

**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.

CHAIRPERSONS: 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. Linda Crowe
3. Dr. William Hierstein
4. Wilford Holt
5. Dorothy James
6. Ethel Jones
7. Max Leatherwood

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 Dean/Director 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)

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. Tobit Ellis
6. Heath Flowers
7. Fatima Jones
8. Jerry Joyce
9. Tennie McBryde
10. Becky Morris
11. Eileen Olive
12. Henry Smith
13. Robert Spiegner
14. Cecila Stanford
15. Patrick Thomason

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. Mike Evans
8. Lee Gray
9. Charles Harris
10. Wilford Holt
11. Mimi Johnson
12. Dr. Julliana Probst
13. Regina Rudolph
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

<p>Dr. Alma S. Freeman-Wesley 300 Rebekah Lane Montgomery, Al 36109 (334) 272-7336 almasusan@email.msn.com</p>	<p>Mr. Hank Golden Neptune Technology Group, Inc. 1600 Alabama Highway 229 Tallasse, Al 36078 (334) 283-6555 office (334) 283-7380 fax</p>
<p>Mr. David Grimes 2870 Zelda Road Montgomery, Al 36106 (334)274-0700 (334) 274-0710 fax</p>	<p>Mrs. Connie Harper, Director Central Alabama OIC 2035 Mobile Road Montgomery, Al 36108 (334) 265-1594 & (334) 264-7943 fax coic332848@aol.com</p>
<p>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</p>	<p>Mr. Ted Hopkins Prestige Homes, LLC 300 Wiltshire Drive Montgomery, Al 36117 (334) 215-8985 (334) 657-1655 cell & (334) 270-3315 fax</p>
<p>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</p>	<p>Mr. John Kalson Hyundai Motor Manufacturing Alabama 700 Hyundai Blvd. Montgomery, Alabama 36105 (334) 387-8000 (334) 387-8699 fax</p>
<p>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</p>	<p>Mr. Jerry Kyser Kyser Building 1537 Jean Street Montgomery, Al 36107 (334) 262-8859 office (334) 262-6252 fax</p>
<p>Councilman James Nuckles Montgomery City Council 3143 Patrick Road Montgomery, Al 36108 (334) 242-8444 office (334) 242-9588 fax</p>	<p>Dr. Susan Price Alabama Dept. of Postsecondary Ed. 401 Adams Avenue Montgomery, Al 36104 (334) 242-2900 (334) 353-5958 fax</p>
<p>Mr. Simuel Sippial Sippial Enterprises 1931 Day Street Montgomery, Al 36108 (334) 263-4082 office</p>	<p>Pastor Michael Thurman Dexter Avenue Baptist Church 454 Dexter Avenue Montgomery, Al 36102 (334) 263-3970 office (334) 263-5223 fax</p>
<p>Mr. Craig Washing 8355 Heathrow Downs Montgomery, Al 36117 (334) 272-1159 (hm)</p>	<p>Ms. Phyllis Wesley, AIDT Communications Manager One Technology Court Montgomery, Al 36116 (334) 280-4427 Office (334) 242-0299 fax pwesley@aidt.edu</p>

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

6. program advisory team for each instructional program, and 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. Mary Ann Campbell
4. Samuel Ehie
5. Lee Gray
6. Don Greer
7. Dr. William Hierstein
8. Wilford Holt
9. Helen Johnson
10. Mimi Johnson
11. Dr. John Reutter
12. Cecile Mathews
13. Ernest McManaway
14. Dr. Anthony L. Molina
15. Vicky Ohlson
16. Dr. Julliana Probst
17. James Turner
18. Henry Tylicki
19. Sharon Watts

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. Mimi Johnson, Co-Chairperson
2. Pam Rollins, Co-Chairperson
3. William Byrd
4. Kenneth Cox
5. Robin Dennis
6. Marvalene Elston
7. David Fontaine
8. Sherease Gipson
9. Arlinda Knight
10. Annita Love
11. Mike Miller
12. Carolyn Millender
13. Vanessa Murphy
14. Linda Owens
15. Lawrence Patterson
16. Robert Patterson
17. Doris Pinkston
18. David Reid
19. Quinton Ross
20. Marion Steele

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

student representatives of faculty (1) 798(e)-8.1mbtersfroas
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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. William Byrd
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. Linda Owens
17. Vanessa Murphy
18. Beverly Ross
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: Director of Physical Plant

MEMBERS:

1. Dennis Monroe, Chairperson
2. Keneerd Brooks
3. Michael Brogan
4. Linda Brown
5. Samuel Ehie
6. Tobit Ellis
7. Ronald Giles
8. Charles Harris
9. Wilford Holt
10. Shemeadra Johnson
11. Dr. Suresh Kaushik
12. Sam Munneryn
13. Toney Sager
14. Candace Smith
15. Shirley Smith
16. Daisy Taylor
17. Tamara Ward
18. Ricky Whittington

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. Robert Flynn
6. Maurice Goode
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. 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. Mary Ann Beck
5. Robert Brown
6. Maitri Chandrasoma
7. William Hierstein
8. Donald Holmes
9. Duane Neese
10. Linda Owens
11. Dr. John Reutter
12. Regina Rudolph
13. 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. Lisa Lilley
10. Carolyn Millender
11. Melissa Pritchett
12. Dr. John Reutter
13. Pam Rollins
14. Daisy Taylor
15. Zandra Toney
16. Henry Tylicki

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:

20. Dr. Tracie Carter, Co-Chair
21. Pam Rollins, Co-Chair
22. Angela Cone
23. Dr. Doris Anthony
24. Michael Evans
25. Sherease Gipson
26. Dr. William Hierstein
27. Helen Johnson
28. Mimi Johnson
29. Arlinda Knight
30. Vanessa Murphy
31. Vicki Ohlson
32. Melissa Pritchett
33. Dr. Julliana Probst

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. Doris Anthony
4. Brenda Bruce
5. Debra Cobb
6. Robin Dennis
7. Delphine Goldsmith
8. Austin Hayes
9. Brenda Hendrix
10. Ann Howard
11. Helen Johnson
12. Ethel Jones
13. Annita Love
14. Jean Stockman
15. Lynn Sutton
16. Sharon Watts

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: The President will appoint Chairperson.

MEMBERS:

1. Arlinda Knight, Chair
2. Spencer Arington
3. Walter Austin
4. Delphine Goldsmith
5. Charles Harris
6. Jerry Joyce
7. Mike Miller
8. Sam Munnerlyn
9. Vanessa Murphy
10. Quinton Ross
11. SGA Representative
12. Veronica Thomas
13. Zandra Toney
14. Marilyn Whiting

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, Deans, Director of Institutional Research and Advancement, Assistant Dean of Information Technology and Safety, and Faculty Representative

1. Charles Harris
2. Dr. William Hierstein
3. Wilford Holt
4. Mimi Johnson
5. Dr. Suresh Kaushik
6. Dr. Anthony L. Molina
7. Samuel Munnerlyn
8. Dr. Julliana Probst (Faculty Representative)
9. Dr. John Reutter
10. Quinton Ross
11. 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. 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:**

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. Martha Arrington
2. Brenda Bone
3. Angela W. Cone
4. Michael Dickey
5. Jeanne Dickinson
6. Michael Evans
7. John James
8. Jerry Joyce
9. Carolyn Millender
10. Sam Munnerlyn
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. Houston Baker
3. Dr. Tracie Carter
4. Maitri Chandrasoma
5. Regina Eggleston
6. Samuel Ehie
7. Marvalene Elston
8. Dr. Bruce Gearhart
9. Helen Johnson
10. Jerry Joyce
11. Tennie Sanders McBryde
12. Sam Munnerlyn
13. Eileen Olive
14. Rick Ohlson
15. Melissa Pritchett
16. Renita Scott
17. Lynn Sutton
18. Henry Tylicki
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: The chairperson is appointed by the President

MEMBERS:

1. Betty Edwards
2. Charles Harris
3. Wilford Holt
4. Shemedrea Johnson
5. Tennie McBryde
6. Dr. Anthony L. Molina
7. Samuel Munnerlyn
8. Renoda Thomas
9. Veronica Thomas

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. Linda Brown
3. Ralph Burton
4. Louis Campbell
5. Debra Cobb
6. Edward Crosby
7. Linda Crowe
8. Wilford Holt
9. Sam Munnerlyn
10. Dr. Julliana Probst
11. Lynn Sutton
12. Renoda 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: Selected by the President

MEMBERS:

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. Oneita Farrow
4. Ann Gordon
5. Linda Owens
6. Shonda Robinson