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## ADMISSION COMMITTEES

### Nursing Admissions - ADN

Lauren Bates, Chair (2008-2010) (Nursing)  
Sue Riddle, Co-Chair (2009-2011) (Nursing)  
Gwen Collins (2009-2011) (Nursing)  
\*Wilson Francis (2008-2010) (Biology Instructor)  
Scott Gross (Admissions Officer)  
Donna Combs (Nursing Coordinator)  
Carla Seals (Ad-Hoc Member)

\* Members at Large

**Mandate:** From the *Rules of the Senate*, Section IV.

**Charge:** Selection of students for the Associate Degree Nursing Program will be made by the President of the College or the President's designee after considering the recommendations of this college-wide Admissions Committee which is to be appointed for this purpose.

**Membership:** An admissions officer, the Associate Degree Nursing Program Coordinator, two Associate Degree Nursing faculty members, three members-at-large (i.e. Developmental Studies, counselors, general education faculty). Terms for the two Associate Degree Nursing faculty members and the three members-at-large are for two-year terms and shall be staggered. Students are not permitted on this committee.

**Reports to:** Provost/Vice President of Learning Services

### Nursing Admissions - LPN

Andrea Johnson, Chair (2008-2010) (Nursing)  
Christina Martin, Co-Chair (2008-2010) (Nursing)  
Ann Carter (Admissions Officer)  
Donna Combs (Nursing Coordinator)  
Bud Gadbury (Heavy Equipment)  
Donnia Vanchoyck (Admissions Office)  
Carla Seals (Ad-Hoc Member)

\* Members at Large

**Mandate:** From the *Rules of the Senate*, Section IV.

**Charge:** Selection of students for the Practical Nursing Program will be made by the President of the College or the President's designee after considering the recommendations of this college-wide Admissions Committee which is to be appointed for this purpose.

**Membership:** An admissions officer, the Practical Nursing Program Coordinator, two Nursing faculty members, three members-at-large (i.e. Developmental Studies, staff members, general education faculty). Terms for the two Nursing faculty members and the three members-at-large are for two-year terms and shall be staggered. Students are not permitted on this committee.

**Reports to:** Provost/Vice President of Learning Services

### PTA Admissions

Tracy Bowling, PTA Coordinator, Chair  
Southeast KY CTC Rep., Co-Chair  
Vera Dawn Stamper  
Jama Griffie  
Amy Wernette  
PT Clinician – Russ Baker

**Mandate:** From the *Rules of the Senate*, Section IV.

**Charge:** Selection of students for the physical therapist assistant program will be made by the Presidents of the two colleges (HCTC and Southeast Community & Technical College) or the President's designee after considering the recommendations of the Admissions Committee.

**Membership:** Physical Therapist Assistant Program Coordinator, Physical Therapist Assistant Program faculty member, Physical Therapist Clinician (voluntary faculty member), admissions officer or counselor, and a general education faculty member. Students are not permitted on this committee.

**Reports to:** Provost/Vice President of Learning Services

### Radiography Admissions

Homer Terry, Chair  
Timothy Whittaker, RAD Faculty, Co-Chair  
Gwen Collins  
Terry Fields  
Astor Halcomb, Clinical Coordinator  
Elbert Hagans

SECTC Representatives  
Veria Baldwin, continuing appointment  
Ron Brunty (06-08)  
Rhona Creech (07-09)  
Janet Pace (06-08)  
Ellen Saylor  
Deborah Young (06-08)

**Mandate:** From the *Rules of the Senate*, Section IV.

**Charge:** Selection of students for the program will be made by the President of the College or the President's designee after considering the recommendation of this campus-specific Admissions Committee.

**Membership:** Radiography Program Coordinator, Radiography faculty member, Allied Health Division Chair, Admissions Officer or Vice President of Student Services and a staff member. Students are not permitted on this committee.

**Reports to:** Provost/Vice President of Learning Services

### Surgical Technology Admissions

Tracy Bowling, Chair (2009-2010)  
Joanna Martin, Program Coordinator (2009-2010)  
Wilson Francis (2009-2010)  
Lisa Maggard  
Scott Gross  
Gwen Collins ex-officio  
Anna Napier ex-officio

**Mandate:** From the *Rules of the Senate*, Section IV.

**Charge:** Selection of students for the program will be made by the president of the college or the president's designee after considering the recommendation of the Admissions Committee. Membership on the Admissions Committee may be:

**Membership:** Surgical Technology Program Coordinator, General Education (teaching prerequisites courses for Surgical Technology) and/or Surgical Technology Faculty Member . Appropriate Department-Division Chair and/or Dean of Academic Affairs, Admissions Officer and/or Counselor

**Reports to:** Provost/Vice President of Learning Services

### Diagnostic Medical Sonography Admissions

Melissa Couch-Chair (2009-2011)  
Homer Terry-Co-Chair (2009-2010)  
JoAnn Sizemore (2009-2011)  
Scott Gross (2009-2011)  
Amy Wernette (2009-2010)

**Mandate:** From the *Rules of the Senate*, Section IV.

**Charge:** The president of the college or the president's designee will select students for the program after considering the recommendation of the Diagnostic Medical Sonography Admissions Committee. Membership of this committee may be as follows:

**Membership:** Diagnostic Medical Sonography Program Coordinator; Admissions Officer and/or Counselor; and General Education Faculty (teaching required prerequisites) and/or other Faculty Member.

**Reports to:** Provost/Vice President of Learning Services

## INSTITUTIONAL COMMITTEES

### Assessment and Outcomes Committee

Deb Campbell, Chair  
Don Barnes, Co-Chair  
Leila Smith  
Amanda Spencer Barnes  
Dan Begley  
Carolyn Bush  
Donna Combs  
Tammy Duff  
Esther French  
Doug Harling  
Lisa Maggard (ex-officio)  
Christina Martin  
Germaine Shaffer  
Donna Sparkman  
Ella Strong  
Mindy Collins  
Lois Puffer  
Paul Currie

**Mandate:** This committee was recommended by the Assessment and Student Learning Outcomes Taskforce that was appointed to lead the faculty in developing strategies to address the recommendations of the October 2006 On-Site Review Committee related to learning outcomes and assessments.

**Charge:** Provide leadership for the continuous review of strategies for an effective assessment plan of student learning outcomes across the college. To assist in the assessment process and use of the results for academic, administrative support, and institutional units. To make recommendations as necessary and review assessment and outcome processes. It will be expected that the committee will work collaboratively with the Provost's Office, IR Office, and the appropriate committees and workgroups.

**Membership:** Student Services Unit Representative, Business Affairs Unit Representative, Community Development Unit Representative, Presidents Office Representative, Academic Division Representatives, IR Director, Assessment Directors, and the QEP Director (ex-officio).

**Reports to:** Senior Leadership

### Board of Student Publications Committee

Scott Lucero, Chair  
Donna Sparkman, Co-Chair  
Cluster Howard  
Becky Neace, (Web)  
Randy Moon  
Dr. Kathy Smoot, (ex-officio)  
Chestina Turner  
Jenny Williams  
Evelyn Wood

**Public-at-Large:**

**Student Representatives:  
Student Alternate:**

Editor of Kudzu:

**Mandate:** KCTCS Administrative Policies and Procedures, Section 6.4 (9-5-00)

**Charge:** "Jurisdiction over student publications of a community college shall be vested in a Board of Student Publications reporting to the president or the president's designee. By jurisdiction is meant the responsibility for the fiscal management, the editorial policies, and the general operation of the student publications." KCTCS Policy 6.4, Administrative.

**Membership:** Membership will include, but is not limited to, the advisers and editors of student publications and representatives from the faculty, staff, and student body and the Webmaster. One or more members-at-large may be appointed from the alumni, professional journalists, or public-at-large. Members of the Board will be appointed by the president.

**Reports to:** Vice President of Student Services

### College Advisory Committee on Promotion

Randy Bryant, Chair (Heritage and Hum. Rep)  
Susan Johnson, Co-Chair (Occup Tech . Rep)  
Neil Brashear, (non-teaching faculty)  
Dan Begley (Math and Science Rep)  
Sherry Woods (Allied Health Rep)

**Mandate:** This committee is mandated by KCTCS Administrative Policies and Procedures, Section 2.6.2.

**Charge:** This committee serves in an advisory capacity to the President concerning all matters related to faculty promotion and tenure. The committee shall submit a recommendation to the college president/CEO (with the committee vote and signature of each member in attendance). Reasons for the recommendation, including strengths and weaknesses will be noted. The college president/CEO shall review the portfolio and the recommendation and, in the case of a candidate for Associate Professor or Professor, forward the portfolio with the president/CEO's letter of recommendation to the Chancellor. Upon review by the CACP, promotions from Instructor to Assistant may be approved by college president/CEO and a letter submitted to the Chancellor with a copy to the faculty member. In the event a candidate for Associate Professor or Professor is denied at the local level, the college president/CEO shall send the Chancellor a letter stating such denial with a copy to the faculty member. In the case of a candidate for Professor, the college president/CEO shall contact the faculty member in writing to present the option of submitting the portfolio for review by the system committee (KCTCS Senate Advisory Committee on Promotion) in the regular system portfolio review process.

**Membership:** \*Appointed by President/CEO per KCTCS Administrative Policies and Procedures, Section 2.6.2.5, after consultation with faculty. The committee shall be comprised of a representative from each of the divisions and one representative from the non-teaching faculty (librarian/counselor). Members of the committee shall be at the Associate Professor rank or above. Committee representatives who have direct responsibility for required faculty performance evaluations shall not participate in the consideration of said faculty member's file. In addition to the appointed committee members, the college president/ceo shall appoint the CACP chair for a two year term. The CACP Chair may be reappointed for one additional two -year term. Appointed members shall serve a one-year term. Appointed members may be reappointed on an annual basis to serve one to three consecutive years.

**Reports to:** Provost/Vice President of Learning Services

7/1/09

### College Appeals Board

Chair & Co-Chair to be elected by Appeals Board members  
Sandy Phipps  
Flo Stephens, (2009-2010)  
Mike Strickland, (2007-2010)  
Dianne Adams (08-11) , Full Time 09-11  
Randy Moon (08-11), Full Time 09-11  
Edna Gross, (09-12), Alt 09-10, Full Time 10-12)  
Brad Dyer, (09-12), Alt 09-10, Full-Time 10-12)

#### **Student Representatives:**

**Mandate:** *CCS Rules of the Senate*, Section VII, part 6.0;  
*Community College Code of Student Conduct*, Part I, section  
1.43, and Part II, Article IV, sections 4.6 and 4.7

**Charge:** This committee hears appeals from students regarding academic offenses. This committee will communicate with the President. Committee members must be available for meetings year around.

**Membership:** The composition of this Board can only be changed by the Kentucky Community and Technical College system Board of Regents. The College Appeals Board shall consist of six members: two full-time students and four full-time faculty members. In addition, two student alternates and two faculty alternates shall be selected on the same basis and with the same requirements as the regular members. All members of the Appeals Board and/or their alternates shall be expected to meet within 48 hours after notice from the Chair.

Appeals Board members shall meet the following criteria:

A. each student member must have earned at least 24 semester credit hours at the college, must have had one full year residence in the college, and must be in good academic standing. Each student member will be appointed by the chief executive officer or designee, upon recommendation of the chief student affairs officer. Appointments shall be for one-year terms. A student may not serve concurrently on both the Appeals Board and the Judicial Board.

B. the faculty members shall be elected to staggered three-year terms by the faculty. The Chair of the Appeals Board shall be elected by the Appeals Board members.

A quorum for the conduct of business will be five members, no fewer than three of whom are faculty members.

**Reports to:** Vice President of Student Services

### Crisis Management & Safety Committee

Dr. Allen Goben, Team Leader

Tony Bradley	Neil Brashear
Rhonda Brashear	Deb Campbell
Don Castle	Tom Caudill
Delcie Combs	Vickie Combs
Steve Cornett	Ron Daley
Doug Fraley	Jamie Grace
Cluster Howard	Fred Landrum
Larry Parke	Sandy Phipps
Donna Roark	Steve Roberts
Dr. Kathy Smoot	Eli Stidham
Laura Thomas	Connie Watts
Linda Williams	Evelyn Wood

**Mandate:** Hazard Community & Technical College recognizes the importance of a safe environment for students, faculty, staff and guests and places a priority on their safety and well being. The HCTC Crisis Management Plan is located in volume 6 of the HCTC Employee Handbook which is available on the HCTC website at [www.hazard.kctcs.edu](http://www.hazard.kctcs.edu).

**Charge:** The HCTC Crisis Management Team will be called into service when it is deemed by any crisis team member that a potential crisis exists. All members of the team are to be notified and may be involved but only one team member will be in charge and direct the committees work. Typically the assigned team member for the crisis area would serve as the leader. The Crisis Team chair is back up for all assigned areas of responsibility.

**Membership:** Appointed by the President/CEO

**Reports to:** President/CEO

### Enrollment Management Committee

Germaine Shaffer, Team Leader  
Deronda Mobelini  
Neil Brashear  
Jennifer Lindon  
Lois Puffer  
Jerry Michael Combs  
Bobby Collins  
Scott Gross  
Chestina Turner  
Evelyn Wood (ex-officio)

**Mandate:** Established by the KCTCS initiative for enrollment management.

**Charge:** The Enrollment Management Team is responsible for planning and implementing the Enrollment Management plan as part of the KCTCS initiative.

**Membership:** Appointed by the President with recommendations from Faculty Council and Staff Council

Actual membership/positions should be listed here like: Admissions representative, Student Support Services representative, UCM representation, faculty representation, staff representation, institutional research representative, Faculty Council representative, Financial Aid representative, Director of Public Relations (ex-officio) and/or others as recommended and appointed with knowledge in the area.

**Reports to:** Vice President of Student Services

### **Faculty Appeals Committee**

Venita Caldwell, Chair (Heritage and Hum. Rep)  
Cathy Branson, Co-Chair (non-teaching)  
Dianne Adams (Math & Science Rep)  
Shirley Butler (Allied Health Rep.)  
William Pace (Occ. Tech. Rep)

**Mandate:** This committee was established by the College and was described in the Faculty Policy Manual 2.5.7.

**Charge:** This committee will hear appeals made by a faculty member, who, after a conference with the President, remains in disagreement with the rating received. After the hearing, the committee will make a recommendation to the President, who may accept or reject the recommendation.

**Membership:** Faculty representation from each division. (Division Chairs whom are committee members must absent themselves from a hearing in the event of an appeal from a faculty member in their division). Students are not permitted on the committee. The President appoints the chairperson.

**Reports to:** President/CEO

### **Residency Review Committee**

Don Barnes, Chair (2009-2010)  
Jama Griffie, Co-Chair (2009-2010)  
Cortney Caudill, 2009-2011)  
April Graham (2009-2011)  
Dean Osborne (2009-2012)  
Beth Pennington (2009-2011)

### **Student Representatives:**

**Mandate:** *CPE Residency Policy and 13KAR 2:045*

**Charge:** Residency Review Committee shall consider appeals of residency determination by the Vice President of Student Services. The Residency Review Committee shall be appointed by and report to the president of the institution.

**Membership:** This committee shall be comprised of six (6) faculty and/or staff members and two (2) students. The chairperson shall be designated by the President. The faculty and/or staff members normally shall have staggered three-year appointments; the student members shall have one (1)-year appointments.

**Reports to:** Vice President of Student Services

### **Professional Development Committee**

Sherry Bettinazzi, Chair  
Amanda Spencer Barnes, Co-Chair  
Tony Back  
Deb Campbell  
Tom Caudill  
Esther French  
Scott Gross  
Elbert Hagans  
Bart Massey  
Shelia Spencer  
Linda Williams  
Jerry M. Combs (ex-officio)  
Vickie Combs (ex-officio)

**Mandate:** The CCS asked for and received a budget for professional development activities at each campus in (approximately) 1991. The PD Committees were formed after the budget was allocated. Subcommittees were formed later at the President's suggestion and through funds made available from a Kellogg Grant (1992-95). In 2003 the subcommittees were consolidated into the Professional Development Committee. Beginning Fall 2004, the Steering Committee and PD committee were combined into one committee.

**Charge:** This committee reviews and coordinates the activities identified by the Professional Development Committee through the Human Resources Director. The steering committee is to publish an annual professional development calendar. This committee will communicate with the President/CEO and Faculty & Staff Council.

**Membership:** The Director of Human Resources (ex-officio)  
Faculty, Staff, and/or Administrators.

**Reports to:** President/CEO

### **Scholarship Committee**

Leila Smith, Chair  
Chuck Anderson, Co-Chair  
Sandy Campbell  
Delcie Combs  
Ron Daley  
Odessa Evans  
Victor Gainer  
Elbert Hagans  
Ludrenia Hagans  
Arzella Howard  
Cluster Howard  
Janet Hurley  
Melissa Johnson  
Donnia Vanshoyck  
Linda Williams  
Carla Seals, Ex-officio

**Mandate:** The Scholarship Committee was developed due to the increase in the number of scholarships sometime before 1983. The rationale is that the scholarship awarding process must be carried out by a separate faculty based entity from the disbursing agent and the fundraising agent. The committee was changed to a work group in 2003. Certain individuals play continuous, key roles in the smooth operation of the program. The operation and administration of the scholarship program is continuous for the entire academic year. The current committee structure did not serve the operation of the scholarship program. Scheduling of meetings and continuity of communication would be more organized. Many members of the scholarship committee had no time to devote to the workings of the program. The individuals in the committee will work as members of a team in a smooth, defined process to execute the goals of the scholarship program. The movement to a centralized college committee facilitates the awarding and distribution of scholarships college-wide (during the past, the committee worked as two sub-committees at Lees and Hazard.)

**Charge:** This committee is charged with recommending to the President the awarding of scholarship funds for students at all campuses. The scholarship committee will meet periodically to coordinate scholarship issues. The Advancement Office will coordinate all scholarships at the college. This committee communicates to the President

**Membership:** The members of the committee will be made up of a diverse group of individuals from key areas of the institution such as financial aid, admissions, business affairs, president's office, community development, diversity services and faculty.

**Reports to:** Vice President of Student Services

### **Significant Accomplishment Initial Review Committee**

Kat Couch (Staff)  
Jackie Hall (Staff)  
Craig Herald (Faculty)  
Jennifer Jackson (Faculty)  
Vickie Combs, ex-officio

**Mandate:** This committee was established in 2008 as a revision to the HCTC significant accomplishment bonus process. This process is part of the KCTCS non-recurring merit bonus process originally implemented in 2005.

**Charge:** The committee will review the planned significant accomplishment (SA) projects submitted by HCTC employees throughout the process (May 1 thru March 15) and grade them using the approved rubric. They will provide scores and feedback for each project to the HR Director. Projects must attain an average score of 8 points out of a possible 12 points to be approved and proceed through the process. Feedback will include suggestions for strengthening the project.

**Membership:** The committee consists of 2 faculty members and 2 staff members appointed by the President.

**Reports to:** President/CEO

### **Student Engagement Committee**

Cluster Howard, Chair  
Sandy Phipps, Co-Chair  
Chuck Anderson  
Renee Back  
Ann Carter  
Victor Gainer  
Jama Griffie  
Charles Hoskins  
Jennifer Jackson  
Tom Neace  
J.P. Mathis  
Cindy Plummer  
Rachel Sexton  
Chestina Turner  
Tim Whittaker

### **Student Representatives:**

**Mandate:** This committee was formed in the Fall of 2005 by Faculty Council as a response to faculty interest in discovering ways to help students be more interested in their coursework and more active participants in the education process. Originally, formed as a workgroup in the fall of 2004, the members recognized the overwhelming number of issues that center around student engagement, and in the interest of students, requested that the Faculty Council form a standing committee.

**Charge:** This committee is charged with issues that the Student Engagement Committee will discuss and plan for changes will include, but are not limited to: best teaching practices, a holistic approach to working with students both inside and outside of the classroom, improving academic standards and performance, addressing student learning styles etc.

**Membership:** Innovative and enthusiastic faculty, staff and administration, as well as students are welcome.

**Reports to:** Senior Leadership

## STANDING COMMITTEES

### Curriculum Review Committee

Amy Wernette, Chair (CRC Senator)  
Janie Ritchie, Co-chair, At Large Senator  
Esther French, Co-chair, At Large Senator  
Lauren Bates  
Neil Brashear  
Tim Dunn  
Dean Osborne  
Janie Richie  
Ron Reed  
Rachel Sexton  
Libby Peters (ex-officio)  
Dr. Kathy Smoot, (ex-officio)

**Mandate:** From the KCTCS *Rules of the Senate* Section III. 2 Revised Spring 2006 and from the HCTC *Rules of the Faculty* (revised spring 2004).

**Charge:** The Curriculum Review Committee (CRC) has the responsibility to: a) Recommend to the Faculty – after submission to the Faculty Council – upon request or upon its own initiative, concerning new courses, course changes, and the dropping of courses; b) Recommend to the Faculty – after submission to the Faculty Council – upon request or upon its own initiative, concerning new curricula, curricula changes, and the dropping of curricula; c) Recommend to the Faculty – after submission to the Faculty Council – upon request or upon its own initiative, concerning the needs of the instructional program of HCTC; and d) Perform other responsibilities as delegated to it by the Faculty or Faculty Council acting under Article VII, B, 5 of these rules.

**Membership:** Faculty; the Program Development Senator is the chairperson. The Chief Academic Officer and Registrar are permanent committee members.

**Reports to:** Provost/Vice President of Learning Services

### Rules Committee

Sharon Stewart, Chair (Rules Senator)  
Tim Whittaker, Co-chair, At Large Senator  
Shirley Butler, Co-chair  
Hugo Back  
Jerry Michael Combs  
Pat Herald

**Mandate:** From the HCTC *Rules of the Faculty* (revised spring 2004).

**Charge:** This committee will codify the *Rules of the Faculty of HCTC*, recommend to the faculty, upon request or its own initiative, any modification of the *Rules of the Faculty*, the *Rules of the Senate of the Community & Technical College System*, or the Regulations of the respective Boards, continually evaluate the *Rules of the Faculty of HCTC*, assist in the process of developing faculty policies, procedures, and governance documents, and other duties delegated to it by the faculty or Faculty Councils. This committee will communicate with Faculty Council.

**Membership:** Faculty; the Rules Senator is the chairperson.

**Reports to:** Provost/Vice President of Student Learning



## STRATEGIC PLANNING and EVALUATION TEAMS

### Campus Oversight Teams (COTs)

#### Technical Campus:

Don Castle, Team Leader  
Neil Brashear  
Jesse Campbell

#### Lees College Campus:

Laura Thomas, Team Leader  
Leila Smith  
Connie Watts

#### Knott County Campus:

Larry Parke, Team Leader  
Steve Cornett  
Melissa Johnson

#### Leslie County Center:

Rhonda Brashear, Team Leader  
Missy Guier  
Dean Osborne

**Mandate:** The Campus Oversight Team was established by the President in Jan, 2006 due to the elimination of Campus Directors.

**Charge:** Campus Oversight Team (COT ) will serve as the “eyes and ears” for the President and the VPs on that campus. The specific responsibilities of the COT include: Serve as the first line of response for an emergency situation on the campus; Address campus-based issues that need attention, such as maintenance, technology, parking, security, and safety; Serve as the day-to-day supervisors for area-specific issues, i.e., student concerns, academic concerns, business affairs concerns, and resource and community development concerns, while keeping your VP informed of actions taken; Provide to the President and VPs short and long range recommendations for campus improvements; and Meet on a regular basis (a minimum of once per month) with meeting minutes recorded and forwarded to the President and meet jointly with the President and VPs as needed (a minimum of once per semester).

**Membership:** Each Campus Oversight Team (COT) will consist of individuals recommended by the VP’s to the President.

**Reports to:** President/CEO

### Faculty Council

Ron Reed, Chair  
Craig Herald, Vice Chair  
Wilson Frances, Secretary

Shirley Butler, At-Large Senator (2008-10)  
Esther French, At-Large Senator (2008-10)  
Janie Richie, At-Large Senator (2009-11)  
Tim Whittaker, At-Large Senator (2009-11)  
Jerry Michael Combs, Senate Council Senator (2009-11)  
Sharon Stewart, Rules Senator (2009-11)  
Homer Terry, HCTC Brd. of Directors (2007-2010)  
Amy Wernette, CRC Senator (2008-10)

, Occupational Technology Rep.  
Christina Martin , Allied Health Rep.  
Mike Strickland , Heritage and Humanities Rep.  
, Math and Science Rep.  
Dr. Kathy Smoot, President’s Appointee

**Mandate:** *Rules of the Faculty* (revised Spring 2004).

**Charge:** Functions of the Faculty Council will include: Recommend annually to the President/CEO a list of Faculty members to serve on all standing committees of the faculty; review all recommendations of the Program Development Committee; review all recommendations of the Rules Committee; review all proposed curricular modifications; review all proposed modifications in policies and procedures regarding the appointment, reappointment, promotion, evaluation, and/or granting of tenure of the faculty; and the Faculty Council shall perform other such duties as are delegated to it by the Faculty or the President/CEO; the Faculty Council serves as the Executive Committee of the Faculty; and in emergencies, when the Faculty cannot meet, the Faculty Council shall act for the Faculty. Any action taken shall be subject to ratification by the Faculty at its next meeting.

**Membership:** The Faculty Council membership shall include the Faculty Officers (who shall serve as the respective officers of the Faculty Council), the Faculty representative to the HCTC Board of Directors, the HCTC Senators, representatives (or alternate) elected by each academic division (as described in Article X,D), and one administrative officer appointed by the President/CEO. Student representatives may be invited as resource persons. A vacancy to the Faculty Council shall be filled by a special election of the faculty, in the same manner as the original election or appointment to the position, at the next Faculty Meeting after the vacancy occurs. Chairs of committees that report to Faculty Council must serve on Faculty Council.

**Reports to:** President/CEO

### Staff Council

Becky Neace, Chair (2008-10)  
Bryan Combs, (2009-11)  
Kathleen Couch, (2009-11)  
Shirley Engle, HCTC Bd. of Directors Rep. (2009-12)  
Scott Gross, (2008-10)  
Angie Hurt (2008-10)  
Becky Stidham, (2009-11)

**Mandate:** The Staff Council was developed as part of the Decision Making Process at HCTC in 2004.

**Charge:** Functions of the Staff Council will include: Promote and enhance the communications and in general, the working conditions of all professional and support staff employees of the college; Serve as an advisory body to the KCTCS Staff Council; Serve as a liaison and advisory body to the President/CEO; Set agenda for monthly staff meetings; Aid in selection process of committee assignments for Staff; Promote professional development.

**Membership:** The Staff Council membership will consist of members elected by the Staff. Nominations and elections will be held in April. The number of Staff Council representative will be determined using the following formula: (20 employees in the support staff category = 1 representative; every 20 employees in the professional staff category = 1 representative, Staff will also elect a staff representative to the HCTC Board of Directors, in accordance with the Board of Directors by-laws, who will be a standing member of the Staff Council. The HCTC Board of Directors Staff Representative will serve a three year term. The chair of the Staff Council will serve as the KCTCS Staff Council representative for HCTC

**Reports to:** President/CEO

### **Leadership Team**

Dr. Allen Goben, Chair  
Neil Brashear  
Rhonda Brashear  
Delcie Combs (ex-officio)  
Vickie Combs  
Ron Daley  
Doug Fraley  
Elbert Hagans  
Cluster Howard  
Fred Landrum  
Jennifer Lindon  
Deronda Mobelini  
Anna Napier  
Becky Neace  
Dr. Gerald Naples  
Larry Parke  
Ron Reed  
Donna Roark  
Germaine Shaffer  
Leila Smith  
Dr. Kathy Smoot  
Laura Thomas  
Connie Watts

**Mandate:** The Leadership Team was developed as part of the Decision Making Process at HCTC in 2003.

#### **Charge:**

- Provide guidance to and interact with the Mission Team to develop a consistent and broad-based understanding of the mission.
- Coordinate the development and implementation of strategies to achieve the goals and accomplish the mission of the college.
- Ensure that appropriate measures, targets and strategies are in place to accomplish the college's mission and achievement of KCTCS and HCTC goals.
- Confirm appropriate assignments to service units.
- Monitor effectiveness strategies to ensure quality.
- Recommend short and long term evaluation and improvement plans.
- Ensure adequate collection and distribution of data and information necessary for accomplishment of targets, evaluation and improvement plans.
- Address other issues necessary for the ongoing operation of the institution.

**Membership:** The Leadership Team includes those persons who are directly supervised by the President. Other persons may be recommended for membership by the Leadership Team to the President.

**Reports to:** President/CEO

### **QEP Advisory Committee**

Lisa Maggard, Chair  
Dianne Adams  
Linda Blair  
Cortney Caudill, (Implementation Team)  
Donna Combs (ex-officio)  
Jerry Michael Combs  
Cindy Plummer  
Dr. Kathy Smoot (ex-officio)  
Becky Stidham (Implementation Team)  
Amy Wernette  
Jenny Williams  
Lois Puffer  
Brenda Young (Implementation Team)

**Mandate:** The QEP Management Team was established in 2005 as a part of the SACS Reaffirmation Process to lead the institution in developing a clear and succinct QEP. In the fall of 2006, the Team became the QEP Steering Committee to oversee the implementation and assessment of the QEP.

**Charge:** The QEP Steering Committee will monitor the implementation of the QEP, its progress and the assessment and evaluation of its effectiveness. The committee will formulate and recommend responses to the SACS On-Site Visiting Committee Report and other SACS reports related to the QEP that are requested by SACS. The Committee will assist in the completion of the annual evaluation of the QEP and recommend changes toward improvement resulting from the evaluation.

**Membership:** Faculty and staff appointed by the President. The HCTC Accreditation Liaison and dean of academic support as ex-officio. The QEP Director will be the Chair of the Committee

**Reports to:** Faculty Council