



NORTHWEST

MISSISSIPPI COMMUNITY COLLEGE

Policy and Procedures Manual

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL
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The Northwest Mississippi Community College *Policy and Procedures Manual*, as well as the College *Bulletin*, contains the policies, procedures, and by-laws governing the operation of Northwest Mississippi Community College. The Board of Trustees of Northwest, supported by the college administration, makes every effort to maintain policies and procedures that facilitate the smooth operation and success of Northwest. New and revised policies and procedures are formulated to accommodate current best practices and continuous improvement; to comply with changes in laws, regulations, or accreditation standards; or to respond to operational issues.

The *Policy and Procedures Manual* is a new document in which most every expectation will be broken into two areas: a policy, followed by a procedure. Policies are principles about a particular topic that express the intention of the College and guides decision-making. Policies are established and reviewed by the Board of Trustees. Procedures are devised to implement that policy. Procedures are formulated, reviewed and approved by the various governing councils of the College. All constituents of the College are represented on the councils described later in this document.

The construction of the new *Policy and Procedures Manual* has been on-going since the summer of 2020. Throughout this revision process, completed chapters containing new and revised policies have been approved by the Board of Trustees. Procedures of an interim nature, approved by the Executive Council, are in place until updated in due course by a respective council. If a section approved in past years using an old format has not yet been updated, it is included in this manual in its originally approved format until it is updated.



CATEGORY: Accreditation/Mission/Non-Discrimination
POLICY: Accreditation

POLICY NUMBER: 201

ADOPTED DATE: 8/10/2020
REVIEWED/REVISED DATE:

Administered by: **Vice President for Instruction**

Northwest Mississippi Community College shall maintain accreditation by the Southern Association of Colleges and Schools Commission on Colleges and shall accurately describe that accreditation on the website and in major college publications. The college will maintain accreditation with other accrediting agencies as appropriate and accurately describe such in the College's *Bulletin*.

PROCEDURES:

COUNCIL APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE:



CATEGORY: Accreditation/Mission/Non-Discrimination
POLICY: Mission Statement

POLICY NUMBER: 202

ADOPTED DATE: 8/10/2020

REVIEWED/REVISED DATE:

Administered by: **Vice President of Instruction**

Northwest Mississippi Community College shall have a clear and comprehensive mission statement that guides all aspects of the College. The mission statement may be accompanied by complementary statements of vision and values that further explain and elaborate on the College's mission statement. The mission statement shall be approved annually by the Board of Trustees, shall be periodically reviewed by the board; and shall be broadly communicated to the institution's constituencies in such College publications as the *Bulletin* and the strategic plan. The mission statement of the College shall also be prominently posted on the College website.

PROCEDURES:

COUNCIL APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE:



CATEGORY: Accreditation/Mission/Non-Discrimination
POLICY: Non-Discrimination

POLICY NUMBER: 203
ADOPTED DATE: 8/10/2020
REVIEWED/REVISED DATE:

Administered by: ***Vice President for Instruction***

In accordance with state and federal laws, Northwest Mississippi Community College shall not discriminate on the basis of race, color, national origin, sex, disability, religion, gender identity, age, or status as a veteran or disabled veteran in its programs and activities. Northwest Mississippi Community College prohibits sexual harassment and all forms of sexual violence, regardless of sex, gender identity or sexual orientation.

PROCEDURES:

COUNCIL APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE:

POLICIES AND PROCEDURES OF THE BOARD OF TRUSTEES

2.1 STATUTORY AUTHORITY

The creation, establishment, maintenance and operation of community and junior colleges in the State of Mississippi is addressed and defined in Section 37-29-1 through Section 37-29-501 of the General Laws of Mississippi (*Mississippi Code of 1972, Annotated*). In Section 37-29-31, paragraph (I), the Northwest Mississippi Community College District is created and defined as being comprised of the eleven Mississippi counties of Benton, Calhoun, DeSoto, Lafayette, Marshall, Panola, Quitman, Tallahatchie, Tate, Tunica, and Yalobusha. The statutes establishing the community and junior colleges prescribe the power, authority, and responsibility of the Board of Trustees. Additionally, in *Section 37-29-65 of the Mississippi Code*, the selection of trustees, their terms of office, and their compensation for service on the Board of Trustees is defined. *Section 37-29-67 of the Code* addresses and specifies the general powers and duties of the Board of Trustees.

2.2 ORGANIZATION OF THE BOARD OF TRUSTEES

2.2.1 Principles of Organization

1. The members of the Board of Trustees have legal authority only when the Board is in formal session and when a quorum is present.
2. The control over the College by the Board of Trustees is not by individual members but through the majority votes of the Board whereby rules, regulations, policies, and other pertinent matters are adopted when the Board is in lawful session.

2.2.2 Officers of the Board of Trustees

The officers of the Board of Trustees of Northwest Mississippi Community College shall be Chairperson, Vice Chairperson, and Secretary. The Chairperson and Vice Chairperson offices are elected by a simple majority of the membership of the Board of Trustees present and voting at each January regular meeting of the Board. The Chairperson and Vice Chairperson may succeed themselves. The office of Secretary shall be held by the Tate County Superintendent of Education in their capacity as a member of the Board of Trustees. If an inadvertent vacancy in the Officers of the Board of Trustees occurs, such vacancy shall be filled through a special election of the Board at the next regular meeting after the vacancy occurs.

Specific duties and powers of the Officers of the Board are presented later in this manual.

2.3 PHILOSOPHY OF THE BOARD OF TRUSTEES

1. The Board of Trustees shall function as a legislative body, developing policies and approving the means by which these policies are to be executed and implemented.
2. The Board of Trustees is responsible for the direction of and delegation of authority to the President for implementation and execution of its policies and decisions.
3. The Board recognizes the President as its executive officer and chief administrative officer of the College. The Board delegates authority for implementing and executing its policies and decisions to the President and through the President to the staff of administrators, faculty, and other employed personnel.

2.4 MEETINGS OF THE BOARD OF TRUSTEES

1. The Board shall meet monthly on the second Thursday of each month in the place designated by the President of the College or on such other date and at such place as fixed by the Chairperson of the Board.
2. All meetings of the Board shall be open to the public except when the Board is in executive session. The procedure for entering into an executive session as described below.
3. Twelve members shall constitute a quorum for any meeting of the Board.
4. Special meetings shall be called by the Chairperson or upon the request of a majority of the members.
5. Minutes shall be kept of each Board meeting and duly recorded in the minute book which shall be securely stored at the College.
6. A copy of the minutes of Board meetings shall be mailed to each Board member prior to the next scheduled meeting of the Board.
7. Individuals or groups from the general public wishing to present matters to the Board of Trustees for its consideration must notify the President of the College or the Chairperson of the Board at least ten (10) days prior to the Board meeting date. All requests must be in writing and signed by the individual or individuals making the request.
8. In accordance with *Section 25-41-7 of the Mississippi Code*, any public body, including the Board of Trustees of Northwest Mississippi Community College, may enter into executive session for the transaction of public business; provided, however, all meetings of any such public body shall commence as an open meeting, and an affirmative vote of three-fifths (3/5) of all members present shall be required to declare an executive session.

The procedure to be followed by any public body in declaring an executive session, according to *Section 25-41-7 of the Code*, shall be as follows: Any member shall have the right to request by motion a closed determination upon the issue of whether or not to declare an executive session. Such motion, by majority vote, shall require the meeting to be closed for a preliminary determination of the necessity for executive session. No other business shall be transacted until the discussion of the nature of the matter requiring the discussion has been completed and a vote (requiring 3/5 majority as described above) has been taken on the issue.

- 1) An executive session shall be limited to matters allowed to be exempted from open meetings as specifically defined in subsection (4) of *Section 25-41-7 of the Mississippi Code of 1972*, Annotated. Included in matters allowed to be exempted from open meetings are the following:
- 2) Transaction of business and discussion of personnel matters, relating to job performance, character, professional competence, or physical or mental health of a person holding a specific position
- 3) Cases of extraordinary emergency which would pose immediate or irrevocable harm or damage to persons and/or property within the jurisdiction of the Board of Trustees
- 4) Transaction of business and discussion regarding the prospective purchase, sale, or leasing of lands
- 5) Discussions between the Board and individual students who attend the College or the parents or teachers of such students regarding problems of such students or their parents or teachers
- 6) Transaction of business and discussions or negotiations regarding the location, relocation, or expansion of the College
- 7) Transaction of business and discussions regarding employment or job performance of a person in a specific position or termination of an employee holding a specific position.

The exemption provided by this paragraph includes the right to enter into executive session concerning a line item in a budget which might affect the termination of an employee or employees. All other budget items shall be considered in open meetings, and final budgetary adoption shall not be taken in executive session.

The total vote on the question of entering into an executive session shall be recorded in the minutes of the Board.

9. The Board adopts *Robert's Rules of Order-Revised Edition* as the source of reference in conducting all Board proceedings not otherwise provided for in this statement.

2.5 DUTIES AND POWERS OF THE OFFICERS OF THE BOARD OF TRUSTEES

2.5.1 Chairperson of the Board of Trustees

1. Preside at all meetings of the Board
2. Appoint committees of the Board as necessary or as requested by the Board of Trustees
3. Vote on all matters
4. Sign all necessary legal instruments approved by the Board, when not delegated to the President
5. Sign the minutes of all meetings of the Board of Trustees

2.5.2 Vice Chairperson of the Board of Trustees

1. Presides over meetings of the Board in the absence of the Chairperson and have all of the executive powers of the Chairperson when serving in the absence of the Chairperson
2. Participates as a regular member of the Board of Trustees at Board meetings at which the Chairperson is present

2.5.3 Secretary of the Board of Trustees

1. Presides over meetings of the Board in the absence of the Chairperson and the Vice Chairperson with full authority to conduct such meetings
2. Responsible for maintaining an accurate record of the minutes of the Board
3. Signs necessary legal documents and papers which have been approved by the Board of Trustees
4. Signs the minutes of all meetings of the Board of Trustees
5. Participates as a regular member of the Board of Trustees at Board meetings at which the Chairperson and/or Vice Chairperson are present

2.6 STANDING COMMITTEES OF THE BOARD OF TRUSTEES

The Board of Trustees shall transact business in the Committee of the Whole. However, at the discretion of the Chairperson of the Board or upon the request of the majority of the members present at any legal meeting, the Chairperson may appoint such committees as deemed appropriate. Such committees shall enjoy executive authority as shall be specifically granted to them by the Board. There are certain "standing" committees of the Board. The members of these standing committees are appointed by the duly elected Chairperson of the Board. These committees and their general duties and responsibilities are as follows:

2.6.1 Administrative Committee

The Administrative Committee of the Northwest Mississippi Community College Board of Trustees shall consider and deliberate upon any matters relating to the President of the College and/or the Attorney for the Board of Trustees. More specifically, this committee will consider and make recommendations to the Board, as needed, on the continued employment, salaries, and benefits of the President of the College and/or the Attorney for the Board. Any problems or situations that might arise regarding the President or the Board Attorney will be initially addressed by this committee.

Additionally, any problems or situations that might arise regarding individual Board members, which, in the opinion of the Chairperson or Vice Chairperson of the Board of Trustees, need to be addressed by the Board, will be presented to and deliberated by the Administrative Committee of the Board. This committee, in turn, will make recommendations to the full Board on such matters. Likewise, if a situation or problem arises which, in the opinion of the Chairperson of the Board of Trustees, has brought or is bringing undue political, religious, or other external-source pressure upon individual Board members, the Board of Trustees as a whole, or any member or members of the administration, faculty, or staff of the College, the Administrative Committee of the Board will address the situation or problem and, in turn, make recommendations for action to the full Board of Trustees.

The Administrative Committee will consider and make recommendations to the Board with regard to any needed changes in the administrative policies and procedures of the College. This includes, but is not limited to, the published *Policy Manual* of the College.

Additionally, this committee will consider and make recommendations to the full Board on any other matters as deemed appropriate by the Chairperson of the Board of Trustees.

2.6.2 Attendance Center Committee

This committee shall consider, deliberate, and make recommendations to the full Board with regard to matters pertaining to the Northwest Mississippi Community College Attendance Centers which are located off the main Senatobia campus of the College. More specifically, the Attendance Center Committee will consider and make recommendations to the full Board regarding any expansions, deletions, or substantial programmatic or physical changes in the existing "off-campus" centers of the College. Additionally, the Attendance Center committee will consider and make recommendations to the board as to the creation of any future "off-campus" centers to be located within the College's District. This committee will consider and make recommendations to the full Board on any other matters as deemed appropriate by the Chairperson of the Board of Trustees.

2.6.3 Building Committee

The Building Committee will consider, deliberate, and make recommendations to the full Board on matters relating to the physical facilities and/or the physical plant of the College. More specifically, the Building Committee will make recommendations to the full Board with regard to any proposed additions, deletions, renovations or new facility construction at the College. Additionally, this committee will receive bids in behalf of the full Board for any addition, renovation, or new construction to the physical plant of the College. The Building Committee will receive periodic reports from the President or a designee with regard to building projections and building needs of the College and shall make such reports to the full Board as appropriate.

The Building Committee shall make recommendations to the full Board regarding the disposition of obsolete or otherwise unusable equipment owned by the College. The Board of Trustees has designated the College's Bid Committee to receive bids for the disposal of such equipment according to appropriate laws and statutes. However, the Building Committee, at its discretion, may choose to receive bids when it deems necessary. The Building Committee will consider and make recommendations to the full Board on any other matters as deemed appropriate by the Chairperson of the Board of Trustees.

2.6.4 Educational Program Review Committee

The Educational Program Review Committee of the Board shall be advised by the President of

the College or a designee on new educational programs which the administration feels need to be included in the curriculum of the College. The Committee will report to the full Board with regard to their recommendations of such new programs. The Educational Program Review Committee will consider and make recommendations to the full Board on any other matters as deemed appropriate by the Chairperson of the Board of Trustees.

2.6.5 Executive Committee

The Executive Committee of the Northwest Mississippi Community College Board of Trustees shall be made-up of the officers of the Board, i.e., the Chairperson, the Vice Chairperson, and the Secretary of the Board. This committee will consider and make recommendations to the full Board on any and all matters which are deemed appropriate by the Chairperson of the Board.

2.6.6 Farm Committee

The Farm Committee will consider, deliberate, and make recommendations to the full Board on matters relating to the Northwest Mississippi Community College Farm. This committee will hear and consider recommendations from the President or a designee regarding the acquisition of equipment and livestock for the farm, the usage of land at the Northwest Farm, and the general needs of the farm. The committee will consider and deliberate on such recommendations and will report its findings and recommendations to the full Board. The Farm Committee will consider and make recommendations to the full Board on any other matters as deemed appropriate by the Chairperson of the Board of Trustees.

2.6.7 Finance Committee

The Finance Committee of the Board shall consider and make recommendations to the Board of Trustees on matters involving finances of the College. Specifically, this committee will accept bids on behalf of the Board on any major administrative contracts such as food service and janitorial/cleaning service contracts, and will make recommendations to the full Board with regard to any such bids. Additionally, the annual budget of the College, audit reports, and financial statements will be initially presented to the Finance Committee by the President or a designee.

The Finance Committee will then recommend and report to the full Board on any such items. It shall be the responsibility and duty of the President of the College to present reports and recommendations to the Finance Committee on any major financial matters involving the College.

The Finance Committee will consider and make recommendations to the full Board on any other matters as deemed appropriate by the Chairperson of the Board of Trustees.

2.6.8 Insurance Committee

The Insurance Committee of the Board will consider and recommend to the full Board on matters relating to the insurance benefit program provided by the College to the general employment of the College. This includes, but is not limited to, the health insurance, the accidental death and dismemberment insurance, and other insurance programs which may be offered to the employees of the College.

The Insurance Committee will also consider and make recommendations on any other matters as deemed appropriate by the Chairperson of the Board.

2.6.9 Personnel Committee

The Personnel Committee of the Board shall consider and recommend to the full Board on matters involving personnel of the College which require the attention of the Board of Trustees. This committee will hear recommendations of the President or a designee regarding the approval of faculty members and report its findings and recommendations in this regard to the full Board. Additionally, this committee shall, as appropriate and in accordance with the College's *Policy Manual*, hear both student and employee grievances, appeals, etc. and, at the committee's discretion, make recommendations as to the disposition of such matters to the full Board of Trustees.

2.6.10 Special Recognition Committee

The Special Recognition Committee of the Board shall consider and recommend to the full Board on matters involving naming of college facilities. See section 2.8 for committee procedures.

2.7 COMPOSITION OF THE BOARD OF TRUSTEES

The Board of Trustees of Northwest Mississippi Community College is composed of twenty-two members, two from each of the eleven counties which make-up the College's District. The duly elected Superintendents of Education from Benton, Calhoun, DeSoto, Lafayette, Marshall, Quitman, Tate, and Tunica counties serve, by statute, as one of the trustees from each of these respective counties. The County Boards of Supervisors from those eight counties, in accordance with the provisions of *Section 3729-65 of the Mississippi Code of 1972, Annotated*, appoint one additional trustee to serve on the Board of Trustees of Northwest. In Panola, Tallahatchie, and Yalobusha Counties, the county Board of Supervisors, in accordance with applicable laws, appoint two members to serve on the Board of Trustees of the College.

2.7.1 Length of Service

The Superintendents of Education from Benton, Calhoun, Desoto, Lafayette, Marshall, Quitman, Tate, and Tunica counties shall serve as members of the Board of Trustees, pursuant to *Section 37-29-65, paragraph (1), of the Mississippi Code of 1972, Annotated*, as amended. The remaining members of the Board shall be appointed by the Boards of Supervisors of the various counties and shall serve terms of office of five years. In Tallahatchie, Panola, and Yalobusha counties, where the Boards of Supervisors appoint two members of the Board, their term of office will expire in different years, so that their term expiration will not occur in the same year.

2.7.2 Duties and Powers of the Board of Trustees

Section 37-29-67, paragraph (1) of the Mississippi Code of 1972, Annotated, describes the general duties and powers of trustees as follows:

The duties of the board of trustees shall be the general government of the (community) junior college and directive of the administration thereof. Subject to the provisions of Sections 37-29-1 through 37-29-275, the Board shall have full power to do all things necessary to the successful operation of the district and the College or colleges or attendance centers located therein to ensure educational advantages and opportunities to all the enrollees within the district.

2.7.3 General Policies of the Board of Trustees

1. The Board of Trustees shall establish broad institutional policies which govern the management and administration of the College.

2. All business transacted and decisions made by the Board of Trustees shall be matters of public record.
3. The majority action 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 and changed by a majority vote.
4. The Board of Trustees shall select, employ, and annually evaluate a Chief Executive Officer or President. The Board's general policies regarding the duties and responsibilities of the President are presented in a subsequent section of this document.
5. The President of the College shall annually recommend instructional personnel (faculty members) to the Board for their approval. It is the responsibility of the Board of Trustees to consider and either approve or disapprove the President's recommendation in this regard.
6. The Board of Trustees shall annually adopt a budget which shall contain a detailed estimate of the revenues and expenses anticipated for the ensuing year for general operation, maintenance, and capital improvements of the College.
7. The Board of Trustees delegates to the President of the College the authority in managing the approved annual budget of the College.
8. The President of the College shall inform the Board of Trustees as appropriate relative to the various functions of the College. This includes, but is not limited to, relative financial reports and information (status of the budget, audit reports, financial statements), enrollment and enrollment trends and projections, the educational program, capital improvement needs, etc.
9. The Board of Trustees recognizes its statutory authority to do all things necessary to the successful operation of the College.

2.7.4 Compensation of Board Members

Section 37-29-65, paragraph (7) of the Mississippi Code of 1972, Annotated, addresses compensation of Board of Trustee members and states:

Each junior (community) college trustee may be paid, out of college funds, a per diem as authorized in section 25-3-69, Mississippi Code of 1972, per meeting of said board and, in addition thereto, the mileage authorized under Section 25-3-41, Mississippi Code of 1972, per mile in coming to and returning from said meeting, calculated upon the customary and normally traveled route from the home of such trustee to the campus of said junior (community) college. Such allowance of per diem and mileage shall not, however, be allowed for more than fifteen (15) meetings for anyone (1) fiscal year and shall only be paid for meetings actually attended by such trustees.

2.7.5 Nepotism

Section 25-1-53 of the Mississippi Code of 1972, states the law regarding nepotism as follows:

It shall be unlawful for any person elected, appointed, or selected in any manner whatsoever to any state, county, district, or municipal office, or for any board of trustees or any state institution to appoint or employ, as an officer, clerk, stenographer, deputy, or assistant who is to be paid out of the public funds, any person related by blood or marriage within the third degree, computed by the rule of the civil law, to the person or any member of the board of trustees having the authority to make such appointment, or contract such employment as employer. This section shall not apply to any employee who shall have been in said department or institution prior to the time the kinsman, within the third degree, became the head of said department or institution or member of said board of trustees.

2.7.6 Conflict of Interest

Members of the Board of Trustees shall refrain from all activities providing personal gain through official conduct other than provided by law. Furthermore, Trustees shall not use board membership to obtain pecuniary benefit other than that compensation provided by law, or to obtain pecuniary benefit for any relative or any business with which they may be associated.

Section 25-4-25 of the Mississippi Code of 1972, Annotated, states "Each of the following individuals shall file a statement of economic interest with the commission in accordance with the provisions of this chapter...trustees of all state supported colleges, universities and junior colleges." As per Section 25-4-27:

- (a) The statement shall include the following information for the preceding calendar year:*
- (b) The name and mailing address of the filer;*
- (c) The title, position and offices whereby the person is required to file;*
- (d) All other occupations of the filer and his household members;*
- (e) The names and addresses of all businesses in which the filer or a household member held a position, and the name of the position, if the person or a household member:*
 - (i) Receives more than two thousand five hundred dollars (\$2,500.00) per year in income from the business;*
 - (ii) Owns ten percent (10%) or more of the fair market value in the business;*
 - (iii) Owns an ownership interests in the business, the fair market value of which exceeds five thousand dollars (\$5,000.00); or*
 - (iv) Is an employee, director, or officer of the business;*
- (f) Any representation or intervention for compensation by a person specified under Section 25-4-25 (a) and (d) for any person or business or any authority of state or local government, excluding the courts: provided, however, that this provision shall not apply when the representation involves only uncontested or routine matters. The statement shall identify the person represented and the nature of the business: and*
- (g) The filing party shall list all public bodies from which he or a household member received compensation in excess of one thousand dollars (\$1,000.00).*

Members of the Board of Trustees at the first meeting of the calendar year shall disclose any familial interest in the institution as defined in Section 2.7.5 and any such interest will be documented in the minutes of the Board. New Trustees shall disclose any such familial interest upon appointment.

2.7.7 Board Member Review

Any problems or concerns related to individual members of the College's Board of Trustees shall be referred to the Chairperson or Vice-Chairperson of the Board for consideration by the Trustees' Administrative Committee. Following review and deliberation, this committee will report and make recommendations to the full Board on such matters. Should the situation warrant action outside the normal scope of Northwest Mississippi Community College Board of Trustees' authority, the Board will defer to state statutes concerning appointments of College Trustees.

2.8 SPECIAL RECOGNITION COMMITTEE

2.8.1 Suggested Criteria for Naming a Facility

Naming of a facility shall be considered the highest award possible from the College. The intention of bestowing such an honor will be to place in the public eye truly deserving persons or entities who/which will be permanently associated with Northwest Mississippi Community

College. The process of selection shall be exempt from the pressures of politics, friendships and kinsmen.

2.8.2 Guidelines for Naming

1. Every County in the Northwest District shall continue to be honored by having a building or buildings named for it.
2. If a building scheduled to be demolished bears the name of one of the counties in the Northwest District or the name of a sitting or former president of Northwest, the replacement building will bear these names in perpetuity (forever). If a building scheduled to be demolished bears names other than those listed above, then recommendations may be made to re-name the replacement building according to the policies herein. After a building has carried the name of an individual or entity (excluding the name of one of the counties in the Northwest District or the name of a sitting or former president) for fifty (50) years, the Board of Trustees may, at its discretion, consider the re-naming of the building. If the name of the building changes, a plaque should be placed on site to reference the history of the prior facility.
3. A part of a building or a facility may be named for an individual or entity. (Example: field within a stadium; conference room; etc.)
4. Preference in naming facilities at Northwest will be given to local in-district individuals—staff, faculty, administration, former trustees, and lay citizens (alumni, donors) or entities—over those who might hold state or national political office.

2.8.3 Criteria for Nomination

Only individuals or entities who/which have made significant or long-standing contributions to the college will be considered. The following are the categories for nomination:

President of the College Criteria:

1. Since the Board of Trustees of the college bears the supervisory responsibility of the president of the college, the Board of Trustees, upon recommendation from the Special Recognition Committee, can, at its discretion, name a facility after a president either during his/her term as president or after his/her term as president. Naming of a facility after a sitting or former president is exempt from the process of submitting documentation for nomination.
2. The voting will be done by secret ballot.
3. A formal resolution for the naming of a building after a president of the college shall be presented to the board for approval after the nomination has been approved.

Former employees—chosen from the ranks of administration, faculty and staff but excluding the office of president of Northwest Criteria:

1. The person must have majority support from the division where he or she worked.
2. The person must have made a lasting contribution (examples include having made significant changes in leadership to the department or had a significant impact on students or employees in a particular division or department) to the department for which he or she worked.
3. The person shall not be one currently serving in a formal or salaried capacity, with the exception being current employees who have announced their retirement to be effective at the end of the fiscal year during which the nomination is being made.
4. While a suggested benchmark for service to the institution is 25 years of service, this should not exclude persons who have made a dramatic impact on the college who have

not reached this benchmark. These persons will be considered on an individual basis based on merit.

Former members of Northwest Mississippi Community College Board of Trustees Criteria:

1. The person must not be currently serving as either an elected or appointed board member, or must be concluding service to the college within the next six months.
2. Nominee must have served a minimum of 10 years, or if an elected superintendent, have served two terms.

Lay Citizens Criteria:

1. The person nominated must have demonstrated a long-lasting relationship with the college, such as an alumni affiliation.
2. Nominees must be of high character and widely respected and accepted within the community and college for his or her deeds.
3. Lay citizens will be considered after the required documentation for this category is submitted.
4. Donors who have contributed more than 50 percent of the cost of a building will be considered as long as they meet the qualifications of institutional loyalty and are considered to have a long-established relationship with the college.

Group or Entity Criteria:

1. The entity nominated must have had a long-lasting relationship with the college.
2. Nominated entities must be of high character and widely respected and accepted within the community.
3. Entities will be considered after the required documentation for this category is submitted.
4. Donors who have contributed more than 50 percent of the cost of a building will be considered as long as they meet the qualifications of institutional loyalty and are considered to have a long-established relationship with the college.

Any person or persons who have prior felony convictions are ineligible for nomination. Entities should be free of serious legal or civil penalties.

2.8.4 Process for Nomination of Persons or Entities

A Special Recognition Nomination packet for all nominations, with the exception of a facility being named after a sitting or former president, should be requested from the Northwest President's Office. The following process will be followed:

1. Request Sponsor Form from President's Office
2. Complete the Sponsor Form and return it with other required documentation to the secretary or administrative assistant in the President's Office in the James P. McCormick Administration Building.
3. Nomination packets will be collected by the secretary to the President and submitted for consideration to the Chairman of the Special Recognition Committee, a Board of Trustees appointed committee.
4. A meeting of the Special Recognition Committee will be called by the chairman of that committee.
5. The committee will consider the packets, complete with qualifying documentation.
6. If a consensus is not reached at the first meeting, a second meeting will be scheduled by the chairman. The process will be conducted in a timely manner.
7. When consensus on the naming of a building is reached, the committee will make a recommendation to the full Board of Trustees. Voting on the naming of a building will be taken by secret ballot.

8. Upon approval by a majority of the full Board of Trustees, appropriate action by the college will be made to name the facility according to process which includes appropriate lettering on the building or facility and notice to local and area media of action taken.
9. Due to the sensitivity of this process, the sponsor shall keep the application confidential as much as possible, especially to the prospective honoree. There should be no effort to solicit support for the application beyond the required documentation described herein.

2.8.5 Documentation for Special Recognition

President of College

A member of the Special Recognition Committee may make a written or oral recommendation for a facility to be named after a sitting or former president of the college. No further documentation is required.

Employee

Documentation Required:

1. Letter of Endorsement (signed by majority of co-workers or faculty members and supervisor in Department)
2. Letter of Endorsement by at least two individuals outside the college who are considered to be peers or have had a work relationship with the nominee
3. Documentation on years of service to the College as provided by the college's Human Resources Office
4. Listing of nominee's positions held, accomplishments and honors
5. A one-page narrative that reviews the person's career and, in particular, confirms the qualities described in the criteria

Board Member

Documentation Required:

1. Letter of Endorsement (signed by members of the board on which the nominee served, if available)
2. Letter of Endorsement by at least two individuals outside the college who are considered to be peers or have had a work relationship with the nominee
3. Documentation on years of service to the Board as provided by the secretary of the Board
4. Listing of nominee's committee assignments and special board committee work
5. A one-page narrative that reviews the person's career and, in particular, confirms the qualities described in the criteria

Lay Citizen

Documentation Required:

1. Letter of Endorsement by at least two individuals outside the college who are considered to be peers or have had a work relationship with the nominee
2. Documentation on nature of the nominee's relationship with the college (alumni, foundation donor, etc.)
3. Listing of nominee's life accomplishments and reason why he or she should be nominated and associated with the college in this manner
4. A one-page narrative that reviews the person's career and, in particular, confirms the qualities described in the criteria
5. Sponsor should make the committee aware of any situation that would prevent the nominee for being a candidate who should be permanently linked with the institution

Entity or Organization
Documentation Required:

1. Letter of Endorsement by at least two individuals outside the college who have had a work relationship with the nominated entity
2. Documentation on nature of the entity's relationship with the college (alumni group, foundation donor, etc.)
3. Listing of entity's accomplishments and reason why it should be nominated and associated with the college in this manner
4. A one-page narrative that reviews the entity's mission or nature of business and, in particular, confirms the qualities described in the criteria
5. Sponsor should make the committee aware of any situation that would prevent the entity from being permanently linked with the institution

2.8.6. Removal of Names

In the event that a person, for whom facilities are named, commits a felony or conducts himself or herself in such a manner that is detrimental to the integrity of the college, the Board of Trustees may, at its discretion, permanently remove that person's name from the facility.

2.9 PRESIDENT OF THE COLLEGE

The President of the College is the authorized representative of the Board of Trustees, having duties and authorities provided by Mississippi State Laws (*Sections 37-29-61 and 37-29-63 of the Mississippi Code of 1972, Annotated*) and those delegated duties and authorities specified by the Board of Trustees. The President is elected by the majority vote of the membership of the Board and the terms of employment, compensation, and length of contract are set by the Board of Trustees. The length of the contract shall not exceed four (4) years in accordance with applicable State Laws (*Section 37-29-61 of the Mississippi Code*).

2.9.1 General Duties of the President of the College

1. Serves as the Chief Executive Officer of the College with authority to manage and direct the affairs of the College in accordance with the policies and regulations established by the Board of Trustees and the applicable laws of the State of Mississippi;
2. Administers and enforces all adopted Board policies and regulations relating to the operation and management of the College;
3. Provides creative leadership to the Board of Trustees and to the faculty, staff, and administration of the College;
4. Makes nominations of all faculty members to the Board of Trustees for election and determines and assigns their duties and responsibilities in accordance with applicable Board policies;
5. Controls and directs the admission and classification of students in conformity to accreditation requirements and applicable Board policies;
6. Accepts responsibility for the safety, proper care, and use of all school property;
7. Attends all meetings of the Board of Trustees;
8. Supervises for the Board of Trustees the purchasing of all supplies, materials, and services authorized by the annual budget in accordance with applicable State Laws and adopted policies of the Board;
9. Signs all checks for monies paid out of College controlled funds or has a designated representative to do so;
10. Provides supervision and support of the Associate Vice President for Development and Special Projects which includes efforts in fundraising and development for both the College and the College's foundation;

11. Prepares, with the assistance of other personnel of the College, an annual budget which shall contain a detailed estimate of the revenues and expenses anticipated for the ensuing year for general operation, maintenance, and capital improvements of the College for the approval and adoption by the Board of Trustees;
12. Prepares, adopts, and amends, as needed, the educational program, curricula, and courses of study, with the advice and counsel of the Deans, Division Directors, the Curriculum committee, and the faculty, subject to the approval of the Board of Trustees;
13. Delegates authority and responsibility for directing specific areas of operation of the College to other employees of the College with the final authority and responsibility retained by the President;
14. Periodically reports to the Board of Trustees on the financial status and condition of the College;
15. Reports to the Board of Trustees the results of the annual financial audit, the financial statement, and any other financial report or document which might reflect the financial condition or status of the College;
16. Recommends to the Board of Trustees any necessary revisions in the annual budget for approval by the Board;
17. Employs all non-instructional college personnel in accordance with the annual budget, applicable Board policies, and state statutes;
18. Develops an agenda for regular Board meetings with advice and counsel of the Chairperson of the Board of Trustees;
19. Assists the Board of Trustees in reaching sound judgments in establishing policies provides the Board, when needed and appropriate, with helpful facts, the results of investigations, general information, and reports;
20. Prepares and submits to the Board for its approval, statements of policy which the President believes are needed for the proper management of the College and which require action of the Board; and,
21. Performs any other lawful duties as appropriate and as directed by the Board of Trustees.



The College's administration will maintain a governance system designed to provide a simple, yet viable and broad-based, council and committee structure which will enhance the College's decision-making processes. The basic principles underlying the college's governance system will be as follows:

- The governance system should embody and support the college's mission, vision, values and strategic direction
- All members of the Northwest community have a role in the governance of the College
- The system is designed to provide participation in decision making at the earliest possible moment and rely on collective wisdom.
- With encouragement of the Board of Trustees, the president is responsible for developing the college governance system. The president is responsible to the board for decisions made in the governance system.
- The governance system should balance the need for timely, informed decisions with the need to provide adequate time for meaningful participation in decision-making processes.
- The governance system should encourage and promote a wide range of opportunities for individuals to provide leadership regardless of their formal positions at the college.
- The governance system should provide for clear and timely communication within the College community and the when appropriate, the community we serve.
- The governance system should clearly define and align the authorities, responsibilities and relationships among the various decision making groups and constituencies of the College
- The governance system should provide support necessary for staff and students to participate and contribute usefully.
- Participants in the governance system should have access to pertinent information to fulfill their role in governance.

The following are the principal forms of decision making entities:

Executive Council: The Council will meet regularly to discuss and make decisions about campus issues and initiatives, reviews and acts upon formal recommendations from other councils, considers changes to the policies and procedures, and provides suggestions, information, and options to assist the College president in achieving the stated goals and objectives of the College. The Council also has a steering committee that meets with the President to provide review and advice in-between Council meetings.

Councils: With-in its particular area of jurisdiction, a college council formulates suggested procedures, and reviews and acts upon matters brought to it for action by members of the College community. Actions are normally reviewed by Executive Council. Members are appointed by the President upon the recommendation of the Council Chair.

Standing Committees: Standing committees are permanent committees appointed to consider and recommend actions, as well as propose procedures in functional areas in assigned functional areas

(purchasing, graduation, etc.). Standing committee appointments are made by the President, often at the beginning of the academic year.

Center Deans may appoint center committees that deal only with matters regarding the operation of that particular center (employee appreciation, homecoming, etc.)

Review Committees: Review committees handle appeals of administrative actions or exercise review over decisions made by administrative offices, faculty or professional staff. Many college regulations and policies provide for impartial review of decisions should the individual impacted request a review. Examples of review committees are the Student Discipline Committees on each campus, Satisfactory Academic Progress Appeal Committee, Disability Support Services Committee, and Parking Appeals Committee. Review committee appointments are made by the President, often at the beginning of the academic year.

Ad-hoc Committees: Similar to standing committees, they are appointed on a short-term basis to address a particular issue or concern and disband after recommendations are made or the project has been completed. Ad-hoc committee appointments are made by the President, usually upon the recommendation of a council chair, when the initiative to be addressed is identified.

Search Committees: Appointed to review employment applications for a particular position, interview candidates, and make recommendations to the appropriate administrator. Committees are appointed to conduct a particular search and are then disbanded once the new hire has been appointed. Standing committee appointments are made by the President, often at the beginning of the academic year. Search committees are appointed by the appropriate administrator when a search for an employee has begun.

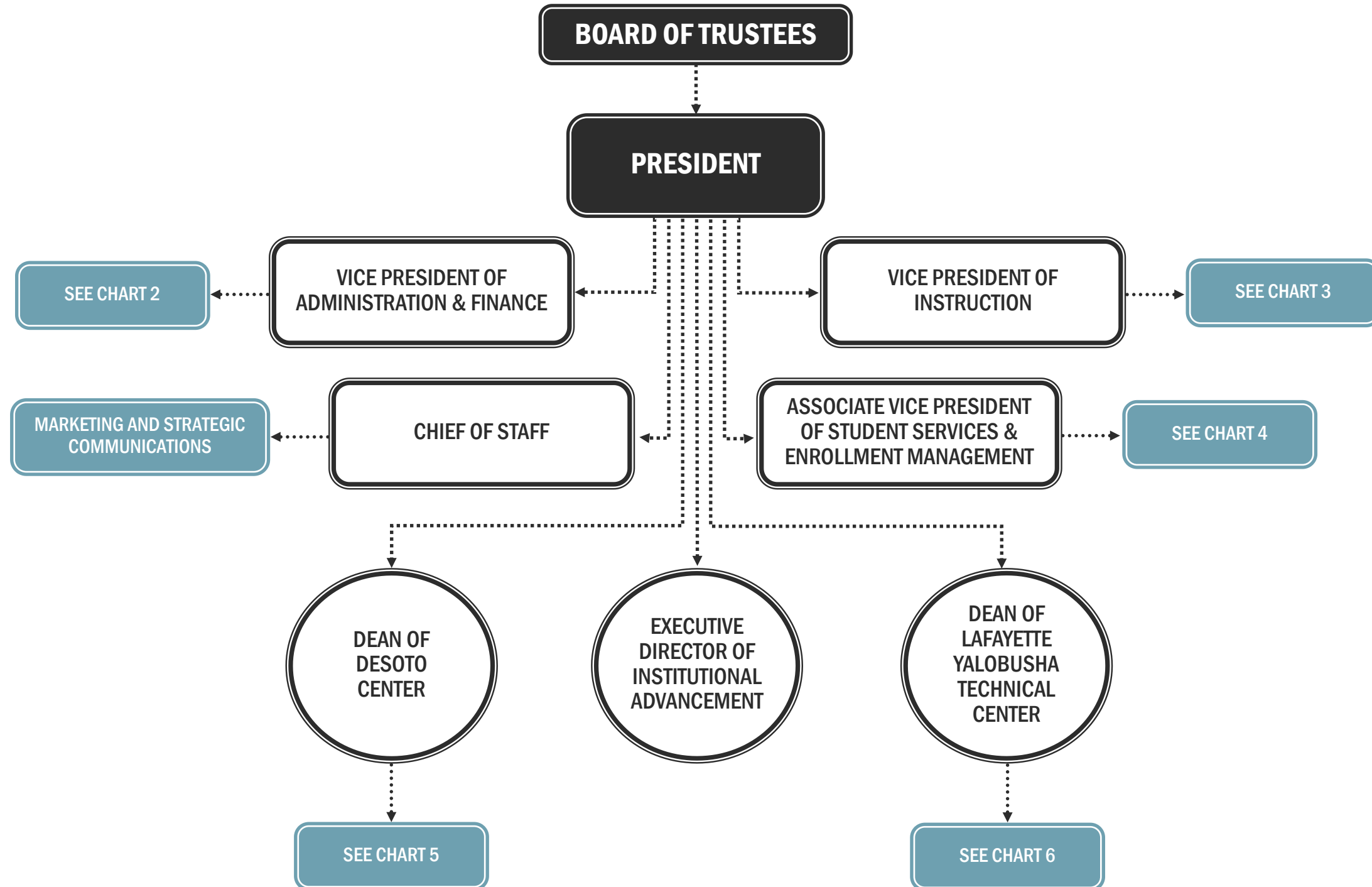
Advisory Committees: Normally composed of community members and other external stakeholders, advisory committees convene normally on an annual basis to review college operations and offer suggestions and comments intended to improve the quality of course offerings and college operations. Examples are craft committees and the Nursing Advisory Council. Committees are appointed by the appropriate administrator.

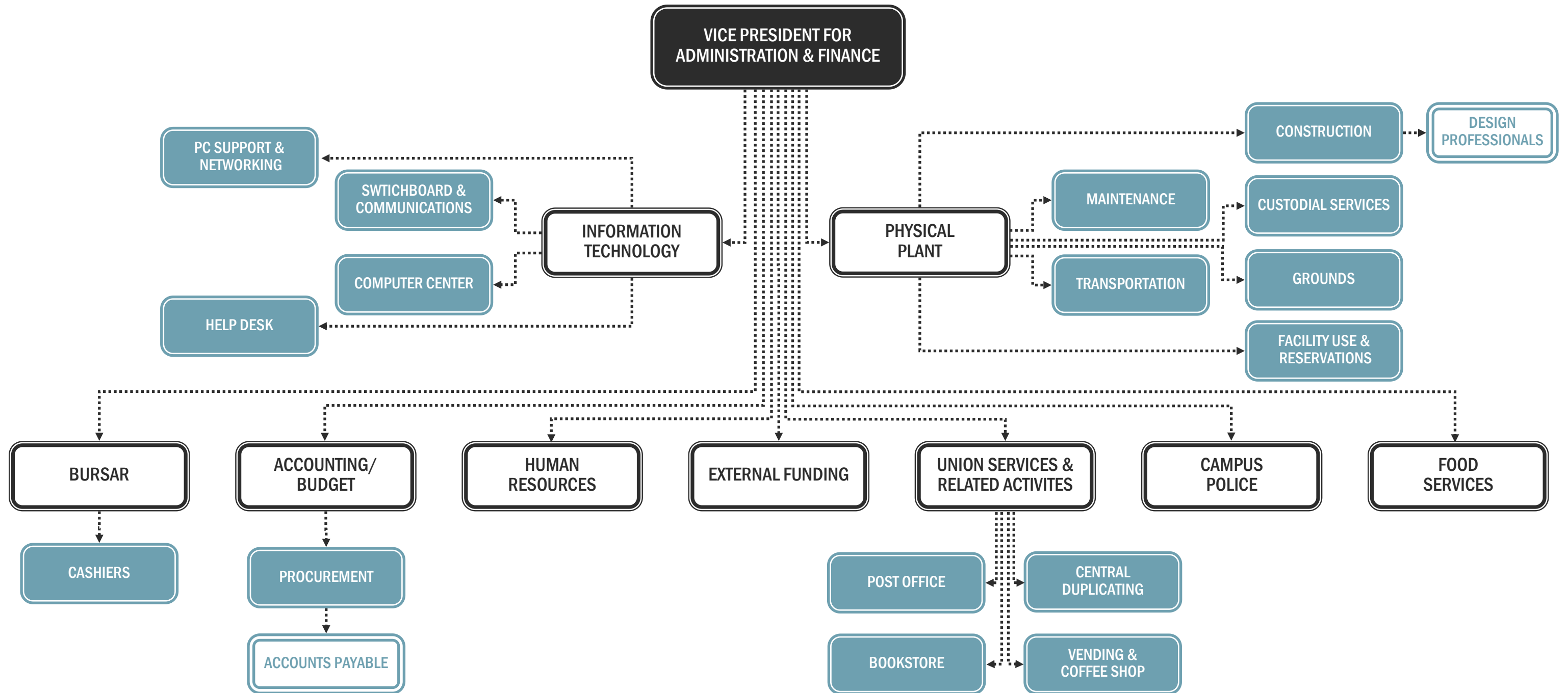
Leadership Forum: The Leadership Forum provides a forum for communication, understanding, and development of common purposes throughout the Northwest community. As the college's most broad-based committee, it also provides advice and recommendations to the President and the Executive Council on matters of college-wide concern. The Forum provides an opportunity to develop leadership skills and knowledge about trends in higher education, as well as an awareness of challenges and opportunities facing the college.

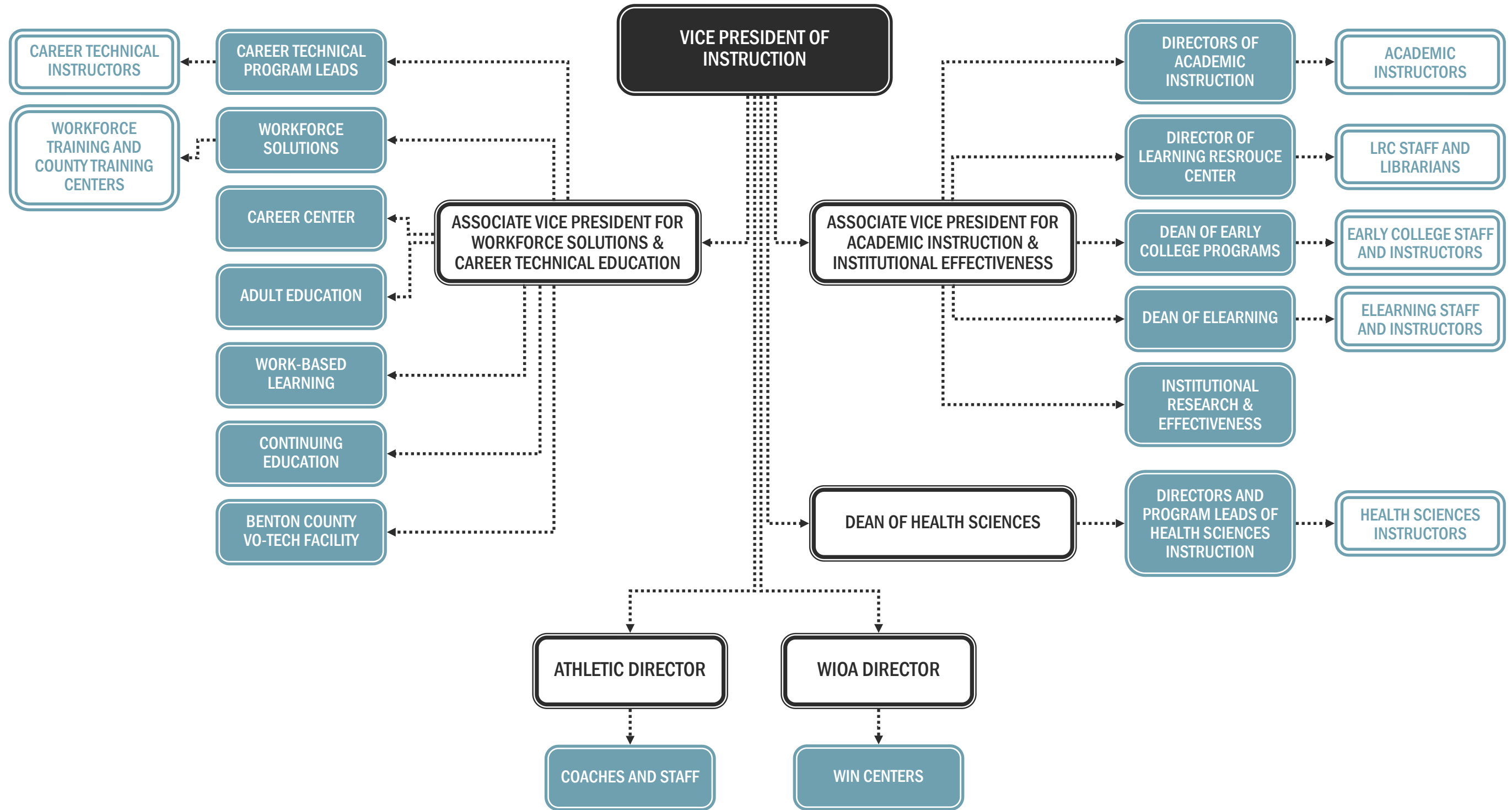
PROCEDURES

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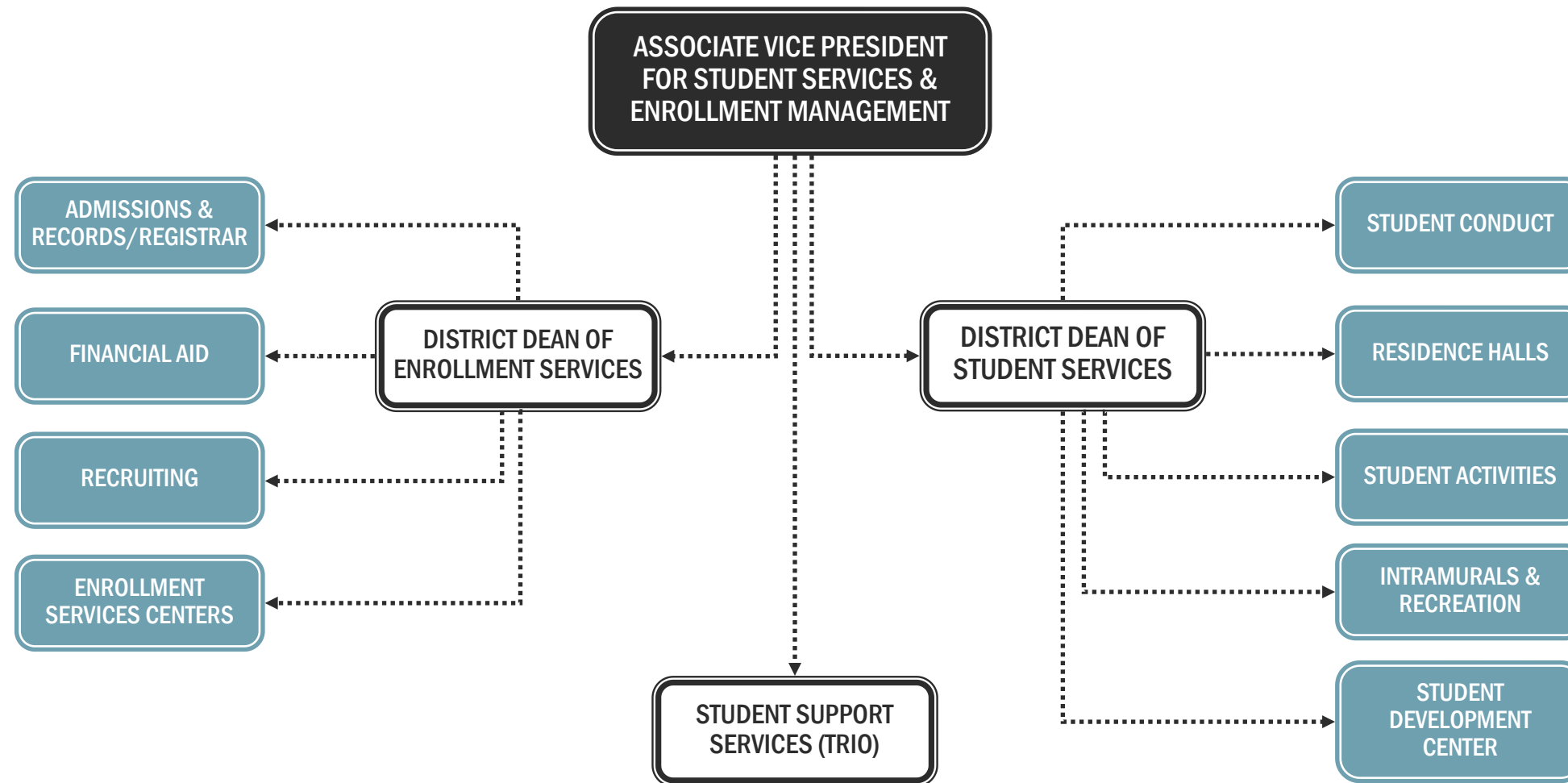
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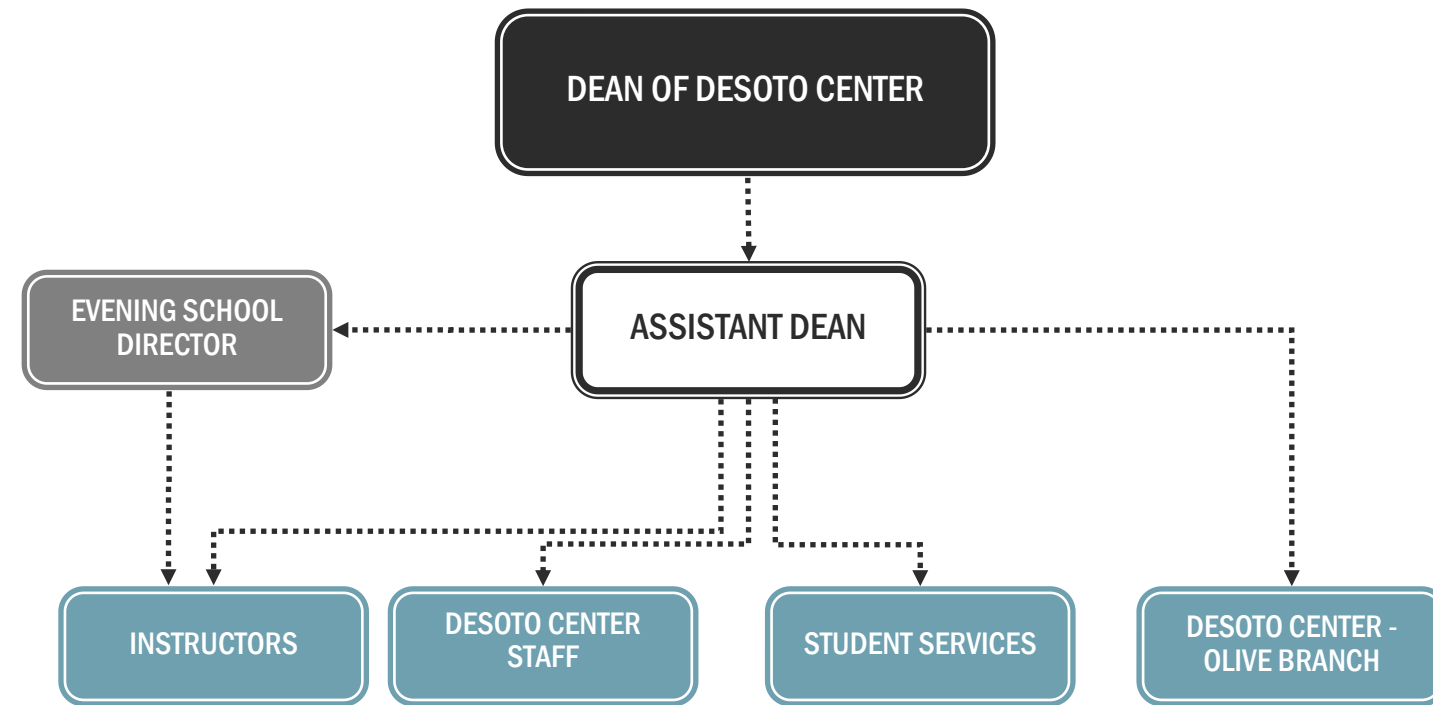


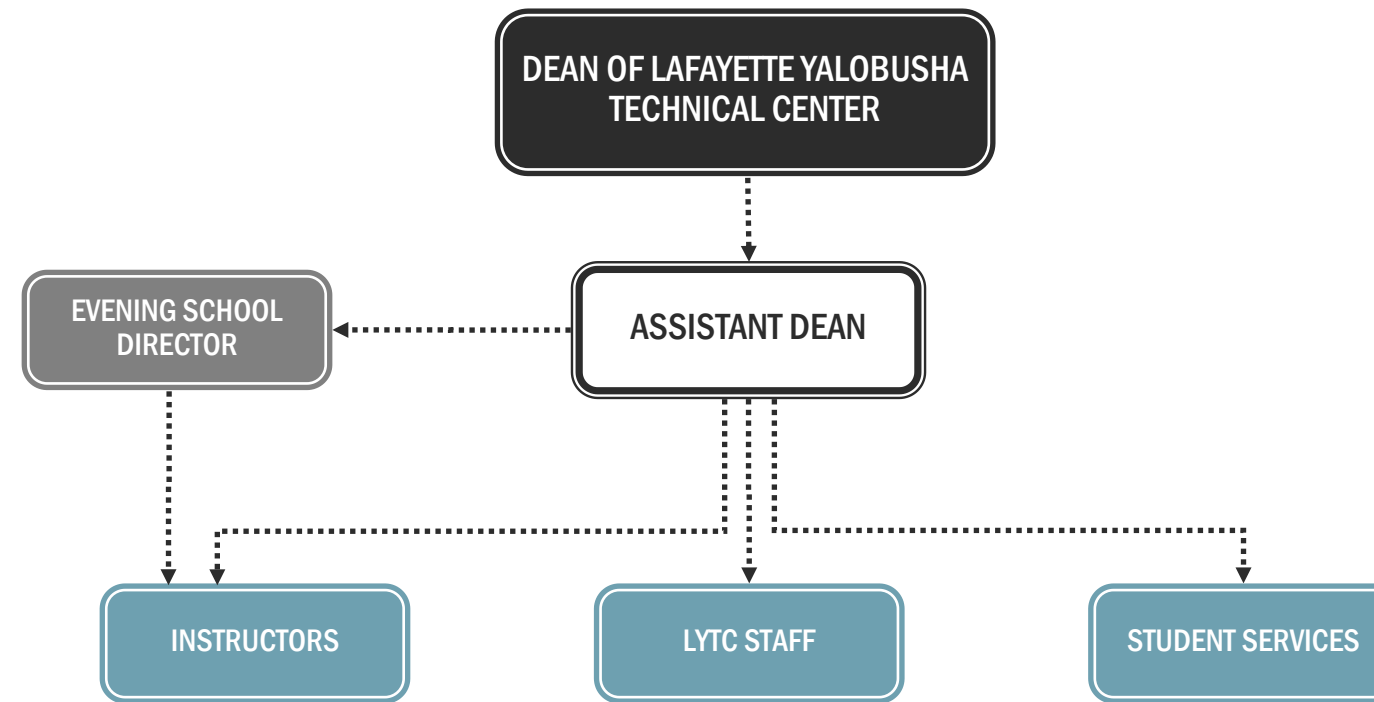




[CHART 3] Instruction









CATEGORY: HUMAN RESOURCES

POLICY: DRESS CODE

POLICY NUMBER: 501

ADOPTED DATE: 5/13/2021

REVIEWED/REVISED:

Administered by: VICE PRESIDENT OF ADMINISTRATION AND FINANCE

Each employee is expected to dress appropriately for the job. Supervisors will offer guidance as to proper attire. Supervisors may also establish special requirements for reasons of safety. Dress that is disruptive to the educational process may be cause for disciplinary action. Uniforms issued to employees shall be worn only while performing College business. The wearing of the uniform while working for another employer is prohibited.

PROCEDURES:

COUNCIL APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE: **5/3/2021**



CATEGORY: HUMAN RESOURCES

POLICY: POLITICAL PARTICIPATION

POLICY NUMBER: 502

ADOPTED DATE: 5/13/2021

REVIEWED/REVISED:

Administered by: VICE PRESIDENT OF ADMINISTRATION AND FINANCE

Participation by employees of Northwest Mississippi Community College in various community and public affairs is encouraged; however, it is expected that time given to such activities will not interfere with the regular duties of the employees. Before an employee shall become a candidate for any public office which is a salaried position, the employee is required to obtain a leave of absence without pay from the President.

PROCEDURES:

1. The phrase "which is a salaried position" is interpreted as meaning a job that is essentially full-time with commensurate salary or commission. Questions as to whether candidacy for a particular office requires leave without pay will be referred to the Vice President for Finance and Administration.
2. The employee must not use the College insignia, seal, or logo in any way to campaign; nor use College facilities (telephones, computers, mail, supplies, equipment, etc.) in the campaign. The employee must not state that the candidacy has the endorsement of the College.
3. Requests for leave without pay will be initiated at the division or department head level and approved through appropriate administrative channels. Leave of absence without pay may be granted if such leave will not adversely affect the operation of the College.
4. The College is under no obligation to place an individual returning from leave of absence in the same or similar position.
5. Upon election to an office that is essentially full-time, the employee will submit a resignation from the College position. The effective date of the resignation will be determined by the College.
6. An employee, having been elected to a part-time elective office, shall not perform the duties of the office during normal work time, nor shall the duties of the office interfere with the discharge of College duties.
7. An employee becomes a candidate when the employee publicly makes it known that the employee is a candidate.
8. College time shall not be used to campaign for a public office.

COUNCIL APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE: **5/3/21**



CATEGORY: HUMAN RESOURCES**POLICY: Outside Employment****POLICY NUMBER: 503****ADOPTED DATE: 5/13/2021****REVIEWED/REVISED:**

Administered by: VICE PRESIDENT OF ADMINISTRATION AND FINANCE

Employees wishing to engage in outside employment or practice of profession must be granted prior approval by the President. Northwest encourages employees to undertake outside activities, subject to the conditions stated in this policy, which will increase the employee's professional reputation and service to the community. The employee must take reasonable precautions to ensure that the outside employer or other recipient of services understands that the employee is engaging in such outside activity as a private citizen and not as an employee, agent, or spokesperson of the College. Employees must not engage in any outside activity which may create a conflict of interest or interfere with the full performance of their educational, administrative, research, or advising obligations.

PROCEDURES:

1. Outside activity is defined as private or public practice, private consulting, additional teaching or research, or other professional activity, compensated or uncompensated, which is not part of the employee's assigned duties and for which the College has provided no compensation.
2. A conflict of interest is generally defined as any conflict between the private interests of an employee and the public interests of the College. More specifically, a conflict of interest exists when an employee influences College decisions, resource selections, or conducts or reports research in a way which could lead to personal financial gain or advantage to that employee or employee's family or business. Conflicts of interest, including those arising from College or outside activities, are prohibited.
3. Employees of the College desiring to engage in outside employment or practice of profession should complete the Application to Engage in Outside Employment Form and forward it through the appropriate channels to the President for approval. Approval is required annually. Failure to notify the President of outside employment through the provisions contained in the policy shall constitute grounds for disciplinary action, which may include termination.
4. Employees granted approval to engage in outside employment or practice of profession shall not use the College's facilities, materials, supplies, mail service, and/or telephone equipment to conduct such employment or practice of profession.

COUNCIL APPROVED DATE:**EXECUTIVE COUNCIL APPROVED DATE: 5/3/21**



CATEGORY: HUMAN RESOURCES

POLICY: EMPLOYEE/RETIREE SCHOLARSHIPS

POLICY NUMBER: 504

ADOPTED DATE: 5/13/2021

REVIEWED/REVISED:

Administered by: VICE PRESIDENT OF ADMINISTRATION AND FINANCE

Each employee may register for one course per fall and/or spring semester, and/or summer session(s) at Northwest at no cost to the employee. Northwest students are given first priority when filling classes. Scheduling must be approved by the employee's supervisor. Acceptable academic progress must be shown before approval will be granted to continue in ongoing education programs.

Dependent children of full-time employees may qualify for a General Scholarship for tuition only at Northwest.

The dependents of retired employees with 20 years or more of full-time employment at Northwest Mississippi Community College are eligible for all scholarship benefits given to currently employed fulltime employees.

PROCEDURES: Dependent children of full-time employees or qualified retirees must:

- Be under the age of 24
- Have less than 96 hours attempted
- Have completed the FAFSA (regardless of whether they will qualify for a Pell Grant)
- Must be maintaining a 2.0 cumulative grade point average and be in good standing. (If student has a habit of withdrawing or not attending classes, the scholarship will be denied. The student CANNOT be on final probation.)

COUNCIL APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE:

5/3/2021

SECTION III: EMPLOYEE SELECTION, EVALUATION, SEPARATION

3.1 DEFINITION OF EMPLOYEES

Employees are defined as:

1. Executive and Administrative Officials: All individuals in regular salaried appointments to positions carrying duties and responsibilities that involve the management and direction of the institution or a major division or department of the College. Inclusion in this group shall be designated by the President.
2. Full-Time Faculty: All individuals in a full-time, salaried position responsible for the coordination, planning, preparation, presentation, and evaluation of educational instruction. These responsibilities involve the development and implementation of the syllabus, the achievement of student learning outcomes, the evaluation of student performance, and related activities. Related activities include academic advising, serving on various committees, and participating in professional activities and organizations. The Board of Trustees contracts annually with full-time faculty.
3. Adjunct Faculty: All individuals in a part-time capacity responsible for the coordination, planning, preparation, presentation, and evaluation of educational instruction. These responsibilities involve the development and implementation of the syllabus, the achievement of student learning outcomes, and the assessment of student performance. Adjunct faculty members are appointed by the President to teach specific courses on an as needed basis.
4. Professional or Managerial Staff: All individuals in regular salaried appointments to positions requiring advanced specialized academic or professional training and experience.
5. General Staff: All individuals in positions classified or whose responsibilities and duties may include administrative support, para-professional and technical support, office and clerical work, skilled crafts, food service, housekeeping or police work. Included in this group shall be all staff not designated as either executive officials, administrative officials, managerial staff, or professional staff members.
6. Supervisors - The term "supervisor" means any individual given responsibility by the President for the management or oversight of all or part of the work of an office, department, or division of the College. The supervisor further has the authority to direct the work of all employees in their area and to reward or sanction employees as per procedures defined in the *Policy Manual*. The supervisor has the authority, as defined in the *Policy Manual*, to recommend the appointment, transfer, suspension, or termination of an employee in their area of management.

3.2 SELECTION OF NEW FACULTY MEMBERS

3.2.1 Recruiting

1. When a faculty position becomes available, the administrator in that division will notify Human Resources by completing the Personnel Requisition and Announcement Form. Human Resources should be notified of the opening or anticipated opening at least forty (40) days prior to the date the position is scheduled to be filled.
2. The Personnel Requisition and Announcement Form should contain the items listed below:
 - a. Title of the position to be filled
 - b. Description of the responsibilities and duties expected of the person in the position
 - c. Salary or salary range
 - d. Deadline date for receipt of the application
 - e. Beginning term or date of employment
 - f. Name, title, address, and telephone number of person to be contacted
 - g. Signatures of the Vice President for Education and Vice President for Finance approving the position announcement
3. Position announcements for faculty to be filled internally will be posted for seven (7) days on the Human Resources Bulletin Board, the College's web page, and in the office requesting the position. Position announcements to be filled externally will be posted for thirty (30) days in Human Resources, the office requesting the position, on the College's web page, and any newspaper or journal requested by the administrator.

3.2.2 Applications

An individual is considered an applicant when they have completed and presented an application in the Human Resources Office of the College. If application is mailed, it is the individual's responsibility to verify receipt in Human Resources. Applicants interested in a faculty position shall respond to the Position Announcement by completing an official Northwest Mississippi Community College Application, having official transcripts mailed to Human Resources, providing two letters of recommendation, and a detailed resume is strongly encouraged. Applications will be retained for a period of three (3) years.

3.2.3 Interviews

1. Faculty applications shall be screened by the administrator submitting the Personnel Announcement Requisition Form. Applicants with completed application files will be referred to the appropriate administrators for interviews. All application files must be returned to Human Resources once interviews are completed.
2. Administrators may schedule interviews at their discretion and have the option of interviewing only the applicants considered most qualified. When an interview is completed, the administrator shall complete the Personnel Interview Form for the applicant's file.
3. The administrator conducting the interview shall not make a definite commitment at the time of the interview concerning the position or salary. Discussion of salary will be limited to a salary range rather than to a specific figure, pending verification of degree and experience.
4. During the interview process the interviewer will review the completed Application for Employment to determine the applicant's proficiency in written English. The interviewer may, at their discretion, request that the applicant provide additional writing samples during the interview period. During the interview process, the interviewer will assess the applicant's proficiency in oral English. The interviewer will complete the Guidelines for Determining Proficiency in Written and Oral English Form, which can be found in the form section at the end of this manual.

3.2.4 Selection and Hiring

1. Once the interview process is completed, the administrator initiating the Personnel Application Requisition Form shall carefully review the Personnel Interview Forms (Personnel Form VI), qualifications of applicants, and other pertinent information. Documentation of this review shall be made on the Personnel Interview Form with the name of the recommended appointee. The administrator shall sign the form and forward both the form and the selected applicant's file to the appropriate Dean and Human Resources for their approval and signature.
2. The Vice President for Education will review the selected applicant's file and shall recommend to the President the salary, specific position, and terms of employment. The President will review the recommendation, approve or disapprove the appointment, and notify Human Resources of the decision.
3. Human Resources will prepare a contract and notify the administrator initiating the Personnel Application Requisition Form of the President's approval. The applicant will be notified by Human Resources that a contract has been prepared. The applicant will be required to come to the Human Resources Office on or before the first day of employment to complete necessary employment forms.
4. Once Human Resources has prepared the contract and notified the new employee that the contract is available to be signed, the prospective employee has ten (10) days in which to sign the contract. After ten (10) days the contract shall be null and void and the position will be considered to be unfilled.

3.2.5 Placement on Faculty Salary Schedule

Salaries of full-time faculty members will be determined using the College's Faculty Salary Schedules. Salary schedules are located in Section VII of this manual.

1. Lateral Placement on the Schedule
 - a. Hours above Master's degree count only if courses are in teaching discipline or directly related to the teaching discipline, and from a regionally accredited institution. (Ex. Math instructors should take hours in mathematics. However, a graduate computer course could count.) Credit is not given for dissertation hours.
 - b. Once employed, instructors must have director's approval prior to taking a course if they expect the course to count as hours above the Master's. The course must be in teaching discipline or directly related to it. The Division Director and/or the appropriate Dean will make the decision. (Ex. Math instructors should take graduate hours in mathematics. However, computer courses or courses in adult education might be justified.)
 - c. Employees who enroll in graduate programs unrelated to his/her discipline will not be paid for the hours.
2. Vertical Placement on the Schedule
 - a. Credit is only given for graduate assistant or cumulative part-time experience that clearly equates to full-time teaching experience.
 - b. Professional experience directly related to the teaching discipline is given one year experience for each two years. (Ex. Nursing experience for a nursing instructor)

3.2.6 U.S. Immigration Law (IRCA) Employment Eligibility Verification

1. U.S. Immigration Law (IRCA) requires that any employee who is hired or recruited for a fee after November 6, 1986, be subject to a document inspected process. The requirement applies to U.S. citizens as well as to non-citizens. The verification process must take place within three business days of hiring. Essentially, employees must testify that they are:
 - i. A citizen or national of the United States, or
 - ii. An alien lawfully admitted for permanent residence, or
 - iii. An alien authorized to work in the United States.
2. Employees must present documents to prove their identity and employment eligibility and the College must physically examine this evidence. The regulations provide for three alternative lists of documents, designated as List A, List B, and List C. Human Resources will examine and certify either one document from List A or one document from List B and one from List C. Verification of this review will be documented on the U.S. Citizenship and Immigration Service Employment Eligibility Verification (Form 1-9) to be retained in Human Resources.

3.2.7 Emergency Appointments

The President of the College may declare an emergency and fill a faculty position immediately in cases where such action is in the best interest of the College.

3.2.8 Probationary Period for New Faculty

1. The College has established a probation period for new faculty members of one academic year. This period is established to benefit both the faculty member and the College. It is a period of adjustment and adaptation, both personally and in terms of learning the job requirements and work rules. During this period, if the faculty member fails to adapt successfully to the requirements of the position, the division or the College as a whole, employment may be terminated immediately.
2. A decision to recommend termination will be made by the appropriate Dean or Division Director in

- consultation with the appropriate Vice President. The College recommends, but does not require, discussion and counseling before termination is recommended.
3. On or before the end of the probationary period the immediate supervisor will complete a Notice of Completion of Probation Form with one of the following recommendations:
 - a. A statement that the faculty member has completed the probationary period satisfactorily is performing the duties of the position in an acceptable manner, and a recommendation that the faculty member's probationary status be lifted.
 - b. A statement that the employee has not completed the probationary period satisfactorily and is not recommended for reappointment.
 4. Probationary faculty members may be terminated without a right of appeal.

3.2.9 Transfers

The President of the College may change the nature, location, and specific duties of any member of the faculty whenever such action is in best interest of the College.

3.2.10 Personnel Records for Faculty/ Professional Librarians

Each adjunct faculty member is responsible for submitting the following information to Human Resources prior to the beginning of the term:

1. NWCC Application Form;
2. Brief resume of educational and work experience (If provided);
3. Copies of certification papers for professional status (Career Tech Certification, CPA Licenses, Law Licenses, etc.);
4. Employees Withholding Allowance Certificate (W4);
5. An official transcript(s) from all colleges and universities in which credits and degrees have been earned; the transcripts must be stamped as "Official" with the College seal clearly visible (Transcripts released to students are not acceptable. Transcripts should be mailed to the NWCC Human Resource Office, Administration Building, 4975 Highway 51 North, Senatobia, MS, 38668 from the degree/credit-granting institution);
6. Letters from present and/or past employers verifying years of work experience related to the field of instruction may be requested;
7. Completed I-9 Verification Form with copies of two ID's;
8. Birth certificate.

Personnel records are maintained in the Human Resource Office located in the Administration Building on the Senatobia Campus. Faculty may see their file at any time by contacting Human Resources at 662-562-3211.

3.2.11 Adjunct Faculty Fringe Benefit Policy

In order for adjunct faculty to qualify for fringe benefits including health insurance, life insurance, and state retirement, they must meet the following minimum weekly requirements: 12 teaching hours, an additional thirty minutes per class to assist students on an as needed bases, and 3 1/2 hours for preparation time and other duties as assigned. Therefore, the faculty member meeting the above criteria will be working at least 17 1/2 hours per week, which is one half of the full-time faculty load.

These benefits will only be offered to adjunct faculty at the beginning of the second consecutive semester when all eligibility requirements have been met.

3.3 FACULTY QUALIFICATION AND CLASSIFICATION

The College recognizes the importance of employing and retaining faculty who demonstrate scholarly achievement and professional experience. In accordance with the guidelines of the Commission on Colleges of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the minimum requirements for full-time and adjunct faculty shall be:

1. Faculty teaching credit courses in the humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the teaching discipline.
2. Faculty teaching courses in professional, occupational, and technical areas (other than physical activities courses) that are components of associate degree programs designed for college transfer, or from which substantial numbers of students transfer to senior institutions, must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of the master's degree with a major in the teaching discipline.
3. Faculty teaching credit courses in professional, occupational, and technical areas that are components of associate degree programs not usually resulting in college transfer, or in the continuation of students in senior institutions, must possess appropriate academic preparation or academic preparation coupled with work experience. The minimum academic degree for faculty teaching in professional, occupational, and technical areas must be at the same level at which the faculty member is teaching. All Career-Technical personnel must possess a background of occupational work experience, training, and formal education to successfully prepare students for a career. These are minimum requirements set forth by the Mississippi Community College Board.
4. Faculty who teach in non-degree diploma or certificate programs must meet competency requirements gained through work experience. All Career-Technical personnel must possess a background of occupational work experience, training, and formal education to successfully prepare students for a career. These are minimum requirements set forth by the Mississippi Community College Board.
5. Faculty who teach basic computation and communication skills in non-degree occupational programs must have a baccalaureate degree.
6. Faculty who teach adult basic education courses below the collegiate level must have a baccalaureate degree.
7. Faculty who teach in remedial programs must hold a baccalaureate degree in a discipline related to their teaching assignment and have either teaching experience in a discipline related to their assignment or graduate training in remedial education.
8. Faculty position descriptions reflect minimum qualifications as defined by the accrediting bodies, such as the Mississippi Community College Board.

3.4 FACULTY PERFORMANCE REVIEW

3.4.1 Objectives

1. To encourage professional growth and development;
2. To improve the effectiveness of the instructional program;
3. To review individual performances;
4. To meet the requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and other accrediting agencies.

3.4.2 Evaluation of Instructors and Professional Librarians

Each faculty member, both full-time and adjunct, and professional librarians, will be evaluated according to the following procedures:

1. Course Evaluations - The Office of Institutional Research and Effectiveness will conduct a course evaluation in the fall and spring semesters, in each of the faculty member's courses. The Office of Institutional Research and Effectiveness may exclude courses from the evaluation process so long as each faculty member is still evaluated in two or more courses annually. The results from the previous year's course evaluations will be made available to the faculty member by the appropriate supervisor during the faculty evaluation conference. This information will also be made available to the appropriate Deans or Associate Vice President for Education, as well as the Vice President for Education.
2. Student Learning Resources Survey - Students will be surveyed annually on library services. The results of the student survey will be provided to the Director of Learning Resources.
3. Self-Evaluation – The faculty member/ professional librarian will annually evaluate teaching and professional responsibilities.
4. Evaluation and Conference
 - a. The appropriate supervisor will review the course evaluations or Learning Resources Survey, self-evaluation, eLearning Faculty Performance Assessment (if appropriate), other relevant information, and will complete the Performance Review and, as necessary, the Faculty Evaluation Follow-up Form.
 - b. During the conference, the appropriate supervisor and the faculty member/ professional librarian will discuss strengths and deficiencies, short and long-range goals to improve any strengths and remediate any deficiencies, and make other recommendations for professional growth and development.
 - c. The faculty member/ professional librarian will be asked to sign the written report to indicate participation in the conference and will be provided a copy of the written report. The signature of the faculty member/ professional librarian on the report does not mean that the faculty member necessarily agrees with the contents of the report, only that the conference was held as required. A written report of the conference will be submitted to the appropriate supervisor for review.
5. Review of Evaluation

Level 1

The appropriate supervisor will review the written evaluation report for each faculty member/ professional librarian. If no other action is necessary, the appropriate supervisor will notify the Vice President for Education that the faculty member/ professional librarian has completed the evaluation process satisfactorily.

Level 2

When the report indicates the need for additional performance review, the appropriate supervisors will hold a conference with the faculty member/ professional librarian to discuss the report and other relevant matters. A written report of this conference with recommendations for further action will be made to the Vice President for Education, with copies to the supervisor and the faculty member/ professional librarian.
6. Vice President's Review

The Vice President for Education will review the written report submitted with recommendations for further action. The Vice President for Education may elect to have a conference with the appropriate supervisor concerning the information contained in the reports. Following the review, the Vice President for Education will make a recommendation to the President for termination, renewal or non-renewal of the faculty member's contract.

3.5 FACULTY CONTRACTS, TERMINATION, AND RESIGNATIONS OF FACULTY

3.5.1 Renewal of Contract

Upon conclusion of the faculty evaluation process:

1. The Vice President for Education will recommend to the President a list of those faculty members recommended for renewal.
2. The President will make a final determination regarding contract renewal and will present a list of proposed faculty members for consideration by the Board of Trustees.
3. The Personnel Committee of the Board of Trustees will review the proposed list of faculty members and present its findings to the full Board.
4. The Board of Trustees will then act upon the recommendation of the Personnel Committee and authorize the issuance of contracts to approved full-time faculty.

Upon approval by the Board of Trustees, faculty employment contracts will be made available in the Human Resources Office for acceptance. All contracts must be executed no later than thirty (30) days after Board approval. For those faculty members who are unable to personally execute their contracts due to extenuating circumstances (i.e.; illness, disability, extended travel), special arrangements may be approved by the Office of the Vice President for Education.

3.5.2 Non-renewal of Contract

1. Faculty members/ professional librarians are evaluated annually. If, as a result of the evaluation process, non-renewal of a faculty member's/ professional librarian's contract is recommended and decided, the faculty member/ professional librarian shall be notified in writing by the President no later than April 1. This written notification shall include reasons for non-renewal of contract. Reasons may include, but are not limited to:
 - a. poor work performance
 - b. neglect of duty
 - c. immoral or unprofessional conduct
 - d. insubordination (refusal to carry out instructions or fulfill job descriptions reasonably given by one in authority)
 - e. needs and requirements of the College

The April 1 deadline does not apply to new faculty members/ professional librarians. The probationary period for new faculty/ professional librarians concludes at the end of their first year of employment.

2. In all cases involving non-renewal of a faculty member's/ professional librarian's contract, said faculty member/ professional librarian shall have the right to appeal this decision to the Personnel Council as outlined in the Due Process and Grievance Procedure section of this manual. The notice of right to appeal the decision will be included in the President's notification of contract non-renewal.

3.5.3 Termination of Faculty

1. At any time, the President may terminate a faculty member for cause. Cause is defined as conduct by the faculty member which indicates mental or physical incapacities, incompetency, dereliction of duty, immoral or unprofessional conduct, malfeasance, insubordination, or any crisis deemed urgent by the President. Decrease in total student enrollment or decreases in divisions, specific instructional programs, or classes shall be cause for faculty dismissal.
2. The faculty member's exercise of the right to academic freedom, in and of itself, as defined in Section 3.6.1, shall not be considered cause for termination.
3. Faculty who are to be terminated for cause will be notified in writing of this decision by the President. This written notification shall include the reason or reasons for the termination as well as

notice to the faculty member of the right to appeal the decision to the Personnel Council as outlined in the Due Process and Grievance Procedure for this manual. New faculty members on probationary status do not enjoy the right to appeal a termination decision.

3.5.4 Resignations

Any faculty member who desires to resign at the end of their contract period may do so by submitting written notification to the Division Director or appropriate Dean. This notification should be submitted by April 15 of the current contract year.

3.6 SELECTION OF NON-FACULTY EMPLOYEES (Administrative, Professional and General Staff)

3.6.1 Recruiting

1. When a non-faculty administrative, professional or general staff position becomes available, the administrator in that division will notify Human Resources by completing the Personnel Requisition and Announcement Form.
2. The Personnel Requisition and Announcement Form should contain the items listed below:
 - a. Title of the position to be filled
 - b. Description of the job as well as the essentials and marginal functions of the position being announced
 - c. Salary or salary range
 - d. Deadline date for receipt of the application
 - e. Beginning term or date of employment
 - f. Signature of the Chief Financial Officer approving the position announcement
3. Position announcements for administrative and professional staff to be filled internally will be posted for seven (7) days on the Human Resources bulletin board, the office requesting the position, and the College's web page. Position announcements for administrative and professional staff to be filled externally will be posted for thirty (30) days in Human Resources, the office requesting the position, any newspaper or journal requested by the administrator, and the College's web page.
4. Position announcements for general staff to be filled internally will be posted for seven (7) days on the Human Resources bulletin board, in the office requesting the position, and on the College's web page. Position announcements for general staff to be filled externally will be posted for seven (7) days on the Human Resources bulletin board, the office requesting the position, in a newspaper advertisement if requested by the administrator, and the Northwest web page.
5. Internal applicant is defined as any person currently receiving compensation through the payroll system of Northwest Mississippi Community College in a part-time, temporary, adjunct, or full-time position.

3.6.2 Applications

Applicants interested in a non-faculty position shall respond to the Position Announcement by completing an official Northwest Mississippi Community College Application. Only applications received by Human Resources will be accepted. If application is returned via mail, it is the individual's responsibility to verify receipt in Human Resources. Applications shall be considered active for six (6) months.

Faculty, Administrative and Professional job applicants must submit to Human Resources the following:

1. Completed Application
2. Resume (Optional but strongly encouraged)
3. Two Letters of Recommendation
4. Official transcripts ("ISSUED TO STUDENT" not acceptable) from all colleges and universities attended.

General staff applicants must have the following information in the Personnel Office:

1. Completed Application
2. Certificates if applicable.

3.6.3 Interviews

1. Applicants with completed application files will be referred to the appropriate administrators for interviews.
2. Administrators may schedule interviews at their discretion and have the option to interview only the applicants the administrator deems most qualified for the position. When an interview is completed, the administrator shall complete the Personnel Interview Form for the applicant's file.
3. The administrator conducting the interview shall not make a definite commitment at the time of the interview concerning the position or salary. Discussion of salary will be limited to a salary range rather than to a specific figure, pending verification of degree and experience.

3.6.4 Selection and Hiring

1. Once the interview process is completed, the administrator initiating the Personnel Requisition and Announcement Form shall carefully review the Personnel Interview Forms, qualifications of applicants, and other pertinent information. Documentation of this review shall be made on the Personnel Interview Form with the name of the recommended appointee. The administrator shall sign the form and forward the form to the Human Resources Office for approval.
2. The Vice President for Finance will review the selected applicant's file and shall recommend to the President the salary, specific position, and terms of employment. The President will review the recommendation, approve or disapprove the appointment, and notify Human Resources of the decision.
3. Human Resources will prepare a letter of employment and notify the administrator initiating the Personnel Requisition and Announcement Form of the President's approval. The applicant will be notified by Human Resources that a letter of employment has been prepared. The applicant will be required to come to Human Resources on or before the first day of employment to complete necessary employment forms.
4. Once Human Resources has prepared the letter of employment and the prospective employee has been notified that the letter of employment is available to be signed, the prospective employee has seven (7) days in which to sign the letter. After seven (7) days the letter shall be null and void, and the position will be considered to be unfilled.

3.6.5 Personnel Records for Non-Faculty Employees

Upon being hired, the following information must be in Human Resources before the employee reports to work:

Administrative and Professional Employees:

1. Application
2. Resume (Optional but strongly encouraged)
3. Two Letters of Recommendation
4. Official Transcripts/Certificates showing all credits earned and degrees granted as necessary for their position
5. Birth Certificate (if available)
6. U.S. Immigration Service Form (1-9) for employees hired after November 6, 1986; this form must be accompanied by copies of two ID's
7. Employees Withholding Allowance Certificate (W4)

General Staff:

1. Application
2. U.S. Immigration Service Form (1-9) with copies of two ID's
3. Transcript/Certificates if appropriate
4. Employees Withholding Allowance Certificate (W4)

3.6.6 Emergency Appointments

The President of the College may declare an emergency and fill a non-faculty position immediately in cases where such action is in the best interest of the College.

3.6.7 Probationary Period for New Employees

1. The College has established a 90-day probation period for new employees. This period is established to benefit both the employee and the College. It is a period of adjustment and adaptation, both personally and in terms of learning the job requirements and work rules. During this period, if the employee fails to adapt successfully to the requirements of the position, the division or the College as a whole, employment may be terminated immediately. Contracts/Letters of employment will not be considered official until the employee has satisfactorily completed their 90 day probationary period.
2. A decision to terminate will be made by the immediate supervisor in consultation with the appropriate Vice President. The College recommends, but does not require, discussion and counseling before termination is recommended.
3. On or before the end of the 90-day probationary period the immediate supervisor will complete a Notice of Completion of Probation Form with one of the following recommendations:
 - a. A statement that the employee has completed the probationary period satisfactorily is performing the duties of the position in an acceptable manner, and a recommendation that the employee's status be changed from probationary to permanent.
 - b. A statement that the employee has not completed the probationary period satisfactorily, is not performing the duties of the position in an acceptable manner, and a recommendation that the employee be terminated immediately.
 - c. A statement that the employee has not completed the probationary period satisfactorily, is not yet performing the duties of the position in an acceptable manner, and a request that the probationary period be extended for up to another 90 days with specific conditions. If this form is not completed by the end of the 90-day probationary period, the employee will automatically be approved.
 - d. Probationary employees may be terminated without a right of appeal.

3.6.8 Transfers

The President of the College may change the nature, location, and specific duties of any non-faculty employee at his discretion whenever such action is in the best interest of the College.

3.7 EVALUATION OF NON-FACULTY EMPLOYEES

Each non-faculty employee of the College will be evaluated annually by the employee's immediate supervisor. The evaluation process must be completed by May 30 of each year. The purposes of the evaluation process shall be to:

- a. Improve the job performance of Northwest employees
 - b. Recognize exemplary employees
 - c. Remediate deficiencies in employee performance
1. Supervisors should complete the appropriate Performance Review form for each of their employees. Part-time employees should be evaluated as well as full-time employees, if it is a permanent position.

(For example, the office worker who works for 15 hours a week every week would be evaluated, but not the worker brought in on a temporary basis for a project.)

2. Once the Performance Review form has been completed for an employee, the supervisor should schedule a meeting with the employee to review the employee's performance. The employee can add any comments they might have regarding the evaluation in the appropriate box. At the conclusion of the meeting, the supervisor and employee shall both sign the form to indicate participation in the meeting and the employee will be provided a copy of the completed form. The signature of the employee on the form does not mean that the employee necessarily agrees with the Performance Review, only that the meeting was held as required.
3. Once the Performance Review has been completed, the supervisor should schedule a meeting with the employee to review and sign the form. The employee can add any comments they might have regarding the evaluation in the appropriate box.
4. If the supervisor recommends that the employee's contract be renewed on the performance review, no other action is necessary.
5. If the supervisor recommends that the employee be put on probation during the performance review, an Employee Action Plan form must be completed.
6. Completed forms should be sent to the Office of Institutional Research and Effectiveness, and then will be placed on file in the Office of Human Resources.

3.8 APPOINTMENT AND TERMINATION OF EMPLOYEES

3.8.1 Appointment of Employees

All non-faculty employees serve at the will and pleasure of the President. Upon reappointment, letters of employment will normally be made available in the Human Resources Office for acceptance prior to the beginning of the upcoming fiscal year. All letters must be signed no later than thirty (30) days after they have been made available. For those who are unable to personally execute their contracts due to extenuating circumstances (i.e.; illness, disability, extended travel), special arrangements may be approved by the appropriate supervisor.

3.8.2 Termination of Full-Time Employees

The President has the right to terminate a full-time non-faculty employee at will upon thirty (30) days written notice to the employee with no cause required. Thirty (30) days' notice may not be required if termination is for cause. An employee against whom dismissal action is taken will be advised in writing by the President of such dismissal. See section 5.1.1 for procedures regarding employee termination or non-renewal of employee appointment.

3.8.3 Termination of Part-Time and Temporary Employees

The President has the right to terminate, at will, part-time and temporary employees with no cause or notice required. Employees against whom dismissal action is taken will be advised in writing by the President of such dismissal.

3.9 RESIGNATIONS

1. Administrative or professional staff employees who desire to resign may do so by submitting written notification to the President with copies to their supervisor and Human Resources at least thirty (30) days prior to the desired termination date.
2. General staff members may resign by submitting written notification to the President with copies to their supervisor and Human Resources at least two (2) weeks prior to the effective date of termination.
3. In all cases involving the resignation of employees, the President has the authority to set the actual termination date and other conditions of separation in accordance with the needs of the College.

3.10 NON-RENEWAL OF APPOINTMENT

Supervisors may recommend to the President the non-renewal of appointment of an administrative, professional, or general staff employee. Should the President approve such non-renewal of appointment, the employee shall be notified in writing by the President by June 1.

TERMINATION CHECKOUT

3.11

Proper checkout must occur for all employees ending their position with the College before Human Resources will issue the last check to the employee. The Employee Termination Checklist must be secured from Human Resources by the employee and distributed to the College personnel who must certify that the employee has complied with the necessary requirements. Once the Checklist has been signed by the appropriate persons, it shall be returned to Human Resources by the employee. Retirement papers cannot be processed until the checkout process has been completed.

5.1 DUE PROCESS AND GRIEVANCE PROCEDURES

1. The administration of Northwest Mississippi Community College recognizes the right of each employee to a fair hearing with regard to any grievance concerning employment, retention, employee evaluation, dismissal, promotion, salary, working conditions, or assigned duties. The grievance procedure shall consist of three progressive steps:
 - Step 1. The complainant files a written grievance using the Personnel Grievance Form to his immediate supervisor. The grievance is to be filed within seven working days after the act causing the grievance or when the facts pertaining thereto become known or should have been known by the employee. (If the complaint involves the complainant's immediate supervisor, the grievance procedure should begin at Step 2.) The complainant's immediate supervisor shall acknowledge the complaint within three College working days of receipt of the grievance. The supervisor will conduct an investigation in as timely a manner as possible. The investigation should be completed within fourteen College working days. If the supervisor's response does not resolve the matter to the complainant's satisfaction, the complainant may initiate Step 2 of this process.
 - Step 2. The grievance, as presented on the Personnel Grievance Form, is forwarded to the administrator who is immediately superior to the complainant's supervisor. This administrator shall respond to the complaint within five College working days of receipt of the complaint. If this administrator's response does not resolve the matter to the complainant's satisfaction, the complainant may present his grievance to the Personnel Council. This grievance must be filed within three College working days after completion of Step 2, using the procedure outlined further in this policy.
 - Step 3. To insure the protection of the rights of every employee in employment matters, the College has established the Personnel Council. In all employment related matters every employee has a right to a hearing before the Council in accordance with the procedure herein stated. The employee is responsible for initiating the request for a hearing before the Personnel Council. Such request should be made in writing to the Vice President for Finance, who serves as Chairperson of the Personnel Council.
2. The Personnel Council shall be composed of: (1) the Vice President for Finance, Council Chairperson, (2) the Vice President for Education, (3) the Vice President for Student Services/Chief of Staff, (4) the Director of the Learning Resources Center, (5) and (6) members of the faculty, managerial staff, or administration, and (7) member of the staff as appointed by the chair and confirmed by a majority of the above members to hear a particular grievance. One of the three appointees shall be a Division Director or appropriate Dean. If one or more of the standing membership of the Personnel Council is unable to attend, an alternate shall be appointed by the majority of the other members to serve for the particular grievance. The Chairperson shall vote only in the event of a tie among the other members.
3. In matters involving termination of employment without cause, the employee may present the grievance directly to the Personnel Council. Such a request must be presented in writing to the office of Human Resources within three College working days from the receipt of the termination notice.
4. In matters involving employee dismissal for cause, the employee may request an appeal hearing of the dismissal directly to the Personnel Council. Such a request must be presented in writing to the Chairperson of the Personnel Council through the office of Human Resources within three College working days from the receipt of the termination notice.
5. The following policies, procedures, and rights shall be in effect for all cases heard by the Personnel Council:
 - a. The complainant having a grievance and wishing to be heard by the Personnel Council shall request a hearing in writing to the Chairperson of the Council. Upon receipt of this request, the Chairperson will arrange this hearing as expeditiously as possible.
 - b. The complainant shall be notified in writing at least three College working days in advance of the hearing as to the time of the hearing, the right to have witnesses in his behalf at the hearing, and the right to have an advisor or counsel present at the hearing. The advisor or counsel will be of the complainant's own hiring and is only to advise the

complainant and may not address the Council and may not question or cross-examine witnesses.

- c. The complainant shall be allowed to present his evidence and the witnesses in his behalf.
- d. The complainant shall be allowed to confront and question adversary witnesses.
- e. The College reserves the right to have the assistance of counsel present at the hearing.
- f. The hearing will be conducted as an administrative hearing without restrictions as to the technical rules concerning evidence and burden of proof.
- g. The decision of the Council shall be transmitted to the complainant in writing within three College working days of the hearing. The decision of the Personnel Council will be final, subject to review by the President, in all cases involving employees who are not faculty members or who do not have faculty status at the College.
- h. The decision of the Council may be appealed to the Board of Trustees in cases involving employees who are faculty members or who have faculty status. Such employees wishing to appeal the decision of the Council to the Board of Trustees shall notify the President in writing within three College working days of the receipt of the Council's decision in the case.
- i. The Board of Trustees shall act as a court of final appeal for all cases within the College involving faculty members or employees with faculty status. Before the Board of Trustees will consider the complaint of any person or group of persons, the complaint must be stated in writing, signed, dated, and presented to the President of the College who will forward the complaint to the Chairperson of the Board of Trustees. The Chairperson of the Board of Trustees shall present the written complaint to the Board of Trustees at the next regular meeting of the Board, where it will be promptly acted upon. The Board of Trustees may, in its sole discretion, allow the complainant to appear or to not appear before the Board to present the appeal.

5.1.1 Employee Reprimands and Other Disciplinary Actions

1. Faculty, non-faculty, administrative, professional and general staff employees of the College are required to abide by the policies and procedures included in this Manual as well as other rules and regulations, which may be established by the administration of the College. Any employee who violates or disregards a policy, procedure, rule or regulation of the College may be subject to disciplinary action.
2. The specific actions that may warrant disciplinary action include, but are not limited to, the following list:
 - a. Insubordination or willful disregard of a directive;
 - b. Willful falsification of college records;
 - c. Willful disregard of safety instructions;
 - d. Unauthorized, unreported or excessive absences, and/or tardiness;
 - e. Falsifying a time card, including clocking another employee's time card;
 - f. Unauthorized removal, possession or destruction of college property;
 - g. Poor work performance;
 - h. Use of profane or abusive language;
 - i. Violation of any policies set forth within this manual;
 - j. Working in an unsafe manner which results in an accident or injury;
 - k. Other actions deemed by the supervisor to require disciplinary action.
1. Possible disciplinary actions include reprimands, formal warnings, suspension without pay, suspension pending investigation, and termination of employment. The specific action(s) taken will depend on the nature of the offense, the employee's previous record, and the at-will authority of the President.
4. Reprimands – Reprimands, which are normally issued for minor offenses, are to be issued in private in an effort to correct the employee's actions. They are to be documented in writing, setting forth the date and details of the deficiency, then retained by the appropriate supervisor.
5. Formal Warnings - Formal Warnings are to be used for recurring or more serious deficiencies or where there is a future possibility of more serious action including termination. They are to be issued in writing and must indicate to the employee the specific nature and date(s) of the deficiencies, what action is required to improve the deficiencies, and that more severe action may result if the employee does not correct the deficiency. The formal warning will be completely documented in writing by the appropriate Dean or Director. After review, the employee, Dean or Director, will sign the formal warning. A copy of the warning will be issued to the employee and the Dean or Director. The original copy of the formal warning and supporting documentation shall be forwarded to Human Resources for retention.
6. Suspension Without Pay - Suspension without pay may be utilized as a form of discipline. The reason for the suspension must be documented in writing by the supervisor and must have prior approval by the appropriate Dean or Director before being issued to the employee. The original documentation for the suspension shall be retained in Human Resources with a copy to the appropriate Dean or Director's office.
7. Suspension, Pending Investigation - This action should be taken in cases when the alleged infraction is of such serious nature (theft, willful damage to property, harassment, discrimination, threat of bodily harm, or any other such infraction) that it may warrant discharge, pending review of the facts. After consulting with Human Resources or a Vice President, the suspension can be authorized by the appropriate Dean or Director and should be followed immediately by a thorough investigation of the case. The investigation will be coordinated by the appropriate Dean or Director. Any employee suspended, pending investigation, may be asked to vacate college property until after the investigation but may be allowed supervised access to support the case. The pay status of the employee suspended, pending investigation, will continue until the investigation is complete and the College decides on the appropriate sanction, if any.
8. Termination Without Cause - The President has the right to terminate at will and without cause a non-faculty employee upon thirty (30) days written notice to the employee.
9. Termination for Cause – At any time the President may terminate an employee for "cause". Cause is defined as conduct by the employee, which indicates mental or physical incapacities,

incompetency, dereliction of duty, immoral or unprofessional conduct, malfeasance, insubordination, or any crisis deemed urgent by the President. Employees terminated for cause will be advised in writing by the President, and thirty (30) days notification may not be given. The written notice of dismissal will inform the employee of the right to appeal the decision to the Personnel Council as outlined in the Due Process and Grievance Procedure of this manual. An employee who desires to appeal the termination to the Personnel Council shall make this request in writing to the Human Resources Office within five (5) college work days of the receipt of the dismissal notice. The matter shall be considered settled should an employee fail to request a hearing within this stated time.

10. Non-Renewal of Appointment – Supervisors may recommend to the President the non-renewal of appointment of an administrative, professional, or general staff employee. Should the President approve such non-renewal of appointment, the employee shall be notified in writing by the President no later than thirty (30) days before the conclusion of the fiscal year.
11. Unauthorized absences of three (3) consecutive work days without proper notice to the employee's immediate supervisor shall be considered voluntary resignation.

5.1.2 Sexual Harassment Policy

1. It is the policy of the College that harassment of applicants, employees, or students on the basis of race, religion, color, national origin, ancestry, medical condition, disability, marital status, age, sexual orientation and sex, including sexual harassment (all as defined and protected by applicable law) is unacceptable and will not be tolerated.

This policy applies to all employees. It covers harassment by employees of the College (including management and faculty), customers, vendors, students, or other third parties with whom the College has business dealings.

Sexual harassment has been defined generally as including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whenever:

1. Submission to the conduct is either an explicit or implicit term or condition of employment;
2. An employee's reaction to the conduct is used as a basis for employment decisions affecting that employee;
3. The conduct has the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment.

No employee or applicant should be subjected to any form of sexual overtures. Nor should any employee or applicant be led to believe that an employment opportunity or benefit will in any way depend upon "cooperation" of a sexual nature.

Sexual harassment is not limited to demands for sexual favors. It may also include such actions as:

1. Sexually-oriented verbal "kidding", "teasing", or jokes;
2. Repeated offensive sexual flirtations, advances, or propositions;
3. Continued or repeated verbal abuse of a sexual nature;
4. Graphic or degrading comments about an individual's appearance;
5. The display of sexually suggestive objects or pictures;
6. Subtle pressure for sexual activity;
7. Physical contact or blocking movement.

Other prohibited forms of harassment include jokes, verbal abuse and epithets, degrading comments, the display of objects and pictures and other offensive conduct relating to an individual's race, religion, color, national origin, ancestry, medical condition, disability, marital status or age, all as defined and protected by applicable law.

2. The Vice President for Finance is responsible for handling all complaints of sexual harassment and for ensuring that all are investigated fully and fairly, regardless of the manner in which they are made or the individuals involved. Mr. Gary Mosley is the Vice President for Finance. His office is on the upper level of the McCormick Administration Building, and may be reached by phone at (662) 562-3216. He may be reached by electronic mail at.
3. The President or a designee will review every case to ensure that the complaint has been fully and impartially investigated. If the evidence shows a pattern of sexual harassment or inappropriate conduct as described in this policy, the Vice President for Finance will recommend appropriate disciplinary action. The College will take all necessary steps to prevent recurrence of any discrimination, including sanctions such as expulsion, suspension, modified suspension or behavioral restrictions. The College will take steps necessary to remedy discriminatory effects, such as (but not limited to) reassignment of duties, relocation of workspace, and/or special security precautions.

5.1.3 Harassment Reporting Procedure

Any employee who feels that they have been the subject of harassment (or who has reason to believe that someone else has been the subject of harassment) has the obligation to notify the College's Human Resources Department at 562-3211 or the supervisor. The complainant is expected to provide information that the College requests, including a detailed account of the incident(s) complained of, witnesses (if any), dates, and other information considered relevant by the College. A prompt investigation of the matter will be made. All employees - whether complainant, witness, or accused - are required to be truthful, accurate, and cooperative during the investigation. College policy and Title IX prohibits retaliation against any individual who files a complaint under Title IX or participates in a complaint investigation.

Harassment is considered a form of employee misconduct. Disciplinary action, up to and including termination, will be taken against any employee engaging in this type of behavior. Any supervisor or manager who has knowledge of such behavior, yet takes no action to end it, is also subject to disciplinary action.

To the extent possible, the College will keep the complaint and investigation confidential. Any employee involved in an investigation has the obligation of confidentiality for all matters related to the allegation. Confidential matters should only be discussed with individuals involved in conducting the investigation.

The timeframe for most investigations is no longer than fifteen (15) working days. An additional week may be needed for formal adjudication. All parties will be notified in writing of the outcome of the investigation and adjudication.

5.1.4 Drug Free Workplace Certification

The welfare and success of the College depends on the physical and psychological health of all its employees. The abuse of drugs and alcohol poses a serious threat to both the College and its employees. Commonly abused or improperly used drugs and substances include, among others, alcohol, pain killers, sedatives, stimulants, and tranquilizers, as well as marijuana, cocaine, heroin, and other illegal drugs. It is the responsibility of both the College and the employee to maintain a safe, healthful, and efficient working environment. For that purpose, the College has adopted these policies:

1. The manufacture, distribution, possession, use or sale of alcohol, unauthorized or illegal drugs, or the misuse of any legal drugs on College premises or while on College business is prohibited and will constitute grounds for disciplinary action, which may include termination.
2. Any employee under the influence of drugs or alcohol which impairs judgment, performance, or behavior while on the College premises or while on College business will be subject to disciplinary action, which may include termination.
3. Any employee reasonably suspected of being under the influence of drugs or alcohol will be required to be tested periodically for the use of these substances. An employee with positive test results will be subject to disciplinary action, which may include termination.
4. In all cases involving an on-the-job injury, a mandatory drug and alcohol screening is required. Positive test results may affect the right to receive workers compensation benefits that are allowed by law.
5. Each employee is responsible for promptly reporting to the College any use of prescribed medication which may affect the employee's judgment, performance, or behavior.
6. Any employee who is convicted of a drug-related offense must inform the College within five (5) college work days of such conviction. This notice must be made in writing to the President with an additional copy sent to Human Resources. An employee with such a conviction will be subject to disciplinary action. Failure to make such notification may constitute grounds for termination.
7. The College is required by federal law to notify the federal funding agency within ten (10) days of an employee's conviction of a drug-related offense for any employee whose salary is partially funded with any federal program monies.
8. Each employee's continued employment with the College is conditional upon the employee's willingness to abide by this policy.
9. Disciplinary action taken against an employee in violation of any of the specific policies contained herein may include:

- a. referral to a drug treatment counselor or rehabilitation program, and/or
 - b. required drug screening at the employee's expense, and/or
 - c. termination of employment
- 10. The College will take such steps as necessary to effectively enforce this policy. This may include a requirement that employees cooperate in personal or facility searches when their performance is impaired or when their behavior is erratic. Refusing to cooperate with these procedures may be cause for disciplinary action, which may include termination.
- 11. The Counseling Center offers confidential assistance and referrals for employees who wish help with alcohol or drug problems. It is each employee's responsibility to seek assistance before a problem affects judgment, performance, or behavior.

5.2 LEAVE POLICY

It shall be the responsibility of Human Resources to maintain and certify leave records for each college employee in accordance with the provisions below. It is the responsibility of immediate supervisors to inform persons under their supervision of the policies on personal and sick leave. Any employee who has been terminated and later reemployed by the College will begin a new period of employment for leave purposes. In computing months of service for leave purposes, employees who begin work from the first to and including the fifteenth of the month will receive credit for a full month. Those who begin work on the sixteenth or later earn credit beginning on the first of the next month. Leave will accrue while an employee is on paid Personal or Sick Leave, but not during leave without pay.

5.2.1 Accrual and Use of Personal Leave

1. Twelve-month full-time employees may accrue personal leave in increments as follows:

<u>Continuous Service</u>	<u>Accrual Rate (Annually)</u>
1 month to 1 year	10 days per year
13 months to 3 years	18 days per year
37 months to 8 years	21 days per year
97 months to 15 years	24 days per year
Over 15 years	27 days per year

Accumulation amounts are unlimited.
2. Personal leave may be used for vacations and personal business as scheduled by the immediate supervisor. Personal leave may also be used for an illness in the employee's immediate family. For the purpose of this policy, the immediate family is defined as spouse, parent, step-parent, sibling, child, step-child, grandchild, grandparent, son- or daughter-in-law, mother- or father-in-law, or brother- or sister-in-law. There shall be no limit to the accumulation of personal leave. Upon termination of employment each employee shall be paid only for those days earned in the current fiscal year, assuming the funding source so allows. Unused personal leave in excess of those days earned in the current fiscal year shall be counted as creditable service for the purpose of the state retirement system as provided in *Sections 25-11-103 and 25-13-5 of the Mississippi Code 1972 Annotated*.
3. Personal leave shall be used in minimum increments of one-half (1/2) or more days for leave related to personal business, the illness of a member of the immediate family, leave of an emergency nature, vacation, or other approved purpose. Exceptions to this policy may be approved by the immediate supervisor where the taking of such leave will not interfere with the operation of the College.
4. The time for taking personal leave shall be determined by the immediate supervisor. Requests for personal leave should be submitted to the immediate supervisor at least two (2) weeks in advance of the requested leave dates. The supervisor will consider the requested leave and depending on the College schedule, availability and workloads of other employees and other factors, may approve or disapprove the requested leave. Employees may not use more than thirty (30) days of earned personal leave in any fiscal year.
5. Nine, ten, and eleven-month employees (faculty and non-faculty) will earn personal leave as follows:

9 and 10-month employees	2 days per year
11 month employees	3 days per year

The personal leave days earned in a fiscal year must be taken as personal leave during the fiscal year they are earned. Any unused personal leave days for nine, ten and eleven-month employees will convert to sick days at the end of the current fiscal year.
6. For the purpose of implementing this policy, personal leave will accrue at the rates indicated from July 1, 1989.

5.2.2 Sick Leave

1. All twelve-month full-time employees shall accrue sick leave in increments as follows:

<u>Continuous Service</u>	<u>Accrual Rate (Annually)</u>
1 month to 3 years	12 days per year
37 months to 8 years	10.5 days per year
97 months to 15 years	9 days per year
Over 15 years	7.5 days per year

Sick leave must be taken in a minimum of half-day increments. Sick leave for twelve-month full-time employees may only be used in times of employee illness.

2. All nine, ten, or eleven-month employees shall accrue sick leave in increments as follows:

<u>Continuous Service</u>	<u>Annual-Accrual Rate</u>		
	<u>Nine</u>	<u>Ten</u>	<u>Eleven</u>
1 month to 3 years	15	16.5	18
37 months to 8 years	16	17.5	19
97 months to 15 years	17	18.5	20
Over 15 years	18	19.5	21

Sick leave must be taken in a minimum of half-day increments. Sick leave for nine, ten, and eleven-month employees may be used in times of employee illness and illness of immediate family with approval of supervisor. Immediate family is defined in Section 5.2.1.b.

3. The employee is requested to:
 - 1) Notify the employee's supervisor of the reason for absence
 - 2) Keep the supervisor informed of the employee's expected date of return to duties
4. Sick 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.
5. Abuse of the sick leave policy by any employee shall be cause for disciplinary action.
6. Unused sick leave days shall be counted as creditable service for the purposes of the state retirement system as provided in Sections 25-11-103 and 25-13-5 of the Mississippi Code of 1972 Annotated.
7. Any employee who presents medical evidence that their physical and 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 date of disability. This precludes a lump sum payment for this time.
8. Unpaid leaves of absences for illness will not be granted until all paid leave is exhausted.
9. An employee may use up to six weeks of earned sick leave for the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement.

5.2.3 Family and Medical Leave Policy

The Family Medical Leave Act (FMLA) of 1993 requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Northwest Mississippi Community College employees are eligible if they have worked for the College a total of 12 months and 1,250 hours in the previous fiscal year.

Unpaid leave, up to 12 weeks, may be granted to care for the employee's child after birth, or placement for adoption or foster care; to care for the employee's spouse, son, daughter, or parent who has a serious health condition; or for a serious health condition that makes employees unable to perform their job. The use of eligible paid leave will be required before unpaid leave is granted. FMLA leave will run concurrently with any qualified paid or unpaid leave.

It should be noted that the College fiscal year is from July 1 to June 30. This is the twelve month period referred to for purposes of this policy.

Employees must provide 30 days advance notice when the leave is "foreseeable". Medical certification to

support a request for leave because of a serious health condition is required, and a fitness for duty report is required in order to return to work.

FMLA defines serious health conditions as an illness, injury, impairment, or any physical or mental condition that causes the employee to miss work for more than three (3) consecutive days and that requires inpatient medical care or continuing treatment by a health care provider. The following ailments do not qualify for FMLA leave, unless complications occur requiring significant medical care:

- *common cold
- *ear infection
- *routine dental problems
- *minor ulcers
- *cosmetic conditions (plastic surgery)
- *headaches other than migraine
- *flu
- *stress
- *allergies
- *nausea

NWCC requires medical certification of the need for the leave and of the employee's ability to return to work following the leave.

Certification supporting the need to take Family Medical Leave should include the date on which the serious health condition commenced, the probable duration of the condition, and medical facts about the condition. If the employee is not the individual who is sick, then the statement should include that it is necessary for the employee to care for the child, spouse or parent. If we have reason to doubt the validity of the certification, we may, at the expense of the College, require that the eligible employee obtain the opinion of a second independent health care provider of our choosing. The College may not designate a doctor who works in any capacity for the College. If the two doctors disagree, the employee and Northwest Mississippi Community College must jointly choose a third health care provider whose opinion is binding.

Northwest Mississippi Community College will continue to pay the employer's share of the insurance on the employee for the 12 week period of Family Medical Leave. Employees are responsible for their share during this 12 week period. It is the employee's responsibility to verify coverage with the benefit's office prior to leave. The employee will be required to reimburse the College for any health care benefits provided while the employee was on leave, if that employee decides not to return to work. This payback requirement is not required if the failure to return from leave is for reasons beyond the employee's control.

Accumulated leave will not continue to accrue while the employee is absent on unpaid Family and Medical Leave.

Holidays:

New Year's Day
Martin Luther King, Jr./ Robert E. Lee Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

5.2.4 Injury Leave

When an employee is injured in the course of employment, the employee may use earned sick leave, personal leave, or leave without pay (if no personal leave has been accrued) to cover all or part of the period of absence from duty to the extent of the employee's full accumulated leave.

Please read additional information under Worker's Compensation section.

5.2.5 Leave for Death in Immediate Family

Employees may use up to three (3) days of earned sick leave because of a death in the immediate family requiring the employee's absence from work. No qualifying time or use of personal leave will be required prior to the use of sick leave for this purpose. Immediate family is defined in Section 5.2.1.2.

5.2.6 Jury Duty/Elections/Summons to Court

1. Jury duty is recognized as a civic responsibility. Regular full-time employees when summoned for jury duty shall be given leave with pay. The employee shall attach a copy of the summons to jury duty to the absence report. The employee is also required to return any pay received for jury duty to Human Resources.
2. Most employees work or live close enough to the polls to vote before or after working hours. Should this not be possible, an employee may request time off to vote in a county, state, or federal election.
3. An employee summoned to appear in court to testify as a witness in any civil or criminal trial not related to the employee's personal business may be granted time off with pay at the discretion of the respective Vice President.

5.2.7 Military Leave

The College will comply with the regulations of the United States Government and the State of Mississippi as it relates to military leave for employees.

The rights of these reservists or persons called to active military duty and the obligations of their employers are provided in state law in *sections 33-1-19 and 33-1-21 of the Mississippi Code of 1972, Annotated*, as amended and in federal law in the *Uniformed Services Employment and Reemployment Act (USERRA) of 1994*.

Under state law all officers or employers of the state, county, municipality, or other political subdivision when ordered to military duty are entitled to fifteen (15) calendar days per year of leave from their job without loss of pay, time, annual leave, or efficiency rating. Further, these soldiers are also entitled to leaves of absences in excess of fifteen (15) days without loss of time, annual leave, or efficiency rating. A soldier on military leave in excess of fifteen (15) days may use accrued personal leave concurrent with military leave if approved by the appointing authority of the agency.

Under federal law, the *USERRA of 1994* requires employers to allow up to five (5) years of leave to a soldier who is on military duty, performs that duty satisfactorily, and requests their job back with the time limits provided in the statute. The soldier must be re-employed without regard to whether the military duty was voluntary or involuntary.

Employees are advised that being placed in a military leave status may affect other employee benefits such as insurance and retirement withholdings. Employees taking military leave are advised to consult with Human Resources for specific guidance on these matters.

5.2.8 Miscellaneous Leave Without Pay

Leave of absence without pay may be granted to non-faculty employees by the President upon recommendation of the appropriate Vice President. Leave of absence without pay may be granted to faculty by the President with the approval of the Board of Trustees. Such leave shall be for a specific period of time to attend to personal business.

An employee granted leave without pay will be reinstated to the same or a similar position at the expiration of the leave if the employee is then able to perform the duties required of the position at the time such leave expires, and the same or a similar position still exists and is vacant at the College.

5.2.9 Administrative Leave

The President of the College is authorized to grant discretionary administrative leave with pay to any employee.

5.2.10 Transfer of Leave Policy

Northwest Mississippi Community College's Leave Transfer Program permits Northwest employees to donate accrued leave for the use of other Northwest employees for personal catastrophic medical conditions or immediate family emergencies.

A Leave Transfer Committee, appointed by the President of the College, will assess the validity of requests for leave and will make sure that all criteria of the Leave Transfer Program are met. The Leave Transfer Committee will consist of one (1) member of the Human Resources staff, two (2) administrative personnel, one (1) faculty member, and one (1) staff member.

All annual personal leave and sick leave must be exhausted before using any leave from a donor.

A maximum number of sixty (60) days can be received per emergency during a fiscal year. This leave may be intermittent if so needed.

When administering the Leave Transfer Program the immediate family will be defined as spouse or child.

Request

Before an employee may receive donated leave, he or she must provide the Personnel Office with a physician's statement that states the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work. The form for this request can be found in the Personnel Office and can be filled out by the person needing the leave. If an employee is not able to make application on his/her behalf, the immediate supervisor may make application on behalf of the potential leave recipient.

Evaluation of Request

The Leave Transfer Committee will review all requests for donated leave time. Consideration will be given to the nature of the emergency and the past leave history of the employee. If the request is approved, the Personnel Office will notify Northwest employees of the recipient's request so that employees who wish to donate leave time may do so. If the potential recipient does not wish to inform all employees of the existence of a personal emergency, a memorandum will not be distributed campus-wide but donations can be accepted from those employees who are aware of the emergency.

Donation of Leave Time

The person or persons donating leave will come to the Personnel Office to complete a Donation of Leave Form on which they will designate the employee who is to receive the leave and the amount of earned personal leave and medical leave that is to be donated. The maximum amount of earned personal/medical leave that an employee may donate to any other employee may not exceed five (5) days total. The donor employee may not donate more than a number of days that would leave the donor employee with fewer

than seven (7) days of personal leave, and the maximum amount of earned medical leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the earned medical leave of the donor employee.

Prohibition of Coercion

No employee may intimidate, threaten or coerce any other employee, directly or indirectly, to donate leave time to another employee. This includes promising to bestow or withhold any benefit to any employee.

Restoration of Donated Leave

Leave will be credited on a first donated basis, and will be applied to the recipient before payroll is processed at the end of each month. When the personal emergency affecting a leave recipient terminates, the employee or his/her immediate supervisor should promptly notify the Leave Transfer Committee. Once the personal emergency ends, no more transfers of leave can be made. The recipient can retain no leave in excess of the time used for the personal emergency. Any donated time not used will be credited back to the employee(s) donating the time.

5.3 ABSENCE REPORTS AND TARDINESS

5.3.1 Sick Leave

1. If an employee must be absent because of illness, accident or other unavoidable cause, the employee must telephone or otherwise advise the immediate supervisor in advance of the regular workday. This notification will be required for each day absent unless it is understood that the absence will be for a specific number of days.
2. Whenever an employee is absent from the job, the immediate supervisor shall complete an Absence Report Form within twenty-four (24) hours of the employee returning to work and submit the report to Human Resources. If the employee is off for more than three or more days, Human Resources should be notified immediately. If at all possible, advance notice of absences is required, with the Absence Report completed and submitted to the immediate supervisor as far in advance as possible.
3. The granting of sick leave benefits will be governed by the policy concerning leave included in this manual. Any questions concerning the reporting of absences should be directed to Human Resources.
4. The supervisor may require a physician's statement concerning the employee's illness and/or fitness to return to work.

5.3.2 Personal Leave

Each full-time employee accrues personal leave under the conditions contained in the Leave Policy section of this manual. Personal leave must be reported on the Absence Report Form. Prior approval of the supervisor is required for personal leave, and the supervisor may consider work-loads, schedules, and other factors in determining leave requests. The Absence Report Form shall be received in Human Resources no later than the next work day after the employee's return.

5.3.3 Tardiness and Unauthorized Absences

Each employee's regular attendance on the job is important to the operation of the College and is considered an essential function of each College job. More than three occurrences of tardiness in reporting to work during any 30 calendar days or any unexplained absences will seriously impair the value of an employee's services to the College and will be considered sufficient cause for disciplinary action, which may include termination.

5.5 FITNESS FOR WORK POLICY

The College may require that an employee undergo a fitness for work examination. Such an examination may be required when it appears that (1) an employee may no longer be able to perform essential job functions; or (2) because of comments or behaviors exhibited by the employee, the employee may be a personal threat or a threat to others.

A fitness for work examination will ordinarily be conducted by a licensed medical or mental health professional approved by the College. The employee will be required to sign an authorization allowing an appropriate College official to be informed as to the employee's fitness to return to work. An employee may be terminated for refusing to undergo a fitness for work examination.

5.23.1 Workers Compensation

Northwest Mississippi Community College carries workers compensation insurance as required by law to protect employees who are injured on the job. The cost of coverage is paid entirely by Northwest. This insurance provides medical, surgical, and hospital treatment in addition to loss of earnings from work-related injuries.

If you are injured while working, please report it immediately or within 24 hours of the injury to your supervisor, regardless of how minor the injury may be. If a work-related injury requires medical attention by a physician or any other medical facility, a claim must be made out within 24 hours by the Personnel Officer. When a claim is filed, the injured employee must submit to a mandatory drug and alcohol screening. Failure to comply with the procedures may affect your right to receive workers compensation benefits that are allowed by law.

For employees who qualify, the Family Medical Leave Act will run concurrently with the workers compensation claim. FMLA paperwork should be obtained by contacting the Human Resources office. Employees will be granted all provisions of FMLA; however, the employee may use sick and/or personal leave while on workers compensation. Use of such benefits does not impact workers compensation paid under state law.

If you have any questions regarding the workers compensation insurance program, please contact the Human Resources Office.

Northwest Mississippi Community College and its insurance carrier shall not be responsible for the payment of workers compensation benefits for any injury which arises out of an employee's voluntary participation in any off-duty recreational, social or athletic activity which is not part of the employee's work-related duties.

Northwest Mississippi Community College and its insurance carrier shall be responsible for the payment of workers compensation benefits when the injury is the result of any recreational, social or athletic activity which is a reasonable expectancy or is required by Northwest.

5.23.2 Overtime and Fair Labor Standards Act Policy

1. The College is covered by the minimum wage and overtime provisions of the Fair Labor Standards Act, as amended. Faculty, administrative, and other professional staff are exempt from the provisions of this policy.
2. Time cards/time sheets are utilized to record the hours worked by non-exempt employees. Employees who voluntarily come in before their regular starting time or stay after their regular stopping time need not be paid for such periods unless they are actually working. Early or late reporting may be adjusted by the supervisor and should be acknowledged by the employee with the employee's initials on each change to the time sheet record.
3. The workweek at the College consists of seven consecutive 24-hour periods beginning at 12:01 a.m. on Saturday morning and ending at midnight on Friday. Weekly hours worked may be rounded to the nearest quarter hour for purposes of payroll calculations.
4. In most instances, overtime is earned only when a non-exempt employee actually works in excess of forty hours during a workweek. The time associated with paid personal/sick days or holidays at the College will not be used toward overtime calculations.
5. Personnel required to work on any of the holidays shown below will be compensated at 1 ½ times their normal rate.

Holidays:

New Year's Day
Martin Luther King, Jr./

Robert E. Lee Day
Good Friday

Memorial Day
Independence Day
Labor Day

Thanksgiving Day
Christmas Day

6. When overtime is worked by a non-exempt employee, the following general procedures will be followed:
1. College employees may be eligible receive compensatory time for work in excess of their normal workweek in accordance with the provision of the Fair Labor Standards Act. All hours worked in excess of 40 hours per week will accrue on an hour and a half earned per hour worked basis. Employees must use compensatory time within a reasonable period of time after it is earned. The supervisor may request that the employee be paid for hours worked in excess of the normal workweek in lieu of accruing compensatory time.
 2. Upon termination, employees must be paid for unused compensatory time. The rate of pay will be the final regular rate received by the employee, or an average of the employee's regular rate for the last three years of employment, whichever is greater.
 3. No payment for overtime will be permitted to a College employee unless approved by the immediate supervisor of the employee on the Work Form. An employee who exceeds the normal workweek without proper authorization will be subject to disciplinary action. Repeated violations of the policy may result in disciplinary action up to and including termination.
 4. The College will count authorized enrollment in course work by an employee during the work week as hours worked and will not deduct this time from hours worked in the standard work week.
 5. The supervisor is required to approve the scheduling of accrued compensatory time for employees and may consider workload and other factors in approving the request for use of compensatory time by an employee.

5.23.3 Direct Deposit

Those employees wishing to have their monthly checks electronically transferred to their banks must complete a Direct Deposit Authorization Form and submit it to Human Resources along with a voided personal check on which the account number and routing number for the designated bank and personal account are listed. Human Resources must receive all documentation at least 10 working days prior to the pay date in the month you desire this benefit to begin. Employees not receiving pay for any calendar year will automatically be deleted from the Direct Deposit files and will be required to resubmit all forms upon having employment reinstated. A mailer containing all pertinent information normally found on the check stub will be mailed to the employee's address of record in Human Resources.



CATEGORY: EDUCATIONAL POLICIES
POLICY: DEFINITION AND ROLE OF FACULTY

POLICY NUMBER: 601
ADOPTED: 6/11/20
REVIEWED/REVISED:

Administered by: **VICE PRESIDENT FOR INSTRUCTION**

Faculty at Northwest Mississippi Community College are employees in a **full-time**, salaried position who are responsible for the coordination, planning, preparation, presentation, and evaluation of educational instruction. These responsibilities involve the development and implementation of the syllabus, the achievement of student learning outcomes, the evaluation of student performance, and related activities. Related activities include, but are not limited to, advising, serving on various committees, coordinating with business, industry, and universities, participate in recruiting and retention efforts, and participating in professional activities and organizations. Professional librarians are considered faculty. The Board of Trustees contracts annually with faculty.

PROCEDURES:

INSTRUCTIONAL AFFAIRS COUNCIL APPROVAL DATE:

EXECUTIVE COUNCIL APPROVAL DATE:



CATEGORY: EDUCATIONAL POLICIES
POLICY: DEFINITION AND ROLE OF ADJUNCT
FACULTY

POLICY NUMBER: 602

ADOPTED: 6/11/20

REVIEWED/REVISED:

Administered by: **VICE PRESIDENT FOR INSTRUCTION**

Adjunct faculty at Northwest Mississippi Community College are employees in a part-time capacity responsible for the coordination, planning, preparation, presentation, and evaluation of educational instruction. These responsibilities may include, but are not limited to, the development and implementation of the syllabus, the achievement of student learning outcomes, and the assessment of student performance. Adjunct faculty members are appointed by the President to teach specific course(s) on an as needed basis. Adjunct faculty are required to possess the same academic credentials and qualifications as faculty. The supervision, orientation, and evaluation of adjunct faculty is primarily the responsibility of the immediate supervisor as authorized by the Vice President of Instruction.

PROCEDURES:

INSTRUCTIONAL AFFAIRS COUNCIL APPROVAL DATE:

EXECUTIVE COUNCIL APPROVAL DATE:



CATEGORY: EDUCATIONAL POLICIES

POLICY: FACULTY AUTHORITY

Administered by: ***Vice President for Instruction***

POLICY NUMBER: 603

ADOPTED : 6/11/20

REVIEWED/REVISED:

Faculty shall serve as an integral part of College governance through serving on committees, evaluating outcomes and program quality, and providing recommendations through the council structure of the College.

PROCEDURES:

INSTRUCTIONAL AFFAIRS COUNCIL APPROVAL DATE:

EXECUTIVE COUNCIL APPROVAL DATE:



CATEGORY: EDUCATIONAL POLICIES
POLICY: HOURS OF WORK FOR FACULTY

POLICY NUMBER: 604
ADOPTED: 6/11/20
REVIEWED/REVISED:

Administered by: **VICE PRESIDENT FOR INSTRUCTION**

Faculty are required to make a full-time commitment to their assigned duties. A full-time commitment is defined as a minimum of 35 hours of work per week. The hours of work of faculty are to include, but are not limited to:

1. Hours for Academic Directors of Instruction will be from 8:00 a.m. to 3:30 p.m. each workday.
2. Academic faculty are required to be on campus from 8:00 a.m. to 2:30 p.m. every workday with appropriate breaks. This requirement may be adjusted by the administration as needed to meet the educational requirements of the program and course schedules.
3. Career-Technical faculty are required to be on campus from 8:00 a.m. to 3:30 p.m. every workday with appropriate breaks. This requirement may be adjusted by the administration as needed to meet the educational requirements of the program and course schedules.

PROCEDURES:

INSTRUCTIONAL AFFAIRS COUNCIL APPROVAL DATE:
EXECUTIVE COUNCIL APPROVAL DATE:



CATEGORY: EDUCATIONAL POLICIES
POLICY: HOURS OF WORK FOR FACULTY

POLICY NUMBER: 604
ADOPTED: 6/11/20
REVIEWED/REVISED:

Administered by: **VICE PRESIDENT FOR INSTRUCTION**

Faculty are required to make a full-time commitment to their assigned duties. A full-time commitment is defined as a minimum of 35 hours of work per week.

PROCEDURES:

INSTRUCTIONAL AFFAIRS COUNCIL APPROVAL DATE:

EXECUTIVE COUNCIL APPROVAL DATE:



CATEGORY: EDUCATIONAL POLICIES
POLICY: TEACHING LOADS AND OVERLOADS

POLICY NUMBER: 605

ADOPTED: 6/11/20

REVIEWED/REVISED:

Administered by: **VICE PRESIDENT FOR INSTRUCTION**

1. The teaching load for faculty in academic pathways is 36 **contact** hours annually, 18 of which must be taught in the fall semester.
2. The teaching load for faculty in career-technical programs is 32 **credit** hours annually for 9-and-10 month faculty, and 45 **credit** hours annually for 11-and-12 month faculty, and minimum of 15 credit hours must be taught in the fall.
3. Exceptions to the teaching load must be approved by the Vice President of Instruction and should apply to all faculty in a specific discipline or program, but must meet the 35 hours of instructional and other duties per week minimum.
4. In order to ensure the quality of instruction for all students, the maximum teaching overload for faculty:
 - a. In academic pathways shall be 12 **contact** hours per semester.
 - b. In career-technical programs shall be 14 **credit** hours per semester.
 - c. Any exception to this policy shall require written approval of the Vice President of Instruction.

Teaching load should be assigned based on the procedural guidelines.

PROCEDURES:

INSTRUCTIONAL AFFAIRS COUNCIL APPROVAL DATE:

EXECUTIVE COUNCIL APPROVAL DATE:



CATEGORY: EDUCATIONAL POLICIES

POLICY NUMBER: 606

POLICY: TEACHING LOADS –ADJUNCT FACULTY AND
ADMINISTRATIVE STAFF

ADOPTED: 6/11/20

REVIEWED/REVISED:

Administered by: **VICE PRESIDENT FOR INSTRUCTION**

1. The maximum teaching load per semester for an adjunct instructor must be below the teaching load of faculty in their particular discipline. Any exception to this maximum load shall require written approval of the President upon written recommendation from the Vice President of Instruction.
2. The maximum teaching load for a full-time administrator or staff member with the College is six contact hours per semester. The administrator or staff member must have permission from an immediate supervisor to teach an overload. In addition, **the overload must be taught outside of the normal hours of work and not during their lunch hour.** Any exception to this requirement shall require written approval of the President upon written recommendation from the Vice President of Instruction.

PROCEDURES:

INSTRUCTIONAL AFFAIRS COUNCIL APPROVAL DATE:

EXECUTIVE COUNCIL APPROVAL DATE:



CATEGORY: EDUCATIONAL POLICIES

POLICY NUMBER: 607

POLICY: FACULTY RANK

ADOPTED: 6/11/2020

REVIEWED/REVISED:

Administered by: **VICE PRESIDENT OF INSTRUCTION**

1. Consistent with the organizational structure of two-year institutions, no formal system of rank is used at Northwest. Each faculty member will be identified as "instructor".
2. Departments/programs with multiple instructors will have a department director or designated lead instructor.
3. Departments having distinct subject areas of instruction will designate a subject area coordinator.

PROCEDURES:

INSTRUCTIONAL AFFAIRS COUNCIL APPROVAL DATE:

EXECUTIVE COUNCIL APPROVAL DATE:



CATEGORY: EDUCATIONAL POLICIES

POLICY NUMBER: 608

POLICY: TENURE

ADOPTED: 6/11/2020

REVIEWED/REVISED:

Administered by: VICE PRESIDENT OF INSTRUCTION

The Constitution and statutes of the State of Mississippi under which Northwest Mississippi Community College operates do not empower the Board of Trustees to contract for services of faculty for indefinite periods, which makes no provision for tenure. Therefore, one year contracts are executed between the Board and members of the faculty. However, it is the desire of the Board and the College administration that members of the faculty enjoy maximum security of employment. The attainment of this objective rests upon the fulfillment of responsibilities of both the College and the individual faculty member.

PROCEDURES:

INSTRUCTIONAL AFFAIRS COUNCIL APPROVAL DATE:

EXECUTIVE COUNCIL APPROVAL DATE:



CATEGORY: EDUCATIONAL POLICIES

POLICY: FACULTY MEETINGS

POLICY NUMBER: 609

ADOPTED: 6/11/20

REVIEWED/REVISED:

Administered by: **VICE PRESIDENT FOR INSTRUCTION**

General faculty meetings will be called at the discretion of the appropriate supervisor or administrator. Faculty must attend and participate fully in their respective meetings, offering suggestions and recommendations. Each department is required to meet at least one time per month and minutes must be taken and kept on file.

PROCEDURES:

INSTRUCTIONAL COUNCIL APPROVAL DATE:

EXECUTIVE COUNCIL APPROVAL DATE:



CATEGORY: EDUCATIONAL POLICIES
POLICY: FACULTY GROWTH AND DEVELOPMENT

POLICY NUMBER: 610
ADOPTED: 6/11/20
REVIEWED/REVISED:

Administered by: **VICE PRESIDENT FOR INSTRUCTION**

Faculty must participate annually in professional growth and development. The administration recognizes the importance of this growth and development and supports faculty endeavors in this regard.

PROCEDURES:

INSTRUCTIONAL AFFAIRS COUNCIL APPROVAL DATE:

EXECUTIVE COUNCIL APPROVAL DATE:



CATEGORY: **EDUCATIONAL POLICIES**

POLICY: **ACADEMIC FREEDOM**

POLICY NUMBER: **611**

ADOPTED: 6/11/2020

REVIEWED/REVISED:

Administered by: **VICE PRESIDENT FOR INSTRUCTION**

1. Each faculty member of Northwest Mississippi Community College is entitled to full freedom in the classroom in discussing the subject being taught. Each faculty member is also a citizen of the nation, state and community and when the faculty member speaks, writes or acts as such, both in and out of the classroom, each faculty member must be free from institutional censorship or discipline. All discussions should be conducted in a professional and appropriate manner.
2. The concept of academic freedom is accompanied by an equally demanding concept of responsibility. Each faculty member must refrain from insisting upon the adoption by students of any particular point of view as authoritative in controversial issues.
3. Exercise of professional integrity by a faculty member includes recognition that the public will judge the profession and the College for the statements. Therefore, one should strive to be accurate, to exercise appropriate restraint, to show respect for the opinion of others, and avoid creating the impression that one speaks or acts for the College when one speaks or acts as a private person.
4. 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.

PROCEDURES:

1. Academic Freedom does not prohibit the College from requiring the use of standard course materials, standard examinations, common assignments, or online course templates. Use of these common teaching practices is not an infringement upon academic freedom.
2. Should a faculty member believe that their academic freedom has been infringed upon, they should file a written grievance with their immediate supervisor, following the grievance procedure outlined in the Policy Manual for any personnel grievance.
3. If the grievance is with the faculty member's immediate supervisor, the faculty member can file the grievance form with the Director of Human Resources.

INSTRUCTIONAL AFFAIRS COUNCIL APPROVAL

DATE:

Friday, April 30, 2021

EXECUTIVE COUNCIL APPROVAL DATE:

Wednesday, May 19, 2021



CATEGORY: EDUCATIONAL POLICIES

POLICY NUMBER: 612

POLICY: FACULTY ADVISOR PROGRAM

ADOPTED: 6/11/2020

REVIEWED/REVISED:

Administered by: **VICE PRESIDENT FOR INSTRUCTION**

Each faculty member is an important educational advisor within the particular disciplines. Faculty members should be aware of curriculum needs of assigned advisees and counsel students accordingly.

PROCEDURES: General Advising Reminders:

1. A student must be enrolled in at least 15 semester hours before he or she is considered to be full-time.
2. A student must have administrative approval to take more than 21 semester hours.
3. Faculty should review their list of advisees in the student information system regularly and contact them about upcoming requirements such as graduation applications, registration, etc.
4. Advisors should annually review articulation agreements and transfer requirements for their assigned pathways through the MS Articulation and Transfer Tool (MATT)
<https://matttransfertools.com/>.
5. Recommended changes in degree pathways should be made to the appropriate supervisor so that accurate pathways can be maintained.
6. Advisors should be familiar with the General Advising Guidelines for NWCC, made available to all employees through the NWCC website. These include guidance on placement and recommended classes for students to avoid when taking pre-core classes.

INSTRUCTIONAL COUNCIL APPROVAL DATE: **Friday, April 30, 2021**

EXECUTIVE COUNCIL APPROVAL DATE: **Wednesday, May 19, 2021**



CATEGORY **INSTRUCTIONAL POLICIES**

POLICY NUMBER: 613

POLICY: **COURSE MATERIALS SELECTION**

ADOPTED : 6/11/2020

REVIEWED/REVISED:

*Administered
by:*

VICE PRESIDENT FOR INSTRUCTION

The selection of appropriate course materials for instruction is the responsibility of the faculty. Faculty in each department or program will participate in identifying and evaluating existing and proposed required course materials for their respective disciplines.

PROCEDURES:

1. The Directors of Instruction or lead instructors are responsible for supervising the selection of materials for each course taught in their area.
2. Faculty in each course will make the final determination as to which course materials best meet the requirements of that particular course.
3. To ensure consistency, every course section of a course offered will use the same required course materials.
 - a. Exceptions to this policy must be submitted to the instructor's immediate supervisor, approved by the appropriate administrator, and forwarded to the Vice President of Instruction.
 - b. These exceptions are granted for a one-year period.
4. In addition to using required materials, instructors may use supplemental materials at their discretion.
5. Required course materials will be adopted for a minimum of three years.
 - a. Exceptions to the three-year minimum must be submitted by the Director of Instruction or the lead instructor for the program to the instructional leader of their school for approval.
 - b. Exceptions may include but are not limited to:
 - i. circumstances where rapidly changing technologies or major innovations in a discipline render a course material obsolete.
 - ii. a new edition of a book.
6. Course material orders should be based on realistic figures based on past enrollment and valid projections. Orders should be submitted to the bookstore.
7. Requisitions must be submitted to the bookstore in accordance with the following schedule:

For Spring and Summer Sessions.....October 1



CATEGORY: **INSTRUCTIONAL POLICIES**

POLICY NUMBER: 614

POLICY: **SYLLABI AND COURSE OUTLINES**

ADOPTED: 6/10/2020

REVIEWED/REVISED:

Administered by: **VICE PRESIDENT FOR INSTRUCTION**

Syllabi and course outlines must include course goals, student learning outcomes, grading scales, methods of evaluation, college attendance and withdrawal policies, make-up work policy, office hours and office location, required textbooks and materials, and any other policies which individual instructors expect to execute within the regulation, philosophy and aims of the College.

PROCEDURES:

1. All instructors are required to utilize the standard syllabi and outline templates for each course provided online.
2. The standardized course syllabi should be used for all course offerings to include traditional, hybrid and online.
3. Content of the standardized course syllabi should be reviewed annually by the faculty responsible for the content of that course.
4. Course outlines should reflect the specific policies and procedures that apply to a specific course section, such as due dates and instructor contact information.
5. Course syllabi and course outline should conform to the guidelines provided in the MS Uniform Course Numbering System (www.mccb.edu) for course description and student learning outcomes.
6. Course syllabi and outlines must be posted on Canvas.
7. A copy of each course syllabi and course outline should, at a minimum, be kept on file in the Academic Department Director's office for academic programs, the Program Coordinator's office for the School of Health Sciences, or the Associate Vice President's office for Career Technical programs. Additionally, copies of syllabi and course outlines are stored electronically on Xitracs and Canvas for use by faculty and historical records.

INSTRUCTIONAL COUNCIL APPROVAL DATE: **Friday, April 30, 2021**

EXECUTIVE COUNCIL APPROVAL DATE: **Wednesday, May 19, 2021**



CATEGORY: INSTRUCTIONAL POLICIES

POLICY: EXAMINATIONS

POLICY NUMBER: 615

ADOPTED:

REVIEWED/REVISED:

Administered by: **VICE PRESIDENT FOR INSTRUCTION**

All final examinations must be administered at the time and in the manner as defined by the College's published schedule. Any deviation from this schedule must be approved in writing by the head of the particular school. No student may be exempt from an examination.

PROCEDURES:

INSTRUCTIONAL COUNCIL APPROVAL DATE:

EXECUTIVE COUNCIL APPROVAL DATE:



CATEGORY: INSTRUCTIONAL POLICIES

POLICY NUMBER: 616

POLICY: GRADING

ADOPTED: 6/11/2020

REVIEWED/REVISED:

Administered by: **VICE PRESIDENT FOR INSTRUCTION**

A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's attendance in a course. Factors upon which the final grade may be based are attendance, recitation, written and oral quizzes, reports, papers, final examination, and other class activities. The evaluation will be expressed according to the following letter system:

Passing Grades

A=Excellent

B=Good

C=Satisfactory

D=Lowest Passing Grade

Grades with No Credit

F=Failure

I=Incomplete

W=Withdrawal

N=Audit

L=Lab

Courses with a "W," "N," or repeated courses do not count in the grade point average. All other courses are counted.

When a student repeats a course, the better grade becomes the official grade of record.

PROCEDURES: Grades will be recorded by the date on the instructional calendar.

INSTRUCTIONAL COUNCIL APPROVAL DATE: *Friday, April 30, 2021*

EXECUTIVE COUNCIL APPROVAL DATE: ***Wednesday, May 19, 2021***



CATEGORY: INSTRUCTIONAL POLICIES

POLICY NUMBER: 617

POLICY: GRADE BOOK

ADOPTED: 6/11/2020

REVIEWED/REVISED:

Administered by: **VICE PRESIDENT FOR INSTRUCTION**

Each faculty member must maintain accurate records of all graded assignments and course attendance. These records must be accessible to the appropriate supervisor at the end of each term.

PROCEDURES:

Grades must be weighted appropriately according to the instructor's course outline on Canvas. Grades may also be maintained in either an electronic or written format. Backup copies may be maintained for security purposes by the faculty member.

INSTRUCTIONAL AFFAIRS COUNCIL APPROVAL

DATE:

Friday, April 30, 2021

EXECUTIVE COUNCIL APPROVAL DATE:

Wednesday, May 19, 2021



CATEGORY: INSTRUCTIONAL POLICIES

POLICY NUMBER: 618

POLICY: GRADE CHANGE

ADOPTED: 6/11/2020

REVIEWED/REVISED:

Administered by: **VICE PRESIDENT FOR INSTRUCTION**

When an instructor's grades are submitted to the Registrar, they are considered permanent and are not subject to change except in the case of error. The request for a grade to be updated based on instructor error or student incomplete must be submitted by the instructor to the appropriate supervisor. The final grade in a course may be appealed by a student following the procedures outlined in the *NWCC Bulletin*.

PROCEDURES: See the latest edition of the NWCC Bulletin for the applicable procedures.

INSTRUCTIONAL COUNCIL APPROVAL DATE: *Friday, April 30, 2021*

EXECUTIVE COUNCIL APPROVAL DATE: ***Wednesday, May 19, 2021***



CATEGORY: INSTRUCTIONAL POLICIES

POLICY NUMBER: 619

POLICY: STUDENT GRADE APPEAL

ADOPTED: 6/11/2020

REVIEWED/REVISED:

Administered by: **VICE PRESIDENT FOR INSTRUCTION**

A student has the right to appeal the assignment of a course grade that they believe to be based on prejudice, discrimination, arbitrary or capricious action, or other reasons not related to academic performance. In such cases, the student shall have the burden of proof with respect to the allegations in the complaint and in the request for a hearing. Specific Student Grade Appeal Procedures are found in the *Bulletin*.

PROCEDURES: See the latest edition of the NWCC Bulletin for the applicable procedures.

INSTRUCTIONAL AFFAIRS COUNCIL APPROVAL

DATE:

Friday, April 30, 2021

EXECUTIVE COUNCIL APPROVAL DATE:

Wednesday, May 19, 2021



CATEGORY: INSTRUCTIONAL POLICIES

POLICY NUMBER: 620

POLICY: CHEATING AND PLAGIARISM

ADOPTED DATE: 6/11/2020

REVIEWED/REVISED:

Administered by: **VICE PRESIDENT FOR INSTRUCTION**

Both cheating and plagiarism are prohibited. Plagiarism is the presentation of another person's ideas, words, or work as one's own. It is the responsibility of the faculty member to determine whether cheating or plagiarism has occurred. The faculty member may assign a failing grade to the assignment or the course depending on the magnitude of the infraction. The faculty member must notify the student of their decision. Students who wish to appeal the decision of their instructor with regards to an allegation of cheating or plagiarism should notify the Director of Instruction or the appropriate Dean in writing within (1) week of the formal decision by their instructor. Alleged violations involving cheating, plagiarism, and other academic misconduct will be handled according to the procedures outlined in the *NWCC Bulletin*.

PROCEDURES: See the latest edition of the NWCC Bulletin for the applicable procedures.

INSTRUCTIONAL AFFAIRS COUNCIL APPROVAL

DATE:

Friday, April 30, 2021

EXECUTIVE COUNCIL APPROVAL DATE:

Wednesday, May 19, 2021



CATEGORY: INSTRUCTIONAL POLICIES

POLICY: OUTSIDE SPEAKERS

POLICY NUMBER: 621

ADOPTED: 6/11/20

REVIEWED/REVISED:

Administered by: **VICE PRESIDENT FOR INSTRUCTION**

When a speaker from outside the College faculty is considered for classroom lecture, the speaker must be approved in writing by the appropriate Dean or Associate Vice President at least one week prior to the date the speaker is scheduled to speak.

PROCEDURES:

INSTRUCTIONAL AFFAIRS COUNCIL APPROVAL

DATE:

EXECUTIVE COUNCIL APPROVAL DATE:



CATEGORY: INSTRUCTIONAL POLICIES

POLICY: STUDENT FIELD TRIPS

POLICY NUMBER: 622

ADOPTED DATE: 6/11/20

REVIEWED/REVISED DATE:

Administered by: **VICE PRESIDENT FOR INSTRUCTION**

Instructional field trips involving students and/or instructional staff require the approval of the appropriate Dean or Associate Vice President. The instructor must present a written recommendation for such trip to the appropriate administrator at least one week prior to the trip. The recommendation should designate the class or group involved, faculty member or members in charge, mode of transportation, estimated cost, and purpose of the trip as it relates to the instructional program. If the trip is approved, the appropriate forms must be submitted.

PROCEDURES:

INSTRUCTIONAL AFFAIRS COUNCIL APPROVAL

DATE:

EXECUTIVE COUNCIL APPROVAL DATE:



CATEGORY: EDUCATIONAL POLICIES
POLICY: PROFESSIONAL LEAVE AND TRAVEL

POLICY NUMBER: 623

ADOPTED: 6/11/20

REVIEWED/REVISED:

Administered by: **VICE PRESIDENT FOR INSTRUCTION**

Faculty members must request leave for personal and professional reasons according to established policies and procedures.

PROCEDURES:

INSTRUCTIONAL COUNCIL APPROVAL DATE:

EXECUTIVE COUNCIL APPROVAL DATE:



CATEGORY: INSTRUCTIONAL POLICIES

POLICY: CURRICULUM CHANGES

Administered by: **VICE PRESIDENT FOR INSTRUCTION**

POLICY NUMBER: 624

ADOPTED: 6/11/20

REVIEWED/REVISED:

Changes in curriculum may be initiated by students, faculty, administration, or individuals outside the College community proper. The initial requests for curriculum revisions are referred to the appropriate instructional area for study, consideration and refinement. The request is then submitted to the appropriate administrator for approval. Pending the approval, the requested change is submitted to the Vice President of Instruction and then to the Instructional Affairs Council. The Executive Council will review the recommendations of the Instructional Affairs Council. Changes requiring Board of Trustees approval will be submitted by the President to the Board of Trustees for approval.

After Executive Council and/or Board approval, the SACSCOC Liaison will determine if the change requires a substantive change action on the part of the College and initiate such changes. The Vice President of Instruction will determine if additional approvals by the Mississippi Community College Board are necessary prior to the implementation of the change. All necessary approvals must be recorded in the Vice President of Instruction's office prior to implementation of the curriculum change.

PROCEDURES:

INSTRUCTIONAL AFFAIRS COUNCIL APPROVAL

DATE:

EXECUTIVE COUNCIL APPROVAL DATE:



CATEGORY: INSTRUCTIONAL POLICIES
POLICY: SUBSTANTIVE CHANGES

POLICY NUMBER: 625

ADOPTED: 6/11/20

REVIEWED/REVISED:

Administered by: **VICE PRESIDENT FOR INSTRUCTION**

Institutional integrity serves as the basic contract defining the relationship between the Southern Association of Colleges and Schools Commission on Colleges and Northwest Mississippi Community College. The College is committed to operating with integrity and in compliance with accreditation principles in all matters. NWCC will ensure that it remains in compliance with SACSCOC and other accrediting agencies' policies regarding substantive changes.

PROCEDURES:

INSTRUCTIONAL COUNCIL APPROVAL DATE:

EXECUTIVE COUNCIL APPROVAL DATE:



CATEGORY: INSTRUCTIONAL POLICIES
POLICY: LEARNING RESOURCES CENTERS

POLICY NUMBER: 626
ADOPTED DATE: 6/11/20
REVIEWED/REVISED DATE:

Administered by: **VICE PRESIDENT FOR INSTRUCTION**

The Learning Resources Centers at the College strive to implement, enrich, and supplement the instructional program of the school as well as to provide for the independent study and personal reading of the students. Materials added to the Learning Resources Centers will adhere to the college's Mission statement and will serve to support the faculty and students in the instructional process

PROCEDURES:

INSTRUCTIONAL AFFAIRS COUNCIL APPROVED DATE:
EXECUTIVE COUNCIL APPROVED DATE:



CATEGORY: ADMINISTRATION AND FINANCE

POLICY: Nepotism

POLICY NUMBER: 701

ADOPTED DATE: 5/13/2021

REVIEWED/REVISED:

Administered by: VICE PRESIDENT OF ADMINISTRATION AND FINANCE

It shall be unlawful for any person elected, appointed, or selected in any manner whatsoever to any state, county, district or municipal office, or for any board of trustees of any state institution to appoint or employ, as an officer, clerk, stenographer, deputy or assistant who is to be paid out of the public funds, any person related by blood or marriage within the third degree, computed by the rule of the civil law, to the person or any member of the board of trustees having the authority to make such appointment, or contract such employment as employer. This section shall not apply to any employee who shall have been in said department or institution prior to the time the kinsman, within the third degree, became the head of said department or institution or member of said board of trustees. (*Section 25-1-53 Mississippi Code of 1972, Annotated*)

PROCEDURES:

COUNCIL APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE: **5/3/2021**



CATEGORY: GENERAL POLICIES

POLICY: Identity Theft Prevention

POLICY NUMBER: 702

ADOPTED DATE: 5/13/2021

REVIEWED/REVISED:

Administered by: Vice President of Administration and Finance

Northwest Mississippi Community College ("College") will maintain an Identity Theft Prevention Program ("Program") pursuant to the Federal Trade Commission's Red Flags Rule ("Rule"), which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003.

PROCEDURES:

The purpose of the Identity Theft Prevention Program is to detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the Program. The Program shall include reasonable policies and procedures to:

1. Identify relevant red flags for covered accounts the College offers or maintains and incorporate those red flags into the Program,
2. Detect red flags that have been incorporated into the Program,
3. Respond appropriately to any red flags that are detected to prevent and mitigate identity theft, and
4. Ensure the Program is properly administered and updated periodically to reflect changes in risks to students and to protect the safety and soundness of the creditor from identity theft.

The Program shall, as appropriate, incorporate existing policies and procedures that control reasonably foreseeable identity theft risks.

Definitions

1. **Identify theft:** Fraud committed or attempted using the identifying information of another person without their authority.
2. **Red flag:** A pattern, practice or specific activity that indicates the possible existence of identity theft.
3. **Covered account:** An account that permits multiple transactions or poses a reasonably foreseeable risk of being used to promote identity theft.
4. **Identifying (sensitive) information:** Information which alone, or in combination with other information, can be used to identify a specific individual. This information includes, but is not limited to, name, address, date of birth, social security number, driver's license number, or student identification number.

Identifying Relevant Red Flags

The College considers the following risk factors when identifying relevant red flags for covered accounts:

-
1. The types of covered accounts as noted above,
 2. The methods provided to open covered accounts,
 3. The methods provided to access covered accounts,
 4. The College's previous history of identity theft.

The College has identified the following red flags:

1. Documents provided for identification, applications, or other information/ documents appear to have been altered or forged.
2. The photograph/physical description on the identification is not consistent with the appearance of the person presenting the identification.
3. The College is notified of unauthorized charges or transactions in connection with a covered account.
4. A request is made to mail something to an address not listed on file or mail sent to the address on file is repeatedly returned as undeliverable.
5. Notice from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with a covered account.

Detecting Red Flags

In order to detect red flags identified above, the College will take the following steps:

1. Verify the student's identity, through multiple means if necessary, when processing any activity to their account.
2. Require follow-up upon receipt of notification of suspicious activity by student, law enforcement, or other parties.
3. Verify changes to sensitive information.
4. Perform periodic updates on firewalls and other security measures.

Responding to Red Flags

In order to help prevent or mitigate the occurrence of identity theft, the following steps will be taken:

1. Inform all employees involved of the Program and applicable FERPA laws.
2. Verify a student's identity when an account has been inactive for a prolonged period.
3. Assign students a unique student identification number.
4. Deny access to the covered account until other information is available to eliminate the red flag.
5. Contact the student, faculty or staff member to eliminate the red flag.
6. Change any passwords, security codes or other security devices that permit access to a covered account.
7. Notify law enforcement.
8. Determine if no response is warranted under the particular circumstances.

Administering the Program

a. Oversight of the Program

Responsibility for developing, implementing and updating this Program lies primarily with the Business and Vice President and Registrar's Offices. The Vice-President for Fiscal Affairs will be the Program Administrator and will be responsible for overseeing the administration of the Program. The Program Administrator will work in collaboration with campus staff to ensure the appropriate training of the College's staff on the Program, for reviewing and appropriately responding to any reports regarding the detection of Red Flags, identifying steps for preventing and mitigating identity theft in particular circumstances and recommending periodic changes to the Program.

b. Updating the Program

This Program will be periodically reviewed and updated to reflect changes in risks to students and the soundness of the College from identity theft. The College's experiences with identity theft, changes in identity theft methods, changes in identity theft detection and prevention methods, changes in types of accounts the College maintains and changes in the College's business arrangements with other entities will be considered when updating the Program.

c. Staff Training

The Program Administrator shall be responsible for training staff, as necessary, in the detection of Red Flags, and the responsive steps to be taken when a Red Flag is detected. Staff is expected to notify the Program Administrator of any incidents of identity theft.

d. Oversight of Service Provider Arrangements

The College shall take steps to ensure that the activity of a service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft whenever the organization engages a service provider to perform an activity in connection with one or more covered accounts.

COUNCIL APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE:

5/3/2021



CATEGORY: ADMINISTRATION AND FINANCE

POLICY: CONFLICT OF INTEREST

POLICY NUMBER: 703

ADOPTED DATE: 5/13/2021

REVIEWED/REVISED:

Administered by: VICE PRESIDENT OF ADMINISTRATION AND FINANCE

Mississippi law requires all Northwest Mississippi Community College, herein referred to as NWCC, employees to abide by certain conflict of interest and ethical standards as public employees. All NWCC employees have both a legal and ethical obligation to comply with all applicable ethics in government laws ("ethics laws"). See, e.g. Miss. Code Ann. §§ 25-4-101 et seq. (1972); § 109, MS Const. of 1890.

PROCEDURES:

Specifically, a NWCC employee may not use his or her position at NWCC to obtain or attempt to obtain a financial benefit for his/herself (other than the employee's compensation as a NWCC employee), a family member, or any business with which the employee or a family member is associated. Subject to certain limited exceptions, a conflict of interest would include, without limitation, the following:

1. An employee that has direct or indirect involvement in the procurement of goods or services on behalf of the NWCC and the employee or his/her relative has a financial interest in the procurement.
2. An employee has direct or indirect involvement in the procurement of goods or services on behalf of NWCC from a business in which the employee or the employee's relative has a material financial interest.
3. An employee has direct or indirect involvement in the procurement of goods or services on behalf of NWCC from a business or person with whom the employee or a relative is negotiating or has arranged prospective employment.
4. An employee procuring goods or services from NWCC at an auction or at a sale when the goods or services are not offered to the general public at a uniform price.

In addition, no employee may intentionally use or disclose information gained through his/her employment at NWCC that could result in financial benefit to the employee, a relative of the employee, or any other person, if the information has not been communicated to the public or is not public information.

The above general prohibitions do not include all prohibitions under Mississippi ethics laws. However, they do set the tone for NWCC employees in complying with applicable ethics laws. NWCC employees should also be mindful of other NWCC policies that pertain to ethics in procurement and contracting.

Anti-Kick Back and Procurement Ethics in Public Contracting Policy in Sponsored Activities

POLICY The (federal) Anti-Kickback Act of 1986 was passed to deter subcontractors from making payments and contractors from accepting payments for the purpose of improperly obtaining or rewarding favorable treatment in connection with either a contract or subcontract relating to a prime contract. The provision is designed to ensure fair and equal competition among both prime and subcontractors. It is applicable to all prime contractors and their subcontractors.

The Mississippi Procurement Policy prescribes essential standards of ethical conduct. Public employees must discharge their duties so as to assure fair competitive access to governmental procurement by responsible contractors.

Pursuant to the Anti-Kickback Act of 1986 [FAR 52.203-07, 53FR 34224, of 8/2/88 and 41 USC 51-58] and the Mississippi Code [25-4-101 through 25-4-119] and the Mississippi Procurement Manual (03/012/12) [Sections 9.101 - 9.110], Northwest Mississippi Community College institutes the following policy and procedures.

Definitions:

- Gratuity means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.
- Official Responsibility means direct administrative or operating authority, whether intermediate or final, either exercisable alone or with others, either personally or through subordinates, to approve, disapprove, or otherwise direct Northwest Mississippi Community College action.
- Employee means a person employed by a prospective contractor and subject to the prospective contractor's supervision and control as to the time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain Mississippi

contracts. In determining whether a bona fide employment relationship exists, the following factors should be considered:

1. Whether the employment is continuous.
2. Whether the person is subject to the supervision and control of the prospective contractor.
3. Whether the size of any contingent fee is reasonable in relation to the service performed.
4. Whether the method of payment of the contingent fee is customary in the trade.
5. Whether the person is employed solely by the prospective contractor.

Prohibitions:

No employee of Northwest Mississippi Community College, when considering competitive contracts, may:

1. Promise future employment or business opportunities;
2. Give or offer money or other gratuity to any individual in connection with procurement of any contract or subcontract;
3. Accept an offer of future employment, business opportunity, or other gratuity from any prime or subcontractor;
4. Retain others or be retained to solicit a federal or state contract upon an agreement for commission, percentage, brokerage, or contingent fee, except for the retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

Penalty for Non-Compliance of Anti-Kickback

Any employee who willingly and knowingly violates the anti-kickback and procurement ethics policy of Northwest Mississippi Community College is subject to dismissal from the college and subject to penalties under the laws of the United States and the State of Mississippi. When contracts are with the federal government, the government may withhold payment in the amount of the kickback or direct the contractor to withhold similar subcontractor payments, or suspension, and/or debarment. Maximum penalty can amount to two times the amount of the kickback, plus, \$30,000 for each kickback and up to ten years imprisonment.

COUNCIL APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE: **5/3/2021**



Administered by: VICE PRESIDENT OF ADMINISTRATION AND FINANCE

All contracts and leases are to be reviewed by the Vice President for Administration and Finance. The review period is a minimum of five (5) businesses days. Only the President or Vice President for Administration and Finance at Northwest Mississippi Community College have the authority to execute contracts on behalf of the College.

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PROCEDURES:

COUNCIL APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE: 5/3/2021



CATEGORY: ADMINISTRATION AND FINANCE

POLICY: Public Records

POLICY NUMBER: 705

ADOPTED DATE: 5/13/2021

REVIEWED/REVISED:

Administered by: **VICE PRESIDENT OF ADMINISTRATION AND FINANCE**

All requests to inspect and/or receive copies of “public records” as defined by Section 25-61-1 et seq. of the 1972 Mississippi Code Annotated, as amended, held by Northwest Mississippi Community College shall be made in writing to the Vice President for Administration and Finance clearly indicating the specific record requested and the name and address of the individual and/or organization requesting the record. A “Request to Inspect, Copy, or Reproduce Public Records” Form is available. There will be a reasonable calculated charge to cover the actual cost of searching, duplication, postage or other actual expenses involved to be determined based upon the actual request.

The Vice President shall either make the public record available during normal business hours, or produce a copy of the record or shall furnish a written denial containing a statement of the specific reasons for denial. Record production will be made within fourteen (14) days from the date of the request was received and estimated charges paid.

PROCEDURES:

1. A charge of \$1.00 per page reproduced on a copy machine will be assessed.
2. In addition, if there are other costs for hand copying, postage, or other actual expenses involved, an additional fee will be assessed.
3. Charges shall be payable in advance. The fee assessed shall be an estimate of the actual cost. In the event of lower actual cost, a refund shall be made. In the event of the actual cost exceeding the estimate, the balance shall be due prior to examining or receiving copies of the public record.
4. Any delay in receiving payment of such charges may result in an extension of the fourteen (14) day time limit specified above.

L COUNCIL APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE:

[Click or tap here to enter text.](#)

5/3/2021



CATEGORY: GENERAL POLICIES**POLICY: INFORMATION
TECHNOLOGY/COMMUNICATION SERVICES****POLICY NUMBER: 801****ADOPTED DATE: 5/13/2021****REVIEWED/REVISED:***Administered by: VICE PRESIDENT OF ADMINISTRATION AND FINANCE*

The computing facilities at Northwest Mississippi Community College consist of a data network that encompasses most locations. The network provides connectivity for Northwest-owned devices, personal devices, and peripherals. Users consist of ALL students, faculty, staff, and guest users. These facilities are provided to users for educational and administrative activities. All users must utilize these systems in an efficient, ethical, and legal manner. Use of these facilities must be consistent with Northwest policies as well as all existing federal and state laws. Access to computing facilities is a privilege, not a right. Failure to abide by appropriate procedures and guidelines may result in disciplinary action.

Additionally, the College provides telephone and mail services to additionally facilitate communication. Students and employees must abide by all appropriate procedures and guidelines.

PROCEDURES:**Privacy**

- Data files or messages being sent via the network are not private or secure communications.
- Northwest reserves its right, as owner of the network, to examine, capture, and archive any messages transmitted over the network and to review any data stored on Northwest-owned devices under the direction of the Network Administrator or Director of Management Information Systems.
- If the security of the network is threatened, Northwest's requirement to maintain the network's integrity and protect the rights of users may supersede the individual user's privacy.

Safety from Threats

While unwanted or unsolicited contact cannot be controlled within the network, users who receive threatening communications should notify Northwest Campus Police. Electronic threats are not tolerated. The college will respond to alleged threats consistent with policies in the Bulletin and Policy and Procedures *Manual*.

User Responsibilities

Responsibilities are a part of the privilege of network access. Users are expected to adhere to these responsibilities. Users who violate these regulations will be subject to disciplinary action as specified in the *Student Guide* or *Policy Manual*. Violators may have their network access suspended, and depending on the seriousness of the violation, their actions may have further consequences. Furthermore, actions that violate federal or state laws may result in referral to the appropriate legal authority. Violations should be reported to the Help Desk Coordinator, the Dean of Students, or the Director of Management Information Systems.

- Users are responsible for the security of all logins/passwords and all assigned computer accounts. Access to logins, passwords or computer accounts may not be given to or obtained by any other party. Applications and services by unauthorized parties must be approved by the Network Administrator or by the Director of MIS.
- Users may not misrepresent themselves or their data on the network.
- Users may not use the Northwest networks resources to gain or attempt to gain unauthorized access to remote computers.
- Users may not install/uninstall any software/hardware/network devices on any Northwest-owned computer or on the Northwest network. Any software/hardware changes or requests should be submitted to the Help Desk Coordinator.
- Users may not deliberately perform an act which will seriously impair the operation of computers, peripherals, other devices, or networks. Such acts include but are not limited to: tampering with components of a local area network, blocking communication lines, or interfering with the operational readiness of any computer or device.
- Users may not run or install any unauthorized program on any component of the network, including but not limited to, the classes of programs known as computer viruses, Trojan horses, Malware, and worms.
- Personal equipment connecting to the network in the residence halls must have proper virus prevention software installed.
- Users may not attempt to circumvent data protection or exploit security loopholes.
- Unauthorized wireless access points are prohibited on campus.
- Northwest is bound by *Title 17 of the United States Code on Copyright* and supports the provisions contained therein; therefore, users must abide by the terms of all software licensing agreements and copyright laws. Users do not have the right to receive or use unauthorized copies of software or make unauthorized copies of software for others. Users do not have the right to download materials subject to copyright laws using the Northwest campus wide network. Users may not duplicate or post another party's copyrighted material (such as music, movies, software, or written materials), unless permitted by a license or within the fair use doctrine.
- Users may not use the Northwest Network to send, print, request, view, display or store fraudulent, illegal, harassing, racial, obscene, pornographic, indecent, profane or inappropriate materials.
- Users may not deliberately perform acts that are wasteful of computing resources or that unfairly monopolize resources to the exclusion of others. Any person operating a network-intensive application or a defective device that overloads the Northwest network will be notified, and steps will be taken to protect the overall network. This may include disconnecting the

offending computer system from the network until the problem is resolved. If the condition is an imminent hazard to the network or disrupts the activities of others, the offending computer system or the subnet to which it is attached may be disconnected without advance notice.

- Users may not attempt to monitor another's data communications, nor may they read, copy, change, or delete another user's files or software without permission of the owner.
- Computing and networking resources are provided to support the mission of Northwest Mississippi Community College and may not be used for commercial purposes by any user.
- All network traffic exiting Northwest is subject to the policies of the network through which it flows, as well as to all Northwest policies.
- All Northwest computing and networking facilities are provided for use by the faculty, staff, and students for relevant academic, research, or administrative pursuits. The classroom computer lab in the McLendon Center may be reserved through the Help Desk Coordinator. Like all other Northwest facilities, private use must be approved in advance through the Activities Committee.
- The content of any information made available to others via the Northwest Network is the sole responsibility of the person who created that information. It is their responsibility to be aware of all applicable federal laws, state laws, and Northwest policies. That person is liable for any violations of federal laws, state laws, or Northwest policies.
- The Network Administrator and the relevant authorities should be notified about violations of computer laws and policies and potential loopholes in or breaches of the security of its computer systems and networks.

Administrative Use Procedures

- Users must observe all provisions of the *Family Educational Rights and Privacy Act (FERPA)* when accessing student records. Northwest strives to maintain all sensitive and confidential data in a secure environment. The user of sensitive or confidential reports is responsible for ensuring policy compliance.
- All computer software written in-house, purchased by or licensed to Northwest, is college property and may only be used by employees or other authorized persons.
- Maintenance of the college's Web page on the Internet is the responsibility of the MIS Department. Approval for changes to the site must be obtained via the regulations set forth in the *Information Systems Web Site Policy*.

Information Systems Security

The Administrative Computer System is an IBM iSeries Power System P720, 8402-E4B, and is currently running at security level 30. This means that all users must have a valid user ID and password to be able to sign onto the system. This also means that objects on the system may be secured with access granted by the Computer Center based upon user requirements and security clearance.

Each employee requiring Student Information System (SIS) access is assigned a User login and Password upon request and approval from the appropriate supervisor. The user must be in the computer system

as a paid employee of the college in order to be assigned a login. Authorized users must have a valid login and password in order to gain access to the administrative Student Information System (SIS), CampusKey. Passwords must be changed every 120 days. All users are advised to logoff of the system when their office is unoccupied. To ensure the integrity and confidentiality of data, each user is given access to specific applications, allowing them access to information based on job requirements and security clearance. The user of sensitive or confidential reports is responsible for ensuring policy compliance. The data center and primary network equipment room, both located on the main campus, are physically secured using campus ID proximity cards for access control.

To combat identity theft and help prevent unauthorized access to student records, the college uses randomly generated numbers for student and employee identification numbers. Social security numbers are only accessible to departments that are required to use them for federal or state reporting.

Credit card processing is done through the iSeries using Curbstone software that interfaces with CampusKey. Partial credit card transaction information can be displayed by the Business Office for balancing purposes.

Backups of all system libraries are made each weekday on magnetic tape and are kept offsite. These tapes are rotated every three weeks. A total system backup tape is made whenever major changes are made to the computer system software. Secure backups are also done offsite nightly to a secure data center in Louisiana through a contract with My Solutions Team.

The Northwest Network consists of a fiber backbone installed across the main campus. The backbone originates in the basement of the McLendon Center, where the core network equipment, phone system equipment and servers are also located. In addition to the Union, other network hub buildings include Berry, Tunica, McCormick Administration, and the Coliseum. Phone service, television service, climate control functions, video surveillance and building access run over the same backbone on the main campus. On the other campuses, each building is wired to provide these services using the same equipment that we have on the main campus.

All network equipment and phone equipment is protected by UPS systems. Incremental backups are performed nightly and stored on NAS units on-site and off-site at the Desoto Campus

Each employee that needs network access is assigned a User Login and Password upon request and approval from the appropriate supervisor. Access to specific items on the network is assigned on an individual basis by user profile. The User Login for the network is also the Username for email and CANVAS. Usernames are traditionally the users' first initial and last name, in the case of a duplicate the middle initial is added. Users create passwords when logging in with the default password for the first time. Passwords must be at least 8 characters in length and include at least three of the following: numbers, upper case letters, lower case letters or special characters. Passwords may not be reused until the password history reaches 15 and must be changed every 90 days. Users are locked out of their account for 15 minutes after 3 invalid login attempts.

All students are assigned a User Logins when they register. Student User Logins are the students' first initial, last name, and last 4 digits of their Student ID number. They login to the Northwest Network with the same password they created when logging into the web portal, myNWCC. If the student has not logged in to myNWCC, they will use their 6- digit birth date. Students are prompted to change their password to a 6-character password of their choice when logging in to myNWCC for the first time. The network will not allow students to login to the network from an employees' computer. All students are provided wireless access on campus. Students must accept the User Agreement Policy to gain access to the wireless network. Devices on the wireless network are monitored by a network access control appliance (NAC) to assure the traffic is not harmful to the network. The NAC will block access if it detects malicious traffic from a device on the network. Access to blocked devices can be granted once the device is cleared as not passing malicious traffic.

The college uses a McAfee appliance on the network and McAfee Anti-Virus software in order to limit potential virus threats to the network. McAfee and Microsoft patches are pushed to every machine that is attached to the network as they are made available.

When replacing equipment, computers taken from employees' offices or computer labs are 'rebuilt' to include only the software that will be needed by the employee who will receive the machine. When obsoleting equipment, the hard drive on the computer is erased before turning the machine over to the Inventory Clerk.

As stated in our Acceptable Use Policy for Computing, any email, document or other data saved on equipment that is the property of Northwest is not private. Servers and other equipment are not

accessed to retrieve this type of information unless requested to do so by the administration or by law enforcement officials.

When employees leave Northwest, the MIS Department is notified as part of the Personnel exit process. Network, long distance, and SIS access is terminated.

Information Systems Usage

The college's Student Information System (SIS), CampusKey, is available to all authorized users 24/7 via web access.

Batch processing falls into two separate groups. The first consists of jobs that are run during the day by various areas such as payroll, accounts payable, and accounts receivable. Other special requests not accommodated by the SIS are processed by the computer center on a first come-first served basis by submission of a work request form unless there are extenuating circumstances. The request forms must have approval of the appropriate Dean.

The second group consists of jobs that must be run at night, such as backups, due to the need to access files that are active during normal working hours. There are some jobs that are run nightly to maintain file integrity. It is the intent of this department to provide timely service for all requests.

The campus-wide network allows for access to the SIS as well as other applications on campus such as Internet access and electronic mail, which enhances communications within the college. The college's Web Page is managed by our Webmaster. Northwest does not host websites for entities which are not a part of the college. The college web portal, myNWCC, is part of the college SIS and is made available for both employees and students.

There are several learning resource labs provided for instructional use. In addition to the classroom computer labs there are open computer labs in each campus library for student use, as well as an additional open computer lab on the main campus located at the Help Desk. These labs provide Internet access and are equipped with all computer software used in the classrooms and to provide a learning resource for all students.

Information Systems Services

The services supplied by administrative data processing can be separated into two groups. The first category is routine requests, such as miscellaneous reports. The second category consists of

special requests that would require working with our software vendor, Alliant Data Systems, to enhance the computer software system used by the college, CampusKey. Both services may be requested by a work request form, which must have the approval of the appropriate Dean or Director.

The routine requests are done on a first come, first served basis unless the request is urgent or the deadline date on the request form has an extended time period. Most requests are completed within two working days of submission.

Special requests are considered and completed based on the need and urgency of the request. These requests are reviewed by the Director of MIS to determine priority. Factors considered include the time and availability of Alliant programmers, the machine resources available, effect on other colleges, and relationship with other programs and processes.

Services provided in relation to the campus wide network include access to the administrative computer system, Internet access, and electronic mail services. The network also provides security from the outside world to our internal campus network. Personal computer support technicians are available for any problems that occur in relation to network communications, computer software or computer hardware. There is a Help Desk available for faculty and staff to call with inquiries. If a technician is needed, one will be dispatched.

The Help Desk is located in one of the open computer labs on the main campus. The Help Desk Coordinator supervises the lab assistants in the lab and is also available to the students in the lab for instructional support.

It is the intent of the college to maintain classroom and open computer labs using virtual machines and desktop computers, keeping pace with current technology. All new equipment purchases or replacement requests must be requested during the budget process using Status Reports submitted to the Executive Council from each area of the college.

Information Systems Website

The Northwest Web site is maintained in-house through the Network Support Department. The site is a consolidated site for all areas of the college. Departments are not permitted to host their own sites or publish information on outside servers. Outside agencies are asked to place a link to the page on the Northwest site with the information they request to make available, so that the information provided about Northwest will be current.

Day-to-day expected updates are submitted directly to the Webmaster. All verbiage updates to current departmental information on the Web site must be submitted to the Webmaster, proofed by the Communications Department and approved by the Vice President over that department. Any department that desires to enhance or expand their pages must first get approval from the Dean or Director of that department to request that the site be updated with the information. They must then work with the Webmaster to develop the updated pages by submitting their information, and/or verbiage, and/or image(s) to the Webmaster. If there are concerns about specific information, images, or verbiage, the Webmaster will contact the department and discuss all changes that must be made before the page can continue through the approval process. Once the pages have been developed they must be submitted to Communications for proofing and then to the Vice President over that department for approval. If the change is a major one, approval must be obtained from the Executive Council.

The student access web portal resides on the administrative computer system and is maintained by Alliant Data Systems as part of the college Student Information System (SIS), CampusKey. Access to the myNWCC web portal is made available to students when an application for admissions is received. For students who have made application to the college, the portal provides access to view their basic information in addition to any documentation needed for admission. For students who are enrolled or have attended Northwest, the portal provides pertinent information concerning their academic records, registration, and financial information.

Preservation of Data Policy

It is the duty of Northwest MS Community College to preserve documents that may be relevant in any pending legal case. The duty to preserve is fundamental to the duty of disclosure. When involved in legal action, Northwest is bound by the duty of disclosure to turn over all requested printed documents and electronic records in a readable format.

E-mail is the most common type of electronic document used in litigation. Therefore, upon notification of legal action Human Resources must determine the employees involved and notify Network Support to archive all e-mail in these specific employees e-mail accounts immediately. This action will preserve these documents for submittal during the disclosure process if requested.

Student Information Systems Privacy

Northwest Mississippi Community College is committed to protecting your privacy while employing technology that gives you a useful and safe online experience. This Statement of Privacy applies to the Northwest Mississippi Community College's Web site, and governs data collection and use for all Northwest Mississippi Community College sites and services. Please read the complete Student Privacy Policy to learn additional details about how some of these sites and services protect your personal information.

Personal Information

Northwest Mississippi Community College will not disclose your personal information, except as required to do so by law, or in the good faith belief that such action is necessary to: (a) comply with legal process served on Northwest Mississippi Community College; (b) protect and defend the rights or property of Northwest Mississippi Community College or (c) act in emergency circumstances to protect the personal safety of users of Northwest Mississippi Community College, its Web site, or the public.

Under the Federal Family Educational Rights and Privacy Act of 1974, a Student's academic and financial files at Northwest Mississippi Community College will not be released to any third party without the written consent of the Student.

Use of Cookies

Cookies may be used to uniquely identify a user and they may be used to track individual preferences and other information about a web user. Canvas products use this technology to provide secure learning experiences, track usage, and manage application performance. Northwest Mississippi Community College will not use cookies to run programs on your computer.

Content and Tools used in conjunction with Canvas products may install additional cookies on your computer. This third party content may include cookies from the content issuer. These third party sites have separate and independent privacy policies. Northwest Mississippi Community College therefore has no responsibility or liability for the content and activities of these linked sites. For your protection, the College suggests you review the privacy and security policies of the company websites for each link.

Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of Canvas or other Web sites you visit.

Links to Other Websites

Northwest Mississippi Community College provides links to other websites that may be useful for our students and/or employees. The College cannot make any representation of guarantee regarding the linked sites, their content or their security. For your protection, the

College suggests that you review the privacy and security policies of the company websites for each link.

Security of your Personal Information

Northwest Mississippi Community College secures your personal information from unauthorized access, use or disclosure. The College secures the personally identifiable information you provide on computer servers in a controlled environment protected from unauthorized access, use, or disclosure. These measures include Secure Socket Layer (SSL) software during the transmission of your information, which encrypts this data. However, we cannot guarantee that your submissions to our website, any content residing on our servers, or any transmissions from our server will be completely secure.

Canvas, and online exams can only be accessed with a valid student identification number. Our Student Information System (SIS), CampusKey, assigns each student a unique student ID at the point of application. Students may access their personal information via the myNWCC web portal. The portal allows students to create their own PIN number to be used for myNWCC access when logging in for the first time. Students are responsible for keeping their student PIN number secret and confidential, and for notifying the College if they believe that their student PIN number has been stolen or might otherwise be misused.

Changes to this Statement

Northwest Mississippi Community College may occasionally update this Student Privacy Procedures, and encourages you to periodically review this Statement to remain informed of how the College is protecting your information.

Data Intrusion Policy

The Northwest network is protected in various ways, all of which are defined in our Information Services Security Policy. Northwest does have a Cyber-Insurance policy in place in case of a data intrusion. Processes have been defined for reporting and resolving any intrusion.

All data security incidents, including suspicious events, shall be reported by the employee who witnessed/identified the breach immediately (orally or via e-mail) to the college Network Support department either directly or via the Help Desk and/or their department supervisor. The Network Administrator and/or

department supervisor needs to determine the criticality of the incident. If the incident is something that will have serious impact, the Director of Management Information Systems (MIS) and Vice President for Finance will be notified and briefed on the incident. The Vice President for Finance or his/her designee will determine if other agencies, departments, or personnel need to become involved in resolution of the incident. Any public release of information concerning a computer security incident shall be coordinated through the offices of the Vice President for Finance, MIS, and Communications. Only the Director of Communications will speak to the press about an incident. The college will provide honest communication with affected employees and customers about what happened and what is being done about the problem.

The Network Support department shall take appropriate action to terminate the intruder's access (Intruder can mean a hacker, botnet, malware, etc.). Affected systems, such as those infected with malicious code or systems accessed by an intruder shall be isolated from the network until the extent of the damage can be assessed. Any discovered vulnerabilities in the network or system will be rectified by appropriate means as soon as possible. Incidents are prioritized based on how critical the affected resources are and the current and potential technical impact of the incident. Combining the criticality of the affected resources and the current and potential technical effect of the incident determines the business impact of the incident, for example, data destruction on a user workstation might result in a minor loss of productivity, whereas root compromise of the administrative server might result in a major loss of access to services, compromise secure data, and damage the college's reputation. The extent of damage must be determined and course of action planned and communicated to the appropriate parties in a timely manner. The Vice President for Finance and/or his/her designee shall manage the dissemination of incident information to other incident response agencies and law enforcement if necessary.

After the initial oral or e-mail report is filed, and if the incident has been determined to be a significant event (such as multiple workstations affected, root compromise, data breach, etc.), subsequent reports shall be provided to the Vice President for Finance and appropriate directors and/or managers. Incidents such as individual workstations infected with malware are considered minor events and need not be followed up with a written report. The incident reports shall be submitted within 24 hours of the incident. A general report to the Vice President of Finance and Director of MIS shall contain the following:

- Point of intrusion

-
- Affected systems and locations
 - System description, including hardware, operating system, and application software
 - Type of information processed
 - Incident description
 - Incident resolution status
 - Damage assessment, including any data loss or corruption
 - Organizations contacted
 - Corrective actions taken

A follow-up report shall be submitted upon resolution by those directly involved in addressing the incident outlining what processes or other items have been put in place to prevent

TELEPHONE USAGE

1. The telephone system is intended to serve the needs of the College. As such, it is essential that personal usage of the College telephone not interfere with that purpose. The College recognizes that employees sometime need to place or receive personal calls. When employees find it necessary to place or receive personal calls, such calls should be made or received during non-work periods.
2. Employees who are assigned long distance access codes are expected to act responsibly in making long distance calls. Such long distance calls shall be limited to those calls which serve the needs of the College, and no long distance calls of a personal nature will be allowed.
3. It shall be the responsibility of each supervisor to monitor the monthly long distance telephone usage report for employees who report directly to them. Excessive use or abuse may be grounds for disciplinary action.

MAIL SERVICE

1. Mail, intra-campus and off-campus, is coordinated through the Northwest Post Office, located in the McLendon Center on the Senatobia campus. Persons desiring information on the preparation of out-going mail, bulk mailing procedure, and other special instructions regarding mail services should contact the Northwest Post Office. All official mail should be submitted, unsealed, to the post office with a completed request for Postage Form attached.
2. The services offered through the Northwest Post Office are primarily for official College business purposes. The distribution of non-stamped, personal mail through the Post Office is prohibited.
3. The Northwest mail service provides a vital means of communication within the College. Each employee has access to a mail box at the post office and is responsible for checking mail on a timely basis.

INSTRUCTIONAL COUNCIL APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE:



CATEGORY: INSTITUTIONAL EFFECTIVENESS

POLICY: Strategic Planning

POLICY NUMBER: 901

ADOPTED DATE: 8/13/2020

REVIEWED/REVISED DATE: 7/28/2020

Administered by: ***Office of Institutional Research & Effectiveness***

NWCC will engage in a regular process of strategic planning that systematically evaluates the goals and outcomes of the institution, the quality and effectiveness of its programs and services, and intentionally aligns with the college's mission, vision, and values.

PROCEDURES:

EXECUTIVE COMMITTEE TO THE EXECUTIVE COUNCIL

APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE:



CATEGORY: INSTITUTIONAL EFFECTIVENESS
POLICY: Assessment of Organizational Units

POLICY NUMBER: 902
ADOPTED DATE: 8/13/2020
REVIEWED/REVISED DATE: 7/28/2020

Administered by: *Office of Institutional Research & Effectiveness*

NWCC will regularly review all organizational units, as a part of strategic planning, to ensure the quality and effectiveness of these units.

PROCEDURES: The organizational units are annually monitored through the NWCC Strategic Plan. Each organizational unit establishes unit outcomes, gathers measurement data on the outcomes, develops Plans of Action to improve outcomes, and reports specific actions taken for improvement and the results of those actions. The information provided by each unit is approved by the Vice President who supervises the unit. The organizational units' outcomes are tied to the institutional goals and objectives of the NWCC Strategic Plan.

EEXECUTIVE COMMITTEE TO THE EXECUTIVE COUNCIL

APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE:



CATEGORY: INSTITUTIONAL EFFECTIVENESS
POLICY: Assessment of Student Success

POLICY NUMBER: 903
ADOPTED DATE: 8/13/2020
REVIEWED/REVISED DATE: 7/28/2020

Administered by: *Office of Institutional Research & Effectiveness*

NWCC will regularly evaluate student success in relation to the institution's mission to ensure the quality and effectiveness of the programs offered and that the institution meets the educational needs of the students served.

PROCEDURES: Student success will be measured based on the number of students in a given fall cohort who graduate, transfer, remain enrolled, or find employment in their field.

EEXECUTIVE COMMITTEE TO THE EXECUTIVE COUNCIL

APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE:



CATEGORY: INSTITUTIONAL EFFECTIVENESS
POLICY: Assessment of Student Learning Outcomes
Administered by: *Office of Institutional Research & Effectiveness*

POLICY NUMBER: 904
ADOPTED DATE: 8/13/2020
REVIEWED/REVISED DATE: 7/28/2020

NWCC will identify and regularly assess student learning outcomes (SLOs) for each instructional program, general education competencies, and academic support services. NWCC will utilize the analysis of the assessment results to inform evidence-based improvement.

PROCEDURES: A Student Learning Outcome committee will be tasked with the oversight and evaluation of student learning outcomes. The committee will review all student learning outcomes and identify outcomes that need to be created or revised. The committee will provide guidance and appropriate support for the integration of SLOs within the overall strategic plan and institutional effectiveness of the institution.

EXECUTIVE COMMITTEE TO THE EXECUTIVE COUNCIL

APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE:



CATEGORY: INSTITUTIONAL EFFECTIVENESS
POLICY: Assessment of Instructional Programs

POLICY NUMBER: 905
ADOPTED DATE: 8/13/2020
REVIEWED/REVISED DATE: 7/28/2020

Administered by: *Office of Institutional Research & Effectiveness*

NWCC will regularly evaluate its instructional programs as part of the strategic planning process to ensure their quality and effectiveness.

PROCEDURES: Each instructional program will be evaluated once in each five-year period. Programs are reviewed by major functional areas and/or locations whenever possible. Instructional programs that are offered on multiple campuses, or through distance learning, will be assessed as a single unit.

An annual Instructional Program Review meeting will be held each academic year to provide the review committee an opportunity to discuss the documents, ask questions of the appropriate instructional program coordinators, and make any recommendations for the Instructional Affairs Council for the improvement of the instructional programs.

The Office of Institutional Research and Effectiveness will produce a Program Assessment Report which includes committee recommendations for program improvement. The Program Assessment Report will be presented to the Vice President of Instruction and the Instructional Affairs Council.

EEXECUTIVE COMMITTEE TO THE EXECUTIVE COUNCIL

APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE:



CATEGORY: INSTITUTIONAL EFFECTIVENESS
POLICY: Internal and External Research

POLICY NUMBER: 906
ADOPTED DATE: 5/13/2021
REVIEWED/REVISED DATE: 5/13/2021

Administered by: *Office of Institutional Research & Effectiveness*

The Office of Institutional Research and Effectiveness will serve as a clearinghouse for all research (surveys, questionnaires, focus groups, etc.) that is conducted at Northwest Mississippi Community College.

PROCEDURES: Research conducted at NWCC requires approval from the External Research Committee, which is contacted through the Office of Institutional Research and Effectiveness. Any individual (NWCC personnel or an external researcher) must request authorization to conduct research, including research that involves surveys or questionnaires administered to any group of employees and/or students, focus groups or other interviews, or information from electronic data files. This policy applies to all research requests to use Northwest Mississippi Community College (NWCC) students, faculty, staff, or data, and is not conducted directly by NWCC for the primary purpose of institutional research.

Approval Process:

- Individuals conducting research on two or more of Mississippi's community and junior colleges who wish to include subjects from NWCC should first obtain permission to conduct the research from the Mississippi Association of Community Colleges (MACC). The application and instructions checklist for such research can be found on the Mississippi Community College Board (MCCB) web page.
- Individuals who wish to conduct research for external purposes which only includes subjects from NWCC should provide a document describing all the pertinent aspects of their research, according to the guidelines in the application.
- The completed application, along with IRB approval from the cooperating agency, MACC Approval if required, any informed consent forms, and any survey or interview instruments should be emailed to the chair of the External Research Committee at research@northwestms.edu.
- The External Research Committee will review the application and determine whether the research request is approved and will communicate their decision to the Principal Investigator in an official approval letter from the college.
- Submission of an application to NWCC does not equal approval. You may not begin this research until you have an approval letter.
- NWCC reserves the right to terminate any and all external research at the discretion of the President or the External Research Committee.
- All inquiries and proposals should be submitted in electronic form to research@northwestms.edu.

Guidelines:

- All internal research will be conducted to the highest ethical standards. NWCC students, faculty, and staff participating in research must be fully informed as to the purpose of the research, risks and benefits, and what participation will entail; give their consent to participate; and be free to withdraw from the research at any time.
- NWCC, its students, faculty, and staff involved in external research will not be identified when findings are presented or published.
- The researcher agrees to inform the Office of Institutional Research and Effectiveness when the research is complete, and to provide Office of Institutional Research and Effectiveness a copy of the results of the study.

EXECUTIVE COMMITTEE TO THE EXECUTIVE COUNCIL

APPROVED DATE:



CATEGORY: GENERAL POLICIES

POLICY: INCLEMENT WEATHER

POLICY NUMBER: 1001

ADOPTED DATE: 5/13/2021

REVIEWED/REVISED:

Administered by: **VICE PRESIDENT FOR ADMINISTRATION AND FINANCE**

In the case that Northwest Mississippi Community College must close due to inclement weather conditions, administrators will make that decision based on weather conditions at all campus locations and notify students, employees and community members through local television stations and the College's instant messaging system (Ranger Alert).

PROCEDURES:

If the College closes for inclement weather or natural disaster, only designated personnel from the following departments will be required to report to work:

- a. Food Service
- b. Housekeeping
- c. Housing
- d. Physical Plant
- e. Campus Police

Employees from these departments who are required to work will be designated and so notified by their supervisors.

Employees from DeSoto Center, Lafayette-Yalobusha Technical Center, and other off campus sites who need to report in cases of inclement weather will be designated and so notified by their respective Center Deans.

Employees required to report for work during this time will receive additional time off equal to the number of hours worked. This additional time off must be taken before the end of the fiscal year in which it was earned. Time not taken will be forfeited by the employee. Employees provided with campus housing will be excluded from receiving the additional time off under this policy.

- Employees will be notified through the Ranger Alert system
- Communications staff will notify all Memphis TV stations
- An updated message will be placed on the main campus switchboard (662) 562-3200
- An announcement will be posted on the college Web site: www.northwestms.edu
- Notification will be placed on social media

Please note that if school reopens following inclement weather, some TV stations will not post an "open" status. If you do not see Northwest listed as "closed," then classes will be held. However, an "open" status can be noted on the Web site and

on the phone recording.

COUNCIL APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE: **5/3/21**



In the event of a natural or man-made disaster, emergency or a special circumstance that poses a danger to the faculty, staff, or students of Northwest Mississippi Community College the President or his designee will make the decision as to whether or not to order the evacuation or closure of the College or a campus of the College.

PROCEDURES:

The President will consult with campus administrators, Campus Police, and community assets as necessary to determine the extent and terms of the closure, and the segments of the campus community who will receive the notification. The President will, without delay, and taking into account the safety of the community, determine the content of the notification and inform the Vice-President for Administration and Finance or the Director of Marketing and Strategic Communications, who will initiate the notification system. The President may delay the issue of a notification if, in his professional judgment, the notification could reasonably be expected to compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The President may direct that all available campus resources assist in an evacuation or closure. The President may further request the assistance of community resources. These resources may include but are not limited to Law enforcement agencies; college administrators, faculty or staff; county emergency management staff; or media outlets and weather services.

Notification of Evacuation/Closure

Evacuation/Closure of the College may be communicated to the faculty, staff, students and others in the following ways.

- The Ranger alert system to faculty and staff.
- Announcements made on radio and television stations.
- Information by calling 562-3314 or 562-3200
- Loudspeakers on Campus Police vehicles
- NWCC web page

Evacuation

In the event of an emergency and it is determined the campus is to be evacuated/closed all non-emergency personnel are asked to evacuate as quickly as possible by way of the nearest exit. Evacuation maps are available in the emergency plan.

Evacuation Drills

The evacuation test procedures (these procedures may be simulated)

- The Vice-President for Student Services will initiate the test by use of the notification system.
- Building directors will clear their buildings of responsibility.
- Campus Police will clear the common areas of campus and assist in removing people from the campus.
- Campus Police will also lock the gates after the evacuation and prevent reentry on to campus.
- The test will continue until the Vice-President gives an all-clear message.

Each test will be documented with a description of the exercise, the date, time and whether it was announced or unannounced.

INSTRUCTIONAL COUNCIL APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE: **5/3/21**



CATEGORY: GENERAL POLICIES

POLICY: Funerals/Memorial Services/Sympathy
Notices

POLICY NUMBER: 1003

ADOPTED DATE: 5/13/2021

REVIEWED/REVISED:

Administered by: **VICE PRESIDENT OF ADMINISTRATION AND FINANCE**

Funeral visitations and memorial or funeral services for current students, current or retired employees, and current or former trustees of the College, or a prominent public figure(s) may be held on campus. The President may authorize the use of a facility, such as the Howard Coliseum or Fine Arts Auditorium, to assist the community in mourning **only** when other community facilities are of insufficient size for the ceremony.

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- PROCEDURES:** The Haraway Center Manager is responsible for reserving space for funeral visitations and memorial services.
- Implementation/Guidelines
1. To make a request to use a campus facility for a funeral or memorial service, please contact the Haraway Center Manager.
 2. The requesting party must be a member of the family of the deceased.
 3. The college must be given 24 hours to respond to the request.
 4. The facility will be available no longer than three hours for a visitation and two hours for a memorial service.
 5. For an additional fee and catering cost, a reception area may be available following a memorial service only. No alcohol is permitted on campus property.
 6. Regular room rental rates will apply unless waived by the President. Any and all fees and charges are to be billed to the funeral home responsible for arrangements.

INSTRUCTIONAL COUNCIL APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE: **5/3/21**



CATEGORY: GENERAL POLICIES

POLICY: Intellectual Property Rights

POLICY NUMBER: 1004

ADOPTED DATE: 5/13/2021

REVIEWED/REVISED:

Administered by: **VICE PRESIDENT OF INSTRUCTION**

All work products created or produced using the College's resources, facilities, or time are considered to be property of Northwest Mississippi Community College. Products developed on personal time using personal resources shall be deemed property of the individual. All revenue derived from College owned products is unrestricted for institutional budgeting purposes, while any revenue gained from individually owned work products is discretionary for the developer. This policy is applicable to all faculty, staff, and students.

PROCEDURES:

COUNCIL APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE: **5/3/21**



CATEGORY: GENERAL POLICIES

POLICY: Parking

POLICY NUMBER: 1005

ADOPTED DATE: 5/13/2021

REVIEWED/REVISED

Administered by: **VICE PRESIDENT OF ADMINISTRATION AND FINANCE**

Employees are to comply with parking regulations of the College and will be held responsible for paying any tickets issued. Employee decals are intended to be used only by the employee and not the employee's dependents. Additional parking procedures for all members of the College community can be found in the Bulletin.

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PROCEDURES:

COUNCIL APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE: **5/3/2021**



CATEGORY: GENERAL POLICIES

POLICY: Smoking/Tobacco Cessation

POLICY NUMBER: 1006

ADOPTED DATE: 5/13/2021

REVIEWED/REVISED:

Administered by: **VICE PRESIDENT OF ADMINISTRATION AND FINANCE**

Northwest Mississippi Community College facilities, grounds, and vehicles are tobacco-free. This tobacco free policy prohibits the use of all tobacco products as defined by the American College Health Association, which includes all tobacco derived or containing products, including but not limited to cigars, cigarettes, hookah smoked products and oral tobacco, (spit and spit less, smokeless, chew and snuff). The use of electronic smoking devices (also known as electronic cigarettes or e-cigarettes) is prohibited. This policy applies to faculty, staff, students, and visitors.

PROCEDURES:

COUNCIL APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE: **5/3/2021**



CATEGORY: GENERAL POLICIES

POLICY: SOLICITATION

POLICY NUMBER: 1007

ADOPTED DATE: 5/13/2021

REVIEWED/REVISED

Administered by: VICE PRESIDENT OF ADMINISTRATION AND FINANCE

For the purpose of maintaining an orderly working atmosphere and avoiding unnecessary interruptions of employees at their work, distribution of written materials or solicitation by non-employees on College property is prohibited. Solicitation by employees is prohibited in working areas or during working time.

PROCEDURES:

COUNCIL APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE: **5/3/2021**



CATEGORY: GENERAL POLICIES

POLICY: SOCIAL MEDIA

POLICY NUMBER: 1008

ADOPTED DATE: 5/13/2021

REVIEWED/REVISED:

Administered by: **CHIEF OF STAFF**

In order to communicate effectively with current and future students, faculty, staff, alumni, and donors Northwest must maintain a high profile on a wide variety of social media platforms. In order to operate within these mediums effectively, the College will maintain procedures to ensure that any and all interactions on behalf of Northwest or otherwise represent the College's and students' best interests.

Content that is threatening, obscene, a violation of intellectual property rights or privacy laws or otherwise injurious or illegal is prohibited. Laws and Northwest policies governing inappropriate conduct such areas as sexual harassment, bullying, discrimination, defamation, infringement of copyright and trademark rights, and unauthorized disclosure of student records and other confidential and private information apply to communications by Northwest students, faculty and staff through social media.

PROCEDURES:

COUNCIL APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE: **5/3/2021**



CATEGORY: GENERAL POLICIES

POLICY: Weapons on Campus

POLICY NUMBER: 1009

ADOPTED DATE: 5/13/2021

REVIEWED/REVISED:

Administered by: VICE PRESIDENT OF ADMINISTRATION AND FINANCE

The possession of pistols, firearms, or other weapons on college premises or at college functions creates unreasonable and unwarranted risk of damage, injury or death to the College's employees, students, visitors, and guests, and to College and personal property. Because of such dangers, the College prohibits the possession of pistols, firearms, or weapons in any form by any person on the College's premises or at functions, regardless of whether any such person possesses a valid "regular" firearm permit or permit issued by another state to carry such pistols, firearms, or weapons. This policy does not apply to authorized law enforcement officials; nor, in public areas of the College, to non-students and non-employees with an "enhanced" or training endorsement firearm permit issued by the State of Mississippi.

PROCEDURES:

INSTRUCTIONAL COUNCIL APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE: **5/3/2021**



CATEGORY: GENERAL POLICIES

POLICY: PETS

POLICY NUMBER: 1010

ADOPTED DATE: 5/13/2021

REVIEWED/REVISED:

Administered by: VICE PRESIDENT OF ADMINISTRATION AND FINANCE

In an effort to provide a clean, quiet and safe environment, the College does not permit pets to be kept in campus facilities, except for single family dwellings. The pets falling into these few exceptions are not to roam unrestricted on campus grounds. The College is neither responsible nor liable for any damages and/or injuries caused or inflicted by such pets.

PROCEDURES:

COUNCIL APPROVED DATE:

EXECUTIVE COUNCIL APPROVED DATE: **5/3/2021**