



**Standing and Ad Hoc Collegiate  
Teams/Councils of Faculty and Staff  
2007-2008 Academic Year**

**H. Councill Trenholm State Technical College**

**Mr. Samuel Munnerlyn  
President**

Academic Calendar Team  
Academic Council  
Administrative Council  
Admissions Evaluation Team  
Catalog Team  
Climate and Culture Team  
College Advisory Team  
Commencement Program Team  
Curriculum Team  
Development Education 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  
Retention Team  
Scholarship Team  
Sick Leave Bank Team  
Student Disciplinary Team  
Student Grievance Team  
Student Handbook Team  
Sunshine/Flower Fund Team

TITLE: ACADEMIC CALENDAR TEAM

REPORTS TO: President

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

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 representative, instructional officers, Physical Plant Director, and SGA representative.

1. Angela Cone
2. Renita Scott, Chair
3. Barbara Anne Spears
4. Wilford Holt
5. Dorothy James
6. Adm. Assist. to Dean of Academics
7. Annitta Love
8. Renoda Thomas
9. SGA Representative
10. Tamara Ward
11. Jean Stockman

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.

CHAIRPERSONS: Instructional Deans

MEMBERS: The Council includes the Dean of Academic Services and Dean of Technical Education, Chairs of Instructional Divisions, Head Librarian, Director of Adult Education, Director of Institutional Research, Dean of Student Services, and Assistant Dean of Information Technology and Campus Safety. The administrative assistant to the Dean of Academic Services serves as team secretary.

1. Barbara Anne Spears, Co-Chairperson
2. Wilford Holt, Co-Chairperson
3. Walter Austin
4. Zenobia Blackmon
5. Dr. Tracie Carter
6. Dr. Mimi Johnson
7. Charles Harris
8. Sam Munnerlyn
9. Dr. Julliana Probst
10. Beverly Ross
11. Quinton Ross
12. James Shedd
13. Ken Scott
14. Jean Stockman
15. Henry Tylicki
16. 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 elected members of the Administrative Council

1. Sam Munnerlyn
2. Deborah Griggs
3. Barbara Anne Spears
4. Charles Harris
5. Dr. Suresh Kaushik
6. Arlinda Knight
7. Dr. Mimi E. Johnson
8. Wilford Holt
9. Shearese Gipson
10. Dr. Tracie Carter
11. Zenobia Blackmon
12. Lynn Sutton
13. SGA President
14. SGA Vice President

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. Cecilia Stanford
14. Jon Beckham
15. Jackie Bozeman
16. Arwillla Chattom

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 one representatives of the SGA.

1. Barbara Anne Spears, Chairperson
2. Spencer Arington
3. Angela Cone
4. Betty Edwards
5. Administrative Asst. to Dean of Academics
6. Wilford Holt
7. Arlinda Knight
8. Dr. Julliana Probst
9. Beverly Ross
10. Sharon Watts
11. SGA Representative
12. Daphne Zeigler
13. Rosa Miles
14. Arwillla Chattom

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. Tony Sager
3. Kenneth Cox
4. Robin Dennis
5. Maurice Goode
6. Shearese Gipson
7. Melanie Hacker
8. Arlinda Knight
9. Annitta Love
10. Carolyn Millender
11. Lawrence Patterson
12. Robert Patterson
13. David Reid
14. Shemedrea Johnson
15. Shirley Smith
16. Maria Jones
17. Camilla Johnson
18. Ken Scott
19. LaRonda Jackson
20. Juwana Smith
21. Priscilla Southhall



- 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. 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

1. 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.
2. The College President shall serve as a non-voting member of the Council.
3. The College President shall appoint council members. Original appointments shall be for one year. Subsequent appointments may be up to three years.
4. The Council may recommend, to the College President, individuals to fill any vacancies on the Council.
5. The Council Chairperson may, after consultation with the College President, declare a vacancy in membership if a member is unable to participate.
6. 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.
7. The Council shall meet a minimum of twice per year. If feasible, the Council shall meet at least four times a year.
8. The Chairperson, after consultation with the College President, shall call the Council meetings.
9. The Chairperson, after consultation with the College President, shall set the meeting agenda.
10. The Chairperson shall chair the Council meetings. When the Chairperson is unavailable the Vice-Chairperson shall assume the duties of the Chairperson.
11. 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.
12. Roberts Rules of Order shall be the reference authority for conducting all Council meetings.
13. The Council, as a minimum, shall perform the following:
  - a. Annually review the Mission of the College and recommend modifications as needed,
  - b. Annually assist in developing the long-range plan for the college,
  - c. Assist in developing the Career/Technical Educational Plan for federal funds,
  - d. Assist in assessing the needs of the community,
  - e. Review and comment on the evaluation results and recommendations of the program advisory team for each instructional program, and
  - f. 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. Robert Cawley
3. Angela Cone
4. Latrisha Brown-Egbelu
5. Mike Evans
6. David Fontaine
7. Shearese Gipson
8. Savannah Greene
9. Charles Harris
10. Wilford Holt
11. Dr. Mimi Johnson
12. Wanda Campbell
13. Cecile Mathews
14. Tennie Sanders-McBryde
15. Dennis Monroe
16. Sam Munnerlyn
17. Beverly Ross
18. Renita Scott
19. SGA Representative
20. Henry Smith
21. Shirley Smith
22. Barbara Anne Spears
23. Beverly Stephens
24. Henry Tylicki
25. Sharon Watts
26. James Rawson
27. Kenny Cox
28. Marianne VanHouten
29. Daphne Zeigler
30. Deborah Griggs

TITLE: CURRICULUM TEAM

REPORTS TO: President

PURPOSE: The purpose of the Curriculum Team is 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 to be developed by the college.

CHAIRPERSON: Appointed by the President

MEMBERS:

1. Don Greer, Co-chairperson
2. Sharon Watts, Co-chairperson
3. Barbara Anne Spears, Ex-Officio
4. Wilford Holt, Ex-Officio
5. Sam Munnerlyn, Ex-Officio
6. Maitri Chandrasoma
7. Helen Johnson
8. Dr. Mimi Johnson
9. Annitta Love
10. Regina Okeowo
11. Jean Stockman
12. Henry Tylicki
13. Marilyn Whiting
14. Tennie Sanders-McBryde
15. Ken Scott
16. Dr. Julliana Probst
17. Vicky Ohlson
18. Richard Herring
19. Becky Morris
20. All Division Chairs

TITLE: DEVELOPMENTAL EDUCATION TEAM

REPORTS TO: President

PURPOSE: The purpose of the Developmental Education Team is to ensure that students benefit from needed developmental education courses, that students are advised properly regarding developmental education, that faculty and staff understand the role and purpose of developmental classes, that developmental classes meet the needs of technical programs, and that Trenholm Tech adheres to all State Board policies and guidelines with regard to Developmental Education.

CHAIRPERSON: Appointed by the President

MEMBERS:

1. Lynn Sutton, Chair
2. Georgia McGee
3. Dorothy James
4. Tobit Ellis
5. Candy Smith
6. Vicky Ohlson
7. Oneita Farrow
8. Dr. Julliana Probst
9. Heath Flowers
10. Sharon Watts
11. Tennie Sanders-McBryde
12. Winston Warr
13. Doris Anthony
14. Tankiya Hall
15. Jennifer Cornwell
16. Doris Pinkston
17. Barbara Anne Spears, Ex-Officio
18. Wilford Holt, Ex-Officio

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. Dr. Julliana Probst
6. Regina Rudolph, Campus Co-Chair
7. Melissa Pickett
8. Patricia Griggs
9. Sharon Watts
10. Spencer Arington
11. Wilford Holt
12. Barbara Anne Spears
13. Zenobia Blackmon
14. DOL Health Services Project Director
15. Shelia Massey, Campus Co-Chair
16. Tankiya Hall
17. Heath Flowers
18. Becky Morris
19. Doris Pinkston
20. Ernest Stone

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:

Beverly Ross

MEMBERS:

Appointed as needed.

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. Shirley Smith
17. Funmi Searcy
18. Donald Holmes
19. Deloris Curry
20. Theresa Barnett
21. Daphne Zeigler
22. Dennis Monroe
23. Kenny Cox
24. Maria Jones
25. Doris Turner
26. James Rawson
27. Keneerd Brooks
28. Juwana Smith
29. Katrina Cleveland



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: Dean of Finance

MEMBERS:

1. Samuel Ehie
2. Tobit Ellis
3. Ronald Giles
4. Dean of Finance, chair
5. Wilford Holt
6. Shemedrea Johnson
7. Dennis Monroe
8. Sam Munnerlyn
9. Dr. Mimi Johnson
10. Tony Sager
11. Candace Smith
12. Shirley Smith
13. Richard Herring
14. Tamara Ward
15. Ricky Whittington
16. Beverly Ross
17. Frank Dreyfus
18. Zenobia Blackmon
19. Kenneth Cox
20. Arthur Babers
21. Edward Crosby
22. Dr. Suresh Kaushik
23. Charles Harris

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. Charles Harris, Chairperson
2. Kenny Cox
3. Harriett Fishoe
4. David Fontaine
5. Maurice Goode
6. Ann Gordon
7. Dorothy James
8. Dennis Monroe
9. Regina Okeowo
10. James Shedd
11. Ann Vernon
12. Winston Warr
13. Elieen Olive
14. Helen Johnson
15. Dean of Finance
16. Wilford Holt
17. Mark Bradford
18. Sophie Ryan
19. Ralph Burton
20. Robert Flynn
21. James Sager
22. Ethel Taylor
23. Jim Turner

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. Reuben Buice
3. Robert Brown
4. Maitri Chandrasoma
5. Taundra Crumpton
6. Duane Neese
7. Shelia Massey
8. Regina Rudolph
9. Barbara Anne Spears, Ex-Officio

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: Appointed by President

MEMBERS:

1. Barbara Anne Spears, Chairperson
2. Sam Munnerlyn
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. Shearese Gipson
4. Ann Gordon
5. Wendell Hilyer
6. Sam Munnerlyn, Ex-Officio
7. Melissa Pickett
8. Pam Rollins
9. Barbara Anne Spears
10. Lynn Sutton
11. Zandra Toney

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. Buddy Allen
4. Brenda Buce
5. Debra Cobb
6. Robin Dennis
7. Delphine Goldsmith
8. Helen Johnson
9. Marion Steele
10. Candace Smith
11. Jean Stockman
12. Lynn Sutton
13. Sharon Watts
14. Latrisha Brown-Egbelu
15. Camilla Johnson
16. Gwen Patton

TITLE: LYCEUM TEAM

REPORTS TO: President

PURPOSE: The purpose of the Lyceum Team is to plan, organize and coordinate 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. Barbara Anne Spears, Co-chair
3. Angela Cone
4. Dr. Doris Anthony
5. Michael Evans
6. Shearese Gipson
7. Helen Johnson
8. Arlinda Knight
9. Melissa Pickett
10. Pam Rollins
11. Shirley Smith
12. Tamara Ward

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. Sam Munnerlyn, Ex-Officio
8. Beverly Ross
9. SGA Representative
10. Zandra Toney
11. Marilyn Whiting
12. Michael Evans
13. Angela Cone
14. Daphne Zeigler
15. Shemedrea Johnson
16. Tamara Ward
17. Freddie Williams



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, Associate Dean of Technical Education, Dean of Students, Dean of Development, Assistant Dean of Information Technology, Title III-B Director, and Director of Institutional Research

1. Deborah Griggs
2. Charles Harris
3. Barbara Anne Spears
4. Wilford Holt
5. Dr. Suresh Kaushik
6. Sam Munnerylyn
7. Dr. Mimi Johnson
8. Arlinda Knight

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. Barbara Anne Spears
3. Louis Campbell
4. Renita Scott
5. Wilford Holt
6. Wanda Campbell
7. Sam Munnerlyn, Ex-Officio
8. Tracy Arthur
9. Dr. Julliana Probst
10. Lynn Sutton
11. David Fontaine
12. Marianne Van Houten
13. Linda Greene
14. Danielle McCord

TITLE: 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.  | Charlene Anderson               | 17. | James McMullin         |
| 2.  | Walter Austin                   | 18. | Sam Munnerlyn          |
| 3.  | Latrisha Brown-Egbelu, Co-Chair | 19. | Melissa Pickett        |
| 4.  | Janese Burge                    | 20. | Beverly Ross           |
| 5.  | Danny Carden                    | 21. | Ken Scott              |
| 6.  | Benee Edwards                   | 22. | Renita Scott           |
| 7.  | Tobit Ellis                     | 23. | James Shedd            |
| 8.  | Michael Evans                   | 24. | Lynn Sutton            |
| 9.  | Dr. Bruce Gearhart              | 25. | Henry Tylicki          |
| 10. | Jackie Hall                     | 26. | Ann Vernon             |
| 11. | Dr. Tracie Carter               | 27. | Sharon Watts, Co-Chair |
| 12. | Dr. Mimi Johnson                | 28. | Marilyn Whiting        |
| 13. | Helen Johnson                   | 29. | Aurelia Williams       |
| 14. | Shemedrea Johnson               | 30. | Freddie Williams       |
| 15. | Cecile Mathews                  | 31. | Betty Edwards          |
| 16. | Tennie McBryde                  | 32. | Syed Raza              |

TITLE: SCHOLARSHIP TEAM

REPORTS TO: Dean of Students

PURPOSE: The Scholarship Team reviews policies, practices and procedures by which H. Councill 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. Dr. Tracie Carter
5. Tennie Sanders-McBryde
6. Sam Munnerlyn, Ex-Officio
7. Betty Edwards, Ex-Officio
8. Winston Warr
9. Richard Herring
10. James Shedd
11. DOL AMTC Project Director

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. Pam Rollins
2. Ann Gordon
3. Anita Farrow
4. Aurelia Williams
5. Maitri Chandrasoma

- 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 Cone
5. Beverly Ross
6. Wenter Johnson
7. Michael Evans
8. John James
9. Carolyn Millender
10. Jackie Hall
11. Dorothy Peten
12. Sharon Watts
13. Doris Turner
14. Dorothy Watkins
15. Tennie Sanders-McBryde
16. Ann Gordon

**TITLE: SUNSHINE/FLOWER FUND TEAM**

**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. Brenda Bone