

# H. Council Trenholm State Technical College

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1225 Air Base Blvd.  
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## 2002 - 2003 College Catalog and Student Handbook

Both campuses of H. Council Trenholm State Technical College are presently accredited independently by The Accrediting Commission of The Council on Occupational Education. An application for merger has been filed with the Commission.

### Equal Opportunity In Education and Employment

It is the official policy of the Alabama Department of Postsecondary Education and John M. Patterson State Technical College that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

This catalog is the official announcement of the program requirements and regulations of H. Council Trenholm State Technical College. The statements set forth in this catalog are for informational purposes only. The provisions of this document/publication are not to be regarded as an irrevocable contract between the student and the institution. The institution reserves the right to change any provision or requirement at any time within the student's term of attendance.

Message  
from the  
President



On behalf of the faculty and staff at H. Councill Trenholm State Technical College (TrenholmTech), let me welcome you!

Our mission is to provide accessible educational opportunities for career preparation, advancement, and life-long learning as well as promoting economic growth and enhancing the quality of life for people in central Alabama. TrenholmTech employees are dedicated to this mission and are prepared to pass along our knowledge and experience to you. We offer numerous programs and services to help you succeed in achieving your goals and to assist you in the learning process. TrenholmTech operates by a successful work ethic that comprise these ten ethical precepts: Respect, Attendance, Character, Teamwork, Appearance, Attitude, Productivity, Organization, Communication, and Cooperation.

I invite you to visit TrenholmTech or look over our web site on the Internet ([www.trenholmtech.cc.al.us](http://www.trenholmtech.cc.al.us)) or review this catalog to learn more about what we have to offer. We look forward to the opportunity to provide you with the kind of education and up-to-date training that will prepare you for a successful career in the field you select.

I trust that you will see for yourself that TrenholmTech provides "Training Today for Tomorrow's Technology."

Sincerely,

A handwritten signature in black ink that reads "Anthony L. Molina". The signature is written in a cursive style.

Anthony L. Molina, Ph.D.  
President

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# COLLEGE CALENDAR

## 2002 – 2003

### FALL SEMESTER 2002

Registration	August 20 and 21
No Classes	August 22
Classes Begin	August 23
Drop/Add	August 23, 26 & 27
Holiday (Labor Day)	September 2
Mid-Term	October 17
Holiday (Veteran's Day)	November 11
Holiday (Thanksgiving)	November 25 and 29
Classes End	December 19
College Closed	Dec. 23 - Jan. 1, 2003

### SPRING SEMESTER 2003

Registration	January 7 and 8
Classes Begin	January 10
Drop/Add	January 10, 13 & 14
Holiday (Robert E. Lee/Martin Luther King)	January 20
Mid-Term	March 6
No Classes (Spring Break)	March 24 - 28
Classes Resume	March 31
Classes End	May 7

### SUMMER TERM 2003

Registration	May 28
Classes Begin	May 30
Drop/Add	May 30
Mid-Term	July 3
Holiday (Independence Day)	July 4
Classes End	August 8

# COLLEGE CALENDAR

## 2003 – 2004

### FALL SEMESTER 2003

Registration	August 19 and 20
Classes Begin	August 22
Drop/Add	August 22, 25, and 26
Holiday (Labor Day)	September 1
Mid Term	October 16
Holiday (Veteran's Day)	November 11
Holiday (Thanksgiving)	November 27 and 28
Classes End	December 18
College Closed	Dec. 24 - Jan. 4, 2004

### SPRING SEMESTER 2004

Registration	January 6 and 7
Classes Begin	January 12
Drop/Add	January 12, 13, and 14
Holiday (Robert E. Lee/Martin Luther King)	January 19
Mid Term	March 5
Spring Break	March 22 - 26
Classes End	May 6

### SUMMER TERM 2004

Registration	May 25
Classes Begin	May 26
Drop/Add	May 26
Holiday (Memorial Day)	May 31
Mid Term	June 30
Holiday (Independence Day)	July 5
Classes End	August 5

## HISTORY

H. Councill Trenholm State Technical College was created through the consolidation of John M. Patterson State Technical College with H. Councill Trenholm State Technical College. On April 27, 2000, the Alabama State Board of Education, upon the recommendation of the Chancellor of Postsecondary Education, approved the intent to merge. Since both colleges were technical colleges, the merger did not alter that status or result in any change in the role of the new entity.

The Chancellor of Postsecondary Education appointed Dr. Alma Freeman, Interim President of the newly created technical college on April 20, 2001. Dr. Larry McCoy, Interim Provost was also appointed by the Chancellor to oversee the consolidation process.

On April 26, 2001 the Alabama State Board of Education voted to name the newly created entity H. Councill Trenholm State Technical College. The College maintains two campuses: the Patterson Campus and the Trenholm Campus. The two campuses are only 8.9 miles apart. The College operates 12 months a year on a semester system, with 206 instructional days per year. It is approved for the training of veterans, and the programs are approved for federal financial aid.

Effective November 19, 2001, Dr. Anthony L. Molina was appointed President of H. Councill Trenholm State Technical College. The President administers the two major campuses and several instructional sites, 34 instructional programs and about 200 employees.

Both institutions were accredited by the Council on Occupational Education. On March 12, 2002, the Council on Occupational Education granted initial approval for the merger.

The two Colleges have a shared history in providing services for the same geographical area. In compliance with a U.S. Federal Court Order, courses were realigned in 1970 to eliminate program duplication between Patterson State Technical School and Trenholm State Technical School. Because of the court order, program offerings and personnel were shifted between the schools.

In the fall of 1989, the institutions initiated a collegiate schedule for all programs and courses. Each curriculum is composed of a series of discrete courses. Students register for and study specific courses each term. In the fall of 1998, the colleges changed from a quarter system to a semester system.

## PATTERSON CAMPUS

In 1947, the Alabama State Legislature passed the Regional Vocational and Trade School Act 673, thus providing for the establishment of the John M. Patterson Technical School. The Montgomery County Board of Revenue and the City of Montgomery purchased 43 acres of land at the junction of the Southern Bypass and U.S. 231 South in 1961. Construction began in that year at a cost of one million dollars. The physical facilities were initially comprised of an administration/classroom building, two shop buildings, and the cafeteria. The school was named for Governor John M. Patterson under whose administration it began.

In 1961, Mr. J. O. McCollough was appointed director of the school and served until his retirement in 1973. On September 4, 1962, the school opened and 162 students enrolled. The school continued to grow adding new programs and constructing additional buildings. Mr. J. L. Taunton was appointed president in 1973 and served until his retirement in 2000. In the year 2000, the College served over 1,700 individuals in 23 different programs.

In 1974, by action of the State Board of Education, the school was named a technical college and was permitted to award the Associate Degree in Applied Technology in certain programs. In addition, the evening class offerings were greatly expanded in late 1974.

## TRENHOLM CAMPUS

H. Council Trenholm State Technical College was one of several public postsecondary occupational education institutions authorized by the Alabama State Legislature on May 3, 1963. Construction on the 35-acre site located at 1225 Air Base Boulevard began August 19, 1965, and was completed August 8, 1966, at a cost of approximately one and a quarter million dollars. The physical plant was initially comprised of an administration building and four shop buildings. The City of Montgomery and the Montgomery County Board of Revenue made financial contributions towards the construction of the cafeteria. The College was named for the late Dr. Harper Council Trenholm, a past president of the neighboring Alabama State University.

In 1966, Mr. Lucious W. Smiley was appointed president of the school and served until 1970. The instructional staff assumed duties July 1, 1966. Classes began August 15, 1966, with an initial enrollment of 275 students. Mr. M. D. Smiley served as president from 1970 until 1981, followed by Dr. Thad McClammy from 1981 through 1995. Interim Presidents appointed by the Chancellor served from 1995 until 2001.

The College continued to grow, during the 1971-72 school year the physical plant was expanded to include the new warehouse facility and the Related Subjects Building. The Allied Health Occupations Building was completed on April 17, 1979. The Joseph Dickerson Culinary Arts and Conference Centre was officially dedicated on August 25, 1991. The new Library and Tower of Learning Building was completed and opened in 1996. In the school year 1998-99 the College had 1,295 students enrolled in 13 different programs.

## ORGANIZATION AND ADMINISTRATION

H. Council Trenholm State Technical College is a two-year public institution of higher education operating as part of the two-year Alabama College System. The organization and administration of H. Council Trenholm State Technical College is under the supervision and direction of the elected Alabama State Board of Education and the appointed Chancellor of the Alabama College System.

The State Board of Education is composed of the Governor, as ex-officio member, and eight elected members. Alabama is divided into eight school districts and one member is elected from each district. State Board members serve four-year terms. The Governor is president of the State Board and a vice president is elected from its members annually on the second Tuesday in July.

For the purpose of assisting the State Board of Education in carrying out its authority and responsibilities for each of the colleges, the State Board appoints a Chancellor who also serves as Chief Executive Officer of the Department of Postsecondary Education. The Chancellor serves at the pleasure of the State Board of Education but it is customary for the Chancellor to have a multi-year contract.

The College President is appointed by the Alabama State Board of Education and heads the College's organizational structure. Specific areas of operation include: Student Services; Instructional Services;

Development Planning/Research; Finance and Administrative Services, and Information Technology. Each of these areas functions under the guidance of a Dean or Director who reports directly to the President. The President reports to the Chancellor and is responsible for operating the college within the State Board of Education policies and all applicable state and federal laws. This organizational structure is in compliance with the Handbook of Accreditation of the Council on Occupational Education and Guidelines of the Alabama State Board of Education.

A College Advisory Council composed of representatives of area industry, business and management assists the Administration. The Council serves in an advisory capacity to the President in promoting the interest and general welfare of the College.

THE ALABAMA STATE BOARD OF EDUCATION

Governor Don Siegelman	President	Alabama State Capitol 600 Dexter Avenue Montgomery, AL 36104
Mr. Bradley Byrne	District 1	Post Office Box 1348 Mobile, AL 36633
Mr. G. J. Higginbotham	District 2	166 North Gay Street Auburn, AL 36830
Mrs. Stephanie W. Bell	District 3	3218 Lancaster Lane Montgomery, AL 36106
Dr. Ethel H. Hall Vice President	District 4	7125 Westmoreland Drive Fairfield, AL 35064
Mrs. Ella B. Bell	District 5	2634 Airwood Drive Montgomery, AL 36108
Mr. David F. Byers	District 6	2 Metroplex Drive, Suite. 111 Birmingham, AL 35209
Mrs. Sandra Ray	District 7	2008 University Blvd. Tuscaloosa, AL 35401
Dr. Mary Jane Caylor	District 8	2345 County Road 67 Scottsboro, AL 35769

DEPARTMENT OF POSTSECONDARY EDUCATION

Dr. Roy Johnson	Interim Chancellor	401 Adams Avenue Montgomery, AL 36104
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## INTRODUCTION TO THE COLLEGE

H. Council Trenholm State Technical College is a comprehensive two-year technical college located in Montgomery, Alabama. The College provides technical certificate and degree programs; adult learning opportunities; civic, social, cultural and personal development opportunities; business and industry training opportunities; and support of economic development for the central Alabama region. The College is part of the Alabama College system, a statewide system of postsecondary colleges, Governed by the Alabama Board of Education.

The College operates two campuses - the Patterson Campus and the Trenholm Campus and provides educational services for Montgomery and the surrounding area.

## PURPOSE

H. Council Trenholm State Technical College provides vocational, technical, academic, and lifelong educational opportunities; promotes economic growth; and enhances the quality of life for the people of central Alabama. The College operating as one entity, integrating all programs and services where feasible into a single delivery system, is committed to providing comprehensive technical services to its community.

Through its open door admission policy and special recruitment efforts, H. Council Trenholm State Technical College helps multitudes of disadvantaged students obtain real educational opportunities offering promising students a better beginning.

## VISION STATEMENT

H. Council Trenholm State Technical College will provide a dynamic learner-centered environment where excellence in teaching, learning, and serving improves the lives of its students and the community it serves.

## INSTITUTIONAL MISSION

The mission of H. Council Trenholm State Technical College is to provide accessible educational opportunities for career preparation, advancement, and life-long learning as well as promoting economic growth and enhancing the quality of life for people in central Alabama.

## VALUES

We believe:

- Each employee, student, and graduate of the College must live by a code of conduct that reflects integrity, professionalism, and caring for the dignity, value, and cultural diversity of individual human beings.
- Quality educational opportunities must be affordable, convenient, and geographically accessible for all students, no matter where they are in life.

- Learning is a lifelong process reflected in an academic continuum of developmental, pre-college, general, technical, continuing, and adult education; customized skill training; and, one-stop career development.
- In ensuring an accessible and supportive environment that empowers and nurtures students, graduates, and employees to make a positive difference in people's lives and meaningful contributions to society.
- In developing and nurturing partnerships with business, industry, labor, government, educational systems, and our communities.
- In being focused on teaching, learning, and dedication to student success.
- In using the resources entrusted to us in an accountable and responsible manner.

#### INSTITUTIONAL GOALS

- GOAL 1 To ensure access to quality career preparation and life-long learning for all persons, without regard for age, gender, ethnicity, religion, or disability.
- GOAL 2 To provide opportunities for individuals to receive certificates, associate degrees, and industry recognized credentials in current and emerging occupational and technical fields.
- GOAL 3 To enhance economic development in the region through programs and services for area employers and the community.
- GOAL 4 To meet the needs of a variety of community-based populations through credit, non-credit, and basic education courses, offering flexible schedules and convenient instructional sites; and making available services, activities, and other resources.
- GOAL 5 To improve the effectiveness and efficiency of career preparation for students by providing appropriate assessments and career counseling services, and by implementing articulation agreements with local school systems and universities.
- GOAL 6 To develop faculty and staff who are competent, professional, and enthusiastic in advancing the mission of the College.
- GOAL 7 To institutionalize the strategic planning process to allocate, develop, and maintain college resources, and undertake strategic reviews of all programs and services to ensure the long-term viability of the College.
- GOAL 8 To integrate the most up-to-date technological, andragogical, curricular and environmental resources into its teaching, service, support, and administrative functions.
- GOAL 9 To establish an environment which is safe, healthy, aesthetically pleasing, accessible to students, and otherwise conducive to learning.

## COLLEGE SERVICE AREA

The College service area consists of primarily a six county area located near the center of the State of Alabama. The service area includes the area of Macon County, west of a line drawn north to south through the city of Franklin; Elmore County, excluding correction education and the Central Alabama Community College site in Tallassee; Montgomery County; the area of Bullock County, west of a line drawn north to south through the city of Union Springs; Lowndes County and Autauga County, in cooperation with Wallace Community College-Selma. The area consists of urban, suburban, and rural populations.

## COLLEGE OPERATING HOURS

## College

Normal Operating Hours shall be:

7:30 a.m. - 10:30 p.m.	Monday - Thursday
7:30 a.m. - 4:30 p.m.	Friday
as needed	Saturday - Sunday

## Class Time

Normal Class Time shall be:

8:00 a.m. - 10:30 p.m.	Monday - Friday
as needed	Saturday - Sunday

## Student Services

Normal Operating Hours shall be:

7:30 a.m. - 4:30 p.m.	Monday & Thursday & Friday
7:30 a.m. - 6:30 p.m.	Tuesday & Wednesday

At the beginning of each term through Add/Drop Period

7:30 a.m. - 8:00 p.m.

## Business Office

Normal Operating Hours shall be:

7:30 a.m. - 4:30 p.m. Monday - Friday

At the beginning of each term through Add/Drop Period

7:30 a.m. - 8:00

## Bookstore

Normal Operating Hours shall be:

7:30 a.m. - 4:30 p.m.	Monday & Thursday & Friday
7:30 a.m. - 6:30 p.m.	Tuesday & Wednesday

At the beginning of each term through Add/Drop Period

7:30 a.m. - 8:00 p.m.

## ACCREDITATION AND CERTIFICATIONS

Both campuses of H. Councill Trenholm State Technical College are presently accredited independently by The Accrediting Commission of The Council on Occupational Education. An application for merger has been filed with the Commission.

Council on Occupational Education  
41 Perimeter Center East, NE  
Suite 640  
Atlanta, GA, 303461  
1-800-917-2081

In addition, individual programs are accredited or certified by the following agencies:

Culinary Arts	American Culinary Federation, Inc (ACF) 10 San Batola Drive St. Augustine, FL 32086 (904) 824-4468
Dental Assisting	American Dental Association, Commission on Dental Accreditation (ADA) 211 East Chicago Avenue Chicago, IL 60611 (314) 440-2719
Dental Laboratory	American Dental Association, Commission on Dental Accreditation (ADA) 211 East Chicago Avenue Chicago, IL 60611 (314) 440-2719
Emergency Medical/ Paramedic	Commission on Accreditation of Allied Health Education Programs (CAAHEP) 35 East Wacker Drive - Suite 1970 Chicago, IL 60601-2208 (312) 553-9355  Joint Review Committee on Education for the EMT/Paramedic 7108-C South Alton Way - Suite 150 Englewood, CO 80112-2106 (303) 694-6191
Medical Assisting	Commission on Accreditation of Allied Health Education Programs (CAAHEP) 35 East Wacker Drive - Suite 1970 Chicago, IL 60601-2208 (312) 553-9355

Practical Nursing	National League for Nursing Accrediting Commission 61 Broadway New York, NY 10006 1-800-69-1656 ext. 153
Automotive Service Technology	National Automotive Technician Education Foundation NATEF 13505 Dulles Technology Drive Herndon, VA 22071 (703) 742-3800
Computer Information Systems Technology	Cisco Certified Network Associate (CCNA) CISCO Systems, Inc, 170 West Tasman Drive San Jose, CA 95134 1-800-553-6387
Industrial Electronics Technology	National Association of Radio and Telecommunications Engineers (NARTE) 167 Village Street Medway, MA 02053 (508) 533-8333
Machine Tool Technology	National Institute for Metalworking Skills (NIMS) 3251 Old Lee Highway, Suite 205 Fairfax, VA 22030 (703) 352-4971
Office Technology	Microsoft Office User Specialist (MOUS) Microsoft Gulf States Offices 1 Perimeter Park South, Suite 195 Birmingham, AL 35243 (205) 970-6071
Truck Driver Training	U. S. Department of Transportation (DOT) 400 7th Street, SW Washington, DC 20590 (202) 366-4000

## BUILDINGS AND FACILITIES

## Trenholm Campus

Building A & B Under Renovation  
 Building C Related Building  
     Student Support Services  
 Building D Cafetorium  
 Building E Emergency Medical  
 Services  
     Student  
 Services/Admissions  
     Financial Aid  
     Talent Search  
     Tech Prep  
 Building F Early Care and Education  
     Fathers Work Program  
     Dean of Students  
 Building G Horticulture  
     Automotive Collision Repair  
     Maintenance Department  
 Building H Adult Education  
     Radio and TV Broadcasting  
     Bookstore  
 Building I Head stat  
 Building J Dental Assisting Technology  
     Dental Laboratory  
 Technology  
     Nursing Assisting /Home  
 Health Aide  
     Practical Nursing  
 Building K Culinary Arts  
     Conference Center /  
 Offices  
     Formal & Informal Meeting  
 Rooms  
 Building L Library Tower  
 1st Floor Library  
 2nd Floor Dean of Academic Services  
     Office Administration  
 3rd Floor Office Administration  
     General Education  
     Human Resources  
 4th Floor President's Office  
     Institutional Research  
     Montgomery Minority  
 Business  
     Development Center  
     Computer Information  
 Systems

NASA  
 DYN Corp  
 Medical Assisting

Technology

## Patterson Campus

Building B Administrative Offices  
     Computer Labs  
     Classrooms  
 Building C Student  
 Services/Admissions  
     Financial Aid  
     Bookstore  
     Cosmetology/Nail  
 Techniques  
     Drafting and Design  
 Technology  
     General Education  
 Building D Student Center  
     Conference Center  
     Educational Talent Search  
 Building E Computer Information  
 Systems  
     Air Conditioning /  
 Refrigeration  
     Plumbing  
     Industrial Maintenance  
 Technology  
     Interior Design/Apparel and  
 Designs  
     Student Support Services  
 Building F Machine Tool Technology  
 Building G Automotive Service  
 Technology  
 Building H Building Construction  
     Cabinetry  
     Carpentry  
     Welding  
 Building I Masonry  
 Building J Training for Business and  
 Industry  
     Placement Office  
     Learning Enhancement