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### Mission Statement Review

### Evaluation of the President

### Complete Annual Statement of Economic Interest

### Review and Sign Conflict of Interest Disclosure Statement

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COAHOMA COMMUNITY COLLEGE
Board of Trustees

Rena Butler
Chairman

Rev. Dennis Hawkins
Vice Chairman

Johnny McGlown

Attorney Cynthia Mitchell

Devona Jones

Willie Blocker

Rev. Alvis Pryor, Jr.

David Williams

Attorney David L. Tisdell

Bennie Brown

3 | Board of Trustees Planning and Evaluation Manual / Calendar
Purpose of the Board of Trustees Planning and Evaluation Manual

The purpose of the Board of Trustees Planning and Evaluation Manual is to provide Coahoma Community College's decision-makers and stakeholders with accurate and the Board’s responsibilities, planning and evaluation activities, and accreditation compliance activities that support the College's mission and improve the quality and effectiveness of Coahoma Community College.

Responsibilities of the Board of Trustees:

The Board of Trustees has committed to carrying out all necessary responsibilities that leads to student and institutional success by providing leadership and oversight to the planning and evaluation and accreditation activities of Coahoma Community College. As prescribed by the Southern Association of Colleges and Schools Commission on Colleges, the Board of Trustees provides oversight by:

1. Maintaining an accurate number of board members to make the best decisions for the College.
2. Exercises fiduciary oversight of the institution.
3. Ensures that both the presiding officer of the board and a majority of other voting members of the board are free of any contractual, employment, personal, or familial financial interest in the institution.
4. Ensures the Board of Trustees are not controlled by a minority of board members or by organizations or institutions separate from it.
5. Ensures the Board Chairperson is actively engaged and effectively presides over the Board’s activities for the institution.
6. Ensures the regular review of the institution’s mission.
7. Ensures a clear and appropriate distinction between the policy-making function of the board and the responsibility of the administration and faculty to administer and implement policy.
8. Selects and regularly evaluates the institution’s chief executive officer.
9. Defines and addresses the potential conflict of interest for its members.
10. Defines appropriate and fair processes for the dismissal of a board member.
11. Protects the institution from undue influence by external persons or bodies.
12. Defines and regularly evaluates its responsibilities and expectations.
Annual Activities
In order to accomplish its purpose, the Board of Trustees will complete the following annual planning and evaluation activities and provide documentation to the institution’s decision-makers as requested:

1. Mission Review
2. Evaluation of the Chief Executive Officer
3. Complete Annual Statement of Economic Interest
4. Complete Annual Conflict of Interest Disclosure Statement
5. Review Board’s Policies and Procedures
6. Complete Board Self-Evaluation and Review of Results
7. Ethics Training/Board Retreat

Office Location and Contact Information
Staff members and contact information for the Board of Trustees are as follows:

Dr. Valmadge T. Towner
President
VMP Administration Building
2nd Floor
PH: 662-621-4101
EMAIL: vtowner@coahomacc.edu

Mrs. Brenda Williams
Board Secretary
VMP Administration Building
2nd Floor
PH: 662-621-4101
EMAIL: bwilliams@coahomacc.edu
BOARD OF TRUSTEES
2019-2020 PLANNING AND EVALUATION CALENDAR
PUBLISHED BY THE OFFICE OF RESEARCH, ASSESSMENT, AND STRATEGIC INITIATIVES

JANUARY

COMPLETE STATEMENT OF ECONOMIC INTEREST
To maintain the integrity of the educational enterprise, the governing board is responsible for establishing broad institutional policies that should be free of inappropriate internal and external influence.

JANUARY

COMPLETE CONFLICT OF INTEREST DISCLOSURE STATEMENT
To maintain the integrity of the educational enterprise, the governing board is responsible for establishing broad institutional policies that should be free of inappropriate internal and external influence.

FEBRUARY

MISSION REVIEW
Review the Mission Statement and Goals to ensure the scope of institutional activities and institutional policies, procedures, and activities remain compatible with and includes the mission.

MARCH

EVALUATION OF THE PRESIDENT/CEO
The board retains its obligation for knowledge of CEO effectiveness, overseeing these processes, and ultimately making decisions regarding CEO retention, contract renewal, and dismissal.

MAY

REVIEW OF BOARD POLICIES AND PROCEDURES
To ensure a clear understanding of separate roles and responsibilities of the Board in that that constituents can delineate the written policies distinctive to the Board of Trustees.

JUNE

BOARD SELF-EVALUATION
To improve in developing the trust for the fundamental autonomy and ultimate well-being of the institution, the governing board of the institution is a critical element in the success of the institution.

JUNE or JULY

ETHICS TRAINING AND BOARD RETREAT
To improve in developing the trust for the fundamental autonomy and ultimate well-being of the institution, the governing board of the institution is a critical element in the success of the institution.

AUG-OCT

REVIEW OF THE BOARD SELF-EVALUATION
To identify improvements or changes needed to improve the performance of the Board of Trustees for the continued well-being of the institution.
Planning and Evaluation Policies and Procedures
Coahoma Community College’s Board of Trustees has outlined policies and procedures for their institutional planning and evaluation processes.

33.1.10 COMPLETE STATEMENT OF ECONOMIC INTEREST

The Board of Trustees will login into their account on the Mississippi Ethics Commission website, https://www.ethics.ms.gov/, to complete their statement in January annually. The Board secretary will assist as needed. A copy can be retrieved from the website as needed by search for the Board member’s name. (Policy 33.1.10, Conflict of Interest)

33.1.10 COMPLETE CONFLICT OF INTEREST DISCLOSURE STATEMENT

The Board of Secretary will provide copies of the Conflict of Interest Disclosure Statement to the Board of Trustees during the annual January board meeting. A copy will be retained in the Board secretary’s office. (Policy 33.1.10, Conflict of Interest)

33.1.5 MISSION REVIEW

Coahoma Community College Board of Trustees regularly review the institution's mission during the February Board meeting. (Policy 33.1.5, Duties and Powers of the Board of Trustees)

33.1.13 EVALUATION OF THE PRESIDENT/CEO

The Board shall evaluate the President annually according to the responsibilities outlined under the General Duties of the President section of this document. The evaluation of the President will be done in March of each year. The Office of Research, Assessment, and Strategic Planning will prepare the evaluation form and submit copies to the Board Secretary to be distributed. The Board members will return the completed evaluation to the Board secretary. The Office of Research, Assessment, and Strategic Initiatives will scan the evaluation, create the report and submit the results to the President. (Policy 33.1.13 General Policies of the Board of Trustees)

33.1.13 REVIEW OF BOARD POLICIES AND PROCEDURES

The Board of Trustees shall establish and review broad institutional policies, which govern the management and administration of the College. (Policy 33.1.13 General Policies of the Board of Trustees)
BOARD OF TRUSTEES

33.2 BOARD SELF-EVALUATION AND REVIEW OF RESULTS

The Board is committed to establishing an evidence-based planning and assessment culture that is focused on continuous improvement. The Board is committed to closing the assessment loop by: 1) conducting an annual Board self-evaluation, 2) analyzing the results, and 3) using the results to identify areas for improvement. The Board of Trustees will complete a Board Self-Evaluation in June of each year.

The Office of Research, Assessment, and Strategic Planning will prepare the self-evaluation forms and submit copies to the Board Secretary to be distributed. The Board members will return the completed evaluation to the Board secretary. The Office of Research, Assessment, and Strategic Initiatives will scan the evaluations, created the report and submit the results the President for review with the Board of Trustees between August and October, annually. (Policy 33.2 Board Self-Evaluation)

ETHICS TRAINING AND/OR BOARD RETREAT

The Board of Trustees are committed to keeping themselves free of any internal or external influence to improve in developing the trust for the fundamental autonomy and ultimate well-being of the institution. The Board understands that they are one of the critical elements that lead to the success of the institution, therefore, ethics training is a priority.

PUBLISHING OF BOARD PLANNING AND EVALUATION DOCUMENTS

The Board of Trustees Planning and Evaluation Manual, Calendar and Board Self-Evaluation Results with the use of results will be published to the Board of Trustees webpage at http://www.coahomacc.edu/about-ccc/administration/board-of-trustees/index. If you have any questions, please contact the Board Secretary listed on page 5 of this manual.