



## Central Alabama Community College 2024-2025 Standing Committee/Team Appointments

*Attendance records and meeting minutes should be kept of all meetings with copies submitted within 30 days to the Administrative Support designee and the Institutional Effectiveness Office as the office repository of all committee work documents.*

*Each committee should exercise a systematic review of institutional goals and outcomes, which are consistent with the College mission, as a guiding framework for operation. Additionally, the committee should review student success initiative outcomes and allow this data supported body of work to direct and support the work of each committee.*

### **Academic Calendar Committee** (Administrative Support: Kevin Ammons)

The Academic Calendar Committee meets annually, with additional meetings scheduled as needed, to develop the College's academic calendar. This includes coordinating key dates such as term start and end dates, examination periods, and academic breaks, while considering holidays and institutional requirements. This Committee is also responsible for disseminating the College's academic calendar upon approval by the President's Cabinet. Committee appointments are made annually by the President.

*A manual of processes, procedures, and committee work should be developed and passed along to next Chair appointee. The Committee Chair will ensure that all committee meetings and outcomes are documented via minutes, submitted to the Office of Institutional Effectiveness within 30 days and maintained in a secure manner.*

- Kevin Ammons, Chair
- Mel Borden
- Rob Davis
- LaResea Embry
- Tanya Hunnicutt
- Bridget Mann
- Stephanie Miller
- Tina Shaw
- Katie Schlenker

### **Admissions and Academic Appeals Committee** (Administrative Support: Kevin Ammons)

This committee serves as an appeal body for students who have been suspended, denied admission or re-admission because they do not meet established academic standards of progress. The Committee will meet once for organizational purposes and meet thereafter to review academic admission appeals as they arise. The committee will be appointed annually by the President.

*5 location-based Committee members (all voting members) will hear appeals and render a decision. 3/5 of location-based voting members are required to render a decision.*

*A manual of processes, procedures, and committee work should be developed and passed along to next Chair appointee. The Committee Chair will ensure that all committee meetings and outcomes are documented via minutes, submitted to the Office of Institutional Effectiveness within 30 days and maintained in a secure manner.*

- James Hurst, Chair
- Almitra Ankton (non-voting member)

**Alexander City/Prattville Committee Members**

- Brittany Beatty
- Kendal Entrekin
- Will Holt
- Saundra Noles
- Carla Wurtz

**Childersburg/Talladega Committee Members**

- Kendal Entrekin
- Pat Murphy
- Dana Thomas
- Amy Waites
- Justin Williams

**Behavior Intervention Team (BIT)**

The purpose of the Behavior Intervention Team is to assist the college in establishing an early intervention method including an interview process and system designed specific to the situation and needs of the individual. The BIT team acts as a resource to address issues with students and the campus community before issues become problematic.

*A manual of processes, procedures, and committee work should be developed and passed to subsequent committee Chair. The Committee Chair will ensure that all committee meetings and outcomes are documented via minutes, submitted to the Office of Institutional Effectiveness within 30 days and maintained in a secure manner.*

- Mario Hodge, Team Lead
- Kevin Ammons
- Michael Barnette
- Jennifer Gilliland
- Jeremy Ogletree
- Tina Shaw
- Brandy Mitchell (ad hoc member as needed)

**Catalog and Policy Committee** (Administrative Support: Cindy Entrekin)

The Catalog and Policy Committee is appointed by the President and is comprised of college administrators. This committee is responsible for policy review and development and applicable guidelines and procedures. Committee meetings will be scheduled as the need arises. Minutes of meetings will be distributed to each committee member. The committee will be appointed annually by the President.

*A manual of processes, procedures, and committee work should be developed and passed along to next Chair appointee. The Committee Chair will ensure that all committee meetings and outcomes are documented via minutes, submitted to the Office of Institutional Effectiveness within 30 days and maintained in a secure manner.*

- Cindy Entrekin, Chair
- Kevin Ammons
- Michael Barnette
- Jennifer Gilliland
- Brandy Mitchell
- Lisa Sawyer
- Tina Shaw

**Cultural Awareness and Appreciation Committee** (Administrative Support: Tina Shaw)

The Cultural Awareness and Appreciation Committee is committed to increase understanding of issues of culture, diversity, equity and inclusion among both employees and students. The Committee is charged with the development of programming for students, faculty/staff and the community to include but not limited to Black History month (MLK), Veterans Day, Military Appreciation. The committee will be appointed annually by the President or designee unless determined otherwise at the discretion of the President.

*A manual of processes, procedures, and committee work should be developed and passed to subsequent committee Chair. The Committee Chair will ensure that all committee meetings and outcomes are documented via minutes, submitted to the Office of Institutional Effectiveness within 30 days and maintained in a secure manner.*

- Annette Hatch, Chair
- Mel Borden
- Erin Brock
- Jerry Creel
- Sharrene Fuller

**Curriculum Committee** (Administrative Support: Michael Barnette & Brandy Mitchell)

The Curriculum Committee is comprised of the Division Chairs/Directors, Registrar, Workforce and Industry Training Director, Adult Learning Director, Dean of Academic Instruction, and Dean of Workforce and Economic Development. The committee is responsible for program review, review and approval of curriculum additions, deletions, and changes to instructional programs. The committee is appointed annually by the President or designee unless determined otherwise at the discretion of the President.

*A manual of processes, procedures, and committee work should be developed and passed along to next Chair appointee. The Committee Chair will ensure that all committee meetings and outcomes are documented via minutes, submitted to the appropriate Instructional Dean and the Office of Institutional Effectiveness within 30 days and maintained in a secure manner.*

- James Hurst, Chair
- Scotty Carr
- Lynn Chambers
- Amy Collins
- Rob Davis
- Anne-Marie Evans
- Maribeth Farr
- Jennifer Gilliland
- Pat Murphy
- Paige Scott
- Carla Wurtz
- Kevin Ammons (non-voting member)
- Michael Barnette (non-voting member)
- LaResea Embry (non-voting member)
- Cindy Entrekin (non-voting member)
- Stephanie Miller (non-voting member)
- Brandy Mitchell (non-voting member)

**Emergency Operations Committee** (Administrative Support: Mario Hodge)

The Emergency Operations Committee establishes the Emergency Operations Plan (EOP), reviews the EOP annually, makes recommendations on safety and security issues and develops policy and procedures to address all safety and security concerns for students, faculty, staff, IT, and other interests of CACC. The committee appointments may be revised as needed by the President or designee unless determined otherwise at the discretion of the President.

*A manual of processes, procedures, and committee work should be developed and passed along to next Chair appointee. The Committee Chair will ensure that all committee meetings and outcomes are documented via minutes, submitted to the Office of Institutional Effectiveness within 30 days and maintained in a secure manner.*

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|----------------------|-------------------------|
| ○ Mario Hodge, Chair | ○ Scott Hardy           |
| ○ Kevin Ammons       | ○ Jacob Lee             |
| ○ Michael Barnette   | ○ Jeff Lynn             |
| ○ Jerry Creel        | ○ Bridget Mann          |
| ○ Cindy Entrekin     | ○ Brandy Mitchell       |
| ○ Jennifer Gilliland | ○ Leslie Mitchell (ADA) |
| ○ Art Hammond        | ○ Tina Shaw             |

### **President's Cabinet**

The President's Cabinet is comprised of the President, Chief Information Officer, College Deans and Executive Staff members. The Cabinet meets monthly and more often as needed. The Cabinet is responsible for all College operations and establishes policy. As necessary, the Cabinet approves recommendations presented by college functional units and/or established college committees. The President chairs the Cabinet and determines Cabinet membership.

*The Committee Chair will ensure that all committee meetings and outcomes are documented via minutes, submitted to the Office of Institutional Effectiveness within 30 days and maintained in a secure manner.*

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|----------------------|-------------------|
| ○ Jeff Lynn, Chair   | ○ Scott Hardy     |
| ○ Kevin Ammons       | ○ Mario Hodge     |
| ○ Michael Barnette   | ○ Jacob Lee       |
| ○ Jerry Creel        | ○ Brandy Mitchell |
| ○ Cindy Entrekin     | ○ Lisa Sawyer     |
| ○ Jennifer Gilliland | ○ Tina Shaw       |
| ○ Art Hammond        |                   |

### **President's Executive Leadership Team**

The President's Executive Team is comprised of the President, College Deans, and other key leaders. The Executive Team meets monthly and more often as needed. The role of the Executive Team is to manage and direct college operations and to implement College plans, budgets, and programs at the Administrative level. Additionally, the Executive Team serves as an advisor to the President on matters related to personnel, facilities, and operations. The President chairs the Executive Team and determines its membership.

*The Committee Chair will ensure that all committee meetings and outcomes are documented via minutes, submitted to the Office of Institutional Effectiveness within 30 days and maintained in a secure manner.*

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|--------------------|-------------------|
| ○ Jeff Lynn, Chair | ○ Scott Hardy     |
| ○ Kevin Ammons     | ○ Brandy Mitchell |
| ○ Michael Barnett  | ○ Lisa Sawyer     |
| ○ Cindy Entrekin   | ○ Tina Shaw       |
| ○ Art Hammond      |                   |

**Professional Development Committee** (Administrative Support: Scott Hardy)

The Professional Development Committee plans, evaluates, and recommends professional development activities for faculty and staff. Inherent in this purpose is the recognition and promotion of activities designed for professional improvement of college employees.

The role of the Committee is:

- To plan, recommend, and evaluate professional development activities designated for the professional development of college employees. The scope of the Committee would not include personal development activities.
- To provide professional development opportunities to enhance and improve the quality of classroom instruction.
- To provide professional development activities relating to requirements mandated by accrediting agencies.
- To encourage college employees to maintain professional licenses and certifications.

*The Committee Chair will ensure that all committee meetings and outcomes are documented via minutes, submitted to the Office of Institutional Effectiveness within 30 days and maintained in a secure manner.*

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| ○ Scott Hardy, Chair | ○ LaResea Embry |
| ○ Misty Anderson     | ○ D.J. James    |
| ○ Ben Bailey         | ○ Andrew Kelley |
| ○ Mel Borden         | ○ Kim Scott     |
| ○ Andi Burk          | ○ Paige Scott   |

**Program Advisory Committee** (Administrative Support: President Lynn)

Each career technical and health science program of the College shall establish a Program Advisory Committee. The Program Advisory Committee will include representatives from business and industry, economic development authorities, and chambers of commerce. Each member should be able to provide expertise to the program and employment assistance to graduates. Membership on each committee must be submitted to the appropriate Instructional Dean for final approval by the President. The role of these committees is to advise and make recommendations concerning curriculum relevancy, equipment, technology advancements, and employment opportunities. The Program Advisory Committee provides a vehicle for productive communication on how the College can better serve the business and industry community. **A current list of advisory committee members should be submitted to the appropriate Instructional Dean no later than August 30 of each year.** Each committee member's name,

job title, mailing address, email address and phone number must be included. Programs with one instructor should have five or more committee members while programs with more than one instructor should have seven or more committee members. Advisory meetings should be scheduled twice per year and notification of the meeting schedule should be provided to the appropriate Instructional Dean. Agendas should be developed prior to each meeting and submitted to Instructional Services. All committees shall meet a minimum of twice per year. A chair shall be appointed, from among the industry representatives, for each advisory committee.

*A manual of processes, procedures, and committee work should be developed and passed along to next Chair appointee. The Committee Chair will ensure that all committee meetings and outcomes are documented via minutes, submitted to the Office of Institutional Effectiveness and copied to the appropriate Instructional Dean within 30 days and maintained in a secure manner.*

- Each career technical and health science program of the College shall establish a Program Advisory Committee. The Program Advisory Committee will include representatives from business and industry, economic development authorities, and chambers of commerce.

**Scholarship/Financial Aid Committee** (Administrative Support: Kevin Ammons)

The Scholarship/Financial Committee is appointed by the President and is comprised of faculty, staff members, and students (*student(s) should be Student Government Association (SGA) members and will be selected by College Deans. Student(s) will assist with establishing procedures only*). This committee will recommend to the President Scholarship award distributions (excluding athletes) for institutionally controlled scholarships. The Scholarship Committee will meet once per semester with additional meetings scheduled as the need arises. Minutes of meetings will be distributed to each committee member. The committee will be appointed annually by the President.

The Committee also reviews the financial aid appeals. To facilitate this process, upon receipt of appeals and supporting documentation, academic transcripts are reviewed by the Committee. The Committee will review all information and approve or deny a student's appeal in accordance with Federal Student Aid regulations. The Committee will meet on a regular basis to ensure student submissions are reviewed in a timely manner. Appeal results are recorded on the Committee spreadsheet for the Financial Aid Office to send an electronic notification of appeal decisions to the appealing student.

*A manual of processes, procedures, and committee work should be developed and passed along to next Chair appointee. The Committee Chair will ensure that all committee meetings and outcomes are documented via minutes, submitted to the Office of Institutional Effectiveness within 30 days and maintained in a secure manner.*

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|---------------------------|-------------------|
| ○ Stephanie Miller, Chair | ○ Kineshia Lawson |
| ○ Kevin Ammons            | ○ Bridget Mann    |
| ○ Maribeth Farr           |                   |

**Sick Leave Bank Committee** (Administrative Support: Tina Shaw)

The Sick Leave Bank Committee is responsible for managing the sick leave bank in accordance with ACCS Board of Trustees directives. The College's Sick Leave Bank Committee consists of five members. One member shall be the President or designee. Four members shall represent the participating members of the sick leave bank. Members shall be elected on each campus by secret ballot of the sick bank members at the beginning of each leave year. The President or designee shall be responsible for conducting the election and ensuring the confidentiality of the secret ballot process. No representative on the committee shall serve longer than five years from the time of appointment unless determined otherwise at the discretion of the President.

*A manual of processes, procedures, and committee work should be developed and passed along to next Chair appointee. The Committee Chair will ensure that all committee meetings and outcomes are documented via minutes, submitted to the Office of Institutional Effectiveness within 30 days and maintained in a secure manner.*

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| ○ Tina Shaw, Chair | ○ Stacy Jackson |
| ○ Almitra Ankton   | ○ Carla Wurtz   |
| ○ Amy Collins      |                 |

**Strategic Advisory Council** (Administrative Support: President Jeff Lynn)

The Strategic Advisory Council represents all functional units of the college. With input from across the college, the Council reviews and recommends revision of the College mission, goals and strategic plan. Through annual needs assessment and planning the committee provides cross functional input, guidance and recommendations that drive college-wide budget development. The Council facilitates cross functional comprehensive communication to and among all units of the College. The President will appoint ad-hoc committees as necessary to accomplish College goals. Committee members will serve as liaisons to their respective functional areas providing relevant information throughout their departments. The Council will meet at least twice a year (Fall and Spring). The Council will be appointed annually by the President.

*A manual of processes, procedures, and committee work should be developed. The Committee Chair will ensure that all committee meetings and outcomes are documented via minutes, submitted to the Office of Institutional Effectiveness within 30 days and maintained in a secure manner.*

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|--------------------|----------------------|--------------------|
| ○ Jeff Lynn, Chair | ○ Cindy Entrekin     | ○ Michael Lovett   |
| ○ Kevin Ammons     | ○ Kendal Entrekin    | ○ Bridget Mann     |
| ○ Almitra Ankton   | ○ Anne-Marie Evans   | ○ Stephanie Miller |
| ○ Ben Bailey       | ○ Maribeth Farr      | ○ Brandy Mitchell  |
| ○ Michael Barnette | ○ Jennifer Gilliland | ○ Pat Murphy       |
| ○ Mel Borden       | ○ Art Hammond        | ○ Leslie Rewis     |
| ○ Andi Burks       | ○ Scott Hardy        | ○ Lisa Sawyer      |
| ○ Robin Calvert    | ○ Karen Hayes        | ○ Paige Scott      |
| ○ Jeremy Carr      | ○ Mario Hodge        | ○ Tina Shaw        |

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| ○ Scotty Carr   | ○ Tanya Hunnicutt | ○ Dana Thomas     |
| ○ Amy Collins   | ○ James Hurst     | ○ Jamie Thornton  |
| ○ Lynn Chambers | ○ Stacy Jackson   | ○ Diann Tippins   |
| ○ Jerry Creel   | ○ April Johnson   | ○ Gina Wall       |
| ○ Jessica Dean  | ○ Brandon Johnson | ○ Justin Williams |
| ○ LaResea Embry | ○ Jacob Lee       | ○ Linda Williams  |

**Strategic Analysis Team (determined by Perkins)** (Administrative Support: Instructional Deans)

The college's Strategic Analysis Team (SAT) participates in developing the annual performance report and any necessary plans for improvements. The SAT includes, but is not limited to: 1) chairs of the career/technical education program advisory committees; 2) college faculty and staff representatives, to include individuals responsible for decisions related to instructional technology; 3) institutional advisory council representatives; 4) labor representatives; 5) student representatives; and 6) race/ethnicity and special population advocates. The committee will be appointed annually by the President. The SAT shall meet a minimum of one time annually no later than July.

*A manual of processes, procedures, and committee work should be developed and passed along to next Chair appointee. The Committee Chair will ensure that all committee meetings and outcomes are documented via minutes, submitted to the Office of Institutional Effectiveness within 30 days and maintained in a secure manner.*

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|-------------------------------------|--|
| ○ Michael Barnette, Chair           | ○ 3 Student Representatives (Career Technical Program) |
| ○ Amy Owens                         | ○ Student Representative (Health Science)              |
| ○ Linda Williams                    | ○ Andi Burks (Resource)                                |
| ○ Program Advisory Committee Chairs | ○ Cindy Entrekin (Resource)                            |
| ○ Industry Representatives          |  |

**Student Conduct Committee** (Administrative Support: Kevin Ammons)

The Committee reviews and adjudicates student conduct violations referred by policy to the Committee. The Committee meets when cases arise. The committee will be appointed annually by the President or designee unless determined otherwise at the discretion of the President.

*A procedural manual of processes, procedures, and committee work should be developed and passed along to next Chair appointee. The Committee Chair will ensure that all committee meetings and outcomes are documented via minutes and maintained in a secure manner.*

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|----------------------|--------------------|
| ○ Jeremy Carr, Chair | ○ Wes Talton       |
| ○ Robin Calvert      | ○ Diann Tippins    |
| ○ Brittney Dumas     | ○ Jennifer Wells   |
| ○ Kendal Entrekin    |                    |
| ○ Anne-Marie Evans   | <u>Alternates:</u> |
| ○ Stacy Jackson      | ○ Cindy Entrekin   |
| ○ Michael Lovett     | ○ Leslie Mitchell  |



### **Title IX Team**

Pursuant to Board Policy 620.03, Sexual Harassment Complaints and Chancellor's Procedures, the following individuals are assigned:

#### **Title IX Coordinator(s):**

**Students:** Kevin Ammons - [kammons@cacc.edu](mailto:kammons@cacc.edu) ,  
Brandy Mitchell – [bmitchell@cacc.edu](mailto:bmitchell@cacc.edu) (backup)  
**Employees:** Tina Shaw – [tshaw5@cacc.edu](mailto:tshaw5@cacc.edu)  
Michael Barnette – [mbarnette@cacc.edu](mailto:mbarnette@cacc.edu) (backup)

#### **Investigators:**

Jennifer Gilliland – [jsteELE@CACC.EDU](mailto:jsteELE@CACC.EDU)  
Cindy Entrekin – [centrekin@cacc.edu](mailto:centrekin@cacc.edu)

#### **Decision Makers:**

Jessica Dean – [jedean01@cacc.edu](mailto:jedean01@cacc.edu)  
Leslie Mitchell – [lmitchell@cacc.edu](mailto:lmitchell@cacc.edu)  
Justin Williams – [justinwilliams@cacc.edu](mailto:justinwilliams@cacc.edu)

#### **Advisors:**

Kim Scott – [kiscott01@cacc.ed](mailto:kiscott01@cacc.ed)  
Jeremy Carr – [jcarr@cacc.edu](mailto:jcarr@cacc.edu)  
Anne- Marie Mitchell – [amitchell@cacc.edu](mailto:amitchell@cacc.edu)

#### **Informal Resolution Facilitator**

**Students** Kevin Ammons – [kammons@cacc.edu](mailto:kammons@cacc.edu)  
Brandy Mitchell – [bmitchell@cacc.edu](mailto:bmitchell@cacc.edu) (backup)  
**Employees:** Tina Shaw – [tshaw5@cacc.edu](mailto:tshaw5@cacc.edu)  
Michael Barnette - [mbarnette@cacc.edu](mailto:mbarnette@cacc.edu) (backup)

#### **Appellate Officer:**

Robin Calvert – [rcalvert@cacc.edu](mailto:rcalvert@cacc.edu)