

## Missions

Division: Hazard Community and Technical College

### KCTCS Mission

#### KCTCS Mission & Vision

To improve the employability and quality of life of Kentucky citizens as the primary provider of:

- College and workforce readiness
- Transfer education
- Workforce education and training

#### **Vision**

To be the nation's premier community and technical college system.

**Start:** 7/1/2010

**End:** 6/30/2016

#### **Related Items**

##### HCTC Mission and Vision

HCTC is a comprehensive, public community and technical college that empowers diverse learners, building self-confidence and leadership capacity for lifelong personal success and community enhancement. A member of the [Kentucky Community and Technical College System](#), HCTC primarily serves Eastern Kentucky as a collaborative catalyst for blending honored Appalachian traditions with diverse global innovations.

#### **Vision**

Hazard Community and Technical College (HCTC) strives to be a premier learning institution that inspires hope and transforms lives through progressive, learner-focused opportunities.

**Start:** 7/1/2010

**End:** 6/30/2016

##### Academic Services Mission

**Providing Unit:** Academic Services

#### **Mission/Purpose**

HCTC's Academic Services unit embraces all types of learning – credit, non-credit, workforce training, and community interest - and includes both traditional in-person formats, as well as a variety of online learning opportunities. A wide array of certificate, diploma, and degree programs are available in addition to workshops, seminars, and customized training. The unit is organized around four academic divisions, and provides leadership and support to facilitate the faculty's work by ensuring a collaborative environment which maximizes student learning and access. Affiliated academic units include eLearning Services, HCTC Libraries, Workforce Solutions, and the University Center of the Mountains.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Provost/Vice President, Academic Services (Smoot, Kathy)

##### Allied Health Division Mission

**Providing Unit:** Division, Allied Health

#### **Mission/Purpose**

The Division of Allied Health faculty and staff will collaborate with key internal people and external healthcare facilities to work toward meeting the community's demand within the service area for competent health care workers.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Division Chair, Allied Health (Collins, Gwen)

 **Assessment & Outcomes Mission**

**Providing Unit:** Assessment

**Mission/Purpose**

To implement sound assessment methods involving all employees to promote institutional effectiveness and fully comply with system initiatives.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Assessment Director (Campbell, Deborah)

 **eLearning Services Mission**

**Providing Unit:** eLearning Services

**Mission/Purpose**

HCTC's eLearning Services provides increased access to courses and programs through effective use of technology. eLearning offers experiences to learners that include preparation for transfer, technical education, and collaborative efforts with other schools and institutions while using multiple technologies, resources, and training to help eliminate barriers of distance, time and place for our learners. HCTC's eLearning not only provides access but ensures that the courses taught are of the same scope and quality as courses received in traditional classroom settings and that the same outcomes are taught online as in person.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Director for Virtual Learning Initiatives (Strong, Ella)

 **Heritage and Humanities Division Mission**

**Providing Unit:** Division, Heritage & Humanities

**Mission/Purpose**

A general education core curriculum will enable the Heritage and Humanities division to graduate men and women who are intellectually flexible, articulate, reflective, creative, and prepared for continuous learning. For all students, this implies some understanding of the value of higher education and the world of work and career fields related to their own abilities, interests, and needs. The general education core competencies will enable students to develop their own values, pursue goals, and contribute to the political, moral, social, and cultural enrichment of society.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Division Chair, Heritage & Humanities (Neace, Thomas), Dean, General Education (Smith, Leila)

 **HRSA Grant (Nurse Aide/Direct Support Worker) Mission**

**Providing Unit:** HRSA Grant

**Mission/Purpose**

Equip students with the necessary interpersonal, soft and technical skill to be nursing home and private home healthcare professionals.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:**

 **Libraries Mission**

**Providing Unit:** Library

**Mission/Purpose**

Hazard Community & Technical College Libraries provide library and information services and resources in support of the mission and goals of the college. These services and resources complement the college's focus on learning, self-development, leadership and community enhancement.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Library Director (Branson, Cathy)

 **Math ReDesign Grant Mission**  
**Providing Unit:** Math ReDesign Grant

**Mission/Purpose**

The purpose of the redesigned courses is to improve student success and retention by encouraging students to advance at their own pace and become more active learners.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Grant Manager (Barnes, Don)

 **Occupational Technology Division Mission**  
**Providing Unit:** Division, Occupational Technology


**Mission/Purpose**

HCTC's Occupational Technology Division offers educational and training programs designed to meet the needs of a diverse student population and which are responsive to the changing educational needs of the College's service area.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:**

 **Quality Enhancement Plan Mission**  
**Providing Unit:** Quality Enhancement Plan (QEP)

**Mission/Purpose**

The purpose of the QEP is to strengthen the developmental education in the areas of 1) alignment of developmental course curriculum, 2) strengthen instruction and assessment, 3) academic support and interventions, and 4) professional development of faculty.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Director, Quality Enhancement Plan (QEP) (Maggard, Lisa)

 **Sciences and Math Division Mission**  
**Providing Unit:** Division, Science & Mathematics

**Mission/Purpose**

A general education core curriculum will enable the Sciences and Math Division to graduate men and women who are **intellectually flexible, articulate, reflective, creative, and prepared for continuous learning**. For all students, this implies a understanding of the value of higher education and the world of work and career fields related to their own abilities, interests, and needs. The general education core competencies will enable students to develop their own values, pursue goals, and contribute to the political, moral, social, and cultural enrichment of society.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Division Chair, Science & Mathematics (Sasser, Dell), Dean, General Education (Smith, Leila)

 **University Center of the Mountains Mission**  
**Providing Unit:** University Center of the Mountains

**Mission/Purpose**

The University Center of the Mountains (UCM) is a collaboration of partnering post-secondary institutions for the purpose of increasing opportunities to obtain select undergraduate and graduate degrees and professional certifications that address lifelong learning, economic and workforce needs, and community development within the Kentucky river Area Development District.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Director, University Center of the Mountains (Mobelini, Deronda)

### **Workforce Solutions Mission** **Providing Unit:** Workforce Solutions

#### **Mission/Purpose**

HCTC's Workforce Solutions unit offers a variety of short-term courses and customized training to meet individual and business/industry needs. Key components include workforce training, community education/personal enrichment and the Kentucky Coal Academy.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Dean, Continuing Education & Workforce/Community Development (Lindon, Jennifer)

### **Business Services Mission** **Providing Unit:** Business Services

#### **Mission/Purpose**

The purpose of the division of Business Services is to provide exemplary support to students and employees through communication and financial services. In the fulfillment of this purpose, the division of Business Affairs shall efficiently utilize available resources (financial and physical) to ensure the highest quality in its service to the college and community. A primary strategy will be to employ the most effective and innovative methods while observing KCTCS policies and procedures. The unit is committed to the highest standards of service and will continuously strive for improvement in all areas by providing a supportive campus climate to meet the needs of the students, faculty and staff.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Vice President, Business Services (Landrum, Fred), Dean, Business Services (Watts, Connie), Office Manager, Hazard Campus (Hall, Jackie)

### **Human Resources Mission** **Providing Unit:** Human Resources

#### **Mission/Purpose**

The Human Resources Department will take a leadership role in providing services that support Hazard Community & Technical College by promoting the concept that our employees are our most valuable resource and will be treated as such. We are committed to supporting the goals of the College by providing all employees with excellent service, while maintaining the highest standards of integrity, leadership, innovation, knowledge, efficiency, honesty, and respect.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Director, Human Resources (Combs, Vickie)

### **Institutional Advancement Mission** **Providing Unit:** Advancement & Government Relations

#### **Mission/Purpose**

**Promote and advance HCTC to fulfill its mission**

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Director of Institutional Advancement (Daley, Ron)

### **Grants Department Mission** **Providing Unit:** Grants

#### **Mission/Purpose**

The Grants Department of Hazard Community and Technical College creates and expands opportunities for new sources of funding which will enable the institution to further its mission of serving as a comprehensive, public community and technical college that empowers diverse learners, building self-confidence and leadership capacity for lifelong personal success and community enhancement.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:**

 **Office of Advancement Mission****Providing Unit:** Advancement**Mission/Purpose**

Institutional Advancement promotes HCTC through outreach efforts that will attract philanthropic support to enable the HCTC and KCTCS goals

**Start:** 7/1/2010**End:** 6/30/2011**Unit Director/Coordinator:** Director, Advancement (Seals, Carla) **Performing Arts Series Mission****Providing Unit:** Performing Arts**Mission/Purpose**

Assist in the development of the arts and arts education in the Southeast Kentucky region. The purpose of the HCTC Greater Hazard Area Arts Council and Performing Arts Series is to foster and enhance an awareness and appreciation for the arts by presenting and producing culturally diverse arts programs and arts education activities, as well as recognizing the rich arts heritage of this region.

**Start:** 7/1/2010**End:** 6/30/2011**Unit Director/Coordinator:** Director, Performing Arts (Duff, Tammy) **Public Relations Mission****Providing Unit:** Public Relations**Mission/Purpose**

Public relations (PR) is the practice of managing the flow of information between an organization and its public audiences. Public relations provides an organization or individual exposure to their audiences in an authentic manner using topics of public interest and news items that do not require direct payment. Because public relations places exposure in credible third-party outlets, it offers a third-party legitimacy that advertising does not have. Common activities include public events, media relations, and internal communications. PR can be used to build rapport with employees, customers, investors, voters, or the general public. Almost any organization that has a stake in how it is portrayed in the public arena employs some level of public relations.

**Start:** 7/1/2010**End:** 6/30/2011**Unit Director/Coordinator:** Director, Public Relations (Wood, Evelyn) **President's Mission****Providing Unit:** President's Office**Mission/Purpose**

To ensure HCTC is a comprehensive, public community and technical college that empowers diverse learners, building self-confidence and leadership capacity for lifelong personal success and community enhancement.

As a member of the Kentucky Community and Technical College System, HCTC primarily serves Eastern Kentucky as a collaborative catalyst for blending honored Appalachian traditions with diverse global innovations.

**Start:** 7/1/2010**End:** 6/30/2011**Unit Director/Coordinator:** Executive Assistant to President (Combs, Delcie), President (Greiner, Stephen) **Document Production Center Mission****Providing Unit:** Document Production Center**Mission/Purpose**

Provide design and printing services college wide.

**Start:** 7/1/2010**End:** 6/30/2016**Unit Director/Coordinator:** Assistant to the President/Special Projects (Combs, Delcie)

 **Switchboard Mission**

**Providing Unit:** Switchboard/Reception

**Mission/Purpose**

The mission of the Switchboard is to serve as the primary contact for the college

**Start:** 7/1/2010

**End:** 6/30/2016

**Unit Director/Coordinator:** Assistant to the President/Special Projects (Combs, Delcie)

 **Student Services Mission**

**Providing Unit:** Student Services

**Mission/Purpose**

The purpose of the Student Services Division is to provide services to students that will assist them in selecting and pursuing college majors or career training programs that lead to successful employment. Student Services strives to make the students' experience at HCTC a positive one. Students, staff, and faculty work cooperatively to fulfill student development goals of Student Services. The Division of Student Services is committed to providing comprehensive services to prospective students, for enrolled students, and for those students/graduates who are seeking employment or transfer through partnership developed both internally and externally. The role of Student Services is to serve as a general information source as a facilitator in administering specialized programming.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Vice President, Student Services (Fraley, Doug)

 **Academic Resource Center Mission**

**Providing Unit:** Academic Resource Center

**Mission/Purpose**

The purpose of Academic Resources Centers is to provide academic support and tutoring services to ensure the success of HCTC students.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Dean, Learner Success Services (Shaffer, Germaine)

 **Admissions Mission**

**Providing Unit:** Admissions

**Mission/Purpose****Mission Statement**

The HCTC admissions office is dedicated to working collaboratively, creatively, and diligently to offer students, prospective students, and third party agencies services that surpass the expectations of our community. We take pride in assisting and supporting students as they transition into HCTC.

**Vision Statement**

The HCTC admissions office strives to be a leader in student outreach and aspires to be a national model for admissions services.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Director, Admissions (Gross, Scott)

 **CCLP Mission****Providing Unit:** Career College Life Planning Center (CCLP) - Title III**Mission/Purpose**

Effective academic advising is a shared teaching and learning relationship between student and advisor dedicated to student success. In partnership with the HCTC student, advisors are committed to meeting student needs and providing support while empowering students to become self-directed learners and decision makers. Advisors offer guidance to students enabling them to discover, plan, pursue and achieve personal, academic and professional goals in the field of their choice. Students are supported in developing skills and abilities necessary to engage in the college structure helping them move toward future professional growth. Advisors value and respond to students' diverse backgrounds, interests, challenges and abilities and endeavor to design an academic plan specific to each individual student. In cooperation with the Hazard Community and Technical College mission, faculty, and staff advisor's work to guide students into becoming knowledgeable, prepared, and ethical individuals who can effectively assume the professional role in their career choice.

**Start:** 7/1/2010**End:** 6/30/2011**Unit Director/Coordinator:** Director, CCLP-Title III (Pennington, Beth) **Challenger Learning Center****Providing Unit:** Challenger Center**Mission/Purpose**

The Challenger Center provides positive interactive learning experiences that excite and inspire long term interest in mathematics, science, and technology through space exploration. The center promotes student success and lifelong learning while supporting KY Learning Goals and Academic Expectations and the National Standards.

**Start:** 7/1/2010**End:** 6/30/2011**Unit Director/Coordinator:** Director, Challenger Center (Cravens, Tom) **Disability Services Mission****Providing Unit:** Disability Services**Mission/Purpose**

The purpose of Disability Services is to provide reasonable accommodations and services for qualified learners with documented disabilities who are attending HCTC or who are participating in programs sponsored by HCTC.

**Start:** 7/1/2010**End:** 6/30/2011**Unit Director/Coordinator:** Coordinator, Disability Services (Johnson, Melissa) **Diversity Services Mission****Providing Unit:** Diversity Services**Mission/Purpose**

The Office of Diversity and Inclusion will foster a climate of cultural awareness for HCTC's students, faculty, staff and surrounding communities through professional development opportunities, community events, and multicultural courses. Moreover, we will spearhead the recruitment of a diverse student population at HCTC.

**Start:** 7/1/2010**End:** 6/30/2011**Unit Director/Coordinator:** Director, Diversity (Hagans, Elbert) **Early Alert/Return to Title IV (R2T4) Prevention Mission****Providing Unit:** Early Alert/Return to Title IV**Mission/Purpose**

The purpose of Early Alert/Return to Title IV (R2T4) Prevention is to minimize the impairment to future educational opportunities of those students unfamiliar with financial aid regulations who have attendance issues.

**Start:** 7/1/2010**End:** 6/30/2011**Unit Director/Coordinator:** Coordinator, Disability Services (Johnson, Melissa)

### Financial Aid Office Mission

**Providing Unit:** Financial Aid

#### **Mission/Purpose**

The HCTC Financial Aid Office strives to provide a quality service to prospective, current, and past student to assist them attain their academic goals.

Our primary objective is to promote college affordability through awareness and assisting students establish aid eligibility for grants, loans, and employment, and providing financial aid counseling to students and families for the resolution of problems associated with financing an education.

We ensure full compliance with Federal and State guidelines, and effectively manage financial aid resources. In support of HCTC's recruitment and retention efforts, we participate in a wide range of outreach events.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Director, Financial Aid (Anderson, Chuck)

### Quality Enhancement Plan Mission

**Providing Unit:** Quality Enhancement Plan (QEP)

#### **Mission/Purpose**

The purpose of the QEP is to strengthen the developmental education in the areas of 1) alignment of developmental course curriculum, 2) strengthen instruction and assessment, 3) academic support and interventions, and 4) professional development of faculty.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Director, Quality Enhancement Plan (QEP) (Maggard, Lisa)

### Ready to Work (RTW) Program Mission

**Providing Unit:** Ready-to-Work

#### **Mission/Purpose**

The purpose of the Ready to Work (RTW) Program is to provide academic and enrichment services for Kentucky Transitional Assistance Program (K-TAP) participants to ensure that they develop job skill sets necessary for a sustainable wage.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Coordinator, Ready-To-Work (Counts, Tracy)

### Registrar/Records Office Mission

**Providing Unit:** Registrar/Records Office

#### **Mission/Purpose**

The purpose of the Registrar/Records Office is to manage student records and ensure compliance with FERPA in support of the faculty and current and former students at HCTC.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Registrar (Peters, Libby)

### Student Life, Engagement, Wellness Mission

**Providing Unit:** Student Life, Engagement & Wellness

#### **Mission/Purpose**

The Office of Student Life, Engagement, and Wellness strives to provide a quality service to prospective, and current students to meet their academic goals.

Our primary objective is to help students resolve complaints as well as financial and grade appeals. Our office provides opportunities for students to engage in student activities and wellness opportunities. All students will be treated fairly and with respect when there is a potential code-of-conduct violation.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Dean, Student Life, Engagement & Wellness (Howard, Cluster)



 **Student Support Services (SSS) Mission**

**Providing Unit:** Student Support Services

**Mission/Purpose**

Student Support Services (SSS) at HCTC is committed to the empowerment of program participants to achieve success through accessible and effective programs, supportive and caring staff and faculty, quality advising and teaching, and responsive counseling and student advocacy.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Director, Student Support Services (Morris, Lonnie)

 **Testing Center Mission**

**Providing Unit:** Testing Center


**Mission/Purpose**

Effective academic testing placement services to ensure that incoming students receive proper course selection.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Supervisor, Testing Center (Pennington, Beth)

 **Upward Bound mission**

**Providing Unit:** Upward Bound

**Mission/Purpose**

To develop skills and motivation necessary for success in post-secondary education

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Director, Upward Bound (Cooper, Venetia)

 **Technology Solutions Mission**

**Providing Unit:** Technology Solutions

**Mission/Purpose**

To provide technology resources that support instruction, promote administrative efficiency, and enhance student success, all of which support HCTC's Strategic Plan.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Chief Information Officer (Roark, Donna)

 **Institutional Research Mission**

**Providing Unit:** Institutional Research

**Mission/Purpose**

Serve as a clearinghouse for HCTC information facilitating the collection, analysis, and interpretation of institutional data and the timely distribution of information to academic and administrative decision-makers, faculty, and other HCTC employees. An integral part of this mission is to be customer-focused, forward-thinking, anticipating information needs, and to keep abreast of local and national educational issues. The IR Office supports HCTC in planning, decision-making, assessment, and policy formulation based on data.

**Start:** 7/1/2010

**End:** 6/30/2011

**Unit Director/Coordinator:** Coordinator of Institutional Research (Puffer, Lois)