

## Requirement 2.3

### Chief Executive Officer

The institution has a chief executive officer whose primary responsibility is to the institution and who is not the presiding officer of the board.

### Judgment

Compliant  Partial Compliance  Non-Compliant  Not Applicable

### Narrative

Haywood Community College (HCC) is in compliance with Core Requirement 2.3.

Dr. Rose Harrell Johnson serves as Haywood Community College's (HCC) Chief Executive Officer as President and was elected by the Board of Trustees (BOT) upon approval of the State Board of Community Colleges ([NCGS 115D-20 Powers and Duties of the Trustees](#)). The President reports directly to the Board, is not a member of the Board, and cannot serve as its presiding officer. The HCC Board of Trustees elects a presiding officer, the chairman, from its membership and adopts college policies ([HCC Board of Trustee Roster 07-08](#)) ([HCC Board of Trustee By-Laws, Officers and Their Duties, p. 2](#)) ([BOT Minutes, May 8, 2007, p. 6](#)).

### HCC President's Job Description

The HCC Board of Trustees' By-Laws and the President's job description specify the President's duties. The President's job description is approved by the Board of Trustees ([Board Minutes, Feb. 12, 2008](#)) and *specifies that the President's primary responsibility is to the institution and to plan, organize, direct, and review the overall administrative and academic operations and activities of the College* ([HCC President's Job Description](#)).

As stated in the [HCC Board of Trustees By-Laws, Article II. Section 6, p. 5-6](#). Specific presidential duties include, but are not limited to:

- attending and participating, without vote, in all meetings of the Board of Trustees, except where her absence is expressly desired
- holding responsibility for all administrative and managerial aspects of the development and operation of the College
- recommending policies and public policy decisions to the Board
- attending all committee meetings of the Board
- overseeing all educational programs and the appointment of curriculum advisory committees

- recommending full-time employees for ratification by the Trustees

Additionally, institutional policy mandates that the President must report any secondary employment to the Board for approval/disapproval before engaging in such employment according to North Carolina Administrative Code [23 NCAC 2C.0210 \(a\) \(28\), Secondary or Outside Employment](#). The President has not requested approval of secondary employment.

The President abides by a personal code of ethics which describes how the College community may expect her to fulfill her administrative and leadership responsibilities ([President's Code of Ethics](#)). This document has been approved by the HCC Board of Trustees ([HCC Board Minutes, March 14, 2006 , p. 4](#)) and widely distributed ([Mountaineer's Profile of President](#)) ([Email to Employees, Feb. 2, 2006](#)) ([Screen shot of HCC Board of Trustees Web site](#)).

## Supporting Documents

-  [Bd\\_Mins\\_021208](#)
-  [Bd\\_Mins\\_0306](#)
-  [Bd\\_Mins\\_050807](#)
-  [board\\_of\\_trustees\\_webpage](#)
-  [BOT\\_By-Laws\\_0208](#)
-  [BOT\\_By-Laws\\_ArticleII\\_Section6](#)
-  [Code\\_of\\_Ethics\\_for\\_CEO](#)
-  [Email\\_code\\_of\\_ethics](#)
-  [List\\_Bd\\_Trustees\\_091107](#)
-  [March 2006 BOT Minutes](#)
-  [Mountaineer\\_071706](#)
-  [NCAC\\_T23\\_02C-0210\\_PesonneI\\_Policies](#)
-  [NCCCSO\\_Memo\\_secondary\\_employment\\_shared\\_leave](#)
-  [NCGS\\_115D-20\\_Powers\\_Duties\\_Trustees](#)
-  [President\\_Position\\_Description](#)
-  [BOT\\_By-Laws\\_0208 \(page 5\)](#)