



Haywood Community College

Application Evidence

2025-06-02

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Evidence 1: Accreditor Correspondence

This section includes official communication between Haywood Community College and its current institutional accreditor, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), from the past 12 months. These documents include substantive change requests, accreditation status reports, financial reviews, and responses to inquiries. Below is a summary of the included correspondence:

Date	To	From	Document Title	Area
2025-05-12	HCC	SACSCOC	Acknowledge Intent to Change Accreditor	Accreditation Status
2025-05-07	SACSCOC	HCC	Notice to SACSCOC of intent to transition to HLC	Accreditation Status
2025-03-14	SACSCOC	HCC	ProgramNew AAS in IT AI (A25590AI) - Approved	Substantive Change
2025-02-28	SACSCOC	HCC	Close Criminal Justice Technology Certificate (C55180CC) - Approved	Substantive Change
2025-02-28	SACSCOC	HCC	Close Business Administration Certificate (C25120SB) - Approved	Substantive Change
2025-01-23	HCC	SACSCOC	Confirmation of Completion of Enrollment 2024	Enrollment Profile
2025-01-07	HCC	SACSCOC	Reopen Criminal Justice Technology Certificate (C55180EM) - Accepted	Substantive Change
2024-12-18	HCC	SACSCOC	Fifth-Year Report Findings (Pending Response¹)	Accreditation Status
2024-12-17	SACSCOC	HCC	Reopen Criminal Justice Technology Certificate (C55180EM) - Letter	Substantive Change
2024-12-17	SACSCOC	HCC	Close Criminal Justice Technology Certificate (C55180CC) - Letter	Substantive Change
2024-12-17	SACSCOC	HCC	Close Business Administration Certificate (C25120SB) - Letter	Substantive Change
2024-12-17	SACSCOC	HCC	ProgramNew AAS in IT AI (A25590AI)	Substantive Change
2024-12-17	SACSCOC	HCC	ProgramNew AAS in PA (A55480) (Pending Response²)	Substantive Change
2024-08-30	SACSCOC	HCC	Fifth-Year Interim Report Upload Complete	Accreditation Status

2024-06-14	HCC	SACSCOC	<u>Completed 2024 Financial Profile and Indicators</u>	Financial Profile
2024-06-05	HCC	SACSCOC	<u>RE: Question About Faculty Oversight of Program</u>	Question

¹ HCC has been asked to submit a Referral Report by 2025-09-08 to address several standards. The College is currently reviewing the feedback and preparing a comprehensive institutional response.

² HCC submitted a formal Substantive Change request to SACSCOC to establish Public Administration associate and diploma programs. At this time, the College is awaiting an official response from SACSCOC regarding the request.

2025-05-12_Acknowledge Intent to Change Accreditor



May 12, 2025

Dr. Shelley White
President
Haywood Community College
185 Freedlander Drive
Clyde, NC 28271

Dear Dr. White:

Thank you for notifying the Commission of Haywood Community College's intent to change its primary accrediting agency to the Higher Learning Commission. While I hate to see you leave us, I understand that you feel it is in the best interest of the institution to make the change.

I remind you that an institution that is seeking to change accrediting agencies should not withdraw its current accreditation until after the new accrediting agency has granted membership to the institution and they have received written notification from the U.S. Department of Education acknowledging the new accreditor as its primary institutional accreditor. Once you have received the letter, you will need to formally withdraw your membership from SACSCOC.

If there is anything I can do to assist you during this transition, please do not hesitate to contact me.

A handwritten signature in black ink that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.
President

BSW:pa

cc: ✓Mr. David Onder, Director of Institutional Excellence, Research and Grants
Dr. Nuria Cuevas, Vice President, SACSCOC

2025-05-07_Note to SACSCOC of intent to transition to HLC



OFFICE OF THE PRESIDENT

May 7, 2025

Dr. Belle Wheelan, President
Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097

Dear Dr. Wheelan,

I am writing to formally notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), in accordance with SACSCOC policy regarding changes in membership, of Haywood Community College's intention to change our primary accrediting agency to the Higher Learning Commission (HLC). Our Board of Trustees officially adopted this decision on May 6, 2025.

Our decision follows legislative changes enacted by the North Carolina General Assembly (Session Law 2023-132), requiring community colleges to alternate accrediting agencies for consecutive cycles. On March 20, 2025, the U.S. Department of Education (USED) determined that Haywood Community College had established reasonable cause to proceed with changing our institutional accrediting agency to HLC.

We anticipate applying to HLC by early summer 2025 and finalizing the accreditation process with HLC by late 2027, after which we will officially request from the USED a transfer of accreditation from SACSCOC to HLC. We will ensure compliance with all SACSCOC membership obligations throughout this transition.

Thank you for your assistance during this transition period.

Sincerely,

A handwritten signature in black ink that reads "Shelley Y. White".

Shelley White, Ed.D.
Haywood Community College

185 Freedlander Drive, Clyde NC 28271 T 828.627.4516 haywood.edu

An equal opportunity and affirmative action institution compliant with the Americans with Disabilities Act

2025-03-14_ProgramNew_AAS in IT AI (A25590AI) - Approved



March 14, 2025

Dr. Shelley White
President
Haywood Community College
185 Freelander Drive
Clyde, NC 28721

Dear Dr. White:

Thank you for submitting the following substantive change:

Substantive change:

New Program-Approval

Associate in Information Technology – Artificial Intelligence

Certificate in Information Technology – Artificial Intelligence

Submission date:

12/17/2024

Intended Implementation date:

8/1/2025

Case ID:

SC029501

SACSCOC requested additional information via email on January 16, 2024. The institution's response on February 18, 2025, was added to the record and is reflected in the narrative below.

The institution proposes the implementation of the Associate in Applied Science in Information Technology-Artificial Intelligence and the Certificate in Information Technology-Artificial Intelligence with a launch date of August 1, 2025. The 64-credit hour AAS program and the embedded 15-credit hour Certificate will be offered through a distance learning (online) method of delivery. The institution was approved to offer distance learning December 4, 1998. The primary target audience was identified as students interested in the field of analytics and artificial intelligence. The projected number of students is 15 each year. The programs will be ongoing, and students should complete the degree program in 5 semesters.

Strengths cited by the institution to offer the new programs include an experienced faculty and the institution's existing base of the Information Technology AAS program, which has been in existence since 1997 and has demonstrated sustainability and revenues needed to support the new program. The need for the program was based on input from recent program reviews, the IT Advisory Board, and discussions with industry professionals. The two current tracks in IT (security and data management) do not have courses in artificial intelligence.

The program was described in the context of the institution's mission and appeared to be consistent. Faculty and administration are the primary driving force in the program proposal process, ensuring the program relevance, development, and approval of new programs. The program proposal was reviewed and approved by the Curriculum Committee. Detailed information on the proposed



Dr. Shelley White
March 14, 2025
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program was sent to the Board of Trustee's Technology, Education, and Student Affairs Committee for approval, followed by the full Board of Trustees. The institution received institutional approval for the change from the Board of Trustees. Documentation was provided. The institution stated that, due to the program being an existing approved program at the state level, the program is automatically approved by the North Carolina Community College System once it is approved locally.

The 64-credit hour curriculum, full program schedule, one program goal, and three student learning outcomes were provided. A range of assessment methods as required by program standards will be used and may include portfolios, presentations, and industry certifications. Course descriptions for all program courses were provided and appear to be appropriate for an applied associate degree and the embedded certificate.

Requirements for admission into and graduation from the program were provided and are consistent with undergraduate programs. The institution stated that the program will follow existing institutional and system policies and procedures to grant credit for the courses in the program. The institution adheres to the Federal definition of a credit hour. Administrative oversight of the program will be provided by the faculty, in cooperation with the Dean and the Executive Vice President. The faculty will be responsible for content, quality, and effectiveness of the curriculum and program level decisions and activities.

The program will not be offered in a compressed timeframe. The program will be offered 100% online.

The institution provided a faculty roster that listed one full-time faculty member, one part-time faculty member, and one part-time to-be-hired faculty member. The current faculty appears to be qualified to teach the courses assigned. Should the qualifications be adhered to in the hiring process of the to-be-hired faculty, that person would appear to be qualified to teach course assignments. The number of existing full-time faculty appears to be adequate for the projected number of students. Keep in mind that the ultimate determination of faculty qualifications and faculty adequacy is the responsibility of the peer review team who will assess the program as part of the institution's next SACSCOC accreditation review.

The library and learning resources supporting the new program were provided. Electronic resources such as databases, eBooks, electronic full-text journals, and streaming media are accessible via the library's website at all hours. The library's website serves as a portal or access point from which students may become aware of and use the library's general and discipline-specific resources. Students are made aware of the library and learning/information resources available to them in the orientation sessions and through direct links to the library from the main Moodle learning management system (LMS) page and on each course's main page. Discipline-specific resources for the program were provided and include five databases, eight print books, and thirteen journals. How-to tutorials are available on the library webpage on general topics such as citation, finding journal articles, finding streaming videos. Instruction sessions are available by faculty appointment in the library, in the classroom, or virtually via Zoom. All students can receive point of need and research services in-person, by email, via ChatStaff, and by phone. The institution's library belongs to the



Dr. Shelley White
March 14, 2025
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North Carolina Libraries for Virtual Education (NCLIVE) consortium and participates in interlibrary loans.

Student and academic support services for the program include customary services such as those offered by the registrar, financial aid, disability services, career services, tutoring, and information technology services. Students will participate in a mandatory new student orientation where they will receive in-depth information about support services. Each student is assigned a Success Coach and a faculty advisor. Information technology general and Moodle help-desk services are available by phone, email, and through a ticket request. All students are provided Moodle and distance/e-learning training through a USER tour; an ongoing Student HELP on Online Resources course where students can practice Moodle; and a pre-class resources page with active links to Moodle components.

The AAS program will be offered 100% online. The institution's information technology department provides and maintains the campus equipment needed to offer the program. No additional equipment or software is needed. Facilities in support of the program appear to be adequate for the program. The addition of the program will have no impact on current programs.

The institution provided evidence of financial planning and budgeting to support the proposed change. The change will have minimal impact on institutional operations. There are no material changes to instructional or administrative costs. Any increased resource demand can be readily accommodated within the existing institutional budget. Financial resources appear adequate to implement and sustain the change. No budget resources will be needed for contractual or support services for the proposed change. If revenue does not materialize or costs exceed estimates, the institution would consider closing the program, which would not impact the existing Information Technology programs.

The institutional planning and assessment process was described and appears to be adequate. Each academic program creates a plan for student learning called an Excellence Plan Summary. In the Plan, the program faculty define a set of SLOs (which show alignment to the institution's strategic plan) and determine how the outcomes are assessed and measured. At the conclusion of the academic year, data that was collected is analyzed. A plan is developed on how to address any shortcomings or how to capitalize on any success. A sample Excellence Plan Summary for the existing Information Technology program was provided as an example. The AAS in Artificial Intelligence and the embedded certificate will follow the assessment process provided.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the Associate in Applied Science in Information Technology-Artificial Intelligence and the Certificate in Information Technology-Artificial Intelligence. It was the decision of the Board to approve the programs and include them in the scope of accreditation.

Should you need assistance, please contact Dr. Nuria M. Cuevas at (404) 994-6578 or via email at ncuevas@sacscoc.org.



Dr. Shelley White
March 14, 2025
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Please include the Case ID number above in all submissions or correspondence about this substantive change.

Sincerely,

A handwritten signature in black ink that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.
President

BSW/TBB:lp

cc: Mr. David M. Onder, Director of Institutional Excellence, Research, and Grants, Haywood Community College
Dr. Nuria M. Cuevas, Vice President, SACSCOC

2025-02-28_Close Criminal Justice Technology certificate (C55180CC) -
Approved



February 28, 2025

Dr. Shelley White
President
Haywood Community College
185 Freelander Drive
Clyde, NC 28721

Dear Dr. White:

Thank you for submitting the following substantive change:

Substantive change:
Program Closure
Certificate in Criminal Justice Technology - Cyber Crime
Submission date:
12/17/2024
Intended Implementation date:
8/1/2025
Case ID:
SC029498

SACSCOC requested additional information via email on February 11, 2025. The institution's response on February 17, 2025, was added to the record and is reflected in the narrative below.

At the time the decision was made to close the programs in December 2024, five students were enrolled in the program. This certificate is one of two stackable certificates in the Criminal Justice Technology program and is embedded in the associate degree and diploma programs.

The students were given options for completing their program with minimal disruption. It is expected that students will be able to complete the certificate by the end of spring 2025.

The institutional community was informed of the program closure. The current students were informed of the closure via faculty. Prospective and lapsed students will be informed of the program closure via academic advisors. Faculty and staff were informed of the program closure via participation in the decision to close the program.

No students will incur additional costs.

No faculty or staff will be impacted by this closure.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges approves the closure of the Certificate in Criminal Justice Technology – Cyber Crime.



Dr. Shelley White
February 28, 2025
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Should you need assistance, please contact Dr. Nuria M. Cuevas at (404) 994-6578 or via email at ncuevas@sacscoc.org.

Please include the Case ID number above in all submissions or correspondence about this substantive change.

Sincerely,

A handwritten signature in black ink that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.
President

BSW:TBB/sb

cc: Mr. David M. Onder, Director of Institutional Excellence, Research, and Grants, Haywood Community College
Dr. Nuria M. Cuevas, Vice President, SACSCOC

2025-02-28_Close Business Administration Certificate (C25120SB) -
Approved



February 28, 2025

Dr. Shelley White
President
Haywood Community College
185 Freelander Drive
Clyde, NC 28721

Dear Dr. White:

Thank you for submitting the following substantive change:

Substantive change:

Program Closure

Certificate in Business Administration - Small Business Start-Up

Submission date:

12/17/2024

Intended Implementation date:

8/1/2025

Case ID:

SC029496

SACSCOC requested additional information via email on February 11, 2025. The institution's response on February 17, 2025 was added to the record and is reflected in the narrative below.

At the time the decision was made to close the programs in December 2024, three students were enrolled in the program. This certificate is a stackable certificates in the Business Administration program.

The students were given options for completing their program with minimal disruption. It is expected that students will be able to complete the certificate by the end of spring 2025.

The institutional community was informed of the program closure. The current students were informed of the closure via faculty. Prospective and lapsed students will be informed of the program closure via advisors. Faculty and staff were informed of the program closure via participation of the decision-making process to close the program.

No students will incur additional costs.

No faculty or staff will be impacted by this closure.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges approves the closure of the Certificate in Business Administration – Small Business Start-Up.



Dr. Shelley White
February 28, 2025
Page 2

Should you need assistance, please contact Dr. Nuria M. Cuevas at (404) 994-6578 or via email at ncuevas@sacscoc.org.

Please include the Case ID number above in all submissions or correspondence about this substantive change.

Sincerely,

A handwritten signature in black ink that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.
President

BSW:TBB/sb

cc: Mr. David M. Onder, Director of Institutional Excellence, Research, and Grants, Haywood Community College
Dr. Nuria M. Cuevas, Vice President, SACSCOC

2025-01-23_Confirmation of Completion of Enrollment 2024

David Onder

From: Dr. Belle Wheelan <bwheelan@sacscoc.org>
Sent: Thursday, January 23, 2025 6:45 PM
To: David Onder
Subject: Confirmation of Completion of Enrollment 2024

Importance: High
Categories: #SACSCOC

Caution: This email originated from outside of Haywood Community College. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Dr. White and Mr. Onder,

This is certification that your Enrollment Profile information has been successfully submitted, and no further action is required by your institution.

Date Submitted: 1/16/2025

Date Approved: 1/23/2025

The CEO and IAL may log into the Institutional Portal to access submission values by going to the Annual Updates Tab and selecting the Export Enrollment button.

Thank you for your attention to this requirement.

Belle S. Wheelan, Ph.D.
President
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane | Decatur, GA | 30033



2025-01-07_Reopen Criminal Justice Technology Certificate
(C55180EM) - Accepted



January 07, 2025

Dr. Shelley White
President
Haywood Community College
185 Freelander Drive
Clyde, NC 28721

Dear Dr. White:

Thank you for submitting the following substantive change:

Substantive change:

Program Re-open
Certificate in Criminal Justic Technology - Emergency Management

Submission date:

12/17/2024

Intended Implementation date:

8/1/2025

Case ID:

SC029499

We accept notification to re-open the Certificate in Criminal Justic Technology - Emergency Management. The program was closed on August 1, 2022 and will be reopened on August 1, 2025, fewer than five years after closure.

Should you need assistance, please contact Dr. Nuria M. Cuevas at (404) 994-6578 or via email at ncuevas@sacscoc.org.

Please include the Case ID number above in all submissions or correspondence about this substantive change.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin W. Sightler".

Kevin W. Sightler, Ph.D.
Director of Substantive Change

KWS:TBB/mdm

cc: Mr. David M. Onder, Director of Institutional Excellence, Research, and Grants, Haywood Community College
Dr. Nuria M. Cuevas, Vice President, SACSCOC

2024-12-18_Fifth-Year Report Findings



Dr. Shelley White
President
Haywood Community College
185 Freedlander Drive
Clyde, NC 28721

Dear Dr. White:

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Committee on Fifth-Year Interim Reports reviewed the institution's compliance with the select standards of the *Principles of Accreditation* outlined in the SACSCOC Fifth-Year Interim Report. Based only on those reviewed standards, the institution is requested to submit a Referral Report due **September 8, 2025**, addressing the standards of the *Principles* identified below. Please note that one of the standards is a Core Requirement (CR). Failure to document compliance with the Core Requirement at the time of your next review will result in your institution being placed on a sanction.

CR 8.1 (Student achievement)

This standard expects an institution to identify, evaluate, and publish goals and outcomes for student achievement appropriate to the institution's mission, the nature of the students it serves, and the kinds of programs offered. Further, this standard expects an institution to use multiple measures to document student success.

The institution uses the performance measures of the North Carolina Community College System. The institution did not identify the minimum thresholds of acceptability for its student achievement measures. While the institution identifies and evaluates its Key Student Completion Indicator (KSCI), it did not provide a rationale for disaggregating the KSCI by enrollment status.

Standard 5.4 (Qualified administrative/academic officers)

This standard expects an institution to employ administrative and academic officers with appropriate experience and qualifications to lead the institution. Further, this standard expects an institution to evaluate those administrative and academic officers regularly.

The institution provided minimum requirements for the Chief Financial Officer as a Master's Degree in a related field and five years in educational administration. The current CFO meets the experience requirement, but the committee could not determine that the person holding this position has a Master's Degree as required by the institution's job description.

Standard 10.5 (Admissions policies and practices)

This standard expects an institution to publish admissions policies consistent with its mission. Further, this standard expects that the institution's recruitment materials and presentations accurately represent the practices, policies, and accreditation status of the institution. Additionally, this standard expects the institution to ensure that independent contractors or agents used for recruiting purposes and for admission activities are governed by the same principles and policies as institutional employees.

The institution demonstrated it publishes admission policies consistent with its mission and ensures that all recruitment materials accurately reflect the institution's policies; however, in describing third-



Dr. Shelley White
December 18, 2024
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party vendors, the institution did not provide evidence demonstrating that Vision Quest agents would be held to the same standards as institutional employees.

Standard 10.7 (Policies for awarding credit)

This standard expects an institution to publish and implement policies for determining the amount and level of credit awarded for its courses, regardless of format or mode of delivery. Further, this standard expects these policies to require oversight by persons academically qualified to make the necessary judgments. Additionally, in educational programs not based on credit hours (e.g., direct assessment programs), this standard expects an institution to have a sound means for determining credit equivalencies.

The institution provided adequate evidence that it publishes policies for determining the amount and level of credit awarded for its courses. The institution did not provide evidence that the persons overseeing these policies are academically qualified to make necessary judgments.

Standard 10.9 (Cooperative academic arrangements)

This standard expects an institution to ensure the quality and integrity of the work recorded when it transcripts courses or credits as its own when offered through a cooperative academic arrangement. Further, this standard expects an institution to maintain formal agreements between the parties involved and regularly evaluate such agreements.

The institution maintains a Nursing consortium with another community college through a formal operating agreement. The agreement was reviewed and renewed in 2017 for a period of three years; however, the committee could not locate evidence that the agreement had been reviewed and renewed more recently.

Standard 13.8 (Institutional environment)

This standard expects an institution to take reasonable steps to provide a healthy, safe, and secure environment for all members of the campus community.

The Committee was unable to locate information related to any investigations by the U.S. Department of Education's Office of Civil Rights for possible violations alleging sexual violence as part of its narrative addressing a healthy, safe, and secure campus environment. This information should include any open investigations as well as closed investigations that were active at the time of the last SACSCOC comprehensive review or occurred since the last SACSCOC comprehensive review. If there were no investigations, the institution should make a statement to that fact.

Evaluation of the QEP Impact Report

The institution has adequately described the initial goals and intended outcomes of its QEP, discussed the limited changes made in the QEP, discussed the impact on student learning and/or student success, and described what the institution has learned as a result of the QEP experience.

Guidelines for the Referral Report may be found in the enclosed SACSCOC policy *Documents Submitted for SACSCOC Review*. Since it is essential that institutions follow these guidelines, please make certain that those responsible for preparing the report receive this document. If



Dr. Shelley White
December 18, 2024
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there are any questions about the format, contact the SACSCOC staff member assigned to your institution. Please submit your report via the Institutional Portal by the deadline date.

Referral Reports requested by the Committee on Fifth-Year Interim Reports will be forwarded to the Committees on Compliance and Reports (C&R), a standing committee of the SACSCOC Board of Trustees, for action at the meeting immediately following the due date of the report. If the institution fails to document compliance with the above listed standards at the time of this review, the C&R committee will recommend further review which may begin a two-year monitoring period within which the institution must document compliance with all standards.

We appreciate your continued support of SACSCOC's work and activities. If you have any questions, please contact your SACSCOC staff member assigned to your institution.

Sincerely,

A handwritten signature in black ink that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.
President

BSW:tn

Enclosure

cc: Dr. Nuria M. Cuevas, Vice President, SACSCOC

2024-12-17_Reopen Criminal Justice Technology Certificate
(C55180EM) - Letter



Institutional Excellence, Research and Grants

December 17, 2024

Dr. Belle S. Wheelan, President
Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097

Dear Dr. Wheelan,

This letter is in response to Standard 14.2 (Substantive Change). With this letter, we are notifying SACSCOC that we are reopening the **Criminal Justice Technology – Emergency Management (C55180EM)** certificate program. This change will be effective at the beginning of fall term 2025. This change was approved by the faculty, Curriculum Committee, and the Board of Trustees.

This program's closure was requested by Haywood Community College December 16, 2021 and was approved by SACSCOC on July 22, 2022 (Case ID: SC016923). This certificate is replacing an existing certificate and is part of an existing associates degree program with existing support from the institution, including online resources (this is an online program), financial resources, library and learning/information resources, and student support services. Also, since the faculty teach in other programs the institution offers, the institution has adequate faculty to support this program.

Please let me know if you require additional information about the change described above.

Sincerely,

A handwritten signature in black ink, appearing to read "David Onder".

Mr. David Onder, SACSCOC Liaison

Cc Dr. Nuria Cuevas; Dr. Shelley White, President; Dr. Wendy Hines, EVP of Instruction and Student Services

2024-12-17_Close Criminal Justice Technology Certificate (C55180CC) -
Letter



Institutional Excellence, Research and Grants

December 17, 2024

Dr. Belle S. Wheelan, President
Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097

Dear Dr. Wheelan,

This letter is in response to Standard 14.2 (Substantive Change). With this letter, we seek approval to close the **Criminal Justice Technology – Cyber Crime (C55180CC)** certificate program. This change will be effective at the beginning of fall term 2025. This change was approved by the faculty, Curriculum Committee, and the Board of Trustees.

This program is being closed due to the misalignment with industry expectations and low enrollment. There are 4 students currently enrolled in the associates and 1 student currently enrolled in the diploma program who are also co-enrolled in this program (this certificate is one of 2 existing stackable certificates in the CJC program) who are expected to either complete the certificate or be enrolled in the new certificate program in emergency management by the end of spring 2025. All existing credits from this certificate apply to the associates and diploma programs. Therefore, there are no expected additional costs incurred by students. Also, since the faculty teach in other programs the institution still offers, no faculty or staff will be affected by the termination of this program.

Please let me know if you require additional information about the change described above.

Sincerely,

A handwritten signature in black ink, appearing to read "David Onder".

Mr. David Onder, SACSCOC Liaison

Cc Dr. Nuria Cuevas; Dr. Shelley White, President; Dr. Wendy Hines, EVP of Instruction and Student Services

2024-12-17_Close Business Administration Certificate (C25120SB) -
Letter



Institutional Excellence, Research and Grants

December 17, 2024

Dr. Belle S. Wheelan, President
Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097

Dear Dr. Wheelan,

This letter is in response to Standard 14.2 (Substantive Change). With this letter, we seek approval to close the **Business Administration – Small Business Start-Up (C25120SB)** certificate program. This change will be effective at the beginning of fall term 2025. This change was approved by the faculty, Curriculum Committee, and the Board of Trustees.

This program is being closed due to the misalignment with industry expectations and low enrollment. There are 3 students currently enrolled in this program, 2 of whom are enrolled in the parent associates program as well as other certificates that are also included in the stackable credential sequence. The 1 student in the certificate program only is expected to complete the program by the end of spring 2025. Therefore, there are no expected additional costs incurred by students. Also, since the faculty teach in other programs the institution still offers, no faculty or staff will be affected by the termination of this program.

Please let me know if you require additional information about the change described above.

Sincerely,

A handwritten signature in black ink, appearing to read "David Onder".

Mr. David Onder, SACSCOC Liaison

Cc Dr. Nuria Cuevas; Dr. Shelley White, President; Dr. Wendy Hines, EVP of Instruction and Student Services

2024-12-17_ProgramNew_AAS in IT AI (A25590AI)



Institutional Excellence, Research and Grants

December 17, 2024

Dr. Kevin Sightler
Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097

Dear Dr. Sightler,

This letter is in response to Standard 14.2 (Substantive Change). With this letter, we seek approval to create the **Information Technology – Artificial Intelligence (AI) Associate and Certificate (A25590AI, C25590AI)**. This change will be effective at the beginning of fall term 2025. This change was approved by the faculty, the Haywood Community College Curriculum Committee, and the Haywood Community College Board of Trustees. Approval is also being sought from the North Carolina Community College System Board of Trustees, which is expected in the spring.

This program is being created to provide the artificial intelligence-related courses of the new Information Technology – Artificial Intelligence associates degree in support of industry needs and expectations. This change will not impact the teaching load of the existing faculty as course offerings will be balanced and additional adjunct faculty will be hired to address additional artificial intelligence courses.

Please let me know if you require additional information about the change described above.

Sincerely,

A handwritten signature in black ink, appearing to read "David Onder".

Mr. David Onder, SACSCOC Liaison

Cc Dr. Nuria Cuevas; Dr. Shelley White, President; Dr. Wendy Hines, EVP of Instruction and Student Services

2024-12-17_ProgramNew_AAS in PA (A55480)



Institutional Excellence, Research and Grants

December 17, 2024

Dr. Kevin Sightler
Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097

Dear Dr. Sightler,

This letter is in response to Standard 14.2 (Substantive Change). With this letter, we seek approval to create the **Public Administration – Law Associate (A55480L)**, **Fire Associate (A55480F)**, **EMS Associate (A55480E)**, and **Public Administration Diploma (D55480)**. This change will be effective at the beginning of fall term 2025. This change was approved by the faculty, the Haywood Community College Curriculum Committee, and the Haywood Community College Board of Trustees. Approval is also being sought from the North Carolina Community College System Board of Trustees, which is expected in the spring.

This program is being created to provide students primarily within a fire or police departments, emergency management organizations, governmental agencies, and correctional facilities with knowledge and skills in the technical, managerial, and administrative areas necessary for entrance or advancement within these areas, which is in support of industry needs and expectations. This change will not impact the teaching load of the existing faculty as course offerings will be balanced and, if needed, additional adjunct faculty will be hired to address additional overloads.

Please let me know if you require additional information about the change described above.

Sincerely,

A handwritten signature in black ink, appearing to read "David Onder".

Mr. David Onder, SACSCOC Liaison

Cc Dr. Nuria Cuevas; Dr. Shelley White, President; Dr. Wendy Hines, EVP of Instruction and Student Services

2024-08-30_Fifth-Year Interim Report Upload Complete

David Onder

From: Institutions <institutions@sacscoc.org>
Sent: Friday, August 30, 2024 1:32 PM
To: David Onder
Subject: Action Completed: Upload Document [Case ID: RC000553]

Importance: High

Categories: #SACSCOC

You don't often get email from institutions@sacscoc.org. [Learn why this is important](#)

Caution: *This email originated from outside of Haywood Community College. Do not click links or open attachments unless you recognize the sender and know the content is safe.*

Dear David Onder,

This Review Step Item has been completed: Upload Institutional Submission

Document uploaded: HaywoodCC_5Y.zip

Document type: Institutional Submission

Received on: August 30, 2024

CASE ID : RC000553

Committee Review: haywood-2024-RC000553-Fifth-Year Interim Report

2024-06-14_Completed 2024 Financial Profile and Indicators

From: [Dr. Belle Wheelan](#)
To: [David Onder](#)
Subject: Completed 2024 SACSCOC Financial Profile and Indicators
Date: Friday, June 14, 2024 11:36:44 AM
Importance: High

You don't often get email from bwheelan@sacscoc.org. [Learn why this is important](#)

Caution: This email originated from outside of Haywood Community College.
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2024 SACSCOC Financial Profile and Indicators

Institution Name Address: Haywood Community College, Clyde, NC

Thank you for completing the 2024 Financial Profile and Indicators:

The Profile was submitted by David Onder on 6/14/2024 and approved by Shelley White on 6/14/2024.

The CEO and IAL may log into the Institutional Portal to access prior year submission values by going to the Annual Updates Tab and selecting the Export Financial button.

If you have additional questions or problems, please send an email to profiles@sacscoc.org. Your emailed questions are retained for process improvement. In November, the Commission will request a profile regarding enrollment and other general information.

Thank you for your assistance.

Belle Wheelan

Belle S. Wheelan, Ph.D.
President
Southern Association of Colleges and Schools
Commission on Colleges

1866 Southern Lane | Decatur, GA 30033
Office 404.679.4512

bwheelan@sacscoc.org



2024-06-05_RE: Question About Faculty Oversight of Program

From: Nuria Cuevas
To: David Onder
Subject: RE: Question about faculty oversight of program
Date: Wednesday, June 5, 2024 10:36:46 AM
Importance: High

Caution: This email originated from outside of Haywood Community College.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Again, apologies for the delay in responding to the message but thank you very much for the friendly reminder.

In terms of Standard 6.2.c (*Program coordination*), committees tend to accept and can understand a situation in which an academically qualified program coordinator is employed by the institution on a part-time basis but also works closely with an appropriately credentialed full-time faculty member who serves, in collaboration with the program coordinator, as the lead faculty member for oversight of the program's quality and integrity. A concise, comprehensive narrative describing how this works and who is responsible for what at the institution usually is quite helpful when the institution is under review and responding to Standard 6.2.c.

Hope this helps for now.

From: David Onder <dononder@haywood.edu>
Sent: Wednesday, June 5, 2024 10:24 AM
To: Nuria Cuevas <ncuevas@sacscoc.org>
Subject: RE: Question about faculty oversight of program
Importance: High

Just a follow-up on this question. See below.

David

Mr. David Onder, MAEd
Director and SACSCOC Liaison
Institutional Excellence, Research, and Grants

<https://www.haywood.edu/institutional-excellence-research-and-grants>
<http://www.linkedin.com/in/dmonder>

[Community College Planning and Research Organization \(CCPRO\)](#) (go to <https://ccpro.org/membership> to sign up)

Submit a ticket: <https://tickets.haywood.edu/>

From: David Onder
Sent: Monday, April 29, 2024 3:13 PM
To: Dr. Nuria Cuaves (ncuevas@sacscoc.org) <ncuevas@sacscoc.org>
Subject: Question about faculty oversight of program

We are looking at entering into a consortium with 2 local community colleges and a local university with our Associate of Engineering program. The general education courses and the first year engineering courses would be offered locally at the community colleges while the second year engineering courses would be offered at the university and reversed transferred to the community colleges. We are planning to hire a part-time employee with credentials in engineering to teach the engineering portions on campus and to oversee the program, in cooperation with the other community college and university faculty. The AE program overlaps almost entirely with the AS program (except for the engineering courses) which does have full-time faculty oversight. Do you believe this would be acceptable oversight for this program? If not, do you have any insight how to approach this differently?

Your input is greatly appreciated.

Thank you for your time,

David

Mr. David Onder, MAEd
Director and SACSCOC Liaison
Institutional Excellence, Research, and Grants

Balsam 121 (North Campus)
Haywood Community College
185 Freedlander Drive
Clyde, NC 28721
Phone: [828.565.4077](tel:828.565.4077)
Fax: [828.627.4523](tel:828.627.4523)
donder@haywood.edu
<https://www.haywood.edu/institutional-excellence-research-and-grants>
<http://www.linkedin.com/in/dmonder>

Community College Planning and Research Organization (CCPRO) (go to <https://ccpro.org/membership> to sign up)

Submit a ticket: <https://tickets.haywood.edu/>

Evidence 2: Accreditation Confirmation

As of the date of this application, Haywood Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This accreditation is verified in the U.S. Department of Education's Database of Accredited Postsecondary Institutions and Programs (DAPIP), where the college is listed as an institution in good standing.

The DAPIP profile screenshot provided below confirms both the college's current accreditation status and the identity of its accrediting agency. This meets the HLC requirement for documentation from a U.S. Department of Education-recognized accreditor historically classified as a regional accreditor.

The screenshot shows the DAPIP (Database of Accredited Postsecondary Institutions and Programs) website. At the top, it displays the U.S. Department of Education logo and the Office of Postsecondary Education logo. The main header reads "DAPIP Database of Accredited Postsecondary Institutions and Programs". On the right side of the header are links for "Help", "1-855-831-9922", and "dapipt@novas.net". Below the header, the college's name, "Haywood Community College", is prominently displayed in blue. Underneath the college's name are three contact details: an address (185 Freedlander Drive, Clyde, NC 28721-9901), a phone number ((828) 627-2821), and a website (www.haywood.edu). To the right of these details are "Print" and "Back to Search Results" buttons. Below this section, there are four tabs: "Institutional Accreditati...", "Programmatic Accredit...", "Internship/Residency", and "Additional Locations". The "Institutional Accreditati..." tab is currently selected and highlighted in white. Under this tab, there is a table with one row showing accreditation information. The table has three columns: "Action and Date", "Justification for Action", and "Documentation". The first row shows a renewal of accreditation on 06/13/2019, justified as being in compliance with all agency standards. The second row shows a renewal of accreditation on 12/03/2015, also justified as being in compliance with all agency standards. At the bottom left of the page, there is a note: "Click + to open accreditation details" and "denotes an estimated date". The footer contains links to "U.S. Department of Education, Recognition and Accreditation" and "Privacy Policy".

Evidence 3: Reaffirmation of Accreditation

Haywood Community College's history of reaffirmation of accreditation is documented in the U.S. Department of Education's Database of Accredited Postsecondary Institutions and Programs (DAPIP).

Please refer to the DAPIP profile screenshot provided in [Evidence 2: Accreditation Confirmation](#), which confirms the institution's continuing accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), including reaffirmation events. This documentation meets the HLC requirement for evidence of at least one reaffirmation of accreditation.

Evidence 4: Sanctions or Negative Actions Status

Haywood Community College has not been placed on sanction, show-cause order, or other similar negative actions by its institutional accreditor within the past five years. Additionally, there are no pending actions of this nature.

This status is confirmed in the U.S. Department of Education's Database of Accredited Postsecondary Institutions and Programs (DAPIP). Please refer to the DAPIP profile screenshot provided in [Evidence 2: Accreditation Confirmation](#), which shows the college is in good standing with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This meets HLC's requirement for documentation of a positive accreditation history.

Evidence 5: FSA Approval

The U.S. Department of Education, Office of Federal Student Aid (FSA) has reviewed and approved Haywood Community College's request to change its institutional accrediting agency from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to the Higher Learning Commission (HLC).

A copy of the official letter from the U.S. Department of Education is included below as documentation. This approval meets HLC's requirement for evidence from FSA supporting the institution's transition to HLC accreditation.



March 20, 2025

sent via email to: sywhite@haywood.edu

Dr. Shelley White
President
Haywood Community College
185 Freedlander Drive
Clyde, NC 28721

Re: Reasonable Cause Determination for Changing Accrediting Agencies- for Haywood Community College (OPE ID: 00885500)

Dear President White:

The U.S. Department of Education, Office of Federal Student Aid (“Department”) has conducted a Reasonable Cause Determination for Haywood Community College’s (“Haywood”) request to change accrediting agencies as required by section 496(h) of the Higher Education Act of 1965, as amended, 20 U.S.C. § 1099b(h). Haywood is accredited by the Southern Association of Colleges and Schools Commission on Colleges (“SACSCOC”) and seeks to change its institutional accrediting agency to the Higher Learning Commission (“HLC”).

The Department has determined that Haywood has established reasonable cause to change its institutional accrediting agency to HLC.

NEXT STEPS

Once Haywood has secured accreditation by HLC to become its institutional accreditor it must use the electronic *Application for Approval to Participation in the Federal Student Financial Aid Programs* (E-App) located inside FSA Partner Connect to notify the Department, add HLC as its institutional accrediting agency and end its affiliation with SACSCOC as it has determined it will not be retaining SACSCOC. Haywood must select the application purpose of “Update Information,” selecting the specific update purpose of “Update/Report Information,” and further identifying the specific update purpose of “Accreditation and State Authorization.” In Section B, Haywood is advised to follow the directions to add a new accrediting agency. To do so, click the “+ Add New” button located at the top right in Section B (this is right above the listing of all accrediting agencies currently applicable to the institution) and then the “Next” button at the bottom right. A list of questions appears. In Question 1, select the accrediting agency to be added from the drop-down list. Haywood must select the item that corresponds to HLC. In Question 1a, Haywood will be prompted to enter the year that HLC granted initial accreditation and in Question 1b add the number of years HLC granted Haywood accreditation. As HLC will now

Federal Student Aid
An OFFICE of the U.S. DEPARTMENT of EDUCATION

Federal Student Aid | StudentAid.gov
830 First St. NE, Washington DC, 20002

Haywood Community College
(OPE ID: 00808300)
Page 2 of 2

be considered Haywood's institutional accreditor, it must check Boxes 1c and 1d to note that HLC accredits the entire institution and is considered its primary accreditor.

For SACSCOC, since it will no longer be considered Haywood's institutional accrediting agency effective with its change of designation of HLC to its institutional accrediting agency, please do the following: In Section B, (Accreditor and State Authorization), select the edit pencil icon located next to SACSCOC, and provide the end date of your accreditation with SACSCOC (1g), using the date you are submitting this E-app update as the end date of Haywood's association with SACSCOC. Then select the "save draft" button at the bottom of the form and then select the "edit accreditor" button to return to the main section of Section B. Finally, Haywood must ensure it hits the "submit" button to complete the update.

Please note Haywood must submit HLC's approval letter with its supporting documentation provided to the Department as part of the E-App process as well as a copy of this reasonable cause determination letter. Haywood is directed to upload the materials into the Partner Connect portal in the appropriate location identified.

Note: An institution that is seeking to change accrediting agencies should not withdraw from its current accreditation until after the new agency has granted accreditation to the institution, and the Department has provided written notice that it acknowledges the new accrediting agency as the institution's primary accrediting agency or the multiple accreditation. When an institution maintains multiple accreditation, an institution may not change its primary accrediting agency to a secondary agency, or withdraw from accreditation from the primary agency without submitting a request for a new reasonable cause determination regarding that change.

Failure to comply with these procedures may result in the institution's accreditation status not being recognized by the Secretary and could result in a loss of Title IV eligibility.

If you have any questions, please send your questions to tammi.sawyer@ed.gov.

Sincerely,

Digitally signed by JEREMY EARLY
Date: 2025.03.20 18:07:43 -05'00'

Jeremy Early, Ed.D.
Acting Branch Chief
School Eligibility and Operations Service Branch

Cc:

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
The Higher Learning Commission (HLC)
North Carolina Community College System
osd.pentagon.ousd-p-r.mbx.vol-edu-compliance@mail.mil
Incoming.VBAVACO@va.gov
CFPB_ENF_Students@cfpb.gov

Evidence 6: Substantial Presence Worksheet

The completed Substantial Presence Worksheet for Haywood Community College is included below.

Substantial Presence Worksheet

Instructions

The purpose of this worksheet is for an institution to demonstrate substantial presence within HLC's jurisdiction in accordance with HLC policy. Institutions will complete or update this worksheet at various points in the process of seeking accreditation.

Institutions should familiarize themselves with [HLC's Glossary](#). Many terms in this document are defined in the Glossary.

Institution: Haywood Community College

City, State: Clyde, NC

Name of person completing this form: David Onder

Title: Director of Institutional Excellence, Research, and Grants

Phone: 828-565-4077

Email: donder@haywood.edu

Date submitted: 2025-06-02

Part 1: Incorporation and Authorization

- Where is the institution incorporated?

The institution is authorized by law to operate in Haywood County in the state of North Carolina.

- In which states, sovereign nations, or other jurisdictions is the institution authorized to offer educational programs?

North Carolina

Part 2: Executive and Administrative Leadership

- Where is the work of the chief executive officer (CEO) conducted?

Predominantly, in person on campus at Haywood Community College in Clyde, NC. Some work may occasionally be conducted remotely, as needed to accommodate work and personal needs.

4. Where and through what mechanisms (in-person, virtual meetings, etc.) do the CEO, senior administrators, cabinet, and other administrators conduct their work together, and what is the frequency of these meetings?

All administrative meetings occur in person on campus at Haywood Community College in Clyde, NC. The Executive Team predominantly meets weekly and includes the president and vice presidents. The President's Council meets every other week and includes all direct reports to the president, plus the director of security, the director of campus development, and the chair of the Employee Senate. Occasionally, members of the President's Council connect remotely, as needed to accommodate work and personal needs.

5. Where and through what mechanisms (in-person, virtual meetings, etc.) does the governing board conduct its meetings, and what is the frequency of these meetings?

All Board of Trustees meetings occur in person on campus at Haywood Community College in Clyde, NC, monthly. Board members are also able to join the meeting online via Microsoft Teams, and the Board meetings are also broadcast online via YouTube.

Part 3: Business Operations

6. Describe the institution's general level of workplace centralization, including components of the institution in which faculty, staff and administration work virtually/remote.

The institution's faculty, staff, and administration work primarily in person on campus at Haywood Community College in Clyde, NC. The institution has a few employees who work remotely or virtually, but within the United States. The students commute to campus for classes and services or are enrolled in online programs, and must live (temporarily or permanently) within North Carolina. HCC is not authorized to offer online courses to students outside of North Carolina.

7. From what locations and through what mechanisms (in-person, online, vendor-provided services, etc.) does the institution receive and process tuition and fee payments?

In person at the main campus, online, and through a third-party payment plan. Also, we accept third-party sponsorship payments (such as an employer paying for their employee).

8. Where does the institution maintain bank accounts?

First Citizens Bank
196 Walnut Street
Waynesville, NC 28786

9. Where is the work of the chief financial officer (CFO) conducted?

Predominantly, in person on campus at Haywood Community College in Clyde, NC.

10. Where are customer service representatives and enrollment management personnel located when responding to inquiries from students or the public?

Predominantly, in person on campus at Haywood Community College in Clyde, NC.

11. What is the address of record for IRS filings (e.g., tax statements, 990s, etc.)?

185 Freedlander Drive, Clyde, NC 28721

12. In what state(s) or countries does the institution file tax-related documents?

North Carolina

13. Who provides the institution's human resource function, and from where does this work occur?

The Human Resources department provides the human resource function. Work predominantly occurs in person on campus at Haywood Community College in Clyde, NC. Some work may occasionally be conducted remotely, as needed to accommodate work and personal needs.

14. Where is the work of the chief information officer conducted? If hardware is used to support the educational enterprise (including, if applicable, servers supporting online delivery), where is it located and from where is it supported?

Work predominantly occurs in person on campus at Haywood Community College in Clyde, NC. Some work may occasionally be conducted remotely, as needed to accommodate work and personal needs. All core IT operations, including strategic planning, system administration, cybersecurity, and project oversight, are carried out at this location.

The learning management systems is managed by Learning Pool, which has headquarters in the United Kingdom and the United States. The student information system, Colleague, and the reporting server, Informer, are hosted utilizing Amazon cloud services but are managed by campus IT staff. All other hardware used to support the College's educational enterprise, including physical servers supporting online learning and administrative systems, is located on campus at Haywood Community College in Clyde, NC, in secured server rooms and is managed and maintained locally by campus IT staff.

Part 4: Educational Administration

15. Where is the work of educational administration employees (e.g., vice president for academic affairs/Provost, deans, etc.) conducted?

Predominantly, in person on campus at Haywood Community College in Clyde, NC. Some work may occasionally be conducted remotely, as needed to accommodate work and personal needs.

16. Who is involved in curriculum development and program review, and from where is this work accomplished?

Curriculum changes are developed within each department after thorough discussion and planning between the academic department deans and the program faculty. Changes are proposed to the curriculum committee, which is made up of the executive vice president of instruction and student services, all academic deans, the dean of student services, and faculty representation from at least 3 academic departments (and non-voting representation from enrollment management, financial aid, and accreditation).

The program review process is a self-study conducted by the program (or related program) faculty and the dean, program manager, or coordinator who oversees the program.

The staff all work and meet on campus at Haywood Community College in Clyde, NC. Some work may occasionally be conducted remotely, as needed to accommodate work and personal needs.

17. Who maintains student records for the institution, including the role of registrar, and from where does this work occur?

Student records are maintained by the enrollment management, consisting of the registrar, assistant registrar, and admissions officers.

The staff all work on campus at Haywood Community College in Clyde, NC. Some work may occasionally be conducted remotely, as needed to accommodate work and personal needs.

18. From where are student support services (e.g., advisors, career counselors, student affairs professionals) provided?

All student support services staff work on campus at Haywood Community College in Clyde, NC. Some work may occasionally be conducted remotely, as needed to accommodate work and personal needs.

19. List all campuses and additional locations, and identify the main campus. Include the name(s) of the location, if any, and the address(es). If the institution does not have a main campus, list the name and address of the institutional headquarters.

Haywood Community College is approved by SACSCOC to offer instruction at the following locations:

Name of Site	Physical Address (street, city, state, country)	Educational programs offered (specific degrees, certificates, diplomas) with 50% or more credit hours offered at each site	Is the site currently active?
HCC Main Campus	185 Freedlander Drive, Clyde, NC 28721	All programs are offered on the main campus (except for the major portion of those taught at WIC below).	Currently Active
Workforce and Industry Center (formerly the Regional High Technology Center)	112 Industrial Park Drive, Waynesville, NC 28786	Computer Integrated Machining Technology (A50210, D50210, C50210, C50210IM), Industrial Systems Technology (A50240, D50240, C50240)	Currently Active
Pisgah High School	1 Black Bear Drive, Canton NC 28716	Automotive Systems Technology (C60160CP)	Currently Active

Central Haywood High School	3215 Broad Street, Clyde NC 28721		Currently Inactive
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Additionally, HCC utilizes the following locations exclusively for Continuing Education:

West Waynesville	23 Hendrix Street, Waynesville, NC 28786	Continuing Education Only	Currently Active
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20. Describe the geographic location(s) in which the institution markets its programs and from where it derives its aggregate enrollments, including both on-ground and on-line instructional modalities. Include data that differentiates between what occurs within HLC's jurisdiction and what occurs outside of HLC's jurisdiction.

Students in degree-granting programs are required to physically reside in NC while enrolled; out-of-state enrollment in online programs is not allowed. Out-of-state students may take continuing education courses. However, the student is required to physically attend courses on campus.

The institution's primary marketing and recruiting area is limited to the school service area, Haywood County, NC. However, the institution does receive news coverage from our regional papers and television stations.

21. Describe any vendor relationships, outsourcing, or shared services arrangements that support instruction, faculty development, academic advising, library and information expertise and resources, career placement, student support services, assessment, program development and review, and institutional research. From where are these activities managed and supported?

The institution has arrangements with the following services, which are managed on campus at Haywood Community College in Clyde, NC. Some services may occasionally be managed remotely, as needed to accommodate work and personal needs. These services may be utilized on campus or online, depending on the service provided.

TimelyCare (Fort Worth, TX) provides additional support for student wellness. This service is provided in addition to daily on-campus student wellness services.

LibraryH3lp (Beech Mountain, NC) provides an after-hours and weekend "ask a librarian" chat service. This service is provided in addition to the daily on-campus library staff.

The Belk Center for Community College Leadership (Raleigh, NC) provides supplemental recruiting and outreach services support through the NCReconnect grant. These services assist the college in reaching students who stopped out and need to reconnect to the institution in order to complete their credentials. This work is supported by arrangements made by the Belk Center with Vision Point (Unknown) for digital advertising and with Inside Track (Portland, OR) for initial screening and recruitment support (though Inside Track is no longer used for this support).

Lightcast (Moscow, ID) provides "comprehensive labor market data and analytics" used in the program review process as well as for program development and program accreditation support.

National Student Clearinghouse (Herndon, VA) provides "data and tools" to "analyze program effectiveness, ... improve completion rates, and more." They also provide transcript services for official and unofficial transcript requests from students. Their data is also utilized in institutional research for longitudinal analysis and student completion reporting.

Learning Pool (which has headquarters in the United Kingdom and the United States) provides hosting services for our learning management system, Moodle. Campus staff have administrative access to the Moodle site, but all maintenance is performed by Learning Pool.

Microsoft (Redmond, WA) provides word processing, spreadsheet, and presentation software services as well collaboration tools such as Microsoft Teams for use by campus staff and students.

Amazon (Seattle, WA) provides hosting services for our student information system and corresponding reporting tools, Colleague and Informer. All services are managed by campus staff.

YuJa (San Jose, CA) provides instructional content creation tools for screen capture, video recording, captioning, and streaming for campus staff and students.

Grammerly (San Francisco, CA) provides educational writing support services for campus staff and students.

WooClap (Belgium) provides online engagement tools for polling and quizzing that is integrated with the campus LMS for campus staff and students.

42lines (Boulder, CO) provides Harmonize as a discussion forum alternative to the standard Moodle forum experience for our campus staff and students.

ArborXR (fully remote team) provides an XR device management services for campus staff.

Elb (American Fork, UT) provides an asset library for use in presentations by campus staff and students.

Evidence 7: Incorporation Evidence

Haywood Community College is legally authorized to operate as a public institution within the North Carolina Community College System (NCCCS). This authority is granted and regulated by the State Board of Community Colleges under North Carolina law and administrative code. The following statutes and codes demonstrate this legal foundation:

- G.S. 115D-5 – This statute authorizes the State Board to regulate all aspects of community college operations, including the approval of curricula and the awarding of degrees, diplomas, and certificates. It confirms that colleges like Haywood Community College operate under formal state authority and must meet quality and accountability standards set by the Board.
- 1A SBCCC 300.1 – This rule provides definitions that establish the framework for community college governance. It includes the definition of “service area,” which confirms that colleges like Haywood Community College are assigned geographic regions within the state of NC where they are responsible for delivering educational services.
- 1A SBCCC 300.3 – This rule assigns each college a specific service area. Haywood Community College is officially designated to serve Haywood County, NC, confirming its geographic and operational authority within the state’s community college system.

These statutes and codes together confirm that Haywood Community College is fully authorized under state law to operate in and serve Haywood County, NC, which is within the jurisdiction of the Higher Learning Commission.

G.S. 115D-5

§ 115D-5. Administration of institutions by State Board of Community Colleges; personnel exempt from North Carolina Human Resources Act; extension courses; tuition waiver; in-plant training; contracting, etc., for establishment and operation of extension units of the community college system; use of existing public school facilities.

(a) The State Board of Community Colleges may adopt and execute such policies, regulations and standards concerning the establishment, administration, and operation of institutions as the State Board may deem necessary to insure the quality of educational programs, to promote the systematic meeting of educational needs of the State, and to provide for the equitable distribution of State and federal funds to the several institutions.

The State Board of Community Colleges shall establish standards and scales for salaries and allotments paid from funds administered by the State Board, and all employees of the institutions shall be exempt from the provisions of the North Carolina Human Resources Act. Any and all salary caps set by the State Board for community college presidents shall apply only to the State-paid portion of the salary. Except as otherwise provided by law, the employer contribution rate on the local-paid portion of the salary, to be paid from local funds, shall be set by the State Treasurer based on actuarial recommendations. The State Board shall have authority with respect to individual institutions: to approve sites, capital improvement projects, budgets; to approve the selection of the chief administrative officer; to establish and administer standards for professional personnel, curricula, admissions, and graduation; to regulate the awarding of degrees, diplomas, and certificates; to establish and regulate student tuition and fees within policies for tuition and fees established by the General Assembly; and to establish and regulate financial accounting procedures.

The State Board of Community Colleges shall require each community college to meet the faculty credential requirements of its accrediting agency for all community college programs.

(a1) Notwithstanding G.S. 66-58(e)(3) or any other provisions of law, the State Board of Community Colleges may adopt rules governing the expenditure of funds derived from bookstore sales by community colleges. These expenditures shall be consistent with the mission and purpose of the Community College System. Profits may be used in the support and enhancement of the bookstores, for student aid or scholarships, for expenditures of direct benefit to students, and for other similar expenditures authorized by the board of trustees, subject to rules adopted by the State Board. These funds shall not be used to supplement salaries of any personnel.

(a2) The State Board of Community Colleges shall comply with the provisions of G.S. 116-11(10a) to plan and implement an exchange of information between the public schools and the institutions of higher education in the State.

(a3) The State Board of Community Colleges shall adopt the following rules to assist community colleges in their administration of procedures necessary to implement G.S. 20-11 and G.S. 20-13.2:

- (1) To establish the procedures a person who is or was enrolled in a community college must follow and the requirements that person must meet to obtain a driving eligibility certificate.
- (2) To require the person who is required under G.S. 20-11(n) to sign the driving eligibility certificate to provide the certificate if he or she determines that one of the following requirements is met:
 - a. The person seeking the certificate is eligible for the certificate under G.S. 20-11(n)(1) and is not subject to G.S. 20-11(n1).
 - b. The person seeking the certificate is eligible for the certificate under G.S. 20-11(n)(1) and G.S. 20-11(n1).

- (3) To provide for an appeal through the grievance procedures established by the board of trustees of each community college by a person who is denied a driving eligibility certificate.
- (4) To define exemplary student behavior and to define what constitutes the successful completion of a drug or alcohol treatment counseling program.

The State Board also shall develop policies as to when it is appropriate to notify the Division of Motor Vehicles that a person who is or was enrolled in a community college no longer meets the requirements for a driving eligibility certificate. The State Board also shall adopt guidelines to assist the presidents of community colleges in their designation of representatives to sign driving eligibility certificates.

The State Board shall develop a form for the appropriate individuals to provide their written, irrevocable consent for a community college to disclose to the Division of Motor Vehicles that the student no longer meets the conditions for a driving eligibility certificate under G.S. 20-11(n)(1) or G.S. 20-11(n1), if applicable, in the event that this disclosure is necessary to comply with G.S. 20-11 or G.S. 20-13.2. Other than identifying under which statutory subsection the student is no longer eligible, no other details or information concerning the student's school record shall be released pursuant to this consent.

(b) In order to make instruction as accessible as possible to all citizens, the teaching of curricular courses and of noncurricular extension courses at convenient locations away from institution campuses as well as on campuses is authorized and shall be encouraged. A pro rata portion of the established regular tuition rate charged a full-time student shall be charged a part-time student taking any curriculum course. In lieu of any tuition charge, the State Board of Community Colleges shall establish a uniform registration fee, or a schedule of uniform registration fees, to be charged students enrolling in extension courses for which instruction is financed primarily from State funds. The State Board of Community Colleges may provide by general and uniform regulations for waiver of tuition and registration fees for the following:

- (1) Persons not enrolled in elementary or secondary schools taking courses leading to a high school diploma or equivalent certificate.
- (2) Courses requested by the following entities that support the organizations' training needs and are on a specialized course list approved by the State Board of Community Colleges:
 - a. Volunteer fire departments.
 - b. Municipal, county, or State fire departments.
 - c. Volunteer EMS or rescue and lifesaving departments.
 - d. Municipal, county, or State EMS or rescue and lifesaving departments.
 - d1. Law enforcement, fire, EMS or rescue and lifesaving entities serving a lake authority that was created by a county board of commissioners prior to July 1, 2012.
 - e. Radio Emergency Associated Communications Teams (REACT) under contract to a county as an emergency response agency.
 - f. Municipal, county, or State law enforcement agencies.
 - f1. Campus police agencies of private institutions of higher education certified by the Attorney General pursuant to Chapter 74G of the General Statutes.
 - g. The Division of Prisons of the Department of Adult Correction and the Division of Juvenile Justice of the Department of Public Safety for the training of full-time custodial employees and employees of the

- Divisions required to be certified under Article 1 of Chapter 17C of the General Statutes and the rules of the Criminal Justice and Training Standards Commission.
- h. Repealed by Session Laws 2017-186, s. 2(hhhh), effective December 1, 2017.
 - i. The Eastern Band of Cherokee Indians law enforcement, fire, EMS or rescue and lifesaving tribal government departments or programs.
 - j. The Criminal Justice Standards Division of the Department of Justice for the training of criminal justice professionals, as defined in G.S. 17C-20(6), who are required to be certified under (i) Article 1 of Chapter 17C of the General Statutes and the rules of the North Carolina Criminal Justice Education and Training Standards Commission or (ii) Chapter 17E of the General Statutes and the rules of the North Carolina Sheriffs' Education and Training Standards Commission. The waivers provided for in this sub-subdivision apply to participants and recent graduates of the North Carolina Criminal Justice Fellows Program to obtain certifications for eligible criminal justice professions as defined in G.S. 17C-20(6).
- (2a) Firefighters, EMS personnel, and rescue and lifesaving personnel whose duty station is located on a military installation within North Carolina for courses that support their organizations' training needs and are approved for this purpose by the State Board of Community Colleges.
- (3) Repealed by Session Laws 2011-145, s. 8.12(a), effective July 1, 2011.
- (4) Trainees enrolled in courses conducted under the Customized Training Program.
- (5) through (9) Repealed by Session Laws 2011-145, s. 8.12(a), effective July 1, 2011.
- (10) Elementary and secondary school employees enrolled in courses in first aid or cardiopulmonary resuscitation (CPR).
- (11) Repealed by Session Laws 2013-360, s. 10.6, effective July 1, 2013.
- (12) All courses taken by high school students at community colleges, in accordance with G.S. 115D-20(4) and this section.
- (13) Human resources development courses for any individual who (i) is unemployed; (ii) has received notification of a pending layoff; (iii) is working and is eligible for the Federal Earned Income Tax Credit (FEITC); or (iv) is working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines.
- (14) Repealed by Session Laws 2011-145, s. 8.12(a), effective July 1, 2011.
- (15) Courses providing employability skills, job-specific occupational or technical skills, or developmental education instruction to certain students who are concurrently enrolled in an eligible community college literacy course, in accordance with rules adopted by the State Board of Community Colleges.
- (16) Courses provided to students who are participating in a pre-apprenticeship or apprenticeship program that meets all of the following criteria:
- a. Meets one of the following:
 - 1. Is a registered apprenticeship program recognized by the United States Department of Labor.
 - 2. Is a pre-apprenticeship program recognized and approved by the State agency administering the statewide apprenticeship program.

- b. Has a documented plan of study with courses relating to a job-specific occupational or technical skill.
- c. Requires the participants in the program to be North Carolina high school students when entering the program.

The State Board of Community Colleges shall not waive tuition and registration fees for other individuals.

(b1) The State Board of Community Colleges shall not waive tuition and registration fees for community college faculty or staff members. Community colleges may, however, use State or local funds to pay tuition and registration fees for one course per semester for full-time community college faculty or staff members employed for a nine-, ten-, eleven-, or twelve-month term. Community colleges may also use State and local funds to pay tuition and registration fees for professional development courses and for other courses consistent with the academic assistance program authorized by the State Human Resources Commission.

(b2) Beginning February 1, 2018, and annually thereafter, the Community Colleges System Office shall report to the Joint Legislative Education Oversight Committee on the number and type of waivers granted pursuant to subsection (b) of this section.

(c) No course of instruction shall be offered by any community college at State expense or partial State expense to any captive or co-opted group of students, as defined by the State Board of Community Colleges, without prior approval of the State Board of Community Colleges. All course offerings approved for State prison inmates or prisoners in local jails must be tied to clearly identified job skills, transition needs, or both. Approval by the State Board of Community Colleges shall be presumed to constitute approval of both the course and the group served by that institution. The State Board of Community Colleges may delegate to the President the power to make an initial approval, with final approval to be made by the State Board of Community Colleges. A course taught without such approval will not yield any full-time equivalent students, as defined by the State Board of Community Colleges.

(c1) Community colleges shall report full-time equivalent (FTE) student hours for correction education programs on the basis of student membership hours. No community college shall operate a multi-entry/multi-exit class or program in a prison facility, except for a literacy class or program.

The State Board shall work with the Division of Adult Correction and Juvenile Justice of the Department of Public Safety on offering classes and programs that match the average length of stay of an inmate in a prison facility.

(c2) Courses in federal prisons shall not earn regular budget full-time equivalents, but may be offered on a self-supporting basis.

(c3) Funds appropriated for community college courses for prison inmates shall be used only for inmates in State prisons. The first priority for the use of these funds shall be to restore the FTE for basic skills courses to the FY 2008-2009 level. Funds not needed for this purpose may be used for continuing education and curriculum courses related to job skills training.

(d) Recodified as G.S. 115D-5.1(a) by Session Laws 2005-276, s. 8.4(a), effective July 1, 2005.

(e) Repealed by Session Laws 1999-84, s. 3, effective May 21, 1999.

(f) A community college may not offer a new program without the approval of the State Board of Community Colleges except that approval shall not be required if the tuition for the program will fully cover the cost of the program. If at any time tuition fails to fully cover the cost of a program that falls under the exception, the program shall be discontinued unless approved by the State Board of Community Colleges. If a proposed new program would serve more than one community college, the State Board of Community Colleges shall perform a feasibility study prior to acting on the proposal. The State Board of Community Colleges shall consider whether a

regional approach can be used when developing new programs and, to the extent possible, shall initiate new programs on a regional basis.

The State Board of Community Colleges shall collect data on an annual basis on all new programs and program terminations it approved and any regionalization of programs during the year, including the specific reasons for which each program was terminated or approved.

(f1) The State Board shall adopt a policy requiring community colleges to be accredited in accordance with G.S. 115D-6.2.

(g) Funds appropriated to the Community Colleges System Office as operating expenses for allocation to the institutions comprising the North Carolina Community College System shall not be used to support recreation extension courses. The financing of these courses by any institution shall be on a self-supporting basis, and membership hours produced from these activities shall not be counted when computing full-time equivalent students (FTE) for use in budget-funding formulas at the State level.

(h) Whenever a community college offers real estate continuing education courses pursuant to G.S. 93A-4.1, the courses shall be offered on a self-supporting basis.

(i) Recodified as G.S. 115D-5.1(c) by Session Laws 2005-276, s. 8.4(a), effective July 1, 2005.

(j) The State Board of Community Colleges shall use its Board Reserve Fund for feasibility studies, pilot projects, start-up of new programs, and innovative ideas.

(k) Recodified as G.S. 115D-5.1(b) by Session Laws 2005-276, s. 8.4(a), effective July 1, 2005.

(l) The State Board shall review and approve lease purchase and installment purchase contracts as provided under G.S. 115D-58.15(b). The State Board shall adopt policies and procedures governing the review and approval process.

(m) The State Board of Community Colleges shall maintain an accountability function that conducts periodic reviews of each community college operating under the provisions of this Chapter. The purpose of the compliance review shall be to ensure that (i) data used to allocate State funds among community colleges is reported accurately to the System Office and (ii) community colleges are charging and waiving tuition and registration fees consistent with law. The State Board of Community Colleges shall require the use of a statistically valid sample size in performing compliance reviews of community colleges. All compliance review findings that are determined to be material shall be forwarded to the college president, local college board of trustees, the State Board of Community Colleges, and the State Auditor. The State Board of Community Colleges shall adopt rules governing the frequency, scope, and standard of materiality for compliance reviews.

(n) The North Carolina Community Colleges System Office shall provide the Department of Revenue with a list of all community colleges, including name, address, and other identifying information requested by the Department of Revenue. The North Carolina Community Colleges System Office shall update this list whenever there is a change.

(o) All multicampus centers approved by the State Board of Community Colleges shall receive funding under the same formula. The State Board of Community Colleges shall not approve any additional multicampus centers without identified recurring sources of funding. A community college facility shall be considered a multicampus center if it meets all of the following criteria:

(1) Is at least 4 miles away from the main campus of the community college and other multicampus center locations.

(2) Any other criteria established by the State Board.

(p) The North Carolina Community College System may offer courses, in accordance with Article 17D of Subchapter V of Chapter 115C of the General Statutes, to individuals who choose to enter the teaching profession through residency licensure.

(q) Repealed by Session Laws 2009-451, s. 8.9, effective July 1, 2009.

(r) The State Board of Community Colleges shall develop curriculum and continuing education standards for courses of instruction in American Sign Language and shall encourage community colleges to offer courses in American Sign Language as a modern foreign language.

(s) The State Board of Community Colleges may establish, retain and budget fees charged to students taking an adult high school equivalency diploma test, including fees for retesting. Fees collected for this purpose shall be used only to (i) offset the costs of the test, including the cost of scoring the test, (ii) offset the costs of printing adult high school equivalency diplomas, and (iii) meet federal and State reporting requirements related to the test.

(t) The purpose of the first semester of the Gateway to College Program is to address additional support to successfully complete the program. Students may need to take developmental courses necessary for the transition to more challenging courses; therefore, the State Board of Community Colleges shall (i) permit high school students who are enrolled in Gateway to College Programs to enroll in developmental courses based on an assessment of their individual student needs by a high school and community college staff team and (ii) include this coursework in computing the budget FTE for the colleges.

(u) The State Board of Community Colleges shall direct each community college to adopt a policy that authorizes a minimum of two excused absences each academic year for religious observances required by the faith of a student. The policy may require that the student provide written notice of the request for an excused absence a reasonable time prior to the religious observance. The policy shall also provide that the student shall be given the opportunity to make up any tests or other work missed due to an excused absence for a religious observance.

(v) Community colleges may teach curriculum courses at any time during the year, including the summer term. Student membership hours from these courses shall be counted when computing full-time equivalent students (FTE) for use in budget funding formulas at the State level.

(w) The State Board of Community Colleges shall review, at least every five years, service areas that include counties assigned to more than one community college to determine the feasibility of continuing to assign those counties to more than one community college. The State Board shall revise service areas as needed to ensure that counties are served effectively. The first review and any revisions shall be completed no later than March 1, 2016, and the State Board shall report its findings and any revisions to the Joint Legislative Education Oversight Committee no later than March 1, 2016. All subsequent reviews and revisions shall also be submitted to the Committee.

(x) In addition to the evaluation of cooperative innovative high schools by the State Board of Education pursuant to G.S. 115C-238.55, the State Board of Community Colleges, in conjunction with the State Board of Education and the Board of Governors of The University of North Carolina, shall evaluate the success of students participating in the Career and College Promise Program, including the College Transfer pathway and the Career and Technical Education pathway. Success shall be measured by high school retention rates, high school completion rates, high school dropout rates, certification and associate degree completion, admission to four-year institutions, postgraduation employment in career or study-related fields, and employer satisfaction of employees who participated in the programs. The evaluation shall also include an analysis of the cost of students participating in each of the programs within the Career and College Promise Program, including at least the following:

(1) Total enrollment funding, the number of budgeted full-time equivalent students, and the number of students enrolled in courses through cooperative innovative high schools, the College Transfer pathway, and the Career and Technical Education pathway.

- (2) The cost and number of waivers of tuition and registration fees provided for students enrolled in courses through cooperative innovative high schools, the College Transfer pathway, and the Career and Technical Education pathway.
- (3) Any additional costs of a student attending courses on campus if a student is not attending public school in a local school administrative unit for the majority of the student's instructional time.

The Boards shall jointly report by March 15 of each year to the Joint Legislative Education Oversight Committee, the Senate Appropriations Committee on Education/Higer Education, the House Appropriations Committee on Education, and the Fiscal Research Division of the General Assembly. The report shall be combined with the evaluation of cooperative innovative high schools required by G.S. 115C-238.55, and the Community Colleges System Office shall be responsible for submitting the combined report.

(y) The State Board of Community Colleges shall adopt a policy to be applied uniformly throughout the Community College System to provide that any student enrolled in a community college who is a National Guard service member placed onto State active duty status during an academic term shall be given an excused absence for the period of time the student is on active duty. The policy shall further provide all of the following:

- (1) The student shall be given the opportunity to make up any test or other work missed during the excused absence.
- (2) The student shall be given the option, when feasible, to continue classes and coursework during the academic term through online participation for the period of time the student is placed on active duty.
- (3) The student shall be given the option of receiving a temporary grade of "incomplete (IN)" or "absent from the final exam (AB)" for any course that the student was unable to complete as a result of being placed on State active duty status; however, the student must complete the course requirements within the period of time specified by the community college to avoid receiving a failing grade for the course.
- (4) The student shall be permitted to drop, with no penalty, any course that the student was unable to complete as a result of being placed on State active duty status.

(z) The State Board of Community Colleges shall monitor community colleges for compliance with Article 38 of Chapter 116 of the General Statutes. If the State Board determines that a community college is in violation of Article 38, it shall report the identity of the community college to the Joint Legislative Education Oversight Committee. (1963, c. 488, s. 23; 1967, c. 652; 1969, c. 1294; 1973, c. 768; 1975, c. 882; 1977, c. 1065; 1979, c. 462, s. 2; c. 896, ss. 5-7; 1979, 2nd Sess., c. 1130, s. 1; 1981, c. 609; c. 859, s. 35.1; c. 897; c. 1127, s. 43; 1983, c. 717, s. 28; 1983 (Reg. Sess., 1984), c. 1034, ss. 45, 46; 1985, c. 479, s. 67; 1985 (Reg. Sess., 1986), c. 955, s. 22; 1987, c. 282, s. 34; c. 564, ss. 8-10, 12, 33; c. 763, s. 1; 1989, c. 162; 1989 (Reg. Sess., 1990), c. 915, s. 1; c. 1066, s. 91; 1991, c. 689, ss. 44, 48; 1991 (Reg. Sess., 1992), c. 880, s. 4; 1993, c. 170, s. 2; c. 321, ss. 111, 117(e); c. 492, s. 2; 1993 (Reg. Sess., 1994), c. 769, s. 18.4; 1995, c. 288, s. 2; c. 324, s. 16.4; 1996, 2nd Ex. Sess., c. 18, ss. 17.4, 17.7(a); 1997-443, ss. 9.5, 9.6(a), 11A.118(a); 1997-507, s. 4; 1998-111, s. 3; 1998-202, s. 4(q); 1999-84, ss. 3, 9; 1999-243, s. 9; 2000-137, s. 4(t); 2001-111, s. 1; 2001-427, s. 9(b); 2001-487, s. 47(e); 2004-124, s. 8.4; 2005-193, s. 1; 2005-198, s. 3; 2005-247, s. 3; 2005-276, ss. 8.4(a), 8.6; 2005-395, s. 25; 2006-203, s. 37; 2007-154, s. 2(a); 2007-484, ss. 29(a), 35; 2008-107, ss. 8.11, 8.17, 8.18; 2009-208, s. 1; 2009-451, ss. 8.8, 8.9, 8.11(d), (e); 2009-570, s. 42; 2009-575, s. 5; 2010-31, ss. 8.3(b), (d), 8.4(a), 8.11; 2010-112, s. 2; 2010-113, s. 1; 2011-145, ss. 8.2(b), 8.12(a), (b), 8.13, 19.1(h), (k), (l), 31.2; 2011-391, s. 18(a), (b); 2012-83, s. 41; 2012-142, ss. 8.3(a), 8.8; 2013-360, ss. 10.4(b), 10.6, 10.12, 10.15(a); 2013-382, s. 9.1(c); 2014-115, s. 28(e); 2015-167, s. 2.5;

2015-241, ss. 8.41(k), 10.2(a), 10.5(a), 10.6(a), (b); 2016-94, ss. 10.3(a), 10.4(a); 2017-57, ss. 7.22(g), 9.8(a), 9.10(a), (c); 2017-155, s. 2(a); 2017-186, ss. 2(hhhh), 3(a); 2017-189, s. 6(g); 2017-212, s. 2.1; 2018-5, s. 17.1(c); 2018-97, s. 5.1; 2019-165, ss. 1.5(a), 3.3(b), 3.4; 2019-235, ss. 3.2(a), 3.4(a), (b); 2020-54, s. 1; 2021-180, ss. 6.3(a), 19C.9(*lll*); 2023-109, s. 2(a); 2023-132, ss. 3.2(a), 3.4(h); 2023-134, s. 6.12.)

1A SBCCC 300.1

SUBCHAPTER 300. COLLEGE SERVICE AREAS

1A SBCCC 300.1 Definitions

The following definitions apply to this Subchapter:

- (a) Service Area: The geographic area to which the State Board of Community Colleges has assigned community colleges the authority and responsibility to provide education and training services for constituents within that geographic area.
- (b) Home college: The community college located in the service area in which the military installation is based.

History Note: Authority G.S. 115D-5;

Eff. August 1, 2016.

1A SBCCC 300.3

1A SBCCC 300.3 Service Area Assignments

(a) The State Board of Community Colleges assigns college service areas as follows:

- 1) Alamance Community College – Alamance County
- 2) Asheville-Buncombe Technical Community College – Buncombe and Madison Counties
- 3) Beaufort County Community College - Beaufort, Hyde, Tyrrell, and Washington Counties
- 4) Bladen Community College – Bladen County
- 5) Blue Ridge Community College – Henderson and Transylvania Counties
- 6) Brunswick Community College – Brunswick County
- 7) Caldwell Community College & Technical Institute – Caldwell and Watauga Counties
- 8) Cape Fear Community College – New Hanover and Pender Counties
- 9) Carteret Community College – Carteret County
- 10) Catawba Valley Community College – Alexander and Catawba Counties
- 11) Central Carolina Community College – Chatham, Harnett, and Lee Counties
- 12) Central Piedmont Community College – Mecklenburg County
- 13) Cleveland Community College – Cleveland County
- 14) Coastal Carolina Community College – Onslow County
- 15) College of The Albemarle - Camden, Chowan, Currituck, Dare, Gates, Pasquotank, and Perquimans Counties
- 16) Craven Community College – Craven County
- 17) Davidson-Davie Community College – Davidson and Davie Counties
- 18) Durham Technical Community College – Durham and Orange Counties
- 19) Edgecombe Community College – Edgecombe County
- 20) Fayetteville Technical Community College – Cumberland County
- 21) Forsyth Technical Community College – Forsyth and Stokes Counties

- 22) Gaston College – Gaston and Lincoln Counties
- 23) Guilford Technical Community College – Guilford County
- 24) Halifax Community College – Halifax and Northampton (Townships of Gaston, Occoneechee, Pleasant Hill, and Seaboard) Counties
- 25) Haywood Community College – Haywood County
- 26) Isothermal Community College – Polk and Rutherford Counties
- 27) James Sprunt Community College – Duplin County
- 28) Johnston Community College – Johnston County
- 29) Lenoir Community College – Greene, Jones and Lenoir Counties
- 30) Martin Community College – Bertie (Townships of Indian Woods, Merry Hill, Windsor), and Martin Counties
- 31) Mayland Community College – Avery, Mitchell, and Yancey Counties
- 32) McDowell Community College – McDowell County
- 33) Mitchell Community College – Iredell County
- 34) Montgomery Community College – Montgomery County
- 35) Nash Community College – Nash County
- 36) Pamlico Community College – Pamlico County
- 37) Piedmont Community College – Caswell and Person Counties
- 38) Pitt Community College – Pitt County
- 39) Randolph Community College – Randolph County
- 40) Richmond Community College – Richmond and Scotland Counties
- 41) Roanoke-Chowan Community College – Bertie (Townships of Colerain, Mitchells, Roxobel, Snakebite, Whites, Windsor [continuing education courses only] and Woodville), Hertford, and Northampton (Townships of Jackson, Kirby, Rich Square, Roanoke, and Wiccacanee) Counties
- 42) Robeson Community College – Robeson County
- 43) Rockingham Community College – Rockingham County
- 44) Rowan-Cabarrus – Cabarrus and Rowan Counties
- 45) Sampson Community College – Sampson County
- 46) Sandhills Community College – Hoke and Moore Counties
- 47) South Piedmont Community College – Anson and Union Counties

- 48) Southeastern Community College – Columbus County
- 49) Southwestern Community College – Jackson, Macon, and Swain Counties
- 50) Stanly Community College – Stanly County
- 51) Surry Community College – Surry and Yadkin Counties
- 52) Tri-County Community College – Cherokee, Clay, and Graham Counties
- 53) Vance-Granville Community College – Franklin, Granville, Vance, and Warren Counties
- 54) Wake Technical Community College – Wake County
- 55) Wayne Community College – Wayne County
- 56) Western Piedmont Community College – Burke County
- 57) Wilkes Community College – Alleghany, Ashe, and Wilkes Counties
- 58) Wilson Community College – Wilson County

History Note: Authority G.S. 115D-5;

Eff. [August 1, 2016](#).

Amended Eff. [April 1, 2021](#);

Evidence 8: Degree Authorization

Haywood Community College is legally authorized to award degrees as a public institution within the North Carolina Community College System (NCCCS). This authority is granted and regulated by the State Board of Community Colleges under North Carolina law and administrative code. The following administrative code, in conjunction with Evidence 8, demonstrates this legal foundation:

- 1D SBCCC 400.6 – This rule outlines the process by which the State Board approves degree, diploma, and certificate programs. It ensures that all of Haywood Community College's academic programs are reviewed, approved, and held to state standards. It also provides criteria for program termination, ensuring continued oversight and accountability.

These statutes and codes together confirm that Haywood Community College is fully authorized under state law to award degrees, and that its programs are subject to formal approval and oversight. This satisfies the HLC requirement for documentation showing legal authorization to operate as a degree-granting institution.

1D SBCCC 400.6

1D SBCCC 400.6 Curriculum Program Approvals and Terminations

(a) Curriculum Program Approvals. Community colleges shall issue degrees, diplomas, and certificates to individuals who satisfactorily complete course and program requirements.

- 1) The approval of a college to award the associate degree, diploma, or certificate shall be by individual curriculum program title. The State Board shall grant a college the approval to award the associate in applied science degree, diploma, or certificate when the college has provided the following:
 - a. Evidence that the program will provide graduates with opportunities for employment;
 - b. Local board of trustees' signed certification of the following:
 - i. The program will enhance the workforce of North Carolina;
 - ii. The program will provide educational and training opportunities consistent with the mission of the college, and will not duplicate the opportunities currently offered;
 - iii. The college has assessed the need for the program and the resources required to maintain a viable program;
 - iv. The college can operate the program efficiently and effectively within the resources available to the college; and
 - v. The college shall provide an Accountability Report consistent with 1D SBCCC 400.6(a)(1)(J) to the State Board of Community Colleges three years after implementation of the program;
 - c. Program of study which is in compliance with the curriculum standard of the proposed program;
 - d. Local Board of Trustee meeting minutes documenting discussion and approval of addition of the program;
 - e. Notification to all colleges of intent to apply for the program;

- f. Impact assessment of program addition;
 - g. Resolution of any negative impact assessments from colleges approved to offer the same or similar programs in a contiguous service area or any colleges with the same or similar programs which contain a clinical site;
 - h. The application signed by the college president and the chairman of the college's board of trustees upon authority of the full board of trustees.
 - i. The President of the North Carolina Community College System shall recommend action on the college's curriculum program application to the State Board of Community Colleges.
 - j. An Accountability Report documenting student enrollment, completion rates, employment and program outlook shall be provided to the State Board of Community Colleges three years after implementation of the program.
- 2) The State Board shall grant a college the approval to award the Associate in Engineering program when a college has provided the following:
- a. Local Board of Trustees' signed certification that:
 - i. The program will enhance the workforce of North Carolina;
 - ii. The program will provide educational and training opportunities consistent with the mission of the college;
 - iii. The college has assessed the need for the program and the facilities and resources required to maintain a viable program and can operate the program efficiently and effectively within the resources available to the college;
 - iv. The college has evidence of sufficient student demand to offer the program; and

- v. The college will provide master's credentialed faculty for each course provided under the Associate in Engineering degree.
 - b. Program of study which is in compliance with the Associate in Engineering curriculum standard.
 - c. Local Board of Trustee meeting minutes documenting discussion and approval of addition of the Associate in Engineering degree.
- 3) Colleges shall obtain approval from the President of the North Carolina Community College System to add an associate in arts, associate in science, and associate in fine arts degrees, associate in general education, associate in general education nursing, health science: therapeutic and diagnostic services program majors, and the general occupational technology curriculum programs.
- 4) The State Board delegates to the President of the North Carolina Community College System the authority to grant a college the approval to award the associate degree, diploma, or certificate for program titles that have been approved for this delegation by the State Board of Community Colleges based upon a widespread immediate need for the job training and minimal impact upon other colleges.
- 5) The State Board delegates to the President of the North Carolina Community College System the authority to grant a college the approval to award a curriculum program which is classified as a concentration if the applying college already has approval to offer the parent program.
- (b) Curriculum Program Terminations. The college shall terminate a curriculum program when there has been no enrollment for two consecutive years or if the college has not offered the program or has not had enrollment in the program within two years of the date the program was approved by the State Board of Community Colleges. A college may request a one-year extension of a curriculum program upon justification of the potential for employment

opportunities and student enrollment. Each college planning to terminate a curriculum program shall inform the President of the North Carolina Community College System by submitting a termination notice. The President of the North Carolina Community College System shall have the program removed from the college's program approval list. Program terminations shall be reported to the State Board of Community Colleges a minimum of twice a year.

History Note: Authority G.S. 115D-5; 115D-20(6); S.L. 1995, c. 625;
Eff. February 1, 1976;
Readopted January 5, 1978;
Amended Eff. September 1, 1993; January 1, 1988; August 17, 1981; July 1, 1979;
Temporary Amendment Eff. June 1, 1997;
Amended Eff. November 1, 2017; August 1, 2004; July 1, 1998.

Evidence 9: Educational Programs

A complete list of educational programs offered by Haywood Community College is included below. This list identifies all active programs during AY 2024-2025 and indicates which are delivered through distance education, correspondence education, or in-person instruction.

This documentation meets the HLC requirement to provide an inventory of all programs currently offered by the institution.

Educational Programs and Enrollment Summary

Student enrollment in programs by department and type for AY 2024-2025

* - Program Discontinued

[OL] - Partially or Fully Online Program

Programs by Department and Type	Face to Face	Partially or Fully Online	Total
College Transfer, Natural Resources, and Professional Crafts	670	321	957
Main Campus	670	321	957
Associate in Arts			182
A10100 Associate in Arts [OL]			182
Associate in Arts in Teacher Preparation	12		12
A1010T Associate in Arts in Teacher Preparation (AATP)	12		12
Associate in Engineering	6		6
A10500 Associate in Engineering	6		6
Associate in Science	85		85
A10400 Associate in Science	85		85
Associate in Science in Teacher Preparation	1		1
A1040T Associate in Science in Teacher Preparation (ASTP)	1		1
College Transfer Pathway	361		361
P1012C College Transfer Pathway	333		333
P1032C College Transfer Pathway	22		22
P1042C College Transfer Pathway	14		14
P1052C College Transfer Pathway	3		3
Early College	55	139	179
A10100EC Associate in Arts - Early College [OL]		139	139
A10400EC Associate in Science - Early College	51		51
A10500EC Associate in Engineering - Early College	4		4
Fish and Wildlife Management Technology	68		68
A15160 Fish and Wildlife Management Technology	63		63
C15160CP Fish and Wildlife Management Technology Certificate	5		5
Forest Management Technology	53		53
A15200 Forest Management Technology	48		48
C15200CP Forest Management Technology Certificate	5		5
Professional Crafts - Clay	5		5
A30300 Professional Crafts: Clay	5		5
D30300 Professional Crafts: Clay Diploma	4		4
Professional Crafts - Fiber	15		15
A30320 Professional Crafts: Fiber	12		12
D30320 Professional Crafts: Fiber Diploma	14		14
Professional Crafts - Jewelry	20		20
A30340 Professional Crafts: Jewelry	20		20
D30340 Professional Crafts: Jewelry Diploma	18		18
Professional Crafts - Wood	10		10
A30360 Professional Crafts: Wood	9		9
D30360 Professional Crafts: Wood Diploma	9		9
Health, Human, and Business Services	124	458	558
Main Campus	124	458	558
Accounting and Finance			43
A25800 Accounting and Finance [OL]			32
C25800 Accounting and Finance Certificate [OL]			17
C25800CA Accounting and Finance [OL]			5
D25800 Accounting and Finance Diploma [OL]			14
Business Administration	57	79	121
A25120 Business Administration [OL]			12
A25120BA Business Administration - Associate [OL]			54
A25120T Business Administration-Tourism [OL]			8
C25120BB Business Administration - Business Basics Certificate	16		16
C25120CB Business Administration-Business Basics Certificate	41		41
C25120CM Business Administration-Marketing Certificate	1		1
C25120CP Business Administration-Tourism [OL]			1
C25120M Business Administration - Marketing Certificate	15		15
C25120SB Business Administration-Small Business Start-Up Certificate [OL]			18
C25120T Business Administration-Tourism Certificate [OL]			3
D25120 Business Administration Diploma [OL]			13

Programs by Department and Type	Face to Face	Partially or Fully Online	Total
Health, Human, and Business Services (cont.)			
Main Campus (cont.)	846	847	848
Cosmetology	41		41
A55140 Cosmetology	39		39
D55140 Cosmetology Diploma	9		9
Criminal Justice Technology		64	64
A55180 Criminal Justice Technology [OL]		29	29
C55180 Criminal Justice Technology Certificate [OL]		10	10
C55180CC Criminal Justice Technology - Cyber Crime Certificate [OL]		10	10
C55180I Criminal Justice Technology I and II CCP Certificate [OL]		32	32
D55180 Criminal Justice Technology Diploma [OL]		11	11
Early Childhood Administration		59	59
C55850 Early Childhood Administration [OL]		59	59
Early Childhood Education		146	146
A55220BK Early Child Educ-Birth-Kindergarten Transfer LicensureTrack [OL]		54	54
A55220CO Early Childhood Education-Career Option(Non-Transfer)Track [OL]		84	84
A55220TR Early Child Educ-Early Education Non-Licensure TransferTrack [OL]		10	10
Early Childhood Preschool		81	81
C55860 Early Childhood Preschool [OL]		73	73
C55860CP Early Childhood Preschool Certificate [OL]		8	8
Infant Toddler		74	74
C55290 Infant/Toddler Care (Certificate) [OL]		74	74
Information Technology		54	54
A25590 Information Technology [OL]		24	24
A25590DM Information Technology Data Management [OL]		19	19
A25590S Information Technology Cyber Security [OL]		23	23
C25590CP Information Technology-CCP Certificate [OL]		2	2
C25590S Information Technology - Cyber Security Certificate [OL]		14	14
C25590T Information Technology - Technician Certificate [OL]		1	1
D25590 Information Technology Diploma [OL]		10	10
Medical Assisting	26		26
A45400 Medical Assisting	9		9
D45400 Medical Assisting Diploma	21		21
Medical Office Administration		40	40
A25310 Medical Office Administration [OL]		28	28
C25310 Medical Office Administration Certificate [OL]		15	15
C25310CM Medical Office Administration [OL]		5	5
D25310 Medical Office Administration Diploma [OL]		8	8
Nursing	133		133
Main Campus	133		133
Associate in General Education - Nursing	119		119
A1030N Associate in General Education-Nursing	119		119
Nursing	42		42
A45110 Associate Degree Nursing	41		41
A45110AP RN Completer	1		1

Programs by Department and Type	Face to Face	Partially or Fully Online	Total
Workforce and Industry	146		146
Main Campus	105		105
Automotive Systems Technology	43		43
A60160 Automotive Systems Technology	18		18
C60160S Automotive Systems Technology-Basic Certificate	11		11
C60160CP Automotive Systems Technology CCP Certificate	22		22
C60160D Automotive Systems Technology-Diesel Certificate	4		4
D60160 Automotive Systems Technology Diploma	5		5
Collision Repair and Refinishing Technology	12		12
A60130 Collision Repair and Refinishing Technology	4		4
C60130CP Collision Repair and Refinishing Technology CCP Certificate	7		7
D60130 Collision Repair and Refinishing Technology Diploma	1		1
Electrical Systems Technology	37		37
C35130 Electrical System Technology Certificate	11		11
C35130CP Electrical Systems Technology-CCP Certificate	13		13
D35130 Electrical System Technology Diploma	25		25
Welding Technology	24		24
A50420 Welding Technology	16		16
C50420S Welding Technology - Basic Certificate	12		12
C50420CP Welding Technology-CCP Certificate	6		6
D50420 Welding Technology Diploma	5		5
Workforce and Industry Center	28		28
Computer Integrated Machining	13		13
A50210 Computer-Integrated Machining	12		12
C50210 Computer-Integrated Machining Technology Certificate	3		3
C50210CP Computer-Integrated Machining-CCP Certificate	1		1
D50210 Computer-Integrated Machining Technology Diploma	3		3
* C50210IM Computer-Integrated Machining Tech-Intermediate Certificate	1		1
Industrial Systems Technology	15		15
A50240 Industrial Systems Technology	15		15
C50240 Industrial Systems Technology Certificate	2		2
D50240 Industrial Systems Technology Diploma	6		6
Pisgah High School	15		15
Automotive Systems Technology	15		15
C60160CP Automotive Systems Technology CCP Certificate	15		15
Non Degree	180		180
Main Campus	180		180
Special Credit	180		180
T90990 Special Credit	180		180
Grand Total	1,185	773	1,842

Evidence 10: Enrollment Summary

Enrollment data for all educational programs offered by Haywood Community College is provided in [Evidence 9: Educational Programs](#). The summary provides current enrollment figures for AY 2024-2025 by program, location, and mode of delivery (in-person, distance, or correspondence education).

This documentation satisfies the HLC requirement for reporting current enrollments across all program offerings.

Evidence 11: Accreditor Relationships

Haywood Community College maintains recognized and compliant relationships with both its institutional and programmatic accreditors. The table below provides an inventory of all current accreditors and their status:

Accreditor	Program	Status	Expiration Date
Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)	Institutional	In Good Standing	June 2029
Medical Assisting Education Review Board (MAERB)	Programmatic: Medical Assisting	In Good Standing	Spring 2030
National Association for the Education of Young Children (NAEYC)	Programmatic: Early Childhood Education	In Good Standing	July 2029
National Institute for Metalworking Skills (NIMS)	Programmatic: Computer-Integrated Machining Technology	In Good Standing	February 2026
North Carolina Board of Nursing (NCBON)	Programmatic: Nursing	In Good Standing*	Annual
Society of American Foresters (SAF)	Programmatic: Forestry	Previously In Good Standing Currently Seeking Reaccreditation	December 2024

*The Nursing program was placed on Warning status for 2021, but were cleared of that status in January 2025. The institution has been actively collaborating with NCBON to address the 3-year low pass rate that initiated the warning and has made steady progress to improve this pass rate. While the pass rate still technically falls below the threshold, the NCBON determined it would “not [take] any adverse action as a direct result of the pass rate” while encouraging the institution to continue working to improve the 3-year rate.

Other than NCBON, the College has not been subject to any sanctions, adverse actions, or voluntary resignations of accreditation in the past two years. There are no pending circumstances that could result in negative actions by any recognized accreditor or state authorizing agency.

This documentation satisfies HLC’s requirement for an inventory of accreditation relationships and disclosure of any related actions or events.

Evidence 12: Board Authorization

The Haywood Community College Board of Trustees (BOT) has formally authorized the college to seek institutional accreditation with the Higher Learning Commission (HLC).

A draft copy of the official meeting minutes documenting this approval is included below (these minutes are pending final approval at the next BOT meeting). This satisfies the HLC requirement for evidence of governing board authorization to pursue accreditation.

2025-05-06 Board of Trustees Meeting Minutes



**Haywood Community College
Board of Trustees
Board Meeting
May 6, 2025**

The Haywood Community College Board of Trustees held an in-person and electronic meeting on Tuesday, May 6, 2025, at 3:00 p.m. in the Hemlock Building Board Room (Room 1509). The following people were present in person or electronically:

TRUSTEES: Ed Brown, Lee Davis, Carol Larsen, Tammy McDowell, Lynn Milner, Tom Olliff, Jon Overbay, Kaleb Rathbone, Rhonda Schandeval, John Wadsworth, Danny Wingate

STAFF: Dr. Shelley White, Dr. Wendy Hines, Christie Medford, Brek Lanning, Sara Phillips, David Onder, Michelle Harris, Calab Tate, Hylah Birenbaum, Matt Collier, Ian Cernak, Justin Stocker, Matt Hoyle, Jeremy Phillips, Chris Bond, Matt Heimburg, Liz Epps, Stephanie Wampler, Vickie Ashley, Tracy Rapp, Kevin Winfree

Guest: Helena Godfrey (Student)
SGA President: Brooke Davis

College Attorney: Pat Smathers

Live-stream audio for the May 6, 2025, Board Meeting was available on HCC's YouTube Channel.

Call to Order—Chair Milner called the meeting to order at 3:00 p.m. and welcomed everyone. She requested a roll call, determined that a quorum was present, and followed with a moment of silence.

Ethics - Chair Milner called the Board's attention to the **Ethics Statement** on the screen and asked if there were any conflicts. No conflicts were noted. The Ethics Statement is on electronic page 2 of today's packet.

Consent Agenda Approval—Chair Milner presented the May 6, 2025, Consent Agenda and entertained a motion to approve it as presented. Trustee Olliff motioned to approve the consent agenda as presented. Trustee Wingate seconded the motion. All were in favor. The motion was duly passed. The May 6, 2025, Agenda and Consent Agenda are on electronic page 1 of today's packet. The Consent Agenda includes State, County, and Special Funds Budget Reports, April 1

BOT Minutes, and the May 6, 2025, Agenda. Consent agenda items are on electronic pages 1-12 of today's packet.

SGA Report—SGA President Brooke Davis reported on the recent activities of the SGA, highlighting events such as the Delish Food Truck, Wellness Wednesday, Grad Day, Finals Week Chare-Up, and Denim Day in support of sexual violence awareness. She expressed gratitude for the Board's Kindness and support.

Study Abroad Report – Jeremy Phillips, Chris Bond, and Helena Godfrey shared their experiences from the study abroad trip to Mexico, including visits to Mexico City, San Cristobal, and various cultural sites. They emphasized the importance of cross-cultural experiences and thanked the board for their support.

President's Report - Dr. White informed the Board of several items:

- **Informational Reports** –
 - **New Employee Report**—Dr. White noted that the New Employee Report contains three full-time employees and numerous part-time employees, which is typical at this time of year. The New Employee Report is on electronic page 13 of today's packet.
 - **Region A Nursing Consortium Agreement (RANC) Operating Agreement Update** – Dr. Hines provided a detailed summary of the RANC Operating Agreement. The nursing consortium agreement with Tri-County Community College was renewed for the next three years, continuing a long-term partnership that began in 1982. The Consortium allows for efficient use of resources and shared costs, addressing the nursing shortage and faculty scarcity by collaborating on program delivery. Students benefit from access to clinical sites in seven counties, experiencing diverse healthcare settings ranging from small rural hospitals to large trauma centers.
 - **Western Community College Leadership Academy (WCCLA)** – Mrs. Sara Phillips, HR Director, and recent graduates shared their experiences from the Western Community College Leadership Academy, emphasizing the importance of collaboration, networking, and personal development. The WCCLA is a collaborative effort involving multiple community colleges, focusing on leadership development and professional growth.
 - **Accreditation Update** – Mr. David Onder provided an update on the accreditation process, including the approval from the Department of Education to pursue accreditation with the Higher Learning Commission (HLC) and the next steps in the process. He noted that HCC must notify SACSCOC and the NCCCS of our intent to seek new accreditation, ensuring compliance with state law and transparency. Following discussion, Chair Milner entertained a motion to approve the HCC President and/or her designee to formally apply for accreditation with the Higher Learning Commission for the institution's next accreditation cycle in compliance with NC General Statute §115D-6.2. Trustee Schandevl made the motion to approve the HCC President and/or her designee to formally apply for accreditation with the Higher Learning Commission for the institution's next accreditation cycle in compliance with NC General Statute §115D-6.2. Trustee Larson seconded the motion. All were in favor. The motion duly passed. The

Board thanked Mr. Onder and his team for all the hard work they have put into changing the accreditation body.

- **Policy 1.5 – Adopting Policies and Procedures – First Reading** – Mr. Onder outlined the proposed changes to Policy 1.5 to include archiving policies and regular reviews to ensure they remain up-to-date and accurate. The Board briefly discussed the policy, and it will be revisited in June for final review and approval.
- **Accounts Receivable Write-Offs** – Mrs. Christie Medford, VP of Business Operations, presented the annual review of uncollectible accounts, outlining the process for collecting outstanding balances. Following the discussion, Chair Milner entertained a motion to approve the FY 2021-2022 Accounts Receivable Write-Offs in the amount of \$33,394.06, as presented and deemed uncollectible. Trustee Olliff motioned to approve the FY 2021-2022 Accounts Receivable Write-Offs in the amount of \$33,394.06, as presented and deemed uncollectible. Trustee Rathbone seconded the motion. All were in favor. The motion duly passed.
- **College Updates** – Dr. White summarized the meetings from last month and upcoming events.
 - NC Community College System Office Awards Dinner – Dr. White thanked the Board for their support and attendance at the Awards Dinner, emphasizing the importance of such events for networking and collaboration.
 - Rotary Gala – Dr. White participated in the Waynesville Rotary's 100-Year Gala, where she also noted that she is the incoming president.
 - Budget Presentation – Dr. White reported that the county budget presentation was well received, with Board members showing support. The Board congratulated Dr. White on effectively communicating the College's needs and achievements.
 - Scholars Day – The HCC Foundation organized a successful Scholars Day event, recognizing student achievements and fostering a sense of community and support.
 - AACC National Conference – Dr. White recently attended the American Association of Community Colleges Conference in Nashville, engaging in sessions and networking with other Community College leaders.
 - Strategic Planning Meeting – HCC held a strategic planning session to review the past year's progress and set priorities for the upcoming year, with input from community and industry representatives.
 - HCC Family Milestones – Dr. White acknowledged the achievements of family members of President's Council members, including Haomi Hines' Girl Scout Gold Award, Levi Medford's graduation from King University, and Abigail Anders' upcoming graduation from Shining Rock Classical Academy. Abigail also completed 12 HCC classes while attending Shining Rock through our CCP program.

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Report from Nominating Committee

Committee Chair Davis outlined the process for nominating officers. He stated that the Committee will bring forward the following names for consideration as the 2025-2026 Interim

Slate of Officers from June 30, 2025, through the first Board Meeting in August 2025, and the same slate of Officers for the FY 2025-2026: Kaleb Rathbone, Board Chair; Tammy McDowell, Board Vice Chair; Dr. Shelley Y. White, BOT Secretary; and Tammy Goodson, BOT Recording Secretary. He noted the timeline for any additional names for consideration. An official vote will take place during the June 2025 Board meeting.

Report by Chair of the Board of Trustees – Lynn Milner

Chair Milner called the Board's attention to several announcements at the bottom of the agenda, highlighting the upcoming Graduation Ceremonies.

Closed Session - pursuant to North Carolina General Statute G.S. §143-318.11
(a)(1): to prevent the disclosure of information that is privileged or confidential;
(a)(3): to discuss matters protected by attorney-client privilege- Legal and Personnel

Chair Milner entertained a motion to go into Closed Session for reasons stated above: Trustee Rathbone motioned to go into Closed Session for reasons stated above. Trustee Overbay seconded the motion. All were in favor. The motion duly passed. The Board went into Closed Session at 4:17 p.m.

The Board returned to Open Session at 4:45 p.m.

Chair Milner entertained a motion to approve the Closed Session Minutes for June 4, 2024, August 6, 2024, and November 5, 2024. Trustee Larson made the motion to approve the Closed Session Minutes for June 4, 2024, August 6, 2024, and November 5, 2024. Trustee McDowell seconded the motion. All were in favor. The motion duly passed.

Having no further business, Chair Milner entertained a motion to adjourn the meeting. Trustee Brown motioned to adjourn the meeting at 4:46 p.m. Trustee Wadsworth seconded the motion. All were in favor. The motion duly passed. The Board adjourned the meeting at 4:46 p.m.

Respectfully Submitted

Tammy R. Goodson

Tammy R. Goodson, Recording Secretary,
Executive Assistant to the President,
Ethics Liaison

Documents Included in the Packet

May 6, 2025 BOT Agenda

April 1, 2025 BOT Minutes

State, County, and Special Funds Budget Reports for the period ending March 31, 2025

NC Ethics Statement

New Employee Report

WCCLS PowerPoint

Accounts Receivable Write-Offs