



BOARD OF TRUSTEES
**CONSTITUTION
AND
BY-LAWS**

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RATIFICATION

The Alamance Community College Board of Trustees hereby adopts and incorporates the following publications, as amended, as part of the Board of Trustees policy:

- Alamance Community College Employee Policies and Procedures Manual
- Alamance Community College Student Handbook
- Alamance Community College General Catalog

Amendment of these policies by the Board of Trustees shall be deemed an Amendment of this Policy Manual by the Board of Trustees.

The Board of Trustees further acknowledges that it is bound by the following Laws and Regulations, as amended, and that any Amendments to these shall be deemed ratified and made a part hereof:

- North Carolina General Statutes (NCGS), Chapter 115D
- State Board of Community Colleges Code
- NCCCS Public Records Retention and Disposition Schedule

Rules, regulations, procedures, requirements, and other entries contained within these publications are considered by the Board of Trustees as college policy and will be enforced as such.

Revised by the Board of Trustees – November 12, 2012

**VISION, MISSION STATEMENT AND VALUES
OF
ALAMANCE COMMUNITY COLLEGE**

VISION

From access to success: Transforming lives and the communities we serve.

MISSION STATEMENT

The College provides comprehensive educational programs and services to advance our diverse population and empower lifelong learners to succeed as global citizens.

VALUES

- Access
- Inclusion
- Collaboration
- Innovation
- Excellence
- Integrity
- Success

Source: Adopted by the Board of Trustees January 13, 2014.
Amended: Board of Trustees minutes, March 16, 2018

CONSTITUTION OF THE BOARD OF TRUSTEES

ALAMANCE COMMUNITY COLLEGE

ARTICLE I

NAME

The official title of this organization shall be The Trustees of Alamance Community College and shall be the official corporate name of the institution. For the purpose of the Constitution, By-Laws, and routine usage the name Board of Trustees may be used.

ARTICLE II

PURPOSE AND OBJECTIVES

SECTION 1: The purpose of the Board of Trustees shall be to govern Alamance Community College within the framework of the Community Colleges Act, Chapter 115D of the General Statutes of North Carolina. Further, the purpose of the Board of Trustees shall be to assure that adequate and competent administration is provided for the efficient operation of Alamance Community College and that the objectives of the Board of Trustees are fulfilled.

SECTION 2: The objectives of the Board of Trustees, acting through Alamance Community College shall be:

1. To provide to the people of North Carolina, and more specifically, to the people of Alamance County an educational institution which is sensitive to and responsive to the educational needs of the community.
2. To be continually alert to recognize the changes in our dynamic society and be prepared to adjust to changing needs.
3. To be mindful that education and welfare of the student are the fundamental objective(s) of the College.
4. To provide an educational environment, which will encourage and promote social and cultural awareness in student body as well as providing for strictly academic and vocational needs.
5. To encourage all eligible students regardless of race, sex, religion, age, national origin, or handicap to make maximum use of Alamance Community College.

6. To insure that Alamance Community College is to be dedicated to strengthening the moral fibers of the State and Community.
7. To provide to the personnel of Alamance Community College leadership and academic freedom, which will nurture, inspire, and stimulate the development of skills, competencies and understandings necessary to the full realization of an effective institution devoted to the dissemination of knowledge.
8. To require responsible judgment on the part of the personnel in the exercise of their duties and in the use of their academic freedom.

ARTICLE III

MEMBERSHIP AND RESPONSIBILITIES

SECTION 1: The membership of the Board of Trustees shall be in accord with Article 2, Section 115D-12 and Section 115D-13 of Chapter 115D of the General Statutes of North Carolina.

SECTION 2: The responsibilities of the Board of Trustees shall be in accord with Article 2, Section 115D-14 and 115D-20 of Chapter 115D of the General Statutes of North Carolina.

SECTION 3: A member of the Board of Trustees may be removed from the Board in accord with Article 2, Section 115D-19 (a) and (b) of Chapter 115D of the General Statutes of North Carolina.

ARTICLE IV

OFFICERS

SECTION 1: The officers of the Board of Trustees shall be in accord with Article 2, Section 115D-18 of Chapter 115D of the General Statutes of North Carolina.

SECTION 2: The Board of Trustees, on its own discretion, may elect a Treasurer from its membership. The office of Secretary and Treasurer may be combined if the holder of the combined office is a qualified member of the Board.

SECTION 3: The President or Chief Administrative Officer of Alamance Community College shall be the Executive Officer of the Board of Trustees.

ARTICLE V

MEETINGS

SECTION 1: The regular meetings of the Board of Trustees shall be in accord with Article 2, Section 115D-18 of Chapter 115D of the General Statutes of North Carolina. The regular meetings of the Board of Trustees shall normally be held at Alamance Community College on the second (2nd) Monday of each month except July and December of each year at a time convenient to the Board.

SECTION 2: The Chairman of the Board of Trustees or the Chief Administrative Officer may call such special meetings as are required to conduct the business of Alamance Community College.

SECTION 3: The Chairman of the Board of Trustees may delegate the authority for calling special meetings of the Board of Trustees. A record of such delegation shall be made in the minutes of a regular meeting of the Board.

SECTION 4: The definition of “regular” and “special” meetings of the Board shall be delineated in the By-Laws of the Board of Trustees of Alamance Community College.

ARTICLE VI

FISCAL MANAGEMENT

SECTION 1: The Board of Trustees shall be responsible for and shall approve all budgets for the financial operation of Alamance Community College.

SECTION 2: The Board may audit or cause to be audited the financial records and operations of Alamance Community College at a time of its own choosing without prior notification to administrative personnel of Alamance Community College.

ARTICLE VII

POWERS AND DUTIES OF THE BOARD OF TRUSTEES

SECTION 1: The powers and duties of the Board of Trustees shall be in accord with Article 2, Section 115D-20 of Chapter 115D of the General Statutes of North Carolina.

SECTION 2: Other powers, duties and responsibilities of the Board of Trustees shall be as prescribed in the By-Laws of the Board of Trustees.

ARTICLE VIII

AMENDMENTS

SECTION 1: Any member of the Board of Trustees may propose amendments to the constitution by presentation of the amendment(s) at a regular meeting of the Board.

SECTION 2: The secretary of the Board shall transmit, in writing, the proposed amendment(s) to each member of the Board at least sixty (60) days prior to a regular Board meeting. The secretary also shall cause the proposed amendment(s) to be on the Agenda of the next regular Board meeting.

SECTION 3: Proposed amendments are adopted when approved by an affirmative vote of at least nine (9) members of the Board of Trustees.

ARTICLE IX

IMPLEMENTATION

SECTION 1: The Constitution shall be in force and effect after its adoption by affirmative vote of at least nine (9) members of the Board of Trustees provided that each member of the Board shall have been given notice of the meeting for adoption of the constitution and a copy of the proposed constitution at least fifteen (15) days prior to the date of such meeting.

Source: Board Action: Board Minutes, September 7, 1967, Page 110-111
Amended: Board Minutes, August 6, 1970, Page 192
Amended: Board Minutes, May 12, 1980, Page 523
Amended: Board Minutes, September 8, 1980, Page 531
Amended: Board Minutes, January 12, 1981, Page 542
Amended: Board Minutes, March 12, 1990, Page 827

BY-LAWS OF THE BOARD OF TRUSTEES

ALAMANCE COMMUNITY COLLEGE

ARTICLE I

DUTIES OF THE OFFICERS

SECTION 1: The Chairman shall:

- a. Preside at all meetings of the Board and the Executive Committee.
- b. Appoint all committees.
- c. Serve as an ex officio voting member of all committees except the Executive Committee.
- d. Exercise the deciding vote in case of tie votes.
- e. Execute all contracts and other documents by the authority of and in the name of the Board of Trustees.
- f. Perform other such duties as may be deemed necessary or otherwise provided by the Constitution and By-Laws.

SECTION 2: The Vice Chairman shall:

- a. Preside at all meetings of the Board of Trustees and the Executive Committee in absence of the Chairman.
- b. Serve as a member of the Executive Committee.
- c. Assume the powers and authority of the Chairman in the absence or disability of the Chairman.
- d. Perform such other duties as may be assigned or delegated to him/her by the Chairman or the Board of Trustees.

SECTION 3: The Secretary shall:

- a. Keep an accurate record of the proceedings of the Board.
- b. Have custody of the Corporate Seal of the Board, affix it to official documents, attest same by his signature.
- c. Have custody of all official records and documents of the Board.
- d. Prepare and maintain an indexed compilation of all By-Laws and amendments thereto, a copy of all policies, procedures, and regulations of the Board and all amendments thereto, the whole of which shall be known as the Board of Trustees Policy Manual of Alamance Community College.
- e. Issue notice of all meetings of the Board to members of the Board and to the President of the College.

SECTION 4: The Chief Administrative Officer shall:

- a. Be an ex officio member of the Executive Committee.
- b. Perform these duties as delegated or assigned by the Board of Trustees and/or by the Chairman

ARTICLE II

MEMBERSHIP

SECTION 1: Membership on the Board of Trustees shall obligate the individual member to a sincere and active interest in the governing and furtherance of Alamance Community College. Also, members of the Board of Trustees are expected to work toward carrying out the spirit as well as the letter of the Purpose and Objectives as called out in the Constitution.

SECTION 2: A Board of Trustees may declare vacant the office of a member who does not attend three consecutive, scheduled meetings without justifiable excuse. A Board of Trustees may also declare vacant the office of a member who, without justifiable excuse, does not participate within six months of appointment in a trustee orientation and education session sponsored by the North Carolina Association of Community College Trustees (NCACCT). The Board of Trustees shall notify the appropriate appointing authority of any vacancy. (Reference Article 2, Section 115D-19 (a) and (b) of Chapter 115D of the General Statutes of North Carolina.)

SECTION 3: Vacancies which occur in the membership of the Board of Trustees, for whatever the cause, shall be reported to the agency having the authority for appointment of replacement within 60 days after the date on which the vacancy occurs. The Secretary of the Board shall make this report with a request for the appointment of a replacement.

ARTICLE III

COMMITTEES

SECTION 1: The chairman shall appoint the members of all Committees except the Executive Committee. The Committee appointments shall be made a matter of record in the minutes of the Board of Trustees meeting at which the appointments are made or announced.

SECTION 2: The Board of Trustees may, through the Chairman, establish such standing committees or ad hoc committees as are deemed necessary to secure and protect the welfare of Alamance Community College.

SECTION 3: The Chairman of the Board of Trustees, the Vice Chairman of the Board, and one other Board member approved by the Chairman shall constitute the Executive Committee. The President of the College shall be an ex officio member of the Executive Committee without voting privileges. The Executive Committee, during the intervals between meetings of the Board, shall have and exercise all powers, privileges, and prerogatives of the Board to act on emergency business or other matters delegated to it by the Board, and authority to expend funds not to exceed the sum of \$50,000 in the exercise of its authority herein granted in emergency matters until otherwise amended by the Board. The Executive Committee may and should act in an advisory capacity to the Board in such matters. Minutes of all Executive Committee meetings shall be recorded and shall be reported to the Board of Trustees. The Executive Committee shall not have authority to dissolve, merge or consolidate the institution, sell, lease, exchange all or a substantially large part of the property of the institution, designate any committees, fill vacancies on the Board or on any committees, amend or repeal the By-Laws, amend or repeal any resolution of the Board which by its terms shall not be amendable or repealable, or to otherwise act in any matters committing the corporate entity of the Board.

SECTION 4: Committees authorized by the Board of Trustees to act on matters referred to them shall report to the Board, in writing, within a reasonable time, the action taken. The action of the committee shall be final. The report of the committee shall become a part of the recorded proceedings of the Board. If, for reason of inaction, changed circumstances, or other abiding reasons, the Board deems it advisable to rescind and withdraw the delegation of authority, it may do so by majority vote of the Board at a regular or special meeting of the Board of Trustees.

SECTION 5: Annually the Chairman of the Board shall appoint a nominating committee to submit to the Board of Trustees a slate of officers. The committee shall be appointed at the May meeting of the Board. The slate of candidates shall be presented to the members of the Board at the regular meeting of the Board in June. Additional nominations may be made from the floor.

ARTICLE IV

ELECTIONS

SECTION 1: Officers of the Board of Trustees shall be elected annually at the regular meeting of the Board in June and shall assume office on July 1.

SECTION 2: A Board member shall be elected to office when a majority of members present cast their ballot for him/her.

SECTION 3: When a vacancy occurs in the office of Chairman, the Vice Chairman shall succeed to that office and become Chairman for the remainder of the term.

SECTION 4: When a vacancy occurs in the office of Vice Chairman, the office shall be filled at the next regular or special meeting of the Board by nominations from the floor and by a majority of votes of the members present. The Vice Chairman so elected shall serve until the next regular election.

ARTICLE V

MEETINGS

SECTION 1: The regular meetings of the Board of Trustees shall normally be held at Alamance Community College on the second (2nd) Monday of each month, except July and December of each year, at a time convenient to the Board. The Chairman or the President of the College may, however, for good and sufficient reason, change the date and/or place of the regular meeting. Notification of the meetings of the Board shall designate whether the meeting is a "regular" or "special" meeting of the Board of Trustees.

SECTION 2: The Board of Trustees shall meet at a time convenient to the Board on the second Monday of each month except July and December. Other meetings may be called by the Chairman of the Board or the Chief Administrative Officer of the College.

Members and officers of the Board of Trustees and the Chief Administrative Officer of the College shall be notified in writing by the Secretary of the Board of the date, time, and place of all meetings at least seventy-two (72) hours in advance of the time of the meeting. The meeting notice shall designate the character of the meeting (regular or special) and shall specify the purpose of the meeting if it is designated a special meeting. An agenda will normally be included in the meeting notice.

SECTION 3: Quorum - A majority of the number of Trustees elected at the time of the meeting shall constitute a "quorum" for the transaction of business at any meeting of the Board of Trustees (regular or special).

SECTION 4: Manner of Acting - The act of the majority of the Board of Trustees present at a meeting at which a quorum is present shall be the act of the Board of Trustees upon an affirmative vote of the majority, by vote of Trustees present at the meeting plus by a qualified vote of a Trustee attending remotely pursuant to these Bylaws.

SECTION 5: Attendance at Meeting by Telephone or Other Electronic or Digital Media

- a. Any one or more members of the Board of Trustees may remotely participate in a meeting of the Board of Trustees by means of telephonic communications or other similar communications device which allows all persons participating in the meeting to hear the remote participant and the remote participant to be identified as a named Trustee and to be able to hear the Chairperson and the general discussion as to the items on the meeting's agenda.
- b. Upon identification, such Trustee's remote attendance shall be deemed being "present" for purposes of determining a quorum at a meeting and for such remote attending Trustee to be counted "present" at the meeting.

- c. A remote Trustee may participate in meeting discussions and deliberations and he/she may express the Trustee's opinion; provided the public and other Trustees attending the meeting can hear the Trustee participating remotely and the Trustee(s) can hear the proceedings and discussions on the referenced agenda for the meeting. Each remote Trustee is entitled to vote on the action item(s) announced by the Chairperson and each such Trustee attending remotely shall announce his/her vote by conference telephone call or other media means to be heard by the other Trustees and the public attending the meeting in compliance with N.C.G.S. §143.318.13(a) and (c), as amended.

Revised by the Board of Trustees: Sections 3, 4 and 5 added – September 12, 2016

ARTICLE VI

ORDER OF BUSINESS

SECTION 1: Seven (7) members of the Board of Trustees in actual attendance at meetings shall constitute a quorum for transaction of the business of the Board. To transact the business of the Board, simple majority of those present and voting shall be required, except as noted under Section 3.

SECTION 2: No business shall be transacted without a quorum present.

SECTION 3: A majority vote of all members of the Board of Trustees [seven (7) affirmative votes] shall be required for:

- a. Determination of policy for the College
- b. Making rules and regulations affecting the College or the Board of Trustees
- c. The election of a President of the College
- d. Involvement of the corporate body of the Board of Trustees.

SECTION 4: The Chairman shall vote in the case of a tie vote and in such instances where his/her presence is counted for a quorum and/or a Board majority vote is required.

SECTION 5: Roberts' Rules of Order shall govern in the conduct of all meetings of the Board of Trustees and all meetings of the Executive Committee.

SECTION 6: The business to be transacted at any “special” meeting of the Board shall be confined to such matters as have been specified in the notification to members of that special meeting.

SECTION 7: The regular business at meetings of the Board shall follow the approximate order of:

- I. Call to Order
- II. Call for Conflicts of Interest
- III. Minutes
- IV. Introduction of New Personnel
- V. Special Presentations
- VI. Committee Reports
 - A. Report of Personnel
 1. Employment reports
 2. Other business
 - B. Report of Building and Grounds
 1. Capital project approvals
 2. Other business
 - C. Report of Finance
 1. Reports
 2. Other business
 - D. Report of Curriculum
- VII. Other Subjects
 - A. SGA Reports
 - B. Chairman’s Report
 - C. Faculty Affairs Report
 - D. President’s Report
 - E. Handouts
 - F. Other Business
- VIII. Adjournment

SECTION 8: Agenda

The Chairman of the Board of Trustees, with the assistance of the President and Executive Committee, will develop the agenda for each meeting of the Board of Trustees. All Board members will be advised of the tentative agenda prior to each Board meeting and invited to make any further recommendations for the agenda.

Recommendations for the agenda from the public at large should be received no later than seven days prior to the scheduled meeting.

Admission of agenda items contrary to this policy such as requests of the faculty/staff or general public from the floor, will be subject to the discretion of the Chairman dependent upon considerations such as time limitations, number of speakers, or subject matter.

ARTICLE VII

**POWERS, DUTIES AND RESPONSIBILITIES
OF
THE BOARD OF TRUSTEES**

SECTION 1: The Board of Trustees shall have and shall exercise those powers and duties as prescribed by Article VII, Section 2 of the Constitution.

SECTION 2: The Board of Trustees shall:

- a. Establish and disestablish programs and courses of instruction offered and conducted by Alamance Community College. Authority for such actions may be delegated to the Chief Administrative Officer of the College subject to the approval of the Board of Trustees.
- b. Approve and adopt current expense and capital outlay budgets; recommend approved budgets to the proper agency; make such changes in the budgets as are permissible under the rules and regulations of the agency involved.
- c. Periodically review the fiscal operations of Alamance Community College in each and all budget areas and shall review all other financial activity.

- d. Have the responsibility for approval of the planning, operation and fiscal policy of such activities as the Student Bookstore, Snack Bar, Student Funds, etc.
- e. Adopt and record such rules, regulations and directives as may be deemed necessary to insure consistent and equitable administration of the College.
- f. Exercise, at all times, its control of the College through the President.

SECTION 3: Appeals

An appropriate committee of the Board of Trustees shall hear appeals from personnel in the College, including students and applicants for admission to the College, provided that the appeals are made in accord with the appellate provisions in the ACC Employee Policies and Procedures Manual or ACC Student Handbook.

Revised by the Board of Trustees – November 12, 2012

ARTICLE VIII

ADMINISTRATION OF ALAMANCE COMMUNITY COLLEGE

SECTION 1: The President of Alamance Community College shall:

- a. Be qualified, by training, experience, habits and philosophy to develop and maintain a comprehensive technical community college of high quality in accordance with state law, State Board of Community Colleges regulations and policies, and sound educational theory and practice.
- b. Attend and participate, without vote, in all meetings of the Board of Trustees, except where his/her absence is expressly desired.
- c. Be responsible for all administrative and managerial aspects of the development and operation of the College.
- d. Submit recommended policies to the Board when requested to do so or when he/she deems it necessary.
- e. Recommend all educational programs and curricular programs which he/she deems to be in the best interest of the citizens of Alamance County and the State of North Carolina, which are educationally and financially feasible and which are not in conflict with the requirements of the Statutes or regulations and policies of the State Board of Community Colleges.

- f. Appoint lay advisory committees for particular programs of the College where needed.
- g. Advise the Board of Trustees of planning, construction, and modification needs for physical facilities.
- h. Advise the Board on the financial and budgetary needs of the College and recommend the items to be included in the current expense budget and the capital outlay budget.
- i. Establish and submit to the Board of Trustees for approval all tuition and fees to be charged to the students which are not set and/or approved by the General Assembly.
- j. Have full authority and responsibility for the operation of the College under the policies and rules and regulations of the Board and the State Board of Community Colleges within the budgets approved by the Board.
- k. In accord with Article 2, Section 20, Chapter 115D of the General Statutes of North Carolina, the President shall be granted authority to employ full-time professional, administrative, and instructional personnel and all other institutional personnel.
- l. Have the initiative in shaping and maintaining the educational policies of and the character of the College and he/she shall recommend changes to be made in the programs and services to be provided.
- m. Make an annual report to the Board of Trustees on the development and operation of the College, with both immediate and long-range recommendations.
- n. Discharge all other functions, which the Board may delegate to him/her.

SECTION 2: Power to deal with individual or organized groups shall be vested in the President of the College who shall render his/her decision to such individuals or such organized groups in the name of the Board of Trustees. Any individual or organized group who desires to appeal the President's decision shall follow the appellate provisions in the ACC Employee Policies and Procedures Manual or ACC Student Handbook. Revised by the Board of Trustees – November 12, 2012

SECTION 3: The President shall establish and administer the administrative and functional organizational structure of the College.

SECTION 4: The Executive Vice President of the College, in the event of the President's serious disability, death, resignation, dismissal, or prolonged absence from

this post for any other reason, shall serve as Acting President until the Board has elected a temporary or permanent President.

Source: Board Action: Board Minutes, October 10, 2005, Pages 1584-1585

ARTICLE IX

FISCAL YEAR

SECTION 1: The fiscal year of Alamance Community College shall be from July 1 to June 30.

ARTICLE X

AMENDMENTS AND ADOPTIONS

SECTION 1: Amendments to the By-Laws may be proposed by any member of the Board of Trustees at any regular meeting of the Board for decision at a subsequent regular meeting of the Board. Adoption of amendments shall be by affirmative vote of at least eight (8) members of the Board of Trustees at a regular monthly meeting.

SECTION 2: Adoption of the By-Laws shall be by affirmative vote of at least nine (9) members of the Board of Trustees 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 Constitution and By-Laws at least fifteen (15) days prior to the regular monthly meeting.

Source: Board Action: Board Minutes, September 7, 1967, Pages 110-111
Amended: Board Minutes, August 6, 1970, Page 192
Amended: Board Minutes, May 12, 1980, Page 523
Amended: Board Minutes, September 8, 1980, Page 531
Amended: Board Minutes, January 12, 1981, Page 542
Amended: Board Minutes, March 12, 1990, Page 827
Amended: Board Minutes, October 10, 2005, Pages 1584-1585

BUDGET AND FINANCE COMMITTEE

The duties of the Budget and Finance Committee shall include the following:

1. Consistent with Article VI. Sections 1 & 2 of the Board of Trustees' Constitution and North Carolina General Statutes 115D- 31 thru 58.16 (Article 3), the Budget and Finance Committee shall recommend to the Board of Trustees such fiscal policies for federal, state, county and institutional funds as necessary for the financial operations of the College.
2. Upon receipt of the President's recommended annual budget for the expenditure of federal, state, county and institutional funds, and consistent with General Statute 115D-54, the Committee shall conduct an examination of and make such recommendations and modifications to the budget requests to the Board it deems appropriate for current operations and capital outlay purposes for the ensuing fiscal period. The Committee shall also recommend to the Board the establishment of tuition and fees, not inconsistent with actions of the General Assembly and State Board Code.
3. Following adoption of the annual current expense and capital budgets by the Board, the Committee shall receive from the President requests and recommendations for modifications thereto that exceed delegated authority (see also Budget Transfers - State Funds; Institutional Funds Policy). The Committee will subsequently make such recommendations to the Board for consideration that it deems appropriate. Further, upon recommendation of the President, the Committee shall recommend to the Board the transfer of County funds within flexibilities or restrictions established by the tax-levying authority. Reports on the expenditure of funds approved in the budget, by fund source, shall be prepared on a monthly basis and reported to the Board at Board meetings.
4. Upon recommendation by the President, the Committee shall consider and recommend to the Board such modifications of reports, policies and procedures in such areas as budgeting, accounting, fiscal reporting and procurement as are necessary for the operation of the College.
5. The Committee shall serve a fiduciary responsibility on behalf of the Board. This responsibility includes recommending policies, procedures, and actions related to the receipt and disposition of any monetary bequests, gifts, grants, securities or properties; the investment of any surplus or restricted monies; and the management of trust and non-trust funds. Such actions shall be consistent with General Statutes 115D- 20(5) (Funds Management) and 58.6 (Investment of Idle Cash). The Committee shall also serve as the Investment Committee of the Board, and report as appropriate results of their work.

6. Along with the President, the Committee shall represent the Board before the North Carolina General Assembly, the State Board of Community Colleges, the Alamance County Commissioners and other funding authorities in advocating for funding for the current expense and capital outlay needs of the College. The Committee shall report its advocacy efforts and results to the Board as appropriate.
7. Upon recommendation of the President, to designate the official depository of the College for County and Institutional Funds.
8. Consistent with General Statute 115D-58.10 (Surety Bonds), and on behalf of the Board of Trustees, the Committee shall insure that employees of the College who draw or approve checks and/or handle state, county or institutional funds be bonded for the protection of such funds or property.
9. Consistent with General Statutes 115D-58.16 (Audits) and policies and procedures established by the Office of State Auditor, the Committee shall cause an audit of state, county and institutional funds to be conducted and reported. The Committee shall examine such audits and report the findings thereof to the Board, along with any necessary actions to remedy deficiencies identified in any audit.
10. The Committee shall recommend to the Board the use of lease purchase or installment purchase contracts to acquire equipment, consistent with General Statute 115D-58.15
11. To perform such other functions and carry out such other duties and responsibilities as the Board may assign.

Revised: Board Minutes, November 12, 2012
Revised: Board Minutes, April 13, 2015

BUILDING AND GROUNDS COMMITTEE

The duties of the Building and Grounds Committee shall include the following:

1. At least once every five (5) years, conduct an assessment of all property locations owned by Alamance Community College (College). The assessment shall include the condition of all facilities and grounds, any recommended improvements thereto, and a determination of need for additional facilities or new campus locations. The assessment shall be reported to the Board of Trustees (Board) in the form of a "Campus Facilities & Master Plan."
2. After consultation with the President, and consistent with North Carolina General Statutes and the State Board of Community College (SBCC) Code, recommend to the Board establishment of necessary capital improvement projects and activities.
3. Provide oversight of approved capital improvement projects and activities by receiving and evaluating periodic progress and financial reports from the President or designee(s), representing the best interests of the College.
4. In accordance with policies and procedures established by the State Construction Office, the SBCC, and good procurement practice, recommend to the Board professional service providers with specialized expertise (architects, engineers, consultants, builders) in construction and/or renovation, for the purpose of awarding contracts.
5. Upon consultation with the President or designee(s), periodically evaluate and recommend to the Board contracted programs, services or activities that provide for the operations and/or maintenance of facilities and properties owned by the College.
6. Recommend to the Board the purchase of adequate amounts of insurance coverage for buildings, contents, vehicles, liabilities and risks, and other requirements. The insurance coverage will be reported to the Board annually. At least every three years a formal evaluation shall be made by the President and the Committee using good procurement practice.
7. Recommend to the Board the purchase of any land, easement, or right-of-way which shall be necessary for the proper operation of the institution. Upon Board approval, these actions shall be reported by the President to the SBCC.
8. To perform such other functions and activities as the Board may assign from time-to-time. This may include but is not limited to facility risk assessments, analysis of service provider contracts, exploration of new properties, and other work. The Committee may consult with the President or designee(s) in the scope of this work.

CURRICULUM COMMITTEE

The duties of the Curriculum Committee shall include the following:

1. To approve all curricula and make recommendations concerning such curricula to the Board.
 - a. Preview for recommendation to the full Board of Trustees for approval:
 1. Recommendations of new curriculums.
 2. Recommendations to eliminate curriculums.
 3. Recommend major curriculum alterations which alter graduate requirements (e.g., eliminates second year of programs, adds an option to existing curriculum, etc.).
 4. Review curriculum studies, evaluations, projections, and status reports.
2. Perform such other functions, regular and special, as the Board may authorize.

Revised: Board Minutes, January 12, 2015

PERSONNEL COMMITTEE

The duties of the Personnel Committee shall include the following:

1. To periodically receive and review all personnel placements submitted as approved by the President for informational reports to the Board of Trustees. The Committee's Chairperson will cause to be made introductions of designated individuals recently hired to the Board of Trustees at regular Board of Trustees' meetings upon request of the President.
2. To review, upon request of the President or Board of Trustees, the compensation and benefits made available to employees of the College and make any periodic recommendations to the Board of Trustees for changes.
3. Upon request of the President to give counsel on any issue or complaint that may arise from the implementation of College personnel policies and compensation.
4. Upon request of the President or Chairperson of the Board of Trustees to sit in joint session with the Budget and Finance Committee on any matters involving the termination of personnel, or reduction in either contract hours or compensation rate, or reduction in offered benefit programs paid by the College for reasons of financial exigency.
5. To periodically review with the advice of the President and be responsible for recommending new or revised personnel policies to the Board of Trustees.
6. Upon request of the Chairperson of the Board of Trustees to review and make a recommendation for action, if any, to the Board of Trustees relating to any personnel grievance appealed to the Board of Trustees after a determination rendered by the President.
7. To perform such other functions, regular and special, as the Board of Trustees may authorize.

Revised: Board Minutes, October 10, 2005

Revised: Board Minutes, April 13, 2015