



College of The Albemarle Procedure

Procedure Number: 1.9.1

Pages: 1 of 1

Title: Diversity and Inclusion

Related Policy: Policy 1.9 Diversity and Inclusion

Division of Responsibility: Board of Trustees; President's Office

- I. The College of The Albemarle (COA) President's Office shall send an annual letter from the Chair of The COA Board of Trustees that outlines the board's commitment to a diverse and inclusive representation of the seven-county service area. This letter will be sent to all appointing authorities with an appointment expiring on June 30th of the current year.
- II. The letter shall be sent in the first week of March to allow the appointing authorities ample time to consider the board chair's letter prior to making their appointments.
- III. A copy of College of The Albemarle's Policy 1-6: Diversity and Inclusion will be enclosed with the letter to the appointing authorities.
- IV. The letter to appointing authorities will include all of the following items:
 - a. Reference to any current North Carolina legislation regarding the diversity composition of the COA Board of Trustees.
 - b. The COA Board of Trustees commitment to supporting diversity and inclusion.
 - c. A breakdown of the appointing authorities and their number of appointments
 - d. The current gender and race composition of the COA Board of Trustees.

June 13, 2023

June 13, 2023

N/A

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision