

# **Standing Committees 2025-2026**

## 2025-2026 Standing Committee Appointments

This document represents membership appointments to Standing Committees. Please review the attached document carefully, noting the description of each committee's role, the designated meeting times, and the committee(s) to which you have been appointed.

Employees are reminded of the importance of serving in this capacity as part of their official duties and responsibilities, according to the terms of their contract/employment agreement. Employees' commitment to and participation in committees will contribute to the College reaching its goals and objectives.

These appointments shall remain in effect until such time as new appointments are announced. Each of the committee chairs is charged with convening appropriate meetings.

## Functions of Committees and Councils

Appointments are made based on expressed interest, continuity, professional role and expertise. Committees shall function within the framework of the College's goals and objectives and shall respond to current issues.

Committees also prepare recommendations, following discussion/investigation, and present the recommendation to the senior leadership team for review and potential action.

Each committee structure shall consist of a chair, vice-chair, recorder, and members.

## Responsibilities of the Chair, Co-chair, and/or Vice-Chair

1. Schedule meetings, and clear meeting dates.
2. Ensure accountability exists for meetings, considering fiscal and time responsibilities.
3. Prepare agenda in advance of each meeting for submission to members.
4. Notify recorder for materials and information needed prior to meeting.
5. Conduct committee meetings as assigned.
  - a. Meetings should be well organized.
  - b. Each meeting should typically last no more than 1 hour.
6. Delegate tasks and responsibilities to committee members to nurture empowerment.
7. Designate a recorder for each meeting if the designated recorder is not available.
8. Review minutes for accuracy prior to them being loaded on the p drive.

***NOTE:*** *If the committee is making proposals to the President's Cabinet, those proposals should be sent to the PC member responsible for the area that will be affected by the proposal. The respective PC member will ensure that the proposals are submitted to the President's office for inclusion in the agenda and for Cabinet*

*consideration and/or approval.*

### **Responsibilities of Committee Members**

1. Respond promptly to communications regarding meetings and committee business.
2. Attend scheduled meetings. Excessive absence shall be reported to the appropriate administrator and/or the President.
3. Notify chair in advance, if unable to attend meetings.
4. Participate in discussion of committee business and share responsibility in any activity.
5. Review minutes for accuracy prior to their being submitted to the appropriate administrator and the President.
6. Prepare for informed discussion at meetings.

### **Responsibilities of Recorder to Committees**

1. Assist chair and committee as necessary.
2. Provide materials and information requested by chairs and committee.
3. Maintain a current roll of the members.
4. Assist the committee with implementation of decisions.
5. Ensure that minutes are prepared in proper form (see sample) and are distributed to members within one week.
6. Maintain an official electronic file of the committee business.

**\*\*Quorum:** *a majority of voting members present in order to conduct business. If a quorum is not present, the meeting can still take place, but no official voting can occur.*

## ADMINISTRATIVE, STUDENT SUPPORT, & PROGRAM REVIEW

The purpose of the Administrative, Student Support, & Program Review Committee is to evaluate the strengths, challenges, opportunities, and best practices for each College administrative, support, and programmatic unit as it relates to the College mission and strategic plan. The Committee will provide a comprehensive evaluation of each planning unit of the College. The Committee will make recommendations regarding proposed changes and improvements between periods of review and study and analyze quality and viability indicators relevant to each area. All three areas of the college—programs, administrative and student support units—are reviewed on a three-year cycle unless the committee's analysis prompts a more frequent schedule (i.e., follow-up review the next academic year).

Dr. Tanya Oliver, **Co-Chair** (EVP, Academic and Student Affairs)  
Michael Jefferson, **Co-Chair** (AVP of Academics and Institutional Effectiveness)  
Zebrena Jacobs (Program Coordinator, WEB, CIS)  
Kelly Raynor (Program Coordinator, Medical Office/OST Instructor)  
Curtis Williams (Biology Instructor)  
Kristen Fajardo (Psychology Instructor)  
Dr. Terrence Green (Director, TRIO)  
Victoria Rissmiller (Program Coordinator, Associate of Science)

## ACADEMIC CALENDAR COMMITTEE

The Academic Calendar Committee prepares and recommends to the President's Cabinet the comprehensive academic calendar for Roanoke-Chowan Community College, taking into consideration learners' needs for breaks, holidays, and other key campus priorities. The Academic Calendar Committee also works in collaboration with the Business Office to ensure that the academic calendar and the holiday calendar for staff are in alignment. The Chair of the Academic Calendar Committee submits the calendar to the President's Cabinet for approval.

Amy Wiggins, **Chair** (CU Registrar)  
Natasha Worthington (Dean, Workforce and Continuing Education)  
Carol Hankinson, **Recorder** (Director/LRC)  
Charmaine Smith (Dean of Academic Affairs)

Michael Lassiter (HVAC Instructor)  
Zebrena Jacobs (Program Coordinator, WEB, CIS)  
Cara Edwards (Business Office/Accounting Tech/Cashier/AR)  
Timothy Lassiter (Director/Facilities)  
Kimberly Lassiter (Executive Director, Human Resources)  
Danielle Ruffin (Dean, Student Affairs)

## CURRICULUM COMMITTEE

The Curriculum Committee is responsible for reviewing, evaluating, and approving academic programs, courses, and curricula to ensure they meet institutional standards, support student learning outcomes, and align with the college's mission and goals. The committee works collaboratively with faculty, departments, and administration to maintain academic integrity, promote innovation in teaching and learning, and respond to the evolving needs of students and the community.

### Members

Charmaine Smith, **Co-Chair** (Dean, Academic Affairs)  
Michael Jefferson, **Co-Chair** (AVP, Institutional Effectiveness)  
Ernestine Britt, **Recorder** (Administrative Assistant, Academic and Student Affairs)  
Natasha Worthington (Dean, Workforce Development)  
Samantha Matthews (Director, Admissions (High School))  
Timothy Stallings (Director, Advising)  
Amy Wiggins (CU Registrar) and/or Octavia Woodley (Asst. Registrar)  
Janelle Cleaves (Director, Distance Learning)  
Zebrena Jacobs (Program Coordinator, CIS) – Business Technology Department  
Deshon Whitaker (Program Coordinator, EDU) – Public Services Department  
Zachery Vinson (Program Coordinator, WLD) – Industrial Trades Department  
Kim White (ADN/LPN Director, NUR) – Health Sciences Department  
Victoria Rissmiller (Program Coordinator, AS) -College Transfer Department  
Marquita Moore-Raynor, (CTE Academic Support Coordinator) - Guest

## TECHNOLOGY, DISTANCE LEARNING, & ADA COMPLIANCE COMMITTEE

The purpose of the Technology, Distance Learning, & ADA Compliance Committee is to develop and implement strategies, policies, and procedures to

improve learning technology, web, and e-learning, and to recommend and evaluate the support services for faculty, staff, and online students. The purpose is also to review and write policies and procedures ensuring that the College maximizes its computing and technological resources through the implementation of the College Technology and Distance Education Plan. Additionally, it addresses issues related to resources used to store, process, and deliver data, voice and video for academic, administrative, and enterprise needs. The Technology & Distance Education Committee submits all proposals to the Curriculum and Student Services Committee.

Janelle Cleaves, **Co-Chair** (Director, DL)  
Clarence Hall, **Co-Chair** (Director, IT)  
Carol Hankinson, **Recorder** (Director, LRC)  
Charmaine Smith (Dean, Academic Affairs)  
Kim White (Director, ADN)  
Timothy Lassiter (Director, Facilities)

## CAMPUS SAFETY & SECURITY COMMITTEE

The Campus Safety and Security Committee advises the President's Cabinet on issues concerning the physical campus, the safety of college personnel, students, facilities, and overall campus development. This Committee collaborates with other campus groups to provide leadership and to ensure full compliance in the areas of reporting, policy and procedural development, and implementation of educational programs. The Committee provides recommendations for improvement to the PC.

Timothy Lassiter, **Chair** (Director, Facilities)  
Tamara Allen, **Vice-Chair** (Sworn Security Officer)  
Clarence Hall (IT Director/CIO)  
Shannon Harrell (Cosmetology, Program Coordinator)  
Miriam Caslin (VP, Fiscal and Administrative Services)  
Johnny Jones (Plant Supervisor)  
Helen Lassiter, (Recruitment and Student Life Coordinator)  
Kimberly Lassiter (Executive Director of Human Resources)  
Michael Ward (Purchasing Coordinator)

## STUDENT CONDUCT & APPEALS COMMITTEE

The Student Conduct and Appeals Committee monitors the Student Code of Conduct and the disciplinary sanctions for students, relating to violations of policy and procedures. The Committee ensures that the students have the opportunity to exercise their rights to due process as it relates to disciplinary issues in or outside the classroom. This Committee will hear, review, evaluate, and judge individual student appeals regarding academic records, academic suspensions, and dismissals in response to disciplinary actions taken by other institutions or by the College. The Committee makes recommendations to the President of the College. Membership consists of three faculty members, two student representatives, three staff members, and two student members.

Danielle Ruffin, **Chair** (Dean, Student Affairs)

Samantha Mathews, **Vice-Chair** (Director, Admissions)

Ernestine Britt, **Recorder** (Admin. Asst. to EVP, Instruction and Student Services)

Clark Wren (Program Coordinator, English, Soc. Sci., and Humanities)

Janelle Cleaves (Director, DL)

Tamara Allen (Sworn Security Officer)

Curtis Williams (Faculty, Biology)

Miranda Lassiter (Director, College and Career Readiness)

## QUALITY ENHANCEMENT PLAN COMMITTEE

The purpose of the QEP Advisory Committee is to analyze student data (retention, completion, pass rates, job placement, licensure pass rates, transfer success, etc.) and make recommendations that will drive QEP topic selection and implementation. The Committee is the driving force for the literature review for the QEP topic and the assessment methods that will be used to judge the QEP's effectiveness. Further, the Committee is responsible for educating the campus community and ensuring broad-based involvement in topic selection (students, community, Board of Trustees, PC, faculty, and staff). The Committee will design the professional development opportunities and best practices in active learning for faculty. The Committee will identify strategies within the scope of the QEP that are designed to increase student engagement and success. The Committee reports directly to the EVP of Instruction and Student Services.

Kristen Fajardo, **QEP Director** (Psychology Instructor)

Octavia Woodley, (Assistant Registrar)

Michael Jefferson (AVP of Academics and Institutional Effectiveness)  
Kim Gallop (Faculty, Nursing)  
Kim White (Director, ADN)  
Kelly Raynor (Program Coordinator, Medical Office/OST Instructor)  
Steven Mathews (VP, Workforce and Institutional Advancement)  
Timothy Stallings (Director, Advising)  
Dr. Tanya Oliver (EVP, Academic and Student Affairs)  
Ruchelle Ricks (Director, Financial Aid)  
Shanequa Brockers (Admissions & Records Specialist)

### GENERAL EDUCATION COUNCIL

The General Education Council is a faculty and staff group responsible for oversight of general education. This group provides leadership for the assessment of general education outcomes, including setting appropriate attainment levels, reviewing, and revising the college's general education outcomes as needed, monitoring the extent to which graduates are achieving the outcomes, and recommending instructional strategies to improve students' attainment of the outcomes. The General Education Council also ensures that the general education results are submitted to IR for publication and campus distribution. The Council assesses general education artifacts at the close of fall and spring semester each academic year.

Victoria Rissmiller, **Co-Chair** (Program Coordinator, Associate of Science)  
Clark Wren, **Co-Chair** (Program Coordinator, English, Soc. Sci. & Humanities)  
Barbara Hewett (COS Instructor)  
Deshon Whitaker (Program Coordinator, Early Childhood)  
Victoria Jennings (Faculty, Nursing)  
Andy Lassiter (HVAC Instructor)  
Helen Lassiter (Recruiter & Student Life Coordinator)  
Kim White (Director, ADN)  
Michael Jefferson, (AVP of Academics and Institutional Effectiveness)



## SCHOLARS OF GLOBAL DISTINCTION COMMITTEE

The purpose of the Scholars of Global Distinction Program Committee is to support, promote, and oversee the implementation of the college's Scholars of Global Distinction initiative. This committee works collaboratively to enhance global awareness, foster intercultural competence, and provide students with meaningful global learning experiences both inside and outside the classroom, as specified by UNC Worldview Scholar of Global Distinction Program.

The committee is composed of faculty, staff, and administrators who are committed to advancing global learning and creating opportunities that prepare students to live, work, and lead in an interconnected world.

### **Membership**

John Cann, **Co-Chair** (Program Coordinator, Business Administration)

Curtis Williams, **Co-Chair** (Faculty, AGE Advisor, College Transfer)

Deshon Whitaker (Program Coordinator, AA/AS in Teacher Prep)

Victoria Rissmiller (Program Coordinator, Associate Science)

Clark Wren (Program Coordinator, Associate Arts)

Kristen Fajardo (QEP Director, Psychology Instructor)

Natasha Worthington (Dean, Workforce Development)

Danielle Ruffin (Dean, Student Affairs)

Samantha Matthews (Director of Admissions/CCP)

### **Invited Guest**

Dr. Glasser Robinson (Principal, HCECHS), and/or designee(s)

## Institutional Research & Effectiveness Committee

Michael Jefferson (AVP of Academics and Institutional Effectiveness)

Dr. Tanya Oliver, Liaison (EVP, Academic and Student Affairs)

Timothy Stallings (Director, Advising)

Miranda Lassiter (Director, College & Career Readiness)

Steven Mathews (VP, Workforce and Institutional Advancement)

Charmaine Smith (Dean, Academic Affairs)

Danielle Ruffin (Dean, Student Affairs)  
Clarence Hall (IT Director/CIO)  
Murray Williams (College President)

### Policy Review Committee

Murray J. Williams (College President)  
Steven Mathews (VP, Workforce and Institutional Advancement)  
Miriam Caslin (VP, Administrative & Fiscal Services)  
Tanya Oliver (EVP, Academic and Student Affairs)  
Kimberly Lassiter (Executive Director, Human Resources)

### Professional Development

Kimberly Lassiter (Executive Director of Human Resources)  
Charmaine Smith (Dean of Academic Affairs)  
Kristen Fajardo, QEP Director (Psychology Instructor)  
Miriam Caslin (VP, Admin. & Fiscal Services)  
Clarence Hall (IT Director/CIO)  
Carol Hankinson (Director, LRC)  
Susan Melton (Admin. Asst. to VP, Admin. & Fiscal Services)  
Tanya Oliver (EVP, Academic and Student Affairs)

### Internal Controls

Miriam Caslin, Chair (VP, Admin. & Fiscal Services)  
Brittany Lamb (Exec. Admin. Asst. to President)  
Susan Melton (Admin. Asst. to VP, Admin. & Fiscal Services)  
Ruchelle Ricks (Director, Financial Aid)  
Sherrick Mizelle (IT Specialist)  
John Cann (Program Coordinator, Business Administration)  
Alyssa Byrum (Payroll/Benefits Specialist)

### Marketing

Melanie Temple, Chair (Director, Marketing and Recruitment/PIO)  
Clarence Hall (IT Director/CIO)  
Janelle Cleaves (Director, Distance Director)

Timothy Stallings (Director of Advising)  
Danielle Ruffin (Dean, Student Affairs)  
Kelvin Douglas (Marketing Coordinator)  
SaRatta Murphy, (Director, Small Business Center)  
Kimberly Lassiter (Executive Director, Human Resources)  
Natasha Worthington (Dean, Workforce and Continuing Education)

### **Campus Events**

Melanie Temple (Director, Marketing and Recruitment/PIO)  
Aminitta Holloman (Administrative Assistant, TRIO SSS)  
Ernestine Britt (Admin. Asst. to VP, Instruction & Student Services)  
Brittany Lamb (Exec. Admin. Asst. to the President)  
Clarence Hall (IT Director/CIO)  
Miranda Lassiter (Director, College & Career Readiness)  
Lisa Bynum (TRiO, SSS –Counselor)  
Victoria Rissmiller (Program Coordinator, Associate of Science)  
Janel Barnes (Financial Aid Specialist)  
Amy Wiggins (CU Registrar)  
Susan Melton (Admin. Asst. to VP, Admin. & Fiscal Services)

### **College Initiatives**

#### **Guided Pathways/Perkins**

Charmaine Smith (Dean, Academic Affairs)  
Michael Jefferson ([AVP of Academics and Institutional Effectiveness](#))  
Timothy Stallings (Director, Advising)  
Amy Wiggins (CU Registrar)  
Helen Lassiter (Recruiter & Student Life Coordinator)