

1. Keep an accurate record of the proceedings of the Board.
2. Have custody of the Corporate Seal of the Board, affix it to official documents, and attest the same by his 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, a copy of all policies, procedures, and regulations of the Board and all amendments thereto, the whole of which shall be known as the Policies Manual of the Board of Trustees of Wayne Community College.
5. Issue, after conferring with the Chair, notice of all meetings of the Board to members of the Board and to the President of the College.

Section 5. The Assistant Secretary of the Board of Trustees

The Assistant Secretary, in the absence of the Secretary, shall perform the duties of the Secretary as directed by the Chair and/or the Vice Chair.

Section 6. The President of the College

- (a) The President shall be qualified by training, experience, habits, and philosophy to develop and maintain a comprehensive community college of high quality in accordance with State Law and regulation and sound public educational theory and practice.
- (b) The President shall attend and participate, without vote, in all meetings of the Board of Trustees and all committee meetings except where his absence is expressly desired.
- (c) The President shall be responsible for all administrative and managerial aspects of the development and operation of the College.
- (d) The President shall submit recommended policies and public policy decisions to the Board when requested to do so by the Board or when he deems it to be in the best interests of the College.
- (e) The President shall recommend, in the following broad fields, all educational programs and co-curricular programs which he deems to be in the best interests of the citizens of the community 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 the Standards of the State Board of Community Colleges regarding:

1. Courses and programs in general adult education;
 2. Courses and curricula in vocational, trade, and technical speciality areas;
 3. Organized curricula for the preparation of technicians; and
 4. Freshman and sophomore courses of a college of arts and sciences;
- (f) The President shall appoint lay advisory committees for particular programs of the College where needed.
 - (g) The President shall advise the Building Committee and the Board on the planning, construction, and modification of physical facilities.
 - (h) The President shall advise the Board on the financial and budgetary needs of the College;
 - (i) The President shall serve as an ex officio non-voting member of the Foundation of Wayne Community College.
 - (j) The President shall discharge any other functions which the Board may delegate to him.
 - (k) In consultation with appropriate administrators, the President shall establish salaries of all employees, except his/her own, and arrange for proper promotions subject to State budgetary limits and guidelines, and in harmony with salary guidelines, which may be adopted from time to time by the Board of Trustees.
 - (l) The President is authorized to sign contracts in the name of the College consistent with the policies, rules, regulations, and funds available.
 - (m) 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 and of the State Board of Community Colleges, within the budgets approved by the Board. The President shall be elected by the Board of Trustees and shall hold office at the pleasure of the Board.
 - (n) The Board shall at all times exercise its control of the College through the President.
 - (o) The President shall be responsible for the selection and employment or dismissal of personnel required for the operation of the College, subject to the standards established by the State Board of Community Colleges, except that the Board shall retain authority to employ vice presidents and chief financial officer upon nomination by the President. Initial appointment of all personnel is effective for the whole of their employment.
 - (p) The President shall have the initiative in shaping and maintaining the educational policies

of and the character of the College and shall recommend changes to be made in the programs and services to be provided.

(q) The President shall recommend items to be included in the current expense budget and the capital outlay budget.

(r) All acts of the Board of Trustees, not in conflict with State law or State Board of Community Colleges regulations, shall be binding on the President, and it shall be the President's duty to carry out all rules and regulations of the Board.

ARTICLE III

Powers and Duties of the Board of Trustees

- (a) The Board of Trustees shall:
1. 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 State Board of Community Colleges.
 2. Provide for the employment of vice presidents and chief financial officer, upon nomination by the President, subject to standards established by the State Board of Community Colleges. One action by the Board for election of these employees shall be effective for the whole of their employment.
 3. Acquire by purchase or otherwise all land required for the college site, and rights-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 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 and apply them or invest any of them and apply the proceeds for the purposes which the donor may prescribe and which are consistent with the provisions of State law and the regulations of the State Board of Community Colleges.
 6. Provide all or part of the instructional services for the institution, including