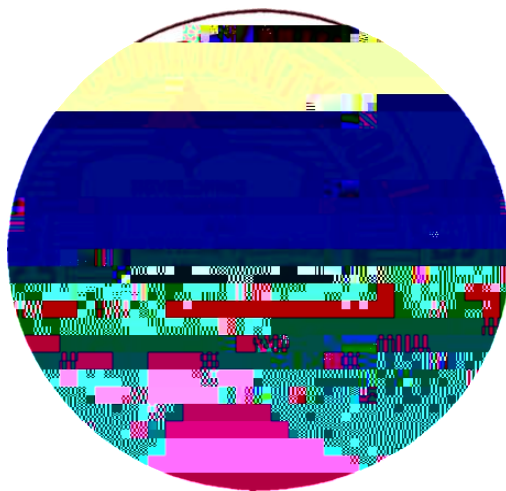


Coahoma Community College Committees and Functions



Dr. Valmadge T. Towner, President
Coahoma Community College
3240 Friars Point Road
Clarksdale, Mississippi 38614
www.coahomacc.edu

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Revised 10.12.2018
Revised 06.12.2019
Revised 11.18.2020
Revised 11.02.2021
Revised 01.31.2023
Revised 07.31.2024

ACCREDITATION

Coahoma Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Arts degree, Associate of Applied Science Degree and Certificates. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Coahoma Community College.

NON-DISCRIMINATION STATEMENT

Coahoma Community College is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities and employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Houston, Director of Human Resources/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614, Phone: (662) 621-4853, Email: mhouston@coahomacc.edu.

APPOINTMENT TO ADVISORY BOARDS, COUNCILS, AND COMMITTEES

Coahoma Community College has the authority to designate and create advisory boards, councils, and committees as may be necessary to carry on the business of the institution. The appointment of

Assessment Committee

Function:

Assessment Committee Plans; to evaluate overall institutional surveys, including

Members:

- | | |
|---------------------------------------|------------------|
| Tara Bell, <i>Chairperson</i> | Kimberly Hollins |
| Cynthia W. Roberson, <i>Secretary</i> | Kristina Bolton |
| Theresa Taylor | Vivian Williams |
| Cherry Lockett | Mary Suggs |
| Kimberly Bee | Tolernisa Butler |

Athletic Committee

Function:

To ensure that the operations of the Athletic Department are consistent with and support the educational goals of the college. To recommend athletic policies and procedures to the President and serve in an advisory capacity to the President on matters related to intercollegiate athletics as requested.

Members:

- | | |
|---------------------------------|------------------------------|
| Selina Reid, <i>Chairperson</i> | Student Engagement Personnel |
| Carol Brooks, <i>Secretary</i> | Dell Cannon |
| Dr. Richard Cosby | Reggy Hankerson |
| Charles Smith | Kelvin Towers |
| Lee Craven | SGA President |
| Athletic Personnel | |

Budget Committee

Function:

To monitor the ongoing effectiveness of the financial functions of the college; to evaluate and prioritize departmental and divisional budget requests.

Members:

- | | | |
|--|-------------------|----------------------|
| Dr. Valmadge T. Towner, <i>Chairperson</i> | Dr. Rolonda Brown | Jerone Shaw |
| Yolanda Miller, <i>Secretary</i> | Karen Done | Cynthia W. Roberson |
| Dr. Chequitia Dixon | Steven Jossell | Deborah Valentine |
| Alexus Hunter | Taneshia Turner | Dorothy Smith-Conley |

Office of Civil Rights Compliance Committee

Function(s):

To ensure the institution is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities, and employment opportunities.

Members of Civil Rights Compliance Committee:

| | | |
|---------------------------------------|----------------------|-------------------|
| Taneshia Turner, <i>Chairperson</i> | Amquita Taylor | Cherry Lockett |
| Cynthia W. Roberson, <i>Secretary</i> | Dorothy Smith-Conley | George Brown |
| Gwendolyn Johnson | Otha Williams | Nicole Moore |
| Carlos Pealez | Shanelle Frazier | Selina Reid |
| Ezra Howard | Leandrew Presley | Dr. Larry Webster |
| Tolernisa Butler | Steven Jossell | Reggy Hankerson |
| Jerone Shaw | Kyrie Antici | Lashundra Crittle |
| Dr. Chequitia Dixon | Alexus Hunter | Teri Williams |
| Linda Robinson | Workforce Personnel | Katrina Harrell |

College Catalog Committee

Function:

The function of the Committee is to review, revise, and make recommendations to the College Catalog.

Members:

| | |
|---------------------------------------|----------------------|
| Dr. Rolonda Brown, <i>Chairperson</i> | Cynthia W. Roberson |
| Amquita Taylor, <i>Secretary</i> | Nancy Howard |
| Taneshia Turner | Alexus Hunter |
| Deborah Carter | Steven Jossell |
| Dr. Chequitia Dixon | Lorean Willingham |
| Dr. Larry Webster | Dorothy Smith-Conley |
| Shanelle Frazier | Delores Richard |
| Karen Done | Jerone Shaw |
| Selina Reid | Donna Honour |
| Cherry Lockett | Gwendolyn Johnsons |
| Dr. Stacy Jones | Kristina Bolton |

Curriculum Committee

Function(s):

- (1) To review departmental committee curricula changes and suggestions and make final recommendations to the Program Review Committee;
- (2) To verify the relationship between specific programs of study, curricula, and articulation agreements with upper division institutions; and
- (3) To provide liaison connectivity between the main campus and off-campus sites.
- (4) To ensure that Coahoma Community College is in compliance with the Substantive Change Policies of the Commission on Colleges and informs the Commission of such changes according to the established Substantive Change Policy.

Curriculum Committee (Continuation)

Members:

Dr. Rolonda Brown, *Chairperson*

Linda Williams, *Secretary*

Cynthia W. Roberson, *Substantive Changes*

Kimberly Hollins

Dr. Stacy Jones

Deborah Carter

Dr. Chequitia Dixon

Lorean Willingham

Selina Reid

Tony Brooks

Vivian Williams

Dr. Willie Lockett, Jr.

Andy Pullen

Dr. Kevin Towers

Faculty Association

Function:

To promote professionalism through the pursuit of excellence and competency in teaching and to serve as a voice for the faculty in decision-making and to support the overall mission of the college and the president.

Members:

| | |
|------------------------------------|------------------------|
| Deborah Carter, <i>Chairperson</i> | Dr. Rolonda Brown |
| Sharon Butler, <i>Secretary</i> | David L. Jones |
| Vivian Williams | Jeremy Pittman |
| Cherry Lockett | Monica Tompkins |
| Linda Gail Elliott | Faculty Representative |

Faculty and Staff Federal Professional Development & Growth Committee

Function:

To recommend approval of faculty/staff to receive tuition assistance for coursework that is determined as an institutional need and is directly related to their position at Coahoma Community College.

Members:

| | |
|--|-------------------|
| Gwendolyn Johnsons, <i>Chairperson</i> | Dr. Rolonda Brown |
| Tara Bell, <i>Secretary</i> | Taneshia Turner |
| Steven Jossell | Karen Done |
| Dr. Chequitia Dixon | Dr. Larry Webster |
| Cynthia W. Roberson | |

General Education Committee

Function:

The General Education Committee iCommittee

Steven Jossell
Dr. Larry Webster
Joseph McKee
Dorothy Smith-Conley
Cynthia W. Roberson
Selina Reid
Taneshia Turner
Tolernisa Butler
Jerone Shaw

Karen Done
Alexus Hunter
Dr. Larry Webster
Cherry Lockett
Nakedra Blockett
Gwendolyn Johnsons
Nicole Moore
Mark Hutson

Jenzabar User Group Committee

Function:

The purpose of the Jenzabar User Group Committee is to ensure that employees are appropriately and adequately using the administrative management system and all related sub-systems to enhance the student, faculty, and staff experience. The objectives are as follows: (1) Develop, document, and implement policies and procedures related to data entry standards; (2) Streamline the internal data and information flow process; (3) Ensure that all data is compliant with institutional, state, and federal regulations; (4) Certify that the policies of the ERP are reviewed on a regular basis and are compliant.

Members:

Mark Hutson Information Technology
*Chairperson
Admissions Personnel

Library Committee

Function:

To develop and implement strategies to improve library and learning resources.

Members:

David Jones, *Chairman*
Cherry Lockett, *Ex-Officio Member*
Vivian Williams, *Secretary*
Faculty Representative
Dr. Larry Webster
Stacy Jones

Rosalind Wilcox
Student Engagement
Career Technical Faculty
Leandrew Presley

Dr.

Lyceum Committee

Function:

To plan, approve and bring culturally enriching programs and activities to the college campus for the student body, faculty/staff and the community, as well as, allow students and faculty/staff to attend such activities away from the college that are directly related to enhancing their education.

Members:

Yvonne Stanford, *Chairperson*
Carol Brooks, *Secretary*
Dr. Larry Webster
Gwendolyn Johnsons
Rita Hanfor
Business Office Personnel

Alexus Hunter
Amquita Taylor
Cynthia W. Roberson
Cherry Lockett
Karen Done

Marketing/Branding Committee

Function(s):

- (1) To promote the activities of Coahoma Community College as well as raise awareness about the institution and the benefits it provides to its five-county service area of Coahoma, Tunica, Bolivar, Quitman and Tallahatchie Counties.
- (2)

Operational Policies and Procedures Committee

Function(s):

- 1) *Policy and Procedures Manual* annually or as needed.
- 2) Provide policies, directions, and procedures for present action and a basis for future planning.
- 3) To assist employees in understanding their jobs and how they relate to the overall accomplishment of the mission.
- 4) Provide for control and efficiency by spelling out duties and responsibilities that clarify work relationships.

Members:

| | |
|---------------------------------------|---------------------|
| Taneshia Turner, <i>Chairperson</i> | Mark Hutson |
| Cynthia W. Roberson, <i>Secretary</i> | Steven Jossell |
| Alexus Hunter | Dr. Rolonda Brown |
| Dr. Larry Webster | Gwendolyn Johnsons |
| Dorothy Smith-Conley | Dr. Chequitia Dixon |

Physical Facility Insurance Committee

Function:

To review, examine, and advise the President on recommendations pursuant to insuring the buildings and their contents of our institution.

Members:

| | |
|--|---------------|
| Dorothy Smith-Conley, <i>Chairperson</i> | Diane Thomas |
| Sharron Young, <i>Secretary</i> | Jerone Shaw |
| Taneshia Turner | Ralph Simpson |

Physical Plant and Auxiliary Committee

Function(s):

- (1) To make recommendations to directors of buildings, grounds, transportation and maintenance regarding construction, renovations, transportation, energy conservation and campus beautification for improving the physical and other auxiliary service of the college.
- (2) To ensure that committee reports are submitted to the Facility Planning Committee.

Members:

| | |
|-----------------------------------|--------------------------|
| Jerone Shaw, <i>Chairperson</i> | George Brown |
| Dr. Stacy Jones, <i>Secretary</i> | Dr. Larry Webster |
| Carlos Pealez | Dorothy Smith-Conley |
| Chivas Davis | Dr. Kevin Towers |
| Deborah Carter | Career Technical Faculty |

Program Review Committee

Function(s):

(1)

- (5) Launch and Maintain a webpage for ROAD to Success
- (6) M
- (7) Submit all completed assessments to the Assessment Committee
- (8) Submit a written report of all activities in May of each year to the QEP Director

Members:

| | |
|---|---------------------|
| Dr. Shelia Holmes-Carter, Director | Cynthia W. Roberson |
| Monica Johnson Co-Director/Curriculum Coordinator | Dr. Tony Newson |
| Dr. Ouida McAfee, Chairperson | Loria Barfield |
| Joseph McKee | Tolernisa Butler |
| Trina Cox | Dr. Rolonda Brown |
| Dr. Chequitia Dixon | Amquita Taylor |
| Delores Richard | Chris Kelly |

Quality Enhancement Team: Advisement Committee

Function(s):

- (1) Coordinate the implementation of Advisement protocol
- (2) Serve as a liaison between QEP and Academics and Admissions Offices
- (3) Serve as a liaison between QEP and Professional Development Committee
- (4) Supervise electronic data collected from Jenzabar concerning student advisement
- (5) Secure any needed supplies, equipment, or brochures to achieve tasks
- (6) Submit a written report of all activities to the QEP Director in May annually

Members:

| | |
|--|---------------------|
| Dr. Shelia Holmes-Carter, Director | Rosie Miller |
| Monica Johnson, Co-Director/Curriculum Coordinator | |
| Dr. Chequitia Dixon | Cynthia W. Roberson |
| Mark Hutson | Loria Barfield |
| Dr. Melvin Newson | Lynda Gail Elliott |
| Delores Richard | Tara Bell |

Quality Enhancement Team: Marketing Committee

Function(s):

- (1) Market ROAD to Success activities
- (2) Publish a semi-annual newsletter
- (3) Take pictures and submit articles to the media for publication
- (4) Update the QEP website on twice per semester
- (5) Secure any needed materid(S)-3(e)4(c)4(ure)7(a)4(n)-19(y)20(n)-9(e)4(e)4(d)-9(e)4(d mate)4(r)-6(id(S)

Monica Johnson, Co-Director/Curriculum Coordinator
Joseph McKee
Amquita Taylor

Tolernisa Butler
Vondreal Whittington

Quality Enhancement Team: Budget Committee

Function(s):

- (1) Develop, assess, and balance -year detailed budget
- (2) Requisition and submit requests to the Business Office for all QEP activities and funding
- (3) Secure any needed materials and supplies
- (4) Submit a financial report in May of each year to the QEP Director

Members:

| | |
|--|---------------------|
| Dr. Shelia Holms-Carter, Director/Chair | Joseph McKee |
| Monica Johnson, Co-Director/Curriculum Coordinator | Cynthia W. Robinson |
| Alexus Hunter | |
| Lynda Gail Elliott | |

Recruitment Committee

- (2) To draft safety rules and regulations.
- (3) To schedule drill practices.

Members of Safety Committee:

George Brown, *Chairperson*
Gwendolyn Johnson, *Secretary*

Reginald Thomas
Dr. Chequitia Dixon

