

Institutional Effectiveness Yearly Report Form
Campus Environment Team Committee, 2013-2014

Names of Members	Date	Date	Date	Date	Date	Total
	9-19-13	10-3-13	11-7-13	12-12-13	1-9-14	
Cathy Branson	X	X	E	E	E	2
Paula Brewer***	X	X	E			2
Alyce Combs***	E					0
Gina Combs***	X	X	E	E		2
Jenaly Combs***	X	X	E	E		2
Vickie Combs	X	X	X	X	X	4
Rhea Crone (Added as of 10/3/2013)	NA	X	E		X	2
Justin Davidson	X	X	E			2
Patrick Davison			X		E	1
Tammy Duff (Added as of 10/3/2013)	NA	X	E		X	2
Jewlia Francis***						0
Victor Gainer		X				1
Dr. Greiner	X			E		1
Elbert Hagans	X	X				2
Ludrenia Hagans- Shepherd					X	1
Cluster Howard****		X	E			1
Blake Jackson***	X					1
Joseph Johnson***						0

Donald King***						0
Mark Leason***		E	E			0
Alexis Malepeai*	X	X	X	X	X	5
Jerry McCray***	X	X	X			3
Michael Nyagol	E	X	X	X		3
Zachary Owens***	E					0
Tiffany Quinlan***	X	X	X	X	X	4
Robert Rios***	E					0
Devon Short***						0
Brian Stewart		X	X	X	X	4
Kendra Turner (Added as of 11/7/2013)	NA	NA	X	X	X	3
Jenny Williams	X	E	E			1
Linda Williams	X		E			1
April Wireman	X	E	X			2
Evelyn Wood	X	X			X	3
Total Present	14	17	9	6	9	

Names of Members	Date	Date	Date	Date	Date	Total
	1-16-14	2-20-14	3-7-14	4-4-14	5-1-14	
Cathy Branson	E	E	E		X	1
Paula Brewer***	X	X			E	2
Helen Brunty**** (Did not begin attending as a guest until 4/4)	NA	NA	NA	X	X	2
Alyce Combs***						0
Gina Combs***						0
Jenaly Combs***						0
Vickie Combs	X	E	X	X	E	3
Rhea Crone (Added as of 10/3/2013)	E	X			X	2
Justin Davidson			X	X	X	3
Patrick Davison	X	X	X		X	4
Tammy Duff (Added as of 10/3/2013)	X	E		X	X	3
Jewlia Francis***						0
Victor Gainer						0
Dr. Greiner				X	X	2
Elbert Hagans		E				0
Ludrenia Hagans- Shepherd	X			X	X	3

Blake Jackson****						0
Joseph Johnson****						0
Donald King****						0
Mark Leason****						0
Alexis Malepeai*	X	X	X	X	X	5
Jerry McCray****		X		X		2
Michael Nyagol	E	E		X	E	1
Zachary Owens****						0
Tiffany Quinlan****	X	X	X	X	X	5
Robert Rios****						0
Devon Short****	E					0
Brian Stewart	X	E	X	X	X	4
Kendra Turner (Added as of 11/7/2013)	X	X	X		X	3
Jenny Williams	X		X			2
Linda Williams						0
April Wireman						0
Evelyn Wood	E	X	X	X	X	4
Total Present	10	8	9	12	13	

* = Chair

** = Co-chair

*** = Student

****= Guest

***** = ex-officio

E = members who notified the chair of a reasonable excuse to miss.

Please complete the following information to summarize the work of this HCTC Committee for the 2013-2014 academic year:

I. Number of meetings held: **10**

II. PRIMARY focus for the year of 2013-2014: Establish the HCTC Campus Environment Team with student, faculty, and staff participation and begin examining the HCTC campus climate and submit recommendations for improvement to Dr. Greiner.

III. Major ACCOMPLISHMENTS:

- Raised \$1,067.00 for the Hazard ARH Cancer Center during Breast Cancer Awareness Month.
- Conducted Spina Bifida Awareness poster/information campaign on the Hazard Campus and participated in a Spina Bifida fundraiser for the KY Spina Bifida Association.
- Conducted Veteran's Day ceremonies on all five HCTC campus locations.
- Conducted the Martin Luther King, Jr. Community Breakfast Event.
- Set-up cultural posters on campuses locations for various cultural events and months (Disabilities, LGBTQ, Hispanic/Latino/Latina Month, etc.).
- Developed and administered the inaugural HCTC Campus Climate Survey to HCTC students, faculty, and staff.
- Submitted 15 recommendations to Dr. Greiner to improve the HCTC campus climate and environment:
 - Recommend installing a mirror in the women's bathroom on the first floor of the Jolly Classroom Center Building at a wheelchair accessible level.
 - Recommend having push button access to the President's Office.
 - Recommend having push button access to the women's bathroom on the second floor of the Jolly Classroom Center Building.
 - Recommend implementing a student engagement/activity period to promote student engagement college-wide.
 - Recommend informing students when conferences with 200 or more people will be held on campus and parking will be adversely affected, so students can make necessary plans and parking accommodations.
 - Recommend having the Mayor of Vicco, Johnny Cummings, as a guest speaker on the HCTC campuses.
 - Recommend having HCTC minority students accompany HCTC Admissions personnel to local high schools and assist with recruitment of minority students.
 - Recommend hosting a student forum with the HCTC President once each semester to discuss student issues/concerns.
 - Recommend reviewing and assessing the incline of the handicap accessible ramp between the FFC and JCC Buildings.
 - Recommend implementing a Minority Student Leadership Development Program.
 - Recommend developing and implementing a proactive outreach process for racial minority students to promote minority student retention and completion.

Recommend a single Student Services resource be responsible for using the "Diversity Enrolled Students" Diversity Dashboard to compare previous semester minority students enrolled to current semester minority students enrolled and identify gaps. Recommend resource conducts proactive outreach to the minority students, asks if there are any issues or problems being

incurred, refer students to appropriate student services, and help students navigate the college process

For students that are not re-enrolled the next semester, conduct proactive outreach to the minority students by contacting them to enroll and/or troubleshoot issues, as necessary.

- Recommend establishing a Veteran Student Group in DSS.

Recommend a Student Services resource creates a veteran student group in DSS to facilitate the identification and tracking of HCTC student veterans.

- Recommend developing and implementing a proactive outreach process for student veterans to promote student veteran retention and completion.

Once the Student Veteran Student Group is implemented in DSS, recommend a single Student Services resource be responsible for using the “Veteran Enrolled Students” Diversity Dashboard to compare previous semester student veterans enrolled to current semester student veterans enrolled and identify gaps. Recommend resource conducts proactive outreach to the student veterans, asks if there are any issues or problems being incurred, refer student veterans to appropriate student services, and help students navigate the college process.

For student veterans that are not re-enrolled the next semester, conduct proactive outreach to the student veterans by contacting them to enroll and/or troubleshoot issues, as necessary. Also recommend resource connects new student veterans with student veterans that have successfully navigated the college process for a semester or two (best practice).

- Recommend reviewing handicap access from the street to the building between the Telford Center and the Nursing Building on Jefferson Avenue (unsure if Jefferson Avenue is the correct road on the Lees College Campus).
- Recommend implementing an annual “Diversity Award” to be given to a faculty and/or staff member that has made diversity contributions to the college.

IV. Recommended FOCUS FOR UPCOMING YEAR 2014-2015:

- Continue exploring ways to improve the HCTC campus climate.
- Explore creative ways to get and sustain increased student involvement and participation.
- Conduct diversity related events and engagement activities for students and employees.

Chair Signature and Date: _____ Alexis Malepeai 5/19/2014