

Hazard Community and Technical College  
Campus Environment Team Committee, 2014-2015  
 Institutional Effectiveness Annual Report  
 Committee Reports to: President

**Charge:** This committee is charged with addressing campus and community issues with goal of improving the campus climate for minority students, faculty, and staff. As defined by CPE, “minority” includes individuals with disabilities, the lesbian, gay, bi-sexual, and transgender (LGBT) community, veterans, and specific racial minorities. The team’s work will be accomplished by identifying concerns, developing programs or strategies, and offering recommendations for enhancement to the HCTC President.

<b>Names of Members</b>	<b>3/20/15</b>	<b>4/17/15</b>	<b>Date</b>	<b>Date</b>	<b>Date</b>	<b>Total</b>
Natasha Baker***	X	-				<b>1</b>
Savannah Baker***	-	-				<b>0</b>
Misty Bowling***	-	-				<b>0</b>
Cathy Branson	X	X				<b>2</b>
Austyn Caudill***	-	-				<b>0</b>
Alyce Combs***	-	-				<b>0</b>
Mindy Collins	-	-				<b>0</b>
Shelia Combs***	X	-				<b>1</b>
Vickie Combs	-	-				<b>0</b>
Justin Davidson	-	-				<b>0</b>
Emaleigh Deaton***	-	-				<b>0</b>
Tammy Duff	-	-				<b>0</b>
Victor Gainer	-	-				<b>0</b>
April Graham	X	-				<b>1</b>
Dr. Greiner	-	X				<b>1</b>
Elbert Hagans	-	-				<b>0</b>

Janice Hagans-Higgins*	X	X				<b>2</b>
Ludrenia Hagans-Shepherd	X	X				<b>2</b>
Jessica Higgins****	X	X				<b>2</b>
Shelia Jacobs***	-	-				<b>0</b>
Shanette Johnson***	-	-				<b>0</b>
Alexis Malepeai	-	-				<b>0</b>
Chelsea Patrick***	X	-				<b>1</b>
Joseph Palumbo***	X	-				<b>1</b>
Kendra Turner	-	-				<b>0</b>
Jenny Williams	-	-				<b>0</b>
<b>TOTAL</b>	<b>9</b>	<b>5</b>				<b>14</b>

\* = 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 2014-2015 academic year:

I. Number of meetings held: 2

There were two Campus Environment Team Chairs for the year. The second Chair did not start until January 5<sup>th</sup>, 2015. After onboarding and acclamation activities were conducted the CET Chair organized and conducted two CET meetings in Spring 2015.

**II. PRIMARY focus for the year of 2014-2015:** Continue the HCTC Campus Environment Team with student, faculty, and staff participation and examine the HCTC campus climate and submit recommendations for improvement to Dr. Greiner.

**III. Major ACCOMPLISHMENTS:**

- 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.).
- Participated in the Super Sunday event.
- Revised and administered the inaugural HCTC Campus Climate Survey to HCTC students, faculty, and staff.
- Reviewed and updated the 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. Action: The mirror was installed in the women’s bathroom at a wheelchair accessible level.
  - Recommend having push button access to the President’s Office. Action: This request was reviewed and determined not to be considered a reasonable accommodation under the American disabilities Act (ADA).
  - Recommend having push button access to the women’s bathroom on the second floor of the Jolly Classroom Center Building. Action: This request was reviewed and HCTC meets ADA code and requirements with push button access to the restrooms on the first floor of the building.
  - Recommend implementing a student engagement/activity period to promote student engagement college-wide. Action: The Academic Calendar is not within the purview of the President and is developed by the faculty. Therefore, this recommendation from the Campus Environment Team and the Campus Climate Survey results and will be submitted to Faculty Council and Academic Services.
  - 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. Action: Auxiliaries Services will use established student communication policies and submit the notification the Vice President of Student Services to be sent out to students when a conference with 200 or more people will be held on campus.
  - Recommend having the Mayor of Vicco, Johnny Cummings, as a guest speaker on the HCTC campuses. Action: Dr. Greiner supports the recommendation of Johnny Cummings speaking about the Fairness Ordinance and the process of how it was passed in Vicco, KY.
  - Recommend having HCTC minority students accompany HCTC Admissions personnel to local high schools and assist with recruitment of minority students. Action: This will be explored as part of the Minority Student Leadership Development Program.
  - Recommend hosting a student forum with the HCTC President once each semester to discuss student issues/concerns. Action: Dr. Greiner supports meeting with the Student Government Association (SGA) each semester.

- Recommend reviewing and assessing the incline of the handicap accessible ramp between the FFC and JCC Buildings. Action: The assessment concluded that the ramp meets ADA code and requirements.
- Recommend implementing a Minority Student Leadership Development Program. Action: This recommendation was approved by Dr. Greiner and was delegated to Germaine Shaffer in Student Services. An individual is now responsible for conducting proactive outreach to minority students.
- Recommend developing and implementing a proactive outreach process for racial minority students to promote minority student retention and completion. Action: This recommendation was approved by Dr. Greiner and was delegated to Germaine Shaffer in Student Services. An individual is now responsible for conducting proactive outreach to minority students.

Continued exploration and recommendation of 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. Action: This recommendation was approved by Dr. Greiner and was delegated to Germaine Shaffer in Student Services. An individual is now responsible for establishing a Veteran Student Group in DSS.

Continued exploration and recommendations for 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. Action: This recommendation was approved by Dr. Greiner and was delegated to Germaine Shaffer in Student Services. An individual is now responsible for conducting proactive outreach to minority students.

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). Action: Dr. Greiner has not had an opportunity to provide an update.
- Recommend implementing an annual “Diversity Award” to be given to a faculty and/or staff member that has made diversity contributions to the college. Action: Dr. Greiner has not had an opportunity to provide an update.

**IV. Recommended FOCUS FOR UPCOMING YEAR 2015-2016:**

- Continue exploring ways to improve the HCTC campus climate and continue to submit recommendations to Dr. Greiner.
- Explore creative ways to get and sustain increased student involvement and participation.
- Conduct diversity related events and engagement activities for students and employees.
- Develop and implement a bridge program with HCTC and the local high schools.

Chair Signature and Date: Janice D. Hagans-Higgins, 5-1-2015