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## ADMISSION COMMITTEES

### Diagnostic Medical Sonography Admissions

Vacant - Chair  
Homer Terry-Co-Chair  
Christy Cornett (AH)  
Scott Gross (Admissions)  
Rex Medlin (GE)  
Anna Napier, ex-officio

**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:** 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 Academic Services**

### Health Information Technology Admissions

Stephanie Vergne (COT), Chair  
Shalena Jarvis (COT), Co-Chair  
Diane Gibson (GE)  
Christy Martin (AH)  
Cortney Caudill (Admissions)  
Chestina Turner (GE)

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

**Charge:** Selection of students for the Health Information Technology Program will be made by the President of the College or the President's designee, after considering the recommendations of an Admissions Committee which is to be appointed for this purpose.

**Membership:** An admissions officer, the Health Information Technology Program Coordinator, a technical faculty member, and two general education faculty members.

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

### Nursing Admissions Committee

Christina Martin, Chair (AH)  
Andrea Johnson, Co-Chair (AH)  
Helen Brunty (Counselor)  
Gwen Collins (AH)  
Christy Cornett (AH)  
Arzella Howard (AH)  
Dr. Wilson Francis (GE)  
Jenna Boothe (AH)  
Rex Medlin (GE)  
Donna Combs (Nursing Coordinator)  
Lauren Bates  
Scott Gross (Admissions Officer)  
Carla Seals (Ad-Hoc Member)  
Anna Napier, ex-officio

\* 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). Students are not permitted on this committee.

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

### PTA Admissions

Tracy Bowling (AH), PTA Coordinator, Chair  
Vera Dawn Stamper (AH), Co -Chair  
Russ Baker (PT Clinician)  
Amy Wernette  
Ann Carter (Admissions)  
Melinda Morgan (PTA Clinician)  
Anna Napier- ex-officio

**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 Academic Services

### Radiography Admissions

Homer Terry, Chair  
Timothy Whittaker, RAD Faculty, Co-Chair  
Courtney Caudill (Admissions)  
Gwen Collins (AH)  
Terri Fields (Staff)  
Elbert Hagans (Counselor)  
Astor Halcomb, Clinical Coordinator  
Anna Napier- ex-officio

SECTC Representatives

**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 Academic Services

### Surgical Technology Admissions

Joanna Martin, Chair  
Diane Gibson, Co-Chair  
Ann Carter (Admissions)  
Lisa Ison (GE)  
Amy Wernette  
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:** 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 Academic Services

## INSTITUTIONAL COMMITTEES

### Board of Student Publications Committee

Savannah Sipple, Chair  
Chestina Turner, Co-Chair  
Diane Adams                      Cathy Branson  
Ginger Carroll                     Jerry M. Combs  
Cluster Howard                   Scott Lucero  
Randy Moon                        Casey Brock  
Jenny Williams                    Evelyn Wood  
Dr. Kathy Smoot, (ex-officio)

### **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:** **Provost/VP of Academic Services**

### College Advisory Committee on Promotion

Wilson Francis, Chair  
Susan Johnson (Occup Tech. Rep)  
Dan Begley (COT)  
Cathy Branson, (Non-teaching faculty)  
Randy Bryant, (Math and Science)  
Jimmy Caudill (Occup. Tech. Rep)  
Madeline Flannery (Heritage-Humanities)  
Ron Reed, (Heritage-Humanities)  
Tammy Richie (COT)  
Tim Whitaker (Allied Health 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 Academic Services**

### **College Appeals Board**

Chair & Co-Chair to be elected by Appeals Board members  
Beverly Smith (2014-2015)  
Sandy Phipps (2014-2015)  
Venita Caldwell (2014-2016)  
Sabine Globig (2014-2016)  
Alexis Malepeai (2014-2015 Alternate, 2015-2017 Member)  
Diane Gibson (2014-2015 Alternate, 2015-2017 Member)

#### **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

### **Community College Survey of Student Engagement**

Madeline Flannery, Chair  
Chestina Turner, Co-Chair  
Dawn Stamper (Allied Health)  
Sandra Petrey-Blandau (Math & Science)  
Madeline Flannery (Heritage, Humanities, and Fine Arts)  
Shalena Jarvis, (Computer & Online Technology)  
Danny Ingram, (Occupational Technology)  
Cathy Branson, (Library)  
Elbert Hagans (Student Services)  
Helen Brunty  
Alexis Malepeai, IEPR (*ex-officio*)

**Mandate:** A CCSSE Task Team was developed in Fall 2012 to review the 2012 Community College Survey of Student Engagement CCSSE data and develop and implement strategies and a plan for institutionalizing the use of CCSSE data. One of the Task Team's final recommendation was the creation of an institutional committee to continue the institutionalization of the use of CCSSE data. This recommendation was approved by the President's Cabinet (then Senior Leadership) in Spring 2014.

**Charge:** This committee is charged with reviewing current CCSSE data and developing and implementing strategies to continue the institutionalization of the use of CCSSE data. End-of-year reports shall be made to the President's Cabinet and presented at faculty and staff meetings. The CCSSE Committee also will facilitate division meetings in which the review of CCSSE data results and gaps are examined.

**Membership:** Representative from each academic division, representative from the library, representative from Student Services, and other faculty or staff who express an interest. One member of Institutional Effectiveness, Planning, and Research (IEPR) shall be an *ex-officio* member.

**Reports to:** President's Cabinet

### **Developmental Studies Committee**

Amanda Spencer-Barnes, Chair  
Jerry Michael Combs, Co-Chair  
Dianne Adams  
Linda Blair  
Lisa Ison  
Christian Callihan  
Savannah Sipple  
Leila Smith (*ex-officio*)  
Chestina Turner  
Brenda Young  
Julie Caudill

**Mandate:** Previously this committee had been an active college committee but was disbanded in Spring 2007 with the change in committee structure. The Academic Leadership Team created the Developmental Studies Task Team to address issues and tasks related to the Developmental Studies area. The Academic Leadership Team recommended to Senior Leadership that the Task Team become an institutional committee again with the 2012-2013 academic year.

**Charge:** This committee will address issues and tasks related to developmental studies including the following: review the student need for developmental classes, make recommendations about placement testing, review and maintain the implementation plan for the assessment and placement policy, make recommendations about class offerings, and evaluate the effectiveness of developmental classes with the help of the Institutional Research Office. This committee will report to the Academic Leadership Team.

**Membership:** Faculty representation from each area of developmental studies, representation from Student Services, and administration.

**Reports to:** Provost/Vice President Academic Services

### **Distance Learning Committee**

Savannah Sipple- (AA) Chair Shalena Jarvis(COT)Co-Chair  
Randy Bowling (OT) Julie Caudill (Testing Center)  
Wendy Davidson (DL) Jackie Hall (Business)  
James King (IT) Lana Medlin (AS)  
Dr. Deronda Mobelini (UCM) Lonnie Morris (SSS)  
Lois Puffer (IEPR) Brad Roberts (DL)  
Beverly Smith (AH) Dr. Ella Strong, ex-officio  
Natasha Watts (DL)

#### **Student Representatives:**

**Mandate:** This committee was originally recommended by the KCTCS 504/ADA Effective Communications Work Group and the increased need for distance education procedures at the local level. (September 27, 2004?). The committee was disbanded in Spring 2007. The Assessment and Outcomes Committee recommended that a DL Task Team be created (April 2010) to address several tasks in relation to assessment, and recommended that the task team become a standing committee again (April 2011).

**Charge:** This committee is charged to create, maintain, review, recommend, and evaluate all distance learning procedures, processes, and issues at the local level including 504/ADA distance education and SACS compliance. This committee will review concerns from faculty, division chairs, program coordinators, administrators, and students. This committee shall assume the responsibility of creating and updating Distance Learning Operational and Assessment Plan on an annual basis. This committee will communicate with the Academic Leadership Team.

**Membership:** Distance learning coordinator, other distance learning representatives, web master and/or Technology solutions staff, faculty representation from division and who teach distance learning courses, IR and assessment coordinators, a representative from student support services, testing center, business services, learner success, libraries, and a student representative.

**Reports to:** **Provost/Vice President Academic Services**

### **Faculty Appeals Committee**

1. Rachel Sexton, Chair (Occ. Tech. Rep)
2. Dianne Adams, Co-Chair (Math & Science)
3. Cathy Branson (Non-teaching)
4. Jeremiah Bryant (COT)
5. Michael Flynn (HHFA)
6. Arzella Howard (Allied Health 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**

## Institutional Effectiveness Committee

Dr. Beth Pennington – Chair

Dr. Ella Strong – Co-Chair

Erica Adams Sherry Bettinazzi

Cathy Branson Carolyn Bush

Mindy Collins Donna Combs

Jerry Michael Combs Christy Cornett

Willie Cornett Jackie Hall

Jennifer Lindon Bart Massey

Leila Smith

Alexis Malepeai, (ex-officio) Madeline Flannery

Lois Puffer (ex-officio)

Melissa Vermillion (ex-officio)

Brenda Young (ex-officio)

**Mandate:** The original Assessment and Outcomes 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. Based upon a recommendation from the Assessment and Outcomes Committee in March 2014 and approved by Senior Leadership in April 2014, the name of the committee was changed to the Institutional Effectiveness Committee; the charge and membership also were revised to reflect the modified scope of the committee.

**Charge:** SACSCOC Comprehensive Standard 3.3 sets forth the requirements for institutional effectiveness (as applicable to community colleges):

### 3.3 Institutional Effectiveness

3.3.1 The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in each of the following areas: (Institutional Effectiveness)

3.3.1.1 educational programs, to include student learning outcomes

3.3.1.2 administrative support services

3.3.1.3 academic and student support services

3.3.2 The institution has developed a Quality Enhancement Plan that (1) demonstrates institutional

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capability for the initiation, implementation, and completion of the QEP; (2) includes broad-based involvement of institutional constituencies in the development and proposed implementation of the QEP; and (3) identifies goals and a plan to assess their achievement. (Quality Enhancement Plan) (Note: This requirement is not addressed by the institution in its Compliance Certification)

Provide leadership for the continuous review of strategies for effective identification and assessment of institutional effectiveness activities, for analysis of results, and for documentation of evidence of improvement. Committee members act as “assessment liaisons” between the committee and their respective units.

**Membership:** Representatives from Student Services; Business Services; President’s Office; Human Resources; Technology Solutions; Academic Services, including specifically a library representative, a representative from each of the academic divisions, and the Dean of Distance Learning or designee; and a QEP representative (if applicable). All IEPR unit members are ex-officio members. Chair is appointed by the President.

**Reports to:** Senior Leadership

## Professional Development Committee

Beth Pennington, Chair

Shannon Estes, Co-Chair

Amanda Spencer-Barnes Helen Brunty

Venetia Caldwell Ginger Carroll

Julie Caudill Patrick Davison

Sharon Estes Jama Griffie

Elbert Hagans Ron Holmes

Alexis Malepeai Lonnie Morris

Dean Osborne Dr. Beth Pennington

Rachel Sexton Terry Conley

Vickie Combs (ex-officio) Wilma Maggard

Randy Bowling

**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), QEP representative, Faculty, Staff, and/or Administrators.

**Reports to:** President/CEO

### **Residency Review Committee**

Cluster Howard, Chair (2014-2017)  
Tony Back (2012-2015)  
Diane Gibson (2013-2016)  
JP Mathis (2013-2016)  
Rachel Sexton (2014-17)  
Chestina Turner (2012-2015)

### **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:** **President/CEO**

### **Student Engagement Committee**

Helen Brunty	Randy Bowling
Chuck Anderson	Renee Back
Tony Back	Cathy Branson
Sandy Campbell	Ginger Carroll
Julie Caudill	Willie Cornett
Tammy Duff	Victor Gainer
Jama Griffie	Charles Hoskins
Cluster Howard	Jennifer Jackson
E.C. Lewis	J.P. Mathis
Tom Neace	Dean Osborne
Sandy Phipps	Cindy Plummer
Carla Seals	Rachel Sexton
Chestina Turner	Melissa Vermillion

[Chair & Co-Chair to be elected at first meeting.](#)

### **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

### Campus Environment Team

Mindy Collins, Chair  
Cathy Branson  
Justin Davidson  
April Graham  
Victor Gainer  
Ludrenia Hagans-Shepherd  
Jenny Williams  
Diversity Peer Team Liaison-Vacant, (ex-officio)  
Student Representative, as nominated

Vickie Combs  
Tammy Duff  
Elbert Hagans  
Evelyn Wood  
Kendra Turner  
Linda Williams

**Mandate:** The Campus Environment Team was created as part of the Partnership Agreement between the Commonwealth of Kentucky and the United States Department of Education, Office for Civil Rights. Its creation is mandated by the Kentucky Council on Postsecondary Education (CPE) as part of the Kentucky Public Postsecondary Education Diversity Policy and Framework for Institution Diversity Plan Development. The Campus Environment Team had previously been the Diversity Team and the membership and scope was broadened and expanded when the Campus Environment Team was established in Fall 2013.

**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.

**Membership:** The membership of the committee consists of a diverse group of students, faculty, staff, and administrators from various HCTC campus locations. The Diversity Peer Team liaison serves as ex-officio on the Campus Environment Team.

**Reports to:** **President/CEO**

### Curriculum Review Committee

Chestina Turner, Chair (CRC Senator)  
J.P. Mathes, Co-Chair, At Large Senator  
Amanda Spencer-Barnes, (Fac. Chair, ex-officio)  
Daniel Madden, Co-Chair, At Large Senator  
Dr. Beth Pennington  
Diane Gibson  
Susan Johnson  
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 Academic Services**

### Crisis Management & Safety Committee

Dr. Stephen Greiner, President, Team Leader  
Stu Fugate, Co-Chair  
Ronald Holmes, Co-Chair  
Donna Roark, Co-Chair  
Tom Caudill  
Vickie Combs  
Cluster Howard  
Robert Jones  
Dr. Jennifer Lindon  
Dr. Deronda Mobelini  
Bobby Nicely  
Steve Roberts  
Dr. Kathy Smoot  
Kendra Turner  
Tewayne Willis  
Bart Massey  
Jackie Hall

Delcie Combs  
Cleveland Coots  
Germaine Shaffer  
James King  
Keila Miller  
Anna Napier  
Dean Osborne  
Leila Smith  
Dr. Ella Strong  
Connie Watts  
Evelyn Wood  
Lauren Bates

**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 committee's 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**

### Rules Committee

Dr. Dawn Stamper, Chair, Rules Senator  
Amanda Spencer Barnes, Faculty Chair (ex-officio)  
Jerry Michael Combs, At Large Senator Co-Chair  
Rachel Sexton, Senator At-Large, Co-Chair  
Tony Back,  
Dr. 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](#)

### SACSCOC Committee

Donna Combs - HCTC SACSCOC Accreditation Liaison, Chair  
Ella Strong - Academic Services Representative (appointed by Provost/Vice President of Academic Services)  
Jackie Hall - Business Services Representative (appointed by Chief Financial Officer)  
Germaine Shaffer - Student Services Representative  
Beth Pennington – Additional Student Services Rep.  
Alexis Malepeai - Members-at-Large (IEPR /QEP Representative)  
Melissa Vermillion – SACSCOC writer  
Connie Watts

**Mandate:** In 2011-2012, a HCTC SACSCOC Team was appointed on a temporary basis to assist in the completion of the SACSCOC Fifth Year Report. This Team was under the direction of the HCTC SACSCOC Accreditation Liaison. Based upon a recommendation of the temporary Team, the HCTC Leadership Team and HCTC Senior Leadership (on March 15, 2012, and March 22, 2012, respectively) approved the formation of a permanent HCTC SACSCOC Team, as part of the overall Strategic Planning and Evaluation Team. This recommendation was approved by the President/CEO on March 22, 2012. The Team was implemented beginning Fall 2012.

**Charge:** The HCTC SACSCOC Team will: 1) Provide oversight and review in the submission of the SACSCOC decennial reaffirmation process; 2) Provide oversight and review in the submission of the SACSCOC 5<sup>th</sup> Year Report; 3) Monitor compliance with *HCTC Procedure for Reporting of Substantive Change*; 4) Act as a liaison between HCTC SACSCOC Team and represented area; 5) Assist HCTC SACSCOC Accreditation Liaison. At a minimum, the Team shall meet on a quarterly basis. More frequent meetings should be expected during years that SACS reporting is due.

**Reports to:** [Leadership Team](#)

### Scholarship Committee

Leila Smith, Chair  
Renee Back  
Elbert Hagans  
Arzella Howard  
Erica Adams  
Bobby Collins, Co-Chair  
Linda Blair  
Jackie Hall  
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](#)

## Sustainability Committee

Ron Holmes, Chair

Doug Adams

Tom Caudill

Vickie Combs

Cluster Howard

J.P. Mathes

Donna Roark

Ludrenia Hagans-Shepherd

**Mandate:** KCTCS established the system initiative Fall 2011.

**Charge:** This committee is being implemented to celebrate successes and address social, economic, and environmental imbalances to achieve efficiencies and manage resources without negatively impacting future generations' ability to meet their own needs. Initiatives involve: 1) Becoming cognizant of the economic, social, and environmental tradeoffs that exist in budget, academic, and programming decisions. 2) Training faculty, staff, and students to live and work in a global "green" economy. 3) Taking into account the various criteria and capital that accompany each part of sustainability, that is, economic, environmental, and social justice considerations. 4) Creating a robust, efficient economy and advancing society without negatively impacting resources using a balanced approach. 5) Using *life cycle costing* instead of what is the best deal at this point in time. And 6) Being proactive instead of reactive.

**Membership:** Faculty and staff.

**Reports to:** [President/CEO](#)

8/14/2014

## STRATEGIC PLANNING and EVALUATION TEAM

### Faculty Council

Amanda Barnes Spencer, Chair Savannah Sipple, Vice-Chair  
Arzella Howard, Secretary Dr. Dawn Stamper, Rules  
Michael Combs, At Large (2013-2015)  
Daniel Madden, At Large (2013-2015)  
J.P. Mathes II, (2014-16) Rachel Sexton, (2014-16)  
Doug Adams, OT Don Barnes, M&S  
Shalena Jarvis, COT Beverly Smith, AH  
Beverly Smith, AH Chestina Turner, CRC  
Dr. Randy Moon, HHFA Helen Brunty(2013-15)  
Homer Terry, Rep. to the Board of Directors  
Dr. Kathy Smoot, President's Rep (Appointed)  
Adjunct Faculty Rep (elected in Aug)  
At Large Senator (elected in August)

**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**

### Leadership Team

Dr. Stephen Greiner, President, Chair  
President's Cabinet (ex-officio)  
Amanda Spencer Barnes, Faculty Chair  
Mindy Collins, HR  
Jama Griffie, Staff Chair  
Jackie Hall, Business Office  
Ronald Holmes, M&O  
Dr. Jennifer Lindon, CCA  
Alexis Malepeai, IR  
Bart Massey, IT  
Dr. Deronda Mobelini, UCM  
Anna Napier, CCA  
Dr. Beth Pennington, Student Services  
Leila Smith, CCA  
Dr. Ella Strong, Distance Learning

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

**Charge:** Monitors and reviews the Mission, Vision, and Values statements and recommends changes, as needed. Recommends funding priorities to the President and to the President's Cabinet for allocation of financial resources. Collaboratively addresses other issues necessary for the ongoing operation of the institution.

**Membership:** Deans and Directors, as appointed by the President

**Reports to:** **President/CEO**

### President's Cabinet

Dr. Stephen Greiner  
Delcie Combs  
Vickie Combs  
Donna Roark  
Germaine Shaffer  
Kathy Smoot  
Connie Watts

**Mandate:** The President's Cabinet was previously the Senior Leadership Team. This Team was developed as part of the overall Strategic Planning & Evaluation Team initiative.

**Charge:** Monitors and reviews progress the Strategic Plan and unit/sub-unit Operational and Assessment Plans and recommends adjustments to the President to ensure continuous improvement. Monitors overall financial status and makes fiscal recommendations to the President. Oversees implementation of Facilities Master Plan college-wide.

**Membership:** Appointed by the President

**Reports to:** **President/CEO**

## **Staff Council**

Jama Griffie, Chair (2014-16) elected in March 2014

Sandy Campbell, Co-Chair (2013-2015)

Erica Adams, Secretary (2014-16)

Christian Callihan, Support Staff Rep. (2014-16)

Tammy Duff, Administrative Staff Rep, (2014-16)

Kena Mullins, Support Staff Rep. (2014-16)

Shirley Engle, Board of Directors Representative (2012-2015)

**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](#)

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