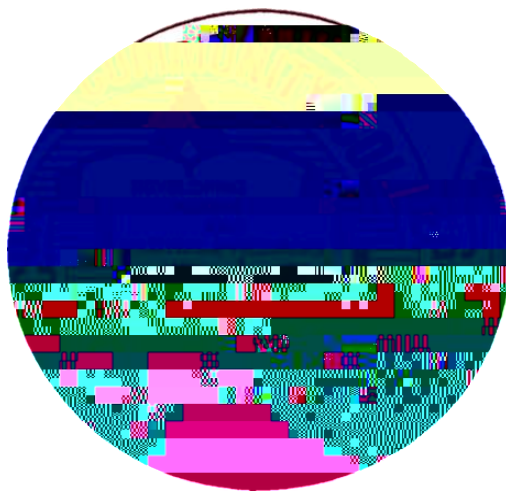


# **Coahoma Community College Committees and Functions**



**Dr. Valmadge T. Towner, President  
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[www.coahomacc.edu](http://www.coahomacc.edu)**

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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 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.

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## **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:

Kimberly Hollins  
Marica Gatewood  
Raymond Pullen  
Rita Hanfor  
Dr. Stacy Jones  
Teresa Griffin  
Community Representative (s)

Larry Webster  
Monica Johnson  
Reggy Hankerson  
Mark Hutson  
Cynthia W. Roberson  
Tolernisa Butler  
ATD Leadership Coach

Loria Barfield  
Nakedra Blockett  
Richard Cosby  
Selina Reid  
Tony Brooks

### **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

**Assessment Committee**

**Function:**

To evaluate t Assessment Committee Plans; to evaluate overall , including institutional surveys.

**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 BtBT/F5 12 Tf1 0 0 1 108.02 336.77 Tm0 G( ) |
|--|---|



**Curriculum Committee (Continuation)**

**Members:**

Dr. Rolonda Brown, *Chairperson*

Lorean Willingham







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 Admissions  
Taneshia Turner HR / Registrar  
Santana Lee Financial Aid  
Business Office Personnel - Business  
Office  
Daine Thomas Residence Life



## **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





Miss CCC

Tara Bell

**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 annually

**Members:**





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

**Members of Safety Committee:**

George Brown, <i>Chairperson</i>	Reginald Thomas
Gwendolyn Johnson, <i>Secretary</i>	Dr. Chequitia Dixon
Charles Barnes, Jr.	Jerone Shaw

**Salvage Committee**

**Function:**

Make recommendations to delete obsolete equipment and inoperable vehicles from inventory.

**Members:**

George Brown, <i>Chairperson</i>	Leandrew Presley
Brenda Williams, <i>Secretary</i>	Chavis Davis
Jerone Shaw	Monica Tompkins
Taneshia Turner	Kyrie Antici

**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:**

Cynthia W. Roberson, <i>Chairperson</i>	Christopher Dixon
Delores Richard, <i>Co-Chairperson</i>	Aneika Moore
Trina Cox	

Cherry Lockett  
Mark Hutson  
Selina Reid

Nicole Moore  
Board Members  
Community Members

Jerone Shaw  
Taneshia Turner

### **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	George Brown	Cynthia W. Roberson
Nicole Moore, Secretary	SGA President	Jeremy Pittman
Board Attorney	Trina Cox	
Dian Thomas	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 Director of Student Engagement/Services 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

#### **Members:**

Mark Hutson, <i>Chairperson</i>	Jeremy Pittman
(Appoint) <i>Secretary</i>	Cherry Lockett

