

# ***Policies and Procedures Manual***

**Fiscal Year 2022 - 2023**



**MISSISSIPPI DELTA COMMUNITY COLLEGE**

**Highway 3 & Cherry Street – P. O. Box 668**

**Moorhead, MS 38761**

**[www.msdelta.edu](http://www.msdelta.edu)**

**(662) 246-6322**

**Dr. Tyrone Jackson, President**

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*Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.*

## **SECTION I**

### **ACCREDITATION AND COMPLIANCE**

#### **1.1 INTRODUCTION**

The Policies and Procedures Manual is designed to serve as a guide for all employees of Mississippi Delta Community College (MDCC) to use in the customary operation of the college. This document serves to delineate the approval processes to be used and the institutional framework within which employees are expected to function. This manual is not a contract of employment and does not alter the “at will” employment status of any individual.

Each of the policies and procedures contained within this document has been approved by the Board of Trustees of the college and is intended to enhance the efficient and effective operation of the college. The high-performance standards herein described are intended to ensure a quality environment for the Mississippi Delta Community College community. The policies and procedures herein may be altered, amended, changed, eliminated, or added to by the Board of Trustees without any notice to employees or anyone else.

Employees of Mississippi Delta Community College are expected to abide by the policies and procedures contained in this document and are expected to function within this framework.

#### **1.2 ACCREDITATION**

Mississippi Delta Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts Degree and the Associate of Applied Science Degree and Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or by phone at 404-679-4500 for questions about the accreditation of Mississippi Delta Community College.

Mississippi Delta Community College complies with the policies and principles of the Southern Association of Colleges and Schools Commission on Colleges. MDCC complies with accrediting decisions of the Commission and specialized health science accrediting bodies, agreements involving joint and dual academic awards, complaint procedures against the Commission or the institution, and compliance standards for e-Learning and the system operation and structure of the college. The institution also notifies the Commission on Colleges of changes in accordance with the Commission’s substantive change policy, when required, and seeks approval prior to initiating changes.

#### **1.3 MEMBERSHIP IN ACCREDITING AGENCIES AND OTHER ORGANIZATIONS**

##### **ASSOCIATE DEGREE NURSING**

Board of Trustees of State Institutions of Higher Learning  
and  
Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, Georgia 30326  
404-975-5000

### **DENTAL HYGIENE TECHNOLOGY**

Commission on Dental Accreditation  
American Dental Association  
211 East Chicago Avenue  
Chicago, IL 60611-2678  
800-621-8099

### **MEDICAL LABORATORY TECHNOLOGY**

National Accrediting Agency for Clinical Laboratory Sciences  
5600 N. River Rd., Suite 720  
Rosemont, IL 60018-5119  
773-714-8880

### **PHYSICAL THERAPIST ASSISTANT**

PTA has been granted Candidate for Accreditation status by the  
Commission on Accreditation in Physical Therapist Education (CAPTE)  
C/O Accreditation Department  
American Physical Therapy Association (APTA)  
3030 Potomac Ave., Suite 100  
Alexandria, Virginia 22305-3085  
703-706-3245

### **PRACTICAL NURSING**

Mississippi Board of Nursing  
713 South Pear Orchard Road, Plaza II  
Ridgeland, MS 39157  
601-957-6300

### **RADIOLOGIC TECHNOLOGY**

The Joint Review Committee on Education in Radiologic  
Technology 20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
312-704-5304

### **MEMBERSHIPS**

The American Association of Community Colleges  
Council for Higher Education Achievement  
Mississippi Association of Colleges  
The Mississippi Community/Junior College Association  
The Mississippi Library Association

## 1.4 PRIVACY RIGHTS OF PARENTS AND STUDENTS

Mississippi Delta Community College protects the privacy rights of parents and students as dictated by the 1974 General Education Provisions Act and all subsequent revisions.

The Office of Admissions and Records prepares and maintains a permanent scholastic record for each student. These records are treated with due regard to the personal nature of the information they contain. The records are the property of the college.

The Dean of Enrollment Management/Registrar will honor a student's written request that his/her official academic record not be released, or information contained in his/her record not be disclosed. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools attended, campus organizations which require minimum scholastic averages for memberships and organizations awarding financial assistance (grants, scholarships and loans): name, date, place of birth, address, dates of attendance and major field of study.

Transcripts are released only at the written request of the student.

## 1.5 AMERICANS WITH DISABILITIES ACT

Mississippi Delta Community College abides by the regulations outlined in the Americans with Disabilities Act of 1990 (ADA). The college does not discriminate against any qualified individual with a disability in regard to employment, transportation, accommodations or telecommunications. This policy incorporates the provisions of the Title VI of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991, Section 505 of the Rehabilitation Act of 1973; Title II of the Civil Rights Act of 1964, as amended, and the Communications Act of 1934.

- **Employees** requesting disability services should contact the Office of Human Resources, Stauffer-Wood Administration Building, Suite 144, 662-246-6390.
- **Students** requesting disability services should contact Nakeshia Fipps, Associate Dean of Student Services, Boggs-Scroggins Enrollment Services Center, office #317, 662-246-6361.

## 1.6 VETERANS IN-STATE TUITION POLICY

In accordance with Mississippi code §37-103-25, MDCC shall charge tuition at the in-state tuition rate for a student who is a veteran as defined by Title 38 of the United States Code, or a person entitled to education benefits under Title 38 of the United States Code. The effective date of this policy is July 1, 2015.

## 1.7 NON-DISCRIMINATION & ANTI-HARASSMENT POLICY & CONTACT PERSON

The Board of Trustees of Mississippi Delta Community College has adopted a policy that assures that no person in the United States shall, on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity of the college or in its employment practices.



Harassment is also a form of unlawful discrimination as well as disrespectful behavior, which will not be tolerated. Any discrimination or harassment of a member of the college community by another member of the college community is a violation of this policy. Members of the college community are expected to treat each other with mutual respect.

Further, this applies to any educational or employment opportunity associated with Mississippi Delta Community College. This policy is extended to qualified persons with disabilities and to all programs and activities of the college.

The above described policy was adopted in response to the regulations of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Pregnancy Discrimination Act of 1978, and other applicable Federal and State Acts. For more information contact the Vice President of Administrative and Student Services, Dr. Steven Jones, at 662-246-6304 or at [sjones@msdelta.edu](mailto:sjones@msdelta.edu).

## **1.8 SEXUAL AND GENDER BASED HARASSMENT POLICY AND PROCEDURE**

Mississippi Delta Community College is committed to maintaining a safe and healthy educational and work environment in which no member of the college community is, on the basis of sex, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any college program or activity. Gender-based and sexual harassment, including sexual violence, are forms of sex discrimination in that they deny or limit an individual's ability to participate in or benefit from college programs or activities.

This policy is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements, including: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the college's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; and Mississippi laws that prohibit discrimination on the basis of sex. It does not preclude application or enforcement of other college policies.

It is the policy of the college to provide educational, preventative and training programs regarding sexual or gender-based harassment; to encourage reporting of incidents; to prevent incidents of sexual and gender-based harassment from denying or limiting an individual's ability to participate in or benefit from the college's programs; to make available timely services for those who have been affected by discrimination; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence. Violations of this policy may result in the imposition of sanctions up to, and including, termination, dismissal, or expulsion, as determined by the appropriate officials at the college.

### **Retaliation**

This policy seeks to encourage students, staff, and faculty to express freely and responsibly their concerns about any possible instances of sexual harassment. Any act of reprisal (e.g., interference, restraint, penalty, discrimination, coercion or harassment) -- overt or covert--by a college faculty member, employee, agent, or student against another who is responsibly using this policy and its procedures interferes with free expression and openness. Such acts violate this policy and require prompt and appropriate disciplinary action.

## Definition

As defined in the guidelines of the Equal Employment Opportunity Commission and adopted by the United States Supreme Court in *Meritor Savings Bank, FSB v. Vinson*, 477 U.S. 57 (1986), sexual harassment of employees or students includes any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity; or
- (2) Submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting that individual; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive environment for working or learning.

## Examples of Sexual Harassment:

Prohibited verbal, nonverbal, or physical conduct include, but are not limited to:

1. Physical assault;
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
3. A pattern of conduct intended to discomfort or humiliate, or both, that includes:
  - a. Comments of a sexual nature;
  - b. Sexually explicit statements, questions, jokes, or anecdotes;
  - c. Persistent propositions of a sexual nature; and/or
  - d. Subtle pressure for sexual activity.
4. A pattern of conduct that would discomfort or humiliate, or both, a reasonable person to whom the conduct was directed that includes:
  - a. Unnecessary touching, patting, hugging, or brushing against a person's body;
  - b. Remarks of a sexual nature about a person's clothing or body; and/or
  - c. Remarks about sexual activity.
5. Use of electronic mail or computer dissemination of sexually oriented, sex-based communications.

Sexual harassment is often a specific form of discrimination in which the power inherent in a faculty member's or supervisor's relationship to his or her students or subordinates is exploited. While sexual harassment most often takes place in a situation of differential professional power between the persons involved, this policy recognizes that sexual harassment may occur between persons of the same college status, e.g., student-student, faculty-faculty, staff-staff. It may occur where inverse power relationships exist as when a student exhibits such behavior toward faculty or staff. It may occur between persons of the same sex. Behaviors may be initiated by both men and women. Persons, who are negatively affected by others' behavior, even though the behavior is not directed towards them, may bring claims of third-party harassment.

## **Groundless Charges or Malicious Mischief**

Accusations of sexual harassment are serious matters. They should never be made casually and without cause. This policy shall not be used to bring groundless and malicious charges against students, faculty members, or employees. Disciplinary action concerning personal misconduct may be taken under the appropriate faculty and staff personnel policies or the Student Code of Conduct against any person bringing a groundless and malicious charge of sexual harassment. Bringing groundless and malicious charges may also result in legal liability for the person filing the charges.

The same sanctions appropriate to a violation of sexual harassment policy shall apply to those who bring charges in bad faith.

## **Sanctions Resulting from Findings of a Violation**

The following sanctions are applicable to all MDCC employees and students when a finding or a violation of the sexual harassment policy has been determined, or when frivolous or malicious charges have been brought.

A first offense could be grounds for dismissal, and more than one sanction may be imposed for any single offense. Administrators responsible for implementing sanctions will report to the complainant the sanction that has been imposed.

### **Sanctions for faculty and professional staff**

- Written or oral warning
- Formal reprimand placed in the respondent's permanent file
- Reassignment of duties (e.g., teaching or service duties involving students)
- Reduction in salary for one or more years
- Suspension without pay
- Dismissal

### **Sanctions for classified staff**

- Warnings and written reprimands
- Dismissals, demotions and suspensions

### **Sanctions for students**

- Warning, oral or written
- Reprimand in writing
- Restitution
- Probation
- Suspension
- Expulsion

## **Procedures for Handling Sexual and Gender-Based Harassment Policy Complaints**

The Title IX Coordinator has been charged with implementing the following procedures for students pursuant to the Sexual and Gender-Based Harassment Policy ("Policy"). The following person serves as the Title IX Coordinator: Derrick Fields, Dean of Student Services, Vandiver Student Union, office # 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6444. An investigator from the Campus Police

Department will serve as the Title IX Investigative Officer and will report directly to the Title IX Coordinator. MDCC students, faculty, staff, or third parties may request information or advice, including whether certain conduct may violate the Policy; seek informal resolution; or file a formal complaint. These three options are described below. Initiating Parties are encouraged to bring their concerns to the Title IX Coordinator.

As set forth below, interim measures designed to support and protect the Initiating Party or the college community may be considered or implemented at any time, including during a request for information or advice, informal resolution, or a formal complaint proceeding. Consistent with the college's policy, interim measures might include, among others, restrictions on contact; course schedule alteration; changes in housing; leaves of absence; or increased monitoring of certain areas of the campus. These interim measures are subject to review and revision throughout the processes described below.

## **I. Requests for Information or Advice**

Initiating Parties seeking information or advice can expect to learn about resources available at the college and elsewhere that provide counseling and support. They also will be advised about the steps involved in pursuing an informal resolution or filing a formal complaint. In addition, the Title IX Coordinator will discuss with Initiating Parties whether any interim measures are appropriate at this stage.

## **II. Requests for Informal Resolution**

Initiating Parties may make a request, either orally or in writing, for informal resolution to the Title IX Coordinator. The request should identify the alleged harasser (if known) and describe the allegations with specificity. The Title IX Coordinator will assess the severity of the alleged harassment and the potential risk of a hostile environment for others in the community to determine whether informal resolution may be appropriate.

Upon determining that informal resolution is appropriate, and in instances when the Initiating Party makes the request to the Title IX Coordinator, the Title IX Coordinator will consult further with the person initiating the request, inform the person who is the subject of the allegations, and gather additional relevant information as necessary from the parties and others, as indicated. The Title IX Coordinator may also put in place any appropriate interim measures to protect the educational and work environment. The Title IX Coordinator will attempt to aid the parties in finding a mutually acceptable resolution.

When the allegations, if true, might constitute criminal conduct, the party against whom they are brought is hereby advised to seek legal counsel before making any written or oral statements.

Those facing allegations may wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved.

A matter will be deemed satisfactorily resolved when both parties expressly agree to an outcome that is also acceptable to the Title IX Coordinator. At any point prior to such an express agreement, the Initiating Party may withdraw the request for informal resolution and initiate a formal complaint under these Procedures.

Ordinarily, the informal resolution process will be concluded within two to three weeks of the date of the request

### **III. Procedures for Formal Complaints**

#### **1) Initiating a Complaint**

An Initiating Party may file a formal complaint alleging a violation of the Policy. A complaint of sexual or gender-based harassment should be filed directly with the Title IX Coordinator, regardless of the identity of the Respondent. (If the Respondent is not a student, see Referral of Complaints against Staff, Faculty, Other MDCC Officials, or Third Parties below). The Title IX Coordinator will inform the Respondent that a complaint has been received, and, if indicated by the Complainant will put in place any appropriate interim measures.

A formal complaint must be in writing and signed and dated by a Complainant. It should state the name of the alleged harasser (if known) and describe with reasonable specificity the incident(s) of alleged harassment, including the date and place of such incident(s). The complaint must be in the Complainant's own words, and may not be authored by others, including family members, advisors, or attorneys. Attached to the complaint should be a list of any sources of information (for example, witnesses, correspondence and records, and the like) that the Complainant believes may be relevant to the investigation. However, a complaint should not be delayed if such sources of information are unknown or unavailable.

The Title IX Investigative Officer will not investigate a new complaint if it has already adjudicated a formal complaint based on the same circumstances or if the parties and the Title IX Coordinator already have agreed to an informal resolution based on the same circumstances.

#### **2) Referral of Complaints against Staff, Faculty, Other MDCC Officials, or Third Parties**

When allegations are asserted against a staff member, faculty member, or other MDCC officials, or third party, the Title IX Coordinator will inform the appropriate Administrator with a copy of the complaint. The Title IX Coordinator will determine if the Title IX Investigative Officer will need to conduct all or part of the investigation and will inform the Complainant.

#### **3) Timeframe for Filing a Complaint**

The college does not limit the timeframe for filing a complaint. The college encourages complaints to be filed as soon as reasonably possible following an alleged Policy violation because the college's ability to gather adequate information may be limited where a significant length of time has elapsed between an incident and the filing of a complaint. Further, with respect to those cases that will be reviewed by disciplinary bodies at the conclusion of the investigation, the college's ability to complete its processes may be limited with respect to Respondents who have graduated from or are no longer employed by the college.

#### **4) Initial Review**

Once a formal complaint is received, the Title IX Coordinator will assign the case to the Title IX Investigative Officer for an initial review. The Title IX Investigative Officer will have appropriate training, so that he or she has the specialized skill and understanding to conduct prompt and effective sexual and gender-based harassment investigations.

The Title IX Investigative Officer will contact the Complainant in an attempt to gather a more complete understanding of the allegations. Based on the information gathered, the Title IX Investigative Officer will determine whether the information, if true, would constitute a violation of the Policy such that an investigation is warranted or whether the information warrants an administrative closure. The Title IX Investigative Officer will convey this determination to the Complainant and the Title IX Coordinator. The Title IX Investigative Officer will work with the Title IX Coordinator to implement any appropriate interim

measures to be put in place pending the completion of the case (or to revise as necessary any measures already in place).

The initial review will be concluded within two weeks of the date the complaint was received.

#### **5) Investigation**

Following the decision to begin an investigation, the Title IX Investigative Officer will notify the Respondent in writing of the allegations and will provide a copy of the Policy and these procedures. The Respondent will have one week in which to submit a written statement in response to the allegations. This statement must be in the Respondent's own words; Respondents may not submit statements authored by others, including family members, advisors, or attorneys. Attached to the statement should be a list of all sources of information (for example, witnesses, correspondence, records, and the like) that the Respondent believes may be relevant to the investigation.

If the decision is made to begin an investigation in a case where the Complainant is unwilling to participate but the college has assessed the severity of the harassment and the potential risk of a hostile environment for others in the community and has determined to proceed, then, for the purposes of these procedures, the college's Title IX Coordinator (or a designee) will be considered the Complainant.

The Title IX Investigative Officer will request individual interviews with the Complainant and the Respondent, and, as appropriate, with other witnesses, which may include those identified by the parties as well as relevant officers of the college. When identifying potential witnesses, the parties should understand that the purpose of interviews is to gather and assess information about the incident(s) at issue in the complaint, not to solicit general information about a party's character.

When a complaint involves allegations that, if true, also might constitute criminal conduct, Respondents are hereby advised to seek legal counsel before making any written or oral statements. The investigation process is not a legal proceeding, but Respondents might wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved.

After the collection of additional information is complete, but prior to the conclusion of the Investigation, the Title IX Investigative Officer will request individual follow-up interviews with the Complainant and the Respondent to give each the opportunity to respond to the additional information.

#### **6) Personal Advisors**

Both the Complainant and the Respondent may bring a personal advisor to any interviews with the Title IX Investigative Officer. The Advisor may only advise their client and will not be allowed to make any presentations to the Title IX Investigative Officer.

#### **7) Confidentiality**

The Title IX Coordinator, the Title IX Investigative Officer, and others at the college involved in, or aware of, the complaint will take reasonable steps to protect the privacy of all involved. Once a complaint is filed, the Complainant, the Respondent, and any witnesses will be notified of the potential for compromising the integrity of the investigation by disclosing information about the case and the expectation that they therefore keep such information – including any documents they may receive or review – confidential. They also will be notified that sharing such information might compromise the investigation or may be construed as retaliatory. Retaliation of any kind is a separate violation of the Policy and may lead to an additional complaint and consequences.

The parties remain free to share their own experiences, other than information that they have learned solely through the investigatory process, though to avoid the possibility of compromising the investigation, it is generally advisable to limit the number of people in whom they confide.

**8) Coordination with Law Enforcement Authorities**

In all cases, the Title IX Investigative Officer will have completed the initial review without delay and, as appropriate, will have proposed interim measures to the college Title IX Coordinator. In the event that an allegation includes behavior or actions that are under review by law-enforcement authorities, the Title IX Investigative Officer, in light of status updates from law-enforcement authorities and the Title IX Coordinator may assess and reassess the timing of the investigation under the Policy, so that it does not compromise the criminal investigation.

**9) Conclusion of the Investigation and Issuance of Final Report**

At the conclusion of the investigation, the Title IX Investigative Officer will make findings of fact, applying a preponderance of the evidence standard, and determine based on those findings of fact whether there was a violation of the Policy.

The Title IX Investigative Officer will provide the Complainant and the Respondent with a written draft of the findings of fact and analysis and will give both parties one week to submit a written response to the draft. The Title IX Investigative Officer will consider any written responses before finalizing these sections of the report and the final section of the report, which will outline any recommended measures to be taken by the college to eliminate any harassment, prevent its recurrence, and address its effects. The Title IX Coordinator and the appropriate Administrator will work to put in place such measures as they determine are appropriate. Consistent with college policies, measures imposed at this stage might include, among others: restrictions on contact; course- schedule or work-schedule alteration; changes in housing; leaves of absence; or increased monitoring of certain areas of the campus.

The investigation will be completed, and the final report provided to the Complainant, the Respondent, the college's Title IX Coordinator, and the appropriate Administrator ordinarily within six weeks of receipt of the complaint. At the conclusion of the investigation findings will be forwarded to the Administrative Hearing Officer and the adjudication process will begin. For cases involving faculty, staff, other MDCC Officials, or third parties that have been investigated by the Title IX Investigative Officer pursuant to Section III.B above, the imposition of sanctions will be considered separately by the appropriate officials at the college or unit through their relevant policies.

**10) Special Circumstances**

**a) Request for Anonymity**

If a potential Complainant asks to remain anonymous, then the Title IX Coordinator and the Title IX Investigative Officer, as appropriate, will consider how to proceed, taking into account the potential Complainant's wishes, the college's commitment to provide a non- discriminatory environment, and the potential Respondent's right to have specific notice of the allegations. The Title IX Coordinator and the Title IX Investigative Officer may conduct limited fact finding to better understand the context of the complaint. In some circumstances, a request for anonymity may mean an investigation cannot go forward, the Title IX Coordinator and Title IX Investigative Officer determine that further investigation is necessary, in which case the potential Complainant will be informed that his or her identity will be disclosed as necessary for the investigatory process. In other circumstances, the Title IX Coordinator and the Title IX Investigative Officer may determine that the matter can be appropriately resolved without further investigation and without revealing the Complainant's identity.

***b) Administrative Closure***

If, after conducting the initial review of a formal complaint, the Title IX Investigative Officer finds that the allegation, if true, would not constitute a violation of the Policy, then the Title IX Coordinator will administratively close the case and notify the Complainant.

Where the Complainant is unwilling to participate in further investigation, the Title IX Coordinator will assess the severity of the alleged harassment or the potential risk of a hostile environment will determine whether administrative closure is appropriate or whether the college should proceed with an investigation.

Within one week of the decision to close a case administratively, the Complainant may request reconsideration on the grounds that there is substantive and relevant new information that was not available at the time of the decision and that may change the outcome of the decision. The Title IX Coordinator will consider requests for reconsideration and inform the Complainant of the outcome, ordinarily within one week of the date of the request.

In cases where the Title IX Coordinator concludes that the alleged conduct, while not a violation of the Policy, might implicate other college conduct policies, the Title IX Coordinator may refer the complaint to the appropriate college official.

***c) Request to Withdraw the Complaint***

While every effort will be made to respect the Complainant's wishes to withdraw a formal complaint, the college must be mindful of its overarching commitment to provide a non-discriminatory environment. Thus, in certain circumstances, the Title IX Coordinator may determine that investigation is appropriate despite a Complainant's request to withdraw the complaint or failure to cooperate. Other circumstances also may result in a request to withdraw the complaint being declined, where, for example, a request to withdraw is made after a significant portion of the investigation has been completed and terminating the investigation would be inequitable.

***d) Request for Informal Resolution after a Complaint has Been Filed***

Once a complaint has been opened for investigation and before the final report has been provided to the parties, a party may request informal resolution as an alternative to formal resolution of the complaint, but that disposition requires agreement of the Complainant and the Respondent and the approval of the Title IX Coordinator.

If such a request is approved, the timeframes will be stayed, and the Title IX Coordinator will take such steps deemed appropriate to assist in reaching a resolution. If the parties cannot reach an informal resolution within two weeks from receipt of the request, then the Title IX Investigative Officer will resume the investigation of the complaint in accordance with the formal complaint procedures.

***II) Appeal***

Both the Respondent and the Complainant may appeal the decision of the Title IX Investigative Officer to the Title IX Coordinator or designee based on the following grounds:

1. A procedural error occurred, which may change the outcome of the decision; or
2. The appellant has substantive and relevant new information that was not available at the time of



investigation and that may change the outcome of the decision.

**NOTE:** Disagreement with the Title IX Investigative Officer's findings or determination is not, by itself, a ground for appeal.

Appeals of the Title IX Investigative Officer's decision must be received by the Title IX Coordinator and the Vice President of Administrative and Student Services and will be decided within two weeks. The Title IX Coordinator will promptly be informed of the outcome in writing and forward findings to the Respondent and the Complainant.

## **1.9 INTELLECTUAL PROPERTY RIGHTS POLICY**

Mississippi Delta Community College maintains rights to intellectual property created at the college's expense. Intellectual property refers to works that are typically eligible for copyright, created when something new has been conceived or when a non-obvious result, which can be applied for some useful purpose, has been discovered using existing knowledge.

The college reserves the rights of ownership of all intellectual property including, but not limited to, curricular materials, books, musical compositions, web pages, social media, electronic publications, and programs written or otherwise created by an employee or student while using college materials or equipment or when being compensated by Mississippi Delta Community College.

All classes of intellectual property, scientific and technological developments, materials or objects created or produced by an employee or student on personal time without the assistance of Mississippi Delta Community College personnel, equipment, materials, or facilities, shall be the exclusive property of the individual.

Any Mississippi Delta Community College employee or student who plans to create materials or objects developed wholly or partially using the college's time, equipment, materials, or facilities, and who intends to copyright, patent, or otherwise merchandise those materials or objects must receive written permission from the President of Mississippi Delta Community College.

It is the responsibility of the creator of any form of intellectual property to ensure that copyrights held by other entities are not infringed upon and that appropriate permission has been obtained for the use of copyrighted material by adhering to the copyright law of the United States (Title 17, United States Code). Creators of intellectual works that are not partially owned by Mississippi Delta Community College own the copyrights of their works and are free to register the copyright and receive any compensation or revenues resulting from such works.

Any disputes involving an employee and the college regarding intellectual property may be addressed through the **Complaint Procedures outlined in the Policy and Procedures Manual**.

### ***Photography Disclaimer:***

Any photographs or videos taken under the direction of the Office of Public Relations or any other College sponsored program, may be used in news stories, on the web, or in publications. Photos may be used in publicly disseminated promotional materials. If you prefer not to be photographed, simply inform the photographer at the time photos are taken.

## **1.10 FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT(FERPA)**

The method with which Mississippi Delta Community College governs the distribution of student information is based on the Family Educational Rights and Privacy Act of 1974 or FERPA. This Act, as amended, established the requirements governing the privacy of student educational records in regard to the release of those records and access to those records. This Act is also known as the Buckley Amendment.

The Act gives four basic rights to students:

- the right to review their education records;
- the right to seek to amend their education records;
- the right to limit disclosure of personally identifiable information (directory information);
- the right to notify the Department of Education concerning an academic institution's failure to comply with FERPA regulations.

Students who wish to waive these rights to a parent or guardian must fill out the appropriate form in the Office of Admissions. FERPA provides for confidentiality of student records; however, it also provides for basic identification of people at Mississippi Delta Community College without the consent of the individual. Release of information to third parties includes the student's name, address, telephone number, date and place of birth, field of study, participation in officially recognized activities and sports, dates of attendance, degrees received, honors and awards earned, the most recent educational agency attended by the student, and other similar information.

Mississippi Delta Community College will release directory information unless notified by written request in the Office of Admissions within the first two weeks after the student registers. A complete copy of this policy is located in the Office of Admissions. Students are notified of their FERPA rights and the procedures for limiting disclosure of directory information in the Student Handbook and annual emails.

## **1.11 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT(HIPAA)**

The Office for Civil Rights enforces the HIPAA Privacy Rule, which protects the privacy of individually identifiable health information; the HIPAA Security Rule, which sets national standards for the security of electronic protected health information; the HIPAA Breach Notification Rule, which requires covered entities and business associates to provide notification following a breach of unsecured protected health information; and the confidentiality provisions of the Patient Safety Rule, which protect identifiable information being used to analyze patient safety events and improve patient safety.

Under normal and usual operation practices, college personnel would not have access to health information of employees. However, in the event that health information is available, college personnel are charged with protecting the health information of college employees in accordance with HIPAA.

## **SECTION II**

### **INSTITUTIONAL PURPOSE**

#### **2.1 MISSION STATEMENT OF MISSISSIPPI DELTA COMMUNITY COLLEGE**

Mississippi Delta Community College (MDCC) provides quality education through academic, career, technical, health sciences, and workforce training programs. MDCC is dedicated to improving the community through intellectual, social, cultural, and recreational opportunities.

#### **2.2 GOALS OF MISSISSIPPI DELTA COMMUNITY COLLEGE**

MDCC is committed to fulfilling this mission by providing:

- I. Academic programs of study which lead to the Associate of Arts Degree and/or meet requirements for students who plan to transfer to a senior college or university
- II. Career and technical programs of study which lead to the Associate of Applied Science Degree and/or a certificate, which will qualify students for entry-level employment
- III. Health Science programs of study which lead to the Associate of Applied Science Degree and/or a certificate, which will qualify students for entry-level employment
- IV. Activities and/or facilities which foster productive citizenship, enhance personal growth, enrich quality of life, and promote economic development and partnerships in the communities served by the college
- V. Workforce training for business and industry to enhance knowledge and skills
- VI. Continuing and Adult Education for personal growth
- VII. College infrastructure in support of student services, instructional programs, administrative processes, and community services

**The Board is responsible for reviewing and approving the college's mission statement.**

### **SECTION III**

#### **INSTITUTIONAL EFFECTIVENESS**

Mississippi Delta Community College recognizes the importance of institutional effectiveness in all programs and operations of the institution as the means of articulating the mission of the college, setting goals, and using the data to form assessments in an ongoing cycle of goal setting and planning. The college is committed to the process of institutional effectiveness and ascribes to an ongoing, broad-based planning and evaluation process throughout the college.

#### **3.1 PLANNING AND EVALUATION: EDUCATIONAL PROGRAMS**

The mission and goals of the institution serve as the cornerstone of planning and evaluation of educational programs. The college demonstrates its effectiveness through a variety of methods that support improvement of its programs.

#### **3.2 PLANNING & EVALUATION: ADMINISTRATIVE & STUDENT SUPPORT SERVICES**

The planning and evaluation process of educational programs at MDCC is systematic, broad based, interrelated, and appropriate to the institution. Strategic goal setting is done on a regular basis and the college systematically evaluates progress on the attainment of the educational goals. The college has a variety of expected educational results and student learning outcomes that are consistent with the institution's mission.

#### **3.3 INSTITUTIONAL RESEARCH**

The President of the institution has assigned the responsibility of institutional research to the Office of Planning and Assessment.

## SECTION IV EMPLOYMENT

### 4.1 GENERAL EMPLOYMENT

Mississippi Delta Community College provides qualified, competent administrators, faculty, and staff members who are committed to fulfilling the goals of the institution.

#### ***Definitions:***

“*Contractual*” employee – a full-time administrator, faculty, or staff member who is under written contract. A written contract establishes the terms and conditions of employment.

An “*at-will*” employee (non-contractual full-time or part-time) serves “at-will” of the President. This means that either the college or the employee may terminate the employment relationship at any time, with or without notice and with or without cause.

Nothing contained in this manual, or in any other written or unwritten policies or procedures of the college, creates or is intended to create an expressed or implied contract, covenant, promise, or representation between the college and any employee.

#### ***A. Appointments***

The Board of Trustees of MDCC appoints the President of the college. The President appoints all other contractual personnel (administrators, faculty, and contractual staff) with ratification of the President’s action by the Board of Trustees. The President appoints non-contractual employees (support staff).

The President authorizes a member of the President’s Cabinet to make recommendations to the Board of Trustees. However, this authorization shall be restricted to no more than two (2) positions for each employment period.

#### ***B. Employment for Full-time Positions***

Each faculty and staff member is strongly encouraged to assist in this process by referring competent persons to the Office of Human Resources for applications and other information.

The Office of Human Resources is responsible for keeping adequate records of all prospective applicants for positions with the college. These applications will be kept in the Office of Human Resources. If the applicant wishes to update the application on file, it must be done so by completing a new application.

#### ***Selection Procedure:***

1. The appropriate administrator creates the notice of vacancy for full-time employment opportunities. Notice is sent to the appropriate Vice President for approval, then to the Vice President of Business Services for budget approval, and then forwarded to the President for final approval to advertise.
2. Employees are required to be employed in their current position for a minimum of one year before requesting a transfer or applying for a position in another department on campus unless

**special permission is given by the President of the College.**

3. The college may transfer employees to a new position within the college as warranted to ensure the best operation of the college. Vacancy notices are forwarded from the President to the Office of Human Resources for advertising.
  - Internal advertising – 5 days
  - External advertising, if not filled internally – 15 days
  - Internal/External advertising at the same time – 15 days
4. All persons interested in employment must complete the standard application form along with any other required documents. In order for a person to be considered for an interview for any vacancy at MDCC, the following materials must be on file by the closing date of the vacancy:
  - a) Application for employment
  - b) Current Resume
  - c) **Unofficial** transcripts from all accredited colleges/universities attended. Official transcripts are required upon hire.
  - d) Authority to Release Information and Consent forms
5. The President will approve the interview committee. The interview committee will review applications for interviewing. The Office of Human Resources will schedule interviews and notify the chair of the interview committee of times set for interviews. The chair will forward the committee's preferred candidate(s) to the appropriate administrator who will in turn forward to the appropriate Vice President for approval. The Vice President will then forward the recommendation to the President.
6. The President will review selected candidate(s). The President may choose to interview the candidates before making a selection or reject all recommendations and have the position re-advertised. Once a candidate is approved, the President will notify the Office of Human Resources to initiate its standard background check which may include alcohol and drug testing. The Office of Human Resources will notify the President of the results of the candidate's background check. The candidate's background check must be determined clear before any offer of employment will be made.
7. Once the President has been notified the candidate's background check is clear, the appropriate administrator will make an offer of employment to the candidate based on the terms of employment determined by the President. Contractual positions are offered pending approval by the Board of Trustees. Once approved, the appropriate administrator will notify the President in writing concerning the candidate's acceptance or rejection of the offer. Should the candidate selected not accept the offer of employment the President may choose to select another candidate from the list of candidates submitted by the appropriate Vice President or choose to re-advertise the position.
8. Once a candidate has accepted the offer of employment, the President will notify, in writing, the Office of Human Resources terms of the candidate's employment. A personnel file for the candidate is then created in the Office of Human Resources. The number of applications and names of people interviewed are documented in the Office of Human Resources for compliance with State and Federal laws.

### C. *Emergency Hire- Contractual Employees Only*

It is the policy of Mississippi Delta Community College (MDCC) to ensure equal opportunities in the recruitment and selection for all MDCC jobs. Therefore, emergency hire, without the benefit of minimum advertising, is the least desirable method of filling positions and will be approved only on rare occasions.

#### I. GENERAL DESCRIPTION

An emergency hire shall be made available to a hiring manager under the following circumstances:

- a. A failed recruitment (insufficient candidate pool and/or insufficiently qualified candidates) when incumbent has already separated from the position;
- b. Unexpected medical/personal leave by incumbent;
- c. Unanticipated project/operational needs that exceed the capacity and/or skill level of the current staff in a department;
- d. When department is uncertain of continued funding or duration of position, program, and/or department.

When one or more of the above-referenced circumstances exists for contractual positions, the MDCC Board of Trustees empowers the college's President to authorize such hire temporarily; **no more than 60 days**. Within 60 days from the date of temporary hire, the college's President must present such recommendation to the MDCC Board of Trustees for consideration and final approval. The MDCC Board of Trustees reserves the right to reject such recommendation for full employment.

#### II. GUIDELINES

- A. Hiring manager will, upon identifying the need for an emergency hire, complete the ***Emergency Hire Form*** and submit same with all supporting documentation to the Division's Lead (i.e., Vice President, Dean, etc.) to initiate the emergency hire process. See the Emergency Hire Form for a list of required documentation. ***Note: The hiring manager may not make an offer for an emergency appointment, written or verbal, to any candidate prior to obtaining approval from the College President.***
- B. The Division Lead will submit the completed ***Emergency Hire Form*** with supporting documentation to the College President for consideration and approval.
- C. If approved, the Office of the President will forward the signed ***Emergency Hire Form*** to the Office of Human Resources for processing.
- D. The Office of Human Resources will ensure the following process is complete for all emergency hire requests:
  - a. An ***Application for Employment*** is submitted with all required documentation for hire (i.e., resume, if applicable, transcripts, etc.)
  - b. Complete the U.S. Department of Labor's E-Verify process; and
  - c. Complete a criminal background check.
- E. The Office of Human Resources will notify the College President, Division Lead and Hiring Manager once the verification process is complete; at which time, the Hiring Manager should convey the President's decision to the preferred candidate.
- F. The Office of the President will send a welcome letter to the preferred candidate which outlines the terms and conditions for temporary employment and the process for obtaining Board approval to convert the temporary work status to permanent, full-time, work status.

#### ***D. Employee Promotion Process***

Mississippi Delta Community College recognizes the need for employees to reach their individual career potential. The College's established promotion procedure, which is detailed here, provides an avenue for employee advancement within the institution. The Human Resources Department posts internal vacancies for five (5) consecutive days. Qualified current employees may apply for internal job openings as positions become available. For positions posted internally, current employees and individuals employed by the college in their current position for a minimum of one year may apply. Employees desiring to apply for internal promotion should complete a new Application for Employment located on the institution's website.

Employees may receive promotions in one of the following ways:

- Reclassification of a position (i.e., faculty, non-teaching professional, support staff);
- Assignment of special responsibilities (i.e., program director, associate or assistant dean); or
- Appointment or transfer to a higher-level position with expanded job responsibilities and a different job title

Recommendations for promotion are normally initiated by the employee's immediate Supervisor by completing an Application for Transfer Form located on the institution's website and must be endorsed by the Division Head with final approval by the President.

An employee may be transferred from one department to another without going through the normal transfer or promotion process when the administration considers the move to be in the best interest of the college and/or the employee. An employee may be reassigned to another area, given additional duties or responsibilities, or have duties or responsibilities reassigned.

Employees usually considered ineligible for promotions and transfers include those with less than twelve months of full-time continuous service at MDCC and an employee whose conduct and performance are unacceptable in a current position.

#### ***E. Employment for Special Assignments or Additional Responsibilities***

The college occasionally has a need to utilize the services of individuals for special assignments (i.e. grant activities, projects, etc.) or additional responsibilities (i.e. Division Chair) above the normal teaching load for faculty or job duties of staff. Any such opportunities must first be approved by the President. This procedure does not apply to the assignment of extra courses for faculty.

#### ***F. Committees***

College committees – The administration appoints college committees at the beginning of each fiscal year. In addition to regular committees, administrators appoint special committees to handle specific challenges. Advisory Committees – MDCC's career, technical, and health sciences programs have/or may have advisory committees. The Advisory Committees consist of individuals from business/industry who advise the college programs concerning curriculum and equipment needed to keep the programs up-to-date.

The selection of committees does not discriminate on the basis of race, color, national origin, sex, disability, or age.



## ***G. Anti-Nepotism and Relative Hiring Policy***

Mississippi Delta Community College (“MDCC”) takes seriously its responsibilities to monitor and regulate hiring of employees, particularly employees who are related to each other by blood or marriage to the third degree. To that end, the MDCC Board adopts and approves the following restrictions and regulations on hiring. No MDCC Board member, executive, administrator, officer, employee, agent, or representative may participate in any employment related decision of any nature that concerns, affects, favors, or disfavors any relative by blood or marriage to the third degree. This restriction specifically extends to their spouses, children, parents or siblings, or the spouses’ children, parents, or siblings.

This policy is to be interpreted broadly and is for the purpose of prohibiting one relative to the third degree from having a positive or negative influence over the employment or discipline of another relative to the third degree. If you are an MDCC Board member, executive, administrator, employee, agent, or representative and any decision or circumstance before you could affect, positively or negatively, any of your relatives by blood or marriage to the third degree, you should immediately recuse yourself from any such situation, report the matter to your immediate supervisor, and remain totally recused from the matter.

From the date of adoption of this policy forward, no department may hire anyone related by blood or marriage to the third degree to any other person already employed in that department, unless approved by the College President. This policy does not require any changes to personnel already in place prior to the adoption of this policy.

If you are a supervisory level employee who makes employment recommendations, MDCC will appoint another supervisory level employee to make recommendations as to your relatives.

As always, please feel free to contact the Office of Human Resources if you have any questions.

## ***H. Substance Abuse or Possession***

All MDCC employees are subject to drug or alcohol testing if one or more of the following occurs:

1. There is a reasonable suspicion by the immediate supervisor that the employee may be impaired.
2. The employee has been previously arrested for alcohol or drug substance abuse.
3. The employee is in possession of alcohol or illegal drugs on any MDCC campus.

For any one or more of the above accusations, refusal by the employee to submit to a drug or alcohol test shall constitute grounds for disciplinary action that may include suspension and/or termination of employment with the college.

## ***I. Consensual Relationships***

Mississippi Delta Community College may restrict consensual relationships between employees and students, and between employees.

All College employees must preserve the integrity of their relationships with students, and are expected to maintain at all times the highest level of professionalism with students, whether or not

any real authority over the students exists. Therefore, situations which may present the appearance of a consensual romantic or sexual relationship between a College employee and any student of the College should be avoided.

No College employee shall enter into or maintain a consensual romantic or sexual relationship with a student of the College.

No College employee shall enter into or maintain a consensual romantic or sexual relationship with any other employee over whom they exercise any academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence.

Any student or employee who is determined to be in violation of this policy is subject to appropriate disciplinary action, which may include dismissal from the College, in the case of a student, or termination, in the case of an employee. Due process will be followed for any student or employee subjected to disciplinary action.

This policy shall not apply to students, faculty, or staff who are married to each other. For purposes of this Policy and Procedure, the following terms are defined:

**Employee:** An employee is any person employed by Mississippi Delta Community College as a faculty or staff member, whether full-time or part-time. For purposes of this policy and procedure, adjunct instructors are considered employees of the College.

**Student:** A student is any person enrolled full-time or part-time in any instructional program at Mississippi Delta Community College.

**Consensual relationship:** A consensual relationship is a sexual and/or romantic relationship, other than marriage, between two persons who voluntarily enter into such a relationship.

Note: See College's Sexual Harassment Policy for non-consensual relationships.

## ***J. Probation***

All faculty and staff members are considered to be hired for a probationary period for the first employment period. Probation also applies when an employee takes a new position. During the course of the probationary period, the employee's performance will be evaluated by his/her supervisor(s); and the appropriate administrator will recommend to the President whether or not a faculty/staff member's employment should be renewed or discontinued.

**Non-contractual** employee's probationary period is one year from his or her effective date of employment.

**Contractual** employee's probationary period is anywhere between 9 months to 12 months.

## ***K. Working over 40 hours in a Workweek***

If any MDCC non-exempt employee anticipates working over 40 hours in a workweek, he/she must first receive written approval before putting in the extra time.

If approval is not granted, the employee will be subject to the **Disciplinary Procedures for Employees** found in the College's **Policies and Procedures Manual**.

#### ***L. Appointments of Department Chairs***

For selection of department chairs, the following procedure is used:

- a) The Vice President of Instruction will interview individuals that express an interest and make a selection for the appointment.
- b) The appointment is then recommended to the President of the college.

#### ***M. Full-Time Employment***

Full-time employment is based for a period of time described in an individual's written contract, payroll authorization form, and/or job description. These periods usually range from 9 to 12 months.

#### ***N. Full-Time Facilities Management Employees***

Employees working in the Facilities Management department are required to wear slip resistant footwear while at work. This helps to reduce the risk of possible slip and fall accidents.

In addition, Facilities Management employees will be required to attend and complete safety-training classes when scheduled.

All non-exempt hourly employees will document time worked by utilizing the time clock system.

#### ***Hourly Facilities Management Department Holidays***

In order for families of full-time hourly paid employees to plan in advance for holidays, the President of the college has approved the following observed paid holidays: ***All holiday leave is subject to change at the discretion of the President.***

- |                          |   |
|--------------------------|---|
| • Martin Luther King Day | 1 day   |
| • Memorial Day           | 1 day   |
| • July 4 <sup>th</sup>   | 1 day (only if it falls on a normal work day) |
| • Labor Day              | 1 day   |
| • Thanksgiving           | 2 days  |
| • Christmas              | 8 days  |

#### ***O. Employee Evaluations***

Mississippi Delta Community College's employee evaluations are designed to evaluate individual performance, promote professional growth and development, and improve the overall effectiveness of college personnel. The institution's procedures for conducting employee evaluations are provided below.

#### **Administrative and Non-Teaching/Staff Personnel Evaluations**

Immediate supervisors will evaluate administrative/non-teaching personnel annually with the appropriate evaluation form.

See appendix for appropriate evaluation forms listed below:

1. *Administrative & Non-Teaching/Staff Personnel*
2. *Librarians*
3. *Athletic Personnel*
4. *Facilities Management/Custodial Personnel*

Immediate supervisors will schedule an evaluation conference with the employee. If an improvement plan is deemed necessary, the supervisor will draft such plan and meet with the employee to discuss same.

Upon completion, supervisors will forward the original evaluation form to the Office of Human Resources.

### **Faculty Evaluations**

The following processes will be used to evaluate part-time, adjunct, and full-time faculty:

1. Student Evaluation of Faculty:  
Students will evaluate faculty in the fall and spring using
  - ***Student Evaluation of Faculty (see appendix)***
2. Annual Evaluation of Faculty by Department Chairpersons:  
Department Chairpersons will evaluate the teaching performance of faculty using
  - ***Classroom Observation Form (see appendix)***. This form will be used in accordance with the below schedule:
    - Veteran (5+ years of teaching experience AT MDCC) full-time and adjunct/part-time instructors are exempt from classroom observations. All other instructors who have an evaluation score on the Administrative Evaluation of Teaching Personnel form of 4.0 or higher, will be evaluated every two years until reaching veteran status). If less than 4.0, the instructor will be evaluated annually.
    - Dual enrollment or new hire faculty (full-time or adjunct/part-time) will have the classroom observation every other year until reaching veteran status.
    - Any full-time, adjunct, or part-time instructor may be evaluated on any given year or even multiple times annually if deemed necessary by his/her Supervisor and/or the Vice President of Instruction.
  - ***Administrative Evaluation of Teaching Personnel (see appendix)***. This form will be used annually for each faculty member.
3. Faculty Conference:  
Using all collected data from faculty evaluation instruments, the Department Chairperson will meet with each faculty member during the spring semester to discuss results. If an improvement plan, if deemed necessary.

The following processes will be used to evaluate eLearning faculty:

1. Student Evaluation of Faculty  
Students will evaluate faculty in the fall and spring using
  - ***Student Evaluation of Faculty (see appendix)***
2. Online Course Evaluation by Department Chairpersons and eLearning Coordinator
  - ***Online Course Evaluation Form with Final Score Form (see appendix)***

Upon completion, department chairpersons will forward the original evaluation form to the Office of Human Resources.

## **P. Dress Code**

Mississippi Delta Community College employees are expected to dress and groom in a manner that promotes a positive image of the institution and is appropriate to the profession and to the region. Discretion in style of dress and behavior is essential to the efficient operation of Mississippi Delta Community College. Students, faculty, and staff of Mississippi Delta Community College shall dress in a manner that is appropriate for an institution of higher education. Employees are expected to use good judgment in choice of clothes and remember to conduct themselves at all times in a way that best represents the College. This includes refraining from wearing inappropriate attire, such as revealing or provocative clothing at College functions and events that are directly or indirectly related to the business or activities of the College. If students or employees report to the College dressed or groomed inappropriately, including clothing that bears obscene gestures or language, is provocative, or inappropriately exposes oneself, they may be asked to leave campus. Punitive actions may be imposed if this policy is violated.

## **Q. Disciplinary Procedures for Employees**

It is the policy of the college to employ personnel who are willing and able to perform the functions of their jobs in a satisfactory manner, to observe the rules and regulations of the college, and to devote their time and attention to the business of the college during working hours. Should it become necessary to counsel or discipline employees, this procedure is intended only as a guideline to the commonly accepted steps a supervisor may take in correcting employee behavior.

This procedure applies to all employees of the college and supersedes all prior issued procedures. The college shall have the right to discipline or discharge an employee. Each case shall be evaluated on its own set of circumstances.

The following steps may be used by supervisors in correcting unsatisfactory performance:

1. **Fact-finding or counseling** – to be used as a first step in correcting unsatisfactory performance. Supervisor should follow up the counseling session with written documentation; however, this is not filed in the employee's personnel file.  
*Note: If the supervisor suspects that an employee is encountering performance problems or violating work rules because of non-job-related situations such as poor health, family problems, alcoholism, or emotional disturbances, the supervisor is encouraged to refer the worker for counseling or to obtain professional help.*
2. **Formal written warning** – documented meeting between the employee and the supervisor at which time the supervisor shall review the facts and inform the employee of failure to meet acceptable standards of performance and/or of not following college rules and regulations. The employee will be placed on an improvement plan and may be placed on probation for a period of time to monitor more closely corrective action and improvements gained. More severe disciplinary measures will result if standards of performance are not met or if rules continue to be violated. Documentation should be placed in the employee's personnel file with approval from the divisional vice president and/or president.
3. **Suspension** – following counseling and written warnings, an employee may be required to remain off the job in a non-pay status for a specified period of time for disciplinary purposes; and, without warning, for more serious offenses. Immediate suspension may be ordered when circumstances make attendance at work dangerous to the employee or others, when an investigation is needed, or when circumstances may seriously impair the employee's

effectiveness on the job. Written documentation is required for the employee's personnel file. Supervisor should discuss action with the divisional vice president and/or president.

4. **Discharge** – when discipline procedures have been used but performance has not changed or an employee has committed a major offense, the college may discharge the employee.

If an employee feels that the discipline has violated college policy or is unwarranted, the employee can file a complaint under the Complaint Appeal Procedure (Section IV – R). The decision of the Complaint Committee for employees is FINAL.

5. **Retaliation** – This procedure seeks to encourage staff and faculty to express freely and responsibly their concerns about any possible instances of retaliation or any act of reprisal (e.g., interference, restraint, penalty, discrimination, coercion or harassment)--overt or covert--by a college faculty member, employee, agent, or student against another who is responsibly using this procedure interferes with free expression and openness. Such acts violate this procedure and require prompt and appropriate disciplinary action.

## ***R. Dismissal of Employees after Probationary Period***

All MDCC employees must follow the “chain of command” in communicating concerns in their immediate area. An organizational chart (see appendix) illustrates the flow of communication through immediate supervisors/chairs through Vice Presidents culminating with the President. Action that is taken ignoring the organizational procedure may result in an official reprimand and/or a probationary period.

### **1. Termination or Suspension of Employment**

For reasons of malfeasance, inefficiency, contumacious conduct, incompetency, insubordination, neglect of duty, immoral conduct, intemperance, brutal treatment of a student, embezzlement, fraud, harassment, unlawful drug or alcohol use, or other good cause the President may dismiss or suspend any faculty/staff member prior to the normal expiration of the employee's contract or employment period. Before being so dismissed or suspended, any faculty/staff member shall be notified by the appropriate Vice President of the charges against him/her and he/she shall be advised by the appropriate administrator that he/she is entitled to the due process procedures outlined under the Complaint Procedures Concerning Termination, Suspension, and Non-renewal of Contract. In the event the continued presence of said employee on college premises poses a potential threat or danger to the health, safety or general welfare of the students, or, in the discretion of the President, may interfere with or cause a disruption of normal college operations, the President may immediately release said employee of all duties pending a hearing if one is requested by the employee. In the event a faculty/staff member is arrested, indicted or otherwise charged with a felony by a recognized law enforcement official, the continued presence of the employee on college premises may be deemed to constitute a disruption of normal college operations, depending on the college's own investigation of the charges pending.

In the event that a faculty/staff member is immediately relieved of duties pending a hearing, as provided in this section, said employee shall be entitled to compensation for a period up to and including the date that the initial hearing is set by the Board of Trustees in the event that there is a request for such a hearing by the employee.

## 2. Non-Renewal/Termination of Employment

- a. Non-Contractual Employee – The President has the right to non-renew or terminate the “at-will” non-contractual employee with written notice to the employee with no cause required. This applies to both full-time and part-time employees.
- b. Contractual Employee – Will be notified by the appropriate administrator by April 15 of the current contract year. The April 15 deadline may be altered, amended, changed, or even eliminated based on budgetary and financial appropriations or reductions from any source that provides money or funding to the College. Further, the College may not know what its funding position and status for any year may be until after the April 15 deadline, and the College reserves the right to alter, move, or eliminate the April 15 deadline as needed in its discretion. When a contract is not renewed, the employee will be entitled to the due process procedures outlined under the Complaint Procedures Concerning Termination, Suspension, and Non-renewal of Contract.
- c. Complaint Procedures Concerning Termination, Suspension, and Non-Renewal of full-time CONTRACTUAL employees only.

The complainant desiring to appeal to the Board of Trustees may do so within five (5) college working days following official notification of termination, suspension, or non-renewal of contract. Complainants appealing to the Board of Trustees shall request a hearing in writing, signed and dated, and presented to the President of the college, who will forward the complaint to the Chairperson of the Board of Trustees. The Board, upon receipt of a request for a hearing, shall follow procedures stated below. In the event that a faculty/staff member does not request a hearing within five (5) calendar days of the date of the notice of termination, suspension, or non-renewal, it shall constitute a waiver of all rights by said employee and such termination or suspension shall be effective on the date set out in the notice to the employee.

- a. The Board of Trustees, upon request for a hearing from an employee, shall set the time, place and date of such hearing and notify the employee in writing of the same. The date shall be set not sooner than five (5) days and no later than thirty (30) days from the date of the request, unless otherwise agreed. The hearing may be held before the Board or before a hearing officer or hearing committee appointed for such purpose by the Board, either from among its own membership, from the staff of the college or some other qualified and impartial person, but in no event shall the hearing officer be the President.
- b. The employee shall be afforded an opportunity to present matters at the hearing relevant to the reasons given for the determination of suspension or dismissal and to the reasons the employee alleges to be the real reasons for such and to be represented by counsel at such a hearing. Such hearing shall be conducted in such a manner as to afford the employee a fair and reasonable opportunity to present witnesses and other evidence pertinent to the issues in his/her behalf and to cross-examine witnesses against the employee. The Board or the hearing officer may require any portion of the evidence to be submitted in the form of depositions or affidavits, and in case affidavits are received, an opportunity to present counter-affidavits shall be provided.
- c. The Board may request stenographic notes be made of the proceedings. In the event of a judicial appeal of the Board's decision, the entire expense of the transcript and notes shall be assessed as court costs.
- d. The Board shall review the matters presented before it, or, if the hearing is conducted by a hearing officer, the record of the proceedings and, based solely thereon, conclude whether the non-

reemployment determination of suspension or dismissal is a proper employment decision, and shall notify the employee in writing of its final decision and reason therefore. Such notification shall be within thirty (30) days of the conclusion of the hearing if the hearing is conducted by a hearing officer and within ten (10) days of the conclusion of the hearing if the hearing is initially conducted by the Board. If the matter is heard before a hearing officer, the Board shall also grant the employee the opportunity to appear before the Board to present a statement in his/her own behalf, either in person or by his/her attorney, prior to a final decision by the Board.

- e. In conducting a hearing, the Board or hearing officer shall not be bound by common law or by statutory rules of evidence or by technical or formal rules of procedure but may conduct such hearing in such manner as best to ascertain the rights of the parties; provided, however, hearsay evidence, if admitted, shall not be the sole basis for the determination of facts by the Board or hearing officer. In the event the decision of the Board of Trustees is in favor of the employee, the Board shall have the authority to order the execution of a contract with the employee for an additional period of one (1) year.
  - f. For purposes of conducting hearings, the Board or hearing officer shall have the authority to issue subpoenas for witnesses and to compel their attendance and the giving of evidence. Any expense connected therewith shall be borne by the party requesting the subpoenas, which shall include an appearance fee for each witness so subpoenaed not inconsistent with state laws governing payments to witnesses. In the event it is necessary to enforce or to quash a subpoena issued to compel the attendance of a witness, application shall be made with the chancery court of the county where the Board is located.
3. Whether contractual or non-contractual, the college reserves the right to immediately dismiss any employee, contractor, agent, or representative who poses any type of immediate threat or danger to the college, its students, employees, or anyone else.
4. No employee of the college may also be a contractor for services or goods or an independent contractor for or with the college.

#### ***S. Resignation/ Departure***

Any employee who wishes to resign at the termination of his/her contract may do so by written notification to the President. A faculty member should inform the President of intended termination of service to the college by April 1, preceding the end of the college year.

Upon departure from Mississippi Delta Community College, all employees must complete and sign an Employee Clearance and Exit Interview Form. The form may be obtained from the Business Office, Human Resources paycheck Office, or printed from the MDCC website. This form **must be completed** before the employee's final is released.

#### ***T. Summer Employment***

Faculty appointments are for a period of each instructor's contract. A part of the regular faculty will be asked to teach during the summer term. The criteria for summer employment will be based upon the number of students, variety of courses demanded, instructors' request, instructors' qualifications, and on a rotation basis when possible.

#### ***U. Outside Employment***

The policy of the Board of Trustees concerning outside employment by administrators or faculty is that this employment must have the approval of the President of the college. It must not interfere with the satisfactory



performance by the employee of the college or violate the determined teaching load or its equivalent as required by the accreditation standards. Faculty members shall be expected to guard against the assumption of outside responsibilities that might create encroachments upon either the quality or quantity of the work they are employed to perform for Mississippi Delta Community College.

#### ***V. Athletic Volunteer Services***

Mississippi Delta Community College may accept volunteer services from qualified individuals. All volunteer services must be recommended by the head coach of the sport for which services will be utilized and must be recommended by the Athletic Director and must be approved by the President of the college. Recommendations should be made on the college's "Volunteer Services Agreement" form (see appendix) and should specify services to be volunteered. Volunteers must agree to the stipulations in the agreement.

Volunteers receive no remuneration from the college for the services rendered. The volunteer will receive no benefits, scholarship, insurance, or workers' compensation. The volunteer will not represent himself or herself as an employee, agent, representative, or contractor for the college. No volunteer will be allowed to drive a Mississippi Delta Community College vehicle. No volunteer will be placed in a supervisory position with athletes. The volunteer coach will not be allowed to work one-on-one with a student athlete or small group without a full-time assistant coach or head coach present. Anytime the volunteer coach is performing a duty with a team or group, a full-time assistant or head coach must be present.

The volunteer coach must pass a background check before he or she can be approved by the college. Any violation of the above-mentioned criteria will call for termination of the volunteer coach and possible full-time assistant or head coach.

#### ***W. Leave***

##### **Medical Leave Policy:**

Mississippi Delta Community College will provide a medical leave program for all full-time employees.

Medical leave, with pay, up to 15 working days (10 hours per month) will be granted to full-time employees for each fiscal year. The college will advance earned medical leave of 1.25 days per month to all full-time employees beginning the first day of employment. Unlimited medical leave may be accrued on continuous employment.

When accrued leave is depleted, employees shall be taken off the payroll. If an employee does not use allocated days during the college year, the employee may accumulate any remaining days. Upon retirement or termination from active employment, the college will not compensate an employee for unused medical leave; however, unused medical leave will count as creditable service for the purposes of the retirement system.

Medical leave may be used for actual periods of temporary disability caused by personal illness or injury. Leave for medical or dental appointments are considered medical leave. Medical leave may be used for the illness or death of a member of the immediate family of the employee (i.e., spouse, children, parents, siblings, grandparents, and grandchildren). Such leave may be granted for funerals of others provided prior and proper approval is given.

For each absence of three consecutive days due to illness, the college will authorize medical leave only when certified by a medical doctor. An employee may use no more than three days of medical leave for illness or death of a family member without prior approval.

Medical leave that causes absences beyond two (2) weeks will require a doctor's Fitness for Duty Report. When deemed advisable, the immediate supervisor may require a doctor's **Fitness for Duty Report** for sick leave absence of any duration.

Employees who have an unusual situation consistent with the intent of this policy may submit such facts and circumstances to the President for special consideration.

***Procedure:***

1. Employees must notify their immediate supervisor within a reasonable time of an absence for medical purposes.
2. The employee must secure a leave form from the college's website and file the appropriate leave form with their immediate supervisor within **three** days of returning to work after leave.
3. The Office of Human Resources will keep a record of each employee's medical leave.

**Donated Leave for Catastrophic Illness or Injury Policy**

MDCC employees may donate accrued personal or major medical leave to another state employee who is suffering from a catastrophic injury/illness or to another employee who has a member of his/her immediate family who is suffering from a catastrophic injury or illness according to Regulation 51 of the Public Employees' Retirement System:

Leave donated or transferred from one employee to another employee may **not** be certified to PERS as unused leave of the recipient employee. The accumulation of leave is personal to the individual employee. Only qualifying leave which has actually been accumulated by and which remains unused by the individual employee at termination of employment may be certified by PERS for service credit.

In order to donate leave, you must first file a request with the Office of Human Resources prior to the employee's absence from work. Once filed, a committee, appointed by the President, will review the request to determine if the person receiving donated leave meets qualifications of a catastrophic illness or injury.

Any employee who presents medical evidence that his/her physical and/or mental condition is such that the employee is disabled and cannot return to work may not use more than 120 days of unused paid sick leave from the date of disability.

Abuse of the medical leave policy by any employee shall be cause for disciplinary action.

**Personal Leave Policy**

Up to two days of accrued medical leave may be used by full-time employees (nine-month, ten-month, eleven-month, twelve-month contractual and non-contractual employees) during each fiscal year for personal business, etc., that requires that the employee be away from work. The Office of Human Resources will keep a record of each employee's personal leave.

**Annual/Vacation Leave Policy**

Mississippi Delta Community College will provide an annual leave policy for all full-time employees (contractual and non-contractual) employed for twelve months. All full-time twelve-month employees will accrue seven hours per month (10.5 days per year) for annual leave each fiscal year. Annual/vacation leave time earned will accrue and will not expire during continuous employment. Upon retirement or termination from active employment, the college will not compensate an employee for unused annual leave; however,

unused annual leave will count as creditable service for the purposes of the retirement system. There is no set amount of annual/vacation leave time an employee may take within any academic year as long as the leave time has been approved by the employee's immediate supervisor. The College President reserves the right to reject an employee's request for annual/vacation leave even when approved by an employee's immediate supervisor for a valid educational reason.

***Procedure:***

1. Employees must schedule annual leave days with immediate supervisors.
2. Employees must submit their leave request to their immediate supervisor for approval seven days before the requested leave date by utilizing the electronic time clock system.
3. Employees will be notified via email through the electronic time clock system whether their leave request is approved.
4. Annual leave time is tracked through the electronic time clock system.

**Family and Medical Leave Act**

***A. Policy***

It is the policy of Mississippi Delta Community College to authorize leaves of absence for employees pursuant to the requirements of the Family Medical Leave Act of 1993 (FMLA). This Policy summarizes the circumstances in which FMLA leave will be granted and describes the procedures for requesting leave. It does not confer any additional entitlement to leave beyond that required by the FMLA.

***B. Types of Leave***

The circumstances in which FMLA leave is available are governed solely by the FMLA and the regulations there under. The College's FMLA Policy does not confer any additional entitlement to leave. The following is a summary of the circumstances under which an eligible employee is entitled to leave under the FMLA.

1. Serious health condition of an employee: An eligible employee is entitled to twelve (12) work weeks of unpaid leave during any twelve month period because of a serious medical condition that renders the employee unable to perform his or her job.
2. Care of a spouse, child, or parent with a serious health condition: An eligible employee is entitled to twelve (12) work weeks of unpaid leave during any twelve month period to care for the employee's spouse, son, daughter, or parent, if such person has a serious medical condition.
3. Birth or adoption of a child: An eligible employee is entitled to twelve (12) work weeks of unpaid leave during any twelve month period to care for a child upon birth, adoption, or placement for foster care.
4. Circumstances arising out of active military service: An eligible employee is entitled to twelve (12) work weeks unpaid leave during any twelve month period due to a "qualifying exigency" arising out of the employee's spouse, son, daughter, or parent being on active military duty, or being called up to active military duty. A "qualifying exigency" will be defined in accordance with regulations promulgated by the U.S. Department of Labor.

Additionally, an eligible employee is entitled to twenty-six (26) weeks total leave to care for a spouse, son, daughter, or parent who suffered a serious injury or illness in the line of military duty. This type is available once; it does not recur every twelve month period.

***C. Eligibility for Leave***

FMLA leave is not available to all employees. You should check with the Office of Human Resources if you wish to utilize this leave to see if you are eligible. The Office of Human Resources can provide additional information regarding the Family and Medical Leave Act.

1. Duration of Employment

To be eligible for FMLA leave, an employee must have worked for the college for at least one year and have completed 1,250 hours over the twelve months prior to the commencement of the leave. The twelve-month period during which an eligible employee may take up to twelve (12) weeks of unpaid leave will be calculated by looking back over the preceding 12 months period immediately before the request of need for FMLA leave. The college will use a rolling calendar to determine FMLA leave.

2. Serious Health Condition

Most types of FMLA leave require that the employee or a family member have some "serious health condition." The FMLA provides a very specific definition of what conditions qualify, and what conditions do not. The following may help.

What is a "serious health condition"? A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care (including any subsequent period of incapacity and any follow-up treatment) or continuing treatment by a health care provider. A serious health condition includes examinations to determine whether a serious health condition exists and evaluations of the condition. A serious health condition involving continuous treatment may include:

- a. incapacity lasting three days or more, and any subsequent period of related incapacity or treatment, in which you are treated two or more times by or on behalf of a health care provider, or in which you are treated one time with a resulting regimen of care under the provider's direct or indirect supervision;
- b. any period of incapacity due to pregnancy or prenatal care, regardless of duration or whether treatment is sought;
- c. any period of incapacity or treatment due to a chronic health condition (i.e., a condition which manifests itself in recurring episodes and requires periodic treatment visits), regardless of duration or whether treatment is sought;
- d. a period of incapacity due to a condition which is untreatable (e.g., Alzheimer's, terminal cancer), so long as the patient is under the care of a health care provider;
- e. any period of repeated absence to receive treatment by or on behalf of a health care provider for restorative surgery after an injury or for a condition which likely will result in a 3-day period of incapacity if left untreated; or
- f. any period of absence for substance abuse treatment under the care of a health care provider. What is NOT a "serious health condition"? "Treatment" does not include routine physical, eye or dental examinations. Therapeutic activity which can be initiated without a visit to the doctor (e.g., taking aspirin, drinking fluids or bed rest) is not a "regimen of continuing treatment." Conditions requiring cosmetic treatment are not "serious health conditions" absent complications or the need for inpatient care.

Absences due to the effects of alcohol or substance use are not "periods of incapacity."

The college, with information from your healthcare provider or other medical examinations, (i.e. second or third opinion) will determine whether the condition is a serious health condition under the FMLA. Employees requesting medical leave must provide an appropriately completed medical certification.

**D. Leave Procedure**

1. Requests for Leave

Employees must request leave in writing at least 30 days prior to the beginning of the leave unless the necessity for leave does not become known to the employee until a later date, in which case,

the employee shall request the leave as soon as practicable on the date he or she becomes aware of the need for leave. Leave should be requested in writing on the Request Form which may be obtained from the Office of Human Resources. The employee shall also make a reasonable effort to schedule medical treatment so as not to unduly disrupt the college's operations, subject to the approval of the health care provider.

Employees will be required to support any request for FMLA medical leave with appropriate medical certification from an authorized health care provider, or certification of the birth, adoption, or placement of a child. The college may request an employee's authorization to communicate directly with his or her health care provider to verify information relating to a leave request.

Follow-up medical certifications may also be required. Employees on leave may also be required to report from time to time on the status of their leave and their intent to return to work.

## **2. Benefits During Leave**

Employees must make arrangements with the Office of Human Resources in advance of any FMLA leave with respect to the employee's job benefits (cafeteria plans, etc.) and their obligations in order to keep benefits and insurance in force. You will receive the same benefits while on FMLA leave as you receive while working, but you must pay your share of your group health insurance premium in order to maintain your coverage. If you fail to do so within 30 days of the premium due date, your insurance may be terminated, as permitted by law. If the college chooses to pay on your behalf your share of the unpaid premium, the college may recover it from you at the end of the leave period by deducting it from your paycheck, or some other appropriate collection method.

## **3. Intermittent Leave and Reduced Work Schedules**

FMLA leave may be taken intermittently or on a reduced work schedule when medically necessary to care for a seriously ill family member or when the employee is seriously ill and unable to work. Appropriate and sufficient medical certification must be provided to the college before such leave may be taken. The college reserves the right to transfer employees taking intermittent leave or working a reduced work schedule to an alternative position.

## **4. Return from Leave**

Employees must provide appropriate medical authorizations or fitness-for-duty certificates prior to their return to work. Upon an employee's timely return to work from FMLA leave, most employees will be returned to their former job or an equivalent job, with no loss in benefits.

## ***E. Limitations***

It is the college's policy that any employee requesting FMLA leave must simultaneously use any other accrued leave available to the employee under the college's leave policies (i.e.: vacation, sick days, sick leave).

Leave beyond the specified period of FMLA leave will be administered under the college's leave of absence policy. Medical leave for a serious health condition of the employee may be extended beyond the twelve-week period in accordance with the medical leave policy of the college.

## **Workers' Compensation**

In the event of an injury, during the course of an employee's employment, the employee should notify his/her supervisor or the Office of Human Resources immediately, or as soon as practicable. The injured employee, who is deemed eligible for Workers' Compensation benefits, may use accrued medical, vacation, or personal leave to supplement payment received from Workers' Compensation Insurance.

Workers' Compensation Insurance will pay in accordance with statutory requirements of Mississippi. The rate of pay is two-thirds (2/3) of the employee's regular pay.

The college allows the injured employee to utilize a combination of leave time and workers' compensation payment to provide total compensation equal to the employee's normal rate of pay. The employee is prohibited from earning more than 100% of his/her salary from the combined benefits. (Mississippi State Law Section 25-3-95 prohibits a state employee from making more than 100% of his/her wages through a combination of the benefits)

Injured employees receiving workers' compensation insurance payments may choose to:

1. Accept the workers compensation insurance benefits as their total pay for their leave period and submit no leave time to the college for time off due to a work-related injury. (employee will not receive college pay for days missed); or
2. Supplement workers' compensation benefits with accrued paid time off due to a work-related injury. (1/3 leave day will be assessed for each day of paid worker's compensation); or
3. Utilize college leave time for pay for the entire leave due to injury and submit any checks received from the workers' compensation insurance company to the college; or
4. Employees who have exhausted all accrued leave time, or who do not wish to use accrued leave, may request Family and Medical Leave for the period of time that they are away from work due to an on-the-job injury or illness.

### **Leave of Absence Policy**

A leave of absence may be granted not to exceed one year without pay to allow employees to further their education in their fields, to meet certification requirements for their profession, or time off for personal/family illness. Such leave may be granted without pay, or a reduction in workload or salary to employees with three or more years of service to the college. Employees who are granted a non-FMLA leave of absence may not be able to return to a position of equal status and salary from which they were granted leave.

The President and Board of Trustees of the college must approve all requests for leave of absence.

### ***Procedure:***

1. Any administrative, faculty, or professional staff member who has been employed by the college for three years or more can request in writing to the immediate supervisor a leave of absence. The request should include the beginning and ending date of the leave of absence.
2. The request will be forwarded by the supervisor to the President for consideration.
3. The request will be presented by the President with a recommendation to the Board of Trustees at the next regular meeting of the Board.
4. The President will notify the supervisor and employee in writing of the decision of the Board of Trustees in regard to the request for leave of absence.

### **Administrative/Professional Leave Policy**

MDCC will provide leave for administrative/professional purposes without loss of pay for all full-time employees (nine-month, ten-month, eleven-month, and twelve-month contractual or non-contractual employees). The college allows each full-time employee administrative/professional leave if the employee serves on a jury in any legal proceeding, has a subpoena as a witness, or attends meetings of approved professional organizations associated with the employee's educational/ professional field.

MDCC will grant no more than 8 hours of administration leave per semester to any full-time employee that

utilizes the Dental Hygiene Technology Program. Free services offered to full-time employees include a complete dental exam, cleanings, and x-rays.

***Procedure:***

1. The employee must secure a leave form from the college's website.
2. The employee must submit the form to the immediate supervisor for approval **seven days before** the requested leave date if for **in-state travel**, etc. All **out-of-state travel** must be approved by the Board of Trustees. The employee must ensure that the form has been submitted in enough time before the date of leave for approval from the Board.
3. The employee must receive the leave form approved by **all** required administrators prior to making any necessary expenses associated with the professional leave (i.e. travel, registration, accommodations, etc.).
4. The employee's immediate supervisor will keep a record of each employee's professional leave. For *faculty members*, discretion will be used by the Department Chair & the Vice President of Instruction in determining if absences will have a negative impact upon instruction.

**Military Leave Policy**

All employees who are in any branch of the United States Military will be granted leave according to provisions of the Mississippi Code and the Uniform Services Employment and Reemployment Rights Act.

**Jury Duty Policy**

It is the obligation of every employee to serve jury duty when possible. Employees who are called for jury service will receive full pay, excluding overtime, while performing jury service for the day or days on which they are normally scheduled to work. The leave for jury duty is covered under the procedures for Administrative/Professional Leave Policy of the college.

***X. Complaint Procedure for All Employees***

**(This procedure does not include matters relating to employee suspension or dismissal under a current employment contract, the renewal or non-renewal of employment at the end of a current contract, or the terms included or to be included in those contracts)**

Mississippi Delta Community College recognizes the right of each employee to due process regarding any complaint. The process is designed to give employees the right to be heard and to seek a speedy, fair and just resolution to the complaint.

Mississippi Delta Community College seeks to resolve complaints at the lowest administrative level, if possible. Procedures to be followed in resolving complaints consist of the following progressive steps:

***STEP 1:*** The complainant files a written complaint with his/her immediate supervisor. The complaint must be made in writing with complete details of the nature of the complaint, dated, signed by the complainant and presented to the immediate supervisor within five (5) college working days of the circumstances that prompted the complaint. (If the complaint involves the complainant's immediate supervisor, the complaint procedure shall begin, within the above stated time period, with STEP 2.) The complainant's immediate supervisor or supervisor's immediate supervisor shall respond and attempt to resolve the complaint within three (3) college working days of receipt of complaint. If the supervisor's response does not resolve the matter to the complainant's satisfaction, the complainant may initiate STEP 2. If the complaint involves a possible EEOC violation, such as racial age, or sexual discrimination, the supervisor should immediately notify the Office of Human Resources. The Office of Human Resources will in turn notify the college's EEOC insurance provider, the Vice President for Administrative Services, and the President.

**STEP 2:** The complainant desiring to proceed to this step forwards the written complaint, signed and dated, to the administrator who is immediately superior to the complainant's supervisor within five (5) college working days following the meeting of complainant and supervisor in which the complaint was not successfully resolved. The administrator shall respond to the complaint within (3) college working days of receipt of the complaint. If the administrator does not resolve the matter to the complainant's satisfaction, the complainant may present his/her complaint to the Employee Complaint Committee appointed by the President. This will initiate Step 3.

**STEP 3:** Complainant may present his/her complaint in writing, signed and dated, to the chair of the Complaint Committee within five (5) college working days following the meeting of complainant and the administrator in Step 2, in which the complaint was not successfully resolved. The following procedures will be utilized:

It is the policy of Mississippi Delta Community College to provide all employees due process through which complaints may be heard and addressed. Complaints shall be addressed by the Complaint Committee only if following unsuccessful efforts by complainant to resolve his/her complaint to his/her satisfaction through STEP 2.

### **Complaint Appeal Process**

1. Complaints shall be presented to the Chairperson of the Complaint Committee appointed by the President.
2. Complaints shall be in writing, signed, dated and shall specify in detail the nature of the complaint.
3. Complaint Appeal Committee
  - a. The Complaint Committee shall be composed of five (5) individuals from within the college appointed by the President.
  - b. The Complaint Committee will:
    - 1) Set a date for the meeting to hear the complaint within seven (7) college working days from the date of receipt of request for hearing.
    - 2) Inform complainant(s) at least 72 hours in advance of hearing of date, time, and place of hearing.
    - 3) Inform complainant(s) of right to be represented by an advisor.
    - 4) Inform complainant(s) of right to present witnesses.
    - 5) Inform complainant(s) of procedures to be followed during the hearing.
    - 6) Arrange for a qualified person to be present to record the proceedings and prepare a written record of such proceedings.
  - c. Within 72 hours following the hearing before the Complaint Committee, the committee will provide the complainant(s) with written copies of the findings and conclusions of the committee. The college shall maintain records of the proceedings, findings and conclusions. The decision of the Complaint Committee will be final in all cases.
  - d. The complainant may appeal to the President within five (5) college working days if they believe college policy/procedure was not properly followed.

### **Retaliation**

This procedure seeks to encourage staff and faculty to express freely and responsibly their concerns



about any possible instances of retaliation or any act of reprisal (e.g., interference, restraint, penalty, discrimination, coercion or harassment)--overt or covert--by a college faculty member, employee, agent, or student against another who is responsibly using this procedure interferes with free expression and openness. Such acts violate this procedure and require prompt and appropriate disciplinary action.

#### ***Y. Direct Deposits and Payroll Checks***

The Vice President of Business Services issues payroll checks as follows:

Salaried Employees - direct deposit on the last calendar business day of the month

Hourly Employees – Campus Police and Facilities Management payroll is issued on Thursdays on a biweekly schedule

Work-study – College and Federal work-study payroll checks are cut once a month per the posted pay schedule

#### ***Z. State Retirement and Health Benefits***

Faculty/staff benefits for full-time employees include state retirement. The employee and the college contribute to this plan. The college pays 100% of the employee's health insurance premium for Base Coverage; active employees enrolling in Select Coverage must pay a portion of the employee premium. Other benefits available to employees include a cafeteria plan, encompassing coverage for dental, cancer, intensive care, salary protection, vision insurance, and supplemental retirement plans. For the specifics of each plan, please contact the Office of Human Resources.

#### ***AA. Payment of Accounts***

All employees should pay accounts at the Business Office.

#### ***BB. Travel***

College-owned vehicles may be used to conduct official college business only. Authorized individuals will make the request for vehicles to the office of the appropriate supervisor by filling out the Trip Request Form (Motor Vehicle Policy and Fleet Management Guide, page 15).

College employees and other authorized individuals must have a valid driver's license to drive a College-owned vehicle.

All College employees that operate College-owned vehicles are required to have all drivers read and sign the Vehicle Use Agreement (Motor Vehicle Policy and Fleet Management Guide, page 16).

College vehicles should be requested for all travel. Travel reimbursement for travel in a personal vehicle will be paid only with attached proof of a vehicle request showing that a college vehicle was requested but was unavailable.

Using College-owned or rented vehicles to conduct personal business is strictly prohibited by Mississippi Code 25-1-79. Drivers are prohibited from taking a College vehicle to their residence unless previously approved by the Director. Only in extreme circumstances should this be approved because of the perception that a College vehicle is being misused for private purposes.

Out of state travel must be approved by the board. Approved leave forms must be attached to all out of state requests.

Meals are only allowed when overnight travel is involved. If the employee is staying with someone else or another entity is paying for hotel costs, then proof needs to be attached in order for meals to be claimed.

Travel vouchers need to specify the employee's destination and the purpose of the trip. Travel advancements are made only in the case of out of state travel.

College travel will not be paid in the following cases:

1. Travel to the employee's home base for the day to include nursing clinical unless authorized by the President
2. Summer school instruction
3. Off campus employees should not turn in travel reimbursement for coming to campus unless the trip has been requested by administration

### ***CC. Cell Phone Use in College Vehicle***

MDCC will follow the Mississippi law guidelines concerning the use of portable electronic devices in a vehicle. MDCC also prohibits any driver of a motor vehicle while conducting college business from cell phone texting.

### ***DD. Admission to Activities at Community College Events***

Faculty/staff employees are encouraged to attend all college functions, even if not assigned a specific duty for the event. All faculty/staff employees are admitted free to college events with an active ID.

### ***EE. Faculty and Staff Campus Housing***

The Board of Trustees for Mississippi Delta Community College recognizes that adequate rental housing is limited in Moorhead and, if available, such housing would not command the rent rates that would be comparable to that charged in larger Delta towns and cities. The Board is also aware that the faculty/staff housing facilities located on the Moorhead campus are an important factor in the recruitment and retention of qualified personnel.

The Board acknowledges that having employees such as athletic coaches and other personnel (including administrative, instructional and support staff) living on or near the campus provides 24/7 local assistance when dealing with issues which may arise in student housing, at after-hours activities and in emergency situations. Additionally, faculty/staff that live in campus housing enhance campus life by attending and supporting student activities after regular office hours. Having this philosophy, the Board has set the following policy.

#### ***Policy:***

The college housing facilities shall remain debt free and self-supporting.

The Vice President of Business Services will establish a separate account within the college Auxiliary Fund for faculty/staff housing facilities rental income.

The Vice President of Business Services is authorized to transfer a specified sum from the current rental income account to this separate account to establish a reasonable beginning balance.

Faculty/staff housing rental rates, as recommended annually by the President for Board approval, must be maintained at a level that will assure that the facilities will be self-supporting. Funds from other

sources (i.e., E & I funds, bonds, etc.) will not be used for maintenance, additions, or any other considerations without prior approval of the Board.

The President or the President's designee will determine faculty/staff housing assignments. Houses will be assigned and presented to the Board by the President as part of the complete employment package.

***Procedure:***

1. Application:

Interested employees may request consideration for campus housing by completing an Application for Faculty/Staff Campus Housing available from the Office of Business Services. If housing is not available at the time of application, the employee will be placed on a waiting list. Current residents of the Veterans Apartment Building will receive first consideration when vacancies occur in the Faculty Row Duplexes.

2. The Employee Tenant:

The employee tenant will agree, by signature, to all the terms and conditions as stipulated in the approved Mississippi Delta Community College Faculty/Staff Housing Lease. A deposit equivalent to a month's rent will be required upon signing of the lease.

**Absolutely no pets are allowed in the Veteran's apartments.**

The employee/tenant is expected to keep the premises neat and clean, inside and outside, at all times.

**The employee/tenant is responsible for any damages that occur as a result of his or her negligence, the negligence of a relative or spouse, or a pet who is living in the property or a visitor of the employee/tenant.**

Only spouses and dependents are allowed to live on the property with the employee/tenant.

The college will agree, by signature of a designee, to all the terms and conditions as stipulated in the approved Mississippi Delta Community College Faculty/Staff Housing Lease.

***FF. Property Accountability***

The faculty and staff should not remove or exchange any property from room-to-room, office-to-office, building-to-building or otherwise without the knowledge of the Vice President of Business Services. He/she is responsible for a correct inventory. Faculty members should check out their keys from the appropriate administrator upon their arrival at Mississippi Delta Community College and return the keys and have an inventory of their offices should they leave Mississippi Delta Community College.

**Facilities and equipment:** The facilities and equipment of Mississippi Delta Community College are not to be used at any time for private profit.

**Relocation of Classes, Offices and/or Programs:** The extended relocation (beyond 3 consecutive days) of classes, offices, and/or programs to other areas within buildings on campus must be approved by the appropriate Vice President. Vacated buildings and/or classrooms are to be occupied only with the approval of the appropriate Vice President. For temporary relocation (1 to 3 days) of classes, the instructor must notify the Department Chair and post notice in the original room for information

purposes. Furniture and equipment are assigned to particular locations on campus. No furniture and/or equipment are to be moved from one location to another without the permission of the appropriate Vice President.

**Personal Property Liability Policy:** Mississippi Delta Community College is not responsible for personal items (pictures, diplomas, personal computers or iPad, decorations, etc.) which employees bring to campus and place in their office or classroom. The college's insurance policy will not cover these items in the event of loss due to fire, theft, flooding, vandalism, or other causes. If an employee has personal items that remain on campus, they should consider getting a personal insurance policy if they wish to have coverage on the items.

## ***GG. Alumni Affairs***

The relationship between Mississippi Delta Community College and its alumni encourages former students to continue to participate in the development of the institution. The MDCC Alumni Association operates as a subsidiary of The Mississippi Delta Community College Development Foundation, Inc.

The Alumni Board of Directors, acting as a committee of the Foundation, is composed of officers from each county chapter, meets quarterly to define goals and evaluate needs and effectiveness. Minutes are kept and newsletters are sent to alumni and friends. A series of alumni meetings are held throughout the Mississippi Delta Community College district. The college maintains current records of former students.

The Executive Director of College Advancement and Alumni Affairs, coordinates all alumni events and activities on behalf of the college and the Alumni Association.

## ***HH. Special Events***

Special Events are coordinated by the department sponsoring the event. If you need to request facility usage for a college event, please contact Erica Pruett, Administrative Assistant for Instruction. For external events, please contact Janet Burford, Coordinator of Business Services, Purchasing & Inventory Control. Please be aware fees apply for external use of facilities. All special event requests are to be channeled through the appropriate administrative channels for approval before being submitted to these individuals. They will maintain the college's events calendar and all activities must be placed on this calendar before they are official.

## ***II. Maintenance***

Repairs, adjustment of furniture and equipment, and janitorial services needed should be reported to the respective administrator, who will in turn report the need to Facilities Management. It is the responsibility of each faculty member to encourage the students to properly care for the buildings and grounds.

## ***JJ. College Mail and Notices (Moorhead Post Office)***

A box for outgoing mail is located in a designated area on campus. Outgoing mail concerning college matters may be posted with the postage machine. Outgoing mail is delivered to the Moorhead Post Office each afternoon.

The college is not responsible for receiving or distributing any personal mail. Employees may not use college postage to mail or ship personal items. Memorandums containing pertinent information on college matters are issued through campus wide e-mail and/or campus mail.

Incoming mail is sorted each morning and is available for pick up starting at 10:30 a.m. The cutoff time for outgoing mail is 3:00 p.m. to allow time for processing before the Moorhead post office closes at 4 p.m. Outgoing mail delivered after 3 p.m. will not be processed until the next business day unless prior arrangements have been made. MDCC and MDCC employees are not responsible for personal items shipped to the MDCC address.

The department name must be on all off-campus outgoing mail. It should be placed in the top left corner above the return address to ensure that the correct department receives any return mail. Some incoming USPS and campus mail arrive with missing or inaccurate address information, rendering the mail piece undeliverable. Incoming mail missing a department or individual name will be opened in an attempt to determine its correct destination. All forms and other materials should reflect the department to which they are to be sent.

### ***KK. Reduction in Force (RIF)***

#### **Responsibility**

- a. The President shall apprise the Board of Trustees from time to time regarding enrollment, financial requirements, program needs and shall recommend, when appropriate, a reduction in force to the Board.
- b. The Vice President of each area will recommend to the President reductions in a program or activity; a teaching area or class; and the number of positions in a teaching area to be reduced.

#### **Consideration and Options**

A reduction in force may be accomplished by not filling vacated or vacant positions; transferring personnel from an area requiring a reduction in force to an area where an open position is to be filled; and/or layoff of personnel.

### ***LL. Student Workers***

Student help for secretarial duties and other instructor-aid duties is available through the Federal Work-Study Program. Instructors should contact the Office of Financial Aid if they need student workers. The instructor is obligated to supervise the student worker and report the hours worked on the proper form to the Vice President of Business Services.

Departments are to stay within their allotted Federal Work-study budget.

College Work-study may be utilized if budgeted. In the case of College Work-study, departments are to stay within their allotted budgets.

### ***MM. Duplicating Services***

The college provides duplicating services for faculty use in the instructional program of the institution. This equipment is located in various locations throughout the campus. Only authorized personnel should attempt to operate the machines. Employees may not use college duplicating services for personal copies.

### ***NN. College Academic Calendar, eLearning Calendar, and Calendar of College Events:***

The college academic calendar is prepared by the Calendar Committee. After the calendar has been approved by the President, it becomes the official calendar for the next academic year. A copy of the complete calendar appears in the Mississippi Delta Community College Catalog/Student Handbook.

A master calendar of college events is kept in the Office of Special Events. All activities must be placed on this calendar before they are official.

### ***OO. Photo Identification Cards***

A photo identification card for all employees is mandatory in order to assure a safe and secure work environment. A photo identification card also provides evidence of employment at Mississippi Delta Community College.

### ***POLICY FOR THE USE AND DISTRIBUTION OF PHOTO IDENTIFICATION CARDS***

#### **Purpose**

This policy has been established to ensure the appropriate use and distribution of photo identification cards for all college employees.

#### **Policy**

- a. A photo identification card is mandatory in order to assure a safe and secure work environment. A photo identification card also provides evidence of employment at MDCC.
- b. Photo identification cards will be issued upon request to individuals with appropriate affiliation with the college.
- c. Special identification badges may be issued for temporary employees and adjunct instructor by their appropriate Vice President.
- d. All faculty and staff will be required to display their identification card or official name badge at all times.
- e. Photo identification cards are the sole property of MDCC and must be returned if requested by an appropriate authority.
- f. Any misuse of the identification card, which may be determined by the President, is strictly prohibited and subject to disciplinary action up to and including termination.

Faculty and staff are responsible for reporting lost, stolen, or damaged cards. Appropriate administrators are responsible for reclaiming photo identification cards upon termination or any change in an individual's affiliation with MDCC (e.g., change of name, transfer to another department).

### ***PP. Information Network Resources and Systems***

The Office of Information Technology is responsible for coordination and maintenance of computer systems on campus. The department has established the following guidelines:

#### **Introduction and Purpose**

The purpose of the MDCC Information Network is to support the overall educational mission of the college, in accordance with college policies. Access to the network and its resources is a privilege. Network users must respect the rights of others and the integrity of the components of the network.

This policy governs the use of all computers, computer-based networks, and related hardware and software at Mississippi Delta Community College. Under federal statutes and the sections of the Mississippi code that regulates the use of these resources, the college is required to ensure that this equipment and software are used properly, and for the purpose for which state funds were expended. The intent of this policy is to allow maximum freedom of use consistent with state and federal law, college policy and a productive work environment.

### **Scope**

This policy applies to all college faculty, staff, administrators, students, and members of the community who use the college network resources. It covers all computing hardware that is connected to the network, including microcomputers, printers, and the college midrange computer. It also includes all network infrastructure: data wiring and fiber optic cable, routers, switches, hubs, servers, data connectors, and all other associated hardware, software, and materials.

The following types of software are covered under this policy: operating systems, network software, compilers, and all instructional and application software defined as “supported by the college”.

The following categories of data systems are included: the administrative and student information system and data that have been collected or generated by the college.

### **General Statements**

**Training** – Provided for administration, faculty and staff as new hardware, software and services are made available. Prior to receiving access to the network, each employee must demonstrate a satisfactory level of proficiency in certain areas such as proper use of passwords, how to access the Internet, e-mail, administrative software, and other application software. Administration, faculty, and staff are encouraged to attend workshops and classes at off-site locations provided sufficient funds are available in the departmental budgets.

Training will be made available to new hire employees at the time of their employment. **Network Access** – Network access is controlled by passwords, and the level of access granted is determined by a user's job-related or educational requirements.

1. **User IDs and Passwords** – Users will be assigned a user ID and password which should not be disclosed. User IDs will be composed of the first character of the user's first name and up to the first nine characters of the user's last name, unless the user is notified otherwise. Passwords may be four to ten positions in length. The *recommended* length is four to six characters. Passwords *must* begin with a character, *must* contain at least one number, and *may not* contain spaces. Users will be required to change passwords every 90 days. The same password cannot be used again within one year. Requests for new user IDs and passwords should be submitted and approved using the Information Technology Request Form. Requests for user IDs and passwords to be deleted from the computer system when an employee is terminated should be submitted and approved using the Information Technology Request Form.
2. **Accounts** – Network accounts for employees are managed by the Information Technology staff. Requests for establishment or modification of employee accounts must be approved at the Department Chair/Supervisor level or above. Specific access granted to an employee account is subject to approval by the appropriate Department Chair/Supervisor with the guidance of the Director of Information Technology. Removal of an account occurs when the owner is no longer an employee of the college, or when disciplinary action is indicated. It is the responsibility of the employee's supervisor to notify the Information Technology staff within 24 hours of an account holder's separation from service.

Student accounts and public accounts must be requested and maintained by the appropriate department under the supervision of the Information Technology staff.

***Ethical Use*** – The network is for official college use only and must not be used for personal business, profit-making ventures, political activities, or to harass or offend anyone. Some employees will be given access to the student information systems and/or other administrative systems. The confidentiality of these records is governed by the federal Family Education Rights and Privacy Act of 1974 (a.k.a. Buckley Amendment, FERPA). All information is confidential, and students have a right to expect that their scholastic records are being properly supervised and maintained. Requests for disclosure of this information must be approved by the appropriate administrative officer.

***Security*** – All information is property of Mississippi Delta Community College, and use or distribution is prohibited without approval of the appropriate department. Information should be protected against unauthorized access and/or destruction. A backup copy of administrative information is made daily and stored off-campus. It is recommended that each user make a backup copy of information on individual personal computers frequently. A disaster recovery plan is maintained by the Office of Information Technology. Users should not leave a terminal/computer unattended while signed on. A secure off-site facility will be provided for storage of backups, user documentation, copies of disaster plan, and critical forms. The college attempts to protect the network from intrusion from within and without. All suspected attempts to violate network security must be reported to the Director of Information Technology as soon as possible. If it is determined that a breach in network security has compromised sensitive information, the President of the college may request the aid of law enforcement to handle the investigation. The Office of Information Technology will periodically check for, and follow up on, security violations.

***Disaster Recovery Plan*** – the Office of Information Technology maintains a Disaster Recovery Plan. All programs, files, folders, configuration and security information are saved on a daily basis. **Backup of individual personal computers is the responsibility of the individual user.**

***Software Supported by the College*** – Software standards will be established and distributed by the Office of Information Technology. Only approved software will be supported and maintained. The support and maintenance of other software will be the responsibility of the user. Computer software should be properly registered to obtain updates and protect warranties or other legal rights.

***Computer Hardware*** – Computer hardware should not be relocated or have components added or removed without coordination with the Office of Information Technology.

***User requests*** – All requests for services which fall within the realm of Information Technology (telephones, e-mail, hardware, software, programming, network services and support, Internet access) should be submitted using the Office of Information Technology Request Form, and approved by the appropriate supervisor(s). If approved, the request will be directed to the proper technician for resolution.

***Web Site*** – The college will operate a web site for the purposes of recruiting and disseminating college information. This service is operated and maintained by a webmaster. All requests concerning this area should be directed to the webmaster through the appropriate administrative channels.

***Access to the Internet*** – The college provides Internet access through the college network to all employees and students having a network account. Internet access is intended only for official college business. The college discourages personal use of the Internet through the college network. The college does not condone access to sites which contain pornography and other sexually explicit material. The use of the Internet for pornographic or sexually explicit purposes, political purposes, illegal activity, profit-making ventures, or



the harassment of individuals or organizations is considered a violation of college policy and will result in discipline up to and including termination. Users should be aware that the system logs all Internet sites which are accessed through the network. This information will be monitored on a regular basis through normal network maintenance and to investigate abuse of the resource. Employees have no expectation of privacy when using any college internet site.

***E-Mail*** – An e-mail account is provided for each employee who has a network account. As with Internet access, e-mail is intended only for official college business and not for pornographic or sexually explicit purposes, illegal activity, personal profit-making ventures, political purposes, or to harass any person or organization. E-mail is, by definition, public, and is subject to review by college officials without prior notification. Users are responsible for maintaining their e-mail accounts and removing old messages. Employees have no expectation of privacy through the use of college e-mail systems and all e-mails are subject to being monitored by the college.

***Agreement*** – Every employee who uses the network is required to read and sign an “Information Network Resources Use Agreement”.

***Sanctions*** – Employees: An employee found guilty of violating the terms of the “Information Network Resources Use Agreement” is subject to sanctions. If misuse of the network by an employee threatens the stability of the network, the Director of Information Technology will suspend network privileges immediately. Additional sanctions could include reprimand by the appropriate supervisor, dismissal, or criminal prosecution.

- a) Students – A student found guilty of misuse of the network is subject to loss of network privileges, criminal prosecution, or other disciplinary action by the college.
- b) Public – A member of the public found guilty of misuse of the network is subject to loss of network privileges and possible prosecution.

## ***QQ. Social Media Guidelines for Employees and Students***

### **Personal Social Media Use**

The lines between public and private, personal and professional are blurred with the use of online social media. By virtue of identifying oneself as an employee of the college, employees may act as a representative of the college. If an employee of the college chooses to create or participate in social media, the college expects each person to conduct him or herself with professionalism, courtesy and integrity.

### **Overview**

MDCC defines social media as primarily Internet and mobile-based tools for sharing and discussing information among people. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, and YouTube.

The college's overall social media presence is intended to provide the college community with a venue to share information, thoughts, ideas and experiences through discussions, postings, photos, and videos. The purpose of using these communication channels on behalf of Mississippi Delta Community College is to support the college's mission, goals, programs, and sanctioned efforts.

The same laws, professional expectations and guidelines for interacting with students, parents, alumni, donors, media and other college constituents apply online as in the real world. MDCC reserves the right to block or remove the content of any post that violates campus policies, including but not limited to, harassing,

threatening, or profane language aimed at creating a hostile or intimidating environment. Content may be removed at any time without prior notice for any reason deemed to be in the college's best interest.

### **Guidelines**

MDCC has delineated guidelines for the use of social media to protect both the personal and professional reputation of the institution and its entities.

1. Adhere to all applicable college privacy and confidentiality policies. Do not post confidential or proprietary information about MDCC, students, employees, or alumni.
2. Follow all applicable federal requirements including FERPA and HIPAA regulations.
3. Be mindful of the copyright and intellectual property rights of others and of the institution.
4. Do not use college logos or any other images or iconography on personal social mediasites.
5. Do not use the MDCC name to promote a product, cause, political party, or candidate.
6. Obey the terms of service and regulations of the social media platform employed.

***Remember that the college President and the Public Relations Office are the only individuals authorized to speak publicly on behalf of the college.***

These Social Media Guidelines apply to official MDCC social media accounts. For a group to be recognized by the college as an official social media account, the group administrators must seek approval from the appropriate Vice President and the Public Relations Office. If approval is granted, the Public Relations Office will work with the group administrator to establish the page.

### **Disclaimer**

The college does not take any responsibility for pages or social media content purported to represent the college on unofficial or unapproved social media site.

### ***RR. MDCC Alerts***

MDCC Alerts is Mississippi Delta Community College's alert service provided through e2Campus. This service will send you instant alerts and time-sensitive messages, including up-to-date information on emergencies and campus closings. For more information go to [www.msdelta.edu/mdccalert](http://www.msdelta.edu/mdccalert).

### ***SS. Campus Police Duty Release***

Mississippi Delta Community College seeks to promote a working, teaching, and learning environment that is safe for all employees, students, and visitors on MDCC premises. Contributing to the safety of persons in facilities or grounds owned, leased, or under control of the College are rules of acceptable conduct.

It is the policy of the College that Campus Police is vested with the responsibility of protecting the safety of all students, faculty, staff, and visitors and maintaining order and decorum throughout all College campuses. This includes preventing and punishing all law violations in and on College-controlled property, grounds and roads, streets, and public ways.

All Campus Police Employees must remain on duty until properly relieved by another officer or Supervisor.

If an emergency occurs whereby a Campus Police Employee cannot report for duty, they must notify a Supervisor at least two (2) hours before the scheduled shift.

Campus Police Employees are not authorized to leave and/or abandon their assigned post for any reason without approval from the Supervisor. When given the serious nature of this violation, Campus Police Employees are subject to disciplinary action including but not limited to termination for violating this policy.

For more information regarding Campus Police Standard Operating Procedure (SOP), please see the Campus Police Protocol Manual.

### ***TT. Campus Police Physical Fitness Examination***

Due to the serious nature of the role of a Campus Police Officer, physical fitness and/or wellness is required as a basic requirement of employment. The College must take the necessary steps to ensure Campus Police Officers are physically fit, trained, and well-equipped to fulfill the duties and responsibilities of a Campus Police Officer. As such, all Campus Police Officers are required to complete a physical fitness test upon hire and annually thereafter. Notwithstanding, Campus Police Officers who have physical limitations that may restrict them from participating in the annual physical fitness examination should have medical documentation to support same. The medical documentation should clearly state the employee's physical limitations and/or restrictions and be signed by a licensed medical provider. The College will reasonably accommodate an employee with documented limitations and/or restrictions, provided that employee can perform the essential functions of the job position at issue. While reasonable accommodations will be made, law enforcement officers must maintain a minimum level of fitness to be both hired and retained, and the College reserves the right to do job-related testing as is necessary to ensure that all officers can perform the essential functions of their job. Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices.

For more information regarding Campus Police Standard Operating Procedure (SOP), please see the Campus Police Protocol Manual.

## **4.2 FACULTY EMPLOYMENT**

### ***Definitions:***

1. **Full-time Faculty:** *Employed by annual contracts. The length of a contract (9 – 12 months) depends on the subject matter taught and the source of funding for the salaries. Salaries are based on academic preparation and teaching experience.*
2. **Adjunct Faculty:** An “*at-will*” employee who is employed on an ‘as needed basis’. Adjunct faculty are hired to work one semester at a time. Hiring is determined by the total number of students enrolled in a course each semester. The normal load for adjunct faculty is limited to nine (9) hours. Dual Enrollment instructors are considered adjunct faculty.
3. **Part-time Faculty:** An “*at-will*” employee who is employed on an ‘as needed basis’. This employee is hired to complete a semester. The employee may be hired at the beginning of a semester or during a semester, but less than a year.

### ***A. Academic and Professional Preparation***

Teaching is the primary responsibility of all full-time faculty members as stipulated in their contracts of employment.

Mississippi Delta Community College (MDCC) employs competent faculty members qualified to accomplish the mission and goals of the institution utilizing the following guidelines:

1. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 hours graduate semester hours in the teaching discipline).
2. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of eighteen (18) graduate semester hours in the teaching discipline).
3. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline or technical courses, or associate's degree and demonstrated competencies in the teaching discipline.
4. Faculty teaching career courses not designed for transfer: high school diploma and demonstrated occupational competency in the teaching area.

Qualifications for faculty teaching career-technical or health sciences courses are determined by the state of Mississippi in the *Qualification Manual for Postsecondary Career and Technical Personnel* which parallels the guidelines set by the *MDCC Faculty Credentialing Manual*. Faculty teaching in health sciences programs that are nationally accredited must hold appropriate credentials as required by the accrediting agency.

When determining acceptable qualifications of the faculty, MDCC gives primary consideration to the highest earned degree in the discipline. In the event that a faculty position must be filled and none of the applicants meet the appropriate guidelines above, the institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

In all cases, MDCC accepts the responsibility for justifying and documenting the qualifications of faculty.

### ***B. Faculty Compensation***

The President of the college sets the criteria for the instructor salary schedule at Mississippi Delta Community College. The Board of Trustees of the institution approves the schedule as the budget is approved each year. The President bases salary increases on clearly stated criteria as mandated by the Mississippi State Legislature.

#### **Instructors' Salary Guide:**

1. Instructors' qualifications at the time initial contracts are issued determine salary.
2. The Vice President of Instruction must approve hours taken after the adoption of the salary guide. The Vice President of Instruction will only consider hours in a planned program in the instructor's teaching disciplines to affect the salary scale.
3. One-half year will count as a full year at the time an instructor is placed on the salary scale. (adjunct instructors – three (3) semesters equals ½ year)

4. The college will accept teaching experience, high school or above with other educational or related systems, at full value.
5. Prior to enrolling in additional hours for salary purposes, a faculty/staff member must first submit a plan to the Vice President of Instruction for approval. If approved, the Vice President of Instruction will then submit the plan for approval to the President of the college. The plan must include additional hours that are related to the faculty/staff member's area of teaching and/or duties before being considered for additional salary.

### ***C. Academic Freedom and Professional Security***

#### **1. Academic Freedom**

In the development of knowledge, research endeavors, and creative activities, college faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. They must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs. Academic freedom must be subject to the self-restraints imposed by good judgment and public support of the institution. The faculty member must fulfill his/her responsibility to society and to his/her profession by manifesting academic competency, scholarly discretion, and good citizenship. At no time will the principle of academic freedom protect an incompetent or negligent faculty member, nor will it prevent the institution from proper efforts to evaluate the work of each faculty member. Faculty complaints concerning academic freedom are addressed through the Complaint Procedure for all employees.

#### **2. Professional Security**

Each full-time faculty member receives an annual contract which includes the terms and conditions of employment. Although tenure is not granted to community college faculty, the Board of Trustees approves contract renewal each year. The Department Chairs make recommendations of faculty members to the Vice President of Instruction in March. **The names of faculty members who are recommended for dismissal or termination should be submitted to the President by March 10th.** The Vice President of Instruction makes recommendations of faculty members to the President in April. The President of the college recommends renewal, dismissal, or termination of individual faculty members to the Board of Trustees prior to year-end.

### ***D. Professional Growth***

Mississippi Delta Community College encourages and supports professional growth and development of the faculty. The college urges faculty members to strive toward professional improvement by attending summer school, affiliating with professional organizations, and attending professional meetings. The college also encourages faculty members to keep abreast of current trends and changes in specialized, technical and career areas. The college provides opportunity for instructors to participate in national, regional, state and district professional meetings and workshops. Instructional budgets include funds allocated for travel to these meetings. Department chairs keep records documenting participation in and recognition received for professional development.

The college rewards faculty for professional development that results in a higher earned degree with salary increases.

### **Faculty and Staff Scholarship Opportunities**

Mississippi Delta Community College (MDCC) offers a **tuition scholarship for one course per semester** to all full-time faculty and staff **to be taken after regular office/working hours**. Part-time faculty and staff

are eligible for a tuition scholarship for one course per year. Additionally, Mississippi Community College Board (MCCB) full-time staff are eligible for a tuition scholarship for one course per semester. MCCB part-time staff are eligible for a tuition scholarship for one course per year. To remain eligible, the student must maintain a 2.0 or higher grade point average on earned credit.

### ***Reciprocal Scholarship for Faculty and Staff***

**It is the responsibility of the employee to meet regular admission requirements of the institution.**

1. **Delta State University** has entered into an agreement that will provide faculty and staff at any Mississippi Community College with a new and attractive benefit option. Full-time employees will receive a reduction of one-half tuition. The employee must meet the regular admission requirements of the institution. The scholarship is available for regular academic sessions, vocational education programs, and academic credited continuing education courses. An application must be completed in Human Resources two(2) weeks before each semester begins to request tuition remission. The community college will not accept applications unless employment has been verified by Human Resources. (*Eligible employees must take courses at the reciprocal institution after regular office/working hours*)

This policy is effective spring 2015 for new enrollees and effective fall 2018 for students currently enrolled under the previous reciprocity agreements.

2. Full-time employees are eligible to register for (up to) two academic credit courses (six hours) per semester at **Mississippi Valley State University** at a reduction of one-half tuition. (*Eligible employees must take courses at the reciprocal institution after regular office/working hours*)

### ***Faculty and Staff Dependent Scholarships***

**MDCC** offers a **full-tuition scholarship** per semester (including summer school) to dependents and spouses of full-time faculty and staff, as well as to dependents and spouses of full-time Mississippi Community College Board (MCCB) employees. To remain eligible, the student must maintain a 2.0 or higher grade point average on earned credit. Eligible dependents who also qualify for other institutionally funded tuition scholarships (academic, activity, athletics, etc.) maybe asked to choose which scholarship best meets his/her financial needs. Institutionally-funded tuition based scholarships, including this scholarship, cannot be “stacked.” If another institutionally funded tuition scholarship is accepted, this scholarship allows a book and supply allowance of up to \$500.00 per year. If the dependent student receives funds from an outside scholarship (Example: WIA) which pays tuition and other specific expenses, the student should contact the financial aid office for assistance in calculating eligibility for the MDCC and MCCB Dependent Scholarship. Remember this scholarship only covers charges generated by credit hour generating courses.

MDCC and **Delta State University** have established a tuition exchange program for dependent children of full-time faculty and staff. The Tuition Exchange (TE) Scholarship allows three (3) MDCC students who are legal dependents of full-time MDCC faculty/staff and who graduated from MDCC to attend DSU with a **50% tuition remission** for an undergraduate program of study. The date such scholarship request is received in the office of Human Resources will determine the order of approval. To be eligible, students must meet the academic standards and criteria for admission to Delta State University. Selected students must be admitted as full-time students in an undergraduate degree program. This scholarship is available for a

maximum of two years (four semesters) of full-time academic study and can be applied to fall and spring semesters (summer is excluded). Selected students are expected to meet the satisfactory academic progress standards of DSU for continuation of scholarship eligibility. Scholarship forms should be submitted **4 weeks in advance** of the semester requested for tuition remission.

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## SECTION V INSTRUCTION

### 5.1 FACULTY RESPONSIBILITIES

#### ***A. Accounting***

Attendance reports, grades, and class rolls are to be kept up-to-date and submitted to the proper office as directed. Accurate attendance records will assist in enforcing the policy of class absences.

#### ***B. Course Syllabi***

Course syllabi are utilized for all credit courses and follow a standard format which includes topics such as the course description, course goals, learning outcomes, course objectives, methods of evaluation, resources and laboratory topics. Faculty provide the course syllabi to students at the beginning of the semester.

The same syllabi are to be used at all sites in order to ensure consistency in the instructional program.

All course syllabi are reviewed and updated on an annual basis. It is the responsibility of the Vice President of Instruction to monitor and ensure the review which is conducted by the appropriate faculty along with the respective Department Chair.

#### ***C. Department Meetings***

Department meetings may be called by the Vice President of Instruction and/or the Department Chair as needed. The administration encourages monthly meetings. For these meetings to accomplish the purpose for which they are designed, each member must accept his/her share of the responsibility for department activities.

#### ***D. Faculty Meetings***

The President and/or the Vice President of Instruction may call faculty meetings. They expect instructors to attend every faculty meeting unless an emergency situation arises. They will notify all instructors a few days prior to each meeting.

#### ***E. Instructional Load***

The faculty ***instructional load*** is comprised of three major elements –

1. Teaching Load
2. Office Hours
3. College Related Service.

Full-time faculty are expected to be accountable for 34 hours per week. These hours include:

##### ***1. Teaching Load***

The normal teaching load for ***Academic Instructors*** is 15 semester hours. The President has the discretion to increase the normal teaching load to 18 semester hours based on



budgetary and financial appropriations or reductions from any source that provides money or funding to the College. Academic faculty members can teach or have duties equivalent to two overloads. The President must approve any additional assignment.

The normal load for ***full-time Career-Technical Instructors*** and ***Health Science Instructors*** is 20 contact hours per week. Career Technical Instructors and Health Science Instructors can teach up to 6 additional contact hours. The President must approve any additional assignment.

The normal load for ***Adjunct Instructors*** is limited to 9 hours. Employment is based on the needs of the institution and the total number of students enrolled in a course each semester.

## **2. *Office Hours***

Each faculty member is assigned an office or classroom by the Vice President of Instruction. It is the responsibility of the instructor to keep the office neat and presentable at all times. The door should display only the name of the instructor and his/her weekly schedule.

Instructor-student conference hours are expected to be arranged by each instructor in order to serve as an advisor to students.

Students should be informed of the time and place the instructor will be available for such matters as make-up work and individual counseling. Office hours will be posted on the instructor's office door. Each instructor will schedule a minimum of one period (75 minutes) each day for a total of 5 clock hours per week. Teaching an overload does not decrease the number of office hours.

Adjunct and evening faculty members are required to have office hours thirty minutes before class and thirty minutes after class.

## **3. *College Instruction Related Service***

This flexible time, 10 – 15 hours per work week, is designed to provide the flexibility that is inherent in the full-time faculty role. It is in the interest of the college to acknowledge this need and to recognize the appropriateness of not establishing a monitoring system for these hours. Included in this time may be class preparation, academic advising, grading, professional development, committee assignments, or college/community service.

## **F. *Meeting and Dismissing Classes***

Classes are expected to meet regularly with the instructors assigned to them. Faculty members are expected to be in the classroom when the class period begins and to dismiss class when the period ends.

## **G. *Professional Ethics***

The administration expects all faculty members to practice the following:

- Refrain from discussing the affairs of the college or associates with students or persons not connected with the college.

- Respect students as individuals without relinquishing professional responsibilities as counselors.
- Respect general practices or policies until changes occur through proper channels.
- Respect all regulations and follow proper channels in securing information, supplies, and services.
- Give sincere cooperation in any instance where the general program of the college is concerned.

## ***H. Textbooks/Textbook Orders***

The Bookstore will handle the sale of all textbooks and materials. Instructors should submit requests to the Department Chair. The Chair, upon request from the instructor, will requisition such materials and books in time for them to be ordered and received by the date they will be needed by the instructor.

Requests for textbook changes must be signed by the Department Chair and approved by the Vice President of Instruction and that office will provide forms for a change in textbook or a new adoption.

## ***I. Other Duties***

*Academic Instructors should understand the following:*

- There may be a possibility of teaching over 15 hours; however, no hours beyond 15 will be guaranteed.
- Teaching duties could be split among the three campuses: Moorhead, Greenville, Greenwood.
- Teaching of summer school may be required.
- Teaching of eLearning (online) classes may be required.
- Working during summer registration is required including off-campus locations.
- Serving on college committees will be required as needed.
- Advising students will be a part of assigned duties.
- There may be other duties assigned by the President, Vice President of Instruction, Dean or Department Chair.

*Career-Technical Instructors should understand the following:*

- Updating of skills may be required as seen necessary by the Mississippi Community College Board, and that said updates may be conducted on days and times not covered under the instructor's contract.
- Participation in professional development will be required.
- Working during summer registration is required including off-campus locations.
- Becoming an active advisor of program specific student organizations is required.
- Serving on college committees will be required as needed.
- Advising students will be a part of assigned duties.
- There may be other duties assigned by the President, Vice President of Instruction, Dean or Department Chair.

*Health Science Instructors should understand the following:*

- Health Science instructors participate in travel off campus as related to: clinical hours, student competition, and other travel as needed by program. Clinical travel mileage is not reimbursed

by MDCC. Travel/Clinical may be any day of the week.

- Summer instruction/hours are required and are driven by program: summer courses/clinical, program specific orientation, CPR training, and other work as needed.
- Working during summer registration is required including off-campus locations.
- Keeping current in the instructor's subject area and learning to use technology to enhance teaching and testing of Health Science students is required.
- Abiding by the Health Science Division and program specific Policies and Procedures and the accreditation standards of both the college and program will be required
- Advising students will be a part of assigned duties.
- Serving on college committees will be required as needed.
- There may be other duties assigned by the President, Vice President of Instruction, Dean or Department Chair.

## ***J. Involuntary Withdrawal Policy***

**Definition:** MS Delta Community College is committed to the holistic welfare of its community members. Therefore, a student may be involuntarily withdrawn from the College if it is determined that the student presents a danger to self or others. A decision for involuntary withdrawal will only be made after less drastic measures have been considered and rejected as inappropriate or insufficient for the given situation. Prior to any involuntary withdrawal, a student will be encouraged to withdraw voluntarily.

**Standards:** The standard for involuntary withdrawal is clear and convincing evidence that the student represents a danger to self or others. Examples of such circumstances include, but are not limited to students threatening themselves or other individuals with severe bodily harm, students who are not able to care for their own basic needs to the extent that their lack of self-care represents a threat to the health of the campus community, and/or students exhibiting extremely bizarre or destructive behavior to self or others. This policy may not be used to involuntarily withdraw a student simply because he or she exhibits eccentric or unusual behavior.

**Evaluation:** Decisions for involuntary withdrawal will be made by a Student Care Team (SCT) representing service areas that may include but are not limited to Student Services, Campus Police, Counseling, Resident Life, and Disability Support. Prior to involuntarily withdrawing a student, SCT may require that the student undergo a mandatory assessment. The evaluation will not be required if SCT believes that such an assessment will not be helpful in arriving at a decision.

**Process:** A student who is being considered for involuntary withdrawal shall be notified in writing by SCT. If the student would like to request a hearing before SCT, he/she must request a hearing in writing within 48 hours of the initial notification. If a student requests a hearing, it will be conducted as soon as possible, but no later than seven calendar days after the request is made, unless both the student and SCT agree that a further postponement is necessary. While the hearing is pending, SCT may, for safety reasons, prohibit the student from being on campus or limit other student privileges or access to College facilities or resources.

**Hearing:** The hearing will be informal. The student may bring a parent, an advisor, or a mental health professional to the hearing. The student will be allowed to present any evidence that he or she believes demonstrates that involuntary withdrawal is not necessary. If a student fails to appear at a scheduled hearing, SCT may, at its discretion, conduct the hearing in the absence of the student. The Chair shall be from the Office of Student Services or another designee of the President. Other than questions asked by the Committee, all questioning of a witness shall be made through the Chair, who shall make all

determinations regarding the relevancy or admission of testimony, information, or written materials. A tape recording shall be made of the proceedings. The hearing may be recessed to gather further information if necessary. The deliberation of the Committee shall be private and shall not be recorded. The decision to involuntarily withdraw or place other restrictions upon a student's participation or presence at the College shall be made by a majority of those present based upon fundamental fairness, the information presented, and the individualized objective assessment of the student's particular circumstances. The student shall be informed in writing.

**Appeal:** Within five business days from the delivery of the decision of the Committee, the student may request, in writing, that the Dean of Student Services or his/her designee review the Committee's decision. Within three days of the receipt by the Dean of Student Services of a notice of appeal from a student, both SCT and the student will submit written reports to the Dean of Student Services for review. No hearing will be made upon appeal. The Dean of Student Services will rule as soon as possible, but no later than seven days after the receipt of the written reports from SCT and the student. The review shall be limited to whether the proper procedures were followed and whether the decision is supported by the record. The student shall state in writing the specific issues the student wishes the Dean of Student Services or designee to consider. The Dean of Student Services or designee may do the following:

- affirm the decision,
- modify the decision,
- remand the matter back to the Committee for further proceedings or consideration, or
- reject the decision.

The decision of the Dean of Student Services or his/her designee is final.

**Readmission:** A student who is involuntarily withdrawn, or who has been the subject of a decision restricting activities, may not re-enroll, be readmitted, or have the restriction lifted, without the approval of the Committee. Approval may be granted only if the Committee determines, by simple majority vote, that in its judgment the conditions that caused the significant risk and resulting involuntary withdrawal or restriction are no longer present or that they have been or can be safely mitigated or managed. The Committee may request any information, documentation, or evaluation that it deems necessary. The student may appeal the readmission decision to the Dean of Student Services or his/her designee, whose review shall be limited to whether the decision is supported by the record. The decision of the Vice President or his/her designee is final.

**Fees:** The normal policies and procedures for the entry of grades or fee refunds for students who withdraw during an academic term, as described in College policies, will apply to students who are withdrawn pursuant to this policy.

**Deviations:** Reasonable and documented deviations from these procedures will not invalidate a decision unless significant prejudice to the student results.

## SECTION VI ADMINISTRATIVE PROCESSES

### 6.1 ORGANIZATION AND ADMINISTRATION

The administration is responsible for enforcing the policies and procedures of the college, conducting fiscal affairs prudently, complying with the laws of the State of Mississippi, and using appropriate policies and techniques to safeguard its fiscal resources to accomplish its goals effectively.

#### 1. *History*

Sunflower Junior College was founded in connection with Sunflower Agricultural High School in early 1926, and the first freshman class was enrolled in September 1926. The name of the school was officially changed from Sunflower Junior College to Mississippi Delta Junior College at the beginning of the 1960-61 session. On July 1, 1989, in accordance with a nationwide movement to reflect the changing mission of the two-year college, the name was changed to Mississippi Delta Community College.

#### 2. *Administrative Organization*

The MDCC organizational chart (see appendix for chart) clearly defines lines of responsibility for each level of administration, support services, instructional staff, and plant maintenance. The chart is maintained in the President's Office.

#### 3. *Designations of Academic, Career Technical, and Health Sciences Divisions*

Mississippi Delta Community College offers university parallel, career and technical programs, health science programs, and workforce education. The academic programs offer the Associate of Arts degree. The career and technical and health science divisions offer the Associate of Applied Science degree and certificates for various programs.

### 6.2 GOVERNING BOARD – POLICIES OF THE BOARD OF TRUSTEES

Statutory authority for the college Board of Trustees is found in the Mississippi Code, 1972, Annotated.

The Mississippi Delta Community College Board of Trustees is composed of six members from Sunflower County and two members each from Bolivar, Humphreys, Issaquena, Leflore, Sharkey and Washington Counties. One member from each county is the County Superintendent of Education (in counties where this position exists as prescribed by state law) and the other members are appointed for five-year terms by their County Boards of Supervisors.

The rotation of board members and the continuity of membership is guaranteed by Mississippi law. The terms of board members are set by Mississippi Code, 1972, Annotated. The law states that the terms of office shall be five years; however, upon the first selection of trustees in each county, one shall be elected for a term of five years, one for a term of four years, one for a term of three years, one for a term of two years, and one for a term of one year, so as to prevent the retirement of more than one member of any one county in any one year. Where the board chooses or is required by statute to reduce its number, the board shall specify the expiration dates of such terms of office in order to prevent the retirement of more than one member of any one county in any one year.

The removal of an appointed board member shall rest with the County Boards of Supervisors as prescribed by state law. State statutes also provide that Superintendents of Education that serve on the Board of Trustees serve as long as they hold that position.

Members of the Board of Trustees shall refrain from all activities providing personal gain through official conduct, other than as provided by law. Sections 25-4-101 through 25-4-119 of the Mississippi Code of 1972 provide definitions, rules, penalties, and due process for conflict of interest and improper use of office by a public official. The members of the Board of Trustees shall be free of any contractual, employment, personal, familial, or financial interest in the institution.

No member of the Board of Trustees and no officer of the district shall be interested, directly or indirectly, either individually or as the agent of any other person or non-governmental entity, in the proceeds or profits of the sale or rental of any real or personal property or other things of value to be used in and by the district; or in any contract, or any subcontract arising from or connected in any manner with a contract, for the construction, repair, or improvement of any facilities belonging to the district, for the furnishing of any supplies, materials, or other articles to the district, or for doing of any public work for the district.

Further, the Board of Trustees will file an annual statement of economic interest, per §25-4-25. These provision of law and policy guide the Board in its self-imposed effort to avoid conflicts of interest.

## **BYLAWS OF THE BOARD OF TRUSTEES**

The Board of Trustees of the Mississippi Delta Community College will be organized and governed according to state law, Chapter 29 §37-29-1 through §37-29-275, Mississippi Code of 1972 as amended. In addition to these laws and consistent therewith, these bylaws are hereby adopted for the governing of the Board and administration.

### ***A. Organization, Procedure, and Policy***

1. Organization of the Board
  - a. Principles of Organization
    1. The members of the Board have governing authority only when the Board is in formal session.
    2. The Chair, Vice Chair, and Secretary shall be elected from the Board by its membership. The officers shall hold office for a term of 5 years. Vacancies created by officers unable to complete their term shall be filled at the next regular meeting after they occur.
    3. Officers will be elected by majority vote of those present.
  - b. The Board shall generally transact business in the Committee of the whole. The Chair may, however, at his/her discretion and upon the approval of request of the majority of the members present at any legal meeting, appoint such temporary committees as the Chair or the Board may see fit. These committees shall have such executive authority as shall be specifically granted to them by the Board.
  - c. Regular meetings of the Board shall be held on the second Thursday of each calendar month at 1:00 p.m. on the campus of Mississippi Delta Community College. Each Board meeting will be preceded by lunch at 12:00 noon. All meetings shall be open to the public except when the Board is in executive session, which will require an affirmative vote of 60 percent of the entire Board present. Ten members shall constitute a quorum.

2. Duties and Powers of the Chair, Vice Chair, and Secretary
  - a. The Chair of the Board shall:
    1. Preside at all meetings of the Board.
    2. Appoint Special Committees.
    3. Vote on all matters at the Chair's discretion.
    4. Sign all necessary legal instruments approved by the Board.
    5. Authorize the President of the college to call special meetings of the Board when necessary.
  - b. The Vice Chair of the Board shall:
    1. In the absence of the Chair, have all executive powers of the Chair.
  - c. The Secretary of the Board shall:
    1. Be responsible for keeping an accurate record of the minutes of the Board.
    2. Sign all necessary legal instruments and minutes of the Board.
3. Procedure for Conducting Board Proceedings
  - a. Order of Business:
    1. Call to Order
    2. Approval of Agenda, Minutes, Finance Committee Report and Bills
    3. Discussion of other items on Agenda
    4. Old Business
    5. Adjournment
  - b. Reference for Conducting Board Proceedings: Robert's Rules of Order, Newly Revised shall be the authority upon which all questions of order existing in this Board shall be decided unless the point is provided for in a policy statement.
4. General Policies
  - a. The Board shall adopt policies carefully defined and recorded.
  - b. All business transacted and decisions made in executive session of the Board shall be treated in strict confidence and not divulged to anyone by individual members of the Board or by the President. Discretion shall be used in releasing information concerning public meetings.
  - c. The majority of the Board on a given issue becomes the policy of the entire Board until such time as the question is again raised at a Board meeting for further consideration. The Board members pledge themselves individually and as a group to support the action of the Board.
  - d. Issues that are highly controversial where a decision cannot be immediately reached shall be postponed by a majority vote of the Board or referred to a committee for consideration and study.
  - e. It is the duty of the President to recommend contractual personnel and to make nominations for appointments, and it is the duty of the Board either to accept or reject the President's nomination.
  - \*The Vice President of Administrative and Student Services has been authorized by the Board of Trustees to make recommendations to the Board of Trustees; however, this authorization shall be restricted to no more than two (2) positions for each employment period in the district.
  - f. Individual members of the Board will not consider applications made to them as individuals, but

will refer applicants to the President.

- g. The Board shall not be subject to undue pressure from political, religious, and other external bodies. The Board shall protect the college administration from similar pressures.
- h. The Board shall not be controlled by a minority of board members or by organizations or interest separate from the board.
- i. Board Member Dismissal – A board member may be recommended for dismissal for any of the following reasons:
  - 1. willful neglect of duty
  - 2. conviction of a felony per Mississippi Code of 1972 §25-5-1
  - 3. adjudicated by proper authorities to be mentally incompetent.

Each board member is entitled to due process if such a complaint in writing is submitted to the board chairperson and/or any officer of the board. Upon receipt of a complaint, the board chairperson or designated officer will notify the trustee of the charges within 10 days of receipt of the complaint. The board chairperson or designated officer will appoint and convene a Hearing Committee of 5 to 7 trustees to hear evidence from the complainant and from the trustee within 5 days of notifying the trustee of the allegations. The Hearing Committee will file a report of its findings, along with its recommendation of action, to the full board at the next regular meeting. The board may recommend removal by at least 60% of the vote. The chairperson of the board or designated officer will communicate the recommendation of the board to the authority that placed the trustee on the board. The final action to remove a member of the Board of Trustees is vested with the board of authority that placed the trustee upon the Board of Trustees.

- 5. The Board of Trustees desires to be made aware of the viewpoints of alumnus and citizens throughout the district and considers the responsible presentation of these viewpoints vital to the efficient operation of the district. A category will be added to the board agenda as needed entitled Community Input. Citizens and alumnus are encouraged to fully utilize college administration, the Faculty Association, and other appropriate procedures as means of communicating with the college administration and the Board of Trustees; however, they are reminded that the Mississippi Supreme Court has ruled that they are not participants in the board meeting and have no right to interfere or intrude in any manner with the discussion, deliberation, or decision-making process. The Board requires sufficient information in advance prior to board meetings and establishes the following procedures to receive input from the community.

Anyone wishing to make a presentation and desiring to be on the board agenda in regard to items requiring formal action shall:

- a. Call the President's office requesting placement on the board agenda and discuss the individual concern or request with the President.
- b. Submit in writing to the President, five (5) working days prior to the next board meeting, a written statement detailing the request. Official notification of inclusion on the board agenda will be made to the individual making the request.
- c. This written statement of the request submitted by the individual wishing to be on the agenda for formal action shall be sent to the board members along with other board



materials prior to the board meeting.

- d. Limit the oral presentation to five (5) minutes.
- e. If input from the community or alumnus has been heard and the staff is working on the stated concern or request or the issue has been acted upon by the board at a previous meeting, the request for formal action may not be placed on the agenda and the individual will be so notified.

Persons appearing during the Community Input section of the board meeting are reminded that board members are required to have information and/or materials well in advance for thoughtful consideration and that the board will take no official action on such Community Input items other than taking matters under advisement.

6. Investments – (See Investment Management section of this manual.)

7. Amendments

These rules may be altered or amended at any regular meeting by a majority vote of the entire Board, provided that notice of the proposed action shall have been given at the last regular meeting and made a part of the Minutes of said meeting, or provided a written notice of proposed changes is mailed to each Board member through the Office of the President at least five days before said meeting.

### ***B. Selection of the President of the College and a Definition of Duties***

1. The executive officer in charge of the college shall be the President selected by the Board of Trustees in accordance with Mississippi Code, 1972, Annotated. The law states "for a term not to exceed 4 years" at a time. The President is not the presiding officer of the Board of Trustees.
2. The contract of the President shall be reviewed at the regular May Board meeting to discuss issues such as compensation, contract extension, and benefits. The Board of Trustees conducts an evaluation of the President and a self-evaluation of the Board of Trustees in April each year.
3. Duties of the President in addition to those prescribed by state statute:
  - a. The President shall manage and direct all affairs of the college, under policies and regulations established by the Board. He/she shall also be responsible for the administration and enforcement of all adopted policies and regulations relating to the operation of the college.
  - b. The President shall have the authority to enter into agreements and sign contracts on behalf of the college.
  - c. The President exercises administrative and fiscal control over the college's athletic program.
  - d. The President shall create and administer policies concerning all fundraising activities of the college and its foundation, including student organizations and clubs.
  - e. Creative leadership to professional employees and to the Board shall be furnished by the President.

- f. With the counsel and cooperation of his/her administrators and faculty, the President shall prepare, adopt, and amend, if needed, the program of studies, curriculum, and courses of study.
- g. The President shall nominate the necessary administrators and faculty to the Board. The President shall also have the right to recommend termination of such contract.
- h. The control and direction of the classification and promotion of students shall be the responsibility of the President.
- i. The President shall be responsible for the safety, proper care, and use of all college property.
- j. The purchasing agent for the Board for all supplies, materials, and services authorized by the annual budget in accordance with state law shall be the President. The President may delegate this responsibility to the Vice President of Business Services .
- k. The President (may appoint a designee in case of an emergency) shall attend all Board meetings and represent the college with such assistants as he/she may need.
- l. The President and the Vice President of Business Services shall be responsible for all money paid by check from college funds.
- m. The President is required to prepare an annual budget for the approval and adoption by the Board.
- n. Individuals or firms for architectural services shall be recommended to the Board by the President. The President shall also have the right to recommend termination of such contract.
- o. The President shall assist the Board in reaching sound judgments, establishing policies, and shall place before the Board, when needed, helpful facts, results of investigations, information, reports, and give personal advice on professional matters when needed.
- p. The President shall prepare and submit to the Board for their approval statements of policy, programs, etc., requiring action of the Board, which he/she believes are needed for proper control and management of the college.
- q. It shall be the duty of the President to inform him/herself and keep the Board informed concerning acceptable modern college practice, and to make such recommendations to the Board that will lead to the continuation of such progress of the college.

***C. Duties of the Board of Trustees in Addition to those Prescribed by State Statutes***

- 1. It is the duty of the Board to keep informed on the functions of the college, requiring such reports from the President on same as deemed necessary.
- 2. The Board shall approve all college operational expenditures.
- 3. The Board shall approve the necessary funds to finance operation of the college.
  - a. It is the policy of the Board to adopt a "far-sighted" program of adequate maintenance of buildings, grounds, and equipment to prevent depreciation of college property and obsolescence of equipment.

- b. It shall be the policy of the Board before approving any new building projects to require the preparation of a building priority list by the administration with the advice of consultants and specialists listing the major and minor needs of the college. This policy shall include new construction, repairs, improvements or additions to college facilities. The long-range master plans for the various facilities of the college must be fully considered excluding from this policy routine maintenance and specifically providing that the Board may deviate from such a priority list by majority vote of the Board.
- 4. The Board shall initiate and vote on questions of policy to be considered and reported by the President.
- 5. The Board and President shall formulate regulations regarding the use of the college plants and other use of college property.
- 6. The Board shall consider and pass upon the recommendations of the President in all matters of policy, appointment or dismissal of faculty, (Vice President of Administrative and Student Services can recommend up to two positions to the Board), salary schedules, other administrative or student personnel regulations, curriculum, or other matters pertaining to the welfare of the college.
  - a. Upon recommendation of the President (Vice President of Administrative and Student Services for up to two positions), the Board shall approve or disapprove the administrative officials and faculty under contract. All new instructors to be employed shall meet the required standards of the Southern Association of Colleges and Schools Commission on Colleges.
  - b. Termination/Non-Renewal of Faculty/Staff member's contract (See Dismissal of Contractual Employees)
  - c. It is the policy of the Board to consider all college business at formal meetings of the Board and to avoid individual commitment through personal interviews with individuals which may tend to hamper decisions when matters finally come before the Board for settlement.
  - d. Bids received by the Board shall be awarded on the basis of the lowest and best bid.
    - 1. The Administration shall be asked to recommend the lowest and best bid and present justifiable reasons for the recommendation.
    - 2. When the lowest and best bid is questionable, a committee will be appointed by the Chair of the Board to study the products and companies in question. Disposition of fixed assets shall follow the same procedure with the Board officially declaring the property to be disposed of to be surplus property.
  - e. Instructions and directions to faculty and employees must go through proper channels and not from individual members of the Board. All instructors, administrators, and employees are subject to be on call by the President for special assignments on Saturday or at any other time when the best interests of the college may be served by them. The stated college hours each day are not to be interpreted as being limited to classroom activities.
  - f. Administrators, faculty, and employees will go through proper channels with their requests and complaints.

- g. Faculty/Staff Leave of Absence (See Leave Policies)
- h. The Constitution and Laws of the State of Mississippi under which the community colleges operate do not empower the Board to contract for services of faculty for indefinite periods. Annual contracts are therefore executed between the Board and members of the faculty and staff. However, it is the desire of the Board and administration that members of the faculty should enjoy maximum security of employment. The attainment of this objective rests upon the fulfillment of responsibilities by the college and individual.
- i. When the services of a contractual employee are to be terminated by dismissal or termination of contract, the employee shall be advised by April 15 of the current college year.
- j. Any contractual employee who wishes to resign at the termination of his/her current contract should inform the President by written notification by April 15 of the current college year.
- k. The Board's policy concerning outside employment by administrators or faculty is that both must have the approval of the President of the college. It must not interfere with the satisfactory performance by the employee of the college or violate the determined teaching load or its equivalent as required by the accreditation standards. Faculty members shall be expected to guard against the assumption of outside responsibilities which might cause encroachments upon either the quality or quantity of the work they are employed to perform for Mississippi Delta Community College.
- l. The Board shall require reports by the President concerning the conditions, efficiency, and needs of the college and shall:
  - 1. Interpret the needs of the community and the requirements of the college.
  - 2. Consult with the President regarding recommendations for extensions or adjustment of the educational activities of the college to amend, approve, or reject these recommendations.
- m. The Board shall appraise the effectiveness with which the college is achieving the educational purposes of the Board, and shall:
  - 1. Require such reports from the President and others, if they deem it necessary, to keep themselves informed of the working conditions of the college.
  - 2. Appraise the efficiency of the college and its officials in terms of their value to the community.
- n. The Board shall inform the public concerning the progress and needs of the college and weigh public opinion as it affects the college. They shall represent the needs of the college before the public.
- o. General institutional policies originate within the Board or are approved by the Board upon recommendation of the President and the administration. The administration and faculty have the responsibility to administer and implement these policies within the broad framework established by the board.

## **6.3 INSTITUTIONAL ADVANCEMENT**

The Office of College Advancement and Alumni Affairs coordinates all fundraising, public relations, marketing efforts, and official publications of the college. Institutional advancement at MDCC includes

development and fundraising in coordination with the MDCC Development Foundation, Inc. The Office of College Advancement and Alumni Affairs assumes the responsibility of sharing its goals with the public, college employees, and alumni.

## **A. Fundraising**

### **1. College Fundraising (Foundation):**

*The Foundation is the official fundraising arm of the college and shall solicit gifts in the name of the Foundation and on behalf of the college.*

*It is the responsibility of the Foundation to coordinate all college fundraising activities of Mississippi Delta Community College subject to final approval by the President.*

Proposals for college fundraising activities may originate from college employees, friends of the college, or the Foundation Board. A proposal will be considered if it supports the purpose of the college and benefits its community. The proposal should be presented on the Foundation Fundraising Form. <https://msdelta.formstack.com/forms/fundraisingapprovalrequest>

Following approval and implementation of a college fund-raising activity from the President of the college and the MDCC Development Foundation Board, the Foundation Board evaluates the fund-raising activity based upon their observations and a report from the Office of College Advancement and Alumni Affairs.

The MDCC Development Foundation, Inc. is a 501(c)3 entity. The college acknowledges the separate and independent nature of the Foundation, and the Foundation acknowledges the separate and independent nature of the college. Each agrees to cooperate with the other in advancement, achievement, and support of the educational programs and services of the college. Laws of the State of Mississippi and Charter of the Mississippi Delta Community College Development Foundation determine policies and procedures for fund raising activities for the Foundation. The Foundation frequently consults and reports updates of activity to the MDCC administration to ensure that all fund raising activities are directly related to the mission and goals of the college.

### **2. Student and Program Club Fundraising(College):**

Any student club, program club, or any other organization holding fund-raising events through the name association of Mississippi Delta Community College must be a “recognized” club and have a club fund in the Business Office.

Sponsors should fill out the college Fundraising Form <https://msdelta.formstack.com/forms/fundraisingapprovalrequest> for any student or program club fund raisers. Fundraisers will run through the college’s Business Office. Exceptions to this will be fundraisers such as the Nursing Excellence Banquet that is used to raise money for scholarship nursing students. Sales tax will be paid as appropriate on fundraising income.

*All monies received for any type of fundraising event will be deposited into the appropriate club or fund in the business office in a timely manner.*

### **3. COLLEGE FUNDRAISING GUIDELINES:**

- a. All fundraising for the college departments, clubs, or activities will be handled through the Business Office. Exceptions are as follows:

1. Tax deductible contributions are being requested
  2. Funds are being raised for scholarships (This should be cleared following the chain of command.)
- b. The fundraising approval form should be submitted in advance and approval received from all required areas.
  - c. Full disclosure of fundraising activities is required. Anyone who does not fully disclose fundraising will be subject to the appropriate disciplinary actions.
  - d. All cash and checks will be reconciled with the items ordered through the Business Office. This will be the responsibility of the contact person on the fundraising form. Any discrepancies will have to be satisfactorily disclosed.
  - e. All cash and checks are to be deposited with the Business Office on a daily basis. Large amounts of cash are not to be held in the offices.
  - f. NO CASH PURCHASES ARE TO BE MADE WITH THE MONEY OBTAINED THROUGH THE FUNDRAISER.
  - g. No solicitation of funds is to take place in parking lots or at store exits.
  - h. When selling ads, signs, etc., the student or employee will represent MDCC in a respectable manner.
  - i. Sales Tax will be paid on fundraising activities when appropriate.
  - j. If the event/fundraiser involves the solicitation of donors external to the college, including board members, alumni, parents, friends, and businesses, the program director/sponsor must first obtain a 'do not contact' list from the MDCC Alumni & Foundation, Inc.

## **B. Public Relations, College Publications, and Press Releases**

The Office of Public Relations coordinates all public relations, marketing efforts, and official publications of the college. All college materials including programs, invitations, and publications are channeled through the appropriate administrative channels for approval before being submitted to the Office of Public Relations for proofing and assistance with communication. The office also coordinates all advertising efforts at MDCC.

## **6.4 FINANCIAL RESOURCES**

Mississippi Delta Community College exercises control over all its financial resources. Mississippi Code of 1972, Section 37-29-71, gives MDCC's Board of Trustees the legal authority and responsibility for the institution's financial stability. The Board of Trustees is required to prepare and approve the institution's budget and review all expenditures to ensure the College is financially stable.

The Board of Trustees authorizes the President executive authority over the financial resources. The President, in turn, authorizes the Vice President of Business Services authority over the college's financial resources, as well as, the responsibility for establishing and communicating policies and

procedures to ensure appropriate levels of control.

#### **A. Financial Resources**

Mississippi Delta Community College provides sufficient available financial resources to support all of its programs. The general operating funds of this institution include tuition, local appropriations from its seven supporting counties, state appropriations, federal grants and contracts, state grants and contracts, and interest income.

#### **B. Organization for the Administration of Financial Resources**

All business and financial functions of Mississippi Delta Community College fall under the direct supervision and control of the Vice President of Business Services who reports directly to the President of the college.

The Vice President of Business Services oversees budget planning throughout the college. Board members are mailed a copy of the proposed detailed budget several days in advance of the regularly scheduled board meeting designated for budget approval. The budget is then formally presented to the Board by the President and its approval is reflected in the Board minutes.

The President also presents bills for approval at the monthly board meetings.

#### **C. Budget Planning**

The budget of Mississippi Delta Community College is prepared in accordance with the stated mission and goals of the college. The budget, prepared in sufficient detail on a cash basis, is based on overall processes of the previous year and anticipated revenues (contingent upon tuition and such revenues as state funding).

The mission and goals of the college, internal and external data collection, and results of quantitative and qualitative evaluation results are the basis for the development of annual goals, objectives, and strategies to accomplish outcomes at the department, program, and division/unit levels. Each department, program, and division/unit establishes clearly defined goals and objectives for the current academic year. Methods of evaluating objectives are determined by each individual department, program, and division/unit.

Each department, program, and division/unit develops a budget request that reflects meeting their outcomes from their stated goals.

#### **D. Budget Preparation**

The preparation of the college's annual budget involves all instructional personnel, as well as major non-instructional personnel.

Department chairs or supervisors are asked to meet with members of their departments to estimate their expenditures based on the department's goals set for the academic year on forms provided by their respective vice president. These forms are turned in to their respective supervisors, who will submit the budget requests to the appropriate vice president who will in turn submit the budget requests to the Vice President of Business Services and the President.

The Budget Committee is made up of the President, Dean of Business Services, Dean of Planning and Assessment, Vice President of Administrative and Student Services, Vice President of Business Services, Vice President of Enrollment and Effectiveness, Vice President of Instruction. The budget committee will meet to review budget requests in order to determine mandatory budget needs.

Budget hearings are held as needed or requested. The Vice President of Business Services will then prepare the budget. If needed, the Budget Committee will meet to make any necessary decisions in order to balance the budget.

Upon finalization and before implementation, the Vice President of Business Services will present the next fiscal year's budget to the Board of Trustees for approval.

### **E. Budget Control**

Once a fiscal year's budget has been approved, appropriate methods are established to ensure budgetary control. The Vice President of Business Services, who reports to the President of the college, handles internal supervision of the approved budget.

Monthly budget reports are presented to each vice president and to each department chair or supervisor to guide them in staying within their budget.

The Board of Trustees' Finance Committee meets monthly to review the college's financial standing.

When conditions require college-wide budget revisions, the revisions are recommended to the President by the Vice President of Business Services. After a careful study of the present budget status, the President presents the budget revisions to the Board of Trustees for its approval. It is the responsibility of the President, the Vice President of Business Services, and the President's Cabinet to stay within the budgeted funds and to make appropriate purchases. The Board of Trustees focuses on matters of board policy and not on details of the budget.

Budget revisions are then given to the appropriate vice president and department chair or supervisor. For revisions required at the department level budget, the department chairs or supervisors, vice presidents, and the Vice President of Business Services handle the necessary revisions.

Each member of the President's Cabinet is responsible for their individual division's budget as defined by the college's organizational charts.

### **F. The Relationship of an Institution to External Budgetary Control**

State purchasing laws help protect the college from external agencies. The college recognizes the fact that the enforcement of budgetary law is imperative; however, the educational function of the college is not controlled by the use of budgetary techniques or controlled by financial officials outside the institution.

### **G. Accounting, Reporting, and Auditing**

MDCC's accounting manual, used for all its business practices, is prescribed by the Mississippi State Department of Audit and follows generally accepted accounting principles.

The financial statements are audited annually by the State Department of Audit or a CPA firm approved



by the State Department of Audit. This annual audit is conducted by independent certified public accountants in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States and Office of Management and Budget Circulars A-110 and A-133. The Vice President of Business Services prepares the annual financial statements audited by the State Department of Audit or by the approved CPA firm. The President and the Finance Committee of the Board of Trustees are updated monthly on the status of the budget and on the financial status of the college by the Vice President of Business Services.

The audit report includes the following schedules:

1. Statement of Net Position
2. Statement of Revenues, Expenses, and Changes in Net Position
3. Statement of Cash Flow.

The report also includes:

1. Notes to the Financial Statement
2. Schedule of Expenditures of Federal Awards
3. Reports on Compliance of Internal Control
4. Report on Compliance with State Laws.

## **H. Inventory Control**

The Vice President of Business Services supervises the computerized inventory process. New purchases are coded and reconciled in the capital outlay report on a monthly basis. Tags for new equipment are issued to department chairs or supervisors and then to the appropriate employees.

Each department is responsible for requesting a hand held scanner from the Inventory Control Coordinator on a yearly basis and scanning their inventory. It is the responsibility of the person assigned to the equipment to locate and account for any equipment or furniture that isn't accounted for.

### **FURNITURE AND EQUIPMENT ARE NOT TO BE RELOCATED PRIOR TO COMPLETION OF A RELOCATION FORM.**

Employees are to work with the Inventory Control Coordinator for disposing of deleted equipment and furniture. No furniture or equipment is to be disposed of prior to notification by the Inventory Control Coordinator.

College personnel are responsible for all equipment assigned to them. Damaged equipment should be reported to the immediate supervisor. Lost or stolen equipment should be reported to Campus Police immediately by phone and a police report should be obtained. A Lost or Stolen Property Affidavit Form must be submitted to the Business Office immediately with the police report attached.

The state purchasing procedures help protect the Vice President of Business Services from external influences. The Director of Information Technology works closely with the Vice President of Business Services in maintaining an accurate inventory.

**The State of Mississippi's Department of Audit regulations state that "should the person responsible for the property be found negligent and/or irresponsible for the security of the equipment, that individual must pay the replacement cost" and the college adheres to that mandate.**

- All qualifying equipment (value over \$500 and other certain equipment) is accounted for in the Fixed Asset Reports. On a monthly basis there is a reconciliation of additions to those accounts.

All equipment is tagged and an inventory list is provided to the Department Chair or Supervisor who is responsible for accounting for its whereabouts.

- Items are booked at cost or in case of a donated asset, booked at fair-market value. Updated inventory lists are submitted to the vice presidents and department chairs or supervisors twice a year in order that inventory items can be verified as being on hand.
- Deletions are documented through the MDCC Board Minutes, deletion reports and in the case of stolen items, by the MDCC Police incident reports. There is also accountability on the movement of equipment between locations. The tracking of equipment is accomplished with relocation forms signed by the appropriate instructor, staff member, department chair or supervisor, and vice president.

## **I. Purchasing**

### Purchasing Procedures:

An employee making a purchasing request is required to complete the college's Requisition form. After receiving all appropriate signatures, the requisition is forwarded to the Business Office. Once approved by the Vice President of Business Services, a purchase order will be issued. The Business Office retains one copy of the purchase order and two copies are returned to the requester. The requester will retain one copy and will submit the second copy to the vendor with their order.

Per the MS Code Section 31-7-13 purchases of \$0 - \$5,000 require no bids, purchases of \$5,000.01 - \$75,000 require at least two written quotes, and purchases \$75,000.01 or greater require sealed bids. Any purchases over \$75,000 will be made from the lowest or best bid after the college has advertised for competitive sealed bids. Competitive sealed bids are advertised once a week for two consecutive weeks in a local newspaper.

See the Business Office Manual for further purchasing procedures and requirements.

Bids will be accepted at a designated, published time in an open meeting by a committee of college staff. Bids will be logged, opened, and recorded on bid tabulation sheets by the committee. Bids may be reviewed by appropriate staff to determine adherence to bid specifications. The committee will provide the bid results to the Board of Trustees at the next regularly scheduled board meeting of the Board of Trustees. The Board of Trustees will review the bids to determine which bid, the lowest or best bid, will be approved. However, the Board reserves the right to reject all bids..

### Procurement Procedures:

#### Steps for Contracts/Agreements

The MDCC Procurement Committee establishes a process for all contracts/service agreements. Each contract/service agreement must go through one of the following evaluation processes.

#### **If your purchase is \$1,000 or less:**

- Complete the *Purchase Requisition* form and forward to the Business Office.
- Complete the *Contracts/Consortium Evaluation* form (see appendix) and attach to the
- *Purchase Requisition*. Send both documents to the Business Office.

#### **If your purchase is \$1,000.01 or more:**

- Complete the *Purchase Requisition* form. Attach quotes and other documentation, if necessary.
- A formal agreement ***must be attached*** to the *Purchase Requisition*.
  - \* This agreement may come from the vendor or MDCC. MDCC will use the attached *MOA* (*Memorandum of Agreement*) (see appendix). Before attaching the vendor agreement or *MOA*

to the *Purchase Requisition*, ensure the selected vendor has signed the form, then obtain all appropriate MDCC signatures.

- Complete the *Contracts/Consortium Evaluation* form.
- Forward the *Purchase Requisition*, the vendor agreement or *MOA*, and the *Contracts/Consortium Evaluation* form to the Business Office. A member of the Procurement Committee will determine the necessary approval process.
  - \* Agreements of \$1,000 to \$5,000 require the President's signature on the Contract/Agreement/MOA for approval.
  - \* Agreements of \$5,000.01 to \$24,999.99 will require at least 2 quotes and ratification of the Contract/Agreement/MOA by the Board of Trustees after approval by the President.
  - \* Agreements of \$25,000 or more will require multiple bids or quotes as appropriate and must obtain Board of Trustees approval for the Contract/Agreement/MOA. Such agreements **must** include the criteria used to evaluate the proposals and the completed evaluation forms attached to the *Contracts/Consortium Evaluation* form.
- After appropriate approval and processing, copies of all executed leases or agreements over \$25,000 will be forwarded to the Office of Institutional Effectiveness for archiving.

Purchased items are delivered to the maintenance department where it is signed for, and then delivered to the appropriate office. The business office will forward the invoice to the appropriate office. The requester of the invoice will sign the invoice verifying the order was received and is correct. The requester will then forward the signed invoice to the appropriate vice president. The vice president will then sign off on the invoice and forward to the business office. The business office will match the invoice against the purchase order copy and compare for accuracy. It is then placed in line for payment. The purchase order, invoice, and a copy of the check are filed in check number order and retained by the business office.

Only the President and the Vice President of Business Services have the responsibility of obligating funds in the name of the college.

**ALL** purchases must be made with an approved purchase order obtained prior to the purchase.

## **J. Refund Policy**

A student whose withdrawal is officially approved by the administration is entitled to receive a refund of their full matriculation fee if the official withdrawal is made within the first two weeks of school. After the second week, there is no refund.

## **K. Cashiering**

Procedures for the management of all funds belonging to the institution are adequate and organized. The cashiering function is centralized in the business office. Receipts are written for all incoming monies. Cash is balanced daily. At least two business office employees are involved in the balancing process. Daily deposits are retained in the vault in the business office until they are transferred to the bank.

## **L. Investment Management - Investment Guidelines**

1. The investment goal of the college is to maximize interest income within the constraints of cash flow.
2. The investment policy of the college is that surplus funds are invested in interest-bearing checking accounts or certificates of deposit as prescribed by Section 37-59-43 of the Mississippi Code, 1972,

Annotated.

3. Investment of surplus funds will be made by the Vice President of Business Services under the supervision of the President and Board of Trustees.
4. The college adheres to the types of investments as prescribed in Section 37-59-43 of the Mississippi Code, 1972, Annotated.
5. Short-term investments involve only surplus funds. Interest rates determine the amount of interest drawn. Long-term investments involve donated investments only. These investments will remain in the form in which they are donated until the Board decides otherwise.
6. Members of the Board will be made aware of their fiduciary responsibility for the institution and their responsibility for securing maximum investment returns consistent with the approved investment policy of the college.
7. Members of the Board shall avoid involvement in conflict of interest situations in investment decisions.
8. Investment policies and guidelines will be evaluated at the discretion of the Board as state statutes change.

## **M. Risk Management**

MDCC has a comprehensive risk management program that includes risk evaluation, risk avoidance, and insurance. For details on risk management, contact the Vice President of Business Services.

## **N. Auxiliary Enterprises/Funds**

MDCC has only one auxiliary enterprise, Sodexo, the food service provider that is contracted out, but MDCC has four auxiliary funds: food services, student housing, faculty housing, and the bookstore.

The activities are operated in a fiscally responsible manner and are documented. Cash registers are utilized, daily tapes maintained, and monies balanced. The monies are again balanced, locked in a vault, and deposited the next day. Expenses are controlled through the business office.

## **O. Externally Funded Grants and Contracts**

MDCC uses externally funded grants and contracts to serve its students and community. Coordination of all externally funded grants and contracts is the responsibility of the President. Activities associated with the grant/contract application process are part of the institutional planning process and directly related to specific goals of the strategic plan. All grant proposals are submitted to the President for approval to ensure their relation to the goals of the college.

Externally funded grants and contracts are to be secured under the following conditions:

1. The mission and goals of the grant or contract must be directly related to the purposes of the college.
2. To maintain an appropriate balance between the activities required by participating in grants and contracts and those required by instruction, persons employed by the college, who are associated with an externally funded grant and contract, will carry out their responsibilities according to the

mission and goals of the college and the stated conditions of the grant or contract as long as these conditions do not conflict with existing college policy.

3. Oversight and control of all grants and/or contracts are the responsibility of the college.
4. Those persons employed by the college who are associated with an externally funded grant or contract will have the freedom to investigate and report results; however, they must carry out their responsibilities according to the mission and goals of the college and the stated conditions of the grant or contract as long as these conditions do not conflict with existing college policy. These persons must also carry out their responsibilities in a manner in which research support from outside agencies will not undermine basic research principles.
5. Faculty members employed by the college who are associated with an externally funded grant and contract will carry out their responsibilities according to the mission and goals of the college and the stated conditions of the grant or contract as long as these conditions do not conflict with established college policy.
6. Persons associated with externally funded grants and contracts must abide by budgetary constraints of the project and must follow any federal, state, local, or agency regulations concerning financial matters as long as these regulations do not conflict with established college policy.
7. Oversight and control of research and instruction are the responsibility of the college.
8. Externally funded grants and contracts will not be secured with the intent to provide continuity of support for general institutional activities, especially salaries and stipends.
9. Externally funded grants and contracts are limited by time and are considered by the college only as short-term efforts to enhance institutional activities.
10. Externally funded grants and contracts will not be secured so that the indirect costs allowances can be used to support the institution's regular operating budget.
11. Assessment of externally funded grants and contracts is done annually as part of the institutional planning/assessment process.
12. Any cash reimbursement requests will be filed by the Business Office.

## **P. Related Corporate Entities**

The Mississippi Delta Community College Development Foundation, Inc. is the official arm of Mississippi Delta Community College for fund raising, public and donor relations, administration and accounting, and investments. The Foundation provides supplemental funds for contemporary facilities and equipment to be used by students and staff, thereby enhancing educational opportunities and enriching the quality of life on the Mississippi Delta Community College campus. Establishing memorials and paying tribute to outstanding alumni and staff provide a source of pride for all associated with Mississippi Delta Community College. A copy of the current roster of the Board of Directors, with notation of any who have joint roles in the college and foundation, is found in the Foundation Office. Copies of the charter, bylaws, and annual financial audits are available from the Executive Director of College Advancement and Alumni Affairs.

## **6.5 PHYSICAL RESOURCES, LEASES, AND PERSONAL SERVICES**

The campus is located in Moorhead, Mississippi, with off-campus facilities in Indianola, Greenville, and Greenwood.

From time to time, the college enters into leases with vendors and other suppliers. This necessitates that the college enter into leases or usage agreements. All leases shall be reviewed by the appropriate department head or supervisor to make sure the lease provides the necessary and required goods or services and that the lease is within the financial bounds and budgetary requirements necessary for that department. The Vice President of Business Services shall review all proposed needs for leases or usage agreements to make sure they are in compliance with any bidding laws, particularly Section 31-7-13, et. Seq. of the Mississippi Code.

From time to time the college must enter into personal or professional services agreements. While these agreements may not be subject to bidding requirements, the college will review all such agreements to make sure that the competency needs and expenses of such agreements are in line with the college's needs and financial considerations.

### **A. Facilities Master Plan**

Mississippi Delta Community College maintains a current written physical facilities master plan on file in the Office of Facilities Management. The plan provides for orderly development and improvement of the institution. The plan includes a description of all existing facilities as well as projected renovations and new facilities.

The master plan is a very important part of overall institutional effectiveness at Mississippi Delta Community College and is utilized by the institution to make recommendations on the infrastructure of the college.

### **B. Buildings, Grounds and Equipment Maintenance**

Requests for maintenance repairs or assistance should be submitted through the online Track-It system by the authorized person in their department after approval has been obtained from the immediate supervisor.

Work order requests are monitored on a daily basis and assigned to the appropriate personnel for completion based on the immediacy of the need and the expertise required to complete the request. In the event of an emergency, the Director of Facilities Management should be contacted directly at MDCC extension 6441.

### **C. Rental of College Facilities**

Mississippi Delta Community College has always cooperated with our community in the use of campus facilities. Because of the increasing cost of gas, electricity and labor, the following charges will serve to defray the cost of operation and maintenance expenses.

<b><u>FACILITY</u></b>	<b><u>PRICE</u></b>
Baseball Field	\$200.00 per day
Cafeteria- Private Dining Room	\$25.00 per hour
Cafeteria- Main Dining Hall	\$25.00 per hour
Classroom	\$75.00 per day per room
Coliseum	\$500.00 per day
Fine Arts Auditorium	\$200.00 per day
(Stage lights & equipment operator by arrangement)	
Football Stadium/Field	\$500.00 per day
Multi-Purpose Room/Stauffer-Wood	Unavailable
Multi-Purpose Room/Greer/Stafford	\$100.00 per day
Softball Field	\$200.00 per day
Student Union	\$300.00 per day
Track	\$200.00 per day

In addition to the above fees, the organization renting the facilities will also absorb the cost of security and/or janitorial personnel provided by each campus as required for special activities.

The following rules apply:

1. Fees may be waived or reduced by the President for any of the following functions:
  - a. activities sponsored or participated in by college personnel
  - b. activities jointly sponsored by the college
  - c. activities for educational purposes and Federal, State or County agencies
  - d. activities for which there is an in-kind contribution
2. Arrangements will be established prior to the function for Aladdin at MDCC main campus.
3. College functions and/or activities will have priority on the use of facilities at all times.
4. All groups will be responsible for damage to equipment and/or facilities.
5. All groups must show a \$1,000,000/\$500,000.00 liability insurance policy before event.
6. Participants and/or sponsors of activities must abide by regulations of the college governing the particular facility being used – such as no smoking, etc.
7. No equipment (especially lab equipment or audio-visual equipment) will be moved.

#### **D. Safety and Security**

Mississippi Delta Community College takes reasonable steps to provide a healthy, safe, and secure environment for all members of the campus community.

##### **Safety Plan**

1. Mississippi Delta Community College maintains a current written Master Safety Plan on file in the Office of the Dean of Student Services. The plan provides for procedures in case of an emergency or disaster.
2. Mississippi Delta Community College has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by its employees on college premises as part of its activities in compliance with the Drug-Free Schools and Communities Acts of 1989 Public Law 101-226.

In its commitment to maintaining a drug-free environment in conformity with state and federal laws as set forth in the Uniform Controlled Substances Law of the State of Mississippi, the following policy,

**Prohibiting Drugs and Alcohol**, has been established:

*Mississippi Delta Community College strictly prohibits the unlawful possession, use, or distribution of illicit drugs including drug paraphernalia, and alcohol on campus and during any college sponsored activities and the abuse and/or misuse of legal drugs or medications.*

Employees who are guilty of violating the above stated policy can expect to face disciplinary action, which may include:

1. Suspension as an employee from the college.
2. Referral to law enforcement agency.
3. Termination from employment.
4. Any other disciplinary action deemed appropriate by the college president or the Board of Trustees.

Illicit drugs are defined in Section 202 of the Controlled Substance Act; and the Mississippi Uniform Controlled Substance Law, Mississippi Code Supplement (1989). Alcoholic beverages are defined in Sections 41-29- 139, 141, 61-1-37, 81, 97-29-7 of the Mississippi Code Annotated for 1972 (1989 Supplement).

As specified in Section 41-29 142, 41-29-139, 61-1-37, 61-1-81, 97-29-47of the Mississippi Code Supplement, legal sanctions are applied to the following actions: possession of alcohol on college property; public drunk on college property; utilization of false ID to obtain alcohol; driving under the influence of alcohol; possession of illicit drugs, sale of illicit drugs near schools; possession of paraphernalia; and sale of paraphernalia. Sanctions range from fines of \$25 to \$1 million and jail sentences of 30 days in the county jail to 30 years in the state penitentiary.

### ***HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND THE ABUSE OFALCOHOL***

- 1) Increased pulse and heart rate
- 2) Increased blood pressure and temperature
- 3) Chills, nausea, and irregular breathing
- 4) Possible permanent genetic damage
- 5) Heart irregularities, coma, even death
- 6) Predictable cycles of “high,” energetic to tired, depressed, irritable “lows”
- 7) Major organ damage to the: brain, lungs, liver, spleen and stomach
- 8) Risk of AIDS and other infections from sharing needles
- 9) Accidents and car crashes while under the influence
- 10) Overdoses may be lethal

### **3. Counseling Services**

Any Mississippi Delta Community College employee who wishes to seek counseling assistance may contract one of the following agencies:

### **COMMUNITY MENTAL HEALTH CENTERS**

Clarksdale.....	Phone 627-7267
Greenville.....	Phone 335-5274
Greenwood.....	Phone 453-6211
Indianola.....	Phone 887-5441



## TREATMENT RESOURCES

Clarksdale-Fairland Fundraising .....	Phone 624-2152
Greenville-Nunan Alcohol Resource Center .....	Phone 335-7146
Greenwood-Denton House .....	Phone 455-3222
Greenville-Delta Medical Center.....	Phone 378-3783

### **4. Mississippi Code 97-37-17 Weapons and Explosives**

It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors, and any sharp-pointed or edged instrument. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than one thousand dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.

It shall be a felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any powerful explosive on educational property. Any person violating this subsection shall be fined not more than five thousand dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

### **5. Student Right-To-Know and Campus Security Act**

On November 8, 1990, the President of the United States signed the STUDENT RIGHT-TO-KNOW and CAMPUS SECURITY ACT. The act contains two parts.

- The first concerns information of graduation rates.
- The second is called the "Campus Crime Awareness" & "The Campus Security Act of 1991". Crime statistics are available in the Office of the Dean of Student Services

### **6. Safety Procedures for the Classroom**

The Office of the Dean of Student Services provides these procedures to faculty and staff.

### **7. Tobacco Use Policy**

The Surgeon General of the United States has documented that the use of tobacco is harmful to the health of our citizens and that secondary smoke can be a health hazard to non-smokers; therefore, MDCC prohibits the use of tobacco on any campus or instructional site, as well as in any MDCC owned vehicle.

***FACULTY AND STAFF*** - Maximum possible penalty may be termination.

### **8. MDCC Campus Police – See Departmental Policy & Procedures Manual**



## VOLUNTEER SERVICES AGREEMENT

This is an agreement for volunteer services provided to Mississippi Delta Community College by

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

The volunteer services of \_\_\_\_\_ will be provided  
(description of services to provided)

to the college for the period from \_\_\_\_\_ to \_\_\_\_\_ in the college  
department of \_\_\_\_\_.

Volunteer recommended by \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Department/Division Head

During this period, the volunteer named above will receive **no** remuneration from the college for the services rendered. The volunteer will receive no benefits, scholarship, insurance, workers' compensation, etc. from the college for these services. The volunteer is **not** an employee, agent, representative, or contractor of Mississippi Delta Community College.

All volunteers within any health instructional environment must maintain and provide evidence of personal Malpractice Insurance.

***This agreement is for Volunteer services only and is not to be construed as a salary agreement or as a contract of employment. All services are voluntary in nature, and will not create any direct or indirect benefit for the volunteer, or their representative or related party.***

Volunteer's Signature \_\_\_\_\_ Date \_\_\_\_\_

College Official's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Note for Mississippi Delta Community College Retirees

PERS Regulation 34 mandates that a former employee who has retired through PERS from a covered institution may not provide any service to that institution within 90 days of their retirement. Therefore, retirees may adversely affect their retirement status should they volunteer services to MDCC within 90 days of their retirement from the college. After the initial 90 days of separation from the college, a retiree may volunteer services without affecting their retirement benefits.

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**Mississippi Delta Community College  
Contracts/Consortium Evaluation**

*The Contracts/Consortium Evaluation is a feedback mechanism that allows for continual improvement in securing contracts and other agreements. It also provides a mechanism for demonstrating whether agreements contribute to achieving the mission and goals of the institution.*

\_\_\_\_\_  
Name of Agreement/Contract

\_\_\_\_\_  
Department/Division

**1. Please evaluate this agreement/contract by responding to the items below:**

- Is the contract/consortium agreement appropriate to the mission and goals of the institution? \_\_\_Yes \_\_\_No Comments:
- Does the contract/consortium agreement meet the needs of the institution? \_\_\_Yes \_\_\_No Comments:
- Are both parties in agreement with the contract/consortium agreement? \_\_\_Yes \_\_\_No Comments:
- Does the contract/consortium agreement impact the MDCC budget? \_\_\_Yes \_\_\_No Comments:
- Does the contract/consortium agreement require Board approval? \_\_\_Yes \_\_\_No Comments:

Justification for selecting this vendor (For contracts exceeding \$25,000 please attach the criteria used to evaluate the proposals and the completed evaluation forms)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Div. Chair/Director/Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

Vice-President: \_\_\_\_\_ Date \_\_\_\_\_

President: \_\_\_\_\_ Date \_\_\_\_\_

**2. After obtaining the above signatures, forward this evaluation to the Business Office, along with the Purchase Requisition, Contract/Agreement, and other supporting documents.**

<b>Procurement Committee Recommendation</b>
The above agreement has been evaluated and meets all the procurement guidelines for the institution. The Procurement Committee recommends the following in order to execute the agreement.
Obtain President's Signature on the Contract/Agreement (\$5,000 or less)
Obtain Board Ratification for the Contract/Agreement (\$5,001 to \$24,999.99)
___ Advertise for bids and obtain Board Approval for the Contract/Agreement (\$25,000 and over)
Committee Representative: _____ Date _____

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## Performance Evaluation Administrative & Non-Teaching/Staff Personnel

Employee Name \_\_\_\_\_ Title \_\_\_\_\_

Division/Department \_\_\_\_\_ Evaluation Period: From (mm/yyyy) \_\_\_\_\_ To (mm/yyyy) \_\_\_\_\_

Instructions: For each factor indicate the level of performance that best describes the employee's job performance during the evaluation period. Justifying comments are required for factors rated other than satisfactory. To determine the overall performance rating, add the total of all ratings and divide by the number of applicable factors rated. The form must be signed by the evaluator and the employee.

An employee's performance is measured based on the following five levels of performance.

- IV. Superior** indicates exceptional performance, far exceeding job requirements.
- 4 Commendable** indicates consistent performance at a level higher than expected, exceeding the job requirements.
- 3 Satisfactory** indicates acceptable level of performance. Goals & performance standards are accomplished, and job requirements are met.
- 2 Needs Improvement** indicates that some work is not at an acceptable level and some job requirements are not being met. Considerable guidance and development of skills are needed.
- 1 Unsatisfactory** indicates an unacceptable level of performance. Immediate improvement is required. Disciplinary action may be required.

Job Performance	Superior	Satisfactory	Unsatisfactory			
1 <b><u>Dependability</u></b> (The employee can be depended upon to be at work on time, observes prescribed work break/meal periods, & maintains regular attendance.)	5	4	3	2	1	NA
2 <b><u>Knowledge of Work</u></b> (Grasp of procedures & methods of operations, practical/technical skills & assignments/tasks)	5	4	3	2	1	NA
3 <b><u>Quality of Work</u></b> (Accuracy, content, and thoroughness of employee's work.)	5	4	3	2	1	NA
4 <b><u>Quantity of Work</u></b> (Degree to which employee meets or exceeds expectations of productivity.)	5	4	3	2	1	NA
5 <b><u>Planning</u></b> (Degree to which employee determines, organizes, & implements assignments/tasks.)	5	4	3	2	1	NA
6 <b><u>Communication</u></b> (Degree to which employee communicates with supervisor, co-workers, students, & customers served.)	5	4	3	2	1	NA
7 <b><u>Interpersonal Skills</u></b> (Degree to which employee cultivates & maintains productive relationships with supervisor, co-workers, and others in completing assignments/tasks)	5	4	3	2	1	NA
8 <b><u>Shows Initiative/Responsibility</u></b> (Degree to which employee identifies, begins, & completes appropriate tasks with minimum supervision, as well as ability to originate new ideas & procedures)	5	4	3	2	1	NA
9 <b><u>Accepts Directions/Change</u></b> (Degree to which employee can accept directions for assignments & new or different ways of handling assignments.)	5	4	3	2	1	NA
10 <b><u>Meets Deadlines</u></b> (Degree to which employee can meet deadlines of prescribed assignments.)	5	4	3	2	1	NA
11 <b><u>Customer Service</u></b> (Employee takes extra steps in extending service to students, parents, MDCC personnel, industry, etc.)	5	4	3	2	1	NA

**Complete the following ONLY if the Employee supervises personnel or has budget responsibilities**

	<u>Superior</u>	<u>Satisfactory</u>	<u>Unsatisfactory</u>			
12 <u>Leadership</u> (The supervisor clearly articulates division/ department's vision, gains employee commitment to college goals, has the confidence & respect of colleagues & subordinates.)	5	4	3	2	1	NA
13 <u>Supervisory Skills</u> (The degree of training & directing subordinates, planning & organizing work, decision making, ability to communicate.)	5	4	3	2	1	NA
14 <u>Management Skills</u> (The degree of developing & maintaining reasonable, well-defined needs assessments & budgets; managing department budget; achieving expected results, IE Indicators, & using results to make management decisions.)	5	4	3	2	1	NA

**OVERALL PERFORMANCE RATING** Total of All Ratings / Number of Applicable Factors Rated = \_\_\_\_\_

**Employee's performance/professional Goals:** (Additional sheets may be attached)

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**Development Plan:** If needed, list steps below for an improvement development plan. (Additional sheets may be attached)

<b>Goals/Factors</b>	<b>Specific action to be taken</b>	<b>Date to be completed</b>

**FINAL CONFERENCE:**

**Evaluator Comments:** (Additional sheets may be attached)

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

**Employee Comments:** (Additional sheets may be attached)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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**Performance Evaluation  
Athletic Personnel**

Employee Name \_\_\_\_\_ Title \_\_\_\_\_

Evaluation Period: From (mm/yyyy) \_\_\_\_\_ To (mm/yyyy) \_\_\_\_\_

Instructions: For each factor indicate the level of performance that best describes the employee's job performance during the evaluation period. The form must be signed by the evaluator and the employee.

An employee's performance is measured based on the following five levels of performance.

- 5 Excellent
- 4 Commendable
- 3 Satisfactory
- 2 Needs Improvement
- 1 Unsatisfactory

<b><i>Personal &amp; Professional Attributes</i></b>						
Demonstrates self-confidence	5	4	3	2	1	n/a
Is enthusiastic	5	4	3	2	1	n/a
Presents a positive role model for the athlete (i.e., appearance, language, & sportsmanship)	5	4	3	2	1	n/a
Exhibits ethical behavior	5	4	3	2	1	n/a
Maintains emotional control under stress	5	4	3	2	1	n/a
Places the welfare of the athlete above winning & will not sacrifice values or principles to win	5	4	3	2	1	n/a
<b><i>Administrative Procedural Abilities</i></b>						
Conducts well-planned practice sessions	5	4	3	2	1	n/a
Utilizes the entire coaching staff completely	5	4	3	2	1	n/a
Conducts appropriate pre-season preparation	5	4	3	2	1	n/a
Adheres to purchasing policies and procedures	5	4	3	2	1	n/a
Works within the constraints of the budget	5	4	3	2	1	n/a
Conducts pre-season equipment/uniform inventory	5	4	3	2	1	n/a
Submits timely requests for needed equipment/uniforms	5	4	3	2	1	n/a
Accountably issues equipment/uniforms	5	4	3	2	1	n/a
Maintains equipment/uniforms properly	5	4	3	2	1	n/a
Conducts accountable turn-in of equipment/uniforms & charges athletes for missing equipment	5	4	3	2	1	n/a

<b><i>Knowledge &amp; Practice of Medical/Legal Aspects</i></b>						
Exhibits reasonable & prudent conduct in preventing & handling accidents & injuries	5	4	3	2	1	n/a
Follows the advice of the physician/trainer regarding the participation of injured athletes	5	4	3	2	1	n/a
Provides safe playing conditions & protective equipment	5	4	3	2	1	n/a
Reinforces the school's policy against drugs, alcohol, & tobacco	5	4	3	2	1	n/a
Reinforces the athletic injury policy	5	4	3	2	1	n/a
<b><i>Theory &amp; Techniques of Coaching</i></b>						
Applies knowledge of the skills, techniques & rules of the sport	5	4	3	2	1	n/a
Assists athletes in reaching their fullest potential	5	4	3	2	1	n/a
Demonstrates the ability to analyze & correct errors	5	4	3	2	1	n/a
Demonstrates the ability to teach fundamentals	5	4	3	2	1	n/a
Develops good team spirit & morale	5	4	3	2	1	n/a
Develops self-confidence & determination in athletes	5	4	3	2	1	n/a
Employs sound methods to teach skills & techniques	5	4	3	2	1	n/a
Maintains discipline in a firm & friendly manner	5	4	3	2	1	n/a
Provides an environment that makes participation enjoyable for the athletes	5	4	3	2	1	n/a
Demonstrates the ability to evaluate the performance of athletes & teams	5	4	3	2	1	n/a
Knowledgeable & appropriately selects a variety of tactics & strategies	5	4	3	2	1	n/a
Abides by the rules & regulations of the sport & appropriate governing bodies & complies with the academic policies of the institution	5	4	3	2	1	n/a
Demonstrates a knowledge of the rules & officiating techniques of the sport	5	4	3	2	1	n/a
Enforces team rules in an equitable & consistent manner	5	4	3	2	1	n/a
<b><i>Personnel Management</i></b>						
Demonstrates the ability to communicate effectively with all athletes	5	4	3	2	1	n/a
Develops & maintains a positive attitude among athletes	5	4	3	2	1	n/a
Is able to motivate athletes	5	4	3	2	1	n/a
Shows concern about academic achievement of athletes	5	4	3	2	1	n/a
Shows concern for the welfare of athletes	5	4	3	2	1	n/a
Follows the chain of command by effectively communicating with the athletic director	5	4	3	2	1	n/a
Cooperates with the athletic director in establishing & conducting a quality athletic program	5	4	3	2	1	n/a
Coordinates appropriate & timely transportation	5	4	3	2	1	n/a
Coordinates appropriate & timely meals	5	4	3	2	1	n/a

<b>Overall Evaluation</b>						
Competitiveness to win	5	4	3	2	1	n/a
Development of character in athletes	5	4	3	2	1	n/a
Improvement of the program's image	5	4	3	2	1	n/a
<b>TOTAL OF ALL RATINGS / # OF FACTORS (47) RATED</b>						

Areas of Strength:

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Areas Needing Improvement:

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Recommendations:

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Comments:

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Employee Signature

Date

Athletic Director Signature

Date

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## Performance Evaluation Librarians

Employee Name \_\_\_\_\_ Title \_\_\_\_\_

Division \_\_\_\_\_ Evaluation Period: From (mm/yyyy) \_\_\_\_\_ To (mm/yyyy) \_\_\_\_\_

Instructions: For each factor indicate the level of performance that best describes the employee's job performance during the evaluation period. Justifying comments are required for factors rated other than satisfactory. To determine the overall performance rating, add the total of all ratings and divide by the number of applicable factors rated. The form must be signed by the evaluator and the employee.

An employee's performance is measured based on the following five levels of performance.

- 5 Superior** indicates exceptional performance, far exceeding job requirements.
- 4 Commendable** indicates consistent performance at a level higher than expected, exceeding the job requirements.
- 3 Satisfactory** indicates acceptable level of performance. Goals & performance standards are accomplished and job requirements are met.
- 2 Needs Improvement** indicates that some work is not at an acceptable level and some job requirements are not being met. Considerable guidance and development of skills are needed.
- 1 Unsatisfactory** indicates an unacceptable level of performance. Immediate improvement is required. Disciplinary action may be required.

Job Performance	Superior	Satisfactory	Unsatisfactory			
Information Management and Related Activities						
1. <u>Subject Knowledge</u> Demonstrates knowledge of available & pertinent library resources supportive of college curriculum. (selection & recommendation of new materials, willingness to share professional knowledge about electronic resources)	5	4	3	2	1	NA
2. <u>Bibliographic Instruction</u> Reviews, revises, & prepares library instructional materials, updates informational bookmarks, help sheets & signage.	5	4	3	2	1	NA
3. <u>Patron/Librarian Relationships</u> Establishes & maintains good patron/librarian relationships. (relates to students in a professional manner, maintains a library environment conducive to learning, maintains discipline with respect for all patrons, encourages patrons to ask questions and seek assistance)	5	4	3	2	1	NA
4. <u>Interpersonal Skills</u> Cultivates and maintains positive & productive relationships with supervisor, co-workers, & others in completing assignments/tasks. (effectively conveys & receives pertinent information, is receptive to new ideas, is cooperative)	5	4	3	2	1	NA
5. <u>Dependability/Initiative</u> Can be depended upon to be at work to fulfill position responsibilities. (reports to work on time, communicates schedule changes promptly to supervisor, maintains regular attendance)	5	4	3	2	1	NA
6. <u>Service Activities</u> Participates in division & college committee meetings, orientations, recruitment/retention efforts, and other college events.	5	4	3	2	1	NA
7. <u>Customer Service</u> Takes extra steps in extending service to students, parents, MDCC personnel, etc. (exhibits courtesy, responsiveness, professionalism; solves customer problems & meets their needs; and projects a positive image of the college in the community)	5	4	3	2	1	NA

**Complete the following ONLY if the Employee supervises personnel or has budget responsibilities**

8. <b>Leadership</b> Supervisor clearly articulates division/department's vision, gains employee commitment to college goals, has the confidence & respect of colleague sand subordinates.	5	4	3	2	1	NA
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9. **Supervisory Skills** Degree of training & directing subordinates, planning & organizing work, decision making, ability to communicate. 5 4 3 2 1 NA
10. **Management Skills** Develops & maintains reasonable, well-defined needs assessments & budgets. Effectively manages department budget. Achieves expected results & IE Indicators, & uses results to make management decisions. 5 4 3 2 1 NA

**OVERALL PERFORMANCE RATING**

Total of All Ratings / Number of Applicable Factors Rated = \_\_\_\_\_

**Employee's performance/professional goals:** (Additional sheets may be attached)

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**Development Plan:** If needed, list steps below for an improvement development plan. (Additional sheets may be attached)

Goals/Factors	Specific action to be taken	Date to be completed

**FINAL CONFERENCE:**

**Evaluator Comments:** (Additional sheets may be attached)

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

**Employee's Comments:** (Additional sheets may be attached)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

(Employee signature does not indicate agreement with evaluation. It only acknowledges that the employee was given the opportunity to discuss the evaluation with the evaluator.)

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## Administrative Evaluation of Teaching Personnel

Employee Name \_\_\_\_\_

Division \_\_\_\_\_

Evaluation Period: From (mm/yyyy) \_\_\_\_\_ To (mm/yyyy) \_\_\_\_\_

Instructions: For each factor indicate the level of performance that best describes the employee's job performance during the evaluation period. Justifying comments are required for factors rated other than satisfactory. To determine the overall performance rating, add the total of all ratings and divide by the number of applicable factors rated. The form must be signed by the evaluator and the employee.

An employee's performance is measured based on the following five levels of performance.

- 5 Superior** indicates exceptional performance, far exceeding job requirements.
- 4 Commendable** indicates consistent performance at a level higher than expected, exceeding the job requirements.
- 3 Satisfactory** indicates acceptable level of performance. Goals & performance standards are accomplished, and job requirements are met.
- 2 Needs Improvement** indicates that some work is not at an acceptable level and some job requirements are not being met. Considerable guidance and development of skills are needed.
- 1 Unsatisfactory** indicates an unacceptable level of performance. Immediate improvement is required. Disciplinary action may be required.

Job Performance	Superior	Satisfactory	Unsatisfactory
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### Teaching & Related Activities

- |   |   |   |   |   |   |    |
|---|---|---|---|---|---|----|
| <b>1. <u>Subject Knowledge</u></b> Demonstrates knowledge of subject matter commensurate with requirements of the courses being taught.   | 5 | 4 | 3 | 2 | 1 | NA |
| <b>2. <u>Course Preparation</u></b> Adequately prepares for instruction. (course syllabi, student goals, objectives, instructional methods)   | 5 | 4 | 3 | 2 | 1 | NA |
| <b>3. <u>Instructional Management</u></b> Adequately manages instruction. (communicates course goals & expectations to students, administers assessments & evaluations, using assessment results)   | 5 | 4 | 3 | 2 | 1 | NA |
| <b>4. <u>Student/Faculty Relationships</u></b> Establishes & maintains good student/faculty relationships. (communicates with students & faculty in a professional manner)  | 5 | 4 | 3 | 2 | 1 | NA |
| <b>5. <u>Records Management</u></b> Maintains adequate records for instructional & administrative use, and submits those records within deadlines.  | 5 | 4 | 3 | 2 | 1 | NA |
| <b>6. <u>Interpersonal Skills</u></b> Cultivates & maintains productive relationships with supervisor, co-workers, & others in completing assignments/tasks.  | 5 | 4 | 3 | 2 | 1 | NA |
| <b>7. <u>Dependability/Initiative</u></b> Fulfills position responsibilities by conducting classes promptly & regularly, communicates schedule changes promptly to supervisor, maintains regular office hours, attends scheduled faculty meetings & required training sessions. | 5 | 4 | 3 | 2 | 1 | NA |

### Advising and Related Activities

- |  |   |   |   |   |   |    |
|--|---|---|---|---|---|----|
| <b>8. <u>Preparation For Advising</u></b> Participates in orientation and provides the most current information regarding their particular program of study.     | 5 | 4 | 3 | 2 | 1 | NA |
| <b>9. <u>Review of Advisee Records and Progress</u></b> Adequately reviews advisee's records as well as academic progress to ensure student success & retention. | 5 | 4 | 3 | 2 | 1 | NA |
| <b>10. <u>Advisee/Faculty Relationships</u></b> Develops & maintains good advisee/faculty relationships.   | 5 | 4 | 3 | 2 | 1 | NA |

### Service/Scholarship Activities

- |   |   |   |   |   |   |    |
|---|---|---|---|---|---|----|
| <b>11. <u>Service Activities</u></b> Fulfills service role by participating in faculty, division, & committee meetings; sponsors student organizations, orientations, advisor meetings, recruitment/retention activities. | 5 | 4 | 3 | 2 | 1 | NA |
|---|---|---|---|---|---|----|

12. **Scholarship Activities** Fulfills the scholarship role by staying abreast of current educational innovations through professional development. 5 4 3 2 1 NA
13. **Customer Service** Takes extra steps in extending service to students, parents, MDCC personnel, industry, etc. 5 4 3 2 1 NA

**OVERALL PERFORMANCE RATING**

Total of All Ratings / Number of Applicable Factors Rated = \_\_\_\_\_/5.0

**STUDENT EVALUATION AVERAGE =**

\_\_\_\_\_/40 FOR THE \_\_\_\_\_ SEMESTER/YEAR

**Development Plan:** Plan to achieve performance/professional goals or factors that have been rated as needs improvement or unsatisfactory. List development plan below for steps for improvements.

Goals/Factors	Specific action to be taken	Date to be completed

**FINAL CONFERENCE:**

**Evaluator Comments:** (Additional sheets may be attached)

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

**Employee Comments:** (Additional sheets may be attached)

- Indicate any supplies, equipment, or resources that might help you improve instruction \_\_\_\_\_
- Identify ways in which your supervisors could help you improve instruction, develop professionally, and/or increase job satisfaction \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

(Employee signature does not indicate agreement with evaluation. It only acknowledges that the employee was given the opportunity to discuss the evaluation with the evaluator.)

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**CLASSROOM OBSERVATION FORM**

Academic Year \_\_\_\_\_

**Date of Observation:** \_\_\_\_\_  
**Class Observed:** \_\_\_\_\_  
**Division Head:** \_\_\_\_\_  
**Instructor:** \_\_\_\_\_

**Directions:** After the classroom observation, the division head and instructor should discuss the questions on this form. On this form, the division head should write about the classroom observation, but may also write about the conversation as well by including some of the observations, ideas, objectives, etc. of the instructor.

1. What was the purpose of the lesson you observed? What parts of the class seemed to particularly enhance the learning process?
2. Identify any strengths and/or weaknesses the instructor exhibits.
3. Are there elements of the instructional process that need improvement?

Faculty Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Head's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **Student Evaluation of Faculty**

**The following questions will be rated on a 5-point Likert scale with choices of Strongly Disagree, Disagree, Neutral/Don't Know, Agree, Strongly Agree.**

1. The instructor provided coursework objectives and classroom procedures at the beginning of the semester.
2. The instructor provides clear course requirements through the units of work such as assignments, due dates, and style instructions.
3. The instructor is knowledgeable about the subject matter of this course.
4. The instructor is well prepared for each class session.
5. The classroom atmosphere is good or conducive to learning: I feel comfortable in this classroom.
6. The instructor uses a variety of teaching methods such as tests, lectures, discussion, demonstrations, and group activities.
7. Students are encouraged to attend class.
8. Students are encouraged to learn independently, to think critically, and to make reasonable decisions.
9. The instructor meets class regularly.
10. The instructor begins class promptly.
11. The instructor provides adequate and timely feedback on student work.
12. Students are encouraged to participate in the class.
13. The instructor provides posted office hours, is available for conference appointments, and is available for assistance outside the classroom.
14. The instructor relates to students in a professional manner.
15. The class assignments contribute to my understanding of the subject.
16. The clarity and audibility of the instructor's speech are excellent.

**The following open-ended questions will be included on the evaluation form.**

1. The thing I enjoy or appreciate most about this course is:
2. The thing I enjoy least about this course is:
3. If I could change one thing in this class, it would be:
4. I would describe my overall experience in this class as:

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## Online Course Evaluation Form

Instructor Name:		<b>Check the appropriate box:</b> <b>5 = Excellent   4 = Very Good   3 = Good</b> <b>2 = Fair   1 = Poor</b>				
Course Department Chair:						
Course Number/Name:						
Evaluator: Carmen Brown						
Date:						
Topic	Question/Comments	5	4	3	2	1
<b>1. Content:</b>	Course content is well laid out using modules or another technique.					
	Comments:					
<b>2. Home Page:</b>	Home page includes name of course, name of instructor, instructor contact information, and is aesthetically pleasing.					
	Comments:					
<b>3. Getting Started:</b>	Does the instructor have clear-cut instructions on how to get started on the course?					
	Comments:					
<b>4. Course Navigation Buttons:</b>	The instructor hides unused buttons and clearly uses all remaining buttons. <i>Note: MDCC/Library Info and NetTutor are required to be visible.</i>					
	Comments:					
<b>5. Syllabus:</b>	A syllabus using the MSVCC template is clearly posted and easily accessible.					
	Comments:					
<b>6. Textbook Information:</b>	Complete textbook information including ISBN is easy to locate. A picture of the textbook is a nice addition.					
	Comments:					
<b>7. Grading Information:</b>	Does the student know how they will be graded for the course, and is this easy to locate?					
	Comments:					
<b>8. Announcements:</b>	Are announcements current and being clearly used?					
	Comments: Up to date announcements					
Topic	Question/Comments	5	4	3	2	1
<b>9. Calendar:</b>	Are all deadlines and testing dates clearly defined either in the calendar or using some other method?					
	Comments:					

<b>10. Lecture/Notes:</b>	Are notes, PowerPoints, YouTube videos, supplemental materials clearly posted? Does the instructor make good use of multimedia such as audio, video, NBC Learn, etc.?					
	Comments:					
<b>11. Assignments:</b>	Are assignments well stated, organized and easily accessible?					
	Comments:					
<b>12. Quizzes:</b>	Quizzes can be easily found and are <u>clearly labeled</u> (MidTerm, Final, etc.) for the test proctor.					
	Comments:					
<b>13. Discussions:</b>	Does the instructor have at least one discussion? This can be as simple as an “Introduction” or “Get to Know You” discussion.					
	Comments:					
<b>14. Grades:</b>	Is the Gradebook easy to interpret?					
	Comments:					
<b>15. Attendance Policy:</b>	Is the online attendance policy posted and does the instructor have a <u>clear cut-out policy</u> stated? Remember: attendance must be taken weekly using some method such as participating in a discussion, submitting an assignment, quiz, etc. Federal policy dictates weekly attendance. These markers should be indicated in the gradebook.					
	Comments:					
<b>16. Proctored Testing Information:</b>	Does the instructor have proctored testing instructions posted?					
	Comments:					
<b>Department Chair Score:</b>	Add all scores assigned and divide by 16. Place score in this box: —————>					
<b>Signature of Department Chair:</b>						



The next two sections are to be evaluated by the eLC only:						
Topic	Question/Comments	5	4	3	2	1
<b>17. Communication:</b>	The instructor responds to students and gets no complaints reported to eLearning about lack of communication.					
	The instructor is prompt in meeting announced deadlines as reported by eLearning.					
	The instructor reports LDA's in a timely fashion to eLearning.					
	The instructor posts passwords within the given time frame.					
	Comments:					
<b>18. Enrollment Tool Information:</b>	Responds to the eLC's request in a timely manner to have textbook and syllabus information posted.					
	Textbook and Syllabus information is posted for current semester. (This should include breakdown of course grading).					
	Comments:					
<b>eLC Score:</b>	Add all scores assigned and divide by 22. Place score in this box. —————>					
<b>Signature of eLC:</b>						

Instructor: \_\_\_\_\_ Course: \_\_\_\_\_

Did Instructor Complete the following:      Experienced      New eLearning      Adjunct

i. Enrollment Tool (new instructors)	<input checked="" type="checkbox"/>
ii. Growing with Canvas (new instructors)	
iii. Digging Deeper with Designing & Teaching (experienced instructors)	
<b>One course (ii or iii) is suggested for 20-21</b>	
iv. The convocation hosted by MCCB will satisfy eLearning PD besides iv	
v. Back to school meeting	

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## Online Course Evaluation Final Score

<b>Instructor Name:</b>	
<b>Course Number/Name:</b>	
<b>Date:</b>	

<b>Department Chair Score:</b>	
<b>eLC Score:</b>	
<b>Average Score:</b>	

Any course receiving a 3.5 or above combined average score from the eLC and Department Chair is found to be in good standing and the instructor may continue to offer that course online.

Any course receiving below a 3.5 combined average score from the eLC and Department Chair will be placed on probation for the next semester and the instructor will receive assistance for improvement. After receiving assistance and scoring above a 3.5, the course/instructor will no longer be on probation. However, if the next overall evaluation score is less than 3.5, the instructor will not be allowed to teach that course online for a period of one year. After one year, if the course shell is presented to the eLC and Department Chair, and is rated 3.5 or higher, the course/instructor may be reinstated. However, if the instructor goes on probation a second time, the instructor will not be allowed to return to teach that online course.

<b>Comments:</b>			
<b>Instructor Signature:</b>		<b>Date:</b>	
<b>Department Chair Signature:</b>		<b>Date:</b>	
<b>eLC Signature:</b>		<b>Date:</b>	

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## Performance Evaluation Facilities Management Personnel

Employee Name \_\_\_\_\_ Evaluation Period: From (mm/yyyy) \_\_\_\_\_ To (mm/yyyy) \_\_\_\_\_

For each factor indicate the level of performance that best describes the employee's job performance during the evaluation period.  
Justifying comments are required for factors rated other than satisfactory.

**5-Superior**

**4-Commendable**

**3-Satisfactory**

**2-Needs Improvement**

**1-Unsatisfactory**

1. Job Knowledge	5	4	3	2	1
2. Quality of Work	5	4	3	2	1
3. Quantity of Work	5	4	3	2	1
4. Planning/Organization	5	4	3	2	1
5. Interpersonal Skills	5	4	3	2	1
6. Communication	5	4	3	2	1
7. Initiative	5	4	3	2	1
8. Dependability	5	4	3	2	1
9. Customer Service	5	4	3	2	1
10. Positive Attitude of Job	5	4	3	2	1
11. Leadership/Supervisory Skills/ Management Skills (if applicable)	5	4	3	2	1 NA

Total \_\_\_\_\_

### **FINAL CONFERENCE:**

**Evaluator Comments:** (Additional sheets may be attached)

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Evaluator's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Employee Comments:** (Additional sheets may be attached)

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Evaluator's Signature \_\_\_\_\_

Date \_\_\_\_\_

**(Employee signature does not indicate agreement with evaluation. It only acknowledges that the employee was given the opportunity to discuss the evaluation with the evaluator.)**

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**MISSISSIPPI DELTA COMMUNITY COLLEGE**  
**INFORMATION NETWORK RESOURCES EMPLOYEE USE AGREEMENT**

---

I hereby agree to use professional judgment with regard to use of the college network resources. Specifically, I ***will not***:

1. use the college network or any device connected to the college network for any purpose other than official college business. I will not use the network for illegal purposes, profit-making activities, political activities, or to harass anyone or any organization.
2. access sites which contain pornography and other sexually explicit material.
3. reveal my system password to anyone or make it possible for anyone to access it by posting it or by the careless handling of it.
4. access, view, alter or attempt to access, view or alter college information except that which is permitted by my password, and only then in the performance of my job.
5. allow or assist any unauthorized individual to access, view or alter college information, or share such information with them except as authorized by appropriate authority.
6. connect any electronic device to, remove any electronic device from, or alter any electronic device which is connected to the college network without the expressed permission of the Director of Information Technology.
7. relocate or disturb any of the network infrastructure (including wiring, hubs, switches, connectors, etc.) without the expressed permission of the Director of Information Technology.
8. move a college network device (microcomputer, printer, etc.) from its assigned location without notifying Computer & Information Services and completing an Inventory Deletion/Relocation Form obtained from the Business Office.
9. share knowledge of the college network infrastructure with anyone except an authorized college employee.
10. load any file which has not been scanned for viruses to a networked computer.
11. install any software on a computer without the approval of the Director of Information Technology and will not duplicate copyrighted or licensed software or other materials unless specifically permitted to do so by author or publisher agreement.
12. store on college media (disks, tape, etc.) any materials which violate sexual harassment or civil rights policy.

I understand my responsibility with respect to ensuring appropriate security, confidentiality, and use of the college network. I also understand that the college is not responsible for any consequences or legal actions that may result because of my misuse of the college network resources. I have read and do understand the above conditions. I realize that failure to comply with any of the above conditions can result in disciplinary action against me as described in the college's Policies and Procedures Manual.

Signed SAMPLE ONLY—DO NOT SIGN!

Date \_\_\_\_\_

## Mississippi Delta Community College

### MEMORANDUM OF AGREEMENT

\_\_\_\_\_ (the First Party) and Mississippi Delta Community College (the Second Party) desire to enter into an agreement whereby the First Party will provide the following services:

for the \_\_\_\_\_ Department/Division. The First Party shall be paid a fee of \$ \_\_\_\_\_ for services rendered during the following period(s):

\_\_\_\_\_.

Agreed upon this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

The First Party by:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Mississippi Delta Community College by:

\_\_\_\_\_  
Director/Division Chair/Supervisor

\_\_\_\_\_  
Vice-President

\_\_\_\_\_  
President

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## ADDENDUM – Job Classifications

As a general matter, the classification of a position will dictate the eligibility of the employee who holds that position for benefits purposes and the anticipated duration of the position.

### ***Full-Time Employee***

Full-time employees are hired to work the College's normal, full-time work week on a regular basis. Such employees may be exempt or nonexempt as defined below. Full-time employees are eligible for time off benefits and insurance benefits, as described in this Policies and Procedures Manual. Employees may be hired to work full-time but for on a limited term basis (i.e., not a renewable employment appointment).

### ***Part-Time Employee***

Part-time employees are hired to work no more than 20 hours per week on a regular basis. Such employees may be exempt or nonexempt as defined below. Part-time employees are not eligible to participate in the benefits or leave program of the College.

### ***Temporary Employee***

Temporary employees are those hired to complete a specific project or hired for a limited period of time (no more than 4 and ½ months in accordance with PERS policy) with the understanding that this employment will be terminated upon completion of the assignment or at the end of the specified period of time. Temporary employees are not eligible to participate in the benefits or leave program of the College. A temporary employee may be offered and may accept a new temporary assignment and still retain temporary status. Additionally, all employees hired for less than 20 hours of work per week are considered temporary regardless of the duration of their employment.

### ***Exempt***

An exempt employee is not required to be paid overtime under applicable laws for work in excess of forty (40) hours per week. Such employees typically serve in executive, administrative, professional or certain types of computer services positions. Exempt employees are expected to work a sufficient number of hours to complete the assigned work tasks and cover related evening or weekend duties as needed or required. Exempt employees are generally paid on a monthly basis.

### ***Non-Exempt***

A non-exempt employee is required to be paid overtime under applicable federal and state wage and hour laws. Non-exempt employees are paid one and ½ times their regular rate for actual hours of work in excess of forty (40) hours per week or hours worked on the seventh consecutive day of any work week (Monday through Sunday), provided forty (40) actual hours of work precedes hours worked on the seventh day. Non-exempt employees are paid on a biweekly basis.

Employees will be informed of their initial employment classification and of their status as an exempt or non-exempt employee during New Employee Orientation. If an employee changes positions during their employment as a result of a promotion, transfer, or otherwise, they will be informed by the Office of Human Resources of any change in their exemption status.

In addition to the above, and in effort for Human Resources to keep a clear and concise record of all classifications of employment for audit purposes, the following system has been implemented for reporting:

***Classifications Acronym System:***

AM – Administrators

NP – Non-Teaching Professionals

AI – Academic Instruction

OI – Other Instruction

FM – Facilities Management

CS - Clerical and Support Staff

CT – Career-Technical Instruction

SE – Service Employees

TS – Technical Specialist

AM, NP, AI, CT, OI, TS are all ***EXEMPT*** Employees

CS, FM, and SE are all ***NON-EXEMPT*** Employees

Approved by the Board of Trustees  
on June 10, 2021



- Dr. Peter Jackson, Chair - Sharkey County
- Frank Dantone, Vice-Chair - Washington County
- Katherine Tankson, Secretary - Sharkey County
- Domino Bellipanni - Sunflower County
- Dr. Mary Brown - Leflore County
- Fletcher Clark - Sunflower County
- Dr. Miskia Davis - Sunflower County
- VACANT - Humphreys County

- Dr. Maurine Gray - Bolivar County
- Robert Jones - Issaquena County
- B.J. Nichols - Issaquena County
- Desiree Norwood - Sunflower County
- James Payne - Leflore County
- Krystaline Sample - Sunflower County
- Martha Sibley - Sunflower County
- Julia Thomas - Washington County
- Mickey Thompson - Bolivar County

## BOARD OF TRUSTEES

## PRESIDENT

**DR. TYRONE JACKSON**

## EXECUTIVE ASSISTANT TO THE PRESIDENT

**DEBRA BAKER**

## ATHLETICS

**JASON CONNER**  
*Athletic Director*

- Athletic Trainer
- Baseball
- Basketball (Men)
- Basketball (Women)
- Football
- NJCAA Compliance
- Softball

## ADMINISTRATIVE & STUDENT SERVICES

**DR. STEVEN JONES**  
*Vice President*

- Campus Police
- Counsel & Disability Support Services
- COVID-19 Coordinator
- Dean of Student Services Office
- Facilities Management
- Government Relations
- Human Resources
- Information Technology
- Judicial Affairs
- Law Enforcement Training Academy (LETA)
- Public Relations
- Sponsored Grants
- Student Activities and Recreation
- Student Development
- Student Housing and Residence Life
- Student Organizations
- Title IX

## BUSINESS SERVICES

**STACI MILLER**  
*Vice President*

- Accounts Payable
- Bookstore
- Cafeteria
- Foundation and Alumni Affairs
- Payroll
- Purchasing & Inventory Control
- Student Accounts

## EFFECTIVENESS & ENROLLEMENT

**DR. BENJAMIN CLOYD**  
*Vice President*

- Admissions and Records
- Financial Aid
- Greenville Higher Education Center (GHEC) Operations
- Planning & Assessment
- Recruiting
- SACSOC Institutional Accreditation Liaison
- Veteran Affairs

## INSTRUCTION

**TERESA WEBSTER**  
*Vice President*

- Academics
- Advising
- Career-Technical
- E-Learning
- Greenwood Center Operations
- Health Sciences
- Instructional Technology
- Library Services

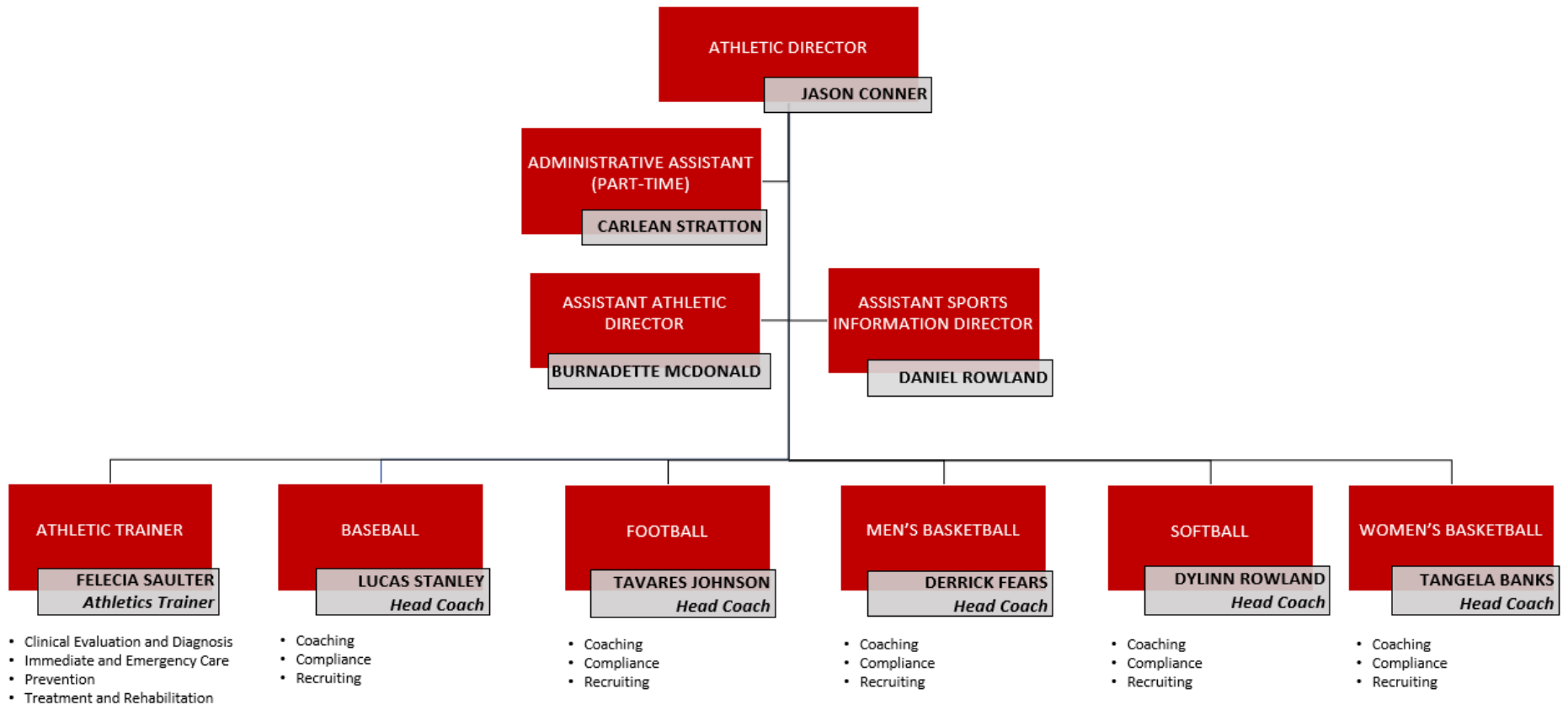
## WORKFORCE & ECONOMIC DEVELOPMENT

**WILLIAM DONALD**  
*Vice President*

- Economic Development
- Workforce Development

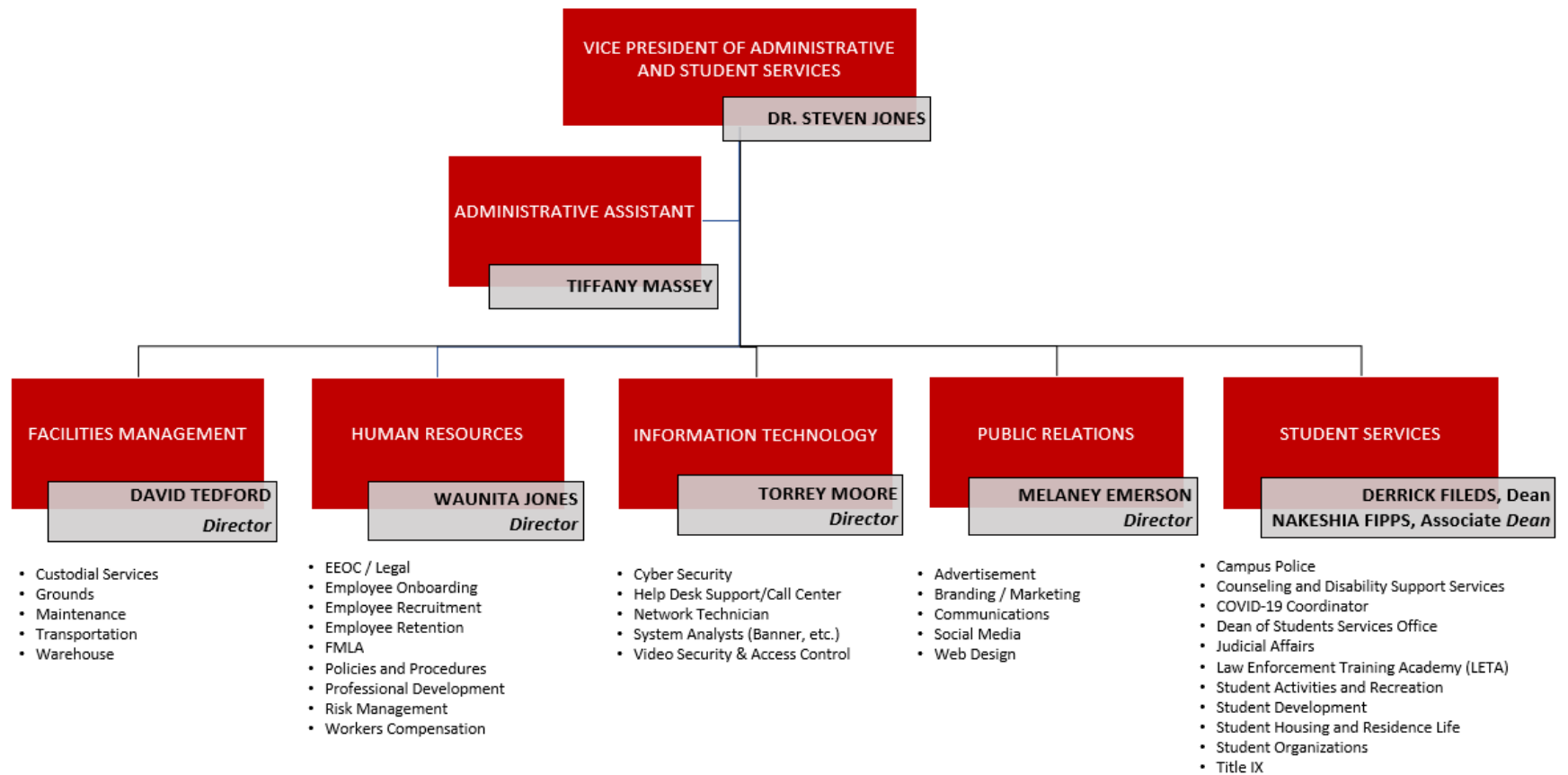


## ATHLETICS





## ADMINISTRATIVE AND STUDENT SERVICES





## BUSINESS SERVICES

VICE PRESIDENT OF BUSINESS SERVICES

STACI MILLER

DEAN OF BUSINESS SERVICES

CHRISTY MANGRUM

ACCOUNTS PAYABLE

FELICIA APPELEGATE

*Coordinator*

- Accounting
- Bills
- Invoices
- Reconcile
- Travel

BOOKSTORE

KELLY PILGRIM

*Manager*

- Apparel
- Gift Items
- Supplies
- Textbooks

BUSINESS SERVICES,  
PURCHASING & INVENTORY  
CONTROL

JANET BURFORD

*Coordinator*

- Inventory Control
- Purchasing
- Special Events

COLLEGE ADVANCEMENT &  
ALUMNI AFFAIRS

JAMES AYCO

*Executive Director*

- Alumni Relations
- Capital Campaign
- Development & Corporate Relations
- Marketing
- MDCC Foundation

PAYROLL & BENEFITS

SARAH HANSON

*Coordinator*

- Benefits
- Payroll

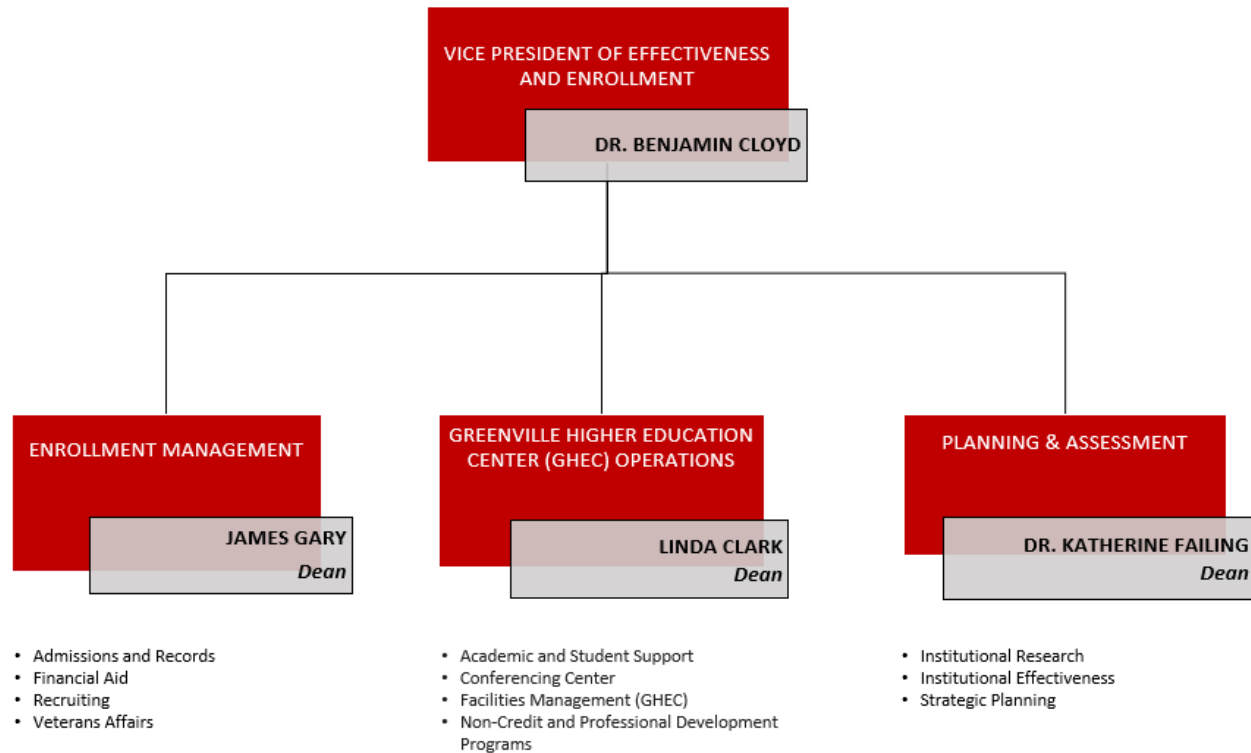
STUDENTS ACCOUNTS

MELANDY GUILLEN

*Coordinator*

- Bursar
- ORSP/Post Awards
- Student Accounts

## EFFECTIVENESS AND ENROLLMENT



## INSTRUCTION

**VICE PRESIDENT OF  
INSTRUCTION**

**TERESA WEBSTER**

**ADMINISTRATIVE  
ASSISTANT**

**ERICA PRUETT**

### ACADEMIC INSTRUCTION

- Business
- College Prep
- English
- Life Skills & Education
- English & Humanities
- Fine Arts
- Health, Physical Education & Recreation
- Math & Science
- Social Science
- Student Success Center
- Instructional Technology

### ADVISING

**AUDRA PERRY**  
*Coordinator*

- Advising
- Registration
- Student Orientation

### CAREER/ TECHNICAL & ADULT EDUCATION

**SUZANNE THOMPSON**  
*Dean*

- Accounting Technology
- Administrative Office Technology
- Adult Education
- Automotive
- Business, Management & Administration
- Business & Office Technology
- Culinary Arts Technology
- Construction Equipment Operations
- Drafting & Design Technology
- Electrical Technology
- Field Crops Technology
- Heating, Ventilation, Air Conditioning & Refrigeration Technology
- Industrial Maintenance Technology
- Precision Agriculture Technology
- Precision Manufacturing & Machining Technology
- Welding Technology

### E-LEARNING

**CARMEN BROWN**  
*Coordinator*

- Mississippi Virtual Community College
- Proctoring Services

### GREENWOOD CENTER OPERATIONS

**MARY PEYTON RODGERS**  
*Supervisor*

- Academic: University Transfers
- Admissions
- Culinary Arts
- Counseling
- Health Care Assistant

### HEALTH SCIENCES

**PATRICIA KELLY**  
*Dean*

- Associate Degree Nursing (ADN)
- LPN Accelerated Track (ADN)
- Dental Hygiene Technology
- Health Care Assistant
- Medical Laboratory Technology
- Phlebotomy
- Physical Therapist Assistant
- Practical Nursing
- Radiologic Technology

### LIBRARY SERVICES

**KRISTY BAROLA**  
*Director*

- Library Services



## WORKFORCE AND ECONOMIC DEVELOPMENT

