

## **BLADEN COMMUNITY COLLEGE INSTITUTIONAL MISSION STATEMENT**

**Bladen Community College is dedicated to the educational and cultural enrichment of the people of Bladen and surrounding counties. The college operates as a constituent institution to the North Carolina Community College System and is committed to opening the door to opportunity for citizens seeking to improve their lives and well being by providing:**

**education, training, and retraining for the workplace, including basic skills, literacy, occupational, and college transfer programs;**

**support for economic development through services to business, and industry; and services which improve the quality of life for individuals and for our community.**

**The institution seeks to fulfill its mission by the following goals and objectives:**

To provide effective instruction to all who enroll; through curricula and programs that reflect existing and future needs within the assigned area of instruction.

To provide a two-year college transfer program leading to an Associate in Arts Degree.

To provide Associate in Applied Science degree, diploma, and certificate curriculum programs to prepare individuals for employment or to provide skills upgrading or retraining for individuals already in the workforce.

To provide adults the opportunity to complete the requirements for the GED (General Education Development) equivalency and the Adult High School diploma.

To provide occupational, general, and specific interest courses that meet adult educational and community service needs.

To provide cultural opportunities and educational activities to broaden the educational horizons of the students and the community at large.

To provide opportunities for adults with special needs to engage in educational activities appropriate to their needs and desires.

To provide educational opportunities through collaborative relationships with other institutions and agencies to enhance educational services to the community at large.

To provide counseling and guidance services designed to help all students make appropriate vocational and avocational choices.

To provide assistance in job placement into business and industry.

To provide an environment that embraces and supports the use of technology including the NC Information Highway, the Internet, Video/DVD, and computer assisted learning in classrooms, at satellite locations, and at remote learning sites for course delivery.

To provide an institutional climate that promotes openness and enrichment in terms of cultural and ethnic background, race, color, religion, national origin, gender, age, disability, and economic status that recognizes diversity as strength and serves as a bridge between diverse populations.

To provide, within available resources, the best possible environment and facilities to enhance learning.

## **EXPECTED EDUCATIONAL RESULTS**

Based upon the mission and stated goals and objectives of Bladen Community College, the following is a listing of the expected educational results:

Identifying students' weaknesses and assisting them in strengthening of basic skills.

Providing job skills and competencies needed in the market place.

Offering degree, diploma, certificate, and college transfer programs, as well as literacy, high school completion, and community service programs to meet the educational needs of the citizens of Bladen County.

Providing job placement assistance.

Meeting the needs of industry.

Providing quality enhancement of programs and instruction.

Achieving high student satisfaction resulting in improved retention and completion rates.

Providing cultural and personal enrichment opportunities that meet the needs of students and citizens within our service area.

Revised: April 18, 2006

Approved: April 24, 2006

## **ARTICLE I**

### **RESPONSIBILITY AND MEMBERSHIP**

#### **Section 1. Legal Description**

- a. The Board of Trustees of Bladen Community College (subsequently called the Board) is a body corporate with all the powers usually conferred upon such a body to enable it to acquire, hold, and transfer real and personal property, to enter into contracts, to institute and defend legal actions and suits, and to exercise such other rights and privileges as may be necessary for the management and administration of Bladen Community College and for carrying out the provisions and purposes of Chapter 115D, as amended, of the General Statutes of North Carolina. The official title of the Board is "The Trustees of Bladen Community College" which title is the official corporate name of the College.
- b. The Board shall hold title to all real and personal property donated to Bladen Community College or purchased with funds provided by the Bladen County Board of Commissioners. Title to equipment furnished by the State of North Carolina shall remain in the North Carolina Community College System. In the event that Bladen Community College shall cease to operate, title to all real and personal property donated to Bladen Community College or purchased with funds provided by the Bladen County Board of Commissioners shall vest in Bladen County unless the terms of the deed or gift in the case of donated property provides otherwise.
- c. No individual member of the Board shall be authorized to take action on behalf of the Board. As the board of a body corporate, further, the chair of the Board shall serve as its official spokesperson.

#### **Section 2. Membership**

- a. The Board shall consist of twelve members in three groups of four trustees each plus the president of the College Student Government Association - ex officio without vote. The four trustees in group one shall be elected by the Bladen County Board of Education. The four trustees in group two shall be elected by the Board of Commissioners of Bladen County. The four trustees in group three shall be appointed by the Governor of North Carolina.
- b. Terms of the members of the Board are set by General Statute 115D-13. All appointments shall be for four year terms. All regular terms shall commence on July 1. The student member will serve during his or her term of office as Student Government Association President.
- c. All trustees shall be residents of Bladen County or counties contiguous thereto.
- d. Vacancies occurring in any group for whatever reason shall be filled for the remainder of the un-expired term by the agency or agencies authorized to select the trustees of that group and in the manner in which regular selections are made. Should the selection of a trustee not be made by the agency or agencies having the authority to do so within sixty (60) days after the date on which a vacancy

occurs, whether by creation or expiration of a term or for any other reason, the Governor shall fill the vacancy by appointment for the remainder of the unexpired term.

- b. Members of the Board of Trustees may be removed by the Board of Trustees for cause in accordance with the General Statutes of NC, Chapter 115D-19.

## **ARTICLE II**

### **OFFICERS AND THEIR DUTIES**

#### **Section 1. Election and Term of Office**

- a. The Corporate officers of the Board shall be the Chair, Vice-Chair and Secretary.
- b. The Chair and Vice-Chair shall be elected by the Board from its voting membership.
- c. The Secretary, who need not be a member of the Board, shall be elected by the Board.
- d. The Chair, Vice-Chair and Secretary shall be elected for a period of one year effective July 1<sup>st</sup> through June 30<sup>th</sup> and shall be eligible for re-election by the Board.
- e. The President of Bladen Community College shall be elected by the Board for such term and under such conditions as the Board may fix; such election is to be subject to the approval of the North Carolina Community College System.
- f. A Parliamentarian, who need not be a member of the Board, shall be elected by the Board.

#### **Section 2. The Chair of the Board of Trustees**

The Chair shall appoint the members of and serve as an ex officio voting member of all committees of the Board; execute all contracts and other documents on authority by, and in the name of the Board; preside at all meetings of the Board; and discharge any other functions delegated to the chair by the Board.

#### **Section 3. The Vice-Chair of the Board of Trustees**

The Vice-Chair of the Board shall preside at all meetings in the absence of the Chair, perform all duties of the Chair during the absence or disability of the Chair, and discharge any other functions delegated to the vice-chair by the Board.

#### **Section 4. The Secretary of the Board of Trustees**

The Secretary of the Board shall keep an accurate record of the proceedings of the Board; have custody of all official records and documents of the Board; prepare and maintain an indexed compilation of all bylaws and amendments thereto, a copy of all policies, procedures and regulations of the Board and all amendments thereto. The secretary of the Board of Trustees, upon direction from the Chair, will give 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**

The President of Bladen Community College shall attend all meetings of the Board, except where his absence is expressly desired; submit recommended policies to the Board when requested by the Board or when he deems it to be in the best interest of the college

to do so; recommend organized curricula for the preparation of technicians, courses and curricula in vocational, trade, and technical specialty areas, courses and programs in general adult education and college transfer; nominate lay advisory committees for particular programs of the college as needed; advise the Board on the financial and budgetary needs of the college; and discharge any other functions assigned by the Board.

### **ARTICLE III**

#### **POWERS AND DUTIES OF THE BOARD OF TRUSTEES**

**The Board of Trustees of Bladen Community College shall:**

- a. Establish the basic qualifications for and appoint a President for such term and under such conditions as it may fix, such election to be subject to the approval of the North Carolina Community College System and evaluated yearly in accordance with NC Administrative Code (23NCAC 02C.0209).
- b. Provide for the employment of the personnel required for the operation of the College upon nomination by the President, subject to the standards established by the State Board of Community Colleges.
- c. Acquire by purchase or otherwise all land required for the College site and right-of-way, 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 the same procedures as provided in Article 2, Chapter 40 of the General Statutes for the purpose of condemnation, the determination by the Board as to the amount of land to be taken and the necessity, therefore, shall be conclusive.
- d. Determine standards and requirements for admission and graduation of students within standards and policies set by the State Board of Community Colleges.
- e. Receive and accept private donations, gifts, bequests, and the like and to apply them or invest them and apply the proceeds for the purposes and upon the terms which the donor may prescribe which are consistent with the provisions of state law and the regulations of the State Board of Community Colleges.
- f. Provide all or part of the institutional services for the College by contracting with other public or private educational institutions of the State, according to regulations and standards published by the State Board of Community Colleges.
- g. Establish and disestablish programs of instruction within the College upon recommendation by the President.
- h. Require such studies and other procedures necessary to ensure that the College effects its purposes within resources available to the College.
- i. Receive from the President proposed current expense and capital outlay budgets and present them in approved form to the Bladen County Board of Commissioners and the State Board of Community Colleges.

- j. Perform such other acts and do such other things as maybe 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 governing and operation of the College within the law.
- k. Hear appeals from personnel in the College, including employees, students, applicants for admission to particular programs, and others provided that the appeals are made in consonance with the rules and regulations prescribed and/or approved by the Board. Any such appeal shall be presented to the Secretary, who shall refer them to the Board for proper consideration.

The Board of Trustees is appointed and functions under the provisions of Chapter 115D, as amended, General Statutes of North Carolina. Within these provisions of law and policies, regulations and standards adopted by the State Board of Community Colleges, the Trustees are the policy-making body of the College consistent with the role assigned the College. The administration and faculty have the responsibility of administering these policies.

## **ARTICLE IV**

### **COMMITTEES**

#### **Section 1. Designation of Committees and Method of Appointment**

The Board will maintain four standing committees and such other committees as are necessary to promote the activities of the Board. The Chair shall appoint members of all committees and shall serve as a voting member, ex officio, of such committees.

#### **Section 2. Limitation of Authority of Committees**

In general, committees will be recommending agencies, which report their recommendations to the Board in regular session. Authority to act will normally vest in the Board as a whole. Under certain conditions or as authorized by the Board after the action, such actions will be final and cannot be reversed or changed by the Board.

#### **Section 3. Standing Committees and Responsibilities**

##### **The Academic and Student Affairs Committee shall:**

- a. Review and recommend Board action on the long-range educational and support plans of the College as presented by the President.
- b. Review and recommend Board actions on new programs of instruction as presented by the President.
- c. Review and recommend Board action on plans for student services to include recruiting, counseling, student government, athletics, recreation, extra-curricular activities, honors and awards, and special programs as presented by the President.
- d. Review the College's purchases and/or contracts for the supplies, personnel and facilities necessary to effect the provision of quality education and student services.
- e. Review and recommend Board action on standards and requirements for graduation, within State Board and Department of Community Colleges policies, as submitted by

the President.

- f. Review policies and procedures established by the administration governing parking, speed limits, use of facilities, discipline, college calendar, college catalog, and use of revenues ear-marked for students and/or faculty support.
- g. Review and recommend Board action on instructional and support services to be secured by contract with other public or private agencies.
- h. Review and recommend Board action on proposed elections of persons to lay advisory committees.

**The Fiscal Affairs Committee shall:**

- a. Review and recommend Board action on fiscal policies presented by the President not covered by law, statute, or policies of the State Board or Department of Community Colleges.
- b. Review and present to the Board the annual budget for current operations and capital outlay, as presented by the President.
- c. Study, evaluate and recommend to the Board any special expenditure requested by the President for the effective functioning of the College.
- d. Receive, study and present to the Board with appropriate recommendations, any fiscal reports, audits, policies, or other communications provided by the administration or other agencies involving fiscal matters.
- e. Recommend policies pertaining to investment or safeguarding of surplus or restricted funds.
- f. Study and recommend Board action on policies and procedures, received from the President, regarding the receipt and disposition of any monetary bequests, gifts, grants or donations; the care of all college securities; and the preparation and award of contracts for instructional or research services or other purposes with private or governmental firms, persons or agencies.
- g. Represent the Board before the Bladen County Board of Commissioners, the Legislature, the State Board of Community Colleges and other agencies and offices in securing financial support for the College's current operating expenses and capital outlay needs.
- h. Study and recommend Board action on policies, submitted by the President, to govern the receipt, security, deposit, accounting for, and expending of all trust and non-trust funds pertaining to the College, in accordance with local, state and federal laws and regulations and State Board of Community Colleges policies and regulations.
- i. Study and recommend Board action on bonding policies, submitted by the President, to cover employees of the Institution entrusted with institutional funds.
- j. Approve the moving of funds between line items in the state and local budgets. (Approval to act--see Section 2)

**Buildings/Facilities/Grounds Committee:**

- a. Nominate an architect/engineer, where required, for each construction, landscaping or other change to the physical plant.
- b. Study and approve requests from the President for the purchase or lease of land or facilities needed by the College.
- c. Review, prior to Board action, all drawings, specifications, offers for bids, contracts and awards for campus changes.
- d. Evaluate maintenance, custodial, safety, health and security plans for the College. (Periodic inspection of buildings, grounds and equipment is a necessary requirement under this responsibility.)
- e. Study and recommend Board action on insurance contracts covering the physical plant, supplies, materials, equipment and liability of trustees and employees.
- f. Determine needed easements; right-of-ways and EPA health and safety releases and submit same to the Board for action.

**The Personnel Committee shall:**

- a. Receive, study and present with recommendations, nominations for employment received from the President.
- b. Consider grievances appealed from actions by the administration and make recommendation to the Board for further action.
- c. Recommend Board action on affirmative action plans, procedures and actions received from the President.
- d. Recommend action on the recommendation of the President that an employee be discharged. Under cases of extreme emergency, the Personnel Committee may suspend a full-time employee pending action by the Board (Approval to act--see Section 2). Extreme emergency means that continued service by the employee could be destructive, disruptive, hazardous to the health or well-being of the employee or other persons in the school, or bring discredit to the College. Drunkenness, use of drugs, malicious mischief, committing a felony, riotous behavior, direct failure to comply with school policies and direct refusal to conform to instructions from a supervisor are actions that should be considered in the "extreme emergency" category. (Approval to act--see Section 2)
- e. Review requests from the President for educational leaves of absence and make recommendations to the Board.
- f. Conduct hearings on appeals from administrative actions from employees.

**Section 4. Other Committees**

The Chair of the Board shall appoint other permanent or temporary committees as necessary.

## ARTICLE V

### MEETINGS

#### **Section 1. Meetings**

The Board shall meet as often as necessary to conduct the business of the College, but shall meet at least once every three months. Meetings may be called by the Chair of the Board or by the President of the College.

#### **Section 2. Notice of Meetings**

Members of the Board, the President of the College and the general public (via the college web site and the Bladen Journal) will be notified by the Secretary of the Board as to the date, time and place of regular meetings at least seven (7) calendar days in advance of the meeting or when a scheduled meeting date is changed. Notification of emergency meetings will be announced forty-eight (48) hours in advance of the meeting by telephone to members of the Board and the President, and by the local radio station to the general public. All Meetings will be posted on the boardroom door.

#### **Section 3. Quorums**

- a. **For Board Meetings:** A majority of the members of the Board in actual attendance at a meeting shall constitute a quorum for the transaction of business. No business shall be concluded without an affirmative vote of at least four (4) members of the Board. A two-thirds majority (eight members) vote of all the members of the Board shall be required for the establishment of policy, for making regulations, for the election of a President, for amendments to these Bylaws, or for the discharge of a full-time employee. A simple majority vote of all members of the Board shall be required for the establishment or termination of curricula or services of the College
- b. **For Committee Meetings:** A majority of the committee members present shall constitute a quorum for committee meetings.

#### **Section 4. 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 recommendations and, where appropriate, with thirteen (13) copies of any documents to be presented as information for action by the Board. The Chair shall receive agenda items from Board members and all other sources at least four (4) days prior to the meeting for which they were prepared.
- b. In emergencies, the Chairman, on request of the President or other members of the Board, may add items to the agenda regardless of the date he receives such items.
- c. Agenda items will be provided members at least seventy-two (72) hours prior to the meeting when advance consideration is deemed necessary by the Chairman of the Board

#### **Section 5. Order of Business**

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

- a. roll check.
- b. consideration and disposition of the minutes.

- c. report of Academic and Student Affairs Committee.
- d. report of the Fiscal Affairs Committee.
- e. report of the Building/Facilities/Grounds Committee
- f. report of the Personnel Committee.
- g. report by the President of special items.
- h. unfinished business.
- i. consideration of the regular agenda:
  - 1. Items relating to education
  - 2. Items relating to finance
  - 3. Items relating to facilities
  - 4. Items relating to personnel
  - 5. Items relating to academic and student affairs
  - 6. Items relating to other subjects
- j. other business.

**Section 6. Parliamentary Rules**

The most recent edition of *Robert's Rules of Order* shall be followed in conducting the meetings of the Board.

**Section 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 Chair at least four (4) days in advance of the meeting at which the appearance is desired in order that it may be included in the agenda of the meeting. Statements made by persons appearing before the Board as provided herein shall be limited to five (5) minutes each, and all such comments shall be limited to thirty (30) minutes per board meeting unless provided otherwise by a majority vote of the Board. (The form, *Request to Appear Before the Board of Trustees*, is available upon request.)

**ARTICLE VI**

**BLADEN COMMUNITY COLLEGE**

**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 this area and the State of North Carolina with quality education programs as needed and desired. Programs which are appropriate to a community college may be authorized to serve the needs of all or any combination of the following groups, among others:

- a. High school graduates who seek to complete an Associate degree program for terminal purposes.
- b. Recent high school graduates who seek non-degree occupational training.

- c. High school dropouts, eighteen years of age or older, who seek occupational training.
- d. High school dropouts, eighteen years of age or older, who desire to complete high school.
- e. Adults who desire high school review.
- f. Adults, who are employed, or unemployed who desire retraining.
- g. Adults, employed or unemployed, who wish to upgrade their skills or who need refresher instruction in their fields.
- h. Adults who seek to complete an Associate degree program for terminal purposes.
- i. Adults who seek occupational training.
- j. Adults who are interested in general education instructional services and do not desire college credit.
- k. Groups within the community who need short courses for specific purposes.
- l. Adults who need instruction to remove educational deficiencies.
- m. High school graduates who desire the first **two** years of college for transfer to a four-year institution.
- n. High school students who are seeking enrichment courses.

**Section 2. The President of the College**

- a. The President shall have full authority and responsibility for the operation of the College under the General Statutes, the policies and regulations of the Board of the State Board of Community Colleges within the budgets approved by the Board. The President shall be elected by the Board and shall hold office at the pleasure of the Board.
- b. The Board shall at all times exercise its control of the College through the President.
- c. The President shall nominate all part-time permanent and full-time permanent personnel for appointment by the Board.
- d. The President shall take the initiative in shaping and maintaining the educational policies of and the character of the College, and recommend changes to be made in the programs and services to be provided.
- e. The President shall recommend the items to be included in the current expense budget and the capital outlay budget and changes thereto.
- f. The President shall make an annual written report and supplementary reports at each meeting of the Board on the development and operation of the College with both immediate and long-range recommendations.

### **Section 3. Constitution**

Any constitution adopted by the College and approved by the Board shall automatically become a part of the regulations of the Board and as such is subject to amendments by the Board under provisions of Article VII of these by laws.

### **Section 4. Personnel**

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

### **Section 5. Academic Freedom and Responsibility**

Bladen Community College is dedicated to the dissemination of knowledge; the engendering and development of skills, competencies and understandings; and to the nature of those personal and intellectual habits and attitudes which are peculiar to the responsible individuals in a free, open, democratic society. The Board likewise will require the exercise of responsible judgment on the part of personnel of the College as they exercise academic freedom in accomplishing the objectives of the College.

### **Section 6. Statement of Due Process for Students**

The Board of Trustees of Bladen Community College officially declares that all students have the right of due process of the law as supported by the Fifth and Fourteenth Amendments of the Constitution of the United States; and approves the following procedures:

- a. Students have the right to appeal any matter of the administration directly to the Board or a committee of the Board, with exception of the college's grade appeal policy.
- b. A student who wishes to appeal a decision by the administration will state such wishes in writing to the Secretary of the Board including therein the nature of the appeal and the number and identity of the persons who may accompany him or her to the appeal hearing. This appeal must be within five (5) working days after receipt of the Administrations decision.
- c. The Secretary will notify the student in writing, at least two (2) days prior to a hearing, as to the date, hour and place of the hearing.
- d. The Board or a committee of the Board must meet within ten (10) working days of receipt of a request for a hearing. The Chair of the Board will call a special meeting to hear the appeal.
- e. The Board or a committee of the Board may review information to date and render a decision without the personal appearance before them of the parties of the appeals committee hearing. The student will be advised in writing of that decision by the Board Secretary.
- f. The Board's or a committee of the Board's decision will be announced no later than

the next regularly scheduled meeting of the board following the incident. The decision of the Board will be final.

## **ARTICLE VII**

### **POLICIES-RULES-REGULATIONS**

#### **Section 1. Conflict of Interest**

Trustees shall not knowingly use their position in any manner which will result in financial benefit, direct or indirect, to a Trustee, a Trustee's family, or an individual, organization, or group with whom a Trustee is associated. Trustees shall acknowledge that they are under continuing obligation to avoid conflicts of interest and the appearance of conflicts of interest. Trustees shall comply with all provisions of the State Ethics Act GS 138A.

#### **Section 2. General Provisions**

By affirmative vote of a majority of the members at a Board meeting, the Board may make or amend such policies, rules and regulations as may be required in its judgment for the effective discharge of its responsibilities and for the effective operation of the College.

#### **Section 3. Notification and Publication**

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

## **ARTICLE VIII**

### **ADOPTION AND AMENDMENT**

#### **Section 1. Adoption**

Adoption of these bylaws shall be by affirmative vote of a majority of the members of the Board at a regular meeting provided that each member has received notice at least fifteen (15) days prior to the meeting and that each member has received a copy of the bylaws at least fifteen (15) days prior to the meeting.

#### **Section 2. Amendments**

Amendments to these bylaws may be proposed by any member of the Board at any regular meeting of the Board for decision at a subsequent regular meeting of the Board. Adoption of amendments shall be by an affirmative vote of a two-thirds (2/3) majority of the members of the Board at a regular meeting.