

The Title III-B Program Receives No Findings from U.S. Department of Education Reviewers

Trenholm State's Title III-B Program received an excellent rating from a recent review by a team from the U. S. Department of Education's Office of Postsecondary Education. The review was conducted on March 25-27, 2009, by Dr. Lorna M. Polk, Senior Program Officer, Title III-B Program and Mr. Ed Pacchetti, Deputy Director, Program Oversight Staff. The auditing team met with President Sam Munnerlyn and Title III-B Program Director, Mrs. Arlinda Knight, as well as all Title III-B Activity Directors. Activity Directors are: **Activity I**-Dr. Tracie Carter and Annitta Love; **Activity II**-Charles Harris and Arlinda Knight; **Activity III**-Debra Cobb, **Activity IV**-Zenobia Blackmon; **Activity V**-Dr. Mimi Johnson.

The team also met with the Director of Federal Programs, Ms. Shemedrea Johnson, before conducting a review of the College's fiscal operations. The Program's budgets, grants ledger of financial transactions with disbursements, and other fiscal records of the College were reviewed.

In the Summary On-Site Review Report dated May 6, 2009, the team stated that "Overall, the H. Council Trenholm State Technical College Title III-B Program is an excellent program."

Focus on Activity I Personnel



Mrs. Anoo Kaushik has been hired to fill a full-time instructional vacancy in the Medical Assisting program. She has taught Phlebotomy and Laboratory Procedures for the Medical Assistant courses in Trenholm's Medical Assisting program as an adjunct instructor since 2003, and served as a curriculum developer in the Medical Assisting program through Title III-B grant support.

Mrs. Kaushik holds a bachelor's degree in Biology with certification in Medical Technology from Auburn University in Montgomery and holds certifications as a Phlebotomy Technician from the American Society for Clinical Pathology and the American Medical Technologists Association. She is also certified as a Clinical Laboratory Phlebotomist through the National Credentialing Agency for Laboratory Personnel. Last summer, she received certification from the National Healthcare Association as a Certified Clinical Medical Assistant.

Mrs. Kaushik took great pains to develop the Phlebotomy training program from the ground up and enhance the clinical laboratory training facilities for the Medical Assisting program. She spent considerable time on visiting potential preceptorship sites and initiating contacts with doctors' offices and other healthcare settings for support of the program. The College's Lab Procedures training and Phlebotomy Preceptorship program have done well because of the rapport that she established with various providers. She also developed the course syllabi, competencies, evaluations, and course handbook for the phlebotomy program.

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Upcoming Activity II Project



Renovation of Building E

The interior transformation of Trenholm Campus Building E will soon begin with a major upgrade of the building. The building will be reconfigured to include increased instructor space and will also be brought into compliance with the Americans with Disabilities Act requirements such as wider hallways and restroom accessibility. A new sidewalk with wheelchair-accessibility features will also be installed.

Occupants of the building are now in the process of being relocated to other campus offices.

The JH Partners architectural firm was selected as the architect for the project on January 27, 2009. The bid opening for the contractor for the project will begin on June 4, 2009, and work on the building will begin soon thereafter. The projected completion date for the Building E project is September 30, 2009.

Activity III Update

The purpose of Activity III is to strengthen the Colleges' management and administrative functions through the acquisition of equipment. Its aim is to enhance Student Services, academic programs and Business Office functions. This activity will improve the current system of managing and collecting information which is a major barrier to effective institutional management, fiscal stability, and ultimately, the College's growth and self-sufficiency.

We are very excited about the accomplishments we are making this year. We have provided a student activity center in the Student Services area that further enhances the one-stop center on both campuses. This area is equipped with two computers and a printer. Students can order transcripts, download and complete FAFSA applications for Financial Aid as well as view the progress of applications. They can also type resumes, search job opportunities, send and retrieve emails, view grades and financial aid awards, registrations, class offerings, etc. In addition, Activity III and Activity IV have provided hotspots for access to Web around the Trenholm campus. Hotspots are located outside the A/B building, inside and outside Building D (Student Center), Building J (Health Services), the Library Tower, and the Patterson Campus Library. To access these services, students need wireless laptops.

Activity III has several projects in progress. We are providing the Financial Aid Department with electronic access to view student information from Admissions and Records. This speeds up the process of making Financial Aid Awards to students. We are also providing this capability to the Human Resources Department and the Central Business Office. This document-sharing technology aligns us with the latest technological advancements. Lastly, we are working with a system that will ultimately give the faculty and staff a messaging and calendaring system, which will enable them to share information among colleagues for better scheduling of meetings, etc. They will also be able to obtain their calendars from anywhere the Internet can be accessed.

Without Title III-B funding, many of these projects would not exist. We are very fortunate to have been awarded these funds to provide these services to our faculty and staff and, most importantly, our students.

Activity IV-Spotlight on the Archives



The display case above is housed in the Main Reading Room of the Library and is filled with artifacts from the Archives.

Trenholm's Institutional Archives and Special Collections of Montgomery's Pioneer Voting Rights Activists (the Archives), is located in the Trenholm Campus Learning Resource Center. It is not only unique to the Montgomery, Alabama, area but to the Alabama College System as well. It is the only one of its kind in the two-year college system.

The purpose of the Archives is to preserve institutional records and the history and legacy of Montgomery's Voting Rights Movement for retrieval by the College's personnel, students, researchers, scholars and the general public. The Archives receives funding from the Title III-B Grant to support its purpose and commitment to public access of open Institutional Records and Spe-

cial Collections.

The Archives contains a multitude of documents and memorabilia as well as audio and video interviews of Voting Rights activists. Programs and multi-media presentations for institutional and public outreach related to the Voting Rights Movement are also presented by our Archivist, Dr. Gwen Patton.

Trenholm's Archives is now online in consortium with other colleges and universities in the state. Trenholm's Archives is the only two-year college in the consortium. Visit their website at www.alabamamosaic.org/collections.php to see Trenholm's Digital Archival Collection and to learn more.

Activity V Sponsors Retention Workshops

Activity V's focus is on improving academic success among Trenholm State's students using a myriad of initiatives such as tutoring, counseling, and student service programs. To accomplish this milestone, Activity V hosted two professional development workshops for faculty and staff in February and May 2009. Consequently, by increasing the awareness of the significance of retaining students employees will be proactive in facilitating student success at Trenholm State. Both workshops were facilitated by Noel Levitz consultants, Dr. Sally Lee and Dr. Bernita Sims-Tucker. Dr. Lee has more than 26 years in higher education and is the associate vice president for student affairs at East Tennessee State University. Her areas of expertise include student retention, student needs and satisfaction and first-year service programs. Dr. Sims-Tucker, vice president for academic affairs at the University of Maryland-Eastern Shore, has more than 29 years experience in higher education. In addition to student retention and first-year experience programs, Dr. Sims-Tucker is an expert in student learning outcomes and general education assessment as well as academic advising.

In February, Dr. Lee presented *Moving from Bet-*

ter to Best: Enhancing Customer Service. The outcome goals for this workshop were (1) To motivate and mobilize campus staff as Service Champions, (2) Empower participants with strategies, tactics, and skills to continuously improve service systems and processes, and (3) To improve service quality to the next level of excellence. This workshop was a follow-up to the web-based Connections Now: Customer Service training that all full-time employees completed during fall 2008.

Dr. Sims-Tucker presented a three-phase workshop in May 2009 designed to enhance relationships with students. The phase one workshop was attended by the 121 members of the faculty and staff and focused on *Successful Strategies for Retention*. This was followed by phase two, *Student Leadership Programs*, which was attended by 62 staff members. During phase two, the Trenholm State proposal for a student leadership academy was presented by Freddie Williams, Jr. and Brittany Anderson (both staffers on Activity V). Phase two was followed by phase three, *The Faculty's Role in Student Retention*, whereby the target audience was faculty with 48 attendees.

Title III, Part B, Historically Black Colleges and Universities Program

H. COUNCILL TRENHOLM STATE
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MR. SAMUEL MUNNERLYN,
PRESIDENT

“We have an obligation and a responsibility to be investing in our students and our schools. We must make sure that people who have the grades, the desire and the will, but not the money, can still get the best education possible.”

**Barack Obama,
44th President of the United States**

Student Leadership Academy

An exciting new program for Trenholm State Students has been developed through *Activity V-Tutoring, counseling, and student service programs designed to improve academic success.*

Twenty-six selected students, SGA Officers and Ms. Trenholm will have the opportunity to participate in a Student Leadership Academy scheduled to begin this summer. The mission of the Student Leadership Academy is to build relationships, prepare students for leadership roles, build self confidence and enhance the community involvement among our students.

The Student Leadership Academy will be instituted in three phases over a period of two months and will consist of seminars, workshops and motivational speakers. During Phase I, students will participate in enhancement seminars with moti-

vational speakers to build their knowledge of leadership and related subjects. During this time, they will also choose a community project to complete later in the year. During Phase II, the students will participate in a Team Building Retreat at a neutral site to further enhance their leadership knowledge. During Phase III, students will implement the community project chosen in Phase I.

Upon completion of the Student Leadership Academy, students will participate in activities to demonstrate what they have learned.

Activity V staff members Mr. Freddie Williams & Ms. Brittany Anderson are the advisors for the project. Please contact Mr. Williams at ext. 4452 or Ms. Anderson at ext. 4247 if you are interested in learning more about this worthwhile project.

Student Activities

Activity V's Student Activities Staff Assistant, Ms. Brittany Anderson, has been instrumental in coordinating the following activities for our students during the past quarter.



**Trenholm State Students
Delores Coe (left) and Jocelyn
Prewitt (right) at the Blood Drive**

Trenholm State Students participated in the Life South Blood Drive held at the Trenholm Campus on Tuesday, February 17, 2009.



**Ms. Antoinette Knighten and
Trenholm State Students**

Antoinette "Toni" Knighten, local resident of Montgomery, Alabama, shares business opportunities and ways to creatively leverage finances during a weekly session with Trenholm Students. Ms. Knighten is the Director of Educational Technology at the Barnes

Center for Enlisted Education/Educational Programs Cadre at Maxwell-Gunter Air Force Base, a real estate agent for Aronov Realty, and an independent marketing representative for a fast growing telecommunications company.

TITLE III-B PROGRAM ADMINISTRATION

**MRS. ARLINDA K. KNIGHT, PROGRAM DIRECTOR
MRS. PATRICIA GRIGGS, ADMINISTRATIVE ASSISTANT
MRS. DAPHNE ZEIGLER, ADMINISTRATIVE ASSISTANT**