spivey	2010-2014			

C. County Commissioners (Richmond County)

*Herbert E. Bruce	1964-1969	1969-1973	1973-1977	1977-1985
Hugh A. Lee	1985-1989	1989-1993	1993-1997	1997-2001
	2001-2005	2005-2009	2009-2013	(Governor's appointee from 1964 until 1985)
*Janet James Lindsey	1964-1965	1965-1973	1973-1981	1981-1989
B. Bruce Duncan	1989-1994	(resigned due to relocation 1993)		
Terry Young	1993-1998	1998-1999 (resigned 1999 due to relocation)	(Deceased)	
*June Cheek	1964-1969	(resigned 1969)		

John W. Covington	1967-1971	1971-1979	1979-1981	(Deceased 1981)
Walter R. Stancil	1981-1987 1996-2000	(replaced John W. Covington) 2000-2004	1987-1996 2004-2008	2008-2012
*W. Brady Myrick	1964-1967	1967-1975	1975-1983	1983-1984 (Deceased 1984)
Tim Browder	1984-1985	(resigned 1985)		
Bob L. Boyles	1985-1990	(resigned 1990)		
June Snead	1991-1992	(Deceased)		
Bert Unger	1992-1995 2007-2011	1995-1999	1999-2003	2003-2007
P. Frank Sides	1999-2002 2002-2006	(filled unexpired term of Terry Young) (Deceased)		
Dorothy Fisher-Bynum	2006-2010			
Shirley S. Fuller	2010-2014			

D. County Commissioners (Scotland County)

C.D. Robinson	1988-1989	(Deceased 1989)		
Julia Robinson	1989-1993	1993-1997		
Mary Helen Speller	1988-1992	1992-1995	(resigned 1995)	(Deceased)
Theodore Breeden	1996 (filled unexpired term of Mary Helen Speller) 1996-2000	2000-2004		
Mary Jo Adams	1997-2001	2001-2005	2005-2009	
Sam T. Snowdon, Jr.	2004-2008	(Reassigned to Governor's appointment)		
Joyce M. McDow	2007-2008 2008-2012	(filled unexpired term of Sam Snowden)		
Dean Nichols	2009-2013			

***Denotes original Board member.**