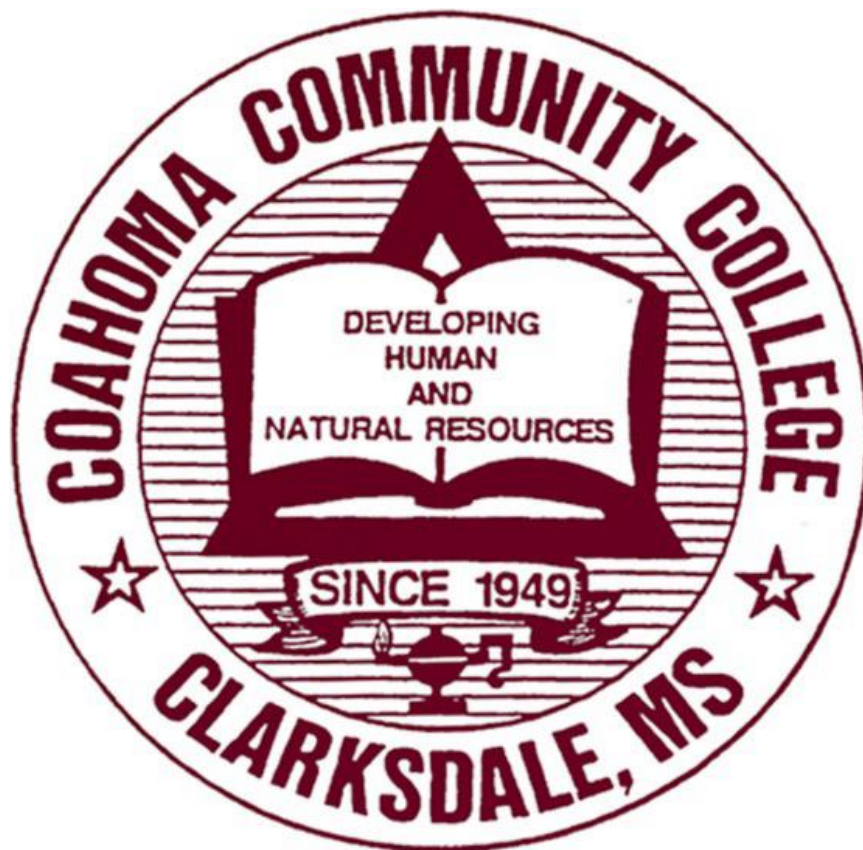


**COAHOMA COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**PLANNING AND EVALUATION MANUAL/  
CALENDAR**



**Dr. Valmadge Towner, President**  
**3240 Friars Point Road**  
**Clarksdale, MS 38614**

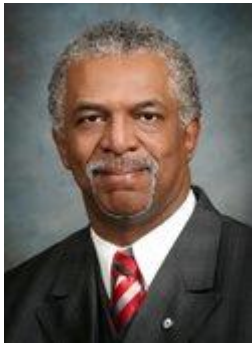
*Board Approved 11.11.2019*  
*Updated on June 9, 2021*

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## **BOARD OF TRUSTEES**



**Rev. Dennis Hawkins**  
**Chairman**



**Mr. Bennie Brown**  
**Vice Chairman**



**Mrs. Devona Jones-Chambers**  
**Secretary**



**Attorney Cynthia Mitchell**



**Mr. David Williams**



**Mrs. DeVoyce C. Morris**

# **BOARD OF TRUSTEES**

## **2021-2022 PLANNING AND EVALUATION MANUAL**

### **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 a 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 an 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.

# **BOARD OF TRUSTEES**

## **2021-2022 PLANNING AND EVALUATION MANUAL**

### **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  
2<sup>nd</sup> Floor  
PH: 662-621-4101  
EMAIL: [vtowner@coahomacc.edu](mailto:vtowner@coahomacc.edu)

Mrs. Brenda Williams  
Board Secretary  
VMP Administration Building  
2<sup>nd</sup> Floor  
PH: 662-621-4101  
EMAIL: [bwilliams@coahomacc.edu](mailto:bwilliams@coahomacc.edu)

**BOARD OF TRUSTEES**  
**2021-2022 PLANNING AND EVALUATION CALENDAR**  
PUBLISHED BY THE OFFICE OF RESEARCH, ASSESSMENT, AND STRATEGIC INITIATIVES

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**JANUARY – DECEMBER**

**MONTHLY BOARD MEETING**

Board Meetings are held on the 2<sup>nd</sup> Monday of each month.

**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.

## **BOARD OF TRUSTEES**

### **2021-2022 PLANNING AND EVALUATION MANUAL**

#### **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, created the report and submit the results 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**

### **2021-2022 PLANNING AND EVALUATION MANUAL**

#### **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, create the report and submit the results to 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.