ACCREDITATION

Coahoma Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate of Arts degree, the Associate of Applied Science degree, and certificates in career education. Contact the 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 members of such boards, councils, and committees shall be made in a non-discriminatory manner consistent with the College’s Non-Discrimination Statement. The authority of employees on academic and governance matters is established through employee representation on Coahoma Community College’s committees. These committees recommend and review instructional policies and governance procedures. A description of the committees is published by the President’s Office.
Academic Council

Function:
The Academic Council reviews and revises academic policies and procedures, and makes recommendations to the Dean of Academic Affairs. Organizes the aspects of the academic program, and ensures that they operate in a manner consistent with the strategic goals of the college:

- academic regulations and standards
- curriculum development
- academic assessment
- academic professional development
- Develops, implements, and ensures that departments are following processes for academic assessment.
- Examines new course and program proposals for measurable outcomes and ways in which faculty propose to assess those outcomes.
- Assists faculty and department chairs in developing plans for assessment.

Members:
Rolonda Brown, Chairperson
Linda Williams, Secretary
Rose Lockett
Shanelle Frazier
Yolanda Morton
Vera Griffin

Letha Richards
Shirley Taylor
Kevin Towers
Rosalind Wilcox
John Mayo
Barbara Boschert

Michael Houston
Deborah Carter
Katrina Jordan
David Jones
Patricia Furdge
Linda D. Robinson

Achieving the Dream (ATD) Core Team

Function:
This team consist of a broadly representative group of college leaders who are highly regarded, influential members of the college community. This committee guide the student success work at the college. This team should generate energy for change as team members reinforce one another’s commitment and work together to infuse their shared vision throughout the institution.

Members:
Dr. Valmadge T. Towner, Chairperson
Melvin T. Newson, Co-Chairperson
Margaret M. Dixon, Liaison
Karen Woods-Done
Community Representatives
Quality Enhancement Team (QEP)

Rolonda Brown
Luke Howard
Tolernisa Butler
Vivian Williams
ATD Leadership Coach

Marriel Hardy
Letha Richard
Tony Brooks
Joseph McKee

Achieving the Dream (ATD) Data Team

Function:
This team focuses on collecting, analyzing, and sharing data regarding students’ progression and success. The team works closely with ATD Core Team on the college’s student success efforts.

Members:
Margaret M. Dixon, Chairperson
Amy Steele, Co-Chairperson
Rob Stalder
Community Representatives
Luke Howard
Christopher Dixon
Rita Hanfor
Jeremy Pittman
ATD Data Coach
Stacey Jones

Administrative Judicial Council

Function:
The council will hear cases of severe student infractions and also hear cases of appeals. The council will make a recommendation to the Director of Enrollment and Student Engagement of the institution as related to proposed disciplinary actions. If necessary, the Director of Enrollment and Student Engagement will then make recommendations to the President.

Members:
Karen Done, Presiding Ex-Officio Member
Carolyn Hunter, Recorder
Anne Clark
Rolonda Brown
Marilyn Starks
Steven Jossell
Beverly Overton
Deborah McNeal
Margaret M. Dixon

Admissions Committee

Function(s):
(1) To make recommendations to the deans and directors concerning students challenging denial of admission to Coahoma Community College.
(2) To evaluate the Admission Policies to determine compliance with SACSCOC criteria and other governing agencies.
(3) To present all policy recommendations to the President to acquire Board approval.
(4) To review, prepare, and upgrade registration procedures.
(5) To evaluate all applications for academic restart.

Members:
Luke Howard, Chairperson
Delores Richard, Secretary
Angela Collins
Anne Clark
Kerry Lee
Patricia Furdge
Emily Gordon
Reggy Hankerson
Theresa Taylor
Tanesha Young
Renee Hall
Robbie Wallace
Rolonda Brown
**Assessment Committee**

**Function:**
To evaluate the institution’s Assessment Committee Plans; to evaluate overall effectiveness of the College’s planning and evaluation tools and reports.

**Members:**
Margaret Dixon, *Chairperson*  
Tara Bell, *Secretary*  
Theresa Taylor  
Rose Lockett  
Michael Houston  
Renee Hall  
Trina Cox  
Kimberly Hollins  
Kristina Davis  
Jeremy Pittman  
Vivian Williams  
Mary Suggs  
Kimberly Bee

**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:**
Reggy Hankerson, *Chairperson*  
Carol Brooks, *Secretary*  
Adrian Allen  
Charles Smith  
Brennon Warr  
Stephanie Murphy  
Patrick D. Johnson  
Michael Stringer  
Selena Reid  
Kelvin Towers  
SGA President

**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, *Chairperson*  
Yolanda Miller, *Secretary*  
Beverly Overton  
Marriel Hardy  
Rolonda Brown  
Karen Done  
Steven Jossell  
Michael Houston  
Jerone Shaw  
Margaret M. Dixon  
Deborah McNeal

**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:**
Michael Houston, *Chairperson*
College Catalog Committee

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

Members:
- Rolonda Brown, Chairperson
- Yolanda Morton, Secretary
- Michael Houston
- Deborah Carter
- Beverley Overton
- Anne Clark
- Karen Done
- Shirley Taylor
- Eyonne Furdge
- Patricia Furdge
- Kristina Davis
- Margaret Dixon
- Vera Griffin
- Shirley Hicks
- Marriel Hardy
- Steven Jossell
- Deborah McNeal
- Shanelle Frazier
- Delores Richard
- Jerone Shaw
- Rose Lockett
- Marilyn Starks
- Lorean Willingham
- Tara Bell

Curriculum/Substantive Change 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.

Members:
- Rolonda Brown, Chairperson
- Linda Williams, Secretary
- Margaret Dixon, Substantive Changes
- Eyonne Furdge
- Patricia Furdge
- Deborah Carter
- Beverly Overton
- Anne Clark
- Lorean Willingham
- Shirley Taylor
- Tony Brooks
- Vera Griffin
- Willie Lockett
- Andy Pullen
- Rosalind Wilcox
- Chequita Dixon
Executive Council

Function:
(1) To advise the President on improvements in policies, procedures, budget, and operational aspects of the College.
(2) To carry out the action items and activities resulting from meetings and duties assigned by the President.

Members:
Dr. Valmadge T. Towner, Chairperson        Rolonda Brown
Yolanda Miller, Secretary                   Marriel Hardy
Brenda Williams, Secretary                  Karen Done
Beverly Overton                             Steven Jossell
Anne Clark                                 Deborah McNeal
Jerone Shaw                                 Michael Houston
Margaret M. Dixon                           Rob Stalder

Facility Planning Committee

Function:
(1) To plan for the construction and renovation of facilities that enhances the learning environment for students.
(2) To devise and update the physical facility master plan.

Members:
Jerone Shaw, Chairperson                    Michael Houston
Larry Barrett                               Ralph Simpson
Beverly Overton                             JoAnn Hoskins
Anne Clark                                  Henry Striplin
Marriel Hardy

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, Chairperson                 Rolonda Brown
Sharon Butler, Secretary                    David Jones
Vivian Williams                             Jeremy Pittman
Rose Lockett                                Monica Tompkins
Linda Gail Elliott                          Barbara Boschert
Robert Rockett
Faculty and Staff 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:
Marilyn Starks, Chairperson
Tara Bell, Secretary
Steven Jossell
Beverly Overton
Margaret M. Dixon
Rolonda Brown
Michael Houston
Karen Done
Anne Clark

General Education Committee

Function:
The General Education Committee is responsible for the review of the general education
components of associate degree graduation requirements. The Committee is also responsible for
identifying expected outcomes within the general education curriculum, providing assessment of
general education outcomes, and providing recommendations to the Curriculum Committee and
the appropriate instructional division for the improvement of general education and to review,
evaluate, and enhance the effectiveness of Coahoma Community College’s General Education; to
ensure that Coahoma Community College’s general education core competencies meets the needs
of students enrolled in the general education core courses.

Members:
Rolonda Brown
Anthony Brooks
Deborah Carter
Barbara Boschert
Shirley Taylor
Eyonne Furdge
Emily Gordon
Joharrison Rockett
Robert Rockett
Vera Griffin
Cynthia Williams
Elizabth Melton
Linda Robinson
Rosalind Wilcox
Patricia Furdge
Jeremy Pittman

Graduation Committee

Function:
To make recommendations on matters concerning graduation activities to the president and
deans/directors.

Members:
Delores Richards, Chairperson
Rose Lockett, Secretary
Yolanda Miller
Rolonda Brown
Beverly Overton
Anne Clark
Lynda Gail Elliott
George Brown
Robbie Wallace
Karen Done
Henry Dorsey
Institutional Review Board

Function:
The purpose of the Institutional Review Board is to conduct initial and continuing reviews of projects that involve the use of human subjects in accordance with the policy and Federal Regulations.

The Institutional Review Board assures the college that human subjects used in research or educational programs that monitor human subjects are not at undue risk and that the participants are informed of any risks.

Members:

Dr. Valmadge T. Towner, Chairperson  
Margaret Dixon, *Liaison*  
Marilyn Starks, *Secretary*  
Beverly Overton  
Karen Done  
Anne Clark

Jerone Shaw  
Early College High School, Principal  
Rolonda Brown  
Community Representative  
Rob Stalder

Leadership Team

Function:
This Council serves as the college-level body for the administration of educational programs and support service programs. The Leadership includes all of the College’s administrators including the executive officers of the institution. The Leadership Team members have the authority to administer educational policies within their assigned areas.

Members:

Dr. Valmadge T. Towner, *Chairperson*  
Yolanda Miller, *Secretary*  
Brenda Williams, *Secretary*  
Steven Jossell  
Anne Clark  
Deborah McNeal  
Margaret Dixon  
Reggy Hankerson  
Michael Houston  
Letha Richards  
Jerone Shaw  
Cleotra Jamison  
Delores Richard

George Brown  
Beverly Overton  
Rolonda Brown  
Karen Done  
Marriel Hardy  
Luke Howard  
Rose Lockett  
Marilyn Starks  
LaShasa Griffin  
Rob Stalder  
Lucy Scott  
Barbara Lucas

Library Committee

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

Members:

David Jones, *Chairman*  
Rose Lockett, *Ex-Officio Member*  
Vivian Williams, *Secretary*  
Barbara Boschert

Rosalind Wilcox  
Emily Gordon  
Neal Mitchell  
Leandrew Presley
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
Anne Clark
Marilyn Starks
Margaret Dixon
Rita Hanfor
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) To grow the brand of Coahoma Community College and formulate marketing strategies and seek out new marketing options for the purpose of branding and advertising CCC, as a whole.

Members:
Marriel Hardy, Chairperson
Selina A Reid
Jeremy A Pittman
Kerry Lee
Beverly J Overton
Ezra Howard

Operational Policies and Procedures Committee
Function(s):
1) To review and review the institution’s 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:
Michael Houston, Chairperson
Margaret Dixon, Secretary
Charles Smith
Otha Williams
John Mayo
Rose Lockett
Anne Clark
Deborah McNeal
Steven Jossell

CCC 2018-19 COMMITTEES AND FUNCTIONS MANUAL
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:**  
Deborah McNeal, Chairperson  
Sharron Young, Secretary  
Michael Houston  

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, Chairperson  
Patricia Furdge, Secretary  
Larry Barrett  
Deborah Carter  
Anne Clark  

Program Review Committee  
**Function(s):**  
(1) To review all instructional and non-instructional programs of the institution to determine if they serve the mission of the institution and are effective.  
(2) To report findings to the President and the Executive Council and make recommendations based upon program review results.

**Members:**  
Tara Bell, Chairperson  
Margaret Dixon, Secretary  
Rolanda Brown  
Yolanda Morton  
Steven Jossell  
Anne Clark  
Shirley Hicks  
Lucy Chatman-Scott  
Beverly Overton  

George Brown  
Yvonne Mickel  
Angela Reynolds  
Mary Caradine  
Rolonda Brown  
Kishki Hall  
Beverly Overton  
Marilyn Starks  
Bertha Jones  
Lucy Chatman-Scott
Quality Enhancement Team

Function(s):

(1) To serve as the advisory committee for the total operation of the Quality Enhancement Plan (QEP).
(2) To review all QEP results and the QEP Annual Progress Report.
(3) To make suggestions for any modifications to the plan’s action’s, initiatives, and assessment measures.

Members:

Glynda Duncan, Chairperson
Tony Brooks, Co-Chairperson
Kimberly Hollins, Secretary
Chequitia Dixon
Mary Suggs
Trina Cox
Joharrison Rockett
Margaret Dixon
Rose Lockett

Community Liaison

Quality Enhancement Team: Professional Development Committee

Function(s):

(1) Coordinate faculty professional development training including faculty roundtables
(2) Secure any needed professional development supplies, handouts, and refreshments
(3) Reserve rooms and equipment for professional development activities including faculty roundtables
(4) Administer assessments after activities as described in the QEP Assessment Plan
(5) Launch and Maintain an QEP webpage
(6) Monitor and assess QEP instructors’ classrooms
(7) Submit all completed assessments to the Assessment Committee Chair
(8) Submit a written report of all activities in May of each year to the QEP Director

Members:

Tara Bell, Chairperson
Margaret Dixon
David Jones
Shirley Taylor
Vivian Williams
Letha Richards

Quality Enhancement Team: Marketing Committee

Function(s):

(1) Market QEP activities
(2) Publish an annual newsletter
(3) Take pictures and submit articles to the media for publication
(4) Assist the Culture of Reading Committee with reading contests and reading incentive prizes
(5) Secure any needed materials, supplies, handouts, snacks, reading incentive prizes
(6) Submit all completed assessments to the Assessment Committee Chair
(7) Submit a written report of all activities in May of each year to the QEP Director

**Members:**
Marriel Hardy, *Chairperson*  Shanelle Frazier
Kyrie Antici  Marilyn Starks
Ezra Howard  Catlin Britt
Steven Jossell  John Mayo
Fran Noah

**Quality Enhancement Team: Assessment Committee**

**Function(s):**
(1) Coordinate the implementation of QEP assessments
(2) Coordinate data collection for the QEP
(3) Collect, analyze, interpret assessment results and publish findings
(4) Secure any needed materials and supplies
(5) Submit a written report of all activities to the QEP Director in May of each year

**Members:**
Tara Bell, *Chairperson*  Melvin Newson
Vivian Williams  Shirley Ferguson Hicks
Rosie Miller  LaShundra Crittle
Marcia Gatewood  Cynthia Williams

**Quality Enhancement Team: Budget Committee**

**Function(s):**
(1) Develop, assess, and balance the QEP’s multi-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:**
Deborah McNeal, *Chairperson*  Luke Howard
Tara Bell  Margaret Dixon
Tony Brooks  Yolanda Morton
Tolernisa Butler

**Recruitment**

**Function(s):**
(1) To assist the Recruiter(s) in devising strategies for recruitment of students.
(2) To evaluate recruitment materials.
(3) To assist in manning recruitment booths.

**Members:**
Patrick Ray, *Chairperson*  Michael Stringer
Angela Collins, *Secretary*  Reggy Hankerson
Steve Miller  Lee Hodge
Otha Williams  Felicia Johnson
Moses Harper  Erin Smith
Selina Reid  Shanelle Frazier
Retirement Activity Committee
Function:
To plan activities for retirees.
Members:
Rita Hanfor, Chairperson
Yolanda Miller, Secretary
Barbara Lucas
Brenda Williams
Rose Lockett
Kelvin Towers

Safety Committee
Function(s):
(1) To assist the Safety Director in the formulation and implementation of a safety program.
(2) To draft safety rules and regulations.
(3) To schedule drill practices.
Members:
George Brown, Chairperson
Barbara Lucas, Secretary
Charles Barnes, Jr.
Jesse Nunley
Teresa Hooker
Cloretha Jamison
Jerone Shaw
Beverly Overton
Karen Done

Salvage Committee
Function:
Make recommendations to delete obsolete equipment and inoperable vehicles from inventory.
Members:
George Brown, Chairperson
Brenda Williams, Secretary
Jerone Shaw
Michael Houston
Steven Jossell
Leandrew Presley
Lucy Chapman-Scott
Chavis Davis
Monica Tompkins

Scholarship Committee
Function:
(1) To uphold Coahoma Community College scholarship guidelines and policies published in the College Catalog.
(2) To secure all scholarship applications and select deserving and outstanding recipients.
(3) To rule on appeals for any scholarship offered by Coahoma Community College.
Members:
Margaret Dixon, Chairperson
Cynthia Williams, Co-Chairperson
Felicia Stevenson
Anne Clark
Trina Cox
Shanelle Frazier
Robbie Wallace
Carol Brooks
Christopher Dixon
Delores Richard
LaShundra Crittle

Strategic Planning Council
Function:
(1) To organize and direct the activities to move the institution toward its mission and goals.
(2) To evaluate the progress of the institution’s Strategic Plan and use results to make changes and improvements.
Members:
Dr. Valmadge T. Towner, Chairperson  George Brown  
Margaret Dixon, Secretary  Beverly Overton  
Rolonda Brown  Delores Richard  
Steven Jossell  Karen Done  
Anne Clark  Marriel Hardy  
Deborah McNeal  Luke Howard  
Margaret Dixon  Rose Lockett  
Reggy Hankerson  Marilyn Starks  
Michael Houston  LaShasa Griffin  
Letha Richards  Rob Stalder  
Jerone Shaw  Lucy Scott  
Cleotra Jamison  Barbara Lucas  

**Student Handbook Committee**

**Function:**
The function of this committee is to assist in the materialization and annual maintenance of the content of the *Student Handbook*. Committee members are to submit possible policies or amendments for the Student Handbook that are based on institutional, local, state, and/or federal regulatory policy/procedural changes that might affect and/or enhance the operational policies/procedures of the college. The committee submits the final document to the President of the college for approval in an effort to attain approval by the Board of Trustees.

**Members:**
Karen Done, *Chairperson*  LaShasa Griffin, *Secretary*  
Board Attorney  George Brown  
Eugene Polite  SGA President  
Vera Griffin  Trina Cox  
Jeremy Pittman  Joseph McKee  

**Student Senate Judicial Council**

**Function:**
The functionality of this council is to hear cases of minor and moderate student infractions. The council will make recommendations to the Dean of Student Affairs as related to proposed disciplinary actions for cases heard.

**Members:**
Karen Done, *Advisor*  
Tolernisa Butler, *Co-advisor*  
Student Government Association President, Chief Justice  
Five (5) students  

**Technology Committee**

**Function:**
1. To assist, advise, and approve all technology purchases - computer hardware and/or software - in coordination with the various divisional directors and the President.  
2. To oversee the entire campus technology operation.
(3) To evaluate the College's management information system and recommend upgrades as needed.
(4) To set standards and policies for all content and material which is put on the School’s Website.

Members:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rob Stalder, Chairperson</td>
<td>Jeremy Pittman</td>
</tr>
<tr>
<td>Amy Steel, Secretary</td>
<td>Rose Lockett</td>
</tr>
<tr>
<td>Shanelle Frazier</td>
<td>Damandrick Taylor</td>
</tr>
<tr>
<td>Ezra Howard</td>
<td>Margaret Dixon</td>
</tr>
<tr>
<td>Otha Williams</td>
<td>Victor McClain</td>
</tr>
<tr>
<td>Samuel Miller</td>
<td>Rolonda Brown</td>
</tr>
<tr>
<td></td>
<td>Jacqueline Brownlow</td>
</tr>
</tbody>
</table>