

**STANDING AND AD HOC COLLEGIATE
TEAMS/COUNCILS OF FACULTY AND STAFF**

Academic Calendar Team
Academic Council
Administrative Council
Admissions Evaluation Team
Assessment Team
Catalog Team
Climate and Culture Team
College Advisory Team
Commencement Program Team
Curriculum Team
Employee Benefits 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
President's Cabinet
Marketing Team
Reconciliation Team
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 Associate Dean of Technical Programs and Industrial Relations

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. Kenny Cox
3. Linda Crowe
4. Dr. William Hierstein
5. Wilford Holt
6. Dorothy James
7. Ethel Jones
8. Max Leatherwood
9. Renoda Thomas
10. SGA Representative

TITLE: **ACADEMIC COUNCIL**

REPORTS TO: Dean of the College and Associate Dean of Technical Programs and Industrial Relations

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: Co-Chairs, Dean of the College and Associate Dean of Technical Education and Industry Relations

MEMBERS: The Council includes the Dean of the College and Associate Dean of Technical Programs and Industrial Relations, Directors of Instructional Divisions, Head Librarian, Deans of Student Services, Dean of Development, and Assistant Dean of Information Technology and Campus Safety. The Dean of the College's Administrative Assistant serves as team secretary.

1. Dr. William Hierstein, Co-Chairperson
2. Wilford Holt, Co-Chairperson
3. Zenobia Blackmon
4. Dr. Tracie Carter
5. Linda Crowe
6. Jacqueline Dickerson
7. Charles Harris
8. Dr. Suresh Kaushik
9. Sam Munneryn
10. Linda Owens
11. Dr. Julliana Probst
12. Quinton Ross
13. Ken Scott
14. Henry Tylicki

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.

CHAIRPERSON: The President convenes the meetings.

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. Dr. William Hierstein
8. Dorothy James
9. Mimi Johnson
10. Dr. Suresh Kaushik
11. Annita Love
12. Tennie McBryde
13. Dr. Anthony L. Molina
14. Sam Munneryn
15. Dr. Julliana Probst
16. Melissa Pritchett
17. Dr. John Reutter
18. Quinton Ross
19. Henry Tylicki
20. SGA Representatives (3)
21. Carol Millender
22. Pam Rollins
23. Debbie Griggs
24. Arlinda Knight
25. Pebblin Warren
26. Dr. Ethel Jones

TITLE: ADMISSIONS 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. Regina Eggleston
5. Mike Evans
6. Tobit Ellis
7. Heath Flowers
8. Fatima Jones
9. Jerry Joyce
10. Tennie McBryde
11. Becky Morris
12. Eileen Olive
13. Henry Smith
14. Robert Spiegner
15. Cecila Stanford
16. Patrick Thomason
17. Pebblin Warren

TITLE: CATALOG TEAM

REPORTS TO: Dean of the College and Associate Dean of Technical Programs and Industrial Relations

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 Council.

CHAIRPERSON: Chairperson to be appointed by the Dean of the College and Associate Dean of Technical Programs and Industrial Relations.

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

1. Dr. William Hierstein, Chairperson
2. Spencer Arington
3. Angela Cone
4. Linda Crowe
5. Awilla Chattom
6. Betty Edwards
7. Charles Harris
8. Wilford Holt
9. Mimi Johnson
10. Arlinda Knight
11. Dr. Julliana Probst
12. Regina Rudolph
13. Shirley Smith
14. Sharon Watts
15. SGA Representative

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.

Mrs. Ella Bell State Board Member 2634 Airwood Drive Montgomery, Al 36108 (334) 834-2811 Office (334) 834-1515 fax	Mr. Jerry Cabe Lear Corporation 200 Folmar Parkway Montgomery, Al 36105 (334) 280-5500 office (334) 280-5558 fax
Mr. Tim Cooper, Business Agent Plumbers & Steamfitters, Local Union #52 Post Office Box 211165 Montgomery, Al 36121 (334) 272-9500 (334) 727-5378 hm & (334) 271-1647 fax	Mr. Darrell Dapprich Industrial Specialty Company, Inc. 50 Forest Hills Drive Montgomery, Al 36109 277-2224 Office & 277-5846 fax
Senator Larry Dixon (25 th District) 848 Washington Avenue Montgomery, Al 36104 (334) 242-4116 (334) 242-4155 fax (334) 834-8105 bmedixon@juno.com	Mr. Arthur J. DuCote AmSouth Bank 201 Monroe Street, 2 nd Floor Post Office Box 431 (36101-0431) Montgomery, Alabama 36104 (334) 240-1328 office (334) 240-1397 fax
Ms. Gloria Dunn, Counselor Rehabilitation Services 2127 E. South Boulevard Montgomery, Al 36116 (334) 613-2309 & (334) 281-1388 fax gdunn@rehab.state.al.us	Mr. Chuck Edwards Edwards Plumbing, Heating, Air Conditioning Contractors 1540 Jean Street Montgomery, Al 36107 (334) 834-6120 office (334) 834-6125 fax
Dr. Alma S. Freeman-Wesley 300 Rebekah Lane Montgomery, Al 36109 (334) 272-7336	Mr. Hank Golden Neptune Technology Group, Inc. 1600 Alabama Highway 229 Talladega, Al 36078

almasusan@email.msn.com	(334) 283-6555 office (334) 283-7380 fax
Mr. David Grimes 2870 Zelda Road Montgomery, Al 36106 (334)274-0700 (334) 274-0710 fax	Mrs. Connie Harper, Director Central Alabama OIC 2035 Mobile Road Montgomery, Al 36108 (334) 265-1594 & (334) 264-7943 fax coic332848@aol.com
Mr. Ken Hollingworth School to Career Coordinator ADECA School to Career 401 Adams Avenue, Room 320 Montgomery, Al 36130 (334) 242-5882 & (334) 353-4239 fax kenh@adeca.state.al.us	Mr. Ted Hopkins Prestige Homes, LLC 300 Wiltshire Drive Montgomery, Al 36117 (334) 215-8985 (334) 657-1655 cell & (334) 270-3315 fax
Mr. Douglas Jones, Jr., Vice President Montgomery Chamber of Commerce Minority Business Development Post Office Box 79 41 Commerce St. Montgomery, Al 36101 (334) 240-9295 & (334) 240-6869 fax djones@montgomerychamber.com	Mr. John Kalson Hyundai Motor Manufacturing Alabama 700 Hyundai Blvd. Montgomery, Alabama 36105 (334) 387-8000 (334) 387-8699 fax
Mr. Greg Kimble Director of Human Resources Hyundai Motor Manufacturing Alabama 700 Hyundai Blvd. Montgomery, Alabama 36105 (334) 387-8000 office (334) 387-8296 fax	Mr. Jerry Kyser Kyser Building 1537 Jean Street Montgomery, Al 36107 (334) 262-8859 office (334) 262-6252 fax
Councilman James Nuckles Montgomery City Council 3143 Patrick Road Montgomery, Al 36108 (334) 242-8444 office (334) 242-9588 fax	Dr. Susan Price Alabama Dept. of Postsecondary Ed. 401 Adams Avenue Montgomery, Al 36104 (334) 242-2900 (334) 353-5958 fax
Mr. Simuel Sippial Sippial Enterprises 1931 Day Street Montgomery, Al 36108 (334) 263-4082 office	Pastor Michael Thurman Dexter Avenue Baptist Church 454 Dexter Avenue Montgomery, Al 36102 (334) 263-3970 office (334) 263-5223 fax
Mr. Craig Washing 8355 Heathrow Downs Montgomery, Al 36117 (334) 272-1159 (hm)	Ms. Phyllis Wesley, AIDT Communications Manager One Technology Court Montgomery, Al 36116 (334) 280-4427 Office (334) 242-0299 fax pwesley@aidt.edu
Commissioner Elton Dean Post Office Box 1667 Montgomery, Al 36102-1667 (334) 832-4950 (334) 832-2533 fax	Commissioner Jiles Williams, Jr. Post Office Box 1667 Montgomery, Al 36102-1667 (334) 832-4950 (334) 832-2533 fax

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: 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. Annitta Love, Co-chairperson
2. Jean Stockman, Co-chairperson
3. Andrew Bozeman
4. Mary Ann Campbell
5. Dr. Tracie Carter
6. Oneita Farrow
7. Don Greer
8. Dr. William Hierstein, Ex-Officio
9. Wilford Holt, Ex-Officio
10. Helen Johnson
11. Mimi Johnson
12. Dr. John Reutter
13. Cecile Mathews
14. Dr. Anthony L. Molina, Ex-Officio
15. Vicky Ohlson
16. Mr. Keyurkumar Patel
17. Dr. Julliana Probst
18. James Shedd
19. Jeffrey Stringer
20. James Turner
21. Henry Tylicki
22. Sharon Watts
23. Margaret Whiting

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. Marvalene Elston
7. Maurice Goode
8. Sherease Gipson
9. Melanie Hacker
10. Arlinda Knight
11. Annita Love
12. Mike Miller
13. Carolyn Millender
14. Vanessa Murphy
15. Linda Owens
16. Lawrence Patterson
17. Robert Patterson
18. David Reid

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. Dr. William Hierstein
9. Wilford Holt
10. Mimi Johnson
11. Wanda Kirk
12. Tennie McBryde
13. Dr. Anthony L. Molina
14. Dennis Monroe
15. Sam Munnerlyn
16. Vanessa Murphy
17. Regina Rudolph
18. Renita Scott
19. SGA Representative
20. Pebblin Warren
21. Sharon Watts
22. Dr. Marcus Wilson

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. Arlinda Knight, Co-Chair
2. Zandra Toney, Co-Chair
3. Robert Brown
4. Angela Cone
5. Kenny Cox
6. Linda Crowe
7. Glenda Davis
8. Marvalene Elston
9. Mike Evans
10. David Fontaine
11. Sherease Gipson
12. Maurice Goode
13. Fatima Jones
14. Mimi Johnson
15. Margaret Law
16. Daphne Mathews
17. Linda Owens
18. Vanessa Murphy
19. Shirley Smith

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 the College

MEMBERS:

1. Dr. William Hierstein, Chairperson
2. Keneerd Brooks
3. Michael Brogan
4. Linda Brown
5. Samuel Ehie
6. Tobit Ellis
7. Ronald Giles
8. Deborah Griggs
9. Charles Harris
10. Wilford Holt
11. Shemedrea Johnson
12. Dr. Suresh Kaushik
13. Dennis Monroe
14. Sam Munnerlyn
15. Dr. John Reutter
16. Tony Sager
17. Candace Smith
18. Shirley Smith
19. Daisy Taylor
20. Tamara Ward
21. Ricky Whittington
22. Beverly Ross

TITLE: **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 Dickerson, Co-Chairperson
Dr. Bruce Gearhart, Co-Chairperson

Sexual Harassment Officers:
Martha Arrington
Jerry Joyce
Cecile Mathews

MEMBERS:

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: Assistant Dean of Information Technology and Campus Safety

MEMBERS:

1. Charles Harris, Chairperson
2. Kenny Cox
3. Harriett Fishoe
4. David Fontaine
5. Max Leatherwood
6. Maurice Goode
7. Ann Gordon
8. Don Greer
9. Dorothy James
10. Dennis Monroe
11. Becky Morris
12. Regina Okeowo
13. James Shedd
14. Patrick Stringer
15. Ann Vernon
16. Winston Warr
17. Dr. Marcus Wilson

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. Bennie Adkins
3. Scott Anderson
4. Robert Brown
5. Maitri Chandrasoma
6. Dr. William Hierstein
7. Duane Neese
8. Linda Owens
9. Keyurkumar Patel
10. Dr. John Reutter
11. Regina Rudolph
12. Ken Scott

TITLE: INSTITUTIONAL PROCEDURE AND POLICIES TEAM

REPORTS TO: Dean of the College

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 and Dr. William Hierstein

MEMBERS:

1. Dr. William Hierstein, Co-Chairperson
2. Dr. Julliana Probst, Co-Chairperson
3. Wanda Armstrong
4. Robert Cawley
5. Oneita Farrow
6. Shearese Gipson
7. Ann Gordon
8. Wendell Hilyer
9. Melissa Pritchett
10. Dr. John Reutter
11. Pam Rollins
12. Daisy Taylor
13. Zandra Toney
14. Jackie Dickerson

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 the College

MEMBERS:

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

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, Chair
2. Angela Cone
3. Dr. Doris Anthony
4. Michael Evans
5. Sherease Gipson
6. Dr. William Hierstein
7. Helen Johnson
8. Mimi Johnson
9. Arlinda Knight
10. Vicki Ohlson
11. Melissa Pritchett
12. Dr. Julliana Probst
13. Patti Smith

TITLE: LEARNING RESOURCES TEAM

REPORTS TO: Dean of the College and Associate Dean of Technical Programs and Industrial Relations

PURPOSE: The Learning Resources Team is responsible for making recommendations to the Learning Resources staff and the Dean of the College and Associate Dean of Technical Programs and Industrial Relations 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 the College and Associate Dean of Technical Programs and Industrial Relations 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 Bruce
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

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. Dr. William Hierstein
8. Jerry Joyce
9. Mike Miller
10. Sam Munneryn
11. Vanessa Murphy
12. SGA Representative
13. Veronica Thomas
14. Zandra Toney
15. Marilyn Whiting
16. Michael Evans
17. Pebblin Warren

TITLE: PRESIDENT’S CABINET

REPORTS TO: President

PURPOSE: The President’s Council 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 the College, Assistant Dean of Technical Education and Industrial Relations, Dean of Students, Director of Institutional Research and Advancement, Assistant Dean of Information Technology and Safety, and Faculty Representative

1. Debbie Griggs
2. Charles Harris
3. Dr. William Hierstein
4. Wilford Holt
5. Mimi Johnson
6. Dr. Anthony L. Molina
7. Samuel Munnerlyn
8. Dr. Julliana Probst (Faculty Representative)
9. SGA President

TITLE: **PROGRAM ADVISORY TEAMS**

REPORTS TO: Program Coordinator, Division Director, and Dean of the College

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: 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: Betty Edwards and Jerry Joyce

MEMBERS:

1. Betty Edwards, Co-Chairperson
2. Jerry Joyce, Co-Chairperson
3. Walter Austin
4. Wilford Holt
5. Camilla Johnson
6. Wanda Kirk
7. Sheila Massey
8. Tennie McBryde
9. Sam Munnerlyn, Ex-Officio
10. Shirley Billups Smith
11. M. VanHouten
12. Winston Warr
13. Andy Weldon

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 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. Jerry Joyce
10. Carolyn Millender
11. Vanessa Murphy
12. Dorothy Peten
13. Dr. Julliana Probst
14. Doris Turner
15. Dorothy Watkins

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. Janese Burge
3. Dr. Tracie Carter
4. Maitri Chandrasoma
5. Benee Edwards
6. Regina Eggleston
7. Marvalene Elston
8. Mike Evans
9. Dr. Bruce Gearhart
10. Helen Johnson
11. Jerry Joyce
12. Tennie Sanders McBryde
13. Sam Munnerlyn
14. Eileen Olive
15. Melissa Pritchett
16. Renita Scott
17. Henry Tylicki
18. Pebblin Warren
19. Larry Webb

TITLE: RECONCILIATION TEAM

REPORTS TO: Director of Financial Aid

PURPOSE: The Reconciliation Team is charged with the responsibility of ensuring that Trenholm State Technical College demonstrates adequate checks and balances in its internal control system which separates the authorizing, awarding and disbursing of Title IV program funds; requires a trial balance to determine whether accounts are in balance; reconciles cash; reconciles federal funds and maintains adequate electronic data processing controls. Since the reconciliation process is ongoing, the Reconciliation Team documents monthly the reconciliation process with the fiscal, admission/records and financial aids in order to make the best use of federal funds and avoid errors, which could lead to institutional liabilities.

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: Dean of Finance

MEMBERS:

1. Deborah Griggs, Chairperson
2. Mary Ann Beck
3. Betty Edwards
4. Charles Harris
5. Wilford Holt
6. Shemedrea Johnson
7. Tennie McBryde
8. Dr. Anthony L. Molina
9. Samuel Munnerlyn
10. Pebblin Warren

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 McBryde, Chairperson
2. Mary Ann Beck
3. Linda Brown
4. Louis Campbell
5. William Byrd
6. Linda Crowe
7. Wilford Holt
8. Wanda Kirk
9. Sam Munnerlyn
10. Dr. Julliana Probst
11. Lynn Sutton
12. Veronica Thomas
13. Marianne VanHouten

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. Shemedrea Johnson
3. Eileen Olive
4. Regina Rudolph
5. Zandra Toney
6. Jean Stockman

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: 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. Marvalene Elston
4. Oneita Farrow
5. Ann Gordon
6. Linda Owens
7. Pamelon Rollins