

## Requirement 3.2.8

### Governance and Administration: Qualified administrative/academic officers

The institution has qualified administrative and academic officers with the experience, competence, and capacity to lead the institution.

#### Judgment

Compliant  Partial Compliance  Non-Compliant  Not Applicable

#### Narrative

Haywood Community College (HCC) is in compliance with Comprehensive Standard 3.2.8.

Haywood Community College demonstrates its compliance with comprehensive standard 3.2.8 by providing evidence that its organizational chart is current ([HCC Organizational Chart](#)) and that the senior administrative and academic officers are well-qualified to hold their positions, as documented in the Table 1. The HCC Board of Trustees elect and hire the President upon the approval of the State Board of Community Colleges and then annually evaluates the president's performance, following the North Carolina General Statutes ([NCGS 115D-5](#)) ([NCGS 115D-20](#)) and North Carolina Administrative Code ([NCAC 23 02.C.0209](#)). The President has the responsibility for all employee actions of the College ([HCC Board of Trustee By-Laws, Article VI, section 2d, p. 17](#)); ([HCC President Job Description](#)). This section includes a review of the President and her executive leadership team, who hold college-wide responsibilities. The HCC Executive Leadership Team is comprised of:

- College President
- Vice President, Academic and Workforce Development
- Vice President, Student Development Services
- Executive Director, Business Operations
- Executive Director, Technology and Instructional Support Services
- Executive Director, Administrative Services
- Executive Assistant to the President
- Director, Institutional Advancement
- Director Marketing and Communications
- Co-Chair College Advisory Council

Other senior administrative and academic leaders have a significant impact on HCC student success. Therefore, this section also reviews the academic leadership team, who report directly to the Vice President of Academic and Workforce Development and include the following:

- Department Chair/Instructor, Advanced Technologies
- Department Chair/Instructor, Arts and General Education
- Department Chair/Instructor, Business and Entrepreneurship
- Department Chair/Instructor, Creative Arts
- Department Chair/Instructor, Health and Human Services
- Department Chair/Instructor, Natural Resources
- Director, Community and Economic Development

Likewise, a review was conducted of the following administrative staff who report to the Vice President of Student Support Services

- Coordinator, Education and Career Development
- Director, Enrollment Management

- Director, Financial Aid
- Director, Student Success Services
- Liaison, High School Programs

The review of position descriptions, vitas, and credentials verified that senior administrative and academic officers are qualified to fulfill their leadership roles. The following table lists the academic and administrative officers by title, name, and credentials; click on each officer's name to access associated position description and vita.

For additional information about the college's organizational structure, please see **Comprehensive Standard 3.2.7**.

Table 1. Credentials of Senior Administrative and Academic Officers (Please click on name for link to person's job description. To view person's vita, please click on the **Faculty Credentials Table** link at the bottom of this response.)

Position Title	Officer	Credentials
President	<a href="#">Rose Johnson</a>	Ed.D. North Carolina State University  Ed.S, M.A. Appalachian State University  B.A. Mars Hill College
Vice President of Academic and Workforce Development	<a href="#">Bill Rhodarmer</a>	M.A. Western Carolina University  B.S. University North Carolina – Chapel Hill
Vice President Student Development Services	<a href="#">Janice Gilliam</a>	Ed.D. North Carolina State University  M.I.E., B.S. Western Carolina University  A.A.S. Isothermal CC
Executive Director of Business Operations	<a href="#">Karen Denney</a>	B.S. Western Carolina University
Executive Director of Technology and Instructional Support Services	<a href="#">Annemarie Timmerman</a>	Ph.D. North Carolina State University  C.A.S., M.L.S., B.A. East Carolina University
Executive Director, Administrative Services	<a href="#">Debbie C. Trull</a>	M.S., B.S. Western Carolina University

Executive Assistant to the President	<a href="#"><u>Teresa Melton</u></a>	B.S.B.A. Western Carolina University
Director of Institutional Advancement	<a href="#"><u>Meg White</u></a>	B.S. Ohio University
Director of Marketing and Communications	<a href="#"><u>Debra M. Davis</u></a>	A.A.S. Southwestern Community College
Co-Chair College Advisory Council	<a href="#"><u>Margaret Studenc</u></a>	M.A. Western Carolina University  B.A. University of North Carolina at Chapel Hill
Department Chair/Instructor, Advanced Technologies	<a href="#"><u>Thomas W. Clements</u></a>	M.Ed. American Intercontinental University  B.A. Warren Wilson University
Department Chair/Instructor, Arts and General Education	<a href="#"><u>Steven T. Heulett</u></a>	M.S., Duke University  B.S. Stetson University
Department Chair/Instructor, Business and Entrepreneurship	<a href="#"><u>David L. Forester</u></a>	M.A. , B.S. , C.P.A. , University South Carolina
Department Chair/Instructor, Creative Arts	<a href="#"><u>Robert E. Blanton</u></a>	M.F.A. Winthrop University  B.A. University North Carolina - Charlotte
Department Chair/Instructor, Health and Human Services	<a href="#"><u>Bill Rhodarmer, Interim</u></a>	M.A. Western Carolina University  B.S. University North Carolina – Chapel Hill
Department Chair/Instructor, Natural Resources - Interim	<a href="#"><u>Milton E. Tignor, Interim</u></a>	Ph.D. University of Florida  M.S., B.S Virginia Polytechnic and State University
Director, Community and Economic Development	<a href="#"><u>Laura Leatherwood</u></a>	Ed.D., M.S., B.S, Western Carolina University
Coordinator, Education and Career Development	<a href="#"><u>Nicole Franklin</u></a>	M.A. Southeastern Seminary  B.A., University of North Carolina Asheville
Director, Enrollment	<a href="#"><u>Jennifer D. Herrera</u></a>	B.S. Mars Hill College A.A.S. Haywood Community

Management		College
Director, Financial Aid	<a href="#"><u>Kathy G. Lovedahl</u></a>	M.B.A., B.S Western Carolina University
Director, Student Success Services	<a href="#"><u>Elaine D. Barnes</u></a>	M.A.Ed. Western Carolina University B.A., University NC-Asheville
Liaison, High School Programs	<a href="#"><u>John M. DeLozier</u></a>	M.P.A. Western Carolina University B.B.A., Montreat College

The College has well-defined processes for conducting annual performance reviews ([HCC Employment Evaluation Policy and Procedure](#)). The President is evaluated annually by the Board of Trustees, and results are submitted to the North Carolina Community College System. The President evaluates the executive staff who report to her, and they evaluate their direct reports. Each senior administrative and academic leader evaluation is presented in-full in Comprehensive Standard 3.2.10 ([Sample Blank Professional Development Plan](#)). A review of evaluation documents indicates that the senior administrative and academic leaders are competent and successful in their respective positions. Sample completed administrative staff evaluations are located on the CD accompanying the Compliance Documents on DVD. These were not posted due to confidentiality reasons. All evaluations may be reviewed onsite by the review team as needed.

## Supporting Documents

-  [Department\\_Chair\\_Position\\_Description](#)
-  [JD\\_Coord\\_Education\\_Career\\_Dev\\_Serv](#)
-  [JD\\_Department\\_Chair](#)
-  [JD\\_Director\\_Community\\_Ec\\_Development](#)
-  [JD\\_Director\\_Development\\_Exec\\_Director\\_HCC\\_Foundation](#)
-  [JD\\_Director\\_Enrollment\\_Mgt](#)
-  [JD\\_Director\\_Fin\\_Aid](#)
-  [JD\\_director\\_student\\_success\\_services\\_june\\_07](#)
-  [JD\\_Dir\\_Marketing\\_Communications](#)
-  [JD\\_Executive\\_Assistant\\_President](#)
-  [JD\\_Exec\\_Dir\\_Business\\_Operations](#)
-  [JD\\_Ex\\_Director\\_Admin\\_Services](#)
-  [JD\\_Ex\\_Dir\\_Tech\\_Instr\\_Support\\_Services](#)
-  [JD\\_High\\_School\\_Programs\\_Liaison](#)
-  [JD\\_Lead\\_Instructor](#)
-  [JD\\_VP\\_Academic\\_Services](#)
-  [JD\\_VP\\_Student\\_Development\\_Services\\_2007](#)
-  [Lead\\_Instructor\\_Position\\_Description](#)



[President\\_Position\\_Description](#)



[NCGS 115D-5 Admin of CC by SB of CC](#)



[NCGS\\_115D-20 Powers Duties Trustees](#)



[23\\_NCAC\\_02C-0209\\_Eval\\_of\\_President](#)



[President\\_Position\\_Description](#)



[Profesional\\_Development\\_Plan\\_Employee\\_Annual\\_Performance\\_Reveiw](#)



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[BOT\\_By-Laws\\_0208 \(page 17\)](#)



[HCC\\_Org\\_Chart](#)



[HCC\\_POLICY\\_EMPLOYEE\\_EVALUATION\\_PROCESS](#)