



“One College, One Community”

GTCC Directory of Services

<p>ACCOUNTS PAYABLE Contact Person(s):</p> <p>Kristin Dotson, Business Support Manager – 50160 Julie Denil, Senior Accounts Payable Technician - 50142 Jamie Doom, Accounts Payable Clerk - 50328</p>	<ul style="list-style-type: none"> • Responsible for employee travel inquires • Responsible for processing payments for vendors, employees and students • Responsible for processing all college invoices 	Jamestown Campus	Medlin Campus Center, Room 280	336.334.4822
<p>ADMISSIONS OFFICE (STUDENT SUCCESS SERVICES) Contact Person(s):</p> <p>Jamestown - Jesse Cross, Director of Admissions and Recruitment – 50125 Robert Allison, Admissions Advisor- 50479 Angela Dalton, Admissions Advisor – 50255 Mike Mackey, Admissions Advisor/Recruiter – 50336</p> <p>Greensboro - Frankie Lane, Student Support Services Coordinator –53059 Tammy Gilmore, Student Services Technician - 53072</p> <p>High Point - Daniel Grigg, Student Support Services Coordinator – 50335</p>	<ul style="list-style-type: none"> • Conduct intake interviews with prospective students • Determine placement testing requirements • Disseminate limited enrollment/allied health information to prospective students • Accept applicants to all limited enrollment programs • Determine residence for new applicants • Handle most international student admissions • Communicate with prospective students via phone, email, mail and personal contact • Responsible for high school and community recruitment for GTCC 	Jamestown Campus Greensboro Campus High Point Campus	Medlin Campus Center, 2 nd floor Continuing Education Center, Room 132 H1 Building, Room 133	336.334.4822
<p>ASSESSMENT CENTERS Contact Person(s):</p> <p>Jamestown - Jane Dunne, Director Assessment Center – 50226 mjdunne@gtcc.edu Evelyn Medley, Assessment Technician – 50574</p> <p>Greensboro - Frankie Lane, Academic Advisor- 50335 Tammy Gilmore, Student Services Technician – 53072</p> <p>High Point – Academic Advisor desk - 55016 testingcenter@gtcc.edu</p>	<ul style="list-style-type: none"> • Administer and proctor placement tests, make-up tests, testing accommodations for students with disabilities, and tests for hybrid or online courses. • Administer and proctor the TEAS® and WorkKeys® exams. • Schedules, administers, and proctors CLEP® and Correspondence Tests. 	Jamestown Campus Greensboro Campus High Point Campus	Medlin Campus Center, Room 217 Continuing Education Center, Room 132 H1 Building, Room 133	336.334.4822
<p>ATHLETICS Contact Person(s):</p> <p>Kirk Chandler, Athletic Director/Men's Basketball Coach - 50215 Sabrina Johnson, Volleyball Coach – 50288 John Barrow, Baseball Coach – 50037 Robert Allison, Women's Basketball Coach – 50479 Liz Burnette, Administrative Assistant – 50241</p>	<ul style="list-style-type: none"> • Schedules all athletic events • Determines athletic eligibility of student-athletes • Responsible for the recruitment of student-athletes 	Jamestown Campus	Medlin Campus Center	336.334.4822

<p>AT Computer Lab Contact Person(s):</p> <p>Jane Dunne, Coordinator, Director AT Computer Lab – 50226 mjdunne@gtcc.edu Sarah Purnell, AT Lab Technician, – 50387 slsanders@gtcc.edu</p>	<ul style="list-style-type: none"> • Wi-Fi accessible computer area with 128 computer terminals for student use (includes a mix of PCs and Macs) • Terminals are equipped with appropriate software needed for students to be able to complete assignments • Area for students to use their own laptop or study • Provide peer-to-peer assistance as needed with various GTCC applications • Ability to copy, scan and/or print documents • Staff provides aid to students regarding password resets and navigation issues with Moodle, WebAdvisor, email, MS Office, Internet Access, etc. 	<p>Jamestown Campus</p>	<p>AT Building, Room 140</p>	<p>336.334.4822</p>
<p>BOOKSTORE Contact Person(s):</p> <p>Jamestown - Shawn Dee, Manager - 50133 Michael Ward, On-line ordering – 50550 Joy Merdan, Assistant Manager – 50373 Terraic Williams, Textbook Manager – 50573 Amber Currin, Text Buyer (GB/HP) General Merchandise Buyer - 50250 VACANT, Supply Buyer - 50250 Jan Bouldin, Operations Clerk – 50056 VACANT, Operations Clerk – 50052 Lynn Welborn, Titan Technician Center x-50048</p> <p>Greensboro - Angela Evans, Senior Bookstore Operations Technician - 53028 Linda Whitaker, Operations Clerk – 53011 Lula Brown, Operations Clerk – 53011</p> <p>High Point - Carolyn Pittman, Senior Bookstore Operations Technician – 55061 Linda Whitaker, Operations Clerk - 52012</p> <p>Aviation Center (AV3) - Pierre Croonenberghs, Operations Clerk - 59021 After hours call the Jamestown Bookstore – 50050</p> <p>Cameron Campus - Pierre Croonenberghs, Bookstore Operations Clerk – 64004 Tuesday and Wednesday 9-1 & 2- 5:30 After hours call the Jamestown Bookstore- 50050</p>	<ul style="list-style-type: none"> • Textbook orders/adoptions • Supplemental Course Materials • On-line ordering • Resale of textbooks • Supplies • Uniforms • Student Laptop Program 	<p>Jamestown Campus</p> <p>Greensboro Campus</p> <p>High Point Campus</p> <p>Aviation Center</p> <p>Cameron Campus Cameron Campus</p>	<p>Medlin Campus Center, Room 150</p> <p>Continuing Education Center (CEC)</p> <p>H1 Building-Main Lobby</p> <p>Aviation 3</p>	<p>336.334.4822</p> <p>336.334.4822</p>

<p>CAMPUS POLICE Contact Person(s):</p> <p>Jamestown – James Phillips, Chief of Police - 50097 Aaron Smith, Administrative Sergeant - 52529 Raymond Reese, Field Operations Sergeant – 50435 Lenora Taylor, Administrative Assistant - 52529</p> <p>Greensboro – Ronald Rogers, Field Operations Sergeant - 53102</p> <p>High Point - Cameron Campus - Aviation I, II, III James Poer, Field Operations Sergeant - 59052</p>		<p>Jamestown Campus</p> <p>Greensboro Campus</p> <p>High Point Campus</p> <p>Cameron Campus</p> <p>Aviation III</p>	<p>Medlin Campus Center, Room 101</p> <p>Continuing Education Center, Room 148</p> <p>H1 Building, Room 121</p> <p>Business and Industry Building, Room 173</p> <p>Aviation III Building, Room 118</p>	<p>336.334.4822 Ext. 50911 OR GTCC Campus Police 24 Hour Direct Contact (All Campuses): (336) 819-2046</p>
<p>CASHIER SERVICES Contact Person(s):</p> <p>Jamestown - Tracey Davis, Manager Student Accounts - 50132 Cherrie Miller, Cashier – 50084 Brooke Parker, Cashier-50372</p> <p>Greensboro- Lula Brown, Operations Clerk – 53117 Angela Evans, Senior Bookstore Operations Technician - 53028</p> <p>High Point - Carolyn Pittman, Senior, Bookstore Operations Technician – 55061 Linda Whitaker, Operations Clerk - 55083</p> <p>STUDENT ACCOUNTS – Contact Person(s) Jamestown Tracey Davis, Manager, Student Accounts– 50132 Cora Robinson, Senior Accounts Receivable Technician – 50460 Marie Collins, Senior Accounts Receivable Clerk – 50103</p>	<ul style="list-style-type: none"> Processes all receipting (tuition and misc. receipts) Prints registration billing statements Distributes returned Financial Aid checks Place/Release BUS HOLDS on student accounts Issues Parking Permits Verifies student refunds Disburses Petty Cash <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 	<p>Jamestown Campus</p> <p>Greensboro Campus</p> <p>High Point Campus</p> <p>Jamestown Campus</p>	<p>Medlin Campus Center, Room 270</p> <p>Continuing Education Center (CEC) - Bookstore</p> <p>H1 Building- Bookstore</p> <p>Medlin Campus Center, Room 270</p>	<p>336.334.4822</p>

<p>CENTER FOR ACADEMIC ENGAGEMENT Contact Person (s): Kristi Short, Director - 50489 Andrea Allmond , Administrative Assistant - 50650</p>	<ul style="list-style-type: none"> • Offers free tutoring for all students. • Provides supplemental instruction in anatomy and physiology classes • Facilitates ACA classes focusing on college student success and college transfer • Coordinates Titan Link to connect students to campus and community resources and help them learn financial self-sufficiency. 	<p>Jamestown Campus</p>	<p>Learning Resource Center, Room 320</p>	<p>336.334.4822</p>
<p>COLLEGE PRINTING and SUPPLIES Contact Person(s): Stewart Frye, Senior Duplicating Technician – 50211 Roy Powell, Duplicating Technician – 50429 Kenyetta Jackson, Auxiliary Services Technician</p>	<ul style="list-style-type: none"> • Full service copying on B/W and Color copies (incl. stapling) • Color or B/W Posters • Laminating, Folding, 3-hole drill, Cutting and Padding • Transparencies • Bookbinding • College Supplies – College stationary, envelopes, certificates, etc. 	<p>Jamestown Campus</p>	<p>Medlin Campus Center, Room 050</p>	<p>336.334.4822</p>
<p>CONSTRUCTION DEPARTMENT Contact Person(s): Mitchell Johnson, Associate Vice-President, Administrative Services and Project Coordinator – 50287 Arthur Foh, Construction Coordinator - 50199 Barbara Moser, Part-time Construction Specialist – 50494</p>	<ul style="list-style-type: none"> • Project and Construction Planning • Construction/Renovation 	<p>Jamestown Campus</p>	<p>Machinery Hall, Room 100</p>	<p>336.334.4822</p>
<p>CORPORATE AND CONTINUING EDUCATION/BUSINESS & INDUSTRY Contact Person(s): Cameron Campus- Dr. Ralph Soney, Vice- President Corporate and Continuing Education – 57005 Wanda Scott, Executive Administrative Assistant - 57001 Steve Castelloe – 57002 Business and Industry Training Therese Coon – 57003 Business and Industry Training Jean Apple, Administrative Assistant – 57008</p>	<ul style="list-style-type: none"> • Center for Business & Industry: Learn new job skills or upgrade skills. • Business & Industry Training provides corporate and workforce training for Guilford County businesses and industries. 	<p>Cameron Campus</p>	<p>Center for Business and Industry</p>	<p>336.334.4822</p>

<p>CORPORATE AND CONTINUING EDUCATION/BUSINESS & INDUSTRY (Continued)</p> <p>Small Business Center Mark Hagenbuch, Director – 62003 Darlinda Finch, Administrative Assistant - 62001</p> <p>Greensboro Campus Manuel Dudley, Campus Dean – 53025</p> <p>Adult Education: Martha Bergman, Dean Adult Education - 53122 Diane Hankins, Adult Education Specialist- 53040 Leeann Anderson, Director of ESOL.-- 53038 Krystal Gossett, ABE Coordinator - 53049</p> <p>Anthony Banks, ASE, Coordinator- 53081</p> <p>Lisa Cozart, Director of Occupational Training – 53022</p> <p>Cynthia Graves, Coordinator, Community Education & Leisure - 53037</p> <p>Amy Eberle, Occupational Training Coordinator & Quick Careers and OE Training - 53115 (Quick Careers, CRC, HRD & OE)</p> <p>Megan Varnadore, Occupational Training, Administrative Assistant – 53024</p>	<ul style="list-style-type: none"> • Small Business Center- The objective of the Small Business Center (SBC) is to increase the success rate and the number of viable small businesses in Guilford County by providing high quality, readily accessible assistance to prospective and existing small business owners which will lead to job creation and retention. We are a community-based provider of education and training, counseling, networking and referrals. • Adult Education includes Adult Basic Education, Adult Secondary Education (Adult High School and High School Equivalency), and English for Speakers of Other Languages • Occupational Training includes all of the program areas listed below: <ul style="list-style-type: none"> - Community Education & Leisure Programs includes personal enrichment classes (including Notary, Safe Driving & Motorcycle Safety) - Quick Careers Training – provides short-term training in a variety of career pathways (includes the opportunity to earn 3rd party industry recognized credentials for some careers). - Career Readiness Certificate (CRC) – Portable Employability Credential for the workplace. - Human Resources Development (HRD) - Pre-employment training including career exploration, employability skills training, career development and employment retention skills. - Additionally, occupation extension courses offered such as Insurance, Construction and Board of Elections, OSHA Forklift Training. 	<p>Nussbaum Center for Entrepreneurship</p> <p>Greensboro Campus</p>	<p>1451 S. Eugene Street, Suite 1201</p> <p>Adult Education (AEC) Center, Room 148</p> <p>AEC, Room 101 AEC, Room 137 AEC, Room 140 AEC, Room 116</p> <p>Continuing Education Center (CEC),Room 220</p> <p>CEC, Room 112</p> <p>CEC, Room 239</p> <p>CEC, Room 204</p>	<p>336.334.4822</p>
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CORPORATE AND CONTINUING EDUCATION/BUSINESS & INDUSTRY (Continued)				336.334.4822
<p>Warren Crow – Director, Health Careers & NA 1 Program – 50388 Ajay Richardson, RN- Lead Instruction NA Training Program - 53002</p>	<ul style="list-style-type: none"> • Nursing Assistant I program – prepares students are prepared to provide personal hands-on care to patients, residents, and clients. Nurse Assistants work in a variety of health care settings such as nursing homes, hospitals, private homes, home health agencies, assisted living facilities, hospice, and medical doctor's offices. Successful completion qualifies the student to sit for the NC state nursing assistant exam that leads to state certification as a Certified Nursing Assistant. • Medication Aide-This course is designed to meet training requirements for the North Carolina Board of Nursing Medication Aide Certification. The training prepares Nurse Aides to administer medications to long term care residents. Course topics include scope of duties; legal and ethical responsibilities; administration of medications by various routes; infection control; and documentation including commonly used abbreviations • NA Refresher Course- is offered to enrollees who have been or are currently listed on the NC Nurse Aide I Registry, have successfully completed a state approved training program, or hold a state recognized unencumbered health care credential (EMT, EMT-P, CMA, RN, LPN, etc.) from any state. Military personnel who have had medical/corpsman training may also enroll. This 48 hour course consists of a brief review of the NA I theory curriculum, selected NA I skills, and preparation for the state written and skill exams. 	<p>Jamestown Greensboro and High Point Campuses</p> <p>Jamestown Greensboro and High Point Campuses</p> <p>Jamestown Greensboro and High Point Campuses</p>		
<p>Gwendolyn Roy, Lead Instructor, NC Career Readiness Certificate Program - 53087</p> <p>Amy Leonard, Real Estate, Computer Training, Project Management, Nursing Assistant I, High-end IT, Administrative Assistant - 53062</p> <p>Cindy Dew – 50154 - Registrar Tiffany McCauley – 50359 - Administrative Records Technician</p>	<ul style="list-style-type: none"> • Career Readiness Certificate (CRC) – Portable Employability Credential for the workplace. • Occupational Training covering computer Technician, high-end IT Certifications, Project Management, Real Estate and Nursing Assistant I. • Registrar's Office – Knowledge based resource operations charged with accessibility, reliability, and expertise to ensure all registration processes are accurate. 	<p>Greensboro Campus</p> <p>Jamestown Campus</p> <p>Jamestown Campus-Extension</p>	<p>Continuing Education Center (CEC), Room 215</p> <p>James Williams Hall, Room 208</p> <p>140 Jamestown Court</p>	
<p>HIGH POINT CAMPUS</p> <p>Mark Harris, Campus Dean – 55015 Lenore Coleman, Administrative Assistant, Dean – 55014</p> <p>Adult Education: VACANT, Associate Dean of Adult Education – 55017 VACANT, Assistant to the Associate Dean- 55040</p>		<p>High Point Campus</p> <p>High Point Campus</p>	<p>H1, Room 125 H1, Room 123</p> <p>H3, Room 123 H3, Room 120</p>	

<p>CORPORATE AND CONTINUING EDUCATION/BUSINESS & INDUSTRY (Continued)</p> <p>VACANT, ABE & ASE Coordinator – 55072 Michael Bost, ESOL Coordinator – 55001 Karen Shaw, CED Coordinator – 55010</p> <p>Occupational Training: Cynthia Graves, Coordinator, Community Education & Leisure –</p> <p>VACANT, Lead Instructor, Computer Training – 55077</p> <p>Jennifer Smith, Human Resources Development (HRD) – 55057</p> <p>Tina Essick, Lead Instructor, Quick Careers Training – 55027</p>	<ul style="list-style-type: none"> • Community Education & Leisure Programs includes personal enrichment classes (including Notary, Safe Driving & Motorcycle Safety) • Computer training, high-end IT. • Human Resources Development - Pre-employment training including career exploration, employability skills training, career development and employment retention skills. • Quick Jobs Careers Training - provides short-term training in a variety of career pathways (includes the opportunity to earn 3rd party industry recognized credentials for some careers). 	<p>High Point Campus</p>	<p>H3, Room 126 H4, Room 131 H1, Room 129</p> <p>H1, Room 116</p> <p>H5, Room 136</p> <p>H4, Room 123</p>	
<p>Tony Turner, Faculty Coordinator Aviation Manufacturing Quick Career Programs – 59024</p>		<p>Aviation 2</p>		<p>336.334.4822</p>
<p>Wendy Walker-Fox, Project Coordinator – 50207 Marsha Ellis, Retention Specialist – 59017</p>		<p>Aviation 3</p>		<p>336.334.4822</p>
<p>COUNSELING SERVICES Contact Person(s):</p> <p>Chris Chafin, Director of Counseling and <i>dis</i>Ability Access Services – 50323 Ednalyn Hurley, Counselor - 50272</p> <p>Toni Bass, Administrative Assistant – 50038</p> <p>High Point/Aviation/ Cameron</p>	<ul style="list-style-type: none"> • Crisis counseling/community referrals • Personal counseling • Links to college and community resources • Mental Health Screening Instruments • Workshops to help students succeed • Support Groups: • NAMI – National Alliance on Mental Illness • Single Parents Support Group • Foster Youth Support • LGBT Support Group 	<p>Jamestown Campus</p> <p>HP Campus</p>	<p>Davis Hall, Room 107</p> <p>H1, Room 133</p>	<p>336.334.4822</p>

<p>COUNSELING SERVICES(Continued)</p> <p>Dan Grigg, Counselor - 50335</p>		<p>Aviation 1</p> <p>Aviation 3</p> <p>Cameron Campus</p>	<p>Student Success Center, Room 127</p> <p>Student Success Center, Room 222</p> <p>Student Success Center, Room 150</p>	<p>336.334.4822</p>
<p>disAbility ACCESS SERVICES</p> <p>Contact Person(s):</p> <p>Jamestown - Chris Chafin, Director of Counseling and <i>disAbility</i> Access Services – 50323 Kent Cowan, Assistive Technician Specialist/Academic Advisor - 50113 Melissa Cox, <i>disAbility</i> Access Services Specialist - 50115</p> <p>Greensboro - Jadarius Jackson, Disabilities Advisor/ Counselor – 53021</p> <p>High Point - Dan Grigg, <i>disAbility</i> Access Services Advisor – 50335</p> <p>Aviation/ Cameron Dan Grigg, <i>disAbility</i> Access Services Advisor – 50335</p>	<p>Provides:</p> <ul style="list-style-type: none"> - Sign language Interpreters - Note takers - Scribes - Large Print Materials - Alternative Format Textbooks - Priority Seating - Testing Accommodations - Advanced Scheduling - Assistive Technician 	<p>Jamestown Campus</p> <p>Greensboro Campus</p> <p>High Point Campus</p> <p>Aviation 1</p> <p>Aviation 3</p> <p>Cameron Campus</p>	<p>Medlin Campus Center, Room 203</p> <p>Continuing Education Center (CEC), Room 132</p> <p>H1 Building, Room 133-F</p> <p>Student Success Center, Room 127</p> <p>Student Success Center, Room 222</p> <p>Student Success Center, Room 150</p>	<p>336.334.4822</p>
<p>DEPARTMENTAL COPIERS</p> <p>Contact Person(s):</p> <p>Kenyetta Jackson, Auxiliary Services Technician- 50405</p>	<ul style="list-style-type: none"> • Departmental paper and toner supplies • Service calls for machines and card boxes • Copier cards 	<p>Jamestown Campus</p>	<p>Medlin Campus Center, Ground Floor</p>	<p>336.334.4822</p>
<p>EARLY MIDDLE COLLEGE HIGH SCHOOLS</p> <p>Contact: Guilford County Schools www.gcsnc.com GTCC Liaison – Linda Whitlow - 50562</p>	<ul style="list-style-type: none"> • 9 – 12 High School • GCS Magnet School Option High School • Students take college courses while still enrolled in high school 	<p>Jamestown</p> <p>Greensboro</p> <p>High Point</p>	<p>Community Training Center</p> <p>Technical Education Center, Room 349</p> <p>H1 Building, Room 134</p>	<p>336.819.2957</p> <p>336.375.2466</p> <p>336.819.4111</p>

<p>eLEARNING Contact Person(s):</p> <p>Amy Brown, Director - 50060 albrown@gtcc.edu Matt Apple, Senior Programmer - 50187 jmapple@gtcc.edu Audrey Bryk, Instructional Designer – ext. 50249 albryk@gtcc.edu Anita McCoy, Instructional Technologist – ext. 50010 avmccoy@gtcc.edu Todd Zimmer, Graphic Designer – ext. 50397 tzimmer@gtcc.edu Alicia Muhammad, Online Student Navigator – ext. 50615 ajonesmuhammad@gtcc.edu</p> <p>Teryn Odom, eLearning Support Specialist – ext. 31216 tbodom@gtcc.edu</p> <p>(Curriculum faculty, staff and students can use our 24/7 helpdesk at 1-866-826-3748)</p>	<ul style="list-style-type: none"> • Provide support to all faculty, staff and students for Moodle, Turnitin, Respondus, Skype for Business and variety of content creation software. • Create and maintain all online classrooms for curriculum and continuing education. • Support the Faculty Computer Lab in James Williams Hall - a place for faculty and staff to create their online classrooms with the assistance of the eLearning staff. • Host training sessions for faculty, staff and students. One-on-one sessions are available per request. • Create a variety of learning objects for faculty, staff and students. • Provide assistance in finding and updating existing resources for ADA compliance. • Coordinate all eDegree programs at GTCC including new applicants, program setup and website information. • Provide technical assistance to faculty, staff and students using instructional tools. 	<p>Jamestown Campus</p> <p>eLearning supports all faculty, staff and students on all campuses. Please contact us to schedule an appointment. We can meet with you online, chat over the phone or schedule an appointment to come to your campus location.</p>	<p>Learning Resource Center, 2nd Floor</p>	<p>336.334.4822</p> <p>For immediate assistance, please submit an eLearning helpticket at https://helpdesk.gtcc.edu/ Use your Titan username and password then select eLearning.</p>
<p>EQUIPMENT INVENTORY CONTROL Contact Persons(s):</p> <p>Kristin Dotson, Business Support Manager - 50160 Lorie Rabon, Inventory Control Specialist- 50440 Rebecca Deel, senior Accounting Clerk- 50002</p>	<ul style="list-style-type: none"> • Conduct annual equipment inventory • Track interdepartmental transfers of equipment • Coordinate disposal and/or recycling of obsolete/surplus equipment including public auctions • Address all equipment inventory questions 	<p>Jamestown Campus</p>	<p>Medlin Campus Center, Room 292</p>	<p>336-334-4822</p>
				<p>336-334-4822</p>

<p>EVENT/ROOM SCHEDULER Contact Person(s):</p> <p>Jamestown - Linda Justice (internal room scheduling for meetings/events) – 50295 Wendy Smith (external room scheduling for meetings/events) – 50028</p> <p>Greensboro - Alisa Chisolm – 53019</p> <p>High Point - Shrell Lindsay – 55050</p>	<ul style="list-style-type: none"> • Maintains online calendar of college-wide events and meetings • Reserves space/rooms for internal groups • Reserves space/rooms for external groups 	<p>Jamestown Campus</p> <p>Greensboro Campus</p> <p>High Point</p>	<p>Medlin Campus Center, Room 007</p> <p>Continuing Education Center (CEC),Room 107</p> <p>H4 Building, Front Lobby</p>	<p>336-334-4822</p>
<p>FINANCIAL AID OFFICE (STUDENT SUPPORT SERVICES) Contact Person(s):</p> <p>Lisa Koretoff, Director of Financial Aid - 50317 Jason Johnson, Assistant Director of Financial Aid, Operations- 50285 Heather Unger, Financial Aid Advisor- 50230 Janet Nowicki, Assistant Director, Student Relations – 50389 Ryan Bonner, Default Coordinator– 50419 Ronda Chadwick- Morris – Financial Aid Advisor-50657 Brittany Hayes, Financial Aid Assistant - 50423 Margaret Cox, Financial Aid Assistant – 50496 Joshua Deaton, Financial Aid Advisor– 50461 Daniel Foster, Financial Aid Advisor – 50305 Tammy Jo Hurd, Financial Aid Advisor - 50071 Betina Morrison, Financial Aid Technician – 50420 Duskianna Hill, Financial Aid Technician - 50398 Flora Taylor, Coordinator of Veterans/Military Assistance Programs – 50521 Bethany Neary, Financial Aid Advisor – 50193 Kathy Tipton, Financial Aid Advisor - 50531</p>	<ul style="list-style-type: none"> • Federal financial grants and loans • Support services for students using VA benefits • Certification of benefits • College Work Study • Scholarships 	<p>Jamestown Campus</p>	<p>Medlin Campus Center, 2nd floor</p>	<p>336.334.4822</p>

<p>FINANCIAL AID OFFICE (STUDENT SUPPORT SERVICES): (Continued) Dina Nasreddin, Financial Aid Advisor - 53111</p> <p>Mitchell Jennings, Veterans Assistant - 50401 Ryan Cabrera , Veterans Assistant – 50401</p>		Jamestown Campus	Medlin Campus Center, 2 nd floor	336.334.4822
<p>FOOD SERVICE Contact Person(s):</p> <p>Titan Café: Thurman King, Manager – 50532 Rebecca Rosebrough, Senior Clerk - 50532</p> <p>Wendy Smith – 50028 (to report a malfunctioning vending machine)</p> <p>Vending refunds can be obtained from the cafeteria or bookstore.</p>	<ul style="list-style-type: none"> • Food Service • Catering Services • Vending Machines • Vending Refunds 	Jamestown Campus	Various	336.334.4822
<p>FOUNDATION Contact Person(s):</p> <p>Alan Pike, Executive Director, Institutional Advancement- 50427 Harry Stillerman, Director of Development - 50040 Nancy Griffin Calkins, Assistant Director Foundation – 50264 Natashia McEachern, Administrative Assistant - 50310</p>	<ul style="list-style-type: none"> • Secures private funds to supplement diminishing state resources • Provides financial assistance to worthy students, faculty and staff in areas not covered by state funds 	Jamestown Campus	Medlin Campus Center Room 339 T2 T2 T2	336.334.4822
<p>GED® TESTING Contact Person(s):</p> <p>Greensboro - Kathleen Washington, Assessment/ GED Examiner– 53044</p> <p>High Point - Betty Price-Burris, Assessment / GED Examiner – 55031</p>	<ul style="list-style-type: none"> • Computer-based testing in four subject areas with successful completion resulting in a GED® diploma. 	Greensboro Campus High Point Campus	Adult Education Center (AEC), Room 125 H3 Building, Room 119	336.334.4822
<p>GENERAL ACCOUNTING OFFICE Contact Person(s):</p> <p>Kathi Riffe, Director, Accounting and Reporting– 50457</p> <p>Denise Woods, Senior Accounting Technician, State and County Funds – 50580 Kay Edwards – Senior Accounting Technician, Institutional Funds – 50274 Claudia Kirk – Senior Accounting Technician, Institutional Funds – 50684</p> <p>Ghazala Bibi – Senior Accountant, Not for Profit – 50386 Thuy Whyte – Internal Controls and Compliance Specialist - 50624</p>	<ul style="list-style-type: none"> • Travel requests • Month-end Reporting • Processing accounts payable for Foundation , GHG and GIRC • Accounting and reporting for construction projects • Accounting and reporting for grants • Internal Controls • Address all accounting related questions and concerns 	Jamestown Campus	Medlin Campus Center, Room 383 Medlin Campus Center, Room 280 Medlin Campus Center, Room 381	336-334-4822

<p>LIBRARY SERVICES(Continued)</p> <p>Greensboro - Keith Burkhead, Campus Librarian – 53017 Le'Sharnier Smith, Technician - 53063</p> <p>High Point - Amy Bondy, Campus Librarian – 55067 Andrea Penn, Technician – 50290</p>	ASK US!	Greensboro Campus High Point Campus	Adult Education Center, Room 224 H4 Building, Room 216	
<p>MAILROOM</p> <p>Contact Person(s):</p> <p>Rebecca Rosebrough, Auxiliary Services Coordinator – 50309</p>	<ul style="list-style-type: none"> Sort college mail Process outbound First Class, Certified, Priority and Express mail Normal window hours 2:30pm-3:30pm 	Jamestown Campus	Medlin Campus Center, Ground Floor	336.334.4822
<p>MARKETING AND PUBLIC INFORMATION OFFICE</p> <p>Contact Person(s):</p> <p>Stan Turbeville, Director of Marketing and Public Information - 50543 Cheryl Hemric, Publications Manager - 50248 Coretta Montague, Marketing & Brand Specialist – 50385 Antionette Hinton, Marketing Assistant – 50581 Carla Kucinski, Public Information Officer – 50065</p>	<ul style="list-style-type: none"> Develop and produce all printed college publications (both internal and external) Writes and submits all press related material Media relations and coordination 	Jamestown Campus	Medlin Campus Center, Room 338	336.334.4822
<p>ITS (Information Technology Services)</p> <p>Contact Person(s):</p> <p>Rob Ramey, Chief Information Officer – 50382 Service Desk- 52909 ITS.GTCC.Edu</p>	<ul style="list-style-type: none"> Maintain Ellucian Colleague System Maintain telephone systems Maintain local and wide area network(LAN/WAN) Data & telecommunication services Computer and Technical equipment support Hardware and software support Information Security Audiovisual services and support Equipment loan checkout(laptops ,iPad, and projectors) Conference and meeting Technician support 	Jamestown Campus	Medlin Campus Center	336.334.4822
<p>ORGANIZATIONAL DEVELOPMENT</p> <p>Contact Person(s):</p> <p>Dr. Jackie Greenlee, Director Organizational Development - 50228 Roxanne King, Training Coordinator – 50128</p>	<ul style="list-style-type: none"> Develop, direct and coordinate professional development programs Succession planning/talent management LearnerWeb Administer Professional Development Funds Manage GTCC Educational Leave/Return to Industry Program Partner with Human Resources in providing new employee onboarding (orientation) 	Jamestown Campus	President's House 101 Bonner Dr. 100-A	336.334.4822 336.334.4822

<p>PAYROLL Contact Person(s):</p> <p>LaToya McCandies, Director, Payroll Services – 50355 Diana Hartley, Sr. Accounting Technician, Payroll – 50552 Amy Allen, Sr. Accounting Technician, Payroll – 50009</p>	<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 Campus	Medlin Campus Center, Room 280	336.334.4822
<p>PHYSICAL PLANT Contact Persons(s):</p> <p>Billy Harris, Director of Physical Plant - 50244 Porcha Moore, CMMS Technician – 50527 - All service requests- follow this link: https://www.myschoolbuilding.com/sso/default.aspx?acctnum=1104247808 Wanda Turner, Administrative Assistant – 50544 - College vehicle reservations - Back up for service requests Charles Young, HVAC, Electrical, Fleet Maintenance – 50586 Jack Polakowski, General Maintenance – 50217 Robert Meyer, Grounds Maintenance – 50374 Sandra Lindsay-Hardge, Custodial Services – 50242</p> <p>Mitchell Johnson, Associate Vice - President, Administrative Services – 50287 - (For Personnel and policy matters only) Ali Avery, Executive Administrative Assistant - 50029</p>	<ul style="list-style-type: none"> • HVAC, Electrical • General Maintenance • Grounds Maintenance • Custodial Services • Fleet Maintenance and vehicle reservations 	Jamestown Campus	Machinery Hall	336.334.4822
<p>PRESIDENT'S OFFICE Contact Person(s):</p> <p>Dr. Randy Parker, President Katherine Fair, Executive Administrative Assistant – 50360 Maria Colozzi, Executive Administrative Assistant – 50104</p>		Jamestown	Medlin Campus Center, Room 307	336.334.4822
<p>PURCHASING & Contracts Contact Person(s):</p> <p>Mike Stout, Director of Purchasing - 50196 VACANT, Senior Buyer – 50682 Michael Perry, assistant Buyer - 50203 Linda Myers, Procurement Technician – 50394 Dorothy Taylor, Procurement Technician - 50520</p>	<ul style="list-style-type: none"> • Review requisitions and process purchase orders • Review & process Professional Service Agreements (PSAs) • Provide P-Card administration and training • Manage and administer GTCC use of State Term contracts for the purchase of goods and services • Manage and administer GTCC use of the NC e-Procurement System • Solicit e-Quotes for purchases between \$5K-\$10K 			336-334-4822

PURCHASING & Contracts(Continued)	<ul style="list-style-type: none"> • Solicit bids for purchases over \$10K • Review all purchasing related contracts and agreements • Coordinate furniture orders, storage and deliveries • Coordinate State Quality Assurance equipment inspections 	Jamestown	Medlin Campus Center, Room 260	336.334.4822
RECORDS AND REGISTRATION (STUDENT SUPPORT SERVICES) Contact Person(s): Kirby Moore, Registrar – 50064 Joe Rowbottom, Interim Assistant Registrar – 50465 Jennifer Carreau, Records Technician, Consortium Contact – 50302 Grade Changes, Program Subs, Grade Clean-up, Outgoing Transcript Request Patricia Dickey, Records Technician – 50155 Grade Clean-up, Outgoing Transcript Request Bunnie Lynn, Records Technician – 50334 Grade Changes, Program Subs Dianne Davis, Transfer Credit Evaluator, Consortium Contact – 50447 Deborah Chambliss, Information Assistant – 0 Joyce Johnson, Information Assistant - 0 Isaac Ahmad, Information Assistant – 0 Tonya Hall, Information Assistant - 0 Maggie Sanders, Information Assistant – 0 Jennifer Robinson, Information assistant – 0 Mark Steed, Information Assistant - 0	<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 Campus	Medlin Campus Center, 2 nd floor	336.334.4822
SHIPPING AND RECEIVING(S/R) Contact Person(s): Bill Crawford, Manager – 50119 Corey Harris, S/R Clerk – 50446 Larry Jones, S/R Clerk – 50446 Christopher Jarrell, S/R Clerk - 50446	<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 	Jamestown Campus	Medlin Campus Center, Ground Floor	336.334.4822
STUDENT LIFE OFFICE Contact Person(s): Berri Cross, Director, Student Life – 50124	<ul style="list-style-type: none"> • Leadership training, awards, and recognition • Special campus events • Student Government Association • Student IDs 	Jamestown Campus	Medlin Campus Center, Room 132	336.334.4822

<p>Pamela Pinnix, Assistant Director, Student Life - 50214 Huma Asghar, Administrative Assistant – 50173</p>	<ul style="list-style-type: none"> • Student Clubs and Organizations • Food Pantry • Male mentoring 	<p>Jamestown Campus</p>	<p>Medlin Campus Center, Room 132</p>	<p>336.334.4822</p>
<p>Student Success Center Contact Person(s):</p> <p>Jamestown- Jacqueline Pettiford, Interim Director Student Success Center– 50659 Tracy Mack, Interim Assistant Director Student Success Center - 50698 Vernita Womack, Administrative Assistant – 50578 Ashley Mackey- Whitworth, Student Success Specialist/International Student Advisor – 50076 Anya Michael, Student Success Specialist/Coordinator of Orientation - 50364 Velina Hammond Ebert, Student Success Specialist – 55023 Travis Then, Interim Student Success Specialist/Career Advisor – 50229</p> <p>Greensboro - Frankie Lane, Student Support Services Coordinator – 53059 Tammy Gilmore, Student Services Technician - 53072</p> <p>High Point/Cameron/Aviation- Dan Grigg, Interim Student Support Services Coordinator – 50335</p>	<p>What Do We Do?</p> <ul style="list-style-type: none"> • Pre-Major determinations • Appropriate course selections • Placement test score interpretation • Educational plan development • Support At-risk students (Academic Warning, Probation, Suspension and/or early alert) • Career guidance • Job Fair • International student advising • Transcript evaluations • Degree audits • Program changes • GTCC Catalog and College Transfer Program requirements • College transfer resources • University and college visits • Transfer fairs (Fall and Spring) • College transfer workshops • New Student Orientation <p>Other Contact Information Student Success Center: studentsuccesscenter@gtcc.edu</p> <p>International Students: internationalstudents@gtcc.edu</p> <p>Career Services: careerservices@gtcc.edu</p> <p>Orientation: orientation@gtcc.edu 336-334-4822 ext. 52858</p> <p>Online Orientation: onlineorientation@gtcc.edu</p> <p>Early Alert: earlyalert@gtcc.edu</p> <p>Need Advisor: needadvisor@gtcc.edu</p>	<p>Jamestown Campus</p> <p>Greensboro Campus</p> <p>High Point Campus Cameron Campus</p>	<p>Medlin Campus Center, Suite 201</p> <p>Continuing Education Center, Building W2, Room 132</p> <p>Main Office, H1 Building, Room 133</p> <p>Cameron Campus Center, Room 150</p>	<p>336.334.4822</p>

<p>STUDENT SUPPORT SERVICES Contact Person(s):</p> <p>Dr. Quentin R. Johnson, Vice President, Student Support Services – 50547 Dr. Alison Wiers, Associate Vice- President, Student Support Services – 50565 Mr. Michael Hughes, Chief Disciplinary Officer, Student Support Services 50572 Ms. Stephanie Mearite, Executive Administrative Assistant - 50547</p> <p>Communication Management – 50293</p>	<ul style="list-style-type: none"> • Directs and coordinates Student Support Services, including: Admissions/Recruitment, Financial Aid, Veteran Services/Center, Enrollment Services/Call Center, Registrar / Registration, Student Success Center, New Student Orientation/Advising, Disability Services, Minority Male Mentoring, Counseling Services, International Student Advising, Testing/Assessment Services, Computer Center (Lab), Student Activities, Student Government Association, Inter-Collegiate Athletics, Title IX Compliance, Student Discipline, Student Advocacy, General Student Development, and Student Concerns. • Student Success Services Division Assessment, Evaluation, and Planning • Division Goals and Objectives • Diversity and Inclusion • Graduation 	Jamestown Campus	Medlin Campus Center, 3 rd Floor	336-334-4822
<p>VETERAN'S SERVICES (STUDENT SUPPORT SERVICES) Contact Person(s): Flora Taylor, Coordinator of Military Benefits – 50521</p>	<ul style="list-style-type: none"> • Support Services for students using VA benefits • Certification of benefits 	Jamestown Campus	Medlin Campus Center, 2 nd Floor	336.334.4822

IMPORTANT ADDRESSES

Mailing Address for ALL campuses:

P. O. Box 309
Jamestown, NC 27282

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

601 East Main Street Jamestown, NC 27282

Location Addresses: (not mailing addresses)

<p>Aviation Center 260 Regional Road Greensboro, NC 27409 (336) 334-4822 ext. 59011</p>	<p>Aviation Center 2 819 Radar Road Greensboro, NC 27410 (336) 334-3822 ext. 59020</p>	<p>Aviation 3 Campus 1053 Stage Coach Trail Greensboro, NC 27410</p>	<p>Donald W. Cameron Campus 7908 Leabourne Rd. Oakridge, NC 27235</p>
<p>Greensboro Campus</p>	<p>High Point Campus</p>	<p>Jamestown Campus</p>	<p><u>WEB SITE ADDRESS</u></p>

3505 E. Wendover Avenue Greensboro, NC 27405 (336) 334-4822	901 South Main Street (336) 334-4822 (336) 454-1126 ext. 55055, 55066	601 East Main Street Jamestown, NC 27282 (336) 334-4822	www.gtcc.edu TTY: (336) 841-2158
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