

# HINDS

COMMUNITY COLLEGE



# COUNCILS & COMMITTEES

2017-2018

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# HINDS COMMUNITY COLLEGE

P.O. BOX 1100 • RAYMOND, MISSISSIPPI 39154-1100 • 601.857.3240

OFFICE OF THE PRESIDENT

**President's Bulletin - 1R**

**Hinds Community College  
August 8, 2017 (D-ALL)**

**August 8, 2017**

## MEMORANDUM

**TO: Administrators, Faculty, Staff, and Students**

**FROM: Clyde Muse, President**

**SUBJECT: Appointment of District Councils and Committees**

This booklet outlines the organizational structure of Hinds Community College, as well as the basic functions and general operational guidelines for our committees.

Our basic goal has been to provide a simple, yet viable and broad-based, committee structure which will enhance our administrative decision-making process. Thus, these councils and committees are intended to serve as a forum for two-way communication and input into our governance system. The names, locations and phone numbers of committee and council members are listed for your use. I encourage you to contact these individuals who are appointed to communicate your concerns in the various areas served by the councils and committees.

As the specified councils and committees begin to function, there will undoubtedly be a need in some areas for further ad hoc committee appointments. As this occurs, they will likewise be communicated to you.

Raymond Campus • Rankin Campus • Utica Campus • Vicksburg-Warren Campus  
Jackson Campus-Academic/Technical Center • Jackson Campus-Nursing/Allied Health Center  
[www.hindsc.edu](http://www.hindsc.edu)

# GENERAL GUIDELINES FOR COUNCIL AND COMMITTEE OPERATION

## **Operational Philosophy**

The basic goal of the College's council and committee structure is to enhance the administrative decision-making process of the College by providing a forum for two-way communication and input into our governance system. Thus, all councils and committees are intended to be supportive to the administrative organizational structure of the College by assisting the designated, appropriate people to make and implement decisions consistent with their responsibilities.

## **District Committee Appointments**

The creation and composition of College-wide standing committees are the responsibilities of the president based upon the recommendations of the respective council chairpersons. Ad hoc committees from within the membership of the respective councils are appointed by the chairperson.

## **Local Committee Appointments**

The creation and composition of local campus, branch, or center standing committees are the responsibilities of the respective operating vice presidents. Such local committees will deal only with matters that fall under the responsibility of the appointing vice president.

## **Regularity of Meetings**

The President's Cabinet will meet the first Tuesday of each month. All councils are expected to meet monthly on a regular basis during the academic year. All committees will meet at the call of the chairperson. When the agenda does not justify a meeting or when conflicts necessitate the cancellation of a regularly scheduled meeting, the chairperson will so notify the members.

## **Chairperson Responsibilities**

1. To conduct all meetings of the committee and insure that they begin and end on time.
2. To insure that there is a published agenda for each meeting.
3. To help the members reach consensus or closure on important issues in a timely fashion.
4. To insure that all legitimate points of view on an issue are heard.
5. To insure that specific recommendations for future action are identified as such in the minutes and receive proper consideration through appropriate administrative channels.

## **Agenda**

A published agenda should be available to each committee member 24 hours in advance of the meeting. Agenda items should be submitted to the chairperson 48 hours in advance of the meeting. See general format on the following page.

COMMITTEE NAME  
MEETING DATE  
LOCATION  
**AGENDA**

1. CALL TO ORDER
2. ADJUSTMENTS TO AGENDA
3. PROGRESS AND ACTIVITY REPORTS
  - A. ADMINISTRATIVE AND INDIVIDUAL REPORTS
  - B. SUBCOMMITTEE REPORT
4. OLD BUSINESS
  - A.
  - B.
5. NEW BUSINESS
  - A.
  - B.
6. OTHER ITEMS AND ANNOUNCEMENTS
  - A.
  - B.
7. ADJOURNMENT

SAMPLE AGENDA

**Quorum**

A majority (51%) of the membership of the committee present will constitute a quorum. The committee may take no official action without the presence of a quorum.

**Minutes**

Minutes of committee meetings should be published and distributed within five (5) working days of the meeting. The format of minutes should be generally consistent with that of the agenda, but should also include the following additional items: Name of members present, names of members not present, others present, recommendations for future action and date of next meeting. Minutes should be concise and written in a professional and objective manner. The chairperson should sign off on all minutes before they are distributed to the council or committee members plus the members of the President’s Cabinet. Distribution of local committee minutes should go to the members plus the respective operative vice president and president.

**Voting**

When voting is necessary to determine positions on issues, all members of the committee are entitled to one vote each. Such votes will be recorded as either (1) for, (2) against, or (3) abstention. Proxy votes are not acceptable. A majority (51%) vote of the membership of the committee is necessary to approve an issue.

**Parliamentary Procedures**

Robert’s Rules of Order will govern the operating procedures for committees.

**Subcommittees**

Ad hoc subcommittees, consisting usually of from 3-5 members, may be appointed by the Chairperson to study specific issues.

**Duties and Responsibilities**

Routine functions of the College-wide standing committees are identified throughout various publications of the College, particularly in the Faculty/Staff Handbook and Student Handbook. In addition, each committee should annually develop 3-6 specific objectives of a problem-solving or innovative nature consistent with its stated purpose. The routine activities and specific objectives should then serve as the committee’s work focus throughout the year.

**Open Meetings**

In conformance with the State’s Open Meetings (Sunshine) Law, all deliberations by committees upon official business will be conducted in open meetings, unless the subject matter is specifically exempted by law.

**Resource Persons**

In certain cases, resource persons are identified for the various councils and committees. These people serve as consultants to the particular council or committee and, in particular, to the chairperson. As such, they are supplied with the agenda and minutes of meetings in order that they may participate in those meetings in which they desire to make a contribution.

# COUNCILS AND COMMITTEES

## PRESIDENT'S CABINET

**Function:** To provide suggestions, information, and options to assist the College president in achieving the stated goals and objectives of the College.

**Meeting Time:** First Tuesday of the month

### **Membership:**

**President (Chairperson)** - Dr. Clyde Muse - District - 601.857.3240

**Vice President for Utica Campus, Vicksburg-Warren Campus, and Administrative Services** - Dr. Debra Mays-Jackson - Utica Campus - 601.885.7002

**Vice President for Business Services** - Russell Shaw - District - 601.857.3961

**Vice President for Rankin Campus, Jackson Campus-Academic/Technical Center** - Dr. Norman Session - Rankin Campus - 601.936.5555

**Vice President for Raymond Campus, Jackson Campus-Nursing/Allied Health Center, and Director of College Parallel Programs** - Dr. Theresa Hamilton - Raymond Campus - 601.857.3250

**Vice President for Advancement** - Randall Harris - District - 601.857.3889

**Vice President for Workforce Development and Coordination of Career and Technical Education** - Dr. Chad Stocks - District - 601.857.3315

**Vice President for Physical Plant and Auxiliary Services** - Thomas Wasson - District - 601.857.3367

**Vice President for Student Services and Dean of Students for Raymond** - Dr. Tyrone Jackson - District - 601.857.3353

**Executive Director for the Foundation**, Jackie Granberry - 601.857.3630

**Executive Assistant to the President for Special Projects/PBI Formula Grant Director**, Colleen Hartfield - 601.857.3751

## BUSINESS AFFAIRS COUNCIL

**Function:** (1) To provide administrative counsel to the Vice President for Business Services regarding the business affairs of the College, (2) To study and make recommendations and suggestions for administrative consideration in formulating policies and procedures in the area of business services, and (3) As requested, to receive and review suggestions and recommendations from standing and ad hoc committees appointed by the Vice President for Business Services, including the following: Purchasing, Human Resources, Accounts Payable, Information Technology, Campus Planning, Energy Conservation, Insurance, Construction, and Auxiliary service.

**Meeting Time:** As called by Chairperson

### **Membership:**

Vice President, Business Services (Chairperson) - Russell Shaw - District - 601.857.3961

Controller - Joy Willis - District - 601.857.3855

Accounts Payable - Doris Powell - District - 601.857.3291

Accounts Receivable Manager, Katherine Helom - District - 601.857.3304

District Dean for Student Advancement/District Registrar - Dr. Stephanie Hudson - District - 601.857.3280

Director, Human Resources - Gay Lynn Caston - District - 601.857.3201

Director, Purchasing - Sam Lemonis - District - 601.857.3204

Vice President for Physical Plant and Auxiliary Services - Thomas Wasson - District - 601.857.3367

Director, Energy Conservation/Maintenance Services - Jesse Jones - District - 601.857.3370

District Plant Business and Insurance Coordinator - Chaffin Bozeman - 601.857.3218

Energy Conservation Project Architect - Bill Campbell - 601.857.3593

Director of Sustainability - Dr. Jason Pope - 601.906.9975

Sustainability Projects Coordinator - Mindy Stevens - 1.769.798.2403

District Bookstore Manager - Tammy Smith - 601.857.3263

Associate Dean of Student Services & District Director of Housing and Residence Life - DeAndre House - Raymond Campus - 601.857.3399

Chief Information Officer, Information Technology - Hamp Shive - District - 601.857.3632

Plus other members as appointed by the Vice President for Business Services on a standing or ad hoc basis.

## COLLEGE COUNCIL

**Function:** To provide a forum for communication, understanding, and development of common purposes among the various operational units within the College. The primary function of the College Council is to participate in the development, implementation, and evaluation of the College's annual goals and objectives. As the College's most broad-based committee, it also functions to provide advice and recommendations to the president and his cabinet on matters of College-wide concern.

**Meeting Time:** Third Tuesday (September-May) - 3 p.m. - Fountain Hall - Centennial Room

### **Membership:**

**President (Chairperson)** - Dr. Clyde Muse - District - 601.857.3240

Recorder - Naomi Barnette - Raymond Campus - 601.857.3352

Athletic Director - Gene Murphy - District - 601.857.3362

Executive Assistant to the President for Special Projects/PBI Formula Grant Director - Colleen Hartfield - 601.857.3751

Executive Director for the Foundation - Jackie Granberry - 601.857.3630

Vice President for Workforce Development and Coordination of Career and Technical Education - Dr. Chad Stocks - District - 601.857.3315

District Director of Adult and Continuing Education - Carla Causey - 601.857.3913

Director of Workforce Manufacturing Training - David Creel - 601.857.3319

Director of Training and PDI - Dr. Gay Saxon - 601.857.3470

CTE Dean Raymond/Director Cooperative Learning/Work-Based Learning - Cindy West - District/Raymond - 601.857.3486

Assistant Dean of Career, Technical and Adult Basic Education/District Director of Integrated Career Pathways - Dr. Robin Parker - District - 601.857.3457

Coordinator of Work-Based Learning - Josh Bower - District - 601.857.3875

District Career Services Coordinator - Iyanna L. Colly - 601.857.3499

Vice President for Advancement - Randall Harris - District - 601.857.3889

District Dean for Student Advancement/District Registrar - Dr. Stephanie Hudson - District - 601.857.3280

Assistant Registrar - LaCheryl Taylor - District - 601.857.3925

District Director of Admissions and Records - Priscilla Davis - District - 601.857.3860

Director, Enrollment Services - Kathryn Cole - District - 601.857.3502

Director of Student Recreation - Mark Stanton - 601.857.3388

District Director of Community Relations - Renee Cotton - District - 601.857.3364

Director, Public Relations - Cathy Hayden - District - 601.857.3322

Vice President for Utica Campus, Vicksburg-Warren Campus, and Administrative Services - Dr. Debra Mays-Jackson - Utica Campus - 601.885.7002

Director, Institutional Research and Effectiveness - Carley Dear - District - 601.857.3357

Assistant Dean, Post-Secondary, Vicksburg Campus - Dr. Elmira Ratliff - 601.629.6840

Assistant Dean, Secondary, Vicksburg Campus - Teressa McCarty - 601.629.6821

Academic Dean - Dr. Marquise Loving - Utica Campus - 601.885.7003

Dean, Career Technical Education - Kenisha Shelton - 601.885.7039

Dean, Student Services - Dr. Timothy Rush - Utica Campus - 601.885.7005

Dean, Vicksburg-Warren Campus - Marvin Moak - Vicksburg-Warren Campus - 601.629.6804

Executive Director of Title III and Sponsored Grants - Utica Campus - Dr. Mitchell Shears - Utica Campus - 601.885.7024

Vice President for Rankin Campus, Jackson Campus-Academic/Technical Center - Dr. Norman Session - Rankin Campus - 601.936.5555

Dean, Jackson Campus - Academic/Technical Center - Dr. Leroy Levy - 601.987.8161

Academic Dean, Jackson Campus - Academic/Technical Center - Dr. Shakira Cain Bell - 601.987.8751

Academic Dean, Rankin Campus - Gary Fox - 601.936.5553

Dean, Student Services, Rankin Campus - Carol T. McLaurin - 601.936.5552

Associate Vice President for Career and Technical Education and District Director of Career/Technical Education/Dean of Career & Technical - Sherry Franklin - Rankin Campus - 601.936.5550

Director, Pearl-Rankin Career Technical Center - Valerie Barton - Rankin Campus - 601.936.5526

Vice President for Raymond Campus, Jackson Campus-Nursing/Allied Health Center, and Director of College Parallel Programs - Dr. Theresa Hamilton - Raymond Campus - 601.857.3250

Dean, Jackson Campus-Nursing/Allied Health Center - Dr. Elizabeth Mahaffey - 601.376.4950

Academic Dean - Dr. Ben Cloyd - Raymond Campus - 601.857.3237

Vice President of Student Services and Dean of Students for Raymond Campus - Dr. Tyrone Jackson - District - 601.857.3232

Assistant Director of Counseling for Raymond Campus/District Director of Disability Services - Jovanna Parker - Raymond Campus - 601.857.3359

Director of Dual Credit and Special Programs - Vanda Brumfield - Raymond Campus - 601.857.3464

Associate Dean of Student Services & District Director of Housing and Residence Life - DeAndre House - Raymond Campus - 601.857.3222

Chief of Police - Bart Evans - Raymond Campus - 601.857.3270

SACSCOC Coordinator and Curriculum Manager - Norma Jean Scrivener - 601.857.3850

Dean of Libraries - Mary Beth Applin - District - 601.857.3380

Director, Financial Aid and Student Success - Louanne Langston - District - 601.857.3749

District Dean of Counseling and Advisement/Director of Raymond Counseling - Kashanta Jackson - District - 601.857.3395



District Dean of eLearning - Dr. Keri Cole - District - 601.857.3624  
District Dean, Honors Institute - Debbie McCollum - District - 601.857.3663  
District Coordinator of Developmental Education and Transitional Programs - Bridgett Oakes - District - 601.857.3688  
Director, Wellness Center, Prentiss Cole - District - 601.857.3714  
NAHC Computer Learning Center Coordinator and Quality Enhancement Plan Director - Joyce Adams - NAHC - 601.376.4814  
Vice President for Business Services - Russell Shaw - District - 601.857.3961  
Accounts Receivable Manager - Katherine Helom - District - 601.857.3304  
Associate Chief Information Officer - Martha McInnis - 601.857.3527  
Director, Chief Information Officer - Hamp Shive - District - 601.857.3632  
Director, Human Resources - Gay Lynn Caston - District - 601.857.3201  
Director, Purchasing - Sam Lemonis - District - 601.857.3204  
Vice President for Physical Plant and Auxiliary Services - Thomas Wasson - District - 601.857.3367  
District NIMS Safety Trainer - Joey Jamison - District - 601.857.3584  
Director of Sustainability - Dr. Jason Pope - District - 601.906.9975  
Sustainability Projects Coordinator - Mindy Stevens - District - 1.769.798.2403  
Special Functions Coordinator - Judy Bufkin - District - 601.857.3374  
Director, Energy Conservation/Maintenance - Jesse Jones - District - 601.857.3370

*The three (3) officers of the District Faculty Council and the chairpersons from the other locations will serve as faculty representatives to the College Council. Also, Lisa Davis, President of HCCEA and Gloria Daniels, President of HCCDAE will serve as representatives to the College Council.*

## **DISTRICT FACULTY COUNCIL**

**Function:** (1) To serve as the representative body of the full-time teaching faculty and department chairs with the primary purpose of promoting the interests and welfare of the faculty in academic, professional, and economic areas, insofar as they are consistent with the philosophy and objectives of Hinds Community College, (2) To provide a forum for the communication, understanding, development, and achievement of common purposes among the faculty in institutional matters related to their common interests, (3) To recommend, through appropriate channels, policy governing the following matters: a) academic freedom, b) faculty responsibility and ethics, c) faculty salary schedule and fringe benefits, d) faculty work load and performance evaluation, and e) academic curricula, as the latter may pertain to the welfare of the faculty, and (4) To advise and seek advice from the College President and other appropriate administrative officials, including council and committee chairs, on appropriate matters at either the college or operational unit levels.

**Mission Statement:** In the inclusive learning environment of Hinds Community College, the faculty is dedicated to promoting academic excellence in conjunction with positive, college/career-focused education for students in the academic and technical programs offered by the college. In doing so the faculty upholds the highest standards for constructive academic freedom and strives to promote collegiality, respect, and academic excellence. The faculty is also committed to teaching self-reliance while mentoring and assisting the students at Hinds Community College.

**Meeting Time:** District Faculty Council - (All campus, branch, and center representatives) - twice per semester Campus, Branch, and Center Faculty Committees - once per semester. (Additional meetings may be called by the respective Council/Committee chairs or resource persons.)

### **Membership:**

(As elected by the respective operational units for staggered three (3) year terms beginning July 1 and ending June 30):

#### **Raymond Campus Faculty Committee**

Nancy Allen - 601.857.3296  
Cameron Beech - 601.857.3670  
Wayne Boshart - 601.857.3583  
Stacey Duke - 601.857.3781  
Jennifer Gibbs - **Chair & District Vice-Chair** - 601.857.3560  
Laura Hammons, Recorder - 601.857.3906  
John Jackson - 601.857.3802  
Michelle Lee - 601.857.3406  
Dennis Quertermous - 601.857.3376  
Dr. Kirby Sills - (9) 601.857.3456  
Sarah Teasley - 601.857.3274  
Melissa Woods - **Vice Chair** - 601.857.3789

#### **Nursing/Allied Health Center Committee**

Patrick McDavid - **Vice-Chair** -601.376.4879  
Tosha McCarty - Recorder - 601.376.4879  
Tynette Miller - Recorder - 601.376.4854  
Valerie Winston - **Chair** - 601.376.4820



### **Utica Campus Faculty Committee**

Tiffany Cline - 601.885.7115  
Ivie Ero, **Chair** - 601.885.7093  
Lashundra McClure, Recorder - 601.885.7042  
Stephanie Williams, **Vice Chair** - 601.885.7038

### **Vicksburg-Warren Campus Faculty Committee**

Jo Beth Britt - Recorder - 601.629.6810  
Everett Carraway - **Chair** - 601.629.6877  
Stephanie Cox-Engler - 601.629.6884  
Karen Gamble - 601.629.6834  
Teresa Johnson - **Vice Chair** - 601.629.6839

### **Rankin Campus Faculty Committee**

Elizabeth Burkhalter - **Co-Chair & District Co-Chair** - 601.936.1837  
Dr. Carl Dewitt - **Co-Chair & District Co-Chair** - 601.936.5571  
Kathy Huff - **Vice-Chair** - 601.936.1835  
Susan Livingston - Recorder - 601.936.5574  
Melissa Smith - 601.936.5516  
Cassie Varnell - (At-large) - 601.936.5508  
Anna M. Wilkins - 601.936.5530

### **Academic/Technical Center Committee**

TBD, Recorder - 601.987.8146  
Garrad Lee, **Chair & District Recorder** - 601.987.8750  
Austin Lee, 601.987.8155

### **Bold Denotes Members of College Council (Chairperson for each committee.)**

**Officers:** Each campus, branch, and center faculty committee shall elect from their faculty members a chairperson, vice-chairperson, and recorder. The six (6) chairpersons of the local campus faculty committees shall alternately and on an annual basis serve as chairperson, vice-chairperson, and recorder of the District Faculty Council.

**Operating Guidelines:** The District Faculty Council will address those issues which pertain to all faculty, both secondary and post-secondary. Similarly, the Local Faculty Committees will involve themselves primarily with issues pertaining to their respective local operating units.

**RESOURCE PERSONS:** President, Vice Presidents, and Deans

## **DISTRICT STUDENT SERVICES COUNCIL (DSSC)**

**Function:** The District Student Services Council will serve as a forum for the communication, discussion, and resolution of college issues and objectives of common concern in the area of student services thus serving as the means to provide district wide coordination. The DSSC will consist of 10 committees and all items will be assigned to an appropriate committee. These committees will recommend policies, procedures, events, activities, etc. to the Steering Committee. The Steering Committee will discuss all items from a committee before items are presented to the Council and the Steering Committee has the authority to send back to a committee an item for further study/discussion.

**DSSC Meeting Time:** Third Wednesday of September, November, January, March, and June - 2:30 p.m.

**Steering Committee Meeting Time:** Third Tuesday, September - June, at 1:30 p.m.

**Committees Meeting Time:** As called by chairperson

**Committee Membership:** (all committee members serve on DSSC)

### **Steering Committee**

**Chairman,** Vice President for Student Services and Dean of Students for Raymond Campus, Dr. Tyrone Jackson - District - 601.857.3353  
**Vice Chairman,** Vice President for Advancement, Randall Harris, District - 601.857.3889  
**Vice President for Raymond Campus, Jackson Campus - Nursing Allied Health Center, and College Parallel Programs,** Dr. Theresa Hamilton - 601.857.3250  
**Vice President for Business Services,** Russell Shaw, District - 601.857.3961  
**Chief Information Officer,** Hampton Shive, District - 601.857.3632  
**Associate Dean of Student Services and District Director of Housing and Residence Life,** District, DeAndre House - 601.857.3701  
**Career Technical Lead Counselor,** Jackson Campus - Academic Technical Center, Tameka Levy - 601.987.8761  
**Assistant Registrar,** LaCheryl Taylor, District - 601.857.3925  
**Dean,** Jackson Campus - Nursing Allied Health Center, Dr. Libby Mahaffey - 601.376.4950  
**Dean of Student Services,** Rankin Campus, Carol T. McLaurin - 601.936.5552

Dean of Students, Utica Campus, Dr. Tim Rush - 601.885.7005  
Secondary Assistant Dean, Vicksburg Campus, Teresa McCarty - 601.629.6821  
Bookstore Manager, Tammy Smith, District - 601.857.3263  
SACSCOC Coordinator and Curriculum Manager, Norma Jean Scrivener - 601.857.3850  
District Dean of eLearning, District, Dr. Keri Cole - 601.857.3624  
Assistant Dean of Career, Technical and Adult Basic Education/District Director of Integrated Career Pathways, Raymond/District, Dr. Robin Parker - 601.857.3457  
Associate Vice President for Career and Technical Education and District Director of CTE/ Dean of CTE, Rankin Sherry Franklin - 601.936.5550  
District Dean of Counseling and Advisement/Director of Raymond Counseling - Kashanta Jackson - 601.857.3395  
Faculty Member appointed by the District Faculty Council Chairperson: Margaret Bell - 601.629.6856; Stacey Duke - 601.857.3781  
All Committee Chairpersons

***At Large Members of the District Student Services Council:***

Director of Public Relations, Cathy Hayden, District - 601.857.3322  
Coordinator of Disability and Interpreter Services, Loretta Sutton, Raymond - 601.857.3386  
Dean of the Honors Institute, Debbie McCollum, Raymond - 601.857.3663  
Director of Training and Professional Development, Dr. Gay Saxon, District - 601.857.3470

**Admissions and Registration Committee**

**Co-Chairman**, District Director of Admissions and Records, Priscilla Davis - 601.857.3860  
**Co-Chairman**, District Dean for Student Advancement/District Registrar, Dr. Stephanie Hudson, District - 601.857.3280  
District Dean of eLearning, Dr. Keri Cole, District - 601.857.3624  
Dual Credit On-Line Coordinator, Cortney Robertson, District - 601.857.3938  
Administrative Secretary, Kirsten Tackett, Vicksburg - 601.629.6804  
NAH Admissions Manager/Advisor, Christie Adair, Nursing Allied Health Center - 601.376.4813  
Student Services Director/Counselor, Joycelyn Washington, Nursing Allied Health Center - 601.376.4802  
Institutional Research Analyst, Sara Wedding, Raymond - 601.857.3946  
Associate Chief Information Officer, Martha McInnis, District - 857.3527  
Academic Dean, Dr. Ben Cloyd, Raymond - 601.857.3237  
Assistant Registrar, LaCheryl Taylor, District - 601.857.3925  
Director of Enrollment Services, Kathryn Cole, District - 601.857.3502  
Admissions Processor, Shana Expose, JATC - 601.987.8107  
Admissions Processor, Lillie Young, Utica - 601.885.7026  
Dean of Student Services, Carol T. McLaurin, Rankin - 601.936-5552  
Admissions Processor, Angie Wilkerson, Vicksburg - 601.629.6881  
Associate Vice President for Career and Technical Education/District Director of Career and Technical Education/Dean of Career and Technical, Rankin, Sherry Franklin, Rankin - 601.936.5550

**Business Services Committee**

**Chairman**, Kathy Helom, Accounts Receivables Manager, District - 601.857.3304  
Distance Learning Coordinator, Jennifer James, District - 601.857.3477  
Assistant Director of Financial Aid, Deena McInnis, Raymond - 601.857.3227  
Director of Wellness Center, Prentiss Cole, Raymond - 601.857.3714  
Finance Officer, Jackie German, Utica - 601.885.7028  
Secretary/Financial Officer - Kaileigh Trichell - 601.629.6806  
Administrative Secretary/Finance officer, LaTonya Bullie, Nursing Allied Health Center - 601.376.4951  
Cashier, Jessica Sulkers, Nursing Allied Health Center - 601.376.4805  
Finance Officer, Pritannica Lewis, JATC - 601.987.8166  
Secretary Finance Officer, Diane Curry, Rankin - 601.936.5554

**Counseling and Testing Committee**

**Chairman**, District Dean of Counseling and Advisement and Director of Raymond Counseling, Kashanta Jackson, District - 601.857.3395  
Distance Learning Advisor, Tracy Thigpen-Davis - 601.857.3685  
Counselor, Raina Deer Jones, Vicksburg - 601.629.6807  
Student Services Director/Counselor, Joycelyn Washington, Nursing Allied Health Center - 601.376.4802  
Counselor, Cooper McCachern, Nursing Allied Health Center - 601.376.4803  
District Director of Financial Aid/Student Success & Veteran Services, Louanne Langston, District - 601.857.3749  
Career Technical Lead Counselor, Tameka Levy, JATC - 601.987.8761

District Director of Assessment, Marnee Tompkins, Raymond - 601.857.3852  
Academic Counselor, Tekita Williams, Utica - 601.885.7022  
Student Support Services, Tara Johnson, Utica - 601.885.7045  
District Coordinator of Developmental Education and Transitional Programs, Bridgett Oakes, District - 601.857.3688  
Assistant Director for Raymond Counseling and District Director of Disability Services - Jovanna Parker - Raymond - 601.857.3359

#### **Financial Aid Committee**

**Chairman**, Director of Financial Aid and Student Success, Louanne Langston, District - 601.857.3749  
Assistant Director of Financial Aid, Deena McInnis, District - 601.857.3227  
Distance Learning Coordinator, Jennifer James, District - 601.857.3477  
District Bookstore Manager, Tammy Smith, District - 601.857.3263  
District Director of Admissions and Records, Priscilla Davis, District - 601.857.3860  
Secretary Finance Officer, Kaileigh Trichell, Vicksburg - 601.629.6806  
Vice President for Workforce Development and Coordination of Career and Technical Education, Dr. Chad Stocks, Raymond - 601.857.3315  
Academic Dean, Dr. Ben Cloyd, Raymond - 601.857.3237  
Associate Director of Housing and Residence Life, Steven Jones, Raymond - 601.857.3338  
Dean of Students, Dr. Tim Rush, Utica - 601.885.7005  
District Dean for Student Advancement/District Registrar, Dr. Stephanie Hudson - 601.857.3280  
Recruiter/Scholarship Specialist, Leigh Sarrett - 601.857.3744  
Dean, Nursing and Allied Health, Dr. Libby Mahaffey, Nursing Allied Health Center - 601.376.4950  
Associate Vice President for Career and Technical Education and District Director of CTE/Dean of CTE, Rankin - Sherry Franklin - 601.936.5550  
Financial Aid Advisor, Shelley Hearn, Vicksburg - 601.629.6836  
Financial Aid Advisor, Cynthia Young, Jackson Campus-Academic Technical Center - 601.987.8440  
Rankin Student, TBD, SGA President  
Jackson Campus - Academic Technical Center student, SGA President, TBD

#### **Planning and Evaluation Committee (SACS)**

**Chairman**, Director of Institutional Research and Effectiveness, Carley Dear, District - 601.857.3357  
Instructional Design Coordinator, Katherine Puckett, District - 601.857.3754  
Assistant Dean, Dr. Elmira Ratliff, Vicksburg - 601.629.6821  
Associate Vice President for Career and Technical Education and District Director of CTE/Dean of CTE, Rankin - Sherry Franklin - 601.936.5550  
English Instructor, Lisa Morgan, Vicksburg - 601.629.6829  
Dean, Nursing and Allied Health, Dr. Libby Mahaffey, Nursing Allied Health Center - 601.376.4950  
Academic Dean, Dr. Shakira Cain Bell, JATC - 601.987.8751  
Academic Dean, Gary Fox, Rankin - 601.936.5553  
Academic Dean, Dr. Marquise Loving, Utica - 601.885.7003  
SACSCOC Coordinator and Curriculum Manager, Norma Jean Scrivener, Raymond - 601.857.3850  
District Faculty Council Representatives (2): TBD

#### **District Recruiting Committee**

**Chairman**, Director of Enrollment Services, Kathryn Cole, District - 601.857.3502  
Coordinator of Recruiting, Reggie Harris, District - 601.857.3385  
Enrollment Specialist/In House Recruiter, Heather Curtis, District - 601.857.3792  
Adult Recruiter, Shane Brown, District - 601.857.3431  
Recruiter, Meghan Hutchins, District - 601.857.3620  
Recruiter/Scholarship Specialist, Leigh Sarrett, District - 601.857.3744  
Director of Financial Aid and Student Success, Louanne Langston, District - 601.857.3749  
Assistant Director of Financial Aid, Deena McInnis, District - 601.857.3426  
District Director of Admissions and Records, Priscilla Davis, District - 601.857.3860  
Marketing/Graphic Specialist, Laura Ivy, Raymond - 601.857.3785  
Director of Student Recreation, Mark Stanton, District - 601.857.3488  
Instructor, Nancy Allen, Raymond - 601.857.3296  
Vice President of Student Services and Dean of Students for Raymond Campus - Dr. Tyrone Jackson - District - 601.857.3232  
CTE Dean Raymond/Director Cooperative Learning/Work-Based Learning - Cindy West - Raymond - 601.857.3486  
Dean of Student Services, Carol McLaurin, Rankin - 601.936.5552  
Associate Vice President for Career and Technical Education and District Director of CTE/Dean of CTE, Rankin - Sherry Franklin - 601.936.5550  
Admissions Manager/Advisor, Christie Adair, Nursing Allied Health Center - 601.376.4813  
NAHC Recruiter, Matthew Mahaffey, Nursing Allied Health Center - 601.376.4804  
Student Activities Director, Joshua Knox, Utica - 601.885.7048

Recruiter, Chelia Thompson, Utica - 601.885.7009  
Academic Dean, Dr. Shakira Cain Bell, Jackson Campus-Academic Technical Center - 601.987.8751  
Secondary Assistant Dean, Teressa McCarty, Vicksburg - 601.629.6821  
Dean, Marvin Moak, Vicksburg - 601.629.6805

### **Student Development Committee**

**Chairman**, Associate Dean of Student Services and District Director of Housing and Residence Life, DeAndre House, District - 601.857.3222  
Vice President of Student Services and Dean of Students for Raymond, Dr. Tyrone Jackson, District - 601.857.3353  
Dean, Marvin Moak, Vicksburg - 601.629.6805  
Student Services Director/Counselor, Joycelyn Washington, Nursing Allied Health Center - 601.376.4802  
Director of Student Recreation, Mark Stanton, District - 601.857.3388  
Dean of Student Services, Carol McLaurin, Rankin - 601.936-5552  
Dean of Students, Dr. Tim Rush, Utica - 601.885.7005  
District Coordinator of Student Conduct/Development, Sharon Alexander, Raymond - 601.857.3371  
Dean, Dr. Leroy Levy, Jackson Campus - Academic Technical Center - 601.987.8161

### **Student Success & Default Prevention Committee**

**Chairperson**, Director of Financial Aid and Student Success, Louanne Langston, District - 601.857.3749  
Christy Bokros - Assistant Dean for Allied Health, Nursing Allied Health Center - 601.376.4952  
Dr. Shakira Cain Bell - Academic Dean, JATC - 607.987-8751  
Kathryn Cole - Director of Enrollment Services, District - 601.857.3502  
Dr. Keri Cole - District Dean of eLearning, District - 601.857.3624  
Renee Cotton - District Director of Marketing and Community Relations, District - 601.857.3364  
Steven Jones - Associate Director of Housing and Residence Life, Raymond - 601.857.3338  
Kathy Elliott - Assistant Dean, Nursing, Nursing Allied Health Center - 601.376.4953  
Delories Garner-Knight - Retention Coordinator/Student Navigator, Nursing Allied Health Center - 601.376.4818  
Haley Hartfield - Compliance and Reporting Coordinator, Rankin - 601.936.5500  
Carol McLaurin - Dean of Student Services, Rankin - 601.936.5552  
Dr. Elmira Ratliff - Post Secondary Assistant Dean, Vicksburg - 601.629.6840  
Krisisty Wagner - Counselor, J/ATC - 601.987.8158  
Kashanta Jackson, District Dean of Counseling and Advisement/Director of Raymond Counseling, District - 601.857.3395  
Jovonna Parker - Assistant Director of Counseling/ District Coordinator of Disability Support Services, Raymond - 601.857.3359  
Dr. Marquise Loving - Academic Dean, Utica - 601.885.7003  
Bridgett Oakes - District Coordinator of Developmental Education and Transitional Programs, District - 601.857.3688  
Kenisha Shelton - Dean, Career and Technical Education, Utica - 601.885.7007  
Dr. Mitchell Shears - Executive Director of Title III and Sponsored Grants, Utica - 601.885.7039  
Dr. Erin Vaughn, Director, Instruction and Intervention Equals Retention and Graduation, Utica - 601.885.7120  
LaTonya Walker - District Loan Default Prevention Manager, 601.857.3867  
Janella John, Financial Aid Advisor, Raymond - 601.857.3958  
Cindy West - CTE Dean Raymond/Director Cooperative Learning/Work-Based Learning, District/Raymond - 601.857.3486

## **INSTRUCTIONAL AFFAIRS COUNCIL**

**Function:** (1) To study and make recommendations and suggestions for administrative consideration in formulating policies and procedures in the areas of curriculum instruction, and academic standards, (2) To establish, review and evaluate curriculum; to review and evaluate instruction, (3) As requested, to receive and review suggestions and recommendations from standing and ad hoc committees, particularly the CTE Planning and Coordination Committee and the Academic Planning and Coordination Committee, and (4) To prepare an annual report card and develop long-range goals to improve curriculum and instruction.

**Meeting Time:** Fourth Thursday (September-April) - 2:30 p.m.

### ***Membership:***

Vice President for Raymond Campus, Jackson Campus-Nursing/Allied Health Center - (**Chairperson**) - Dr. Theresa Hamilton - Raymond Campus - 601.857.3250  
Dean, Jackson Campus - Academic/Technical Center - Dr. Leroy Levy - 601.987.8161  
Dean, Vicksburg-Warren Campus - Marvin Moak - 601.629.6804  
Vice President of Student Services and Dean of Students for Raymond Campus - Dr. Tyrone Jackson - District - 601.857.3353  
District Director of Aviation - Stanley Whitfield - District - 601.857.3300  
District Dean of Counseling and Advisement and Director of Raymond Counseling - Kashanta Jackson - District - 601.857.3395

Director of Financial Aid and Student Success - Louanne Langston - District - 601.857.3749  
District Director of Admissions and Records - Priscilla Davis - District - 601.857.3860  
District Dean of Libraries - Mary Beth Applin - District - 601.857.3380  
Academic Dean, Rankin Campus - Gary Fox - Rankin Campus - 601.936.5553  
District Dean for Student Advancement/District Registrar - Dr. Stephanie Hudson - District - 601.857.3280  
Assistant Registrar - Admissions & Records - LaCheryl Taylor - District - 601.857.3925  
SACSCOC Coordinator and Curriculum Manager - Norma Jean Scrivener - Raymond - 601.857.3850  
NAHC Computer Learning Center Coordinator and Quality Enhancement Plan Director - Joyce Adams - 601.376.4814

**Jackson Campus - Nursing/Allied Health Center**

Dean, Nursing and Allied Health - Dr. Elizabeth Mahaffey - 601.376.4950  
Assistant Dean, Allied Health - Christy Bokros - 601.376.4952  
Assistant Dean, Nursing - Kathy Elliott - 601.376.4953

**Jackson Campus - Academic/Technical Center**

Dean, Leroy Levy - 601.987.8161  
Academic Dean - Dr. Shakira Cain Bell - 601.987.8751  
Assistant Dean, Career/Technical Education - Sharon Hudson - 601.987.8162

**Rankin Campus**

Vice President for Rankin Campus, Jackson Campus - Academic/Technical Center - Dr. Norman Session - 601.936.5555  
Associate Vice President for Career and Technical Education and District Director of CTE/Dean of CTE, Rankin - Sherry Franklin - 601.936.5550

**Raymond Campus**

Academic Dean - Dr. Ben Cloyd - 601.857.3237  
Director, Institutional Research and Effectiveness, Carley Dear - 601.857.3357  
District Dean, Honors Institute - Debbie McCollum - 601.857.3531  
District Dean of eLearning - Dr. Keri Cole - 601.857.3624  
District Director of Financial Aid and Student Success - Louanne Langston - District - 601.857.3749  
District Coordinator of Developmental Education and Transitional Programs - Bridgett Oakes - 601.857.3688  
Vice President for Workforce Development and Coordination of Career and Technical Education - Dr. Chad Stocks - 601.857.3315  
Assistant Dean of Career, Technical and Adult Basic Education/District Director of Integrated Career Pathways - Dr. Robin Parker - 601.857.3457  
CTE Dean Raymond/Director Cooperative Learning/Work-Based Learning - Cindy West - 601.857.3486  
SACSCOC Coordinator and Curriculum Manager - Norma Jean Scrivener - 601.857.3850  
Dual Credit On-Line Coordinator, Cortney Robertson - 601.857.3938  
Distance Learning Coordinator, Jennifer James - 601.857.3477

**Utica Campus**

Academic Dean - Dr. Marquise Loving - 601.885.7003  
Dean, Career-Technical Education - Kenisha Shelton - 601.885.7039

**Vicksburg Campus**

Dean of Vicksburg-Warren Campus, Marvin Moak - 601.629.6804  
Assistant Dean, Post-Secondary, Vicksburg-Warren, Dr. Elmira Ratliff - 601.629.6840

**Curriculum Coordinators**

Melissa Buie - 601.857.3787  
Kathy Elliott - 601.376.4953  
Angela English - 601.936.5564  
Sheila Hailey - 601.857.3241  
Jeff Hughes - 601.857-3281  
Randy Minton - 601.857.3428/601.885.7126  
Cynthia Mott - 601.629.6816  
Dr. Jennifer Rodgers - 601.857.3463  
Paula Rodriguez - 601.857.3530  
Dr. Johannah Williams - 601.857.3659

**District Faculty Council Representatives:**

Instructor, Cassie Varnell - 601.936.5508  
Instructor, Teresa Johnson - 601.629.6839

*Plus other members as may be appointed by the Chair.*



# COMMITTEES

## ADULT EDUCATION, INTEGRATED CAREER PATHWAYS AND COMMUNITY SERVICES COMMITTEE

**Function:** (1) To provide authoritative information relative to Adult Basic Education and Integrated Career Pathways in the College, (2) To study and make recommendations for policy formulation and implementation, (3) To structure and coordinate the various aspects of Adult Basic Education and Integrated Career Pathways efforts, and (4) To serve on various ad hoc committees that will provide leadership in determining new thrusts and directions for the Adult Basic Education and Integrated Career Pathway programs.

**Meeting Time:** As called by Co-Chairperson

### **Membership:**

**Co-Chairperson:** Carla Causey, District Director of Adult Education - 601.857.3913

**Co-Chairperson:** Dr. Robin Parker, Assistant Dean of Career Technical and Adult Basic Education/District Director of Integrated Career Pathways, Raymond Campus - 601.857.3457

### **Raymond Campus**

Vice President for Workforce Development and Coordination of Career and Technical Education - Dr. Chad Stocks - District - 601.857.3315

MI-BEST Navigator - Kenya Johnson - 601.857.3868

MI-BEST Lead Instructor - Tiffany Harris - 601.857.3728

District GED Testing Coordinator - Shelia Thompson - 601.857.3823

CTE Dean Raymond/Director of Cooperative Learning/Work-Based Learning - Cindy West - District/Raymond - 601.857.3486

Director of Training and Professional Development - Dr. Gay Saxon - District - 601.857.3470

Vice President for Advancement - Randall Harris - District - 601.857.3889

District Director of Marketing and Community Relations - Renee Cotton - District - 601.857.3364

Adult Recruiter - Shane Brown - District - 601.857.3431

District Dean of Counseling and Advisement/Director of Raymond Counseling, Kashanta Jackson, District - 601.857.3395

District Director of Assessment - Marnee Tompkins - 601.857.3852

Student Services Coordinator/Instructor - Rosie Brown - 601.857.3313

WIOA Career Coach - Angela Hayes - 601.857.3628

District Director for Manufacturing Training - David Creel - 601.857.3319

Coordinator, SNAP E & T - Mitzi Thomas - 601.857.3910

District Single Stop Coordinator - Taheera Hoskins - 601.857.3233

### **Jackson Campus - Nursing/Allied Health Center**

NAHC Instructional Designer - Lisa Davis - 601.376.4815

NAHC Computer Learning Center Coordinator and Quality Enhancement Plan Director - Joyce Adams - 601.376.4814

### **Rankin Campus**

Associate Vice President for Career and Technical Education and District Director of Career/Technical Education/Dean of Career & Technical, Rankin - Sherry Franklin - 601.936.5550

MI-BEST Navigator, Angie Miles, Rankin - 601.936.1834

### **Jackson Campus - Academic/Technical Center**

Career-Technical Counselor - Krisisty Wagner - 601.987.8158

Single Stop Coordinator - Anita Bell-Muhammad - 601.987.8105

ABE/MI-BEST Navigator - Chandra Frazier - 601.987.8150

### **Utica Campus**

Dean, Career and Technical Education - Kenisha Shelton - 601.885.7039

District WIOA Coordinator - Beverly Trimble - 601.885.7136

MI-BEST - Jerica Stimage - 601.885.7090

ABE - Jolisha Young - 601.885.7129

### **Vicksburg-Warren Campus**

Vicksburg-Warren Campus - Single Stop Site Coordinator - Felicia Jones - 601.629.6831

Vicksburg-Warren Campus - Adult Education and MI-BEST - Lauren Powers - 601.629.6873

Vicksburg-Warren Campus - Dean - Marvin Moak - 601.629.6804

**Ex-Officio:** Dr. Chad Stocks, Vice President for Workforce Development and Coordination of Career and Technical Education - Raymond - 601.857.3315

*Plus other members as may be appointed by the Vice President of Community Relations on a standing or ad hoc basis.*

## **ATHLETIC COMMITTEE**

**Function:** This committee will be advisory to the President and the Athletic Director. Advisory functions of the committee are as follows:

1. Promote understanding of the athletic program.
2. Recommend which intercollegiate sports are to be offered.
3. Make recommendations concerning proposed legislation and policy.
4. Make annually an evaluation report on athletics of the College to the President.
5. Promote public relations.
6. Promote the maintaining of ethical conduct in sports.

**Meeting Time:** As called by Chairperson.

### **Membership:**

#### **Raymond Campus**

**Athletic Director (Chairperson) - Gene Murphy - District - 601.857.3325**

Assistant Athletic Director - Dot Murphy - 601.857.3443

District Coordinator Student Conduct - Sharon Alexander - 601.857.3371

Coach - Emily Homan - 601.857.3442

Coach - Reginald Dillon - 601.857.3661

Coach - Sam Temple - 601.857.3326

P.E. Instructor - Ashley Horne - 601.857.3520

Sports Information Assistant/Assistant Baseball Coach - Nicholas Ammirati - 601.857.3326

Manager - Meat Merchandising - Lamar Currie - 601.857.3340

Vice President for Physical Plant and Auxiliary Services - Thomas Wasson - 601.857.3367

SGA President - Myia Harris - 601.857.3371

#### **Utica Campus**

Vice President for Utica Campus, Vicksburg-Warren Campus, and Administrative Services - Dr. Debra Mays-Jackson - 601.885.7002

Coach - Yusef Fitzgerald - 601.885.7018

Dr. Timothy Rush - 601.885.7005

Coach - Tomekia Reed - 601.885.7015

SGA President - Alexis Williamson - 769.233.4846

## **ATTENDANCE AUDIT COMMITTEE**

**Function:** In order for the College to receive state appropriation, an Attendance Audit (or SBCJC Audit) is required, the four areas of the College are directly involved in this audit are: 1) Admissions and Records, 2) Institutional Research and Effectiveness, 3) Administrative Information Systems (Data Processing), and 4) On-Line Instruction (MSVCC). These offices must coordinate their efforts, however, each has a unique role. In addition, career-technical deans and academic deans are indirectly involved.

**Meeting Time:** As called by Chairperson

### **Membership:**

**District Director, Institutional Research and Effectiveness - (Chairperson) - Carley Dear - 601.857.3357**

Vice President for Advancement - Randall Harris - 601.857.3889

District Dean for Student Advancement/District Registrar - Dr. Stephanie Hudson - 601.857.3280

District Director of Admissions and Records - Priscilla Davis - 601.857.3860

District Dean of eLearning - Dr. Keri Cole - 601.857.3624

Student Systems Programmer - William Villiard - 601.857.3765

Assistant Director, Administrative Information Systems - Scotty Watts - 601.857.3517

Assistant Registrar, LaCheryl Taylor - 601.857.3925

SACSCOC Coordinator and Curriculum Manager - Norma Jean Scrivener - 601.857.3850

## **BENEFITS COMMITTEE**

**Function:** To study the fringe benefits and group insurance programs, evaluate the security of the programs, and make recommendations for improvements.

**Meeting Time:** As called by Chairperson



**Membership:**

**Raymond Campus**

Vice President, Business Services (**Chairperson**) - Russell Shaw - District - 601.857.3961  
Vice President for Physical Plant and Auxiliary Services - Thomas Wasson - District - 601.857.3367  
Director, Human Resources - Gay Lynn Caston - District - 601.857.3201  
CTE Dean, Raymond, Director of Cooperative Learning/Work Based Learning - Cindy West - 601.857.3486  
Instructor - Sharon Feaster - 601.857.3294  
Instructor - Jo Ponder - 601.857.3493

**Utica Campus**

Librarian - Jean Greene - 601.885.7034  
Instructor - Gloria Daniels - 601.885.7030

**Jackson Campus-Nursing/Allied Health Center**

Associate Degree Nursing Director/Instructor, Portia Travis - 601.376.4895  
Associate Degree Nursing Instructor - Suzanne Cockrell - 601.376.4870

**Jackson Campus-Academic/Technical Center**

Chairperson/Instructor - Dr. Linda Pates - 601.987.8136

**Rankin Campus**

Instructor - Darlene Lindsey - 601.936.1830  
Instructor - Kathy Boyte - 601.936.5545

**Vicksburg-Warren Campus**

Dean of Vicksburg-Warren Campus - Marvin Moak - 601.629.6804

## **COMMITTEE ON ACADEMIC PLANNING AND COORDINATION**

**Function:** To coordinate the development and implementation of common academic programming for the College.

**Meeting Time:** Fourth Thursday (September-April) - 1:30 p.m.

**Membership:**

**Raymond Campus**

Vice President for Raymond Campus, Jackson Campus-Nursing/Allied Health Center, and Director of College Parallel Programs -  
**(Chairperson)** - Dr. Theresa Hamilton - 601.857.3250  
District Dean, Honors Institute - Debbie McCollum - 601.857.3531  
District Dean of eLearning - Dr. Keri Cole - 601.857.3624  
Academic Dean - Dr. Ben Cloyd - 601.857.3237  
District Coordinator of Developmental Education and Transitional Programs - Bridgett Oakes - 601.857.3688  
NAHC Computer Learning Center Coordinator and Quality Enhancement Plan Director - Joyce Adams - 601.376.4814

**Curriculum Coordinators**

Melissa Buie - 601.857.3787  
Kathy Elliott - 601.376.4953  
Angela English - 601.936.5564  
Sheila Hailey - 601.857.3241  
Jeff Hughes - 601.857.3281  
Randy Minton - 601.885.7126\601.857.3428  
Cynthia Mott - 601.629.6816  
Dr. Jennifer Rodgers - 601.857.3463  
Paula Rodriguez - 601.857.3530  
Dr. Johanna Williams - 601.857.3659

**Jackson Campus - Nursing/Allied Health Center**

Dean, Nursing/Allied Health Center - Dr. Elizabeth Mahaffey - 601.376.4950  
Assistant Dean, Nursing - Kathy Elliott - 601.376.4953

**Jackson Campus - Academic/Technical Center**

Academic Dean - Dr. Shakira Cain Bell - 601.987.8751

**Rankin Campus/Jackson Campus-Academic/Technical Center**

Vice President for Rankin Campus, Jackson Campus-Academic/Technical Center - Dr. Norman Session - 601.936.5555  
Academic Dean, Rankin Campus - Gary Fox - 601.936.5553

**Utica Campus**

Academic Dean - Dr. Marquise Loving - 601.885.7003

### **Vicksburg-Warren Campus**

Dean, Vicksburg-Warren Campus - Marvin Moak - 601.629.6804  
Assistant Dean, Post-Secondary - Dr. Elmira Ratliff - 601.629.6840

### **District Faculty Council Representatives (2):**

Melissa Woods - 601.857.3465  
Jennifer Gibbs - 601.857.3560

## **COMMITTEE ON CTE PLANNING & COORDINATION**

**Function:** To coordinate the development and implementation of the annual plan for career and technical education for the College.

**Meeting Time:** As called by Chairperson

**Co-Chairperson** - Dr. Chad Stocks, Vice President for Workforce Development and Coordination of Career and Technical Education - 601.857.3315

**Co-Chairperson** - Sherry Franklin, Associate Vice President for Career and Technical Education and District Director of Career and Technical Education/Dean of Career and Technical Education, Rankin Campus

### **Membership:**

#### **Jackson Campus - Academic/Technical Center**

Dean, Jackson Campus - Academic/Technical Center - Dr. Leroy Levy - 601.987.8161  
Assistant Dean, Career/Technical Education - Sharon Hudson - 601.987.8162

#### **Jackson Campus - Nursing/Allied Health Center**

Dean, Jackson Campus - Nursing and Allied Health - Dr. Elizabeth Mahaffey - 601.376.4950  
Assistant Dean, Allied Health - Christy Bokros - 601.376.4952  
Assistant Dean, Nursing - Kathy Elliott - 601.376.4953

#### **Vicksburg Campus**

Dean, Vicksburg-Warren Campus - Marvin Moak - 601.629.6804  
Assistant Dean, Post-Secondary - Dr. Elmira Ratliff - 601.629.6840  
Assistant Dean, Secondary - Teresa McCarty - 601.629.6821

#### **Rankin Campus**

Director, Pearl-Rankin Career-Technical Center - Valerie Barton - 601.936.5526

#### **Raymond Campus**

CTE Dean Raymond/Director of Cooperative Learning/Work-Based Learning - Raymond/District - Cindy West - 601.857.3486  
Assistant Dean of Career, Technical, and Adult Basic Education/District Director of Integrated Career Pathways - Dr. Robin Parker - 601.857.3457  
Dean of eLearning, Dr. Keri Cole - 601.857.3624  
WIOA Career Coach - Angela Hayes - 601.857.3628

#### **Utica Campus**

Dean, Career and Technical Education - Kenisha Shelton - 601.885.7039

**RESOURCE PERSONS:** Operational Vice Presidents, CTE Department Chairs and Lead Instructors

## **DISCIPLINE COMMITTEES**

**Function:** To afford fair and reasonable consideration to every student who is accused of violating one or more of the standards of conduct. Local Disciplinary Committees are appointed by the appropriate vice presidents of the campuses/branch/centers. One shall be appointed for each of the following: Raymond Campus, Jackson Campus - Academic/Technical Center; Utica Campus; Jackson Campus - Nursing/Allied Health Center; Rankin Campus; and Vicksburg-Warren Campus. Each committee shall consist of the following membership: six (6) students and eight (8) employees. A total of five must be present to conduct a hearing, two of whom should be students. The Associate Vice President for Student Services and Dean of Student for Raymond Campus shall train the chairpersons and committee members as needed, and the Dean shall be an ex-officio member of each local discipline committee to attend hearings as needed. The District Coordinator of Student Conduct and Development may serve on any campus committee at the request of the Dean of Student Services or Operational Dean.

**Meeting Time:** As called by the local Dean or Chairperson

### **Membership:**

#### **Raymond Campus**

**Chairperson** - Stephen Wedding - History Instructor - 601.857.3281  
**Vice Co-Chair** - DeAndre House - Associate Dean of Student Services and District Director of Housing and Residence Life - 601.857.3701  
**Vice Co-Chair** - Sharon Alexander - District Coordinator of Student Conduct and Development - 601.857.3371

Steven Jones - Associate Director of Housing and Residence Housing - 601.857.3338  
Priscilla Davis - District Director of Admissions and Records - 601.857.3860  
Loretta Sutton - Coordinator of Disability and Interpreter Services - 601.857.3386  
Nancy Finklea - Reading Instructor - 601.857.3375  
Nicole Joyner - Counselor - 601.857.3261  
L. Mike Lee - History Instructor - 601.857.3636  
Jennifer James - Coordinator of District Learning - 601.857.3477

#### **Nursing/Allied Health Center**

**Christy Bokros - Chairperson - Assistant Dean, Allied Health - 601.376.4952**

Christie Adair - NAHC Admissions Manager - 601.376.4813  
Tawanda McNair - Associate Degree Nursing - 601.376.4889  
Dottie Binkley - Surgical Technology - 601.376.4828  
Steve Compton - Radiologic Technology - 601.376.4826  
Mike Daniels - NAHC Facility Manager - 601.376.4910  
Rosie Jackson - Director, Associate Degree Nursing - 601.376.4860  
Gail Morgan - Practical Nursing - 601.376.4852  
Cooper McCachren - Counselor - 601.376.4803  
Therese Winschel - Respiratory Therapy - 601.376.4841  
Valerie Winston - Dental Assisting Technology - 601.376.4820  
Six (6) Students

#### **Rankin Campus**

**Carol McLaurin - Chairperson - Dean, Student Services, Rankin Campus - 601.936.5552**

Tatum Smith - Instructor - 601.936.1807  
Jane Foreman - Instructor - 601.936.5506  
Cheri Bergeron - Instructor - 601.936.  
Donald Lindsey - Counselor - 601.936.5547  
Elizabeth Price - Administrative Assistant - 601.936.1808  
Dr. Carl Dewitt - Instructor - 601.936.5571  
Shea Jennings - Instructor - 601.936.1897  
David Rose - Instructor - 601.936.5579  
Katie Rogers - Instructor - 601.936.1858  
Six (6) Students

#### **Jackson Campus - Academic/Technical Center**

**Dr. Leroy Levy - Chairperson - Dean, Career Technical Education - 601.987.8161**

**Sharon Hudson - Co-Chair - Assistant Dean, Career Technical Education - 601.987.8162**

Megan Ainsworth - Instructor - 601.987.8439  
Dr. Shakira Cain Bell - Academic Dean - 601.987.8751  
Shaunta Durr - Instructor - 601.987.8134  
Angela Garrett - Instructor - 601.987.8122  
Tameka Levy - Counselor - 601.987.8761  
Eric McNeal - Administrative Assistant - 601.987.8103  
Arlisious Nettles - Secretary - 601.987.8164  
Dr. Linda Pates - Instructor - 601.987.8136  
Six (6) Students

#### **Utica Campus**

**Pamela Williams - Chairperson - 601.885.7165**

**Keith Williams - Co-Chairperson - 601.885.7051**

Letoya Allen - Administrative Assistant - 601.885.7044  
Kevin Fowler - Wellness Director - 601.885.7179  
Lillian Grigsby - Counselor - 601.885.7128  
Crystal Henry - Director, Student Housing - 601.885.7088  
Demonia Hodge - Title III Mathematics - 601.885.7062  
Regina Adams - Instructor - 601.885.7072  
Six (6) Students

#### **Vicksburg-Warren Campus**

**Dr. Elmira Ratliff - Chairperson - 601.629.6821**

Everett Carraway - Instructor - 601.629.6877  
Angie Wilkerson - Administrative Assistant - 601.629.6850

Lisa Morgan - Instructor - 601.857.6856  
Dr. Sarah Nichols - Instructor - 601.629.6858  
Dr. Jane Skinner - Instructor - 601.629.6870  
Six (6) Students

## **DISTRICT ADVISORY COMMITTEE ON ENHANCEMENT OF THE CAMPUS ENVIRONMENT**

**Function:** (1) Advise the College President on issues related to maintaining and improving the campus environment. (2) To ensure that students attend a campus that is caring, concerned, respectful, enjoyable, supportive, safe, and secure.

**Meeting Time:** A minimum of once per semester, subject to the call of the Chairperson.

### **Membership:**

#### **Chairs of respective Campus Committees on Enhancement of the Campus Environment**

**Chairperson - Dr. Debra Mays-Jackson - Utica Campus - 601.885.7002**

**Vice Chairperson - Dr. Theresa Hamilton - Raymond Campus - 601.857.3250**

Valerie Barton - Rankin Campus - 601.936.5526

Joshua Knox - Utica Campus - 601.885.7048

Dr. Shakira Cain Bell - Jackson ATC - 601.987.8751

Renee Cotton - District - 601.857.3364

Mike Daniels - Nursing/Allied Health Center - 601.376.4810

Sharon Hudson - Jackson ATC - 601.987.8162

Cathy Hayden - District - 601.857.3322

Nicole Joyner - Raymond Campus - 601.857.3359

Dr. Elmira Ratliff - Vicksburg - 601.629.6821

Kenisha Shelton - Utica Campus - 601.885.7007

Tammy Stewart - NAHC - 601.376.4889

#### **Chairs of respective campus Faculty Committees**

Valerie Winston - Nursing/Allied Health Center - 601.376.4829

Jennifer Gibbs - Raymond Campus - 601.857.3560

Everett Carraway - Vicksburg-Warren Campus - 601.629.6877

Ivie Ero - Utica Campus - 601.885.7093

Liz Burkhalter - Rankin Campus - 601.936.1837

Garrad Lee - Jackson ATC - 601.987.8750

#### **One staff member selected by each Vice President**

Bart Evans - Raymond Campus - 601.857.3270

Davarius Jackson - Jackson ATC - 601.987.8142

Ollie Lloyd - Jackson NAHC - 601.376.4912

Stan Fisher - Rankin Campus - 601.936.5580

Amanda Smith - Vicksburg-Warren Campus - 601.629.6866

Percy Terrell - Utica Campus - 601.885.6151

#### **President of each campus SGA**

TBD - Jackson ATC

TBD - Nursing/Allied Health Center

TBD - Rankin Campus

Myia Harris - Raymond Campus

Alexis Williamson - Utica Campus

Sheryl Mounger - Vicksburg-Warren Campus

#### **Resource Persons:**

Dr. Clyde Muse, President

Russell Shaw, Vice President for Business Services

Thomas Wasson, Vice President for Physical Plant and Auxiliary Services

*The Vice President for each location will appoint a committee.*

## DISTRICT APPEALS COMMITTEE

**Function:** Serves as the appellate body for Administrative Discipline Hearings, Local Student Services Committees, Local Discipline Committees, Residence Hall Discipline Committee, and Traffic Appeal Committees. The Committee shall be chaired by the District Dean of Students and shall be composed of two or more District employees and one or more employees from each location. Three persons may serve on an appeal case. The appeal results shall be communicated to the appropriate vice president. The appeal will be in written form. When requested by the student, the appeal shall be sent by the Vice President of Student Services and Dean of Students for Raymond Campus to the President for his review and response. (Use Letter of Appeals Form.)

**Meeting Time:** As called by Chairperson

**Membership:**

Dr. Tyrone Jackson (**Chairperson**) - Vice President of Student Services and Dean of Students for Raymond Campus - 601.857.3232  
Dr. Mitchell Shears - Executive Director of Title III and Sponsored Grants - Utica Campus - 601.885.7024  
Nancy Allen - Criminal Justice - Raymond Campus - 601.857.3296  
Cameron Beech - History - Raymond Campus - 601.857.3636  
Carley Dear - Director - District Institutional Research - Raymond - 601.857.3357  
Tameka Levy - Counselor - Jackson Campus/ATC - 601.987.8107  
Carol McLaurin - Dean of Student Services - Rankin Campus - 601.936.5552  
Marla Wiley - Instructor - Jackson Campus/ATC - 601.987.8176  
Nicole Joyner - Counselor/Testing Supervisor - Raymond Campus - 601.857.3261  
Priscilla Burks - Practical Nursing Director - Jackson Campus - N/AHC - 601.376.4850  
Rosie Jackson - ADN Director - Jackson Campus-N/AHC - 601.376.4863  
Teressa McCarty - Secondary Assistant Dean - Vicksburg-Warren Campus - 601.629.6858  
Prentiss Cole - Director - Wellness Center - 601.857.3714  
Rachel McKinney - Instructor - Rankin Campus - 601.936.5599  
Patricia Grantham - Instructor - Rankin Campus - 601.936.5524  
Hamp Shive - Chief Information Officer - District - 601.857.3632

## DISTRICT SCHOLARSHIP COMMITTEE

**Function:** (1) To establish, monitor, and uphold the Hinds Community College Scholarship Policies, and, (2) To rule on appeals of Institutional Scholarships, and (3) to assist with any scholarship receptions.

**Meeting Time:** As called by Chairperson

**Membership:**

**Chairperson** - Director of Enrollment Services, Kathryn Cole - 601.857.3502  
Scholarship Coordinator/Recruiter - Leigh Sarrett - District - 601.857.3744  
Coordinator, Recruiting - Reggie Harris - District - 601.857.3385  
Adult Recruiter - Shane Brown - District - 601.857.3431  
Assistant District Director, Financial Aid - Deena McInnis - 601.857.3227  
Recruiter - Meghan Hutchins - District - 601.857.3620  
In-House Recruiter/Enrollment Specialist - Heather Curtis - District - 601.857.3792

**Representatives:**

Jackson Campus - Academic/Technical Center - Tameka Levy - 601.987.8761  
Jackson Campus - Academic/Technical Center - Eric McNeal - 601.987.8103  
Jackson Campus - Nursing/Allied Health Center - Christy Bokros - 601.376.4952  
Rankin Campus - Valerie Barton - 601.936.5526; Carol McLaurin - 601.936.5552  
Raymond Campus - Cindy West - 601.857.3486; Jolyn Stone - 601.857.3262; Rosie McElroy Brown - 601.857.3313  
Utica Campus - Joshua Knox - 601.885.7048; Dr. Mitchell Shears - 601.885.7024  
Vicksburg-Warren Campus - Eric Burton - 601.629.6830

**Ex-Officio Member:**

Vice President for Advancement - Randall Harris - District - 601.857.3889

## DUAL CREDIT COMMITTEE

**Function:** This committee will provide instructive information as related to the Dual Credit Program. This committee will be made up of the curriculum coordinators of the Instructional Affairs Committee.

Duties:

1. Will collaborate with the Office of Dual Enrollment on the approval of new adjunct dual credit instructors
2. Will coordinate departmental sessions at the annual Dual Credit Meeting
3. Will meet with adjunct instructors providing them with teaching material
  - a. This will be done at the annual Dual Credit Meeting
  - b. For new adjunct instructors during the spring semester, the curriculum coordinator may need to provide instruction to individual adjunct instructors.
4. Will provide the Office of Dual Enrollment with syllabi and curriculum information for each course
5. Will communicate with the Office of Dual Enrollment on curriculum changes
6. Will communicate with the Office of Dual Enrollment with questions regarding a Dual Credit Program at a particular school. The Office of Dual Enrollment will be the only point of contact for the High Schools
7. Will provide site visits with the Office of Dual Enrollment when needed at the high schools (Exception - Science lab visits will be conducted at each school, each semester)
8. SACSCOC (SLO's) requirements

**Meeting time:** The committee will meet in March and November or as needed and called by the Chair.

### **Membership:**

**Chairperson,** Vanda Brumfield - Director of Dual Enrollment and Special Programs - 601.857.3464

Dr. Theresa Hamilton, Vice President for Raymond Campus, Jackson Campus-Nursing/Allied Health Center, and Director of College Parallel Programs - Raymond - 601.857.3250

Dr. Shakira Cain Bell - Academic Dean - 601.987.8751

Melissa Buie - English Instructor - 601.857.3787

Priscilla Burks - Practical Nursing Instructor - 601.376.4850

Angela English - Biology Instructor - 601.936.5564

Sherry Franklin - Career Technical Education - 601.936.5550

Shelia Hailey - History Instructor - 601.857.3241

Jeff Hughes - Mathematics Instructor - 601.857.3281

Randy Minton - Art - 601.857.3428/601.885.7126

Cynthia Mott - Business Administration Instructor - 601.629.6816

Cortney Robertson - Dual Credit On-Line Coordinator - 601.857.3938

Paula Rodriguez - Speech Instructor - 601.857.3530

Sandra Stocks - Coordinator of Dual Enrollment and Special Programs - 601.857.3264

Dr. Johannah Williams - Physical Science Instructor - 601.857.3659

## EXTERNALLY FUNDED GRANTS AND CONTRACTS COMMITTEE

**Function:** The committee will serve as a district-wide voice ensuring the college and its students receive the maximum benefit from its efforts to secure external funding to support the mission and goals of Hinds Community College. Responsibilities of the committee will include:

1. To study and make recommendations for policy and procedures relative to grants submission and approval
2. To promote awareness and encourage faculty and staff participation in the securing of external funding to support the college mission and annual initiatives
3. To review and make recommendations to the college President and Board of Trustees regarding submission of grant applications and acceptance of grant funds
4. To serve on various ad hoc committees that will provide leadership in determining optimum opportunities for seeking external funding

### **Membership:**

**Chairperson:** Grant Coordinator - TBD - District - 601.857.3751

#### **Raymond Campus**

Vice President for Advancement - Randall Harris - District - 601.857.3889

Vice President for Business Services - Russell Shaw - District - 601.857.3961

Foundation Coordinator - Robyn Burchfield - District - 601.857.3800

Director of Institutional Research and Effectiveness - Carley Dear - District - 601.857.3357

Assistant Dean of Career, Technical, and Adult Basic Education/District Director of Integrated Career Pathways - Raymond - Dr. Robin Parker - 601.857.3457

Academic Dean- Raymond Campus - Dr. Ben Cloyd - 601.857.3237



Executive Assistant to the President for Special Projects/PBI Formula Grant Director - Colleen Hartfield - 601.857.3751  
Vice President of Student Services and Dean of Students for Raymond Campus - Dr. Tyrone Jackson - District - 601.857.3232

**Jackson Campus-Nursing/Allied Health Center**

Dean, Nursing/Allied Health Center - Dr. Libby Mahaffey - 601.376.4950  
Assistant Dean, Nursing - Kathy Elliott - 601.376.4953

**Rankin Campus**

Vice President for Rankin Campus/Jackson Campus-Academic Technical Center - Dr. Norman Session - 601.936.5555  
Dean, Student Services - Carol McLaurin - 601.936.5552  
Associate Vice President for Career and Technical Education and District Director of Career/Technical Education/Dean of Career & Technical - Sherry Franklin - 601.936.5550

**Jackson Campus-Academic/Technical Center**

Dean - Dr. Leroy Levy - 601.987.8103  
Academic Dean - Dr. Shakira Cain Bell - 601.987.8751  
Assistant Dean - Sharon Hudson - 601.987.8162

**Utica Campus**

Academic Dean - Dr. Marquise Loving - 601.885.7003  
Executive Director of Title III and Sponsored Grants - Dr. Mitchell Shears - 601.885.7024

**Vicksburg-Warren Campus**

Dean, Vicksburg-Warren Campus - Marvin Moak - 601.629.6804

**Faculty Representatives**

Utica Campus - English Instructor - Daniel Fuller - 601.885.7097  
Jackson Campus - Academic/Technical Center - Dean, Dr. Leroy Levy - 601.987.8161  
Rankin Campus - Information Services Technology Instructor - David Rose - 601.936-5579

**FOUNDATION SCHOLARSHIP COMMITTEE**

**Function:** (1) To screen all Foundation scholarship applications and select deserving and outstanding recipients who meet the criteria established by specific donors for all scholarships available through the Hinds Community College Foundation, (2) to insure that recipients uphold the Hinds Community College Scholarship Policies, and (3) to rule on all appeals for Foundation scholarships.

**Meeting Time:** As called by Chairperson.

**Overall Membership** - will select scholarships that are not campus specific, will accept recommendations from campus specific committees, and will handle all appeals:

**Chairperson** - Executive Director of the Hinds Community College Foundation - Jackie Granberry - 601.857.3630  
District Director of Enrollment Services - Kathryn Cole - 601.857.3502  
Scholarship Specialist/Recruiter - Leigh Sarrett - 601.857.3744  
Representative from the District Financial Air Office - TBD  
District Recruiter - TBD  
Foundation Specialist - Robyn Burchfield - 601.857.3800  
Foundation Senior Advancement Specialist - Kathy Price - 601.857.3796

A committee at each campus will recommend scholarship recipients for all scholarships that specify that the recipient must attend that specific campus. The following persons will serve as coordinators for the campus-specific scholarships:

**Raymond Campus:** Academics - Academic Dean - Dr. Ben Cloyd - 601.857.3927; Career Technical - CTE Dean - Cindy West - 601.857.3486  
**Rankin Campus:** Vice President - Dr. Norman Session - 601.936.5555  
**Jackson Campus/ Nursing Allied Health Center:** Dean - Dr. Libby Mahaffey - 601.376.4950  
**Jackson Campus/Academic and Technical Center:** Dean - Dr. Leroy Levy - 601.987.8164  
**Utica Campus:** Executive Director, Title III and Sponsored Grants - Dr. Mitchell Shears - 601.885.7024  
**Vicksburg Campus:** Assistant Dean, Post-Secondary - Dr. Elmira Ratliff - 601.629.6840

The current District Scholarship Committee will continue to hear appeals on institutional scholarships as is currently the process. However, all Foundation appeals will go to the overall membership of the newly established committee.



## HONORS INSTITUTE COMMITTEE

**Function:** To advise in the leadership coordination, and implementation of the Honors Program, Leadership Development Program, Service-Learning Program, International Program and Phi Theta Kappa for the College and provide recommendations to the President.

**Meeting Time:** As called by Chairperson

### **Membership:**

District Dean, Honors Institute (**Chairperson**) - Debbie McCollum

Honors Program Director - Tim Krason

Rankin Campus Honors Program Coordinator - Joy Rhoads

(Phi Theta Kappa Advisors) - Dr. Sarah Nichols, Hilda Wells, Beverly Trimble, Joy Rhoads, Joycelyn Washington

(Arts: Music, Art, Speech and Theater) - Melanie Atkinson

(English) - Melissa Buie

(Sciences: Natural Science, Physical Science, Agriculture, and Home Economics) - Sharon Feaster and Chrisanna Saums, (Social Sciences:

History, Philosophy, Sociology, Political Science) - Sheila Hailey

(Psychology and Sociology) Nancy Allen

(Math, Computer Science and Business) - Dr. Johannah Williams

(Career-Tech) - Dr. Kirby Sills

(Communications) Stacey Duke

Student representatives from the Honors Program, Phi Theta Kappa, Tri Beta, Psi Beta, and Alpha Beta Gamma

### **Ex-Officio Members:**

Academic Dean - Dr. Ben Cloyd - Raymond and N/AHC

Academic Dean - Dr. Marquise Loving - Utica

Academic Dean - Gary Fox - Rankin Campus

Academic Dean - Dr. Shakira Cain Bell - Jackson Campus - A/TC

Vice President of Student Services and Dean of Students for Raymond Campus - Dr. Tyrone Jackson

Dean - Marvin Moak - Vicksburg-Warren Campus

Dean - Dr. Elizabeth Mahaffey - N/AHC

Dean CTE - Dr. Leroy Levy - A/TC

Associate Vice President for Career and Technical Education and District Director of Career/Technical Education/Dean of Career & Technical - Sherry Franklin - Rankin Campus

Assistant Dean of Career, Technical and Adult Basic Education/District Director of Integrated Career Pathways - Dr. Robin Parker - 601.857.3457

Dean CTE - Kenisha Shelton - Utica Campus

*Other members may be appointed by the District Dean of the Honors Institute (Chairperson) on a standing or ad hoc basis.*

## INTERNATIONAL PROGRAMS COMMITTEE

**Function:** To direct the development and implementation of the College's International Programs.

**Meeting Time:** As called by Chairperson

### **Membership:**

District Dean, Honors Institute - Debbie McCollum (**Chairperson**) - 601.857.3663

Honors Program Director - Tim Krason - 601.857.3901

Rankin Campus Honors Program Coordinator - Joy Rhoads - 601.936-1859

Rebecca Cockrell - AD Nursing - Jackson Campus - N/AHC - 601.376.4903

Michelle Davison - International Student Advisor - District - 601.857.3531

Sharon Feaster - Biology - Raymond Campus - 601.857.3294

Nancy Allen - Criminal Justice Instructor - 601.857.3296

Sheila Hailey - History Instructor - Raymond Campus - 601.857.3241

Dr. Theresa Hamilton - Vice President for Raymond Campus, Jackson Campus-Nursing/Allied Health Center, and Director of College Parallel Programs - 601.857.3250

Cathy Hayden - District Director of Public Relations - District - 601.857.3322

Dr. Stephanie Hudson - District Dean of Student Advancement/District Registrar - 601.857.3280

Dr. Tyrone Jackson - Vice President of Student Services and Dean of Students for Raymond Campus - District - 601.857.3232

Dr. Elizabeth Mahaffey - Dean, Nursing/Allied Health - 601.376.4950

Marvin Moak - Dean, Vicksburg - 601.629.6804

Gene Murphy - Athletic Director - Raymond Campus - 601.857.3330  
Nancy Ray - Spanish Instructor - Raymond Campus - 601.857.3902  
Dr. Gay Saxon - Director of Training - District - 601.857.3470  
Shane Sprayberry - Music Department - Raymond Campus - 601.857.3273  
Cindy West - CTE Dean Raymond/Director Cooperative Learning/Work-Based Learning - Raymond/District - 601.857.3486  
Dr. Johannah Williams - Computer Instructor - Raymond Campus - 601.857.3659

## INSTRUCTIONAL APPEALS COMMITTEE

**Function:** To review the appeal of a final course grade.

**Meeting Time:** As called by Chairperson

### Membership:

#### Raymond Campus

TBA - **Chairperson**  
Cindy West - 601.857.3486  
Cynthia Whittington - 601.857.3234

#### Jackson Campus - Nursing/Allied Health Center

Louise Charleston - 601.376.4852  
Steve Compton - **Chairperson** - 601.376.4826  
Cooper McCachren - (At-Large) 601.376.4803  
Brandy McCurley - 601.376.4892  
Melissa Tillson - 601.376.4894 - **Co-Chairperson**  
Lesa Wilson (Alternate) - 601.376.4821

#### Jackson Campus - Academic/Technical Center

Shaunta Durr (Alternate) - 601.987.8134  
Sharon Hudson - 601.987.8762  
Carolyn Martin - (At-Large) 601.987.8140  
Kindalin Moses - 601.987.8173  
Dr. Linda Pates - 601.987.8136 - **Chairperson**  
Marla Wiley - 601.987.8176

#### Rankin Campus

Renee Austin - 601.936.1801 - **Chairperson**  
Cheri Bergeron (Alternate) - 601.936.5585  
Tracy Crawford - 601.936.1890  
Barry Evans - 601.936.5528  
Jane Foreman - 601.936.5502  
Susan Hammond - (At-Large) 601.936.5577  
Daniece Williams - 601.936.5588

#### Utica Campus

LaShunda Brown - 601.885.7072  
Timothy Crisler - 601.885.7071  
Gloria Daniels - 601.885.7030  
Daniel Fuller - 601.885.7097  
Sharon Melton - **Chairperson** - 601.885.7032  
Keith Williams - 601.885.7051

#### Vicksburg Campus

Matthew Campbell - 601.629.6857  
Everett Carraway - 601.629.6877 - **Chairperson**  
Leslie Hollowell - 601.629.6811  
Geoffory Horne - 601.629.6809  
Dr. Sarah Nichols - 601.629.6858  
Dr. Elmira Ratliff (Alternate) - 601.629.6840  
Jane Skinner (At-Large) 601.629.6870

#### Distance Learning

Jimmy R. Ellenburg  
Kristy R. Hill  
Sharon R. Hudson - 601.987.8122  
Jennifer L. James - 601.857.3477 - **Chairperson**  
David Rose - 601.936.5579  
Bernice G. Spurlock - 601.857.3268

## LOCAL STUDENT SERVICES COMMITTEES (CAMPUS/CENTER)

**Function:** (1) To provide administrative counsel to the local campus Dean of Student Services or branch/center Counselor regarding student services, and (2) To serve as the local appeals committees for readmission, scholastic probation/suspension, housing and other appropriate matters. Name in bold denotes chairperson for appeals. (3) To serve as Special Activities and Student Activities Committees. Appointed by the appropriate campus Vice President.

### Membership:

#### Jackson Campus - Academic/Technical Center

Dean - Dr. Leroy Levy - 601.987.8103  
Assistant Dean (**Chairperson**) - Sharon Hudson - 601.987.8162  
Counselor - Tameka Levy - 601.987.8761  
Academic Dean - Dr. Shakira Cain Bell - 601.987.8751  
Instructor - Kindalin Moses - 601.987.8173  
Instructor - Dr. Linda Pates - 601.987.8136  
Instructor - Adell Brooks - 601.987.8110  
SGA Officer or Representative - TBD

#### Jackson Campus - Nursing/Allied Health Center

Dean, Dr. Libby Mahaffey (ex officio) - 601.376.4950  
Student Services Director/Counselor - Joycelyn Washington (**Chairperson**) - 601.376.4802

Assistant Dean for Nursing - Kathy Elliott - 601.376.4953  
Instructor - Respiratory Care Technology - Dionne Horton - 601.376.4838  
Instructor - AD Nursing - Portia Travis - 601.376.4862  
Instructor - Practical Nursing - Carol Manley - 601.376.4858  
Instructor - Physical Therapy Assistant Instructor - Pam Chapman - 601.376.4825  
Instructor - Related Studies - Joyce Adams - 601.376.4814  
Instructor - Dental Assisting Technology - Misty Mohr - 601.376.4833  
Nursing/Allied Health Recruiter - Matthew Mahaffey - 601.376.4809  
SGA Officer or Representative - TBD

#### **Rankin Campus**

Associate Vice President for Career and Technical Education and District Director of Career/Technical Education/Dean of Career & Technical - Sherry Franklin - 601.936.5550  
Dean of Student Services, (**Chairperson**) - Carol McLaurin - 601.936.5552  
Administrative Assistant - Elizabeth Price - 601.936.1808  
Counselor - Michele McGee - 601.936.1859  
Instructor - Amanda McKeown - 601.936.1802  
SGA Officer or Representative - TBD

#### **Vicksburg-Warren Campus**

Dean - Marvin Moak - 601.629.6805  
Assistant Dean (**Chairperson**) - Dr. Elmira Ratliff - 601.629.6821  
Counselor, Eric Burton - 601.629.6821  
Instructor - Dr. Sarah Nichols - 601.629.6858  
SGA Officer or Representative - Sheryl Mounger - 601.629.6821

#### **Raymond Campus**

Vice President of Student Services and Dean of Students for Raymond Campus (**Chairperson**) - Dr. Tyrone Jackson - 601.857.3232  
District Dean of Counseling and Advisement/Director of Raymond Counseling - Kashanta Jackson - 601.857.3395  
District Director of Financial Aid and Student Success - Louanne Langston - 601.857.3749  
Associate Dean of Student Services and District Director of Housing and Residence Life - DeAndre House - 601.857.3701  
International Student Advisor - Michelle Davidson - 601.857.3382  
Faculty Representative - Paula Rodriguez - 601.857.3530  
Coordinator of Disability and Interpreter Services - Loretta Sutton - 601.857.3386  
Vice President for Workforce Development and Coordination of Career and Technical Education - Dr. Chad Stocks - 601.857.3315  
SGA President or Representative - Myia Harris - 601.857.3371

#### **Utica Campus**

Dean - Student Services (**Chairperson**) - Dr. Timothy Rush - 601.885.7005  
Academic Counselor - Tekita Thomas - 601.885.7022  
Faculty Representative - Willie Perkins - 601.885.7108  
Director - Student Center - Joshua Knox - 601.885.7048  
CTE Counselor - Lillian Grigsby - 601.885.7040  
Admissions Processor - Lillie Young - 601.885.7026  
Faculty - Sharon Melton - 601.885.7032  
Director, Student Support Services - Tara Johnson - 601.885.7029  
Director, Student Housing - Crystal Henry - 601.885.7088  
Financial Aid Advisor - Cynthia Perry - 601.885.7012  
SGA Officer or Representative - Alexis Williamson - 769.233.4846

## **PERSONNEL CLASSIFICATION COMMITTEE**

**Function:** (1) To review the Personnel Classification System and provide recommended changes and updates to the President, (2) To review comparable CUPA and MSPB position titles and recommended HCC equivalences to the President, (3) To hear requests by an individual employee or a class of employees to change a position title classification and provide recommendations to the President, and (4) To hear requests for the creation of new position titles and their placement in the Personnel Classification System and provide recommendations to the President.

**Meeting Time:** As called by Chairperson

#### **Membership:**

Vice Presidents  
District Personnel Director, Chairperson  
District Faculty Council Chairperson

## PROFESSIONAL DEVELOPMENT INSTITUTE ADVISORY COMMITTEE

**Function:** The function of the Professional Development Institute Advisory Committee will be (1) To review professional development surveys completed by Hinds Community College employees, (2) To identify district wide training needs of Hinds Community College employees, (3) To provide suggestions, information, and recommendations for professional development, (4) To communicate training needs to the Professional Development Institute Director, (5) To provide monthly feedback, (6) To assist in formulating or planning training schedule of courses and timetables, (7) To assist in keeping training appropriately focused on the needs of Hinds Community College employees, and (8) These activities will include but not be limited to the week's activities for the fall and spring convocation.

**Meeting Time:** Bi-Monthly

### **Membership:**

Director, Professional Development Institute (**Chairperson**) - Dr. Gay Saxon - Director of Training and Professional Development - District - 601.857.3470

Kim Hale - Coordinator of Schedules and Reports - 601.857.3536

Gay Lynn Caston - PDI Representative - District Director, Human Resources - Raymond Campus - 601.857.3201

Dr. Elmira Ratliff - PDI Representative - Vicksburg-Warren Campus - 601.629.6821

Rosie Hill - PDI Representative - Accounts Payable - Raymond Campus - 601.857.3454

Jesse Jones - PDI Representative -Director of Entergy Management and Maintenance - Raymond Campus - 601.857.3567

Louanne Langston - District Director of Financial Aid and Student Success - District - 601.857.3749

Michael Collins - PDI Representative - Jackson Campus - Academic/Technical Center - 601.987.8153

Dr. Elizabeth Mahaffey - Dean, Nursing/Allied Health Center - 601.376.4950

Kathy Price - PDI Representative - Senior Advancement Specialist - District - 601.857.3796

Mary Rousselle - PDI Representative - Community Relations - Raymond Campus - 601.857.3401

Beverly Trimble - District WIOA Coordinator - Utica Campus - 601.885.7136

Dr. Johannah Williams - PDI Representative - Physics Instructor - Raymond Campus - 601.857.3659

Pam Williams - Director, Educational Talent Search - Utica Campus - 601.885.7165

Kelly Reeves - PDI Representative - Rankin Campus - 601.936.5559

Hamp Shive - PDI District Representative - Chief Information Officer - Raymond Campus 601.857.3383

### **Ex-Officio Members:**

Randall Harris - Vice President for Advancement - Raymond - 601.857.3889

Dr. Theresa Hamilton - Vice President for Raymond Campus, Jackson Campus-Nursing/Allied Health Center and Director of College Parallel Programs - 601.857.3250

Bart Evans - Chief of Police - Raymond Campus - 601.857.3270

Russell Shaw - Vice President for Business Services - District - 601.857.3961

Thomas Wasson - Vice President for Physical Plant and Auxiliary Service - District - 601.857.3367

## QEP ADVISORY COMMITTEE

**Function:** To provide leadership and broad-based support to the QEP project through planning and coordination throughout the District. In addition to the advisory committee, three sub-committees have been established to further refine and maintain the project. These committees consist of Curriculum Development, Faculty Support, and Assessment.

**Meeting Time:** As called by Chairperson

### **Membership:**

**Director, Quality Enhancement Plan - (Chairperson) -Joyce B. Adams - 601.376.4814**

Instructor, Vicksburg-Warren Campus - Dr. Sarah Nichols - 601.629.6858

Academic Dean, Raymond Campus - Dr. Ben Cloyd - 601.857.3237

Instructor, Jackson Campus-Academic/Technical Center - Kindalin Moses- 601.987.8173

Director of Institutional Research and Effectiveness - Carley Dear - 601.857.3357

District Career Services Coordinator- Iyanna Colly - 601.857.3499

Instructor, Raymond Campus - Ebony Robinson - 601.857.3228

Assistant Director of Counseling for Raymond Campus/District Director of Disability Services - Jovonna Parker - 601.857.3359

District Dean of Student Advancement/ District Registrar - Dr. Stephanie Hudson - 601.857.3280

District Director of Financial Aid- Louanne Langston - 601.857.3749

CTE Dean, Utica Campus - Kenisha Shelton - 601.885.7039

Associate Vice President for Career and Technical Education and District Director of Career and Technical Education/Dean of Career and Technical Education, Rankin Campus - Sherry Franklin - 601.936.5550

Counselor, Vicksburg - Raina Deer - 601.629.6807  
Assistant Dean, Vicksburg Campus - Dr. Elmira Ratliff - 601.629.6821  
Instructor, Vicksburg Campus - Jo Beth Britt - 601.629.6810  
Instructional Design Coordinator - Katherine Puckett - 601.857.3754  
SACSCOC Coordinator and Curriculum Manager - Norma Jean Scrivener - 601.857.3850

**Ex-Officio:** Dr. Theresa Hamilton, Vice President for Raymond Campus, Jackson Campus-Nursing/Allied Health Center, and Director of College Parallel Programs; Kashanta Jackson, District Dean of Counseling and Advisement/Director of Raymond Counseling

## STRATEGIC PLANNING COMMITTEE

**Function:** To provide leadership for the Strategic Leadership Planning process through the collection and reporting of information pertinent to the successful attainment of the institutional initiatives. The committee will further analyze the information collected to make annual recommendations to the president for the updating of the institutional initiatives.

**Meeting Time:** As called by Chairperson.

### **Membership:**

Dr. Theresa Hamilton, Vice President for Raymond Campus and Nursing/Allied Health Center (**Chairperson**) - 601.857.3250  
Kathy Boyte - Animations & Simulation Instructor, Rankin - 601.936.5545  
Dr. Shakira Cain Bell - Dean, Academic, Jackson Campus- Academic/Technical Center - 601.987.8751  
Kathryn Cole - District Director, Enrollment Services - 601.857.3502  
Dr. Keri Cole - District Dean of eLearning - 601.857.3624  
Renee Cotton - District Director of Marketing and community Relations, District - 601.857.3364  
Kathy Elliott - Assistant Dean, Nursing/Allied Health Center - 601.376.4953  
Randall Harris - Vice President for Advancement - 601.857.3889  
Sharon Hudson - Asst. Dean, Career/Technical Education for ATC - 601.987.8162  
Dr. Stephanie Hudson - District Dean for Student Advancement/District Registrar - 601.857.3280  
Carol McLaurin - Dean, Student Services, Rankin Campus - 601.936.5552  
Louanne Langston - District Director, Student Success - 601.857.3749  
Sherry Franklin - Associate Vice President for Career and Technical Education/District Director of Career and Technical Education/Dean of CTE, Rankin - 601.936.5550  
Dr. Leroy Levy - Dean, Jackson Campus-Academic/Technical Center - 601.987.8161  
Dr. Marquise Loving - Academic Dean - 601.885.7003  
Marvin Moak - Dean, Vicksburg-Warren Campus - 601.629.6805  
Dr. Jason Pope - Director of Sustainability - 601.906.9975  
Kenisha Shelton - Dean, Career Technical Education - 601.885.7039  
Joy Willis - Controller - 601.857.3855  
Dr. Mitchell Shears - Executive Director of Title III and Sponsored Grants, Utica Campus - 601.885.7024  
Jason Webb - Chemistry Instructor, Raymond Campus - 601.857.3292

**Resource committee:** Joshua Knox - 601.885.7048, Carley Dear - 601.857.3357, Dr. Robin Parker, 601.857.3457; Jesse Jones - 601.857.3567, Chief Bart Evans - 601.857.3270, Mark Stanton - 601.857.3388, Hamp Shive - Raymond Campus - 601.857.3632

## SUBSTANTIVE CHANGE COMMITTEE

**Function:** To review the SACSCOC Substantive Change Policy and consider items submitted to the committee for the purpose of determining whether the proposed action meets the criteria for Substantive Change as described by SACSCOC.

**Meeting Time:** Three times a year in January, May, and October as well as on an as needed basis - Fountain Hall - President's Conference Room

### **Membership:**

Vice President for Raymond Campus, Jackson Campus-Nursing/Allied Health Center, SACSCOC Liaison - (**Chairperson**) - Dr. Theresa Hamilton - Raymond Campus - 601.857.3250  
President - Dr. Clyde Muse - District - 601.857.3240  
Vice President for Rankin Campus, Jackson Campus-Academic and Technical Center - Dr. Norman Session - Rankin Campus - 601.936.5555  
Dean, Jackson Campus-Academic and Technical Center - Dr. Leroy Levy - Jackson Campus/ATC - 601.987.8161  
Vice President for Utica Campus, Vicksburg-Warren Campus, and Administrative Services - Dr. Debra Mays-Jackson - Utica Campus - 601.885.7001  
Vice President for Business Services - Russell Shaw - District - 601.857.3961

Vice President for Workforce Development and Coordination of Career and Technical Education - Dr. Chad Stocks - District - District - 601.857.3315  
Associate Vice President for Career and Technical Education and District Director of Career/Technical Education - Sherry Franklin - Rankin Campus - 601.936.5550

Vice President for Advancement - Randall Harris - District - 601.857.3889

District Dean, eLearning - Dr. Keri Cole - District - 601.857.3624

Director of Dual Credit and Special Programs - Vanda Brumfield - Raymond Campus - 601.857.3464

Director of Institutional Research and Effectiveness - Carley Dear - District - 601.857.3357

Assistant Dean of Career, Technical and Adult Basic Education/District Director of Integrated Career Pathways - Dr. Robin Parker - District - 601.857.3457

SACSCOC Coordinator and Curriculum Manager - Norma Jean Scrivener - Raymond Campus - 601.857.3850

## **SURVEILLANCE AND COMMUNICATIONS COMMITTEE**

**Function:** This committee is to make recommendations concerning emergency communications and a closed circuit TV system to be implemented throughout the District.

**Meeting Time:** 2:30 on the first Thursday of each month or as called by Chairperson.

### **Membership:**

Vice President for Physical Plant and Auxiliary Services (**Chairperson**) - Thomas Wasson - District - 601.857.3367

Ken Anderson - Raymond Campus - 601.857.3399

Aubrey Barnette - Raymond Campus - 601.857.3229

Bart Evans - Raymond Campus - 601.857.3870

Sheila Hailey - Raymond Campus - 601.857.3241

Larry 'Gabe' Edwards - Utica Campus - 601.885.7205

Stan Fisher - Rankin Campus - 601.936.5580

Carol McLaurin - Rankin Campus - 601.936.5552

Dr. Leroy Levy - Jackson Campus-ATC - 601.987.8161

Ollie Lloyd - Jackson Campus-N/AHC - 601.376.4912

Dr. Libby Mahaffey - Jackson Campus-N/AHC - 601.376.4950

Eric McNeal - Jackson Campus-ATC - 601.987.8103

Marvin Moak - Vicksburg-Warren Campus - 601.629.6804

Dr. Tim Rush - Utica Campus - 601.885.7005

Hamp Shive - Raymond Campus - 601.857.3632

Dr. Chad Stocks - Raymond Campus - 601.857.3315

Chief Percy Terrell - Utica Campus - 601.885.6151

Tré Thornhill - Raymond Campus - 601.857.3369

**Ex-Officio Members:** : Randall Harris, Vice President for Advancement - Raymond Campus - 601.857.3889

## **TECHNOLOGY AFFAIRS COMMITTEE**

**Function:** The Technology Affairs Committee will review and make recommendations to the College Administration for all technology related issues. This group will replace the Information Technology Services Sub-Committee.

**Meeting Time:** Once in the Fall, Spring and Summer.

### **Membership:**

#### **District:**

**Co-Chairperson:** Hampton Shive, Chief Information Officer

**Co-Chairperson:** Dr. Keri Cole, Dean of eLearning

Information Technology Support Manager, Tamisha Armstrong

Director of Enrollment Services, Kathryn Cole

Information Technology Lead Network Engineer, Jason Dry

Instructional Technology Coordinator, Jeremy Elliott

District Dean of Student Advancement/District Registrar, Dr. Stephanie Hudson

Director of Purchasing, Sam Lemonis

Senior Advancement Specialist, Kathy Price

Instructional Design Coordinator, Katherine Puckett

Director of Web Communications, TBD



**Jackson Campus - Academic/Technical Center**

Thalamus Marshall, Faculty, Electronic Engineering Technology  
 Sharon Hudson, Assistant Dean, Career-Technical Education

**Jackson Campus - Nursing/Allied Health**

Robin Thompson, Faculty, Associate Degree Nursing  
 Michelle McGuffee, Faculty, Health Information Technology  
 Alaina Herrington, Simulation Center Coordinator

**Rankin Campus**

Sherry Franklin, Associate Vice President for Career and Technical Education and District Director of Career/Technical Education/Dean of Career & Technical  
 David Rose, Faculty, IST

**Raymond Campus**

Deena McInnis, Assistant Director, Financial Aid  
 Dr. Chad Stocks, Vice President for Workforce Development and Coordination of Career and Technical Education  
 Dr. Johannah Williams, Faculty, Computer Science

**Utica Campus**

Cassandra Ellis

**Vicksburg Campus Representatives:**

Marvin Moak, Dean  
 Dr. Elmira Ratliff, Assistant Dean Post-Secondary  
 Leslie Hollowell, Faculty, BOT  
 Cassandra Ellis, User Support Specialist

**Economic Development and Training Representative:**

Dr. Gay Saxon, Director of Training, District

**District Faculty Council Representatives (2):**

Liz Burkhalter  
 TBD

**WELLNESS COMPLEX COMMITTEE**

**Function:** (1) To provide advice as to the operation of the Center, (2) To study and make recommendations for policies, (3) Provide advice in the development and implementation of the vision of the Center, (4) Develop recommendations for program activities.

**Meeting Time:** As called by Chairperson

**Membership:**

Director of Physical Fitness Center (**Chairperson**) - Prentiss Cole - 601.857.3714  
 Marcille McLendon - Chair, P. E. Instructor - 601.857.3331  
 Judy Bufkin - Special Functions Coordinator - 601.857.3374  
 Jeremy Gordon - Assistant Director of Physical Fitness Center - 601.857.3717  
 Kevin Fowler - Director, Physical Fitness Center - Utica - 601.885.7179  
 Gene Murphy - Athletic Director - 601.857.3362  
 Kathy Price - Senior Advancement Specialist - District - 601.857.3796  
 Mark Stanton - Director, Student Recreation - District - 601.857.3388  
 Thomas Wasson - Vice President for Physical Plant and Auxiliary Services - 601.857.3367  
 Myia Harris - SGA President - Raymond Campus - 601.857.3371  
 Alexis Williamson - SGA President - Utica Campus - 769.233.4846

**Ex-Officio Member:**

Dr. Theresa Hamilton - Vice President for Raymond Campus, Jackson Campus-Nursing/Allied Health Center, and Director of College Parallel Programs - 601.857.3250



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**Notice of Non-discrimination Statement:**

In compliance with the following: Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable Federal and State Acts, Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its educational programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Dr. Debra Mays-Jackson, Vice President for Administrative Services, 34175 Hwy. 18, Utica, MS 39175 - 601.885.7002

Dr. Tyrone Jackson, Vice President for Student Services & Title IX Coordinator, Raymond Campus (Denton Hall 209), P.O. Box 1100, Raymond, MS 39154 - 601.857.3232  
titleIX@hindsc.edu

**Disability Support Services Statement:**

Hinds Community College provides reasonable and appropriate accommodations for students with disabilities. Disability Services staff members verify eligibility for accommodations and work with eligible students who have self-identified and provided current documentation. Students with disabilities should schedule an appointment with the designated Disability Services staff member on their respective campus to establish a plan for reasonable, appropriate classroom accommodations.

Raymond Campus.....	Mark Palmer.....	601.857.3646
Rankin Campus.....	Tiffany Gaskin.....	601.936.5544
Jackson Campus - ATC.....	Krisisty Wagner.....	601.987.8158
Jackson Campus - NAHC.....	Cooper McCachren.....	601.376.4803
Utica Campus.....	Tara Johnson.....	601.885.7045
Vicksburg-Warren Campus.....	Raina Deer.....	601.629.6807

## **BASIC PRINCIPLES**

1. Focus on the situation, issue, or behavior, not on the person.
2. Maintain the self-confidence and self-esteem of your co-workers.
3. Maintain good relationships with your co-workers and your supervisor.
4. Take the initiative to make things a little better.

# HINDS COMMUNITY COLLEGE

Councils and Committees  
Organizational Charts

