

Hazard Community and Technical College  
Staff Council Committee, 2014-2015  
 Institutional Effectiveness Annual Report  
 Committee Reports to: President/CEO

Committee's 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.

Names of Members	Date	Date	Date	Date	Date	Total
*Jama Griffie						
**Sandy Campbell						
Erica Adams Secretary						
Christian Callihan Support Staff Rep						
Tammy Duff Administrative Staff Rep						
Kena Mullins Support Staff Rep						
Shirley Engle BOD Rep						
<b>We only communicated through email this year. All were active in participation and helping. There were 4 staff meetings held (see next page).</b>						
Total Present						

- \* = Chair
- \*\* = Co-chair
- \*\*\* = Student
- \*\*\*\* = Guest
- \*\*\*\*\* = ex-officio

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

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Please complete the following information to summarize the work of this HCTC Committee for the 2014-2015 academic year:

I. Number of meetings held: 4 Staff Meetings Held (Oct. 8, Nov 21, March 27, and April 24. Staff Council communicated mainly by email this past year.

II. PRIMARY focus for the 2014-2015 academic year:

To update staff on HCTC on internal and external communications and updates within the college and to involve staff in internal activities.

III. Major ACCOMPLISHMENTS during the 2014-15 academic year:

Worked to establish a breast cancer awareness departmental campaign. We had a large number participate and decorate their offices, doors, etc for the October campaign. We also maintained communication in partnership with Dr. Greiner to keep staff informed of budget updates and changes within the college. We also developed a Christmas Committee that actively helped promote the Christmas luncheon.

IV. Recommended FOCUS FOR UPCOMING YEAR 2015-2016:

To maintain communication with the President of HCTC and actively involve staff in college activities throughout the year.

Completed by Chair Name and Date:

Jama Duffice 5-1-2015