GENERAL REFERENCE
Quick Reference Guide

Academic Affairs .............................................................. Linda Lovingood
Administrative Affairs .................................................... Dr. Donna Tipton-Rogers
Admissions ................................................................. Sarah Tatham
College and Community Initiatives ................................. Robert (Bo) Gray
Counseling ................................................................. Linda Howell

Department Heads
Business/Allied Health .................................................... Cindy Gaddis
College Transfer ............................................................ Ronnie Whitener

Vocational/Technology .................................................... Scott Sherrill
Distance Learning ............................................................ Linda Kressal
Economic and Workforce Development ......................... Paul Worley
Financial Affairs ............................................................ Bill Vesperian
Financial Aid/Scholarships .............................................. Diane Owl
Foundation ................................................................. Samantha Major
GED/Literacy ............................................................... Susann West
Graham County Center .................................................. Paul Worley
Guided Studies ............................................................. Kathy Temple
Human Resources/Employment ......................................... Sallie Baker
Information Highway ...................................................... Jason Temple
Institutional Effectiveness (Planning, Research, and Assessments) ........................................................................ Dr. Steve Wood
Library/Audio Visual ...................................................... Rachel McLean

Media Inquiries .............................................................. Robert (Bo) Gray
Online Classes/Distance Learning .................................. Cody Anderson

Parking Permits ............................................................ Business Office
Policies and Procedures ................................................... Sallie Baker
Questions for the President ............................................. Sallie Baker
Registration Payment ..................................................... Business Office
Resources and Development ........................................... Dr. Donna Tipton-Rogers
Small Business Center .................................................... Kathryn Jenkins
Student Affairs ............................................................. Sarah Tatham
Technology ............................................................... Jason Outen
Transcripts - Curriculum ............................................. Holly Hyde
Transcripts - Non-Curriculum ....................................... Krystle Graves-Miller
Transfer Information .................................................... Sarah Tatham

WebAdvisor ................................................................ Cody Anderson
Website ........................................................................ Dottie Stafford-Ortega

Faculty and Staff Directory

Cody Anderson
Learning Management Systems Administrator
A.A.S. - Tri-County Community College
McSwain Building
828-835-4287
canderson@tricountycc.edu

Peggy Anderson
Technical Assistant for Technology
A.A.S. - Tri-County Community College
McSwain Building
828-835-4248 or 837-6810, ext. 4258
panderson@tricountycc.edu

M.L. Bagwell
Secretary/Clerical Support - GCC
Certicate - Tri-County Community College
A.A.S. - Tri-County Community College
Graham County Center
828-479-9256
mbagwell@tricountycc.edu

Sallie Baker
Director of Human Resources
Executive Assistant to the President
Clayton State University
Harper Building
828-835-4202
sbaker@tricountycc.edu

Robert (Bobby) Barton
Director of Health & Public Safety
Attended Tri-County Community College
B.S. – Western Carolina University
M.Ed. – Lincoln Memorial University
Enloe Building
828-835-4251
bbarton@tricountycc.edu

Steve Browning
Instructor - Mathematics
Attended Huntington College
B.C.E. - Auburn University
M.A.T., M.S.C.E. - University of West Alabama
West Building
828-835-4278
sbrowning@tricountycc.edu

Shannon Bryant
Curriculum Records and Reporting Specialist
A.A.S. - Tri-County Community College
Harper Building
828-835-4206
sbryant@tricountycc.edu

Justin Byers
Systems Administrator Back-up
A.A.S. - Tri-County Community College
McSwain Building
828-835-4265
jbyers@tricountycc.edu

Charles (Red) Carey
Interim Graham County Center Instructor - Welding Diploma - Tri-County Community College
Graham County Center
828-479-9256
ccarey@tricountycc.edu

Jason Chambers
Dean of Planning, Research and Student Engagement
Attended Tri-County Community College
A.A. - Young Harris College
A.B.J. - University of Georgia
M.A. Ed. - Western Carolina University
Ed.D. - Western Carolina University
Patterson Building
828-835-4297
jchambers@tricountycc.edu

Harold Chastain
Security Officer
Attended Southwestern Community College
828-837-6810 or 828-557-7357
hchastain@tricountycc.edu

Wesley K. Chastain
Systems Administrator/Data Base Manager
A.A.S. - Tri-County Community College
Certifications: A+, CNA
McSwain Building
828-835-4253
w chastain@tricountycc.edu

Marissa Davis
Nurse Aide Instructor
A.S. - William Rainey Harper College
B.S.N. - Florida State University
West Building
828-835-4290
mdavis@tricountycc.edu

Allen Denn
Instructor - Criminal Justice
B.S. - Appalachian State University
M.S. – East Carolina University
McSwain Building
828-835-4271
adenny@tricountycc.edu

Katie Dockery
Financial Aid Technician
A.A.S. - Tri-County Community College
Harper Building
828-835-4260
kdockery@tricountycc.edu

Robert (Robi) Elliott
IT Technician/NCH Coordinator
A.A.S. - Tri-County Community College
McSwain Building
828-835-4284
relliott@tricountycc.edu
Kim Farmer
Payroll/Purchasing Assistant - Non-Curriculum
A.A.S. - Tri-County Community College
Center for Applied Technology
828-835-9564, ext. 200
kfarmer@tricountycc.edu

Susan M. Fowler
Instructor - Nursing Education
B.S.N. - Berea College
M.H.S. - Western Carolina University
Enloe Building
828-835-4252
sfowler@tricountycc.edu

Cynthia A. Gaddis
Division Chair - Business and Allied Health Programs
Instructor - Office Systems Technology
A.A.S. - Tri-County Community College
B.S., M.A. Ed. - Western Carolina University
McSwain Building
828-835-4244
cgaddis@tricountycc.edu

Julie Garner
Lead Instructor - Guided Studies
B.A. - University of Florida
M.A. Ed. - Western Carolina University
Crisp Building, Guided Studies
828-835-4281
jgarner@tricountycc.edu

Arlinda (Lindi) Gentry
Instructor - Psychology and Human Services
A.A.S. - Tri-County Community College
B.A. - Mars Hill College
M.A. of Science - Lee University
Nationally Board Certified Counselor
McSwain Building
828-835-4280
lgentry@tricountycc.edu

Robin Gibson
Instructor - Accounting
B.S. - Western Carolina University
M.B.A. - University of Phoenix
828-835-4231
rgibson@tricountycc.edu

Krystle Graves-Miller
Registrar - Non-Curriculum
A.A.S. - Tri-County Community College
B.S.B.A. - Western Carolina University
Harper Building
828-835-4276
kgraves-miller@tricountycc.edu

Robert (Bo) Gray
Vice President for College & Community Initiatives
A.A. - St. Petersburg Junior College
B.S. – University of Florida
M. Div. - Trinity Evangelical Divinity School
Harper Building
828-835-4222
bgray@tricountycc.edu

Julia Hall
Assistant to Vice President for Business and Finance/
Cashier Billing Specialist
B.A. - University of Tennessee
Harper Building
828-835-4285
jhall@tricountycc.edu

Byron Hampton
Maintenance/Custodian
A.A.S. - Tri-County Community College
828-837-6810
bhampton@tricountycc.edu

Lisa Hardin
Cashier/Accounting Technician
A.A.S. - Tri-County Community College
Enloe Building
828-835-4257
lhardin@tricountycc.edu

Sarah Hawk
Interim Human Resources Generalist
B.S. - Ashland University
Harper Building
828-835-4277
shawk@tricountycc.edu

Kelly Hembree
B.A. - University of North Carolina - Asheville
M.A. of Science - University of West Alabama
McSwain Building
828-835-4291
kembree@tricountycc.edu

Melvin Hicks
Maintenance/Custodian
A.A.S. - Tri-County Community College
828-837-6810
mhicks@tricountycc.edu

Trevis Hicks
Instructor - Information Systems / Networking Technology
A.A.S. - Tri-County Community College
B.S.B.A. - Western Carolina University
CCNA, CCAI, A+ - McSwain Building
828-835-4235
thicks@tricountycc.edu

Richard Hincke
Instructor - Mathematics
B.S. - University of Tennesse
M.A. - Appalachian State University
West Building
828-835-4274
rhincke@tricountycc.edu

Lee Ann Hodges
Instructor - English
B.A., M.A. Ed. - Western Carolina University
McSwain Building
828-835-4269
lhodges@tricountycc.edu

Lauren (Debbie) M. Hogan
Instructor - Nursing Education
B.S.N., M.H.S. - Western Carolina University
Enloe Building
828-835-4246
dhogan@tricountycc.edu

Linda Howell
Counselor
B.S., M.A. Ed. - East Carolina University
Harper Building
828-835-4259
lhowell@tricountycc.edu

Ginger B. Hubbard
Payroll/Accounting Technician
A.B.A. - Southwestern Community College
Harper Building
828-835-4214
ghubbard@tricountycc.edu

Holly Hyde
Registrar - Curriculum
B.S. - University of North Carolina - Asheville
M.B.A. - American InterContinental University
Harper Building
828-835-4219
hhdyde@tricountycc.edu

Angela Jaco
College & Career Readiness Program Coordinator
B.S. & M.S. - Southern Illinois University at Carbondale
McSwain Building
828-835-4256
ajaco@tricountycc.edu

Kathryn Jenkins
Director of Small Business Center
A.B. - University of Georgia
Center for Applied Technology
828-835-9564
kjenkins@tricountycc.edu

Amy Johnson
Instructor - History
A.A. - Valencia Community College
B.A. - University of Central Florida
M.L.S. - Fort Hays State University
McSwain Building
828-835-4223
ajohnson@tricountycc.edu

Phil Jones
Instructor - Computer Integrated Machining
A.S. - Young Harris College
Diploma - North Georgia Tech
Center for Applied Technology
828-835-9564, ext. 202
pjones@tricountycc.edu

Ray Kaylor
Instructor - Art
B.F.A. - Western Carolina University
M.F.A. - East Carolina University
Graham County Center
828-479-9256
rkaylor@tricountycc.edu

Lisa Keener
Assistant to Vice President for Business and Finance/
Developmental Education Instructor
A.A. - Tri-County Community College
B.S. - Western Carolina University
Graham County Center
828-479-9256
lkeener@tricountycc.edu

Helen M. Kilpatrick
Dean of Learning Resources and Assessment
A.A. - Palm Beach Community College
B.S.B.A. - Western Carolina University
Harper Building
828-835-4201
hkilpatrick@tricountycc.edu

Linda Kressal
Assistant to Vice President for Business and Finance/
Developmental Education Instructor
A.A. - Tri-County Community College
B.S. - Western Carolina University
Enloe Building
828-835-4288
lkressal@tricountycc.edu

Brian Lambert
Maintenance/Custodian
828-837-6810
blambert@tricountycc.edu

Candice Laney
Instructor - Nursing
A.A.S. - Tri-County Community College
B.S.N. - Western Carolina University
Enloe Building
828-835-4232
claney@tricountycc.edu
Robin Stevenson
Non-Curriculum Records & Reporting Specialist
B.S. - Lebanon Valley College
Harper Building
828-835-4302
rstevenson@tricountycc.edu

Sarah Tatham
Director of Student Success
B.A. - Rollins College
M.A. Ed. - Western Carolina University
Harper Building
828-835-4233
sctatham@tricountycc.edu

Misty Taylor
Spa Therapies Coordinator/Cosmetology Instructor
A.G.E. - Tri-County Community College
Crisp Building
828-835-4209
mtaylor@tricountycc.edu

Kathryn Lea Temple
Director and Instructor - Guided Studies
Attended Tri-County Community College
B.A., B.S. - Western Carolina University
Development Education Specialist - Kellogg Institute at Appalachian State University
M.A. - California State University
Crisp Building, Guided Studies
828-835-4224
ktemple@tricountycc.edu

Donna Tipton-Rogers
President
B.A. - University of North Carolina - Asheville
M.A. - University of Charleston & The Citadel
Ed.D. - University of Tennessee
Harper Building
828-837-6810
dtipton@tricountycc.edu

William (Bill) Trotter
Instructor - Science
B.S., M.S. - Science Education - North Georgia College
Enloe Building
828-835-4245
wtrotter@tricountycc.edu

Bill Vespasian
Vice President for Business and Finance
Attended Tri-County Community College
B.B.A. - Montreat College
M.A. Ed. - Western Carolina University
Harper Building
828-835-4211
bvespasian@tricountycc.edu

Susie West
Director of College & Career Readiness
B.A. - Lenoir Rhyne College
M.A. Ed. - Western Carolina University
McSwain Building
828-835-4239
swest@tricountycc.edu

Ronnie Whitener
Division Chair - College Transfer Programs
Instructor - Chemistry
B.S., M.S. - Western Carolina University
Enloe Building
828-835-4279
rwhitener@tricountycc.edu

Charlene Waldrum Wood
Assistant to the President for Graham County Operations
A.A. - Tri-County Community College
Graham County Center
828-479-9256
cwaldrum@tricountycc.edu

Stephen D. Wood
Vice President for Institutional Effectiveness
B.A., M.A., Ph.D. - University of Georgia
McSwain Building
828-835-4354
swood@tricountycc.edu

Paul Worley
Director of Economic and Workforce Development and SBC
A.A.S. - Tri-County Community College
B.B.A. - Montreat College
M.A. Ed. - Western Carolina University
Center for Applied Technology
828-835-9564, ext. 204
pworley@tricountycc.edu

Susie West
Director of College & Career Readiness
B.A. - Lenoir Rhyne College
M.A. Ed. - Western Carolina University
McSwain Building
828-835-4239
swest@tricountycc.edu

Ronnie Whitener
Division Chair - College Transfer Programs
Instructor - Chemistry
B.S., M.S. - Western Carolina University
Enloe Building
828-835-4279
rwhitener@tricountycc.edu

Charlene Waldrum Wood
Assistant to the President for Graham County Operations
A.A. - Tri-County Community College
Graham County Center
828-479-9256
cwaldrum@tricountycc.edu

Stephen D. Wood
Vice President for Institutional Effectiveness
B.A., M.A., Ph.D. - University of Georgia
McSwain Building
828-835-4354
swood@tricountycc.edu

Paul Worley
Director of Economic and Workforce Development and SBC
A.A.S. - Tri-County Community College
B.B.A. - Montreat College
M.A. Ed. - Western Carolina University
Center for Applied Technology
828-835-9564, ext. 204
pworley@tricountycc.edu

Retired Senior Administrators Emeritus

The following have been awarded Emeritus status from the Board of Trustees of Tri-County Community College:

K. David Jones
Vice President of Administrative Services

F. David Slagle
Vice President of Planning & Institutional Research Emeritus
How to Access Your Personal Drive and E-mail Account

Using Your Student Personal Drive
As an enrolled student at Tri-County Community College you have been given an area on our server where you can save your schoolwork. To access this drive on our campus computers you turn on the computer and wait for the Novell login screen to appear.

Logging in to Your Personal Drive
When the Novell login screen comes up, type your username in the first line of the screen. Your username is the first 4 letters of your last name plus the last four digits of your student ID number.

Example 1 – Suppose my last name is Smith and my Student ID number is 1234567. My username would be smi4567.

Example 2 – Suppose my last name is Carpenter and my student ID number is 9876543. My username would be carp6543.

The first time you use your personal drive, the password will be change me. You will be asked, however, to select a new password for the future. Be sure you remember this password because it will be known only by you. You can access your personal drive by clicking on My Computer. This will show a “P:” drive with your username. Double-click on this drive to open it.

Saving Your Data to Your Personal Drive
When you prepare a class-related document, you can save it in your personal drive by clicking on File-Save. At the top of the Save File screen, click on the down arrow to the right of My Documents. One of the choices should be a P: drive showing your username. Click on this choice; give your file a name; and click on Save. You will now be able to get back to this file when you click on My Computer and go to your P: drive.

Your E-Mail Account
As an enrolled student, you have been given a Tri-County e-mail account. To access that account you need to open the browser (probably Internet Explorer) on your computer. In the address bar at the top of the screen, type the address webmail.tricountycc.edu and then hit the enter key. This brings you to the opening page of our student e-mail server. Click on the go button.

Logging into your E-mail Account
You are now asked for your username and password. Your username is the first four letters of your last name plus the last four digits of your student ID number.

Example 1 – Suppose my last name is Smith and my Student ID number is 1234567. My username would be smi4567.

Example 2 – Suppose my last name is Carpenter and my student ID number is 9876543. My username would be carp6543.

The initial password for everyone is change me. Click on the login button to view your e-mail.

Changing Your E-mail Password
We suggest that you change your password so that others cannot access your account. To change the password, sign on to your account using the provided password. Then click on the middle button at the top of the screen. Type your old password (change me) on the first line. Type your new password on the next two lines. Click Save.

Closing Your E-mail
When you are ready to leave your e-mail account, always click on the third button at the top of the screen (the arrow that points to the left). This will close your account so others cannot access it. Enjoy your e-mail account.

Student Instructions for Using the Wireless Network

Accessing the Wireless Network
If your computer uses a special program that you prefer, feel free to use that program. The following instructions use the basic wireless utility.

1. Right-click on the wireless network connection icon denoted by your particular operating system.
2. Left-click on “View Available Wireless Networks”
3. Select TCCC Wireless and click on Connect. You may be warned that this is not a secure network. Click on Connect Anyway.
4. Next click on your Internet browser program. You should immediately receive a message advising that there is a problem with the security certificate of the web site you have selected. Select Continue to this web site (not recommended).
5. The next screen will welcome you to the Tri-County Wireless Network and explain that this is an open network without security. Select Click Here to Access the Internet.

Accessing Your Student Personal Drive Remotely
You also have the ability to access your student personal drive over our wireless network.

1. In your browser type in the following address: user101.tccc.cc.nc.us.
2. You should immediately receive a message advising that there is a problem with the security certificate of the web site you have selected. Select Continue to this web site (not recommended).
3. On the next screen login with the same username and password that you use to access your personal drive on campus. Your username is the first 4 letters of your last name plus the last four digits of your student ID number. Example Joe Jones and his student ID number is 1234567 username would be jone4567. The password at the beginning of the semester is change me.
4. Then Click on Login.
5. You may also receive a login screen that will request your e-mail password. When you first log into your e-mail, that will be the same password, change me.
6. The Virtual Office will open to a quick view of the Student E-mail.
7. Click on the Second Button near the top of the screen to access your Personal Drive.
8. As soon as you enter your personal drive site we request that you change your password for your personal drive. Click on the icon that shows a lock. A screen will appear asking for your old password and the new password you want to use.
9. Click on the mail (third) icon to return to your student e-mail. You may be asked to re-enter your username and password to fully access your student e-mail.
10. As soon as you enter your student e-mail site we suggest that you change your password for your e-mail.
11. Click on the middle icon at the top of the screen. It will show Options when your mouse points to it. A screen will appear asking for your old password and the new password you want to use.

NOTE: If you have problems accessing our wireless network, you can call 828-837-6810 or e-mail relliot@tricountycc.edu or jouten@tricountycc.edu. You may also find other e-mail tips and helpful instructions on the Web at: http://user101.tccc.cc.nc.us/email/.
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