

Grayson County College

Service Directory

Where to go.....Who to call



Fall 2011

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President's Office

President – Dr. Alan Scheibmeir
Location: Administration Building 100A
Phone: (903) 463-8600
Email: scheibmeir@grayson.edu

Executive Assistant – Linda Blount
Location: Administration Building 100A
Phone: (903) 463-8700
Email: blountl@grayson.edu

Departments

Athletics

Location: Gymnasium

Name	Job Title/ Function	Phone	E-mail
Theresa Barnett	Athletic Director, Softball Coach	463-8753	tbarnett@grayson.edu
Dusty Hart	Men's Baseball Coach	463-8719	hartd@grayson.edu
Pam Hurley	Secretary to the Athletic Director	463-8645	hurleyp@grayson.edu

Institutional Effectiveness

Location: Administration Building 102B

Functions of Institutional Effectiveness

Strategic Planning

The Strategic Planning component facilitates the strategic planning process at the departmental and institutional levels through training, strategy session facilitation, communication, and support of the online planning system (SPOL).

College Effectiveness Council (CEC)

The CEC emphasizes planning and effectiveness to integrate continuous improvement and campus-wide representation into all programs and services.

Accountability

The IE Office, the Registrar, and Report Specialist work to ensure the proper institutional and state accountability measures are achieved by GCC faculty and staff.

Accreditation

The Accreditation component serves as the college's liaison with the Southern Association of Colleges and Schools (SACS), our regional accrediting agency, and supports college departments in their professional accreditation review process.

Assessment

Institutional Assessment coordinates the development and implementation of systematic, data-driven improvements that are consistent with SACS principles for all college instructional and operational programs and services. Assessment results will be used to provide an annual comprehensive report and analysis of the implications for budget, goals, staffing, facilities and equipment needs, as well as providing information that informs the College of its ability to address strategic objectives and strategic initiatives included in the 2010-2015 GCC Strategic Plan.

Name	Job Title/ Function	Phone	E-mail
Dr. Debbie Smarr	Director	415-2592	smarrd@grayson.edu

Marketing and Public Information**Location: Administration Building 105**

Grayson County College has an obligation to keep the public fully informed and to practice open disclosure. At the same time, news releases and public interviews must be handled in a thoughtful manner to assure the accuracy and appropriateness of statements released to the public. Employees and student groups should contact the Director of Marketing and Public Information in advance regarding any media coverage which mentions the College.

Name	Job Title/ Function	Phone	E-mail
Shelle Cassell	Director	463-8628	cassells@grayson.edu

Business Services

Vice President – Giles Brown
Location: Administration Building 102A
Phone: (903) 463-8620
Email: browng@grayson.edu

Executive Assistant – Marsha Starr
Location: Administration Building 102
Phone: (903) 463-8742
Email: starm@grayson.edu

Departments

Business Office /Fiscal Services

Location: Administration Building (west end)

The Business Office is responsible for processing purchase orders, check requests, and invoices, receiving tuition and other payments, disbursing student loan and Pell checks, and disbursing payroll checks.

Name	Job Title/ Function	Phone	E-mail
Danny Hyatt	Director of Fiscal Services	463-8622	hyattd@grayson.edu
Dianna Crissman	Procurement & Grants Accountant	463-8761	crissmand@grayson.edu
Nan Hebert	Accounts Receivable , Agency Billings, Office Coordinator	463-8602	hebertn@grayson.edu
Dorothee Johnson	Scholarships, Student Accounts	463-8718	johnsondo@grayson.edu
Shirley Sims	Accounts Payable	463-8601	simss@grayson.edu
Raylene Vickery	Payroll	463-8726	fultonr@grayson.edu

Book Store

Location: Life Center (first floor)

The College Bookstore is located on the first floor of the Life Center and is open from 8:00 a.m. until 6:00 p.m., Monday through Thursday; 8:00 a.m. until 4:00 p.m. on Friday. Call the bookstore to verify times during summer. Employees of the college receive a 15% discount on bookstore purchases. Complimentary textbooks should be ordered from the publisher by the Division Dean or Department Chair.

Name	Job Title/ Function	Phone	E-mail
Bunny Fox	Manager	463-8631	foxb@grayson.edu
Laura Lashley	Assistant Manager	415-2571	lashleyl@grayson.edu
Susan Mitchell	Shipping and Receiving	415-2572	mitchells@grayson.edu

Food Services

Location: Life Center (first floor)

A Snack Bar and Cafeteria provide food service to the GCC main campus. The snack bar is open 7:00am-6:30pm Monday-Friday. The Cafeteria serves breakfast from 7:15-9:00am, lunch from 11:30am-1:00pm, and dinner from 5:00-6:30pm. The Cafeteria is not open during summer sessions.

Name	Job Title/ Function	Phone	E-mail
Darla Hafer	Food Service Director – Great Western Dining	463-8632	haferd@grayson.edu
William Plaster	Catering Director- Great Western Dining	463-8632	plaster@grayson.edu

Golf Course

Location: West Campus

GCC maintains and operates an 18-hole golf course on the West Campus that is open to the public. Employees receive a 15% discount on all merchandise. Other fees for employees are as follows:

Annual Membership	\$300.00	Pull Carts	\$1.00
(no green fees with membership)		Cart Fees (annual)	\$350.00
Weekday Green Fee	\$7.00	Cart Fees (18 holes)	\$9.00
Weekend Green Fee	\$8.00	Range Balls	Free

Name	Job Title/ Function	Phone	E-mail
Mike Hurley	Golf Pro	786-9719	golfcourse11@texoma.net
Andy Kirven	Superintendent	786-9719	

Human Resources

Location: Administration Building 103C

The Human Resources office manages all areas related to hiring, employment, and benefits. Applications for employment, Personnel Requisition forms, Personnel Action Forms, and Vacation/Sick Leave forms are all submitted to the Human Resources Coordinator.

Name	Job Title/ Function	Phone	E-mail
Marilyn Power	Human Resources Coordinator	463-8625	powerm@grayson.edu
Jan Clark	Human Resources Assistant	463-8770	clarkj@grayson.edu

Mail Services/Communication Services

Location: Administration Building 108

Mail Services processes incoming and outgoing mail for the GCC campus, including certified and registered mail, and Federal Express. Individual and department mailboxes are located here and are accessible during regular business hours. After-hours mail pick-up for adjunct faculty is available in the Admissions and Record Office. Mail Services also serves as the college's main switchboard, answering all calls coming into (903) 465-6030.

Name	Job Title/ Function	Phone	E-mail
John NesSmith	Communication Specialist	415-2547	nessmithj@grayson.edu

Maintenance Services /Physical Plant

Location: Maintenance Office

Maintenance Services is responsible for all issues related to upkeep of college facilities and grounds. To report a maintenance problem or to request service, a 'Facility Service Request' form is available on the GCC website under the *'Faculty and Staff'* tab. For emergency assistance, please contact the Maintenance Coordinator.

Name	Job Title/ Function	Phone	E-mail
Lacy Shotwell	Director of Facilities Maintenance	463-8625	shotwelll@grayson.edu
Robin Bridges	Maintenance Custodial Supervisor	415-2559	bridgesr@grayson.edu
Danny Cazzelle	Grounds Superintendent	463-8679	

Information Technology

Vice President – Gary Paikowski

Location: Library 205

Phone: (903) 463-8707

Email: paikowski@grayson.edu

Executive Assistant – Open

Location: Library

Phone:

Email:

Departments

Information Technology Services

Help Desk assistance is available to answer student and faculty questions regarding Blackboard issues: Blackboard user name, password problems, browser issues, attaching files, etc. In addition, technical assistance is available to help work through any technology-related barriers that may come up during the online experience. Call (903) 463-8788 or email distance@grayson.edu. Additional information is available by clicking on the Help Desk icon at www.grayson.edu.

For college employees experiencing computer problems, a ‘Technology Service and Repair’ request can be submitted through the GCC website on the ‘Faculty and Staff’ tab. If a request cannot be submitted online, contact one of the Computer Support personnel listed below. For assistance with other classroom technology, such as projectors, sound systems, etc., please contact Media Support.

Name	Job Title/ Function	Phone	E-mail	Location
Mike Brown	Director of Network Services	463-8772	brown@grayson.edu	SC 251
James Scoggins	Media Support	415.2535	scogginsj@grayson.edu	Library 203
Dan Sharp	Computer Support	463.8769	keyman@grayson.edu	Library 208
Aaron Thomas	Computer Support	463.8618	thomasa@grayson.edu	SC 251
Casey Ticknor	MIS Administration	463.8775	ticknorc@grayson.edu	SC 251

Distance Learning

The primary mission of the Distance Learning / Instructional Technology department is to provide instructional development and design assistance while utilizing appropriate instructional technologies. Faculty assistance is provided through group workshops, one-on-one consultations as well as email and telephone correspondence. Comprehensive software assistance is provided for GCC Blackboard CE8 as well as Microsoft Office. In addition, assistance with understanding and utilizing multimedia classroom technologies is also provided. For instructional enhancement, faculty have a variety of technologies available including a scanner, Flip Video cameras, a still camera, Adobe Acrobat Professional, video editing software, web cams, microphones, and more!

Name	Job Title/ Function	Phone	E-mail	Location
Open	Director E-Learning			
Frances Haratyk	E-Learning Specialist	463-8788	haratyf@grayson.edu	Library 205

Library Services

Location: Library

The library is open from 8:00 a.m. to 9:00 p.m. Monday through Thursday and from 8:00 a.m. to 4:00 p.m. on Friday. During the fall and spring semesters, the library is also open from 1:00 p.m. to 4:00 p.m. on Sunday. The library is “open stack” and students are encouraged to browse. New books are shelved in the area near the circulation desk for easy inspection by faculty and students. To provide access to many electronic databases and the Internet, an open computer lab is available to GCC students and the public. The full text databases are also available from every computer on the campus network as well as from home. Ask the library staff for more information.

Name	Job Title/ Function	Phone	E-mail
Lisa Hebert	College Librarian	463.8651	lharris@grayson.edu
Roland Commons	Night Reference Librarian	463.8637	commonsr@grayson.edu
Brenda Witcher	Library Information Specialist	463.8637	witcherb@grayson.edu

Instructional Services

Vice President – Dr. Jeanie Hardin

Location: Health Science 133A

Phone: (903) 463-8634

Email: hardinj@grayson.edu

Executive Assistant – Janet Hoover

Location: Health Science 133

Phone: (903)463-8728

Email: hooverj@grayson.edu

Divisions

Center for Workplace Learning

Location: Center for Workplace Learning

The Center for Workplace Learning (CWL) creates customer-centered, community connected and quality-driven workplace learning solutions to provide the Texoma region with a globally competitive workforce. We strive to promote partnerships between education, industry and government to provide world-class education and training opportunities throughout the Texoma region. Customized training classes for business and industry as well as scheduled continuing education courses are offered year-round through the CWL at Grayson County College.

Name	Job Title/ Function	Phone	E-mail
Dr. Patty Pool	Executive Director	463-8759	ppool@cwlgcc.org
Ron DeCento	Continuing Education Director	463-8669	rdecento@cwlgcc.org
Kate Corder	Training Coordinator	463-8750	kcorder@cwlgcc.org
Katie Wilson	Program Assistant	463-8653	kwilson@cwlgcc.org
Jennifer Morse	Enrollment Specialist	463-8731	jmorse@cwlgcc.org
Megan Gravette	Grant Specialist	415-2525	mgravette@cwlgcc.org
Open	Enrollment Specialist		

Small Business Development Center

Location: Success Center

The Small Business Development Center is a non-profit professional management counseling service funded by Grayson County College and the Small Business Administration that works to enhance the economic development of the north Texas area. The SBDC offers free individual counseling to small business owners/managers and others who desire to start their own business.

Name	Job Title/ Function	Phone	E-mail	Location
Karen Stidham	Executive Director	463-8789	stidhamk@grayson.edu	SC 247
Karina Alvarez	Counselor	415-2533	alvarezka@grayson.edu	SC 109B
Helen Jeffcoats	Secretary	463-8787	jeffcoatsh@grayson.edu	SC 111

South Campus

Location – Van Alstyne

The South Campus in Van Alstyne, Texas opened in 2004 to serve students residing in the southern portion of the county. Many core curriculum courses, as well as Vocational Nursing, are offered on the South Campus. In addition, the South Campus offers following services to students and/or employees:

- Registration
- College 101 Orientation
- Parking Stickers
- Student IDs
- Business Office
- Financial Aid
- Student Life Activities

Name	Job Title/ Function	Phone	E-mail
Kim Teel	Dean, South Campus	415-2506	teelki@grayson.edu
Kim Weber	Admin Assist to the Dean /Business Services	415-2503	weberkim@grayson.edu
Tahleigh Allen	Academic Advisor/Student Service Specialist	415-2504	allent@grayson.edu
Tara Neighbors	South Campus Program Assist/LVN Program Assist	415-2500	neighborst@grayson.edu

Academic Studies Division

Academic Studies is made up of fine arts, literature and languages, social and behavioral sciences, natural sciences, mathematics, physical education, and developmental studies. Courses offered in the division are designed primarily for transfer. A goal of the College is to assure the transferability of its courses; however, because of the diversity of the population served by the College, a community-based institution, students planning to transfer courses to a university or four-year college should take the responsibility of discussing their plans with a counselor from their university-of-choice and a counselor on campus.

Dean of Academic Instruction – Dr. Tony Stanzo

Location: Liberal Arts 102B

Phone: (903) 463-8608

Email: stanzot@grayson.edu

Executive Assistant – Rosemary Bruce

Location: Liberal Arts 102

Phone: (903) 463-8610

Email: brucerose@grayson.edu

Departments

Academic Instruction

The following is a list of Academic Instruction department chairs and assistants. It is not an exhaustive list of all faculty within Academic Instruction.

Name	Job Title/ Function	Phone	E-mail	Location
Brandy Fair	Fine Arts Chair <ul style="list-style-type: none">• Drama• Music• Speech• Theatre	463-8662	fairb@grayson.edu	AC 108C
Elizabeth Bedell	Fine Arts Program Assistant	463-8652	bedelle@grayson.edu	AC 108D
Mary Yetta McKelva	Literature and Language Chair <ul style="list-style-type: none">• English• Spanish	463-8623	mckelvam@grayson.edu	LA 105B
Shawn Eagleton	Mathematics Chair	463-8720	eagletons@grayson.edu	LA 201E
Chase Machen	Social Sciences Chair <ul style="list-style-type: none">• Economics• Government• History	415-2587	machenc@grayson.edu	LA 106A

	<ul style="list-style-type: none"> • Physical Education • Psychology • Sociology 			
Laurie Williams	Sciences Chair <ul style="list-style-type: none"> • Biology • Chemistry • Engineering • Geology • Physics 	463-8702	williamslaurie@grayson.edu	S 103
Debra Sexton	Sciences Program Assistant	463-8797	sexton@grayson.edu	S 101

Adult Basic Education

Location: Advanced Technology Building 103

Adult Education offers free classes in a variety of locations in Grayson, Fannin, Hunt, and northern Cooke counties. Both day and evening classes are available for students ages eighteen and above. The classes meet throughout the calendar year, including the summer months. Highly qualified and caring teachers assist students meet their personal educational and/or employment goals. By utilizing a student centered approach to learning, the classes are tailored to each student's learning style and need. Students progress at their own rate and can attend more than one class. Flexible scheduling around work hours or other commitments is available at some locations, as well as distance education assistance. The components of this adult program include the following:

- Refresher classes to prepare for college, skills training, or employment advancement
- GED preparation, including writing a two page essay
- English language classes for all levels of adult learners
- Basic to advanced instruction in reading, math, and language
- Transition programs to college or work
- Basic computer skills, including accessing the internet
- Counseling referrals for college enrollment and tuition assistance
- Workplace focused instruction for area businesses
- Distance education by internet or DVD to supplement classroom hours

Please call 903-463-8784 for class information. For information about the GED test call 903-463-8724.

Name	Job Title/ Function	Phone	E-mail
Donna Byrum	Director	463-8745	byrumd@grayson.edu
Jerry Bowens Jr.	Instructional Coordinator	415-2574-	bowensj@grayson.edu
Greg Masters	Site Manager	463-8784	mastersg@grayson.edu
Cynthia Hall	Program Data Coordinator	415-2524	hallc@grayson.edu
Kassy Brazier	ESL Program Coordinator/EL Civics Instructor	463-8723	brazierk@grayson.edu

Developmental Education

Location: Success Center 114

Name	Job Title/ Function	Phone	E-mail
Mark Taylor	Assistant Dean/Director of Developmental Education	463-8736	tmarkt@grayson.edu
Vicki e Keitz	Computer Lab Manager	463-8747	keitzv@grayson.edu

ESL Program

Location:

The Intensive English Language Program offers intensive ESOL courses for international students who intend to enter undergraduate or graduate degree programs in U.S. colleges and universities.

Name	Job Title/ Function	Phone	E-mail
Ken Myers	Director	463-8612	myersk@grayson.edu

International Students

Location: Success Center 107

Grayson County College welcomes international students where they can complete the first two years of a bachelor's degree at a relatively low cost and then transfer to many universities. GCC typically enrolls over 200 students from over 58 countries. The International Students Club is an active part of the GCC campus. International student advisors are available at internationalstudents@grayson.edu.

Name	Job Title/ Function	Phone	E-mail
Brad McClenny	Director	463-8749	mccleddyb@grayson.edu

Testing and Tutoring

Location: Success Center 115

The Testing Center provides testing services to meet a wide range of needs. The Testing Center assesses students' basic skills for planning successful academic programs. Assessment services include the THEA, THEA Quick Test, and computerized COMPASS for degree majors; Work Keys for certificate majors; and the Wonderlic Ability-to-Benefit Test for students admitted to the College by individual approval. As a support to classroom instruction, the

Testing Center administers make-up examinations, distance learning course examinations, certification examinations, and advanced placement examinations (CLEP). Testing services are extended to the community through the periodic administration of THEA and ACT examinations and the weekly administration of the GED (on most Tuesdays). Testing Services are located in the Success Centers on the Main and South Campuses.

Grayson County College offers free peer tutoring services to students enrolled in regular college credit programs and a “Super Student” program for students enrolled in selected sections of mathematics courses. Peer tutors are trained and supervised by professional staff in the Success Centers on the Main and South Campuses. For information, please call 903-463-8751.

Students with documented disabilities should contact the Disabilities Services Coordinator in the Success Center no later than the first week of classes, but as early as possible. Once appropriate documentation for the disability is received, the Disability Services Coordinator will coordinate delivery of approved accommodations with students and their instructors. The College makes the following services available to students with documented disabilities: tutoring, note taking, sign language interpreting, special testing conditions, taped textbooks, scribes, special/modified equipment, and other appropriate services.

Name	Job Title/ Function	Phone	E-mail
Donna McKinney	Testing Center Coordinator	463-8724	mckinneyd@grayson.edu
Jeffri Johnson-Hodge	Coordinator of Tutoring and Disability Services	463-8751	hodgej@grayson.edu

Workforce Education Division

The Workforce Education Division consists of programs in the Health Sciences, Technology, and Career Service areas. The Health Science area focuses on the specific areas of knowledge required for Associate Degree Nursing, Vocational Nursing, Dental Assisting, Medical Laboratory Technology, Drug and Alcohol Abuse Counseling, Emergency Medical Services, and Radiologic Technology. Through specifically designed curricula, students may be able to write the applicable examinations for registry, licensure or certification required by each health-related occupation. The Career and Technologies departments will provide basic instruction and adequate pre-employment training for students who want to enter the workforce upon completion or transfer to a senior college or university.

Dean of Workforce Education – Steve Davis

Location: Health Science 131

Phone: (903) 463-8685

Email: daviss@grayson.edu

Executive Assistant – Fran Driscoll

Location: Health Science Administration

Phone: (903) 463-8771

Email: driscollf@grayson.edu

Departments

Workforce Education

The following is a list of Workforce Education department chairs and assistants. It is not an exhaustive list of all faculty within Workforce Education.

Name	Job Title/ Function	Phone	E-mail	Location
Dwayne Barber	Career Services Chair <ul style="list-style-type: none"> • Collision Repair • Cosmetology • Criminal Justice • Culinary Arts/Hospitality • Forensic Science • Heating/AC/Refrigeration • Police Academy • Viticulture & Enology • Welding 	463-8703	barberd@grayson.edu	CJ 100B
Kenann McGill	Career Services Program Assistant	463-8710	mcgillk@grayson.edu	CJ 100A
Joanna Barnes	Health Sciences Chair <ul style="list-style-type: none"> • Associate Degree Nursing • Dental Assisting • Drug/Alcohol Abuse Couns • EMS/Paramedicine • Medical Lab Technology • Radiologic Technology • Vocational Nursing 	463-8688	barnesjo@grayson.edu	HS 130
Chris Hix	Health Sciences Program Assistant	463-8782	hixch@grayson.edu	HS Admin
Wade Graves	Business and Computer Science Chair <ul style="list-style-type: none"> • Accounting • Business & Management • Computer Maintenance • Computer Science • Drafting • Microcomputer Application • Office & Computer Tech 	463-8658	gravesw@grayson.edu	CIS 105B
Jennifer Hill	Business and Computer Science Program Assistant	463-8777	hillj@grayson.edu	CIS 105A

Resource and Community Development

Vice President – Dr. Roy Renfro
Location: Administration Building 102A
Phone: (903) 463-8717
Email: renfro@grayson.edu

Executive Assistant – Cindy Perez
Location: Administration Building 102
Phone: (903) 463-8621
Email: perezc@grayson.edu

Departments

Grayson County College Foundation

Location: Foundation House

The GCC Foundation exists to bridge a gap between the needs and the resources of Grayson County College. The Foundation is a non-profit, tax exempt Texas corporation established in 1991 to raise funds to provide assistance to GCC students for scholarships; to encourage gifts for facilities and equipment; to develop private funding sources for new programmatic ventures; and to communicate the needs of the College to business, educational, cultural, governmental and other constituencies so that friendships and long-term relationships can be established and sustained. The Foundation seeks to secure financial support for the College, which is ordinarily beyond the scope of tax-based funding, thus providing a margin of excellence for the College.

Name	Job Title/ Function	Phone	E-mail
Roy Renfro	Executive Director	463-8717	renfror@grayson.edu
Tina Dodson	Director of Annual Giving	463-8716	dodsont@grayson.edu
Cindy Perez	Executive Assistant	463-8621	perezc@grayson.edu
Thompson, Janis	Grant Writer Specialist	463-8766	thompsonj@grayson.edu

Student Services

Vice President – Marc Payne
Location: Administration Building
Phone: (903) 463-8714
Email: paynem@grayson.edu

Executive Assistant – Barbara Ward
Location: Administration Building
Phone: (903) 463-8695
Email: wardb@grayson.edu

Departments

Admissions and Records

Location: Administration Building (west end)

The Office of Admissions and Records (also known as the Registrar's Office) assists students with issues related to the application and admission process. The Registrar's Office maintains student records, processes transcript requests, certifies students are eligible for graduation, and completes required state reports. Each semester faculty submit their certified class rolls and final grades to the Registrar's office.

Name	Job Title/ Function	Phone	E-mail
Kim Faris	Registrar	463-8650	farisk@grayson.edu
Kelly Bagwell	Admissions & Records Specialist (Student Records L-Z)	463-8733	bagwellk@grayson.edu
Jan Pfeifer	Graduation Data Specialist	463-8603	pfeiferjan@grayson.edu
Tracy Rains	Admissions & Records Specialist Front Desk, Transcript Requests	463-8691	rainst@grayson.edu
Dottie Weiser	Admissions & Records Specialist (Student Records A-K)	415-2522	weiserd@grayson.edu
Jeanne Williams	State Reports Specialist	463-8732	williamsje@grayson.edu
Wendee Zang	Reports Specialist	415-2546	zangw@grayson.edu

Campus Police

Location: Campus Police Building

The Public Safety Office is responsible for regulating traffic and parking on campus and for issuing parking permits. College Public Safety Officers monitor weather conditions at the college and assist in activation of the weather alert sirens when a tornado is sighted. Officers render assistance on vehicle lock-outs, boosting of dead vehicle batteries, and assisting with flat tires. Officers also provide on-site security for athletic and other special events being held on campus. The College Public Safety Office prepares an annual informational bulletin that contains information on campus crime and arrest statistics, crime reporting procedures, crime prevention techniques, and related campus security and safety information. College Peace Officers investigate offenses, incidents, accidents, submit reports and make arrests where required. If an officer cannot be reached at the office number, the officer on duty may be reached by cell phone at (903) 814-3343.

Name	Job Title/ Function	Phone	E-mail
Andy MacPherson	Director of Public Safety	463-8768	macphersona@grayson.edu
Hal Spaugh	Peace Officer	415-2542	spaughh@grayson.edu
Judy Ellis	Public Safety Clerk	463-8619	ellisj@grayson.edu

College Connections

Location: Life Center 204

The College Connection Program is a partnership between the college and the school district designed to prepare students for a lifetime of success. It allows students to achieve excellence by preparing them for secondary and postsecondary opportunities, career preparation and advancement, meaningful work, and active citizenship. GCC school districts are provided access to services at the college that explore, encourage, and enhance a college-going mentality for all students.

Name	Job Title/ Function	Phone	E-mail
Paula Cavender	Coordinator	415-2530	cavenderp@grayson.edu

Counseling Services

Location: Administration Building (west end)

Professionally trained counselors and academic advisors are available to assist students in achieving success. The following services are offered through the Counseling Office:

College 101: Orientation

College 101 is available for prospective, new and transfer students interested in attending Grayson County College. The program is designed for students graduating from high school, brushing up skills, changing careers, or developing personal interests. College 101 assists in making the transition to college.

Career Planning and Placement

Grayson County College offers students the opportunity to engage in career assessments and computerized career guidance programs which assist them in choosing a college major and making career decisions. The College provides career planning and job search services free of charge to students, former students, and those in the process of enrolling. The Career Placement office provides opportunities for students to learn job search skills, such as resume and cover letter writing, and how to interview for a job.

Academic/Vocational Advising

Advising is available to assist students in reaching their goals through developing and following sound academic or vocational plans. Although students are assigned academic advisors in their major areas, professional counselors and advisors are available to provide additional assistance when necessary.

Retention Services and Activities

Students are provided with information, tools, resources, and support systems that facilitate educational persistence and success.

Personal Counseling

The counseling program is designed to support and assist students when personal issues impact their college experience. Personal counseling is available by appointment, or on a walk-in basis for urgent needs.

Veterans Services

Grayson County College provides a Veterans Affairs Office to assist the enrollment of veterans, war orphans, war widows, and totally disabled veterans, their wives and children. This office serves as a liaison between Grayson County College and the Veterans Administration and is located in the Administrative Services Building. Please contact the Veterans Affairs Counselor for information concerning the required documents.

Advising hours are:

Monday and Tuesday - 8:00 a.m. to 6:00 p.m.

Wednesday and Thursday - 8:00 a.m. to 4:00 p.m.

Friday - 8:00 to 1:00 p.m.

Name	Job Title/ Function	Phone	E-mail
Barbara Malone	Director of Counseling Services	463-8730	malonebar@grayson.edu
Dana Kermanian	Student Services Assistant /Academic Advisor	415-2536	kermaniand@grayson.edu
Susan Lancaster	Coordinator of Special Services / Academic Advisor / Career Advisor	463-8694	lancastersu@grayson.edu
Nancy Luthe	Student Services Assistant /Academic Advisor / College 101 Coordinator	463-8699	luthen@grayson.edu
Melissa Young	Student Services Receptionist	415-2531	youngm@grayson.edu

Financial Aid

Location: Administration Building (west end)

The Office of Financial Aid is available to help eligible students meet the cost of attending college. The level of federal and/or state financial aid provided to students is based upon demonstrated financial need. This is the difference between the reasonable cost of attending college for one year and the estimated family financial contribution, as determined by a review of the Free Application for Federal Student Aid. Processing time is six to eight weeks, so students should apply as early as possible. It is recommended that the application be completed so that all forms can be turned in to the Office of Financial Aid by the following dates:

Fall semester—June 1

Spring semester—Oct. 1

Summer terms—April 1

Name	Job Title/ Function	Phone	E-mail
Donna King	Director	463-8735	donnaking@grayson.edu
Brent Archer	Advisor	463-8760	archerb@grayson.edu
Betsy Burton	Receptionist	463-8794	burtone@grayson.edu
Jean Burton	Receptionist/Advisor	463-8642	burtonj@grayson.edu
Michelle Flores	Advisor	463-8783	floresm@grayson.edu
Audrey Newman	Advisor	415-2515	newmana@grayson.edu
Robbie Trissell	Database Specialist	415-2545	trissellr@grayson.edu

Housing

Location: Administration Building (west end)

The office of Resident Life assists students who choose to live in campus dormitories.

Name	Job Title/ Function	Phone	E-mail
Cynthia Taylor	Residence Hall Coordinator	463-8793	ctaylor@grayson.edu
April Baker	Jensen Residence Hall Supervisor	786-2405	lesliec@grayson.edu
Rebekah McMinn	Viking Residence Hall Supervisor		mcminnr@grayson.edu

Recruiting

Location: Administration Building (west end)

Enrollment advisors, located in the Administrative Services building, are available to provide necessary information and forms to current and prospective students about all programs offered at GCC. They provide tours of the campus, dorms and programs for groups and individuals. Prospective students can request information by emailing recruiting@grayson.edu or calling 903-465-6030. An enrollment advisor will reply to their requests, answer questions, assist with enrollment information, and/or send requested information.

Name	Job Title/ Function	Phone	E-mail
Tana Adams	Lead Enrollment Advisor	463-8627	adamst@grayson.edu
Charles Leslie	Enrollment Advisor – African American Initiative	415-2532	lesliec@grayson.edu
Carolina Guerra	Enrollment Advisor – Hispanic/Native American Initiative	463-8743	guerrac@grayson.edu

Student Activities

Location: Life Center (second floor)

The objective of the Office of Student Life is to offer a variety of quality extracurricular entertaining and educational experiences that act as diversions from the inevitable stresses associated with the college environment. Specific recreational activities are planned to encourage the development of healthy lifestyles outside of the classroom, laboratory, office and residence hall. The Office of Student Life also generates student and employee ID cards.

Name	Job Title/ Function	Phone	E-mail
Gregg Miles	Director of Student Activities	463-8693	milesg@grayson.edu