

APPOINTMENTS TO THE CAPE FEAR COMMUNITY COLLEGE BOARD OF TRUSTEES

The New Hanover County Board of Education ("Board") is responsible for appointing four (4) of the thirteen (13) members of the Cape Fear Community College ("CFCC") Board of Trustees, pursuant to North Carolina General Statute §115D-12. The Board shall appoint only persons meeting the requirements of §115D-12, which currently are: the person may not be employed by the Board, must be a resident of New Hanover County or a county contiguous thereto, must not have been employed by CFCC full-time within the five (5) years next preceding the beginning of the term of appointment, and must not have a spouse or child who is employed full-time by CFCC during the term of appointment.

Such appointments shall be accomplished as follows:

A. Re-appointing Incumbent CFCC Trustees at the Request of CFCC.

- When term of an incumbent Trustee, who has been appointed by the Board, is about to expire, the Board may re-appoint such Trustee to a successive term or terms upon the written request of the President of CFCC and the CFCC Board of Trustees. The Board may make such re-appointment without advertising the vacancy or interviewing or considering any other candidates. If a re-appointment is not made by the Board under this section A, the vacancy shall be filled under section B below.

B. Appointments When Incumbent CFCC Trustee is not Re-appointed under Section A.

- If the Board does not re-appoint a Trustee under section A, the vacancy shall be filled using the process set forth under this section B.
- When the term of a Board appointed Trustee is about to expire, the Administrative Assistant to the Board shall generate a notice of the vacancy to be published and posted on the New Hanover County Schools website, at least ninety (90) days prior to the end of the expiring term. Publication shall be broad in scope so as to reach a diverse group of potential candidates who are representative of the community. Such notice shall establish a deadline for submitting written letters of interest and resumes. A second notice shall be published not less than fifteen (15) days prior to the application deadline.
- Applicants must submit a letter of interest and a resume. Documents received after the deadline shall not be accepted and the deadline shall not be extended, except upon request of the majority of the Board.
- Board Members shall review the documentation received from applicants and rank their top five candidates in order. Board Members shall send their rankings to the Administrative Assistant to the Board within ten (10) days after the application deadline. The Administrative Assistant to the Board shall compile the rankings promptly and send to the Board a list of the top five (5) candidates. If there is a tie for 5th place, all tied candidates shall be included on the list (the "Interview List").
- The Administrative Assistant to the Board, in consultation with Board Members, shall schedule interviews by the Board of each candidate on the Interview List, to be conducted

in Open Session. All interviews shall be completed prior to the Board's vote on the appointment. Once set, interviews cannot be rescheduled except upon request of the majority of the Board.

- Interviews shall be fifteen (15) minutes long. The Board shall prepare a list of questions in advance and only those questions should be asked during the interviews. Candidates may provide information in the interviews in addition to answering the Board's questions. Board Members may talk to candidates about their application outside of the interview process.
- The conclusion of the last interview and during the same Board Meeting, the Board shall vote to appoint one of the applicants. All Board Members are highly encouraged to attend the entire scheduled interviews in person before voting.
- The Board shall announce the appointment at its Regular Meeting in June.
- In the event a vacancy occurs during the term of a Trustee, the Board must appoint a successor within sixty (60) days of the vacancy or the right to do so is assumed by the Governor, under current law. In this event, the Board shall use the same process for the appointment as set forth above, except that the timeline shall be shortened so that the Board's vote on the appointment shall take place prior to the sixtieth (60th) day following the vacancy, there shall be only one publication of notice of the vacancy and the deadline for receiving applications shall be at least twenty-one (21) days from the date the notice of vacancy was published. The Board may conduct an Interim Meeting for purposes of voting to fill a vacancy which occurs prior to a term expiring.
- The Board Chairperson, in consultation with the Superintendent, shall have the authority to make decisions in furtherance of this Policy, not inconsistent therewith. If the Board Chairperson is unavailable, the Vice Chairperson shall have such authority. The majority of the Board is the final authority on implementing this Policy. No individual Board Member has the authority to bind the Board to any decision under this Policy.

LEGAL REF: NCGS §115D-12

Approved: 04/02/19, 05/07/19