

**H. Councill Trenholm State Technical College
2006-07 Academic Year
Standing and Ad Hoc Collegiate
Teams/Councils of Faculty and Staff**

Academic Calendar Team
Academic Council
Administrative Council
Admissions Evaluation Team
Catalog Team
Climate and Culture Team
College Advisory Team
Commencement Program Team
Curriculum Team
Distance Education Team
Employee Grievance Team
Event Planning Team
Facilities Master Plan Team
Health and Safety Team
Information Technology Advisory Team
Institutional Planning Council
Institutional Procedures and Policies Team
Learning Resources Team
Lyceum Team
Marketing Team
President's Cabinet
Program Advisory Teams
Registration Team
Scholarship Team
Sick Leave Bank Team
Student Disciplinary Team
Student Grievance Team
Student Handbook Team
Student Retention Team
Sunshine/Flower Fund Team

ADVISORY TEAMS/COUNCILS

College Advisory Council
Program Advisory Teams

TITLE: **ACADEMIC CALENDAR TEAM**

REPORTS TO: President

PURPOSE: The Academic Calendar Team is responsible for developing the annual academic calendar.

SELECTION PROCESS: Members to be appointed by the President's Cabinet.

CHAIRPERSON: Administrative Assistant to the Dean of Technical Education

MEMBERS: Representatives of faculty from each campus, instructional support staff from each campus, Student Services staff from each campus, Business Office, Director of Information Technology, Physical Plant Director, and two SGA representatives.

1. Angela Cone
2. Dennis Monroe
3. Linda Crowe, Chair
4. Dean of Academic Services
5. Wilford Holt
6. Dorothy James
7. Director of Nursing
8. Ken Scott
9. Renoda Thomas
10. SGA Representative

TITLE: **ACADEMIC COUNCIL**

REPORTS TO: Dean of Academic Services and Dean of Technical Education

PURPOSE: The Academic Council is responsible for advising the Deans on various instructional matters, for maintaining academic standards for all instructional programs, and for approving changes in program requirements, scope and delivery modes.

SELECTION PROCESS: All members are ex-officio based on position.

CHAIRPERSON: Instructional Deans

MEMBERS: The Council includes the Dean of Academic Services and Dean of Technical Education, Chairs of Instructional Divisions, Head Librarian, Deans of Student Services, and Assistant Dean of Information Technology and Campus Safety. The Dean of Academic Services Administrative Assistant serves as team secretary.

1. Dean of Academic Services, Co-Chairperson
2. Wilford Holt, Co-Chairperson
3. Zenobia Blackmon
4. Dr. Tracie Carter
5. Linda Crowe
6. Jacqueline Dickerson
7. Charles Harris
8. Director of Nursing
9. Sam Munnerylyn
10. Linda Owens
11. Dr. Julliana Probst
12. Quinton Ross
13. Ken Scott
14. Henry Tylicki
15. Tennie Sanders-McBryde

TITLE: ADMINISTRATIVE COUNCIL

REPORTS TO: President

PURPOSE: The Administrative Council is responsible for advising the administration on all matters for the College.

SELECTION

PROCESS: All members are elected by their peers except for President's Cabinet.

CHAIRPERSON: Chair person elected by body.

MEMBERS: The Council includes the President, members of the President's Cabinet and the members of the Administrative Council

1. Mary Ann Beck
2. Dr. Tracie Carter
3. Debra Cobb
4. Linda Crowe
5. Don Greer
6. Charles Harris
7. Dorothy James
8. Mimi Johnson
9. Dr. Suresh Kaushik
10. Annita Love
11. Tennie Sanders-McBryde
12. Dr. Anthony L. Molina, Ex -officio
13. Sam Munnerlyn
14. Dr. Julliana Probst
15. Melissa Pickett
16. Quinton Ross
17. Henry Tylicki
18. SGA Representatives (2)
19. Carol Millender
20. Pam Rollins
21. Debbie Griggs
22. Arlinda Knight
23. Dr. Ethel Jones

TITLE: ADMISSIONS EVALUATION TEAM

REPORTS TO: Dean of Students

PURPOSE: The Admissions Team is responsible for reviewing all admissions procedures for students. This team also reviews student appeals for extenuating circumstances to admissions, academic probation and suspensions. This team meets three times per year.

SELECTION PROCESS: The members of the team are appointed by the President upon recommendation of the Dean of Students.

CHAIRPERSON: Team members will elect Chairperson.

MEMBERS:

1. LaTrisha Egbelu-Brown
2. Benee Edwards
3. Betty Edwards
4. Mike Evans
5. Tobit Ellis
6. Heath Flowers
7. Fatima Jones
8. Tennie Sanders-McBryde
9. Becky Morris
10. Henry Smith
11. Robert Speigner
12. Cecila Stanford
13. Patrick Thomason
14. New Employees
15. New Employees

TITLE: **CATALOG TEAM**

REPORTS TO: Dean of Academic Services and Dean of Technical Education

PURPOSE: The Catalog Team is responsible for planning, developing, and producing the college catalog.

SELECTION PROCESS: Members are appointed by the President upon recommendation of the President's Cabinet.

CHAIRPERSON: Chairperson to be appointed by the Dean of Academic Services and Dean of Technical Education.

MEMBERS: Representatives from faculty, instructional support staff, Student Services, and two representatives of the SGA.

1. Dean of Academic Services, Chairperson
2. Spencer Arington
3. Angela Cone
4. Linda Crowe
5. Awilla Chattom
6. Betty Edwards
7. Wilford Holt
8. Mimi Johnson
9. Arlinda Knight
10. Dr. Julliana Probst
11. Regina Rudolph
12. Sharon Watts
13. SGA Representative
14. Maryann Beck
15. Daphne Zeigler

TITLE: CLIMATE AND CULTURE TEAM

REPORTS TO: President

PURPOSE: The purpose of this team is to generate creative solutions and implement strategic initiatives that will foster a climate to facilitate productivity and organizational effectiveness. This team will champion new ideas to promote a culture for providing superior service to all vested stakeholders to include students, faculty, staff, administration and the surrounding community. This will be accomplished by promoting a climate of decentralized communication, reward and recognition activities, and professional development.

CHAIRPERSON: Appointed by the President

MEMBERS:

1. Pam Rollins, Chairperson
2. Mimi Johnson
3. Tony Sager
4. Kenneth Cox
5. Robin Dennis
6. Maurice Goode
7. Sherease Gipson
8. Melanie Hacker
9. Arlinda Knight
10. Annitta Love
11. Mike Miller
12. Carolyn Millender
13. Vanessa Murphy
14. Linda Owens
15. Lawrence Patterson
16. Robert Patterson
17. David Reid
18. Shemedrea Johnson
19. Shirley Smith
20. Karyn Reddick
21. Maria Jones
22. Camilla Johnson

TITLE: **COLLEGE ADVISORY COUNCIL**

REPORTS TO: President

PURPOSE: The College Advisory Council is responsible for advising the President on general matters regarding the programs and services to be offered and the effectiveness of those programs and services. See guidelines for specific details.

SELECTION PROCESS: Members to be appointed by the President.

CHAIRPERSON: Chairperson shall be selected by the members of the Council, must be a member of the private sector.

MEMBERS: Representatives of area employers and other individuals associated with the mission of the institution. Membership shall provide for diversity for race and gender and shall include advocates for the disabled. A majority of the council members shall be from the private sector.

1. Mac McCleod
2. Tier I & II Supplier
3. Russ Tyner
4. Thomas McPherson
5. David Ward
6. Christie Sellers
7. Bruce Crawford
8. Percy Thomas
9. Culinary Employer
10. Auto Body Employer
11. Dr. Alma S. Freeman-Wesley
12. Arthur J. DuCote
13. Ken Hollingsworth
14. Douglas Jones, Jr.
15. Greg Kimble
16. Councilman James Nuckles
17. Craig Washing
18. Connie Harper
19. John Kalson
20. Jerry Kyser
21. Dr. Susan Price
22. Pastor Michael Thurman
23. Phyllis Wesley

COLLEGE ADVISORY COUNCIL GUIDELINES

The Council membership shall include representatives of area employers and other individuals associated with the mission of the institution. The Council shall also include diversity of race and gender and include advocates for the disabled. A majority of the Council members shall be representatives from the private sector.

The College President shall serve as a non-voting member of the Council.

The College President shall appoint council members. Original appointments shall be for one year. Subsequent appointments may be up to three years.

The Council may recommend, to the College President, individuals to fill any vacancies on the Council.

The Council Chairperson may, after consultation with the College President, declare a vacancy in membership if a member is unable to participate.

The members of the Council shall annually select one of its members, from the private sector, to serve as Chairperson. The members of the Council shall annually select one of its members as Vice-Chairperson. A staff member of the College shall be assigned as recording secretary for the Council.

The Council shall meet a minimum of twice per year. If feasible, the Council shall meet at least four times a year.

The Chairperson, after consultation with the College President, shall call the Council meetings.

The Chairperson, after consultation with the College President, shall set the meeting agenda.

The Chairperson shall chair the Council meetings. When the Chairperson is unavailable the Vice-Chairperson shall assume the duties of the Chairperson.

Minutes shall be made of all Council meetings. Meeting minutes shall be distributed on a timely basis to each member of the Council and to the College President.

Roberts Rules-of-Order shall be the reference authority for conducting all Council meetings.

The Council, as a minimum, shall perform the following:

1. Annually review the Mission of the College and recommend modifications as needed,
2. Annually assist in developing the long-range plan for the college,
3. Assist in developing the Career/Technical Educational Plan for federal funds,
4. Assist in assessing the needs of the community,
5. Review and comment on the evaluation results and recommendations of the program advisory team for each instructional program, and
6. Periodically review and comment on the findings of the College Institutional Effectiveness Team.

TITLE: COMMENCEMENT PROGRAM TEAM

REPORTS TO: President

PURPOSE: The Commencement Program Team is responsible for considering matters related to the annual commencement program. The team determines procedures by which commencement exercises are conducted, and assumes the major responsibility for planning and coordinating this function. This team meets as needed prior to graduation.

SELECTION PROCESS: The members of the team are determined by respective job responsibility and knowledge of the team purpose. The President appoints the members. The team shall consist of Dean of Students, Dean of the College Associate Dean of Technical Programs and Industrial Relations, student representatives from each campus, and two faculty members from each campus.

CHAIRPERSON: Appointed by the President

MEMBERS:

1. Margaret Law, Chairperson
2. Mary Ann Campbell
3. Angela Cone
4. Latrisha Brown-Egbelu
5. Mike Evans
6. Savannah Greene
7. Don Greer
8. Wilford Holt
9. Mimi Johnson
10. Wanda Campbell
11. Tennie Sanders-McBryde
12. Dr. Anthony L. Molina
13. Dennis Monroe
14. Sam Munnerlyn
15. Vanessa Murphy
16. Renita Scott
17. SGA Representative
18. Sharon Watts
19. Mary Ann Beck
20. Debbie Griggs
21. Jean Stockman
22. Becky Morris
23. James Rawson

TITLE: CURRICULUM TEAM

REPORTS TO: President

PURPOSE: The purpose of the Curriculum Team to ensure quality program curricula offerings by establishing criteria and implementing a program review process. In addition, this committee will receive and deliberate proposals for modifications to existing curricula and proposals for new programs and textbooks to be developed by the college.

CHAIRPERSON: Appointed by the President

MEMBERS:

1. Don Greer, Co-chairperson
2. Sharon Watts, Co-chairperson
3. Oneita Farrow
4. Dean of Academic Services, Ex-Officio
5. Wilford Holt, Ex-Officio
6. Dr. Anthony L. Molina, Ex-Officio
7. Rudy Bernard
8. Maitri Chandrasoma
9. Dorothy James
10. Helen Johnson
11. Mimi Johnson
12. Cecile Mathews
13. Annitta Love
14. Regina Okeowo
15. Jean Stockman
16. Henry Tylicki
17. Karyn Reddick
18. Marilyn Whiting
19. Tennie Sanders-McBryde
20. Dr. Julliana Probst
21. Vicky Ohlson
22. Annette Crew-Gooden
23. All Division Chairs

TITLE: DISTANCE EDUCATION TEAM

REPORTS TO: President

PURPOSE: The goal of distance education at H. Council Trenholm State Technical College is to provide the community at large with access to education without their having to appear regularly on campus. The College strives to serve the needs of those who, for whatever reason, find it difficult to continue education and training through the traditional educational methods of attending on-campus classes. The College also strives to make the distance education curriculum and training provided to the community at large of equitable quality to education and training provided through traditional classroom methods.

CHAIRPERSON: Appointed by the President

MEMBERS:

1. Vicky Ohlson, Chair
2. Ann Gordon
3. Candace Smith
4. Charles Harris
5. Jacqueline Dickerson
6. Julliana Probst
7. Linda Crowe
8. Melissa Pickett
9. Patricia Griggs
10. Sharon Watts
11. Spencer Arington
12. Wilford Holt
13. Dean of Academic Services
14. Zenobia Blackmon
15. Debbie Griggs
16. Annita Love

TITLE: **EMPLOYEE GRIEVANCE TEAM**

REPORTS TO: President

PURPOSE: The purpose of the college-wide Grievance Team is to hear the appeal of any employee or student who has need to be heard as a result of a grievance issue. The team shall arrive at a decision, through deliberation of and provisions of a due process hearing. This team will serve as the E-Schedule Ombudsman Team.

SELECTION
PROCESS: Members are appointed by the President according to the situation and when needed.

CHAIRPERSON: Grievance Officers:
Jacqueline Peterson, Co-Chairperson
Dr. Bruce Gearhart, Co-Chairperson

Sexual Harassment Officers:
Martha Arrington
Cecile Mathews

ADA Coordinator:
Renita Scott

MEMBERS:

TITLE: EVENT PLANNING TEAM

REPORTS TO: President

PURPOSE: The purpose of the Event Planning Team is to plan, organize and coordinate logistical arrangements for special events for the College.

CHAIRPERSON: Appointed by the President

MEMBERS:

1. Shearese Gipson, Co-Chair
2. Zandra Toney, Co-Chair
3. Arlinda Knight
4. Robert Brown
5. Angela Cone
6. Shonda Robinson
7. Pam Rollins
8. Glenda Davis
9. Mike Evans
10. David Fontaine
11. Maurice Goode
12. Carol Millender
13. Margaret Law
14. Daphne Mathews
15. Wanda Campbell
16. Vanessa Murphy
17. Shirley Smith
18. Linda Owens
19. Donald Holmes
20. Deloris Curry
21. Theresa Barnett
22. Daphne Zeigler
23. Dennis Monroe
24. Kenny Cox
25. Maria Jones
26. Doris Turner
27. James Rawson

TITLE: FACILITIES MASTER PLAN TEAM

REPORTS TO: President

PURPOSE: The purpose of the Facilities Master Plan Team is to review facility needs and recommend facility repair, modification, and new construction as required to meet institution standards and fulfill student and instructional needs.

SELECTION PROCESS: The members of the team are determined by respective job responsibility and knowledge of the team purpose. The President selects the members.

CHAIRPERSON: Deborah Griggs, Dean of Finance

MEMBERS:

1. Michael Brogan
2. Samuel Ehie
3. Tobit Ellis
4. Ronald Giles
5. Deborah Griggs, chair
6. Wilford Holt
7. Shemedrea Johnson
8. Dennis Monroe
9. Sam Munnerlyn
10. Mimi Johnson
11. Tony Sager
12. Candace Smith
13. Shirley Smith
14. Daisy Taylor
15. Tamara Ward
16. Ricky Whittington
17. Beverly Ross
18. Frank Dreyfus

TITLE: HEALTH AND SAFETY TEAM

REPORTS TO: President

PURPOSE: This team is responsible for campus review and development of the institutional safety manual. They recommend programs and training to the President's Council for implementation. They also review the physical plant and policies for assuring the safety of all students and employees.

SELECTION PROCESS: The President appoints Team members.

CHAIRPERSON:

MEMBERS:

1. Debbie Griggs, Chairperson
2. Kenny Cox
3. Harriett Fishoe
4. David Fontaine
5. Maurice Goode
6. Ann Gordon
7. Don Greer
8. Dorothy James
9. Dennis Monroe
10. Becky Morris
11. Regina Okeowo
12. James Shedd
13. Patrick Stringer
14. Ann Vernon
15. Winston Warr
16. Elieen Olive
17. Helen Barnett
18. Helen Johnson
19. Charles Harris

TITLE: **INFORMATION TECHNOLOGY ADVISORY TEAM**

REPORTS TO: President

PURPOSE: The Technology Advisory Team is responsible for providing advice to the Assistant Dean of Information Technology and Campus Safety and the President regarding the planning, utilization, and evaluation of technology. This advice will relate to the application of technology in the administration and operation of the College as well as technology as instructional content and technology as an instructional tool.

SELECTION PROCESS: Appointed by the President upon recommendation of the Assistant Dean of Information Technology and Campus Safety in consultation with Deans and Division Directors.

CHAIRPERSON: Assistant Dean of Information Technology and Campus Safety

MEMBERS: The President shall appoint Team members.

1. Charles Harris, Chairperson
2. John Buice
3. Robert Brown
4. Maitri Chandrasoma
5. Duane Neese
6. Linda Owens
7. Regina Rudolph
8. Ken Scott
9. Dean of Academic Services

TITLE: INSTITUTIONAL PLANNING COUNCIL

REPORTS TO: President

PURPOSE: The Institutional Planning Council is responsible for designing, developing, implementing, and modifying, as needed a plan for assessing institutional effectiveness. The plan shall (1) be approved by the Administrative Council; (2) provide for the collection and analysis of data and information on the setting, input, process, and product of the institution; (3) provide for regular reports to the Administrative Council regarding performance of the institution in the achievement of its goals and objectives; and (4) provide for the completion and submission of reports to external agencies regarding institutional effectiveness.

SELECTION PROCESS: The Institutional Planning Council is comprised of the president, deans, directors, unit supervisors, and program coordinators.

CHAIRPERSON: Dean of Finance

MEMBERS:

1. Deborah Griggs, Chairperson
2. Dr. Anthony L. Molina
3. Deans
4. Directors
5. Unit Supervisors
6. Program Coordinators

TITLE: INSTITUTIONAL PROCEDURE AND POLICIES TEAM

REPORTS TO: President's Cabinet

PURPOSE: This team is responsible for developing and updating the Trenholm State Technical College Handbook and Policy Manual as necessary. This manual serves as one of the sources of information which promotes the mission of the college and which guides the work of the faculty and staff members and administrative personnel toward accomplishing the objectives of the college. The Team continually reviews and recommends revisions of the Manual.

SELECTION PROCESS: Members appointed by the President upon recommendation of the President's Cabinet.

CHAIRPERSONS: Dr. Julliana Probst

MEMBERS:

1. Dr. Julliana Probst, Chairperson
2. Robert Cawley
3. Oneita Farrow
4. Shearese Gipson
5. Ann Gordon
6. Wendell Hilyer
7. Melissa Pickett
8. Pam Rollins
9. Daisy Taylor
10. Zandra Toney
11. Jackie Peterson
12. Mary Ann Beck

TITLE: **LEARNING RESOURCES TEAM**

REPORTS TO: Dean of Academic Services and Dean of Technical Education

PURPOSE: The Learning Resources Team is responsible for making recommendations to the Learning Resources staff and the Dean of Academic Services and Dean of Technical Education regarding learning resources services to the instructional programs and to evaluate the functions of the LRC.

SELECTION PROCESS: Members to be appointed by the Dean of Academic Services and Dean of Technical Education based on recommendations of Instructional Division Directors.

CHAIRPERSON: Head Librarian

MEMBERS: A faculty representative from each instructional division, staff member from Information Technology, and student representatives.

1. Zenobia Blackmon, Chairperson
2. Larry Achord
3. Brenda Buce
4. Debra Cobb
5. Robin Dennis
6. Delphine Goldsmith
7. Helen Johnson
8. Marion Steele
9. Candace Smith
10. Jean Stockman
11. Lynn Sutton
12. Sharon Watts
13. Latrisha Brown-Egbelu
14. Camilla Johnson

TITLE: LYCEUM TEAM

REPORTS TO: President

PURPOSE: The purpose of the Lyceum Team is to plan, organize and coordinate external speakers and programs to facilitate the professional development of faculty and staff.

CHAIRPERSON: Appointed by the President

MEMBERS:

1. Dr. Tracie Carter, Co-chair
2. Pam Rollins, Co-chair
3. Angela Cone
4. Dr. Doris Anthony
5. Michael Evans
6. Shearese Gipson
7. Helen Johnson
8. Mimi Johnson
9. Arlinda Knight
10. Melissa Pickett
11. Dr. Julliana Probst
12. Patti Smith

TITLE: MARKETING TEAM

REPORTS TO: President

PURPOSE: This team evaluates and revises the recruitment and marketing plans, reviews recruitment and marketing strategies and suggests new marketing and recruiting initiatives. This team is responsible for developing the marketing plan for the College.

**SELECTION
PROCESS:** The President appoints Team members.

CHAIRPERSON: Arlinda Knight

MEMBERS:

1. Arlinda Knight, Chair
2. Spencer Arington
3. Walter Austin
4. Brenda Buce
5. Delphine Goldsmith
6. Charles Harris
7. Mike Miller
8. Sam Munnerlyn, Chair
9. Vanessa Murphy
10. SGA Representative
11. Zandra Toney
12. Marilyn Whiting
13. Michael Evans
14. Angela Cone
15. Debbie Griggs
16. Daphne Zeigler
17. Shemedrea Johnson

TITLE: PRESIDENT'S CABINET

REPORTS TO: President

PURPOSE: The President's Cabinet is responsible for advising the administration on various administrative matters.

SELECTION

PROCESS: All members are ex-officio based on position.

CHAIRPERSON: President

MEMBERS: The Cabinet includes the President, the Dean of Academic Services, Dean of Technical Education, Dean of Students, Assistant Dean of Information Technology and Safety, and Faculty Representatives

1. Debbie Griggs
2. Charles Harris
3. Dean of Academic Services
4. Wilford Holt
5. Anthony L. Molina
6. Samuel Munneryn
7. Julliana Probst
8. Mike Evans
9. Benee Edwards
10. Helen Johnson
11. SGA President

TITLE: **PROGRAM ADVISORY TEAMS**

REPORTS TO: Program Coordinator, Division Director and Dean of Academic Services

PURPOSE: The program advisory team is responsible for providing advice and assistance of industry representatives to the operation of the occupational instructional program. The team shall regularly evaluate and make written analyses and recommendations regarding the curriculum, equipment, facilities, program length, and expected outcomes of the program. The team shall meet at least twice annually and maintain minutes of all meetings.

SELECTION PROCESS: A Program Advisory Team shall be appointed for each occupational program. The College President upon recommendation of the program instructors and the Dean of Instruction shall appoint the team members.

CHAIRPERSON: The team members shall select the Team Chair and Team Recorder.

MEMBERS: Each team shall include five or more employers or potential employers of the graduates of the instructional program. Other community representatives may be appointed. A majority of each team must be private industry/business representatives.

TITLE: REGISTRATION TEAM

REPORTS TO: Director of Admissions

PURPOSE: The primary function of the Registration Team is to plan, coordinate and implement a smooth registration process. This committee discusses ideas, identifies areas of concern for faculty and students, as well as determines methods for resolution. The Registration Team meets twice each term – before and after registration.

**SELECTION
PROCESS:** The team members are appointed by the President.

CHAIRPERSON: The chairperson is appointed by the President

MEMBERS:

1. Tennie Sanders-McBryde, Chairperson
2. Mary Ann Beck
3. Louis Campbell
4. Linda Crowe
5. Wilford Holt
6. Wanda Campbell
7. Sam Munnerlyn
8. Dr. Julliana Probst
9. Lynn Sutton
10. David Fontaine

TITLE: SCHOLARSHIP TEAM

REPORTS TO: Dean of Students

PURPOSE: The Scholarship Team reviews policies, practices and procedures by which H. Council Trenholm State Technical College awards scholarships to students and prospective students. The team shall act upon applications for scholarship, but all action is subject to review and approval by the President. The team also meets to review student appeals regarding other types of financial aid. This team meets three times per year.

SELECTION PROCESS: The President appoints Team members. The team shall consist of a minimum of four (4) faculty, two (2) staff persons, and the Financial Aid Director.

CHAIRPERSONS: Dean of Academic Services and Dean of Technical Education

MEMBERS:

1. Wilford Holt, Chairperson
2. Walter Austin
3. Wanda Campbell
4. Tennie Sanders-McBryde
5. Sam Munnerlyn, Ex-Officio
6. Betty Edwards, Ex-Officio
7. Winston Warr
8. Rick Stringer
9. James Shedd

TITLE: SICK LEAVE BANK TEAM

REPORTS TO: President

PURPOSE: The purpose of the bank is to establish policies and procedures for providing loan of leave days for its participating members after their accumulated sick leave days have been exhausted.

SELECTION PROCESS: The team shall consist of four members selected by secret ballot of Sick Leave Bank Members.

CHAIRPERSON: Pamalon Rollins

MEMBERS:

1. Pamelon Rollins, Chairperson
2. Ann Gordon
3. Oneita Farrow
4. Maitri Chandrasoma
5. Aurelia Williams
6. Jean Stockman

TITLE: **STUDENT DISCIPLINARY TEAM**

REPORTS TO: Dean of Students

PURPOSE: The purpose of the Student Disciplinary Teams is to address violations of college regulations and/or violations of national or state laws, resulting from charges brought against a student by another student or member of the administration, faculty or staff. This team meets as needed. A student disciplinary team shall serve an individual campus and shall be established as needed.

SELECTION PROCESS: The members of the team are determined by respective job responsibility and knowledge of the team purpose. Members are appointed by the President according to the situation and when needed.

CHAIRPERSON: Chairperson appointed by the President.

MEMBERS: The team shall consist of three (3) instructors, one (1) staff person, and one (1) student.

TITLE: **STUDENT GRIEVANCE TEAM**

REPORTS TO: Dean of Students

PURPOSE: The purpose of the college-based Student Grievance Team is to hear the appeal of any student who has a need to be heard because of a grievance issue other than grade appeals. The team shall arrive at a decision, through deliberation of and provisions of a due process hearing. Selections from among these members may be made to comply with specific types of grievances. A student grievance team serves each campus and is established as needed.

SELECTION PROCESS: The selection process for members of the team is determined by respective job responsibility and knowledge of the team purpose. Members are appointed by the President according to the situation and when needed.

CHAIRPERSON: Faculty member selected by the President.

MEMBERS: The team shall consist of two (2) instructors, two (2) staff persons, and one (1) student.

TITLE: STUDENT HANDBOOK TEAM

REPORTS TO: President

PURPOSE: The purpose of the Student Handbook Team is to develop and revise the Student Handbook. The handbook serves as one of the sources of information regarding institutional policies and procedures. This team meets as needed.

**SELECTION
PROCESS:** The members of the team are determined by respective job responsibility and knowledge of the team purpose. The President selects the members.

CHAIRPERSON: Dean of Students

MEMBERS:

1. Sam Munnerlyn, Chairperson
2. Martha Arrington
3. Brenda Bone
4. Angela W. Cone
5. Michael Dickey
6. Jeanne Dickinson
7. Michael Evans
8. John James
9. Carolyn Millender
10. Vanessa Murphy
11. Dorothy Peten
12. Dr. Julliana Probst
13. Doris Turner
14. Dorothy Watkins
15. Tennie Sanders-McBryde
16. Mary Ann Beck

TITLE: STUDENT RETENTION TEAM

REPORTS TO: President

PURPOSE: The Student Retention Team is responsible for the development of policies and procedures to improve student retention, including a pre-admissions counseling program for prospective students, the evaluation of all services provided to new and currently enrolled students that assist in retention efforts, and the implementation of a student tracking system to determine student success and follow-up to recycle students who stop-out or drop-out. This team meets as needed.

SELECTION PROCESS: The President appoints Team members.

CHAIRPERSON: The President will appoint the Chairperson.

MEMBERS:

1. Latrisha Brown-Egbelu, Chair
2. Sharon Watts, Co-chair
3. Lynn Sutton
4. Walter Austin
5. James Shedd
6. Cecile Mathews
7. Tobit Ellis
8. Janese Burge
9. Benee Edwards
10. Mike Evans
11. Vanessa Murphy
12. Dr. Bruce Gearhart
13. Helen Johnson
14. Jerry Joyce
15. Tennie Sanders-McBryde
16. Sam Munnerlyn
17. Melissa Pickett
18. Renita Scott
19. Henry Tylicki
20. Larry Webb
21. Beverly Ross
22. Shemedrea Johnson
23. Ann Vernon

TITLE: SUNSHINE/FLOWER FUND

REPORTS TO: President

PURPOSE: The purpose of the fund is to defray the cost of a remembrance in the event a member is in the hospital or in the event of a member or a member's immediate death. This is a voluntary fund and all full-time employees are eligible to participate.

MEMBERS:

1. Shearese Gipson, Chair
2. Glenda Davis
3. Oneita Farrow
4. Ann Gordon
5. Linda Owens