



**H. COUNCILL TRENHOLM STATE
TECHNICAL COLLEGE**

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

2012-2014 ACADEMIC YEARS

**Mr. Sam Munnerlyn
President**

H. Councill Trenholm State Technical College
Academic Years 2012-2014
Standing and Ad Hoc Collegiate
Teams/Councils of Faculty and Staff

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COMMITTEE/TEAM CHAIRS AND CO-CHAIRS

	<u>CHAIR</u>	<u>CO- CHAIR</u>
Academic Calendar Team	Renita Scott	Angela Cone
Academic Council	Barbara Anne Spears	Wilford Holt
Administrative Council	Danny Perry	Geneva Patterson
Admissions Evaluation Team	Tracy Arthur	Tennie McBryde
Catalog/Handbook Team (1)	Tennie McBryde	Barbara Anne Spears
Climate and Culture Team	Catherine Wright	Shearese Gipson
College Advisory Council	Tom McPherson	Michele Manning
Commencement Program Team	Margaret Law	Sam Munnerlyn, Ex-Officio
Curriculum Team	Sharon Watts	Melanie Hacker
Distance Education Team	Dr. Vicky Ohlson	Dr. Ken Scott
Employee Handbook Committee (2)	Pam Rollins	Billy Merrill
Enrollment Management Team	Beverly Ross	Jon Beckham
Event Planning Team	Shearese Gipson	Zandra Toney
Facilities Master Plan Team	Dr. Suresh Kaushik	Wilford Holt
Grievance Team (3)	Pam Rollins	Jacqueline Peterson
Health and Safety Team	Charles Harris	Michael Barnette
Information Technology Advisory Team	Charles Harris	Barbara Anne Spears
Institutional Planning and Evaluation Council	Dr. Mimi Johnson	
Leadership Trenholm Steering Committee	Catherine Wright	Katrina Beckham
Learning Resources Team	Paul Blackmon	Dr. Regina Okeowo
Lyceum Team	Carol Millender	Dr. Tracie Carter
Marketing Team	Arlinda Knight	Michael Evans
President's Cabinet	Sam Munnerlyn	NA
Program Advisory Teams	NA	NA
Registration Team	Beverly Ross	Charles Harris
Retention (4)	Dr. Mimi Johnson	Beverly Ross
Scholarship Team	Wilford Holt	Betty Edwards
Sick Leave Bank Team	Pam Rollins	Ann Gordon
Student Disciplinary Team	NA	NA
Sunshine/Flower Fund Team	Shearese Gipson	Paul Blackmon

Notes:

- (1) Catalog Team, previously chaired by B. Spears, combined with Student Handbook Team, previously chaired by Beverly Ross
- (2) Committee name change; previously College Handbook Committee
- (3) Committee name change; previously Employee Grievance Team; Student Grievance combined
- (4) Committee name change; previously Recruitment Team, chaired by B. Ross

TITLE: ACADEMIC CALENDAR TEAM

REPORTS TO: President

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

SELECTION PROCESS: Appointed by the President

MEETING FREQUENCY: One or more times as needed in the Spring

CHAIRPERSON: Administrative Assistant to the Dean of Workforce Development

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. Meetings are open to all college personnel.

1. Renita Scott, Chair
2. Angela Cone, Co-Chair
3. Reuben Buice
4. Angela Davis
5. Wilford Holt
6. Dorothy James Pleasant
7. Annita Love
8. Billy Merrill
9. Dr. Vicky Ohlson
10. Sharon Portis
11. Michael Reed
12. SGA Representative
13. Barbara Anne Spears
14. Renoda Thomas
15. Tamara Ward

TITLE: ACADEMIC COUNCIL (DIVISION CHAIRS ONLY AS NEEDED)

REPORTS TO: Dean of Instruction and Dean of Workforce Development

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.

MEETING FREQUENCY: Division Chairs meet monthly. Full Academic Council joins division chairs once per semester

CHAIRPERSONS: Instructional Deans

MEMBERS: The Council includes the Dean of Instruction and Dean of Workforce Development, Chairs of Instructional Divisions, Head Librarian, Director of Adult Education, Director of Institutional Research, Dean of Students, Registrar, SACS Liaison, Director for Faculty Services, and Assistant Dean of Information Technology and Campus Safety. The administrative assistant to the Dean of Instruction serves as team secretary.

1. Barbara Anne Spears, Chair
2. Wilford Holt, Co-Chair
3. Paul Blackmon
4. Dr. Tracie Carter
5. Heath Flowers
6. Melanie Hacker
7. Charles Harris
8. Dr. Mimi Johnson
9. Carolyn Millender
10. Danny Perry
11. Doris Pinkston
12. Sharon Portis
13. Dr. Julliana Probst
14. Beverly Ross
15. Dr. Quinton Ross
16. Tennie McBryde
17. James Shedd
18. Sharon Watts

TITLE: ADMINISTRATIVE COUNCIL

REPORTS TO: President

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

SELECTION PROCESS: The President appoints some members and they serve until replaced by the President. Other members are elected by their peers and serve two years.

MEETING FREQUENCY: Meets at least once quarterly

CHAIRPERSON: Chair person elected by body.

MEMBERS: The Council includes the President and the elected members of the Administrative Council

1. Danny Perry, Chair
2. Geneva Patterson, Co-Chair
3. Spencer Arington
4. Paul Blackmon
5. Katrina Beckham
6. Angela Cone
7. Betty Edwards
8. Heath Flowers
9. Shearese Gipson
10. Shemedrea Johnson
11. Dennis Monroe
12. Carol Millender
13. Dr. Vicky Ohlson
14. Dr. Julliana Probst
15. Dr. Quinton Ross
16. Tennie Sanders-McBryde
17. Renita Scott
18. Zandra Toney

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.

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

MEETING FREQUENCY: Meets three times per year.

CHAIRPERSON: Team members will elect Chairperson.

MEMBERS:

1. Tracy Arthur, Chair
2. Tennie McBryde, Co-Chair
3. Jon Beckham
4. Betty Edwards
5. Tobit Ellis
6. Mike Evans
7. Heath Flowers
8. Fatima Jones
9. Lisa Lilly
10. Annita Love
11. Brandi Merrill
12. Becky Morris
13. Henry Smith
14. Cecilia Stanford
15. Kimberly White

TITLE: CATALOG /HANDBOOK COMMITTEE

REPORTS TO: Dean of Instruction and Dean of Workforce Development

PURPOSE: The Catalog/Handbook Committee 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.

MEETING FREQUENCY: Meets as needed.

CHAIRPERSON: Chairperson to be appointed by the Dean of Instruction and Dean of Workforce Development.

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

1. Tennie McBryde, Chair
2. Barbara Anne Spears, Co-Chair
3. Jacquelyn Allen
4. Phillip Allen
5. Martha Arrington
6. Spencer Arington
7. Angela Cone
8. Betty Edwards
9. Michael Evans
10. Dr. Bruce Gearhart
11. Ann Gordon
12. Wilford Holt
13. Arlinda Knight
14. Carolyn Millender
15. Dorothy Peten
16. Sharon Portis
17. Dr. Julliana Probst
18. SGA Representative
19. Tennie McBryde
20. Renita Scott
21. Michelle Simmons
22. Sharon Watts
23. Dorothy Watkins

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.

SELECTION PROCESS: Appointed by the President

MEETING FREQUENCY: Meets at least twice annually

CHAIRPERSON: Appointed by the President

MEMBERS:

1. Catherine Wright, Chair
2. Shearese Gipson, Co-Chair
3. Phillip Allen
4. Jarred Cantrell
5. Danny Carden
6. Kenneth Cox
7. Frank Dreyfus
8. Ronald Giles
9. Maurice Goode
10. Charles Harris
11. Wilford Holt
12. Edwina Jackson
13. Arlinda Knight
14. DeQuendolyn Long
15. Carolyn Millender
16. Brandi Merrill
17. Dr. Regina Okeowo
18. Geneva Patterson
19. Maria Jones Richardson
20. Pam Rollins
21. Tony Sager
22. Priscilla Southall
23. Ethel Taylor
24. Joseph Trimble
25. Wendy Watkins

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.

MEETING FREQUENCY: Meets at least twice per year, but more frequently if needed.

CHAIRPERSON: Chairperson shall be selected by the members of the Council, and 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. Tom McPherson, Chair | Retired |
| 2. Michele Manning, Vice Chair | Wells Fargo |
| 3. Jacquie Allen | AIDT |
| 4. James Bates | Retired |
| 5. Terry Benton | Department of Human Resources |
| 6. Joy Brown | University of Ala. Sch. Of Medicine |
| 7. Jim Caruthers | WAKA |
| 8. Donna Cooper | Compass Bank |
| 9. Gloria Dunn | Alabama Dept of Rehab |
| 10. Gavin Finklea | The Tapley-Finklea Group |
| 11. Ann Flowers | Alumni |
| 12. Dr. Eddie Johnson | State Department of Education |
| 13. James Martin | Department of Public Health |
| 14. Tamela L. Selmar | Buffalo Rock Company |
| 15. Michael Thurman | Dexter Ave King Mem Bapt |
| 16. David Ward | Hager Companies |
| 17. Jiles Williams | County Commission |

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 and the meeting agenda.

The Chairperson shall chair the Council meetings. When the Chairperson is unavailable the Vice-Chairperson shall assume the duties of the Chairperson. Minutes shall be made of all Council meetings. Meeting minutes shall be distributed on a timely basis to each member of the Council and to the College President. Roberts Rules of Order shall be the reference authority for conducting all Council meetings.

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

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

TITLE: COMMENCEMENT PROGRAM TEAM

REPORTS TO: President

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

SELECTION PROCESS: The members of the team are determined by respective job responsibility and knowledge of the team purpose. The team shall consist of Dean of Instruction, Dean of Students, Dean of Workforce Development, Registrar, student representatives from each campus, and two faculty members from each campus.

MEETING FREQUENCY: Meets as needed prior to graduation.

CHAIRPERSON: Appointed by the President

MEMBERS:

1. Margaret Law, Chairperson
2. Sam Munnerlyn, Ex-Officio
3. Wanda Campbell
4. Robert Cawley
5. Katrina Beckham
6. Angela Cone
7. Kenny Cox
8. Mike Evans
9. Shearese Gipson
10. Edwina Jackson
11. Dr. Mimi Johnson
12. Danielle McCord
13. Dennis Monroe
14. Beverly Ross
15. Tennie McBryde
16. Renita Scott
17. SGA Representative
18. Barbara Anne Spears
19. Beverly Stephens
20. Henry Tylicki

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.

SELECTION PROCESS: Appointed by the President with concurrence from the Dean of Instruction and the Dean of Workforce Development

MEETING FREQUENCY: At least once annually during the Summer Semester

CHAIRPERSON: Appointed by the President

MEMBERS:

1. Sharon Watts, Chair
2. Melanie Hacker, Co-Chair
3. Wilford Holt, Ex-Officio
4. Sam Munnerlyn, Ex-Officio
5. Barbara Anne Spears, Ex-Officio
- 6. All Division Chairs**
7. Michael Barnette
8. Danny Carden
9. Maitri Chandrasoma
10. April Dozier
11. Don Greer
12. Richard Herring
13. Helen Johnson
14. Dr. Mimi Johnson
15. Annita Love
16. Becky Morris
17. Dr. Vicky Ohlson
18. Dr. Regina Okeowo
19. Dr. Syed Raza
20. Tennie McBryde
21. Arnold Stringer
22. Wendy Watkins
23. Sharon Watts
24. Dr. Marilyn Whiting

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 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.

SELECTION PROCESS: Appointed by the Dean of Instruction with President's approval

MEETING FREQUENCY: At least once annually during the Summer Semester

CHAIRPERSON: Appointed by the President

MEMBERS:

1. Dr. Vicky Ohlson, Chair
2. Dr. Ken Scott, Co-Chair
3. Shelia Massey, Campus Co-Chair
4. Regina Rudolph, Campus Co-Chair
5. Gregory Alexander
6. Paul Blackmon
7. Heath Flowers
8. Charles Harris
9. Becky Morris
10. Danny Perry
11. Melissa Pickett
12. Doris Pinkston
13. Dr. Julliana Probst
14. Dr. Syed Raza
15. Candace Smith
16. Priscilla Southall
17. Barbara Anne Spears
18. Sharon Watts

TITLE: EMPLOYEE HANDBOOK COMMITTEE

REPORTS TO: President

PURPOSE: Guide the update and the revision of the Employee Handbook to ensure currency and compliance of College policy.

SELECTION PROCESS: Appointed by President and approved by the President's Cabinet

MEETING FREQUENCY: At least annually

CHAIRPERSON: HR Director

MEMBERS:

1. Pam Rollins, Chair
2. Billy Merrill, Co-Chair
3. Donald Holmes
4. Wilford Holt
5. Helen Johnson
6. Shemedrea Johnson
7. Arlinda Knight
8. Dr. Julliana Probst
9. Barbara Anne Spears
10. Catherine Wright

TITLE: ENROLLMENT MANAGEMENT TEAM

REPORTS TO: Dean of Students

PURPOSE: The primary function of the Enrollment Management Team is to enhance the recruitment and enrollment process in accordance with college recruitment/marketing goals

SELECTION PROCESS: Appointed by the President

MEETING FREQUENCY: At least three times per year following the start of each semester

CHAIRPERSON: Appointed by the President

MEMBERS:

1. Beverly Ross, Chair
2. Jon Beckham, Co-Chair
3. Tracy Arthur
4. Monica Bell
5. Dr. Tracie Carter
6. Arwillla Chattom
7. Angela Cone
8. Betty Edwards
9. Michael Evans
10. Patricia Griggs
11. Wilford Holt
12. Dorothy James Pleasant
13. Fatima Jones
14. Anoo Kaushik
15. Billy Merrill
16. Dr. Julliana Probst
17. Dr. Syed Raza
18. Michael Reed
19. Tennie McBride
20. James Shedd
21. Barbara Anne Spears
22. Arnold Stringer
23. Student Representative
24. Henry Tylicki

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.

SELECTION PROCESS: Volunteers

MEETING FREQUENCY: As needed

CHAIRPERSON: Appointed by the President

MEMBERS:

1. Shearese Gipson, Chair
2. Zandra Toney, Co-Chair
3. Theresa Barnettl
4. Keneerd Brooks
5. Mary Ann Campbell
6. Wanda Campbell
7. Angela Cone
8. Kenny Cox
9. Delois Curry
10. Glenda Davis
11. Mike Evans
12. David Fontaine
13. Maurice Goode
14. Donald Holmes
15. Arlinda Knight
16. Margaret Law
17. Corey Massengale
18. Daphne Mathews
19. Carol Millender
20. Dennis Monroe
21. Suzette Pritchett
22. Maria Jones Richardson
23. Shonda Robinson
24. Pam Rollins
25. Michelle Simmons
26. 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.

MEETING FREQUENCY: As needed. The president meets with this committee

CHAIRPERSON: Appointed by the President

MEMBERS:

1. Dr. Suresh Kaushik, Chair
2. Wilford Holt, Co- Chair
3. Sam Munnerlyn, Ex Officio
4. Paul Blackmon
5. Louis Campbell
6. Tobit Ellis
7. Ronald Giles
8. Charles Harris
9. Richard Herring
10. Dr. Mimi Johnson
11. Shemedrea Johnson
12. Arlinda Knight
13. Dennis Monroe
14. Lawrence Patterson
15. Beverly Ross
16. Tony Sager
17. Barbara Anne Spears
18. Kent Turner
19. Catherine Wright

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 a 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.

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

MEETING FREQUENCY: As Needed

CHAIRPERSON: Grievance Officers HR Director

MEMEBRS:

1. Pam Rollins, Chair
2. Dr. Jacqueline Peterson, Co-Chair
3. Martha Arrington
4. Dr. Bruce Gearhart
5. Doris Pinkston
6. Priscilla Southall

ADA Coordinator:

Beverly Ross

Other members appointed as needed

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.

MEETING FREQUENCY: At least once annually

CHAIRPERSON: Assistant Dean of Information Technology and Campus Safety

MEMBERS:

1. Charles Harris, Chair
2. Michael Barnette, Co-Chair
3. Ralph Burton
4. Louis Campbell
5. Jarod Cantrell
6. Robert Cawley
7. Kenny Cox
8. Don Greer
9. Helen Johnson
10. Billy Merrill
11. Dennis Monroe
12. Danny Perry
13. Dorothy Peten
14. Pam Rollins
15. April Rudder
16. James Shedd
17. Priscilla Southhall
18. Barbara Anne Spears
19. Winston Warr
20. Catherine Wright

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.

MEETING FREQUENCY: At least once annually

CHAIRPERSON: Assistant Dean of Information Technology and Campus Safety

MEMBERS:

1. Charles Harris, Chair
2. Barbara Anne Spears, Co-Chair
3. Phillip Allen
4. Bobby Boddie
5. Rueben Buice
6. Maitri Chandrasoma
7. Sheila Massey
8. Ryan Moore
9. Danny Perry
10. Dr. Syed Raza
11. Regina Rudolph
12. Wendy Watkins

TITLE: INSTITUTIONAL PLANNING AND EVALUATION COUNCIL

REPORTS TO: President

PURPOSE: The Council meets annually for the purpose of reviewing the College's progress towards its goals and objectives. The Council reviews the College's institutional effectiveness plans and performance results.

SELECTION PROCESS: Appointed by the President upon recommendation of the Director of Institutional Research and Advancement in consultation with Deans and Division Directors.

MEETING FREQUENCY: At least once annually

CHAIRPERSON: Director of Institutional Research and Advancement

MEMBERS:

1. Dr. Mimi Johnson, Chair
2. Barbara Anne Spears
3. Tennie McBryde
4. Dr. Quinton Ross
5. Dr. Tracie Carter
6. Carolyn Millender
7. Doris Pinkston
8. Charles Harris
9. Catherine Wright
10. Arlinda Knight
11. Dr. Suresh Kaushik
12. Betty Edwards
13. Dr. Julliana Probst
14. Pam Rollins
15. James Shedd
16. Paul Blackmon
17. Heath Flowers
18. Dennis Monroe
19. Sam Munneryn
20. Michael Evans
21. Melanie Hacker
22. Beverly Ross
23. Dr. Jackie Peterson
24. Geneva Patterson
25. Wilford Holt
26. Samuel Ehie
27. Jon Beckham
28. Melissa Pickett
29. Spencer Arington
30. Kimberly White
31. Brandi Merrill
32. Becky Morris
33. Chandrika McQueen
34. Dorothy Watkins
35. Annitta Love
36. Dr. Senobia Crawford
37. Don Greer
38. Richard Herring
39. Priscilla Southall
40. Michael Barnette
41. Tobit Ellis
42. Ralph Burton
43. Henry Tylicki
44. Danny Carden
45. Larry Webb
46. Margaret Law
47. Tamara Ward
48. Mary Ann Campbell

TITLE: LEADERSHIP TRENHOLM STEERING COMMITTEE

REPORTS TO: President

PURPOSE: To provide an opportunity, through a programmatic system, for Trenholm employees to learn, grow and develop as future leaders.

SELECTION PROCESS: The President appoints Committee members and they serve until replaced by the President. The President will appoint at least one member from the previous Leadership Class to serve on the Committee for a period of two years. There will be at least two Leadership Trenholm graduates on the Committee at all times; the immediate past class and the class previous. Committee appointees must have completed a structured leadership program, or is serving or has served in a previous leadership capacity with decision making authority either at Trenholm or another comparable institution or organization.

MEETING FREQUENCY: As planned in conjunction with the Leadership Trenholm program calendar

CHAIRPERSON: Appointed by the President

CO-CHAIR: Appointed by the President

MEMBER-AT-LARGE: Appointed by the President

MEMBERS:

1. Catherine Wright, Chair
2. Katrina Beckham, Co- Chair
3. Paul Blackmon
4. Shearese Gipson
5. Richard Herring
6. Dr. Mimi Johnson
7. Tennie McBryde, Program Co-Chair
8. Carolyn Millender, Program Chair
9. Dr. Ken Scott, Archives
10. Geneva Patterson
11. Sharon Portis
12. Barbara Anne Spears

TITLE: LEARNING RESOURCES TEAM

REPORTS TO: Dean of Instruction and Dean of Workforce Development

PURPOSE: The Learning Resources Team is responsible for making recommendations to the Learning Resources staff and the Dean of Instruction and Dean of Workforce Development 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 Instruction and Dean of Workforce Development based on recommendations of Instructional Division Directors.

MEETING FREQUENCY: At least twice annually

CHAIRPERSON: Head Librarian

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

1. Paul Blackmon, Chair
2. Dr. Regina Okeowo, Co-Chair
3. Larry Achord
4. Janese Burge
5. Mia Cox
6. Angela Davis
7. Helen Johnson
8. DeQuendolyn Long
9. Chandrida McQueen
10. Felicia Oji
11. Dr. Gwen Patton
12. Sharon Watts

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.

SELECTION PROCESS: Volunteers

MEETING FREQUENCY: At least once annually

CHAIRPERSON: Appointed by the President

MEMBERS:

1. Carol Millender, Chair
2. Dr. Tracie Carter, Co-Chair
3. Martha Arrington
4. Katrina Beckham
5. Angela Cone
6. Michael Evans
7. Shearese Gipson
8. Helen Johnson
9. Dr. Mimi Johnson
10. Dr. Ethel Jones
11. Arlinda Knight
12. Dr. Regina Okeowo
13. Pam Rollins
14. Barbara Anne Spears
15. Shirley Smith
16. 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: Appointed by the President.

MEETING FREQUENCY: As required, but at least twice annually

CHAIRPERSON: Marketing Director

MEMBERS:

1. Arlinda Knight, Chair
2. Michael Evans, Co-Chair
3. Sam Munnerlyn, Ex-Officio
4. Spencer Arington
5. Paul Blackmon
6. Angela Cone
7. Patricia Griggs
8. Charles Harris
9. Shemedrea Johnson
10. Dr. Vicky Ohlson
11. Geneva Patterson
12. Danny Perry
13. Dr. Julliana Probst
14. Beverly Ross
15. SGA Representative
16. Michelle Simmons
17. Barbara Anne Spears
18. Ronica Thomas
19. Zandra Toney
20. Tamara Ward
21. Dr. Marilyn Whiting
22. Catherine Wright

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.

MEETING FREQUENCY: Determined by President

CHAIRPERSON: President

MEMBERS: The Cabinet includes the President, the Dean of Instruction, Dean of Workforce Development, Dean of Students, Dean of Development, Assistant Dean of Information Technology and Campus Security, Title III-B Director, Director of Institutional Research, Comptroller, and Dean of Finance and Administrative Services

1. Sam Munnerlyn, Chair
2. Charles Harris
3. Wilford Holt
4. Dr. Mimi Johnson
5. Dr. Suresh Kaushik
6. Arlinda Knight
7. Beverly Ross
8. Barbara Anne Spears
9. Catherine Wright

TITLE: PROGRAM ADVISORY TEAMS

REPORTS TO: Program Coordinator, Division Director and Dean of Instruction

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 maintain minutes of all meetings. Membership must be reported annually to the Chancellor.

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

MEETING FREQUENCY: At least twice annually.

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 from the geographic area served by the College.

TITLE: REGISTRATION TEAM

REPORTS TO: Dean of Students

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: Members are appointed by the President.

MEETING FREQUENCY: At least three times per year prior to registration

CHAIRPERSON: Dean of Students

MEMBERS:

1. Beverly Ross, Chair
2. Charles Harris, Co-Chair
3. Martha Arrington
4. Tracy Arthur
5. Wanda Campbell
6. Betty Edwards
7. Linda Greene
8. Wilford Holt
9. Edwina Jackson
10. Fatima Jones
11. Tennie Sanders-McBryde
12. Billy Merrill
13. Danielle McCord
14. Dr. Vicky Ohlson
15. Dr. Julliana Probst
16. Shonda Robinson
17. Renita Scott
18. Barbara Anne Spears
19. Catherine Wright

TITLE: RETENTION TEAM

REPORTS TO: Director, Institutional Research and Advancement

PURPOSE: The primary function of the Retention Team is to develop strategies, provide policies and promote initiatives designed to enhance student success.

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

MEETING FREQUENCY: At least three times per year following the start of each semester.

CHAIRPERSON: Appointed by the President

MEMBERS:

1. Dr. Mimi Johnson, Chair
2. Beverly Ross, Co-Chair
3. Betty Edwards
4. Samuel Ehie
5. Michael Evans
6. Dr. Bruce Gearhart
7. Wilford Holt
8. Fatima Jones
9. Annita Love
10. Geneva Patterson
11. Dorothy James Pleasant
12. Dr. Syed Raza
13. Maria Jones Richardson
14. Tennie McBryde
15. Barbara Anne Spears
16. Priscilla Southall
17. Student Representative
18. Ann Vernon
19. Dorothy Watkins
20. Sharon Watts
21. Dr. Marilyn Whiting
22. Aurelia Williams
23. Catherine Wright

TITLE: SCHOLARSHIP TEAM

REPORTS TO: Dean of Students

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

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

MEETING FREQUENCY: At least twice annually.

CHAIRPERSONS: Appointed by President

MEMBERS:

1. Wilford Holt, Chairperson
2. Betty Edwards, Co-Chair
3. Michael Barnett
4. Jon Beckham
5. Wanda Campbell
6. Health Flowers
7. Dr. Marilyn Whiting

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 elected by secret ballot of Sick Leave Bank Members.

MEETING FREQUENCY: At least twice annually

CHAIRPERSON: Elected by the membership

MEMBERS:

1. Pam Rollins, Chair
2. Ann Gordon, Co-Chair
3. Dorothy James Pleasant
4. Zandra Toney
5. Joseph Trimble

TITLE: STUDENT DISCIPLINARY TEAM

REPORTS TO: Dean of Students

PURPOSE: The purpose of the Student Disciplinary Team 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. A student disciplinary team shall serve an individual campus and shall be established as needed.

SELECTION PROCESS: Members are determined by respective job.

MEETING FREQUENCY: As required

CHAIRPERSON: Appointed by the President.

MEMBERS: The team shall consist of four (4) instructors, one (1) staff person.

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 a death occurs. This is a voluntary fund and all full-time employees are eligible to participate.

SELECTION PROCESS: Members are appointed by the President and shall serve for two years; may be reappointed by the President. Members are replaced when association with the College has been terminated and/or the member is no longer a part of the fund. The existing steering team elects replacements.

MEETING FREQUENCY: At least once annually

CHAIRPERSON: Administrative Assistant to the Dean of Finance

MEMBERS:

1. Shearese Gipson, Chair
2. Paul Blackmon, Co-Chair
3. Glenda Davis
4. Ann Gordon
5. Angela Cone