



Northwest-Shoals
Community College

2015-2016
Telephone Directory

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ALPHABETICAL LISTING

Akers, Sherry.....sakera@nwscce.edu.....	5229	Eubanks, Claude.....eubanks@nwscce.edu.....	5293
Alls, Joe.....joe.alls@nwscce.edu.....	6229	Farned, Sharon.....sfarned@nwscce.edu.....	6231
Andrews, Patti.....	5288	Fenn, Amber.....afenn@nwscce.edu.....	5342
Armistead, Joan.....jarmistead@nwscce.edu.....	5220	Fields, Terriron.....tfields@nwscce.edu.....	5475/6387
Arny, Mary.....marny@nwscce.edu.....	5259	Fincher, Carolyn.....carolyn@nwscce.edu.....	6297
Austin, Alex.....aaustin@nwscce.edu.....	5449	Finley, Mary Jane.....mjfinley@nwscce.edu.....	5481
Austin, Marnie.....msuggs@nwscce.edu.....	5484	Fisher, Allison.....afisher@nwscce.edu.....	5468
Bales, Ann.....abales@nwscce.edu.....	6298	Ford, Parris.....pford@nwscce.edu.....	5306
Baltes, Joan.....jbaltes@nwscce.edu.....	5353	Foust, Laura.....laura.faust@nwscce.edu.....	5280
Bankston, Callie.....bankstonc@nwscce.edu.....	5265	Frederick, Jan.....jfrederick@nwscce.edu.....	6294/5494
Barton, Tracy.....tracybarton24@gmail.com.....	6230	Freeman, Robert.....rfreeman@nwscce.edu.....	8000
Bates, Joy.....	5415	Freeman, Terrance.....tfreeman@nwscce.edu.....	5415
Bendall, Brett.....bbendall@atn.org.....	5390	Fuller, Brian.....bfuller@nwscce.edu.....	6231
Benson, Debbie.....dbenson@nwscce.edu.....	5296	Gragis, Matthew.....matthew.gargis@nwscce.edu.....	8029
Benson, Kathy.....kathybenson@nwscce.edu.....	6238/5488	Garner, Roger.....wgarner@nwscce.edu.....	5289
Bowen, Eddie.....eddie.bowen@nwscce.edu.....	5303	Gasque, Steve.....gasq@nwscce.edu.....	5204
Brackins, Ken.....kbrackins@nwscce.edu.....	6242	Gibson, Lisa.....lgibson@nwscce.edu.....	5393
Branscome, Tara.....tbranscome@nwscce.edu.....	5248	Gonzalez, Elizabeth.....egonzalez@nwscce.edu.....	6307
Brewer, Berh.....beth.brewer@nwscce.edu.....	8024	Goodloe, Daron.....dgoodloe@nwscce.edu.....	5372
Brown, James.....	5415	Goodman, Adam.....agoodman@nwscce.edu.....	5218
Brownell, Deborah.....dbrownell@nwscce.edu.....	6248	Graham, Brandon.....	5415
Buchanan, Terry.....tbuchanan@nwscce.edu.....	8057	Green, Donna.....dgreen@nwscce.edu.....	6201
Burkhart, Sonya.....sburkhart@nwscce.edu.....	5258	Green, Matt.....	5415
Burleson, Malissa.....mburleson@nwscce.edu.....	6231	Green, Vickie.....prek@nwscce.edu.....	5258
Butts, Gloria.....gbutts@nwscce.edu.....	6314	Gresham, Tammy.....tammyg@nwscce.edu.....	5489/5314
Cagle, Sara.....sara.cagle@nwscce.edu.....	6278	Grisham, Titus.....titus.grisham@nwscce.edu.....	5236
Cain, Shelly.....scain@nwscce.edu.....	8016	Grissom, Melinda.....melinda.grissom@nwscce.edu.....	5420
Carter, Edwin.....cartere@nwscce.edu.....	5277	Groce, Benetia.....bgroce@nwscce.edu.....	256.768.2675
Carter, Tom.....tom.carter@nwscce.edu.....	5263	Guzman, Joe.....jguzman@nwscce.edu.....	5258
Chandler, Steve.....schandler@nwscce.edu.....	5234	Hackworth, Joe.....joehackworth@nwscce.edu.....	5335
Charuhas, Demetrius.....jcharuhas@nwscce.edu.....	5449	Hairrell, Melvin.....mhairrell@nwscce.edu.....	5280
Cleveland, Janine.....janine@nwscce.edu.....	5284	Hall, Lisa.....lisa.hall@nwscce.edu.....	6332
Cochran, Monica.....mcochran@nwscce.edu.....	5482	Hamby, Judy.....jhamby@nwscce.edu.....	5327
Cochran, Terry.....tcochran@nwscce.edu.....	6231	Hamilton, Joyce.....jhamilton@nwscce.edu.....	5280
Colagross, Dr. Glenda.....colg@nwscce.edu.....	5275/6251	Hamilton, Rosell.....rhamilton@nwscce.edu.....	5440
Colvin, Teresa.....colvint@nwscce.edu.....	5285	Hamm, Darlene.....dhamm@nwscce.edu.....	5330
Cookson, April.....cookson@nwscce.edu.....	5395	Handley, Tony.....thandley@nwscce.edu.....	5280
Copeland, Kim.....	8018	Hargett, Doug.....dhargett@nwscce.edu.....	5415
Corsbie, Randy.....rcorsbie@nwscce.edu.....	5205	Harris, Elizabeth.....eharris@nwscce.edu.....	6277
Crabtree, Sherry.....scrabtree@nwscce.edu.....	6258	Harrison, Sam.....sam@nwscce.edu.....	5250
Crummie, George.....gcrummie@nwscce.edu.....	6233	Harrison, Teresa.....teresah@nwscce.edu.....	5215
Custer, Jeanette.....jmcuster@nwscce.edu.....	5265	Herring, Mable.....	6271
Demorse, Chris.....cdemorse@nwscce.edu.....	5336	Hester, Denise.....dhester@nwscce.edu.....	5367
Denson, Kenneth.....kwd@nwscce.edu.....	5241	Hester, Monica.....mhester@nwscce.edu.....	6250
Duboise, Lavon.....lavon.duboise@nwscce.edu.....	6270	Hester, Wanda.....wanda.hester@nwscce.edu.....	6230
Durdunji, Diann.....durdunji@nwscce.edu.....	5450	Holland, Wess.....	5415
Edwards, Dr. Ron.....ron.edwards@nwscce.edu.....	5268	Holt, Bridget.....bridget.holt@nwscce.edu.....	6231
Eggleston, Casey.....caseye@nwscce.edu.....	5357	Humphres, Brittney.....bhumphres@nwscce.edu.....	6237
Elrod, Pam.....pelrod@atn.org.....	5422	Inman, Tim.....timinman@nwscce.edu.....	5281

ALPHABETICAL LISTING

Irons, Stephanie	irons@nwscce.edu.....	0/5208	Mitchell, Alan	mitchell@nwscce.edu	8069
Jackle, Mary	mjackle@nwscce.edu	5377	Mitchell, Melissa	melissa.mitchell@nwscce.edu.....	5355
Jackson, Sandra.....	sjackson@nwscce.edu.....	6282	Mitchell, Sandra.....	smitchell@nwscce.edu.....	5440
James, Jeff	jamesje@nwscce.edu	6234/5346	Morgan, Justin.....	jmorgan@nwscce.edu.....	5320
James, Jo	jojames@nwscce.edu	5465	Morris, Jennifer.....	jmorris@nwscce.edu.....	5294
James, Dr. Timmy.....	timmy.james@nwscce.edu.....	6281	Morris, Ray	raymorris@nwscce.edu.....	5244
James, Shauna.....	sjames@nwscce.edu	5368	Moyer, Darlene	dmoyer@nwscce.edu.....	6231
Jaynes, Donna.....	dromans@nwscce.edu.....	6221	Murphy, Dr. Mike.....	docm@nwscce.edu.....	6246
Jefferys, Jacque	jjefferys@nwscce.edu	5245	Nale, Debbie.....	5283
Johnson, Dr. Heather.....	heatherj@nwscce.edu.....	5326	Nale, William.....	6304
Johnson, Matthew	mpjohnson@nwscce.edu.....	8047/6347	Napier, Michelle.....	motown@nwscce.edu	5461
Johnson, Maxine	mjohnson@nwscce.edu	5365	Nobles, Becky.....	bnobles@nwscce.edu	5280
Jones, Brittany.....	bjones@nwscce.edu	5243/8062	Oates, Marchia	moates@nwscce.edu	5207
Jones, Janet	janetj@nwscce.edu	5310	Oliver, Lindsey	lindsey.oliver@nwscce.edu	6239
Jones, Rose.....	jonesr@nwscce.edu.....	5313	Oyen, Todd	oyen@nwscce.edu.....	5437
Keeton, Brian.....	bkeeton@nwscce.edu.....	6389	Pace, Barry.....	6241
Keeton, Melissa.....	m.york@nwscce.edu	5425	Pace, Robert.....	6304
Kelley, Tim	tkelley@nwscce.edu	5486/6287	Pardue, Paula.....	6216/6286
Kemp, Sheron.....	skemp@nwscce.edu	5408	Parris, Joel.....	8068
Kerr, Carol	ckerr@nwscce.edu.....	5453	Pearson, Selina	spearson@nwscce.edu	5487
King, Kelli.....	kelli.king@nwscce.edu	6261	Peck, Lindsey	lpeck@nwscce.edu	5364
King, Adam	adamking@nwscce.edu	8038	Peebles, Medina.....	mpeebles@nwscce.edu.....	8074
King, Rhonda.....	rhonda.king@nwscce.edu	Peters, Pam.....	ppeters@nwscce.edu.....	6326
.....	256.247.2633	Phillips, Kristi	kristiphillips@nwscce.edu	5311
Landrum, Megan	mperry@nwscce.edu	8022	Pickard, Judy.....	jpickard@nwscce.edu	6390
Lee, Dr. Humphrey	hlee@nwscce.edu.....	5214/6211	Pierce, Jan.....	jpierce@nwscce.edu	5499
Lee, Mark.....	mlee@nwscce.edu.....	5491	Platthy, Judith	judith.platthy@nwscce.edu	5301
Lee, Nora.....	nlee@nwscce.edu.....	6284/8084	Pool, Bradley	bpool@nwscce.edu.....	6295
Liles, Lin	lliles@nwscce.edu.....	8072/5254	Price, Brantly	bprice@nwscce.edu	8150
Logan, Sarah.....	logans@nwscce.edu	6252	Price, Jennifer.....	j.price@nwscce.edu	5226
Lyndon, Ann.....	lyndon@nwscce.edu	5319/6235	Pride, Lenora.....	lpride@nwscce.edu	8039
Malone, Elaine.....	5258	Pruitt, Lynda	l.pruitt@nwscce.edu.....	5451
Massey, Joey.....	jmassey@atn.org	5430	Randolph, Trent	trentrandolph@nwscce.edu	5260
Maupin, Tim	tmaupin@nwscce.edu.....	5247	Raper, Pam.....	pam.raper@nwscce.edu	6224
Mayhall, Helen.....	5266	Raney, Ashley.....	6227
Mays, Dana	205.486.4154	Reed, Crystal.....	cingle@nwscce.edu	5249
Mays, Dr. Melissa	melissam@nwscce.edu	6256	Reeves, Michael.....	8044
McAlister, Jeff.....	j.mcalister@nwscce.edu	6299	Reid, Eric.....	ereid@nwscce.edu.....	5231
McBay, Katie.....	katherinemcbay@nwscce.edu	8059	Rice, Alton	rice@nwscce.edu	5257
McBride, Sharon Jo	mcbride@nwscce.edu.....	5262	Rickard, Susie	s.rickard@nwscce.edu	5333
McCain, Cheri.....	cheri.mccain@nwscce.edu	5283	Rivera, Reyna.....	reyna.rivera@nwscce.edu.....	5217
McCalpin, Janice	jmccalpin@nwscce.edu.....	6236	Roberson, Teresa	roberson@nwscce.edu	5276
McClinton, Tywana	mcclinton@nwscce.edu	5212	Roberts, Brian.....	brian.roberts@nwscce.edu	5280
McClung, Michael.....	mccclung@nwscce.edu	6313	Robertson, Dana	danar@nwscce.edu	5272
McCoy, Larry	mccoy@nwscce.edu	54226	Robinson, Kym	krobinson@nwscce.edu	6267/5442
McIntosh, John	jmccintosh@nwscce.edu	5323	Ruffrage, Scott.....	sruffrage@nwscce.edu	5280
McNairy, Temika	5280	Sealy, Pat	sealy@nwscce.edu	5324
McRae, Chenee.....	cmcrae@nwscce.edu	6235	Settiliff, Stuart	5415
Miller, Kim	kmiller@nwscce.edu	5377	Shackelford, Tony	shackelford@nwscce.edu	6260
Milstead, MaLea	mmilstead@nwscce.edu	5297			

ALPHABETICAL LISTING

Sharp, Shelly shellys@nwsc.edu 5344
 Sheppard, Kim kim.sheppard@nwsc.edu 5331
 Sides, Meredith msides@nwsc.edu 8023
 Simpson, G.L. 5288
 Simpson, Kay 5288
 Simpson, Mark msimpson@nwsc.edu 5435
 Singleton, Diana 8043
 Smallwood, Mike 5415
 Smith, Brian bsmith@nwsc.edu 8007
 Smith, Ches chessmith@nwsc.edu 5394
 Smith, Claudia 5283
 Smith, Shelia shelia.smith@nwsc.edu 6207/5337
 Sockwell, Dr. Craig sockwell@nwsc.edu 5378
 Sorrell, Janelle jsorrell@nwsc.edu 6244
 South, Desiree dsouth@nwsc.edu 5211
 Sparks, Kathy 256.768.2675
 Speck, Talia tspeck@nwsc.edu 5317
 Springer, Greg gspringer@nwsc.edu 8088
 Stanford, LaSandra ... lstanford@nwsc.edu 5265
 Steele, Justin jsteele@nwsc.edu 6389
 Stewart, Cindy cstewart@nwsc.edu 5348
 Stone, Angie angies@nwsc.edu 6268
 Stone, Betty bstone@nwsc.edu 8175
 Stone, Tia tstone@nwsc.edu 5279
 Sweeney, Donnie dsweeney@nwsc.edu 5438
 Swiney, Michelle mswinney@nwsc.edu 6360
 Sykes, Donna d.sykes@nwsc.edu 6249

Terry, Kem kemterry@nwsc.edu 5443
 Terry, Lisa lterry@nwsc.edu ... 256.905.2497
 Terry, Ricky 5251
 Thomason, William wthomason@nwsc.edu 5415
 Thompson, Jeff jthompson@nwsc.edu 5415
 Thompson, Melanie ... mthompson@nwsc.edu 5375
 Thompson, Michael ... michael@nwsc.edu 5280
 Thorne, Rita rthorne@nwsc.edu 5282
 Tice, Cynthia ctice@nwsc.edu 6293
 Tidwell, Cindy cindy@nwsc.edu 5305
 Tinkham, Jane jtinkham@nescc.edu 5308
 Tomlinson, Leslie ltomlinson@nwsc.edu 8040
 Tomlinson, Robert rtomlinson@atn.org 5381
 Trapp, Rachel rachel.trapp@nwsc.edu .. 5237/6288
 Trawick, Josey josey.trawick@nwsc.edu
 6349/6317
 Tucker, Kim ktucker@nwsc.edu 8060
 Tucker, Sharon stucker@nwsc.edu 5417

Underwood, Ann underwa@nwsc.edu 5436

Vallejo, Ruth rvallejo@nwsc.edu 5280
 Vandiver, Dudley dvandiver@nwsc.edu 8048
 Vandiver, Wanda wvandiver@nwsc.edu 5288
 Varnell, Tommy tvarnell@nwsc.edu 5280

Vickery, Linda labbott@nwsc.edu 6271
 Vinson, Dinah dvinson@nwsc.edu 6276
 Wadkins, Tammy twadkins@nwsc.edu 5280
 Waldrop, Tracy tracy@nwsc.edu 5462
 Wallace, Janie jwallace@nwsc.edu 5460
 Walton, Brandi bwalton@nwsc.edu 5468
 Watson, Ann 5255
 Watson, Sharon sberrian@nwsc.edu 6253
 Weaver, Jennifer prek@nwsc.edu 5258
 Welborn, Pam pwelborn@nwsc.edu 6217
 Wells, Dennis dwells@nwsc.edu 5253
 West, Rhonda rwest@nwsc.edu 5295
 White, Jessie jwhite@nwsc.edu 5236
 Wilcoxson, Liz liz.wilcoxson@nwsc.edu
 256.768.2675
 Wiley, Meredith mwiley@nwsc.edu 6232
 Williams, Fred 8018
 Williams, Sheila s.williams@nwsc.edu 5466
 Willingham, Joshua ... joshua.willingham@nwsc.edu
 5318
 Wilson, Becky bwilson@nwsc.edu 6219
 Wilson, CT ctw@nwsc.edu 8100
 Winstead, Mandy mwinstead@nwsc.edu 6279
 Wright, Lauren laurenwright@nwsc.edu 5309
 Wuotto, Adriana awuotto@nwsc.edu 5240

Follett Bookstore

Warren, Kalynn 1247mgr@fheg.follett.com 6213
 Hallmark, Jennifer 1246txt@fheg.follett.com 8032
 Bookstore-Shoals 5340/5227

DEPARTMENTAL LISTING

OFFICE OF THE PRESIDENT (Shoals: Bldg. 100; Phil Campbell: Bldg. 301)

Lee, Dr. Humphrey	5214/6211	hlee@nwsc.edu	President
Harrison, Teresa	5215	teresah@nwsc.edu	Administrative Assistant I - President
Green, Donna	6201	dgreen@nwsc.edu	Secretary to the President/Public Relations Assistant/Student Activities Coordinator
President's Conference Room	5434		Shoals
Hospitality Center	5397		Shoals
Fax Number	5396		President's Office - Shoals
Fax Number	6262		President's Office - Phil Campbell

Alabama Technology Network (ATN) (Shoals: Bevill Center - Bldg. 121)

Bendall, Brett	5390	bbendall@atn.org	Industrial Hygienist/Safety Engineer
Elrod, Pam	5422	pelrod@atn.org	Business Manager
Massey, Joey	5430	jmassey@atn.org	Technical Specialist
McCoy, Larry	5422	mccoy@nwsc.edu	President Emeritus
Tomlinson, Robert	5381	rtomlinson@atn.org	ES & H Specialist
Main Line	5385		Bevill Center
ATN Conference Room	5388		Bevill Center
Board Room 148	5424		Bevill Center
Videoconferencing Room 141	5421		Bevill Center
Kitchen	5447		Bevill Center
Fax Number	5386		Bevill Center

Bevill Fine Arts Center (Phil Campbell: Bldg. 310)

Information	6322		Bevill Fine Arts Center
Ticket Booth	6316		Bevill Fine Arts Center
Sound Booth	6317		Bevill Fine Arts Center
Elevator	6380		Bevill Fine Arts Center

Business Office (Shoals: Bldg. 100; Phil Campbell: Bldg. 301)

Jones, Janet	5310	janetj@nwsc.edu	Comptroller
Jackson, Sandra	6282	sjackson@nwsc.edu	Accounting Clerk II
Kemp, Sheron	5408	skemp@nwsc.edu	Assistant Accountant I
Platthy-Sherrill, Judith	5301	judith.platthy@nwsc.edu	Accountant I
Raper, Pam	6224	pam.raper@nwsc.edu	Payroll Manager
Robertson, Dana	5272	danar@nwsc.edu	Assistant Accountant I
Swinney, Michelle	5224	mswinney@nwsc.edu	Accountant I
Welborn, Pam	6217	pwelborn@nwsc.edu	Secretary/Monitor for Restricted Programs
Fax Number	8025		Business Office - Shoals
Fax Number	6372		Business Office - Phil Campbell
Fax Number	6245		Federal Programs - Phil Campbell

Cashiers Office

Price, Jennifer	5226	j.price@nwsc.edu	Cashier IV
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Development and Foundation (Shoals: Bldg. 100)

Harrison, Teresa	5215	teresah@nwsc.edu	Secretary
Wuotto, Adriana	5240	awuotto@nwsc.edu	Secretary IV - Vice President

Grants Development (Shoals: Bldg. 100)

Wuotto, Adriana	5240	awuotto@nwsc.edu	Secretary IV - Vice President
Fax Number	5222		Grant Development

DEPARTMENTAL LISTING

Human Resources (Shoals: Bldg. 100)

McIntosh, John 5323 jmcintosh@nwsccl.edu . Associate Dean of Institutional Effectiveness,
Distance Education and Development
Akers, Sherry 5229 sakers@nwsccl.edu Generalist Employee I - Human Resources
Stone, Tia 5279 tstone@nwsccl.edu Human Resources Coordinator
Fax Number 5459 Human Resources

Fiscal Affairs (Shoals: Bldg. 100)

Gresham, Tammy 5489/5314 tammyg@nwsccl.edu Secretary V - Fiscal Affairs
Fax Number 5222 Business Office

Maintenance/Custodial (Shoals: Bldg. 128; Phil Campbell: Bldg. 311)

Hackworth, Joe 5335 joehackworth@nwsccl.edu Director of Facilities
Inman, Tim 5281 timinman@nwsccl.edu Maintenance Supervisor II
Burlison, Malissa 6231 mburlison@nwsccl.edu Custodial Employee I
Cochran, Terry 6231 tcochran@nwsccl.edu Maintenance Employee I
Farned, Sharon 6231 sfarned@nwsccl.edu Maintenance Employee I
Faust, Laura 5280 laura.faust@nwsccl.edu Custodial Employee
Fuller, Brian 6231 bfuller@nwsccl.edu Maintenance Employee I
Hairrell, Melvin 5280 mhairrell@nwsccl.edu Maintenance Technician
Hamilton, Joyce 5280 jhamilton@nwsccl.edu Custodial Employee
Handley, Tony 5280/5449 thandley@nwsccl.edu Maintenance Technician
Holt, Bridget 6231 bridget.holt@nwsccl.edu Maintenance Employee II
Irons, Stephanie 0/5208 irons@nwsccl.edu Clerk II - Maintenance/Fiscal Affairs
Johnson, Ryn 5280 Custodial Employee
Larimore, Wesley 5280 Custodial Employee
McNairy, Temika 5280 Custodial Employee
Moyer, Darlene 6231 dmoyer@nwsccl.edu Custodial Employee I
Nobles, Becky 5280 bnobles@nwsccl.edu Maintenance Employee I
Roberts, Brian 5280 brian.roberts@nwsccl.edu Maintenance Employee II
Ruffrage, Scott 5280 sruffrage@nwsccl.edu Maintenance Employee I
Thompson, Michael 5280 michaelt@nwsccl.edu Maintenance Employee II
Vallejo, Ruth 5280 rvallejo@nwsccl.edu Assistant Maintenance Supervisor I
Varnell, Tommy 5280 tvarnell@nwsccl.edu Maintenance Employee I
Wadkins, Tammy 5280 twadkins@nwsccl.edu Custodial Employee
Physical Plant Office (Shoals) 5280 physicalplant@nwsccl.edu Shoals
Physical Plant Office (PC) 6231 physicalplantpc@nwsccl.edu Phil Campbell
Fax Number 256.248.4947 Maintenance

Campus Safety & Security (Shoals: Bldg. 124; Phil Campbell: Bldg. 304)

Hargett, Doug 5415 dhargett@nwsccl.edu Director of Campus Safety & Security
Bates, Joy 5415 (P.T.) Security
Brown, James 5415/6304 (P.T.) Security
Foster, Jonathan 5415 Campus Security - Non -Certified
Freeman, Terrance 5415 tfreeman@nwsccl.edu Campus Police Officer - Level I
Graham, Brandon 5415 (P.T.) Security
Green, Matt 5415 (P.T.) Security
Holland, Wess 5415 (P.T.) Security
Nale, William 6304 Campus Police Officer I
Pace, Robert 6304 Campus Police Officer I
Settliiff, Stuart 5415 (P.T.) Security
Smallwood, Mike 5415 (P.T.) Security
Thomason, William 5415 wthomason@nwsccl.edu Campus Police Officer - Level I
Thompson, Jeff 5415 jthompson@nwsccl.edu Campus Police Officer - Level I

DEPARTMENTAL LISTING

Phil Campbell Cell Phone 256.412.4731 Phil Campbell
 Shoals Cell Phone 256.627.1526 Shoals
 Additional Shoals Cell Phone..... 256.412.6675 Shoals
 Fax Number 5416 Campus Safety & Security

Switchboard/Mailroom (Shoals: Bldg. 100)

Irons, Stephanie..... 0/5208 irons@nwsccl.edu Clerk II - Maintenance/Fiscal Affairs
 Mailroom 5208 Shoals
 Fax Number 5222 Shoals

OFFICE OF THE VICE PRESIDENT (Shoals: Bldg. 100; Phil Campbell: Bldg. 301)

Colagross, Dr. Glenda 5275/6251 colg@nwsccl.edu Vice President

Academic Programs and Services

James, Dr. Timmy..... 6281 timmy.james@nwsccl.edu... Associate Dean of Instructional Programs
 Duboise, Lavon..... 6270 lavon.duboise@nwsccl.edu Secretary V - Vice President
 Kelley, Tim 5486/6287 tkelley@nwsccl.edu Instructor/Chairperson, Humanities and
 Fine Arts Division
 Trapp, Rachel 5237/6288 rachel.trapp@nwsccl.edu Head Librarian
 Tucker, Kim..... 8060 ktucker@nwsccl.edu Instructor/Chairperson, Social Science,
 Health & Physical Education Division
 Johnson, Dr. Heather..... 5326 heatherj@nwsccl.edu Instructor/Chairperson, Math & Natural
 Sciences Division

Learning Resources Center (Shoals: Bldg. 114; Phil Campbell: Bldg. 306)

Trapp, Rachel..... 5237/6288 rachel.trapp@nwsccl.edu Head Librarian
 Colvin, Teresa 5285 colvint@nwsccl.edu Assistant Librarian
 Herring, Mable 6271 Library Aide (P.T.)
 Cleveland, Janine 5284 janine@nwsccl.edu Media Assistant
 McCain, Cheri 5283 cheri.mccain@nwsccl.edu Librarian (P.T.)
 Nale, Debbie 5283 Librarian (P.T.)
 Pickard, Judy 6390 jpickard@nwsccl.edu Librarian (P.T.)
 Smith, Claudia..... 5283 Librarian (P.T.)
 Vickery, Linda..... 6271 lvickery@nwsccl.edu Secretary II - Learning Resources Division
 Fax Number 5269 Library - Shoals
 Fax Number 6202 Library - Phil Campbell

Management Information Systems and Technical Services (Shoals: Bldg. 100;**Phil Campbell: Bldg. 302)**

Mitchell, Alan..... 8069 mitchell@nwsccl.edu Director of MIS/Technical Services
 Freeman, Robert..... 8000 rfreeman@nwsccl.edu Computer Technician
 Gasque, Steve 5204 gasq@nwsccl.edu Programmer - Applications Developer
 Price, Brantly..... 8150 bprice@nwsccl.edu Computer Technician
 Sharp, Shelly..... 5344 shellys@nwsccl.edu Information Technology Technician II/
 Secretary
 Stone, Angie..... 6268 angies@nwsccl.edu Administrative Systems Analyst/Programmer
 Trawick, Josey 6349/6317 josey.trawick@nwsccl.edu Computer Technician
 Phone/Work Order Request Line 5344 shellys@nwsccl.edu Shoals
 Fax Number 5471 shoals/p.c.@nwsccl.edu Phil Campbell

Mailroom (Phil Campbell: Bldg. 301)

Gonzalez, Elizabeth 6307 egonzalez@nwsccl.edu Clerk
 Fax Number 6272 Phil Campbell

DEPARTMENTAL LISTING**Institutional Effectiveness/Distance Education and Development (Shoals: Bldg. 100)**

McIntosh, John 5323 jmcintosh@nwscce.edu Associate Dean of Institutional Effectiveness,
Distance Education and Development
Phillips, Kristi 5311 kphillips@nwscce.edu Assessment Coordinator
Fax Number 5347/5222 Planning & Research

Youth Success Program (Shoals: Bldg. 100)

Statom, Cindy 8062 cindy.statom@nwscce.edu Coordinator
King, Rhonda 256.247.2633 rhonda.king@nwscce.edu Recruiter/Assessor
Pride, Lenora 8039 lpride@nwscce.edu Tutor (P.T.)
Tinkham, Jane 5308 jtinkham@nwscce.edu
Walton, Brandi 5468 bwalton@nwscce.edu Career Advisor (P.T.)

Child Development Center (Shoals: Bldg. 107)

Jefferys, Jacque 5245 jjefferys@nwscce.edu Child Development Center Coordinator
Burkhart, Sonya 5258 sburkhart@nwscce.edu Preschool Teacher
Green, Vickie 5258 prek@nwscce.edu Pre-K Teacher
Guzman, Joe 5258 jguzman@nwscce.edu Teacher - CHD Practicum Supervisor
Malone, Elaine 5258 Assistant Preschool Teacher
Weaver, Jennifer 5258 prek@nwscce.edu Pre-K Teacher

Distance Education (Shoals: Bldg. 100)

Cookson, April 5395 cookson@nwscce.edu Director of Distance Education/Web Page
Designer/Instructor
Kerr, Carol 5453 ckerr@nwscce.edu Distance Education Specialist I

Educational Talent Search - Tennessee Valley Project (Shoals: Bldg. 127)

Hamby, Judy 5327 jhamby@nwscce.edu Director, Tennessee Valley Project
Speck, Talia 5317 tspeck@nwscce.edu Secretary I - Tennessee Valley Project
Fax Number 8004 Tennessee Valley Project

Educational Talent Search - Phil Campbell Project (Shoals: Bldg. 100; Phil Campbell: Bldg. 301)

Benson, Kathy 6238/5488 kathybenson@nwscce.edu Director, Phil Campbell Project
Austin, Marnie 5484 msuggs@nwscce.edu Counselor, Phil Campbell Project
Barton, Tracy 6230 tracybarton24@gmail.com Counselor, Phil Campbell Project (P.T.)
Finley, Mary Jane 5481 mjfinley@nwscce.edu Counselor, Phil Campbell Project
Hester, Wanda 6230 wanda.hester@nwscce.edu Secretary, Phil Campbell Project (P.T.)
Nichols, Tammy 6230 tammy.nichols@nwscce.edu Office Clerk
Fax Number 6394 (PC) Phil Campbell Project
Fax Number 5446 (Shoals) Phil Campbell Project

Educational Talent Search - Tuscumbia Project (Shoals: Bldg. 127)

Stewart, Cindy 5348 cstewart@nwscce.edu Coordinator, Tuscumbia Project
Fenn, Amber 5342 afenn@nwscce.edu Counselor, Tuscumbia Project
Speck, Talia 5317 tspeck@nwscce.edu Secretary I - Tuscumbia Project
Fax Number 5409 Tuscumbia Project

Student Support Services (Shoals: Bldg. 110; Phil Campbell: Bldg. 307)

Lyndon, Ann 5319/6235 lyndon@nwscce.edu Director//Math Instructor
Buchanan, Terry 8057 tbuchanan@nwscce.edu Retention Specialist (P.T.)
McCalpin, Janice 6236 jmccalpin@nwscce.edu Retention Specialist
McRae, Chene 6235 cmcrae@nwscce.edu Retention Specialist
Tomlinson, Leslie 8040 ltomlinson@nwscce.edu Transfer Advisor
Vinson, Dinah 6276 dvinson@nwscce.edu Student Support Services (P.T.)
Willingham, Joshua 5318 joshua.willingham@nwscce.edu Technology Specialist

DEPARTMENTAL LISTING**Upward Bound (Shoals: Bldg. 100; Phil Campbell: Bldg. 301)**

Eggleston, Casey 5357 caseye@nwscce.edu Counselor/Coordinator - Shoals
 Wallace, Janie 5460 jwallace@nwscce.edu Academic Advisor - Shoals
 Mitchell, Melissa 5355 Melissa.Mitchell@nwscce.edu Office Clerk - Shoals
 Harris, Elizabeth 6277 eharris@nwscce.edu Counselor/Coordinator - Phil Campbell
 Brownell, Debbie 6248 dbrownell@nwscce.edu Academic Advisor - Phil Campbell
 Cagle, Sara 6278 sara.cagle@nwscce.edu Upward Bound Office/Testing Center Clerk
 Fax 5387 Shoals
 Fax 6301 Phil Campbell

Wellness Center (Shoals: Bldg. 118; Phil Campbell: Bldg. 308)

Shackelford, Tony 6260 shackelford@nwscce.edu Instructor/Director of the Wellness Center
 Phil Campbell
 Miller, Kim 5377 kmiller@nwscce.edu Fitness Center/Wellness Program
 Manager - Shoals
 Jackle, Mary 5377 mjackle@nwscce.edu Fitness Center Employee II
 Phil Campbell Fitness Center 6344 Phil Campbell

Student Development Services (Shoals: Bldg. 100; Phil Campbell: Bldg. 301)

Carter, Tom 5263 tom.carter@nwscce.edu Assistant Dean of Admissions/
 Financial Aid/Recruitment
 McBride, Sharon Jo 5262 mcbride@nwscce.edu Secretary V -Student Development Services/
 Youth for Success Grant
 King, Kelli 6261 kelli.king@nwscce.edu Secretary V - Associate Dean/ Recruitment
 Fax Number 5315 Shoals
 Fax Number 6329 Phil Campbell

Admissions (Shoals: Bldg. 100; Phil Campbell: Bldg. 301)

Hamm, Darlene 5330 dhamm@nwscce.edu Registrar
 Keeton, Melissa 5425 m.york@nwscce.edu Secretary II - Admissions and Records
 Napier, Michelle 5461 motown@nwscce.edu Manager I - Admissions and Records
 Pruitt, Lynda 5451 l.pruitt@nwscce.edu Admissions Consultant (P.T.)
 Raney, Ashleigh 6227 Secretary I -Admissions & Records
 Waldrop, Tracy 5462 tracy@nwscce.edu Registrar
 Williams, Sheila 5466 s.williams@nwscce.edu Admissions Specialist (P.T.)
 Wilson, Becky 6219 bwilson@nwscce.edu Coordinator of Admissions - Phil
 Campbell/Administrative Assistant to Special Projects
 Fax Number 5366/5407 Shoals
 Fax Number 6292 Phil Campbell

Adult Education and GED Testing (Shoals: Bldg. 106 & 112; Phil Campbell: Bldg. 302)

Sweeney, Donnie 5438 dsweeney@nwscce.edu Director of Adult Education
 Andrews, Patti 5288 Adult Education Instructor (P.T.)
 Butts, Gloria 6314 gbutts@nwscce.edu Adult Education Instructor
 Fisher, Allison 5255 Adult Education Instructor (P.T.)
 Groce, Benetia 256.768.2675 ... bgroce@nwscce.edu Adult Education Instructor
 Hamilton, Rosell 5440 rhamilton@nwscce.edu Secretary I - Adult Education
 Mays, Dana 205.486.4154 Adult Education Instructor
 Mitchell, Sandra 5440 smitchell@nwscce.edu Support (P.T.)
 Terry, Kem 5443 kemterry@nwscce.edu Testing/Advising Specialist I
 Terry, Lisa 256.905.2497 ... lterry@nwscce.edu Adult Education Instructor
 Simpson, Kay 5288 Adult Education Instructor (P.T.)
 Stone, Betty 8175 bstone@nwscce.edu Adult Education Instructor
 Vandiver, Wanda 5288 wvandiver@nwscce.edu Adult Education Instructor

DEPARTMENTAL LISTING

Wilcoxson, Liz 256.768.2675 ... liz.wilcoxson@nwsccl.edu Adult Education Instructor
 Fax Number 5439 Adult Education Office
 Fax Number 5463 Adult Education Classroom

Financial Aid (Shoals: Bldg. 100; Phil Campbell: Bldg. 301)

James, Shauna 5368 sjames@nwsccl.edu Director of Financial Services
 Hall, Lisa 6332 lisa.hall@nwsccl.edu Secretary I - Financial Aid
 Hester, Denise 5367 dhester@nwsccl.edu Secretary I - Financial Aid
 Parris, Joel 8068
 Peck, Lindsey 5364 lpeck@nwsccl.edu Financial Aid Assistant (Shoals)
 Phillips, Morea 5369 morea.phillips@nwsccl.edu Specialist I - Financial Aid
 Tucker, Sharon 5417 stucker@nwsccl.edu Secretary II - Financial Aid
 Wiley, Meredith 6232 mwiley@nwsccl.edu Financial Aid Assistant (PC)
 Fax Number 5228 Shoals
 Fax Number 6269 Phil Campbell

Marketing and Public Relations (Shoals: Bldg. 100)

Randolph, Trent 5260 trentrandolph@nwsccl.edu Public Information Officer
 Rickard, Susie 5333 s.rickard@nwsccl.edu Secretary to Public Relations
 and Recruitment Office
 Dean, Kim 5360 copyroom@nwsccl.edu Promotional Services Assistant
 Fax Number 5238 Public Relations

Recruitment (Shoals: Bldg. 100; Phil Campbell: Bldg. 301)

King, Kelli 6261 kelli.king@nwsccl.edu Secretary V - Associate Dean/ Recruitment
 Oliver, Lindsey 6239 lindsey.oliver@nwsccl.edu Coordinator of Student Development &
 Recruitment
 Pierce, Jan 5499 jpierce@nwsccl.edu Recruitment (P.T.)

Student Success (Shoals: Bldg. 100; Phil Campbell: Bldg. 301)

Reed, Crystal 5249 cingle@nwsccl.edu Assistant Dean of Student Success
 Oliver, Lindsey 6239 lindsey.oliver@nwsccl.edu Coordinator of Student Success Center
 Goodman, Adam 5218 agoodman@nwsccl.edu Student Success Coach
 Jones, Brittany 5243 bjones@nwsccl.edu Student Success Coach

Advising and Career Center (Shoals: Bldg. 100; Phil Campbell: Bldg. 301 & 306)

Goodman, Adam 5218 agoodman@nwsccl.edu
 Jones, Brittany 5243/8062 bjones@nwsccl.edu
 Milstead, MaLea 5297 mmilstead@nwsccl.edu Coordinator of Advising Center
 Mayhall, Helen 5392 Office Assistant (P.T.)
 Thompson, Melanie 5375 mthompson@nwsccl.edu Advisor/Testing Assistant

Disability

McBride, Sharon Jo 5262 mcbride@nwsccl.edu Secretary V - Student Development Services/
 Youth for Success Grant

Student Life

Green, Donna 6201 dgreen@nwsccl.edu Secretary to the President/Public Relations
 Assistant/Student Activities Coordinator - Phil Campbell
 SGA Conference Room 6206 Phil Campbell

Student Success Center (Shoals: Bldg. 100; Phil Campbell: Bldg. 306)

Oates, Marchia 5207 moates@nwsccl.edu Coordinator of Student Success Center
 Goodman, Adam 5218 agoodman@nwsccl.edu Student Success Coach
 Jones, Brittney 5243/8062 bjones@nwsccl.edu Student Success Coach

DEPARTMENTAL LISTING**Testing Center (Shoals: Bldg. 100; Phil Campbell: Bldg. 301 & 306)**

Cochran, Monica 5482 Competency Testing Lab Aide
 Fincher, Carolyn 6297 carolyn@nwsc.edu Competency Testing Laboratory Manager II (PC)
 Thorne, Rita 5282 rthorne@nwsc.edu Competency Testing Laborator Manager II
 Receptionist 5266 Shoals
 Fax Number 5300 Shoals

Developmental Education Division (Shoals: Bldg. 120; Phil Campbell: Bldg. 306)

Benson, Debbie 5296 dbenson@nwsc.edu Instructor/Chairperson

English Lab

English Lab 8023 Phil Campbell
 English Lab 6204 Shoals

Math Lab

Brewer, Beth 8024 beth.brewer@nwsc.edu Math Lab Coordinator
 Math Lab 6214 Phil Campbell

Workforce Development (Shoals: Bldg. 100)

Jones, Rose 5313 jonesr@nwsc.edu Associate Dean of Workforce Development
 Wuotto, Adriana 5240 awuotto@nwsc.edu Secretary IV - Vice President
 Carter, Edwin 5277 cartere@nwsc.edu Director of College and Career Readiness/
 Instructional Services Specialist/
 Chairperson, Business Division
 Hackworth, Joe 5335 joehackworth@nwsc.edu Director of Facilities/
 Chairperson, Occupational/Technical Division
 Maupin, Tim 5247 tmaupin@nwsc.edu Chairperson, Occupational/Technical Division
 Rivera, Reyna 5217 reyna.rivera@nwsc.edu Office Specialist, Vice President
 Simpson, Mark 5435 msimpson@nwsc.edu EMS Director/Instructor/
 Chairperson, Health Studies Division
 Smith, Shelia 6207/5337 sheila.smith@nwsc.edu Director of Nursing/
 Co-Chairperson, Health Studies Division
 Fax Number 6272 Phil Campbell
 Fax Number 5225 Shoals

Athens State University (Shoals: Bldg. 121; Phil Campbell: Bldg. 304)

Lee, Nora 6284/8084 nlee@nwsc.edu Athens State University Representative

Northwest-Shoals Broadcasting (Shoals: Bldg. 100; Phil Campbell: Bldg. 305)

Carter, Edwin 5277 cartere@nwsc.edu Director of College and Career Readiness/
 Instructional Services Specialist
 Denson, Kenneth 5241 kwd@nwsc.edu Video Production Technician
 Fields, Terriron 5475/6387 tfields@nwsc.edu Graphics/Video Specialist II

Ready To Work (Shoals: Bldg. 127)

Branscome, Tara 5248 tbranscome@nwsc.edu Ready to Work Program Coordinator/Advisor

Training for Existing Business & Industry (Shoals: Bldg. 100)

Garner, Roger 5289 wgarner@nwsc.edu Director of Training for Existing
 Business and Industry

INSTRUCTIONAL PROGRAMS**Business Division (Shoals: Bldg. 127)**

Carter, Edwin 5277 cartere@nwsc.edu Director of College and Career
 Readiness/Instructional Services Specialist/Chairperson
 Computer Lab Assistant 8018 Shoals
 Adjunct Office 5235 Shoals
 Adjunct Office 6254 Phil Campbell

DEPARTMENTAL LISTING**Accounting (Shoals: Bldg. 112)**

South, Desiree 5211 dsouth@nwsc.edu Instructor

Business (Shoals: Bldg. 112; Phil Campbell: Bldg. 302)

James, Jeff 6234/5346 jamesje@nwsc.edu Instructor

McClinton, Tywana 5212 mcclinton@nwsc.edu Instructor

Peters, Pamela 6326 ppeters@nwsc.edu Instructor

Computer Information Systems (Shoals: Bldg. 112; Phil Campbell: Bldg. 302)

Roberson, Teresa 5276 roberson@nwsc.edu Department Head/Instructor

Chandler, Steve 5234 schandler@nwsc.edu Instructor

James, Jeff 6234/5346 jamesje@nwsc.edu Instructor

Peters, Pamela 6326 ppeters@nwsc.edu Instructor

Economics (Shoals: Bldg. 112)

Baltes, Joan 5353 jbaltes@nwsc.edu Instructor

Office Administration (Shoals: Bldg. 112)

McClinton, Tywana 5212 mcclinton@nwsc.edu Instructor

South, Desiree 5211 dsouth@nwsc.edu Instructor

Health Studies Division (Shoals: Bldg. 122; Phil Campbell: Bldg. 302)**Associate Degree Nursing/Licensed Practical Nursing**

Smith, Shelia 6207/5337 shelia.smith@nwsc.edu .. Director, Nursing Education/Chairperson/Instructor

Bales, Ann 6298 abales@nwsc.edu Instructor

Ford, Parris 5306 pford@nwsc.edu Instructor

Hester, Monica 6250 mhester@nwsc.edu Instructor

Humphres, Brittney 6237 bhumphres@nwsc.edu Instructor

Jaynes, Donna 6221 dromans@nwsc.edu Instructor

Logan, Sarah 6252 logans@nwsc.edu Instructor

Mays, Dr. Melissa 6256 melissam@nwsc.edu Instructor

Sorrell, Janelle 6244 jsorell@nwsc.edu Instructor

Sykes, Donna 6249 d.sykes@nwsc.edu Instructor

Tice, Cynthia 6293 ctice@nwsc.edu Instructor

Tidwell, Cindy 5305 cindy@nwsc.edu Instructor

Winstead, Mandy 6279 mwinstead@nwsc.edu Secretary III - Nursing Instructor

ADN Fax Number 6223 Phil Campbell

Nursing Conference Room 6289 Phil Campbell

Nursing Simulation Lab 6203 Phil Campbell

Practical Nursing Faculty Joint Office 8033 Shoals

PN Fax Number 8003 Shoals

Emergency Medical Services (Shoals: Bldg. 122)

Simpson, Mark 5435 msimpson@nwsc.edu EMS Director/Chairperson/Instructor

Demorse, Chris 5336 cdemorse@nwsc.edu Instructor

Oyen, Todd 5437 oyen@nwsc.edu Instructor

Underwood, Ann 5436 underwa@nwsc.edu Secretary II - EMS

Fax Number 5371

Medical Assisting Technology (Shoals: Bldg. 110)

Simpson, Mark 5435 msimpson@nwsc.edu EMS Director/Instructor/
Chairperson, Health Studies Division

James, Jo 5465 jojames@nwsc.edu Assistant to the Director

McBay, Katie 8059 katherinemcbay@nwsc.edu Instructor

Peebles, Medina 8074 mpeebles@nwsc.edu Instructor

DEPARTMENTAL LISTING

Humanities and Fine Arts Division (Shoals: Bldg. 120)

Kelley, Tim 5486/6287 tkelley@nwsc.edu Instructor/Chairperson
 Johnson, Maxine 5365 mjohanson@nwsc.edu Receptionist, Division of Fine Arts
 and Humanities/Social Science
 Fax Number 6398 Phil Campbell
 Fax Number 5287 Shoals

Art (Shoals: Bldg. 115; Phil Campbell: Bldg. 308)

Frederick, Jan 6294/5494 jfrederick@nwsc.edu Instructor

English (Shoals: Bldg. 120; Phil Campbell: Bldg. 307)

Benson, Debbie 5296 dbenson@nwsc.edu Instructor
 Cain, Shelly 8016 scain@nwsc.edu Instructor
 Gibson, Lisa 5393 lgibson@nwsc.edu Instructor
 McClung, Michael 6313 mcclung@nwsc.edu Instructor
 Morris, Jennifer 5294 jmorris@nwsc.edu Instructor
 Morgan, Justin 5320 jmorgan@nwsc.edu Instructor
 Sides, Meredith 8023 msides@nwsc.edu Instructor

Music (Phil Campbell: Bldg. 310)

McAlister, Jeff 6299 j.mcalister@nwsc.edu Instructor
 Crummie, George 6233 gcrummie@nwsc.edu Instructor (Adjunct)

Speech (Shoals: Bldg. 120; Phil Campbell: Bldg. 307)

Edwards, Dr. Ron 5268 ron.edwards@nwsc.edu Instructor
 Robinson, Kym 6267/5442 krobison@nwsc.edu Instructor

Math & Natural Science Division

Johnson, Dr. Heather 5326 heatherj@nwsc.edu Department Head, Instructor

Technology (Shoals: Bldg. 103)

Rice, Alton 5257 rice@nwsc.edu (Fax 5219) Instructor

Science (Shoals: Bldg. 123; Phil Campbell: Bldg. 303)

Johnson, Dr. Heather 5326 heatherj@nwsc.edu Department Head, Instructor
 Alls, Joe 6229 joe.alls@nwsc.edu Instructor
 Arny, Mary 5259 marny@nwsc.edu Instructor
 Eubanks, Claude 5293 eubanks@nwsc.edu Instructor
 Goodloe, Daron 5372 dgoodloe@nwsc.edu Instructor
 Grosse, Sherri Biology Lab
 Landrum, Megan 8022 mperry@nwsc.edu Instructor
 Murphy, Dr. Mike 6246 docm@nwsc.edu Instructor
 Smith, Ches 5394 chessmith@nwsc.edu Instructor
 Sockwell, Dr. Craig 5378 sockwell@nwsc.edu (Fax 5386) Instructor

Math (Shoals: Bldg. 120 & 122; Phil Campbell: Bldg. 302)

Crabtree, Sherry 6258 scrabtree@nwsc.edu Instructor
 Eubanks, Claude 5293 eubanks@nwsc.edu Instructor
 Gargis, Matthew 8029 matthew.gargis@nwsc.edu Instructor
 Lyndon, Ann 5319/6235 lyndon@nwsc.edu Director of Student Support Services/Instructor
 Peters, Pam 6326 ppeters@nwsc.edu Instructor
 Sheppard, Kim 5331 kim.sheppard@nwsc.edu Instructor
 Smith, Brian 8007 bsmith@nwsc.edu Instructor
 Watson, Sharon 6253 sberrian@nwsc.edu Instructor
 Adjunct Office 5479 Shoals

DEPARTMENTAL LISTING

Occupational/Technical Division (Shoals: Bldg. 110 & 115)

Hackworth, Joe.....5335.....joehackworth@nwscce.edu.....Director of Facilities/Chairperson
James, Jo.....5465.....jojames@nwscce.edu.....Assistant to Division Chair

Air Conditioning (Shoals: Bldg. 102)

Corsbie, Randy.....5251.....rcorsbie@nwscce.edu.....Instructor
Terry, Ricky.....5251.....Instructor (Adjunct)

Automotive Collision Repair (Shoals: Bldg. 104)

Reid, Eric.....5231.....ereid@nwscce.edu.....Instructor

Automotive Service Technology (Shoals: Bldg. 129)

Austin, Alex.....5449.....aaustin@nwscce.edu.....Instructor
Charuhas, Demetrius.....5449.....jcharuhas@nwscce.edu.....Instructor (Adjunct)

Carpentry/Cabinetmaking (Shoals: Bldg. 109)

Grisham, Titus.....5236.....titus.grisham@nwscce.edu.....Instructor
White, Jessie.....5236.....jwhite@nwscce.edu.....Carpentry Lab Assistant

Electrical Technology (Shoals: Bldg. 102)

Morris, Ray.....5244.....raymorris@nwscce.edu.....Instructor
Adjunct Office.....5256.....Shoals

Industrial Systems Technology (Shoals: Bldg. 104 & 105)

Harrison, Sam.....5250.....sam@nwscce.edu.....Instructor
King, Adam.....8038.....adamking@nwscce.edu.....Instructor
Springer, Greg.....8088.....gspringer@nwscce.edu.....Instructor

Machine Shop (Shoals: Bldg. 111; Phil Campbell: Bldg. 312)

Johnson, Matthew.....6347.....mpjohnson@nwscce.edu.....Instructor
Maupin, Tim.....5247.....tmaupin@nwscce.edu.....Instructor
Vandiver, Dudley.....8048.....dvandiver@nwscce.edu.....Assistant Instructor

Salon and Spa Center (Shoals: Bldg. 131)

Armistead, Joan.....5220.....jarmistead@nwscce.edu.....Instructor Assistant
Bankston, Callie.....5265.....bankstonc@nwscce.edu.....Instructor
Custer, Jeanette.....5265.....jmcuster@nwscce.edu.....Instructor (Adjunct)
Grissom, Melinda.....5420.....melinda.grissom@nwscce.edu.....Instructor
Stanford, LaSandra.....5265.....lstanford@nwscce.edu.....Instructor (Adjunct)
West, Rhonda.....5295.....rwest@nwscce.edu.....Instructor (Adjunct)
Live Work.....256.331.5304

Technology (Shoals: Bldg. 103)

Rice, Alton.....5257.....rice@nwscce.edu.....(Fax 5219).....Instructor

Welding (Advanced Welding Technology Center) (Shoals: Bldg. 108; Phil Campbell: Bldg. 309)

Keeton, Brian.....6389.....bkeeton@nwscce.edu.....Instructor
Liles, Lin.....8072/5254.....lliles@nwscce.edu.....Instructor
Steele, Justin.....6389.....jsteele@nwscce.edu.....Welding Assistant
Wells, Dennis.....5253.....dwells@nwscce.edu.....Welding Specialist
Adjunct Office.....5254.....Shoals

Social Science, Health & Physical Education Division (Shoals: Bldg. 110)

Tucker, Kim.....8060.....ktucker@nwscce.edu.....Chairperson/Psychology Instructor

Child Development (Shoals: Bldg. 107)

Durdunji, Diann.....5450.....durdunji@nwscce.edu.....Child Development Instructor

Criminal Justice (Shoals: Bldg. 110)

Bowen, Eddie.....5303.....eddie.bowen@nwscce.edu.....Instructor

DEPARTMENTAL LISTING**Geography (Shoals: Bldg. 110)**

Pearson, Selina 5487 spearson@nwscce.edu Instructor

Health & Physical Education (Shoals: Bldg. 118; Phil Campbell: Bldg. 308)

Lee, Mark 5491 mlee@nwscce.edu Instructor

Shackelford, Tony 6260 shackelford@nwscce.edu Instructor/Director of the Wellness Center
Phil Campbell

History (Shoals: Bldg. 110; Phil Campbell: Bldg. 307)

Pearson, Selina 5487 spearson@nwscce.edu Instructor

Pool, Bradley 6295 bpool@nwscce.edu Instructor

Wright, Lauren 5309 lauren.wright@nwscce.edu Instructor

Psychology (Shoals: Bldg. 110; Phil Campbell: Bldg. 301)

Brackins, Ken 6242 kbrackins@nwscce.edu Instructor

Tucker, Kim 8060 ktucker@nwscce.edu Instructor

Sociology (Shoals: Bldg. 110)

Sealy, Pat 5324 sealy@nwscce.edu Instructor

Follett Bookstore (Shoals: Bldg. 101; Phil Campbell: Bldg. 304)

Warren, Kalynn 6213 1247mgr@fhcg.follett.com Assistant Manager

Hallmark, Jennifer 8032 1246txt@fhcg.follett.com Course Materials Manager

Bookstore - Shoals 5340/5227 Bookstore - Shoals

Fax Number 5432 Bookstore - Shoals

Fax Number 6358 Bookstore - Phil Campbell

PERSONAL LISTING

NAME	ADDRESS	PHONE	BIRTHDAY	SPOUSE
Andrews, Patti	1206 Hatch Boulevard, Sheffield, AL 35660	256-331-5288	January 4	
Bales, Ann	607 N. Broad Street, Tuscumbia, AL 35674	256-684-7783	May 26	Jim
Baltes, Joan	1717 Andre Street, Florence, AL 35630	256-764-8983	July 24	
Benson, Debbie	Russellville, AL		October 24	
Benson, Kathy	2680 Woodmont Drive, Tuscumbia, AL 35674	256.381.3274	November 12	Joe
Bristow, Inge	707 Pickwick Street, Sheffield, AL 35660	256.978.5381		Robert Lee
Brownell, Deborah	12 Old Winstead Road, Phil Campbell 35581	256-440-2429	February 4	Lee
Burkhart, Sonya	730 Blake Drive, Tuscumbia, AL 35674	256.412.3743	January 8	Joe
Butts, Gloria	P.O. Box 12, Phil Campbell, AL 35581	256-331-6314	August 1	Daryl
Cleveland, Janine	1006 East 2nd Street, Tuscumbia, AL 35674	256.335.0044	October 2	
Cochran, Monica	603 Helen Ct., Tuscumbia, AL 35674	256.483.6446	September 28	
Colagross, Dr. Glenda	2115 Lisa Avenue, Muscle Shoals, AL 35661	256.383.8657	April 24	John
Crabtree, Sherry	P.O. Box 792, Hamilton, AL 35570		May 4	Darryl
Duboise, Lavon	12105 Highway 81, Russellville, AL 35654	256-324-8357	July 20	Delmer
Durdunji, Diann	202 Knights Bridge Road, Florence, AL 35630	256.767.6840	January 21	Sami
Eubanks, Claude	809 Fordsway Ave., Muscle Shoals, AL 35661	256.381.5868	December 7	
Fincher, Carolyn	274 Fincher Road, Hackleburg, AL 35564	205.412.2879	October 12	Wayne
Fisher, Allison	2211 Jennifer Avenue, Muscle Shoals, AL	256-331-5255	April 9	Brock
Gargis, Matthew	2430 Spring Valley Rd., Tuscumbia, AL 35674	256-412-8789	July 10	Destin
Glasgow, Debbie	7707 Hwy. 22, Spruce Pine, AL 35585		August 12	Eddie
Goodloe, Daron	2309 Camden Cove West, Muscle Shoals, AL 35661		August 6	
Green, Donna	364 Cotton Gin Road, Russellville, AL 35653		March 26	Dale
Green, Vickie	126 Harvest Drive, Florence, AL 35633	256.766.0724	December 7	Tom
Gresham, Tammy	P.O. Box 740336, Tuscumbia, AL 35674	256.331.5314	February 9	
Grice, Bob	2339 Sherrod Avenue, Florence, AL 35630	256-331-5288	October 6	Diane
Grissom, Melinda	2229 Co. Rd. 143, Town Creek, AL 35672	256.366.6835	August 13	Steve
Groce, Benetia	740 Hamilton Street, Russellville, AL 35653	256-768-2675	May 9	Jerry
Hamby, Judy	165 Mallard Cove, Muscle Shoals, AL 35661	256.381.0760	May 27	Gene
Hamilton, Rosell	710 South Gaines, russellville, AL 35653	256-335-3663	June 30	
Hamm, Darlene	116 County Road 94, Florence, AL 35634	256.757.9962	October 7	Ed
Harrison, Teresa	2625 Patrick Lane, Cherokee, AL 35616	256.381.8940	March 8	Stephen
Hayes, Michelle	242 Frances Drive, Killen, AL 35645	256.762.0862	October 21	Jason
Inman, Tim	10 Inman Lane	256.331.5281	November 5	Jennifer
Jackson, Sandra	P.O. Box 301, Hamilton, AL 35570	205.921.7126	March 5	Kenny
Jefferys, Jacqueline	1409 Windsor Drive, Tuscumbia, AL 35674	256.577.0386	November 3	Tony
Johnson, Maxine	340 Puller Loop, Leighton, AL 35646	256.446.6727	November 11	
Jones, Rose	116 James Court, Florence, AL 35630	256.767.6074	September 7	
King, Kelli	175 Winchester Trail Russellville, AL 35653	256.436.6406	December 16	Brandon
King, Rhonda		2563247.2633	October 30	
Logan, Sarah	100 Pine View Blvd., Russellville, AL 35654	256.332.0048	September 26	Ellis
Lyndon, Ann			June 20	John
Malone, Elaine		256.483.1483	May 23	
Mays, Dana	8767 U.S. Highway 278, Hamilton, AL 35570	205-486-4154	April 26	Shannon
McBride, Sharon Jo	718 N. Water Street, Tuscumbia, AL 35674	256.381.8397	November 15	
McCalpin, Janice	76 UNA Loop, Russellville, AL 35654	256.332.9075	January 2	BB
Milstead, MaLea	201 Edgewood Drive, Sheffield	256.710.0909	May 15	Tommy
Mitchell, Sandra	1100 Ford Avenue, Muscle Shoals, AL 35661	256-331-5440		
Morris, Ray	111 Heritage Place, Tuscumbia, AL 35674	256.381.4126	April 22	Alisa
Napier, Michelle	P.O. Box 110, Leighton, AL 35646	256-446-9764	November 3	Chris
Nichols, Tammy	195 County Road 148, Town Creek, AL 35672			
Oates, Marchia	10 Sonya Lane, Florence, AL 35633	256.712.5034	December 30	

Pearson, Selina920 Rain Tree Drive, Tuscumbia, AL 35674 256.810.0917 May 18 Kenny
Peters, PamP.O. Box 111, Hackleburg, AL 35564 205-495-4911 May 11 Stephen
Phillips, Kristi105 N. Central Avenue, Muscle Shoals, AL 35661 March 11 Rusty
Pulliam, Brookie300 County road 470, Haleyville, AL 35570 205-486-4154 September 14
Reed, Crystal107 Francis Avenue, Muscle Shoals, AL 35561 256.412.4279 September 28 Trevor
Roberson, Teresa1490 County Road 393, Killen, AL 35645 Larry
Sealy, Pat410 Russell St., Florence, AL 35633 256.331.5324 December 8 Jerry
Sheppard, Kim702 Beuprie Street 256.702.0244 June 2 Paul
Simpson, Kay3427 Kolbe Lane, Florence, AL 35630 256-331-5288 July 21
Sockwell, Craig1001 Valley St., Muscle Shoals, AL 35661 256-314-3969 April 28 Suanne
Speck, Talia45 Thurston Avenue, Russellville, AL 35653 256.332.4568 November 15 Chris
Statom, Cindy409 East 2nd Street, Tuscumbia, AL 35674 May 25 Michael
Stone, Betty2107 Robbie Avenue, Muscle Shoals, AL 256-810-7507 August 2 Hugh
Sweeney, Donnie87 County Road 3161, Booneville, MS 38829 256-331-5438 February 13 Linda
Sykes, Donna646 Hwy. 49, Russellville, AL 35653 256.332.4638 April 30
Thorne, Rita2200 Lisa Avenue, Muscle Shoals, AL 35661 256.314.1886 March 24 David
Tomlinson, Leslie941 Willingham Road, Florence, AL 35630 256.762.0055 January 14 David
Vallejo, Ruth5200 County Road 76, Rogersville, AL September 26 V.J.
Vandiver, Wanda2240 Spout Springs Road, Muscle Shoals, AL 256-331-5288 February 14 J.C.
Waldrop, Tracy9712 County Road 460, Moulton, AL 35650 256-476-6895 July 30
Wallace, Janie104 James Street, Muscle Shoals, AL 205-792-5459 October 25 Bryan
Watson, SharonP.O. Box 164, Phil Campbell, AL 35581 256.627.5996 December 30 Michael
Weaver, Jennifer1208 E. 1st Street 256.627.7817 April 3 Rusty
Wilcoxson, Liz319 Crosshaven Ct., Florence, AL 35633 256.766.0775 November 22 Scott
Wilson, Becky2311 Hwy. 75, Phil Campbell, AL 35581 256.856-7080 February 17
Winstead, Mandy2530 Duncan Creek Rd, Russellville, AL 35653 256-668.6734 January 17 Mark
Wooten, Nelda4732 Highway 16, Vina, AL 35593 256-389-8920 October 31 Jim
Wuotto, Adriana306 Ford Street, Muscle Shoals, AL 35661 May 15 Jose Caballero

FREQUENTLY CALLED NUMBERS

INFORMATION**FEATURE CODES FOR
SINGLE LINE TELEPHONES**

- Making inside calls:** Dial extension number
- Making outside calls:** Dial 9, listen for dial tone, dial number
- Making outside long-distance calls:** Dial 9-1-area code-number
- Transferring a call:** Press trans...hear dial tone...dial number...press connect...hang up
- Call forward:** To Activate: Keep phone on hook...press forward...enter number where calls are to be forwarded...press done
To Cancel: Keep phone on hook...press check FW...press cancel FW
- Directed call pick-up:** Lift handset and dial *3 plus extension number you wish to answer

RETRIEVING VOICE MAIL

- TO LOG IN: 331-5454 (Off Campus)
5454 (On Campus)
Enter your mailbox number ____
Press # sign
Enter your password ____
Press # sign

FINDING ELIM

By Dave Nelson



LISTEN, CAN I CALL YOU BACK?
I'M ABOUT TO GO INTO A MEETING.

CHANGING YOUR PASSWORD

1. Log in Dial 5454 (Shoals) 6333 (PC)
2. Dial 84
3. Follow prompts to change your password

RECORDING GREETINGS

1. Log in Dial 5454 (Shoals) 6333 (PC)
2. Dial 82
3. Press 1 for External Greeting (if only external greeting is recorded, all callers will hear this greeting.)
4. Press 2 for Internal Greeting
5. Press 3 for Temporary Greeting
6. Press 9 for (Name) personal verification
7. Press 5 to record any of the above options
8. Press # to stop recording
9. Press 2 to review your greeting
10. If you wish to re-record your greeting
 - . Press 76 to delete the existing greeting
 - . Press 5 to re-record
 - . Press 9 to set expire date for temporary greeting
 - . Press # to stop recording

COMPOSING MESSAGES

1. While logged in to your mailbox, press 75.
2. Enter the first address (number), then press #.
 - . For Broadcast messages to both campuses, enter 7000, #.
 - . For Shoals Campus, enter 7001 #.
 - . For Phil Campbell Campus, enter 7002 #.
3. Continue to enter addresses followed by #. (To cancel an address, press 0#.)
4. When you have finished, press # again.
5. Press 5 to record your message. Wait for the tone, then start recording.
6. Press # to end your recording. (To play the message, press 2; to add options an attachments, press 70.) Press 76 to delete your message and start again, or press 79 to send.
7. Press 79 to send the message.

EMERGENCY NUMBERS

Phil Campbell

Emergencies911
Security 256-412-4731 (Cell Phone)
Security 256-331-6304
Fire205-993-4913/205-993-5313
Rescue Squad 205-993-4242
Police..... 205-993-5314
Russellville Hospital 256-332-1611

Shoals

Emergencies911
Security .256-412-6675/256-627-1526 (Cell Phones)
Security 256-331-5415
Fire Departments
Muscle Shoals 256-386-9230
Tuscumbia 256-383-5757
Police Departments
Muscle Shoals 256-383-6746
Tuscumbia 256-383-3121
Ambulance 256-386-4601
Keller Hospital 256-386-4196
ECM Hospital 256-768-9191
Shoals Hospital 256-386-1600