



“One College, One Community”

2009 - 2010

GTCC Department and Service Directory

Provider	Description of Services Provided	Campus	Location	Telephone
<p>COMPUTER CENTERS (Open Labs) Contact Person(s) Greensboro Keith Burkhead, Librarian – 4203</p> <p>High Point Anders Selhorst – 4112</p> <p>Jamestown Learning Resource/Library Service Desk - 2292/2293</p> <p>Royal Grantham, Coordinator – 2416 Betting Mooring, Open Lab Assistant – 2916</p>	<ul style="list-style-type: none"> • Ensure student access to a computer equipped with software needed to complete assignments • Provides a writing center classroom consisting of 32 computers that instructors may reserve in order to bring their class to work on class projects. A reservation is required. • Students may reserve a time to have their paper reviewed by an English instructor before submitting it in class. 	<p>Greensboro</p> <p>High Point</p> <p>Jamestown</p>	<p>Library</p> <p>Learning Resource Center</p> <p>AT Bldg. 140</p>	<p>336.334.4822</p> <p>336.454.1126</p> <p>336.334.4822</p>
<p>CONSTRUCTION DEPARTMENT Contact Person(s) Dan Sitko, Director of Construction - 2553 Barbara Moser, Admin. Assistant - 2301</p>	<ul style="list-style-type: none"> • Project and Construction Planning • Construction/Renovation 	<p>Jamestown</p>	<p>Machinery Hall Rm. 100</p>	<p>336.334.4822</p>
<p>CONTINUING EDUCATION/BUSINESS & INDUSTRY Contact Person(s) Jamestown Campus: Leroy Stokes, VP Corp. and Continuing Ed. – 2847 Brian Haderlie, Dean, Business and Industry Services - 2164</p> <p>OE/Professional Development - Cindy Kane - 2919 Quick Jobs - Lisa Cozart - 4247 Corporate Training - Steve Castelleo - 2358 HRD - Karen Hartsoe - 2368 CNA Program - Mary Corbin - 4305 CRC/WorkKeys - Gwen Roy - 4226 Ed2Go Online - Amy Stowers - 4331</p> <p>Greensboro Campus: Bill Geter, Campus Dean - 4307 Pat Freeman, Director Basic Skills – 4218 Cynthia Graves, Director, Community Service Programs – 4227</p> <p>High Point Campus: Janette McNeill, Campus Dean – 4103 Stephany Cousins, Director Basic Skills - 4120 Cynthia Graves, Director, Community Service Programs – 4128</p> <p>Small Business Center Mark Hagenbuch – 4803</p>	<ul style="list-style-type: none"> • Basic Skills (Adult Basic Education, Adult High School, Compensatory Education, English for Speakers of Other Languages, General Education Development) • Business & Industry Services (Learn new job skills or upgrade skills – Management, Automotive Training, Computer Training, Criminal Justice, Emergency Medical Science, Fire Protection, Certificate Programs, Quick Jobs with a Future, Pre-employment Training) • Corporate training needs addressed • Training for Business (Focused Industrial Training, New and Expanding Industry Training, Small Business Center) • Community Service Programs • Continuing Education Classes • Training in job specific skills in jobs where openings exist • Skills specific training with most courses lasting 90 days or less. 	<p>Jamestown</p> <p>Greensboro</p> <p>High Point</p>	<p>Center for Business and Industry</p>	<p>336.334.4822</p> <p>336.334-4822</p> <p>336.454.1126</p>

<p>GED TESTING Contact Person(s) Greensboro Dwanetta Henderson-4216</p> <p>High Point Betty Price-Burris – 4127</p>	<ul style="list-style-type: none"> • Tests available in Writing Skills, Social Studies, Science, Interpreting Literature and the Arts, Mathematics 	<p>Greensboro</p> <p>High Point</p>		<p>336.334.4822</p> <p>336.454.1126</p>
<p>GENERAL ACCOUNTING Contact Person(s) Angela Carter, Controller – 2477 Ginger Foust, Accounting Analyst – 2857 Kevin Lloyd, Accounts Payable - 2193 Denise Woods, Accounting Technician, State and County Funds – 2935 Cynthia Ingram, Accounting Technician, Special Funds - 2937</p>	<ul style="list-style-type: none"> • Budgeting • Travel • Check writing 	<p>Jamestown</p>	<p>Medlin, Rm. 280</p>	<p>336.334.4822</p>
<p>GRADES Contact Professor, Department Chair, Assistant Dean, or Dean For transcripts, contact Records Office</p>	<ul style="list-style-type: none"> • Grade change request • Incomplete grade conversion 			
<p>GRANTS Contact Person(s) Janice Keimig - 2247</p>	<ul style="list-style-type: none"> • Coordinates all external grants • Identifies funding sources. • Helps with proposal development, application submission, and project management • Maintains college grants archives • 	<p>Jamestown</p>	<p>Medlin Rm. 348</p>	<p>336.334.4822 336.454.1126</p>
<p>HUMAN RESOURCES Contact Person(s) Jean Jackson, Director Human Resources – 2404 Deborah Squirewell, Benefits Coordinator - 2242</p>	<ul style="list-style-type: none"> • New hire orientation • Benefits questions/Workers compensation • Personnel issues • Employee Parking Decals 	<p>Jamestown</p>	<p>Medlin-Rm. 370</p>	<p>336.334.4822 336.454.1126</p>
<p>INFORMAL CLASS TRANSFER Contact Professor, Department Chair, Dean, or Campus Administration</p>	<ul style="list-style-type: none"> • Extenuating requests after add/drops are over per established guidelines. 			
<p>Provider</p>	<p>Description of Services Provided</p>	<p>Campus</p>	<p>Location</p>	<p>Telephone</p>
<p>INSTITUTIONAL RESEARCH, EFFECTIVENESS &</p>				

<p>REAFFIRMATION Contact Person(s) TBA Director – 2606 Laura Altizer, Research Associate – 2379 Don Knight, Senior Research Specialist - 2590 Jill Pettit, Research Technician – 2399</p> <p>Arnessa Richbourg , Director, Auditing – 2433 Cheryl Davis, Audit Technician II – 2749</p> <p>Missy Leonard, Registrar, Continuing Education - 2333 Claire McCaskill, Curriculum Planning Coordinator - 2923 Heather Tedder, Records Technician - 2423 Dreama Witt, Curriculum Program Technician - 2318</p>	<ul style="list-style-type: none"> • Institutional Research • Planning • Assessment • Data request <ul style="list-style-type: none"> • Monitor, review, and calculate membership hours for each semester's ICR. Audit (100%) of all curriculum, continuing education and basic skills attendance rosters and supporting credentials • Maintain records required for review by the N.C. Community College System Auditors • Prepare curriculum and extension Institutional Class Report (ICR) • Review and prepare State reports required by State Auditors 	<p>Jamestown</p> <p>Jamestown</p> <p>Jamestown</p>	<p>Medlin Rm. 317</p> <p>Medlin Room 320</p> 	<p>336.334.4822</p> <p>336-334-4822</p> <p>336.334.4822</p>
<p>INSTRUCTOR CONCERNS Contact Professor, Department Chair, or Dean in respective department</p>	<ul style="list-style-type: none"> • Students wishing to appeal decisions related to instruction 			
<p>INTERNATIONAL STUDENT ADVISING Contact Person(s) Malinda Carmon, International Student Advisor - 2356</p>	<ul style="list-style-type: none"> • Provides admissions services • Facilitates fulfillment of immigration requirements • Assists and supports international student activities • Consults and advises with college faculty and staff • Serves as support in academic guidance • Coordinates efforts to resolve emergency situations • Refers to/for community outreach • Provides medical insurance information • Provides enrollment verification letters • Offers income tax forms/workshops 	<p>Jamestown</p>	<p>Medlin Rm. 202C</p>	<p>336.334.4822</p>
<p>LIBRARY SERVICES Contact Person(s) Jamestown Don Forbes, Director, Library Services - 2502 Reference or other questions: Reference Librarian - 2287 Materials: Jennifer Noga - 2232</p> <p>Greensboro Keith Burkhead - 4203</p> <p>High Point Anders Selhorst - 4153</p>	<ul style="list-style-type: none"> • Offers reference assistance in seeking information, course-related materials, college support materials • Provides access to electronic and print resources • Provides instruction in seeking/locating electronic and print information in library and from remote locations • Provides study space • Maintains course reserve and reference materials • Provides instruction and Employee workshops • Provides research assignment help, online research guides, and research consultations 	<p>Jamestown</p> <p>Greensboro</p> <p>High Point</p>	<p>LRC Bldg.</p> <p>AEC 2nd Floor</p> <p>H4, Room 216</p>	<p>336.334.4822</p> <p>336.334.4822</p> <p>336.454.1126</p>
<p>Provider</p>	<p>Description of Services Provided</p>	<p>Campus</p>	<p>Location</p>	<p>Telephone</p>
<p>MAILROOM Contact Person(s)</p>	<ul style="list-style-type: none"> • Sort college mail • Process outbound First Class, Certified, Priority and Express 	<p>Jamestown</p>	<p>Medlin Ground Floor</p>	<p>336.334.4822</p>

Trace Little, Manager, Purchasing & Inventory Control - 2516				
PAYROLL Contact Person(s) LaToya McCandies, Payroll Coordinator – 2267 Yaschica Coard, Sr. Accounting Technician – 2692 Nadine Albert, Sr. Accounting Technician- 2317	<ul style="list-style-type: none"> Responsible for PT/FT payroll procedures Answer employee inquiries related to wages, taxes, benefits and other deductions Audit and maintain payroll files and leave records 	Jamestown	Medlin Rm. 332	336.334.4822
PHYSICAL PLANT Contact Persons(s) Clint McCann, Director, Physical Plant - 2154 Wanda Turner, Administrative Assistant - 2386	<ul style="list-style-type: none"> HVAC, Electrical General Maintenance Custodial College Vehicles 	Jamestown	Machinery Hall	336.334.4822
POLICE (CAMPUS) Contact Person(s) Jerry Clark, Chief of Police – 2397 <i>Aviation Facilities</i> Ronnie Johnson, – Police Officer - 4965 <i>Greensboro Campus</i> J. T. Williams, Sergeant - 4401 Harry Bullins, Police Officer – 4313 Chris Eberhart , Police Officer – 4411 Rick Hopper, Police Officer – 4334 Stephen Maynard, Police Officer - 4411 Marvin Ray, Police Officer – 4411 Trista Strickland, Police Officer - 4411 <i>High Point Campus – H1 Building, Room 121</i> Andy Norman, Police Officer – 4123 Larry Cockman, Police Officer - 4124 Hawk Lindley, Police Officer – 4125 Brenda Stell, Police Officer - 4125 <i>Jamestown Campus</i> Aaron Smith, Sergeant - 2401 Beth Clodfelter, Police Officer – 2398 Lenora Taylor, Administrative Assistant - 2598 John Davis, Police Officer – 2398 Harold Farlow, Police Officer – 2398 Meredith George, Police Officer - 2398 Kevin James, Police Officer – 2398 Rob Payne, Police Officer - 2398 Natasha Powell, Police Officer – 2398 Jim Poer, Police Officer - 2398 Johnny Russo, Policy Officer – 2398 Pete Walker, Police Officer – 2398	<ul style="list-style-type: none"> Accident Investigations – traffic and personal injury Emergencies – fire and medical Law enforcement Lost and found Parking – enforcement and student permit issuance Traffic and parking Enforcement Weather 	Greensboro	CEC Bldg. Rm. 148	336.334.4822
		High Point	H1 Building, Rm. 121	336.454.1126
		Jamestown	Medlin Rm. 101	336.334.4822
Provider	Description of Services Provided	Campus	Location	Telephone
PURCHASING Contact Person(s) Trace Little, Manager, Procurement and Inventory Control - 2516	<ul style="list-style-type: none"> Process purchase orders Answer questions on State contracts Answer questions on e-procurement Obtains bids over \$5,000 	Jamestown	Medlin Rm. 260	336.334.4822

Virginia Foster, Equipment Inventory Specialist – 2406 Marcelia Gause, Sr. Buyer, - 2888 Linda Myers, Procurement Technician – 2860 Lorie Rabon, Equipment Inventory Clerk - 2471 Dorothy Taylor, Procurement Technician - 2316	<ul style="list-style-type: none"> Provides P-cards 			
RECORDS (STUDENT LEARNING & SUCCESS) Contact Person(s) Brad Burch, Registrar – 2419 Andrea Priest, Asst. Registrar – 2387 Graduation, Diplomas Johnnie Bryant, Information Assistant– 2635 Amy Byerly, Information Assistant- 2235 Deborah Chambliss, Information Assistant – 0 Joyce Johnson, Information Assistant -2338 Bonnie Kelton, Information Assistant – 0 Kristy Powell, Information Assistant – 2635 Maggie Sanders, Information Assistant – 0 Erica Schoen, Information Assistant - 2517 Patricia Dickey, Records Tech - 2639 Bunnie Lynn, Records Technician - 2376 Jolane McCain, Records Tech. – 2559 Transcript Processing Susan Nelson, Records Technician - 2558 Graduation Clearance/Name Change Ashley Rawls, Records Technician – 2480 Transcript requests Joe Rowbottom, Records Technician – 2569 Transfer Credit, Consortium Students	<ul style="list-style-type: none"> Verify Enrollment Process Transcript requests Entering transfer credit Updating personal information Handling walk-in, phone and e-mail inquiries Process graduation applications Process final grades Maintain student folders Print degrees Coordinate verification of enrollment 	Jamestown	Medlin 2nd floor	336.334.4822
SHIPPING AND RECEIVING Contact Person(s) Bill Crawford, Manager – 2326 Charles Gilreath, S/R Clerk – 2811 Anthony Oliver, S/R Clerk – 2811 Larry Jones, S/R Clerk - 2811	<ul style="list-style-type: none"> Receive and process items from vendors Process items directly delivered to end users from vendors Deliver mail, central store orders, large duplicating shipments, and received items to departments (includes daily courier delivery to other GTCC campuses) Process outbound shipments using UPS, FEDEX, and other transportation companies http://www.gtcc.edu/inside/forms/UPSshipmentForm.pdf 	Jamestown	Medlin Ground Floor	336.334.4822
STUDENT ACCOUNTS Sonia Johnson, Accounts Receivable Manager – 2835 Tracie Scott, Accounting Analyst – 2782 Cora Robinson, Sr. Accounts Receivable Tech. – 2471 Marie Collins, Sr. Accounts Receivable Clerk - 2668 Carol Ashbaugh, Accounts Receivable Clerk – 2604	<ul style="list-style-type: none"> Processes third party billing Sets Up sponsored students and sponsored classes Collects past due student accounts and returned checks Processes student refunds Posts financial aid Process 1098Ts 	Jamestown	Medlin Rm. 270	336.334.4822
Provider	Description of Services Provided	Campus	Location	Telephone
STUDENT LEARNING & SUCCESS DIVISION Contact Person(s): Brenda Kays, Vice President, Student Learning and Success – 2264	<ul style="list-style-type: none"> Student Advocacy Utilize data to assess student learning outcomes to ensure a sound educational experience to improve student access, success, progress and completion 	Jamestown	Medlin Campus Center	336.334.4822

Lois Smith, Associate Vice President, Student Learning and Success – 2452 Alison Wiers, Associate vice President, Student Learning and Success - 2308	<ul style="list-style-type: none"> • Provide educational support services to meet student needs and create student success • Assessment of general education core to ensure that students are equipped with appropriate knowledge, skills, and attitudes 			
STUDENT SUCCESS SERVICES Contact Person(s) Beverley Gass, Dean, Student Success Services 2434 Sandra Cratty, Administrative Assistant – 2295 Carolyn Jordan, Communication Mgmt. - 2663	<ul style="list-style-type: none"> • ACA-118 Course Coordination • Student Success Services Assessment • Student Success Services Communications Coordination • Library Services • AT Open Computer Lab 	Jamestown	Medlin Rm. 130	336-334-4822
TUTORING CENTER - 2528 Contact Person(s); Betty Kittner, Coordinator - 2361	<ul style="list-style-type: none"> • Offers free peer tutoring for currently enrolled curriculum students • Employs student tutors who have successfully completed a course and have been recommended by their instructor to be a tutor 	Jamestown	JWH 102	336.334.4822
VETERAN'S SERVICES (STUDENT LEARNING & SUCCESS) Contact Person(s) Flora Taylor, Coordinator of Military Benefits - 2314	<ul style="list-style-type: none"> • Support Services for students using VA benefits • Certification of benefits 	Jamestown	Medlin, 2nd Floor	336.334.4822

IMPORTANT ADDRESSES

USE THIS ADDRESS FOR ALL SHIPMENTS REGARDLESS OF YOUR PHYSICAL LOCATION:

601 High Point Road
Jamestown, NC 27282

Mailing Address for ALL campuses:

P. O. Box 309
Jamestown, NC 27282

Location Addresses: (not mailing addresses)

Aviation Center
260 Regional Road

Aviation Center 2
819 Radar Road

High Point Campus
901 South Main Street

Small Business Center
2007 Yanceyville Street, Suite 220

Greensboro, NC 27409
(336) 334-4822 ext. 4901

Greensboro Campus

3505 E. Wendover Avenue
Greensboro, NC 27405
(336) 334-4822

Greensboro, NC 27410
(336) 334-3822 ext. 4961

Jamestown Campus

601 High Point Road
Jamestown, NC 27282
(336) 334-4822 (Greensboro number)
(336) 454-1126 (High Point number)

High Point, NC 27260
(336) 334-4822
(336) 454-1126 ext. 4110, 4111

Greensboro, NC 27405
(336) 334-5211

WEB SITE ADDRESS

www.gtcc.edu