



September 30, 2024

## OFFICE OF THE PRESIDENT

Ms. Annmarie Weisman  
Deputy Assistant Secretary for Policy, Planning, and Innovation  
Office of Postsecondary Education  
Lyndon Baines Johnson (LBJ) Building  
400 Maryland Avenue, S. W.  
Washington, D.C. 20202

RE: Notification Regarding Accreditation

Dear Ms. Weisman,

This letter serves as Haywood Community College's (HCC) formal request for permission to change the college's accrediting agency from the *Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)* to the *Higher Learning Commission (HLC)* as soon as possible before its current accreditation with SACSCOC expires in June of 2029.

The opportunity for this request was made possible by a recent change in the North Carolina Statutes (NC General Statute 115D-6.2 Accreditation as amended by NC SL 2023-132) that requires public institutions of higher education in North Carolina to select a different accrediting body each accreditation cycle with North Carolina Community College System (NCCCS) leadership encouraging institutions to seek an accreditor that best serves the needs of that institution. After careful consideration of each of the accrediting bodies, I and the leadership at Haywood Community College believe that the Higher Learning Commission is the best fit for the college.

We provide the following information in accordance with 34 CFR 600.11(a)(1) and the subsequent procedures as outlined on September 19, 2022 in DCL ID: GEN-22-11.

### Notification Requirements

*The name of the institution's current primary accrediting agency and the name of the institution's proposed new agency.*

Haywood Community College is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges. The college is requesting permission to seek accreditation from the Higher Learning Commission.

*Whether the institution is seeking to change primary accrediting agencies or seeking multiple accreditation.*

Haywood Community College is seeking to change primary accrediting agencies and is not seeking multiple accreditation.

*If the institution is seeking multiple accreditation, whether the institution plans to relinquish accreditation by its current primary accrediting agency and, if so, the timeframe for relinquishment.*

Not applicable; Haywood Community College does not wish to maintain multiple accreditations.

*The date that the institution's current accreditation is set to expire.*

June 2029

*The reason(s) the institution is seeking the change.*

As stated above, the opportunity for this request was made possible by a change by the US Department of Education eliminating the distinction of regional accreditation and allowing institutions to seek accreditation from an accreditor that best met the institutions needs. Following this change, North Carolina General Assembly modified NC General Statutes (NC General Statute 115D-6.2 Accreditation as amended by NC SL 2023-132; see Appendix C) in October 2023 to require public institutions of higher education in North Carolina to select a different accrediting body each accreditation cycle with NCCCS leadership encouraging institutions to seek an accreditor that best serves the needs of that institution (NCCCSO Memo CC24-010; see Appendix D).

In 2024, after careful consideration of each of the accrediting agencies, including costs, length of process, mission, and content of expected standards, I and the leadership at Haywood Community College, including the HCC Board of Trustees, believe that the Higher Learning Commission is the best fit for the college (2024-06-04 Board of Trustees Minutes; see Appendix E).

*If applicable, an explanation of how the institution believes the new agency would strengthen institutional quality.*

Haywood Community College has been accredited by the Southern Association of Colleges and Schools Commission on Colleges for over 50 years. We believe the college would benefit from a change to Higher Learning Commission as a new accreditor. The HLC is a Department of Education-recognized accrediting agency for degree-granting post-secondary educational institutions. The HLC is committed to advancing the quality of higher education and is dedicated to continuous improvement and innovation through its assurance of learning process, a highly focused set of criteria and assumed practices that ensures institutions are focusing on areas of growth while maintaining excellence in areas of expectation. The HLC has a strong reputation of working with institutions to help them achieve their goals and improve student outcomes with minimal costs. The HLC's focus on

student success and continuous improvement aligns well with the mission and goals of HCC (see below).

*If applicable, how the new agency's standards are more closely aligned with the institution's mission.*

Haywood Community College is a public community college located in Clyde, North Carolina. The college offers a variety of programs and services to meet the needs of its students and the community. It is committed to providing high-quality education and training that prepares students for success in their chosen fields. HCC's mission is to "serve the educational needs and economic growth of [its] community, by promoting lifelong student learning and success," which is also reflected in Goal 5 of its strategic plan. This aligns well with Higher Learning Commission's first strategic goal of "focusing on students first as the most critical stakeholder in higher education and institutional accreditation."

In addition, we have identified the following direct connections with our strategic plan to criterion specified by HLC:

- The institution's annual process for revising our strategic plan and using this plan to drive multiple committees focused on achieving the goals aligns with HLC's criterion 5.A of "engaging in systematic and integrated planning and improvement." This includes annual updates to the strategic plan, active and continued involvement in developing an enrollment management plan, and the use of student success data as well as retention and completion data in the planning process.
- Strategic Goal 4's Objective 2 to "provide meaningful and frequent employee professional development opportunities" and Objective 3 to "monitor, measure, and respond to employee turnover; perform proactive planning for transitions" specifically align with HLC's criterion 5.C of "engaging in systematic and integrated planning and improvement."
- The institution's alignment with criterion 4 through its work with the Excellence Plan process, Student Success Council focus, and regular program review process.
- The institution's Student Success Council focuses on student success by supporting student learning, a focus of criterion 3.D, while monitoring and implementing interventions to improve retention and completion, a focus of criterion 4.C.

In addition to aligning with the criteria, HLC's assumed practices streamline the accreditation process and reduce the reporting burden on institutions like HCC by assuming common standards of practice. This allows us to focus on more targeted areas of improvement and innovation that align with our mission and goals related to student success and institutional effectiveness.



## Supporting Documentation

*Most recent determination letter;*

See Appendix A.

*Documentation that the institution remains in good standing since the determination letter;*

See Appendix B.

*Any substantive correspondence or other communications with the agency relating to the institution's accreditation status, requests for information, or inquiries since the most recent determination letter;*

Since the most recent determination letter, Haywood Community College has not had any substantive interaction with SACSCOC regarding the college's accreditation status, requests for information, or inquiries.

*institution must provide any substantive correspondence or other communications with the new accrediting agency, including any substantive correspondence or other communications with the agency relating to the institution's planned application.*

To date, Haywood Community College has only had contact with the Higher Learning Commission through the initial inquiry process and through attendance at the annual meeting. The college has not yet engaged in any formal discussions or negotiations with HLC regarding the college's planned application.

## Conclusion

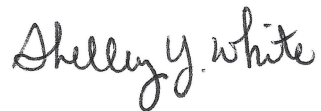
As shown above, I and the leadership at Haywood Community College have carefully reviewed the requirements, costs, and transition timeline of the Higher Learning Commission and we believe the college is well-positioned to meet these requirements in the most cost-effective manner within the shortest timeframe. The college has a strong track record of compliance with the Southern Association of Colleges and Schools Commission on Colleges requirements, having been accredited by SACSCOC since 1973, and is confident that it will be able to meet the requirements of the HLC in the necessary timeframe. The leadership at HCC is committed to working closely with the HLC to ensure that the college remains in compliance with all requirements and continues to provide high-quality education and training to its students.

The leadership at HCC believes that changing the college's accreditor to the HLC is in the best interest of the college and its students and we respectfully request permission to change the college's accreditor to the HLC and look forward to the opportunity to work with the HLC to advance the quality of higher education at HCC.

Mr. David Onder, Director of Institutional Excellence, Research, and Grants is our Accreditation Liaison. Please feel to reach out to him if you have any questions or request additional information related to this request (see contact information below).

Mr. David Onder  
Haywood Community College  
185 Freedlander Dr.  
Clyde, NC 28721  
[donder@haywood.edu](mailto:donder@haywood.edu)  
828.565.4077

Sincerely,

A handwritten signature in black ink that reads "Shelley Y. White". The signature is written in a cursive, flowing style.

Shelley White  
President

## Appendix

- Appendix A Most recent SACSCOC accreditation letter (June 13, 2019)
- Appendix B Documentation that Haywood Community College is in good standing with SACSCOC since the most recent accreditation
- Appendix C NC General Statute 115D-6.2 Accreditation - This was changed by the Session Law 2023-132 on October 2, 2023
- Appendix D North Carolina Community College System Office Memo CC24-010 - Guidance for New Accreditation Process
- Appendix E 2024-06-04 Board of Trustees Minutes

# Appendix A

Most recent SACSCOC accreditation  
letter (June 13, 2019)



July 2, 2019

Dr. Barbara Parker  
President  
Haywood Community College  
185 Freedlander Drive  
Clyde, NC 28721

Dear Dr. Parker:

The following action regarding your institution was taken by the Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) during its meeting held on June 13, 2019:

The SACSCOC Board of Trustees reaffirmed accreditation. No additional report was requested. Your institution's next reaffirmation will take place in 2029 unless otherwise notified.

Also, please submit to your Commission staff member, preferably by email, a **one-page** executive summary of your institution's Quality Enhancement Plan. The summary is due **August 15, 2019**, and should include on the same page the following information: (1) the title of your Quality Enhancement Plan, (2) your institution's name, and (3) the name, title, and email address of an individual who can be contacted regarding its development or implementation. This summary will be posted to SACSCOC's website as a resource for other institutions undergoing the reaffirmation process.

All institutions are requested to submit an Impact Report of the Quality Enhancement Plan on Student Learning as part of their Fifth-Year Interim Report due five years before their next reaffirmation review. Institutions will be notified 11 months in advance by the President of the Commission regarding its specific due date. Directions for completion of the report will be included with the notification.

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

Sincerely,

Belle S. Wheelan, Ph.D.  
President

BSW:ktf

cc: Dr. Patricia L. Donat, Vice President, SACSCOC



# Appendix B

Documentation that Haywood  
Community College is in good  
standing with SACSCOC since the  
most recent accreditation

[About +](#)[Institutions +](#)[Accreditation +](#)[Documents +](#)[News & Events +](#)

## Institution Search

### Institution Name

### State



### Highest Degree Offered



### Next Reaffirmation Year



## Institutions

- [Institutions](#)
- [Accreditation Actions and Disclosures Statements](#)
- [Third Party Comments](#)

### Resources

- [Common Names versus Official Names Guide](#)
- [Name Change Cross Reference List](#)
- [Accredited and Candidate List](#)

[Back to Results](#)

## Haywood Community College

*As of 9/23/2024*

*Former Name: Haywood Technical Institute (1973 - 1979); Haywood Technical College (1980 - 1987)*

The information on this page describes the accreditation relationship between this institution and the Southern Association of Colleges and Schools Commission on Colleges. General information about the Commission and the accreditation process is provided at the end of this document. In addition, links to definitions are provided for many of the terms used.

### General Information

**+ CEO Name**

Dr. Shelley White

**+ Address**

185 Freedlander Drive  
Clyde, NC 28721

**+ Country**

United States

**+ Institutional Phone**

(828) 627-2821

**+ Approved to Offer**

Associate's Degree

[+ View Available Programs](#)

[+ View Student Achievement Data](#)

### Accreditation Information

**+ Status**

Accredited

**+ Public Sanctions**

**+ Candidacy Date**

**+ Accreditation Granted**

01/01/1973

**+ Reaffirmation**

2019

**+ Distance Education Approval Date**

12/04/1998

**+ Next Reaffirmation**

2029

**+ Next Fifth-Year Review**

2024

**+ Degree Level**

| [i](#)

**+ Control**

Public

## SACSCOC Staff Member

**Nuria Cuevas**

(404) 994-6578

[Email](#)

## In-Progress Reviews

**2024** Fifth-Year Interim Report



## Off-campus Instructional Sites (Additional Locations)

### Types

- **Approved  $\geq 50\%$ :** Site is approved to offer any portion of a program. Additional programs may be offered with no further site notification or approval. Only sites offering 50% or more of a program require approval.
- **Approved Branch  $\geq 50\%$ :** Site is approved as a branch campus to offer any portion of a program. Additional programs may be offered with no further site notification or approval.
- **Approved Cert  $\geq 50\%$ :** Site is approved to offer any portion of a certificate program only. Additional certificate programs, or up to 50% of non-certificate programs, may be offered with no further site notification or approval.
- **Notified 25-49%:** Less than 50% of a program may be offered at the site. Less than 50% of additional programs may be offered with no further site notification.
- Sites offering less than 25% of a program do not require notification or approval.

### Status

- **Open:** Instruction may be offered at the site consistent with the site type defined above.
- **Closed:** Closed sites are not shown. A site is closed when (1) the institution has stopped admitting students to the site and (2) SACSCOC has approved the site teach-out plan. Therefore, instruction may continue at a site under the teach-out plan after the site is closed.

#### + Central High School

3215 Broad St  
Clyde, NC 28721  
United States  
Type: Approved Cert  $\geq 50\%$   
Status: Open

#### + Pisgah High School

1 Black Bear Drive  
Canton, NC 28716  
United States  
Type: Approved Cert  $\geq 50\%$   
Status: Open

#### + Regional High Technology Center

112 Industrial Park Dr  
Waynesville, NC 28786

United States  
Type: Approved >= 50%  
Status: Open

+ **West Waynesville Campus**

23 Hendrix St  
Waynesville, NC 28786  
United States  
Type: Approved >= 50%  
Status: Open

## ABOUT SACSCOC AND ACCREDITATION

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is the regional commission responsible for accrediting degree-granting institutions in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia, and some institutions in Latin America and other international sites approved by the SACSCOC Board of Trustees. The SACSCOC Board of Trustees is the representative body of the member institutions also known as the College Delegate Assembly. To gain or maintain accreditation, an institution must comply with SACSCOC policies, procedures, and with all standards contained in the *Principles of Accreditation: Foundations for Quality Enhancement* in the professional judgment of peer reviewers. SACSCOC's institutional accreditation includes all degree levels regardless of location or mode of instruction.

Regional accreditation agencies are recognized by the U.S. Department of Education to accredit degree-granting colleges and universities. There are six regions of the United States which regional agencies oversee. Regional accreditation validates the quality of an institution as a whole and evaluates multiple aspects of an institution, including its academic offerings, governance and administration, mission, finances, and resources. Institutions of higher education in the United States may also seek accreditation through national or specialized accreditation agencies. National accreditation associations, like regional accreditors, accredit the institution as a whole. Specialized accreditation agencies accredit programs, departments or schools within a college or university.

## Components of the Review Process

The SACSCOC Board of Trustees conducts several types of institutional reviews: (1) Candidate Committee reviews of applicant institutions seeking candidacy, (2) Accreditation Committee reviews of candidate institutions seeking initial membership, (3) Reaffirmation Committee reviews of member institutions seeking continued accreditation following a comprehensive review, (4) Special Committee reviews of member institutions seeking continued accreditation following evaluation of institutional circumstances that are accreditation related, and (5) Substantive Change Committee reviews of member institutions seeking approval and continued accreditation

following the review of a change of a significant modification or expansion to the institution's nature and scope. Each of the above type of reviews has its own evaluation documents and peer review procedures and can be found on the SACSCOC website at [www.sacscoc.org](http://www.sacscoc.org).

The Committees on Compliance and Reports (C&R), standing committees of the SACSCOC Board of Trustees, review reports prepared by evaluation committees and the institutional responses to those reports. A C&R Committee's recommendation regarding an institution's accreditation-related matters is forwarded to the Executive Council for review. The Executive Council recommends action to the SACSCOC Board of Trustees, which makes the final decision on reaffirmation and any monitoring activities that it may require of an institution. The SACSCOC Board of Trustees convenes twice a year.

## Complaints Against SACSCOC Accredited Institutions

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) recognizes the value of information provided by students, employees, and others in determining whether an institution's performance is consistent with SACSCOC standards for obtaining or maintaining accreditation. The Commission's interest also is in ensuring that member institutions maintain appropriate grievance procedures and standards of procedural fairness and that the procedures are applied appropriately and consistently. The procedures for the review of complaints involving member institutions enable SACSCOC to address possible violations of its *Principles of Accreditation*, its Core Requirements and Standards, SACSCOC policies or procedures, as well as to address possible violations of an institution's own policies and procedures, if related to the *Principles*.

Since SACSCOC's complaint procedures are for the purpose of addressing any significant non-compliance with SACSCOC *Principles of Accreditation*, policies, or procedures, **the procedures are not intended to be used to involve SACSCOC in disputes between individuals and member institutions, or cause SACSCOC to interpose itself as a reviewing authority in individual matters of admission, grades, granting or transferability of credits, application of academic policies, fees or other financial matters, disciplinary matters or other contractual rights and obligations. Nor does SACSCOC seek redress on an individual's behalf. Under no circumstances does SACSCOC respond to, or take action on, any complaint or any allegation that contains defamatory statements. Further, SACSCOC will not serve as a grievance panel when the outcome of institutional grievance or appeal processes is unsatisfactory to the complainant.**

SACSCOC expects individuals to attempt to resolve the issue through all means available to the complainant, including following the institution's own published grievance procedures, before submitting a complaint to SACSCOC. Therefore, SACSCOC is under no obligation to consider additional information submitted by the complainant subsequent to the receipt of the formal complaint. SACSCOC's usual practice is not to consider a complaint that is currently in administrative proceedings, including institutional proceedings, or in litigation. However, if there is substantial, credible evidence that indicates systemic problems with an accredited institution, SACSCOC may, at its discretion, choose to proceed with the review.


In order for review by SACSCOC personnel, a formal complaint must be submitted **in writing** using the [SACSCOC "Complaints Against Institutions: Information Sheet and Form,"](#) signed, and **two copies** mailed to: **President, Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia, 30033-4097.** SACSCOC will not review oral or

anonymous complaints, and it will not consider complaints sent electronically or through facsimile transmission. In addition, SACSCOC will not act on complaints submitted on behalf of another individual or complaints forwarded to SACSCOC from another entity.



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 1866 Southern Lane,  
Decatur, GA 30033

 404.679.4500

 [Email Us](#)



# Appendix C

NC General Statute 115D-6.2

Accreditation - This was changed by  
the Session Law 2023-132 on October  
2, 2023

**§ 115D-6.2. Accreditation.**

(a) Definitions. – The following definitions apply in this section:

- (1) Accreditation cycle. – The period of time during which a community college is accredited.
- (2) Accrediting agency. – An agency or association that accredits institutions of higher education.
- (3) Regional accrediting agency. – One of the following accrediting agencies:
  - a. Higher Learning Commission.
  - b. Middle States Commission on Higher Education.
  - c. New England Commission on Higher Education.
  - d. Northwest Commission on Colleges and Universities.
  - e. Southern Association of Colleges and Schools Commission on Colleges.
  - f. Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges.

(b) Prohibit Consecutive Accreditation by an Accrediting Agency. – A community college shall not receive accreditation by an accrediting agency for consecutive accreditation cycles except as provided in subsection (c) of this section.

(c) Accreditation Transfer Procedure. – A community college that pursues accreditation with a different accrediting agency in accordance with this section shall pursue accreditation with a regional accrediting agency. If the community college is not granted candidacy status by any regional accrediting agency that is different from its current accrediting agency at least three years prior to the expiration of its current accreditation, the community college may remain with its current accrediting agency for an additional accreditation cycle.

(d) Certain Programs Exempt. – The requirements of this section do not apply to professional, departmental, or certificate programs at community colleges that have specific accreditation requirements or best practices, as identified by the State Board of Community Colleges.

(e) Cause of Action. – A community college may bring a civil action, as follows:

- (1) Against any person who makes a false statement to the accrediting agency of the community college, if all of the following criteria are met:
  - a. The statement, if true, would mean the community college is out of compliance with its accreditation standards.
  - b. The person made the statement with knowledge that the statement was false or with reckless disregard as to whether it was false.
  - c. The accrediting agency conducted a review of the community college as a proximate result of the statement.
  - d. The review caused the community college to incur costs.
- (2) A community college that prevails on a cause of action initiated pursuant to this subsection shall be entitled to the following:
  - a. Costs related to the review conducted by the accrediting agency, including for the following:
    1. Additional hours worked by community college personnel.
    2. Contracted services, including outside legal counsel.
    3. Travel, lodging, and food expenses.
    4. Fees required by the agency.
  - b. Reasonable attorney fees.
  - c. Court costs. (2023-132, s. 3.2(b).)

# Appendix D

North Carolina Community College  
System Office Memo CC24-010 -  
Guidance for New Accreditation  
Process

**NUMBERED MEMO CC24-010**

**TO:** NCCCS Presidents

**FROM:** Brian S. Merritt  
Senior Vice President & Chief Academic Officer

**SUBJECT:** Guidance for New Accreditation Process

**DATE:** April 9, 2024

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Session Law 2023-132 prohibits NCCCS constituent institutions from receiving accreditation by an accrediting agency for consecutive accreditation cycles unless the institution does not receive candidacy status at least three years prior to the expiration of its current accreditation. This law, coupled with U.S. Department of Education regulatory changes that removed geographic boundaries of regional accreditors, creates an opportunity for institutions to seek accreditation from agencies aligned with their mission and goals.

As such, the NCCCS System Office, in conjunction with the UNC System Office, issued a joint [Request for Information \(RFI\)](#) to regional accrediting agencies to determine whether these agencies are willing to accredit North Carolina's institutions of higher education at this time.

This memo, along with the accreditation toolkit that has been created for NCCCS institutions, serves to inform you of the accrediting agencies' responses. These resources are now available at the following URL:  
<https://www.nccommunitycolleges.edu/institutional-accreditation/>

As you will read in the Matrix of Responses to RFI located on the above website, the Higher Learning Commission (HLC) and Middle States Commission on Higher Education (Middle States) both indicated that they are willing to accept accreditation applications from North Carolina's institutions of higher education. Their detailed responses to our RFI are attached. The other regional accreditation agencies specified the conditions that would need to be met in order for them to consider North Carolina institutions in the future.



Before switching accrediting agencies, institutions must first submit to the U.S. Department of Education all materials relating to the prior accreditation and materials demonstrating reasonable cause for the change. Institutions must also indicate the proposed new accrediting agency and include a rationale for their selection. Institutions must receive approval from the United States Department of Education prior to submitting an application to the new accrediting agency. Included on the NCCCS Institutional Accreditation webpage, please find the following documents that will assist with that process:

- ED letter to accreditors regarding voluntary requirements
- ED letter (GEN-22-10) Guidance for Institutions Seeking to Change or Add Accrediting Agencies
- ED letter (GEN-22-11) Procedures for Institutions Seeking Approval of a Request to Change or Add Accrediting Agencies (Updated Sept. 26, 2022)
- Summary matrix of responses to the RFI
- Accreditation Slide Deck that may be helpful to present to your local boards, employees, etc.
- Link to Session Law 2023-132

#### Next Steps:

- Review the RFI responses and begin to identify which agency best aligns with institutional missions and goals.
  - o In order to monitor statutory compliance, we request you provide a status update by June 30, 2024 by [completing this form](#). For this status update, we are asking colleges to indicate if your institution has identified a preferred agency and, if so, the name of the agency and your timeline for requesting approval from U.S. Department of Education. When applicable, please provide copies of this correspondence.
- Please submit applications no later than 60 months prior to the end of your institution's current reaffirmation cycle and provide me with a copy of your application for documentation.

As always, please let me know if you need any assistance or have any questions.

# Appendix E

2024-06-04 Board of Trustees Minutes



**Haywood Community College  
Board of Trustees  
Board Meeting  
June 4, 2024**

The Haywood Community College Board of Trustees held a meeting in person and electronically on Tuesday, June 4, 2024, at 3:00 p.m. in the Hemlock Building Board Room (room 1509). The following people were present in person or electronically:

**TRUSTEES:** Gorham Bradley, Ed Brown, III, Lee Davis, Jr., Liz Ferguson, Carol Larsen, Tammy McDowell, Lynn Milner, Deborah Porto, Kaleb Rathbone, Danny Wingate

**STAFF:** Dr. Shelley White, Dr. Wendy Hines, Karen Denney, Brek Lanning, Sara Phillips, David Onder, Calab Tate, Hylah Birenbaum, Matt Collier, Anilia Hornsby, Denise Worley, Justin Stocker, Matt Hoyle

**College Attorney:** Pat Smathers

Live-stream audio for the June 4, 2024, 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 June 4, 2024, Consent Agenda and entertained a motion to approve it as presented. Trustee Larsen motioned to approve the Consent Agenda as presented. Trustee Rathbone seconded the motion. All were in favor. The motion was duly passed. The June 4, 2024, Agenda and Consent Agenda are on electronic page 1 of today's packet.

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

- **Informational Reports** –
  - **New Employee Introductions and New Employee Report**— Sara Phillips introduced Anilia Hornsby, part-time Creative Arts Coordinator, and provided

introductory remarks regarding her background. Ms. Hornsby shared information with the trustees about her background in the industry and her excitement about her new role. Dr. White noted that New Employee report contains one new full-time employee and numerous part-time employees. The New Employee Report is located on electronic page 6 of today's pack.

- **College Updates** – Dr. White summarized last month's meetings and events.
  - College & Community Events – Dr. White noted many college and community events have taken place over the past month.
  - **Graduation Ceremonies** - Dr. White thanked everyone who could attend last month's graduation ceremonies. She noted that 390 credentials were awarded to 345 individuals. Haywood Early College's graduation speaker was Mebane Rash, who had nothing but kind words to say about Haywood Early College and HCC.
  - **Summer Semester Update** – We are encouraged to see our current Summer FTE estimate, 111 and increase over last Summer. Fall registration is looking strong with incoming cohorts, also up over last year at this time..
  - **County Budget Process** – Dr. White reported that the Haywood County Commissioners met yesterday and approved a 3.5% increase in our County Budget for this year. Dr. White expressed her appreciation to the Commissioners and the County for supporting our facilities. She noted that rising costs, including inflation, are beginning to strain our operational budget even with increases, and we are having to increase our efforts to find savings.
- **Facilities Updates**—Mr. Lanning provided several updates on facilities projects.
  - He reported on the Workforce Outdoor Training site, updated schematic drawings, and recent meetings with the architect and engineer. Mr. Lanning further noted that some adjustments are being made for the BLET driving course and the CDL Lineman pole yard. Submission to State Construction is the next step.
  - Grounds Projects – \*The Fountain in front of the Adler and Hickory Buildings has been renovated. Pictures were provided. A ribbon-cutting event will be held in late summer. \*The arbor in the Rhododendron Garden has been replaced. The Arbor is home to numerous Golden Chain Trees. Several new Golden Chain Trees were planted to fill in the gaps. \*The grounds team has installed a new flower garden near the mill pond. They are working with Hylah on a piece of art that will be installed for the 60<sup>th</sup> anniversary celebration.
  - Upcoming Projects – Campus Development is working on an up-fit of the Hickory Building, which houses our general education programs. The interior of the building will be repainted over the summer.
- **RCAC Fee Schedule Recommendation** – Mrs. Denney presented a detailed report for the recommended changes in the RCAC Fee Schedule. She also provided a printed comparison of similar facilities in the county. She noted that, to date, this is only the second time that a fee request has been presented for consideration. HCC is requesting a \$100 increase to be implemented over two phases. The first would be effective August 1, 2024, and the second would be effective January 1, 2025. Each increase would be \$50.00 for a total of \$100. Following discussion, Chair Milner entertained a motion to approve the proposed fee schedule as presented. Trustee McDowell motioned to approve the proposed



fee schedule as presented. Trustee Porto seconded the motion. All were in favor. The motion duly passed. The Proposed Fee Schedule is located on electronic page 9.

**TESA (Technology, Education, and Student Affairs) Committee Report** – Committee Chair McDowell called on Mr. Onder to summarize Session Law 2023-132 in detail and a printout of the new legislation, which requires all colleges to change accrediting bodies as their next reaffirmation. He specifically noted pages 7 of the handout, which referenced 115D-6.2, (a), (b), (c), and (d). HCC’s next reaffirmation is 2029, however the time required to complete the transition begins now.

Mr. Onder stated that the NC Community College System issued a request for information (RFI). Three accrediting bodies responded to the RFI: the Accrediting Commission of Community and Junior Colleges, the Higher Learning Commission (HLC), and the Middle States Commission on Higher Education. Following the summary of each accrediting body, their application, associated timelines, and the estimated startup costs, Mr. Onder noted that HCC feels a better fit for us would be HLC. He further reviewed the reasons for selecting HLC versus the other two accrediting bodies. The Board discussed the accreditation process, the timeline, the transition, the scenario “if HLC denies our acceptance,” and the associated timeline for switching accrediting bodies. Following discussion, Committee Chair McDowell brought forward a motion from the Committee to approve Haywood Community College to seek reaccreditation with the Higher Learning Commission (HLC) per session Law 2023-132. Coming from the Committee does not require a second. All were in favor. The motion duly passed. The Accreditation Change Recommendation is located on electronic pages 10-12 of today’s packet.

**Nominating Committee Report** – Committee Chair Davis summarized the upcoming election of officers. He brought forward a motion from the Nominating Committee to approve the slate of Interim officers as presented. BOT Chair – Lynn Milner, BOT Vice-Chair – Kaleb Rathbone, BOT Secretary – Dr. Shelley Y. White, and Recording Secretary – Tammy Goodson. Coming from the Committee does not require a second. All were in favor. The motion duly passed. The Interim Slate of Officers is located on electronic page 13 of today’s packet.

### **Report by Chair of the Board of Trustees – Lynn Milner**

**Outgoing Trustees Recognition** - Chair Milner recognized outgoing Board Members Deborah Porto, Liz Ferguson, and Tammy McDowell. She expressed the Board's appreciation for their years of service. She noted that Trustee Ferguson and Trustee McDowell are both seeking reappointment under the new guidelines of NC General Statute 115D-12 (a).

**Ratify New Foundation Board Member/s** – Chair Milner called on Mrs. Birenbaum and requested a summary of the new Foundation Board Member/s. Mrs. Birenbaum presented Mrs. Celesa Willett, Chair of United Way, for consideration and ratification. Following the summary, Chair Milner entertained a motion to approve and ratify Mrs. Celesa Willett as the new Foundation Board Member. Trustee Brown motioned to approve and ratify Mrs. Celesa Willett as the new Foundation Board Member. Trustee McDowell seconded the motion. All were in favor. The motion duly passed.

**BOT Self-Evaluation Report** – The BOT Self-Evaluation Report was presented, reviewed, and discussed. Chair Milner noted that the Board had 100% participation this year.

Chair Milner called the Board's attention to several announcements at the bottom of the agenda.

Chair Milner entertained a motion to go into Closed Session for the reasons stated below. Trustee Larsen motioned to go into Closed Session at 3:52 p.m. Trustee Rathbone seconded the motion. All were in favor. The motion duly passed

**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
- (a)(6): to consider the job performance and fitness of an individual employee

The Board returned to open session at 4:30 p.m.

The Committee on Personnel and By-Laws brought forward a motion to offer Dr. White a new four-year contract with a \$5,000 annual increase to her local supplement for four years and convey a \$5,000 performance bonus. Coming from the Committee does not require a second. All were in favor. The motion duly passed.

Chair Milner entertained a motion to approve the Closed Session Minutes for April 4, 2024, May 7, 2024, and the May 30, 2024 Committee on Personnel and By-Laws Closed Session Minutes. Trustee Rathbone motioned to approve the Closed Session Minutes for April 4, 2024, May 7, 2024, and the May 30, 2024 Committee on Personnel and By-Laws Closed Session Minutes. Trustee Larsen seconded the motion. All were in favor. The motion duly passed.

Having no further business, Chair Milner entertained a motion to adjourn the meeting at 4:32 p.m. Trustee Larsen motioned to adjourn at 4:32 p.m. Trustee McDowell seconded the motion. All were in favor. The Board meeting adjourned at 4:32 p.m.

Respectfully Submitted

*Tammy R. Goodson*

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

**Documents Included in the Packet**

June 4, 2024 BOT Agenda  
May 7, 2024 BOT Minutes  
NC Ethics Statement  
New Employee Report  
State, County Funds Reports 2024  
Special Funds Budget Report 2024