Trenholm State
COMMUNITY COLLEGE

COLLEGE CATALOG & STUDENT HANDBOOK

2022 – 2023

College Catalog
and Student
Handbook

Effective
Fall 2022

# H. Councill Trenholm State Community College

**Patterson Site**
3920 Troy Highway
Montgomery, AL 36116

**Trenholm Campus**
1225 Air Base Blvd.
Montgomery, AL 36108

**Mailing Address:**
P.O. Box 10048
Montgomery, AL 36108

Telephone: 334-420-4200
Fax: 334-420-4206
Website: www.trenholmstate.edu

# 2022-2023
# College Catalog
# and
# Student Handbook

Effective: Fall 2022

H. Councill Trenholm State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of H. Councill Trenholm State Community College.

**Equal Opportunity In Education and Employment**

It is the official policy of the Alabama Community College System and H. Councill Trenholm State Community College that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age or any other protected class as defined by federal and state law be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

# Message from the President

Welcome to Trenholm State Community College. As the capital city's only community college, we have a rich tradition of providing students with cutting-edge training for high-skill, high-wage, high-demand careers and transfer options to four-year institutions. This catalog is a resource for exploring and laying out a pathway to assist you in achieving your academic, career, and enrichment goals.

Trenholm State offers 28 programs of study and non-credit training programs. Our students can earn short-term options that may enhance skill-sets or lead to a career, as well as associate degree programs that will allow transferability. Through our Dual Enrollment programs, high school students can earn college credit that can be utilized towards specific certificates or degree programs. In addition, the Adult Education program offers classes for those seeking a GED or High School Diploma, as well as English as a Second Language (ESL) classes and career training opportunities through our Career Pathways program and the Ready to Work program.

Trenholm State is a comprehensive community college that offers small class sizes, highly qualified faculty, dedicated and professional staff, an affordable option for earning academic and professional credentials. We offer flexible day, evening, hybrid, and online course options. Our mission is to ensure that any student who walks through our doors discovers a pathway aligning their coursework and career training with their academic and career goals. We want to welcome you to Trenholm State, today's college for tomorrow's world!

Sincerely,

Dr. Kemba Chambers
President

# Table of Contents

**Trenholm State**
COMMUNITY COLLEGE

*Today's College for Tomorrow's World*

**FALL SEMESTER 2022**

| | |
|---|---|
| Local Professional Development | August 15 |
| Registration and Faculty Duty Days | August 16-18 |
| Regular Semester and Mini Term A Classes Begin | August 19 |
| Drop/Add and Registration Ends | August 24 |
| Labor Day Holiday – College Closed | September 5 |
| Last Day to Withdraw with an Automatic "W" **(Mini Term A)** | September 27 |
| Midterm  October 13 | |
| Mini Term A Classes End | October 13 |
| Deadline to Submit Intent to Graduate Application | October 13 |
| Mini Term B Classes Begin | October 17 |
| Mini Term B Drop/Add and Registration Ends | October 18 |
| Spring 2023 Priority Registration **(30 credit hours or more)** | October 25 |
| Spring 2023 Regular Registration **(All Students)** | November 1 |
| Last Day to Withdraw with an Automatic "W" **(Full Term)** | November 3 |
| Veterans Day Holiday – College Closed | November 11 |
| Thanksgiving Holiday for Students (No Classes) | November 21-25 |
| Thanksgiving Holiday for Faculty/Staff—College Closed | November 24-25 |
| Last Day to Withdraw with an Automatic "W" **(Mini Term B)** | November 30 |
| Final Exams | December 9 & 12-15 |
| Classes End, Mini-term B Ends | December 15 |
| Grades Due/Faculty Duty Day | December 16 |
| Faculty Duty Day | December 19 |
| Christmas & New Year's Holiday (No Classes) | December 16-31 |
| College Closed | December 22-31 |

**SPRING SEMESTER 2023**

| | |
|---|---|
| College Closed | January 2 |
| Local Professional Development | January 3 |
| Registration and Faculty Duty Days | January 4-6 |
| Regular Semester and Mini Term A Classes Begin | January 9 |
| Drop/Add and Registration End | January 12 |
| Robert E. Lee/Martin Luther King Holiday – College Closed | January 16 |
| Last Day to Withdraw with an Automatic "W" **(Mini Term A)** | February 15 |
| Mini Term A Classes End | March 3 |
| **Midterm March 6** | |
| Deadline to Submit Intent to Graduate Application | March 6 |
| Mini Term B Classes Begin | March 7 |
| Mini Term B Drop/Add and Registration Ends | March 8 |
| Spring Break | March 20-24 |
| Summer 2023 Priority Registration **(30 or more credit hours)** | March 28 |
| Last Day to Withdraw with an Automatic "W" **(Full Term)** | April 4 |
| Summer 2023 Regular Registration **(All Students)** | April 5 |
| Honors Convocation | April 12th |
| Last Day to Withdraw with an Automatic "W" **(Mini Term B)** | April 20 |
| Final Exams | May 2-5, 8 |
| Classes End, Mini-term B Ends | May 8 |
| Grades Due/Faculty Duty Day | May 9 |
| Local Professional Development | May 10 |
| Faculty Duty Days | May 11-12 |
| Commencement Ceremony | May 11 |

**SUMMER TERM 2023**

| | |
|---|---|
| Registration and Faculty Duty Days | May 22-24 |
| Classes Begin | May 25 |
| Memorial Day Holiday – College Closed | May 29 |
| Drop/Add and Registration End | May 31 |
| Fall 2023 Priority Registration **(30 or more credit hours)** | June 13 |
| Juneteenth Holiday—College Closed | June 19 |
| Fall 2023 Regular Registration **(All Students)** | June 20 |
| **Midterm June 29** | |
| Deadline to Submit Intent to Graduate Application | June 29 |
| Independence Day Holiday – College Closed | July 4 |
| Last Day to Withdraw with an Automatic "W" | July 14 |
| Final Exams | July 28, 31 & August 1-3 |
| Classes End | August 3 |
| Grades Due/Faculty Duty Day | August 4 |

**Trenholm State**
COMMUNITY COLLEGE

*Today's College for Tomorrow's World*

## FALL SEMESTER 2023

| | |
|---|---|
| Local Professional Development | August 14 |
| Registration and Faculty Duty Days | August 15-17 |
| Regular Semester and Mini Term A Classes Begin | August 18 |
| Drop/Add and Registration Ends | August 23 |
| Labor Day Holiday – College Closed | September 4 |
| Last Day to Withdraw with an Automatic "W" **(Mini Term A)** | September 26 |
| **Midterm** | **October 12** |
| Mini Term A Classes End | October 12 |
| Deadline to Submit Intent to Graduate Application | October 12 |
| Mini Term B Classes Begin | October 16 |
| Mini Term B Drop/Add and Registration Ends | October 17 |
| Spring 2024 Priority Registration **(30 credit hours or more)** | October 24 |
| Spring 2024 Regular Registration **(All Students)** | October 31 |
| Last Day to Withdraw with an Automatic "W" **(Full Term)** | November 2 |
| Veterans Day Holiday – College Closed | November 10 |
| Thanksgiving Holiday for Students (No Classes) | November 20-24 |
| Thanksgiving Holiday for Faculty/Staff—College Closed | November 23-24 |
| Last Day to Withdraw with an Automatic "W" **(Mini Term B)** | November 29 |
| Final Exams | December 7-8 & 11-13 |
| Classes End, Mini Term B Classes End | December 13 |
| Grades Due/Faculty Duty Day | December 14 |
| Faculty Duty Days | December 15 & 18 |
| Christmas Holiday (No Classes) | December 14-31 |
| College Closed | December 21-31 |

## SPRING SEMESTER 2024

| | |
|---|---|
| New Year's Day—College Closed | January 1 |
| Local Professional Development | January 2 |
| Registration and Faculty Duty Days | January 3-5 |
| Regular Semester and Mini Term A Classes Begin | January 8 |
| Drop/Add and Registration End | January 11 |
| Robert E. Lee/Martin Luther King Holiday – College Closed | January 15 |
| Last Day to Withdraw with an Automatic "W" **(Mini Term A)** | February 14 |
| Mini Term A Classes End | March 1 |
| **Midterm** | **March 4** |
| Deadline to Submit Intent to Graduate Application | March 4 |
| Mini Term B Classes Begin | March 5 |
| Mini Term B Drop/Add and Registration Ends | March 6 |
| Spring Break | March 18-22 |
| Summer 2024 Priority Registration **(30 or more credit hours)** | March 26 |
| Last Day to Withdraw with an Automatic "W" **(Full Term)** | April 2 |
| Summer 2024 Regular Registration **(All Students)** | April 2 |
| Honors Convocation | April 10 |
| Last Day to Withdraw with an Automatic "W" **(Mini Term B)** | April 18 |
| Final Exams | April 30, May 1-3 & 6 |
| Classes End, Mini-term B Classes End | May 6 |
| Grades Due/Faculty Duty Day | May 7 |
| Local Professional Development | May 8 |
| Faculty Duty Days | May 9-10 |
| Commencement Ceremony | May 9 |

## SUMMER TERM 2024

| | |
|---|---|
| Registration and Faculty Duty Days | May 22-24 |
| Memorial Day Holiday – College Closed | May 27 |
| Classes Begin | May 28 |
| Drop/Add and Registration End | May 31 |
| Fall 2024 Priority Registration **(30 or more credit hours)** | June 18 |
| Juneteenth Holiday—College Closed | June 19 |
| Fall 2024 Regular Registration **(All Students)** | June 25 |
| **Midterm** | **July 2** |
| Deadline to Submit Intent to Graduate Application | July 2 |
| Independence Day Holiday – College Closed | July 4 |
| Last Day to Withdraw with an Automatic "W" | July 16 |
| Final Exams | July 31 & August 1-2, 5-6 |
| Classes End | August 6 |
| Grades Due/Faculty Duty Day | August 7 |
| Faculty Duty Day | August 8 |

# History of Trenholm State

H. Councill Trenholm State Technical College was created through the consolidation of John M. Patterson State Technical College and H. Councill Trenholm State Technical College in April 2000. The Trenholm Campus was designated as the main campus of the combined institutions. Both institutions were accredited by the Council on Occupational Education, which granted approval for the merger in March 2002.

In December 2014, Trenholm State was granted initial accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Transfer credit for eligible courses is retroactive to January 1, 2014.

In May 2015, H. Councill Trenholm State Technical College officially became H. Councill Trenholm State Community College.

## Patterson Site

The John M. Patterson State Technical School was established as a result of the 1947 passage of Regional Vocational and Trade School Act 673 by the Alabama State Legislature. The Montgomery County Board of Revenue and the City of Montgomery purchased 43 acres of land at the junction of the Southern Bypass and U.S. 231 South in 1961. The school opened on September 4, 1962. Patterson was named a technical college by action of the State Board of Education in 1974.

## Trenholm Campus

H. Councill Trenholm State Technical College was authorized by the Alabama State Legislature in May 1963. Construction was completed and classes began in August 1966, with the City of Montgomery and the Montgomery County Board of Revenue contributing to construction costs. The College was named for the late Dr. Harper Councill Trenholm, a past president of Alabama State University.

# Organization and Administration

H. Councill Trenholm State Community College is a two-year public institution of higher education operating as part of the two-year Alabama Community College System (ACCS). The organization and administration of H. Councill Trenholm State Community College is under the supervision and direction of a Board of Trustees appointed by the Governor of the State of Alabama.

The ACCS Board of Trustees is composed of the Governor, who serves as chair by virtue of her elected office. The other board members are appointed from eight districts, with one state-wide member and an ex-officio liaison from the State Board of Education.

For the purpose of assisting the ACCS Board of Trustees in carrying out its authority and responsibilities for each of the colleges, a Chancellor is appointed who also serves as Chief Executive Officer of the Alabama Community College System (ACCS). The Chancellor serves at the pleasure of the ACCS Board of Trustees but it is customary for the Chancellor to have a multi-year contract.

The College President is appointed by the ACCS Board of Trustees and heads the College's organizational structure. Specific areas of operation include the following: Student Services; Instructional Services; Development Planning/ Research; Finance and Administrative Services, and Information Technology. Each of these areas function under the guidance of a Dean or Director who reports directly to the President. The President reports to the Chancellor and is responsible for operating the college within the ACCS Board of Trustees policies and all applicable state and federal laws. This organizational structure is in compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as well as policies and guidelines of the ACCS Board of Trustees.

A College Advisory Council composed of representatives of area industry, business and management assists the Administration. The Council serves in an advisory capacity to the President in promoting the interest and general welfare of the College.

# The Alabama Community College System Board of Trustees

## Alabama Community College System (ACCS)

# Introduction to the College

Trenholm State Community College serves as an educational and economic asset for the state of Alabama by offering associate degrees and certificate programs that prepare students for further education, fulfilling careers and life-long learning. Our students reflect our diverse local and global community, and the College integrates the strengths of many cultures, age groups, lifestyles and learning styles into the life of the institution. The College provides inclusive and affordable access to higher education, supports the success and achievements of all students, and maintains vibrant partnerships and pathways with educational institutions, community organizations, and local businesses and industries. The College is part of the Alabama Community College System (ACCS), a statewide system of postsecondary colleges governed by the ACCS Board of Trustees.

The College operates two campuses, the Patterson Site and the Trenholm Campus, and provides educational services for Montgomery and the surrounding area.

H. Councill Trenholm State Community College is authorized by the State of Alabama to provide vocational, technical, academic, and lifelong educational opportunities; promote economic development; and enhance the quality of life for the people of central Alabama. The College, operating as a single entity and integrating all programs and services where feasible into a single delivery system, is committed to providing comprehensive academic and technical services to its community.

Through its open door admission policy and special recruitment efforts, H. Councill Trenholm State Community College helps multitudes of students obtain real educational opportunities, offering promising students a better beginning. The college's efforts are focused by its mission and vision statements and guided by the values and goal statements developed and reviewed regularly by its employees as part of the college's annual planning process.

# Vision

Through our commitment to educational excellence, students will be prepared to meet the challenges of a global society and the college will serve as the region's leading catalyst for economic and workforce development.

# Mission

Our mission is to provide comprehensive and accessible educational opportunities, including academic transfer and technical programs, designed to promote economic development, enhance workforce development, and improve the quality of life for the community.

# Strategic Priorities

### Build a Culture that Supports Student Success
Trenholm State Community College will engage efforts to provide programs and services that enhance active learning to ensure the achievement of student's educational and career goals.

### Enhance Academic Quality
Trenholm State Community College will promote excellence in the design, delivery, and support of student learning to result in graduation, employment, and transferability.

### Workforce Development
Trenholm State Community College will ensure that academic, career, and technical degrees, certificates, and credentials result in marketable student employment by strengthening career pathways, ensuring curricular relevance, and expanding partnerships.

### Ensure Institutional Growth and Operational Excellence
Trenholm State Community College will maintain financial stability and expand technology to establish advanced learning environments that facilitate student success and institutional growth.

# Values

Trenholm State Community College administrators, faculty and staff embody the highest academic and institutional commitment to students and the community by exhibiting the following 13 values:

1.    Academic rigor: We are committed to standards of academic rigor that assures students a high-quality education that fosters personal and intellectual growth for productive careers and meaningful lives.
2.    Access: We promote an accessible and affordable education designed to optimize opportunities for student participation.
3.    Accountability: We create an accountable environment that continually builds an exceptional community college through shared governance, collaboration, and a commitment in the delivery of our mission.
4.    Communication: We encourage dialogue and the freedom to have an open exchange of ideas for the common good.
5.    Diversity: We recognize and value diversity in its many forms as a representation of the richness of the human experience.
6.    Excellence: We set and model high standards for students and our faculty, staff, administrators, and community partners.
7.    Innovation: We strive to be a creative and inquisitive community based on the pursuit of knowledge, wisdom, and discovery.
8.    Integrity: We hold ourselves accountable to the communities we serve and seek to model personal and intellectual integrity in all we do.
9.    Leadership: We are committed to identifying the unique strengths of our faculty and staff by encouraging leadership and supervision that recognize individuals who utilize their talents in support of our students.
10.    Life-long learning: We are committed to promoting the educational growth and development of all individuals through a variety of postsecondary professional, technical, and academic programs and services.
11.    Professionalism: We value professionalism through our clear sense of commitment, perspective and direction.
12.    Quality-driven: We are dedicated to a supportive learning community that uses learning outcomes to measure success and guide innovative curricular and program improvements to meet individual and group needs.
13.    Student success: We are committed to the success of our students by adhering to the highest levels of academic and professional standards.

# College Service Area

The College service area consists of primarily a six county area located near the center of the State of Alabama. The service area includes the area of Macon County, west of a line drawn north to south through the city of Franklin; Elmore County, excluding correctional education and the Central Alabama Community College site in Tallassee; Montgomery County; the area of Bullock County, west of a line drawn north to south through the city of Union Springs; Lowndes County and Autauga County, in cooperation with Wallace Community College-Selma. The area consists of urban, suburban, and rural populations.

# Accreditation and Certifications

H. Councill Trenholm State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of H. Councill Trenholm State Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

In addition, individual programs are accredited, licensed or certified by the following agencies:

| | |
|---|---|
| Automotive Service | National Automotive Technician Education Foundation (NATEF)<br>101 Blue Seal Drive – Suite 101<br>Leesburgh, VA  20175<br>(703) 669-6650<br>www.natef.org |
| Computer Information Systems | Cisco Certified Network Associate (CCNA)<br>CISCO Systems, Inc.<br>170 West Tasman Drive<br>San Jose, CA  95134<br>(800) 553-6387 |
| Culinary Arts | American Culinary Federation (ACF)<br>180 Center Place Way<br>St. Augustine, FL  32095<br>1-800-624-9458 |
| Dental Assisting | American Dental Association<br>Commission on Dental Accreditation (ADA)<br>211 East Chicago Avenue<br>Chicago, IL  60611-2678<br>(312) 440-2500 |
| Ultrasound<br>(Diagnostic Medical Sonography) | Commission on Accreditation of Allied Health Education Programs (CAAHEP)<br>25400 US Highway N, Suite 158<br>Clearwater, FL  33763<br>(727) 210-2350 |
| Medical Assisting | Commission on Accreditation of Allied Health Education Programs (CAAHEP)<br>25400 US Highway N, Suite 158<br>Clearwater, FL  33763<br>(727) 210-2350 |
| Medical Assisting | Medical Assisting Education Review Board (MAERB)<br>A CAAHEP Commission on Accreditation<br>20 North Wacker Drive<br>Suite 1575<br>Chicago, IL  60606<br>(312) 899-1500 |
| Practical Nursing | Alabama Board of Nursing<br>RSA Plaza, Ste 250<br>770 Washington Avenue<br>Montgomery, AL  36104<br>(334) 293-5200<br><br>Accreditation Commission for Education in Nursing (ACEN)<br>Formerly NLNAC, National League for Nursing Accrediting Commission, Inc.<br>3343 Peachtree Road NE, Suite 850<br>Atlanta, Georgia 30326<br>(404) 975-5000 |

# Buildings and Facilities

### Trenholm Campus
### 1225 Air Base Blvd

Building A/B President's Office
Executive Vice President's Office
Business Office
Human Resources
Practical Nursing
Registered Nursing

Building C Health Services Simulation Lab
Career Center
Music Department

Building D Student Center

Building E Dean of Instructional Services

Building F Admissions & Records Cashier
Dean of Student Affairs
and Info Services
Enrollment Management
Financial Aid
Student Success Center
Testing

Building G Vacant

Building H Diagnostic Medical Sonography
(Ultrasound)
Medical Radiologic Technology
Respiratory Care Therapy

Building I Child and Human Development

Building J Dental Assisting
Medical Assisting

### Library Tower
### 3086 Mobile Highway

1st Floor Library

2nd Floor Archival Display
Business Administration

3rd Floor Accounting
General Business
Office Administration

4th Floor Information Technology
Institutional Effectiveness
Title III
Upward Bound

### Joseph Dickerson Education Center
3085 Mobile Highway

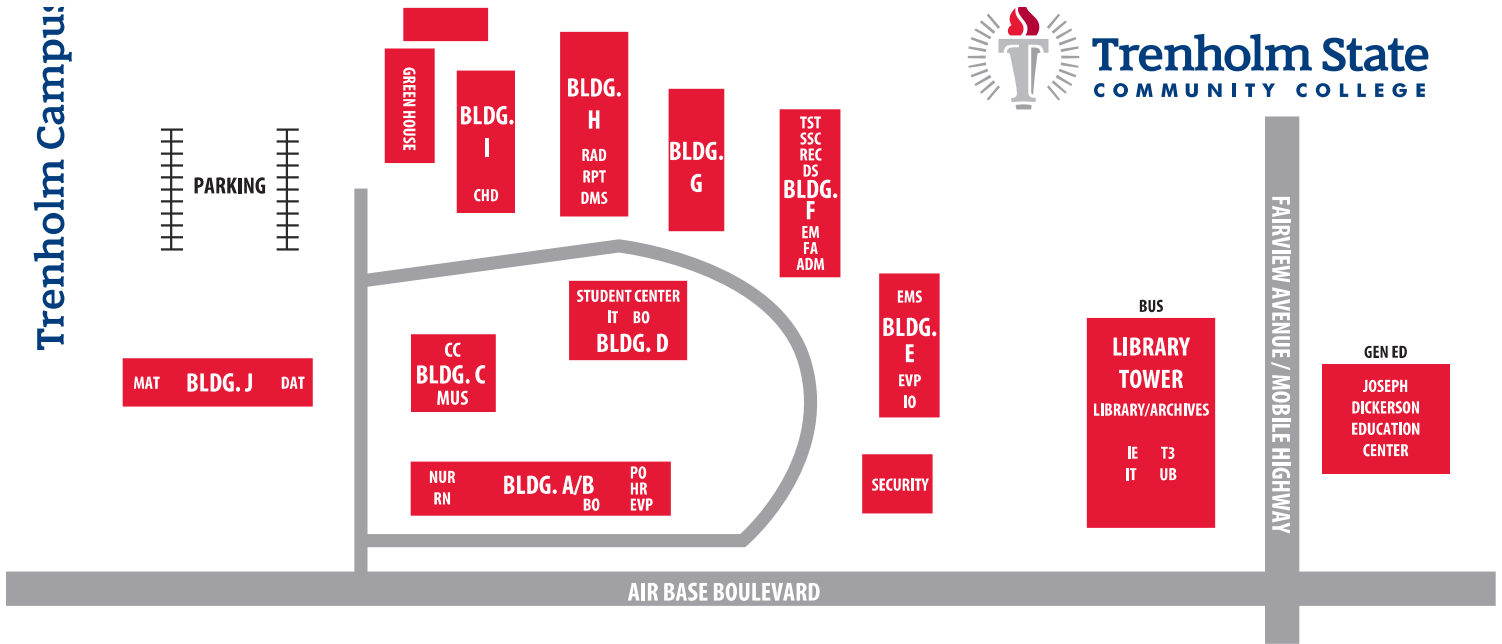General Education

### Patterson Site
### 3920 Troy Highway

Building B General Education
Student Success Center (Rm 133)

Building D Auditorium
Dean of Community Engagement and
Grants
Workforce Development
Admissions & Records
Financial Aid
Cashier

Building E Computer Information Systems
Air Conditioning / Refrigeration
Library

Building F Continuing Education
Workforce Dev Apprenticeship/Co-op
Precision Machining

Building G Automotive Service

Building H Welding

Building I Maintenance Department

Building J Adult Education

Building K Graphic Design

Building L Diesel Mechanics

Building M Electrical/Instrumentation
Robotics/Mechatronics

Building N Automotive Collision Repair

Building Q Automotive Manf & Automation
Industrial Systems & Automation
FAME
Dean of CTE and FAME Coordinator

### Truck Driver Training Center
5420 Troy Highway
Montgomery, AL 36117
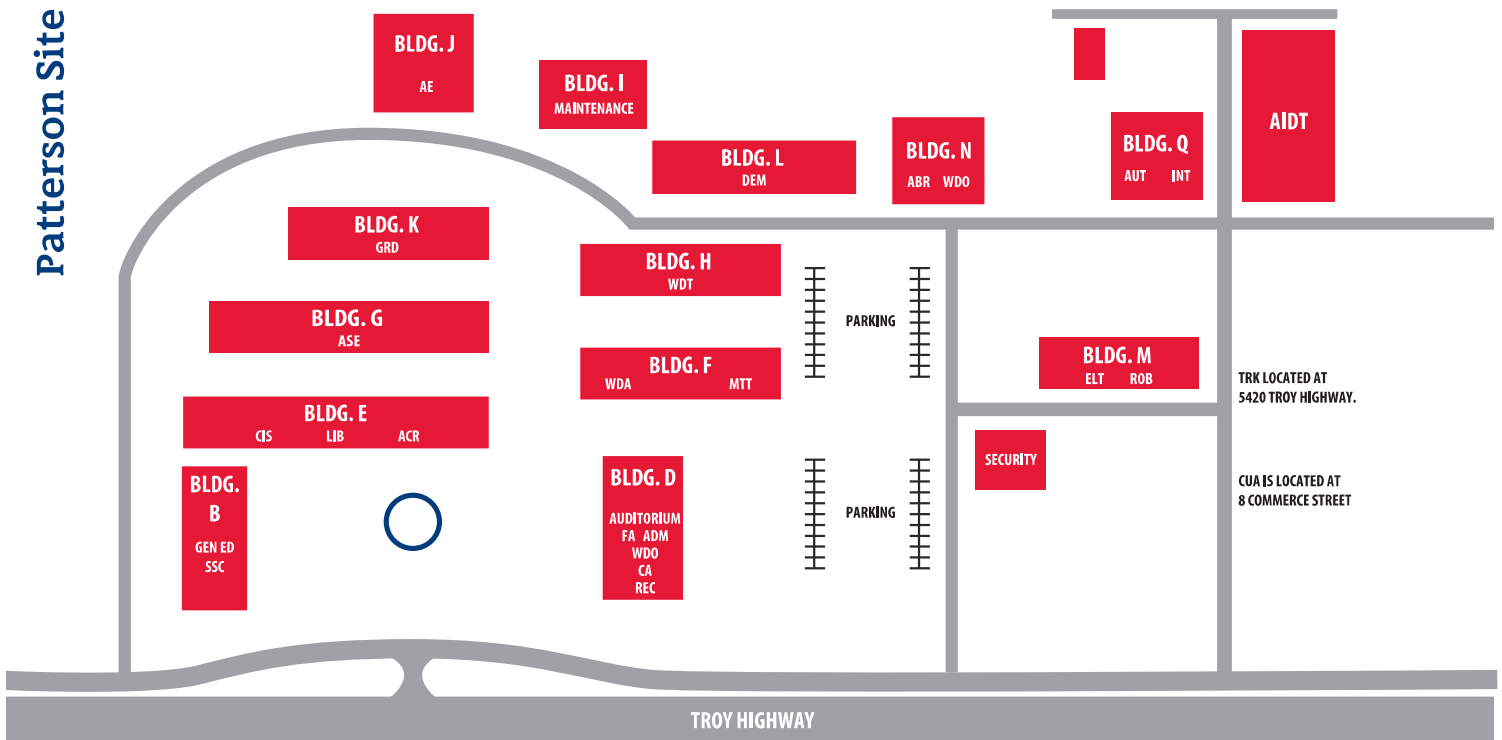(three miles south of Patterson Site)

### Downtown Site
Renasant Bank Building
8 Commerce Street

Culinary Arts
Hospitality Management

## Trenholm Campus

**Trenholm State COMMUNITY COLLEGE**

PARKING

GREEN HOUSE

**BLDG. I** — CHD

**BLDG. H** — RAD RPT DMS

**BLDG. G**

TST SSC REC DS **BLDG. F** EM FA ADM

EMS **BLDG. E** EVP IO

BUS **LIBRARY TOWER** LIBRARY/ARCHIVES IE T3 IT UB

GEN ED **JOSEPH DICKERSON EDUCATION CENTER**

STUDENT CENTER IT BO **BLDG. D**

CC **BLDG. C** MUS

MAT **BLDG. J** DAT

NUR RN **BLDG. A/B** PO HR BO EVP

SECURITY

FAIRVIEW AVENUE / MOBILE HIGHWAY

AIR BASE BOULEVARD

## Patterson Site

**BLDG. J** — AE

**BLDG. I** MAINTENANCE

**BLDG. L** DEM

**BLDG. N** ABR WDO

**BLDG. Q** AUT INT

**AIDT**

**BLDG. K** GRD

**BLDG. H** WDT

PARKING

**BLDG. G** ASE

**BLDG. F** WDA MTT

**BLDG. M** ELT ROB

TRK LOCATED AT 5420 TROY HIGHWAY.

**BLDG. E** CIS LIB ACR

**BLDG. B** GEN ED SSC

SECURITY

**BLDG. D** AUDITORIUM FA ADM WDO CA REC

PARKING

CUA IS LOCATED AT 8 COMMERCE STREET

TROY HIGHWAY

ABR - Automotive Collision Repair
ACR - A/C & Refrigeration
ADM - Admissions
AE - Adult Education
ASE - Automotive Technology
AUT - Automotive Manufacturing and Automation
BUS - Business Administration
BO - Business Office
CA - Cashier
CC - Career Center
CE - Continuing Education
CHD - Child and Human Development
CIS - Computer Information Systems
CUA - Culinary Arts (Downtown Site)
DAT - Dental Assisting
DEM - Diesel Mechanics
DMS - Diagnostic Medical Sonography

DS - Dean of Student Affairs and Information Services
ELT - Electrical/Instrumentation
EM - Enrollment Managment
EVP - Executive VP
FA - Financial Aid
Gen Ed - General Education
GRD - Graphic Design
HR - Human Resources
INT - Industrial Systems and Automation
IO -Dean of Instructional Services
IT - Information Technology
IE - Institutional Effectiveness
LIB - Library
MTT - Precision Machining
MAT - Medical Assisting
MUS - Music Department
NUR - Practical Nursing

PO - President's Office
RAD - Medical Radiologic Technology
REC - Records
RN - Registered Nurse
ROB – Robotics/Mechatronics
RPT – Respiratory Care Therapy
SSC - Student Success Center
T3 - Title III Offices
TST - Testing
TRK - Truck Driver Training
UB - Upward Bound
WDA - Workforce Dev Apprenticeship/Co-op
WDO - Dean of Career and Technical Education
      and FAME Coordinator
WDT - Welding