MISSISSIPPI GULF COAST COMMUNITY COLLEGE

Policies and Procedures Manual

Mississippi Gulf Coast Community College
Policies and Procedures Manual

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In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other applicable Federal and State Acts, the Board of Trustees of the Mississippi Gulf Coast Community College (MGCCC) hereby adopts a policy assuring that no one shall, on the grounds of race, religion, color, national origin, sex, pregnancy, age or qualified disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College, including in admission and employment. Acts of lawful discrimination, harassment, and retaliation will not be tolerated at Mississippi Gulf Coast Community College. MGCCC is an Equal Opportunity Employer and welcomes students and employees without regard to race, religion, color, national origin, sex, pregnancy, age, or qualified disability. Compliance with section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title II of the Age Discrimination Act, and Title IX of the Education Amendments of 1972 are coordinated by the Compliance Officer, Perkinston Campus, P. O. Box 609, Perkinston, Mississippi 39573, telephone number 601- 528-8735, email address compliance@mgccc.edu

SECTION ONE

The College

TITLE: PURPOSE OF THE POLICIES AND PROCEDURES MANUAL

I. STATEMENT. The Policies and Procedures Manual is designed to provide information that will aid all college employees in their efforts to achieve excellence at Mississippi Gulf Coast Community College (MGCCC). The Manual contains information concerning institutional policies and procedures to help each employee in the performance of his or her job, as well as conceptual and narrative descriptions of the governance and organization of MGCCC. It is important that each employee familiarize himself or herself with college operating policies and procedures as described in the Policies and Procedures Manual.

II. PROCEDURES AND RESPONSIBILITIES

a. Each entry within the Policies and Procedures Manual shall as appropriate consist of the following components:
    i. statement number,
    ii. identified office of person responsible (OPR),
    iii. title,
    iv. statement, and
    v. procedures and responsibilities.
b. For record keeping purposes, the Policies and Procedures Manual shall contain an appendix composed of the following entries for each policy:
    i. statement number,
    ii. title,
    iii. Board action dates,
    iv. review date,
    v. entity reviewed by, and
    vi. action taken.
c. Review of each policy within the Policies and Procedures manual shall be conducted as needed but not less than every three years.

TITLE: HISTORY OF MISSISSIPPI GULF COAST COMMUNITY COLLEGE

I. STATEMENT. On September 5, 1911, the Harrison County School Board established the Harrison County Agricultural High School, an action that marked the beginning of the present Mississippi Gulf Coast Community College. As an inducement to locate the school in the little town of Perkinston, a number of prominent citizens donated 566 acres of land and $626. Their efforts were successful and, with one building, Huff Hall, the institution began operation on September 17, 1912.

On June 5, 1916, Stone County was formed from the northern part of Harrison County and the school continued under the dual support of both counties.

Realizing that a new educational concept, the junior college, was ideally suited to the needs of Mississippi, the legislature in 1924 enabled the counties to cooperate with the state in offering education beyond the high school level to all who could profit from it and in their home community. One of the first junior colleges to be organized was founded in conjunction with the Harrison-Stone County Agricultural High School. Jackson County added its support to the coming institution in the summer of 1925 and the new institution opened on September 14, 1925, and the Harrison-Stone-Jackson Agricultural High School and Junior College offering the first year of Junior College work. Sophomore classes were added in the 1926-27 session and the first class of one student finished on May 20, 1927. On July 15, 1942, George County added its support to the institution, which then took the official name of Perkinston Junior College.

The institution served the needs of its community endeavoring to fulfill its purpose: “To develop the cultural, intellectual, and character resources of the people of this area, point the way to an economic livelihood based on natural resources, and promote responsible citizenship.”

In May 1962, 50 years after its organization, the Agricultural High School division was discontinued, and local high schools provided for the youth of the community. On May 10, 1962, the Governor of the State of Mississippi signed into law House Bill 597 which created the Mississippi Gulf Coast Junior College District. This bill wiped out county lines as far as the college was concerned. The District became a single unit in which each taxpayer shared equally in to support junior college education for the area. The District was founded In order to bring higher education to the people so that they could train and/or retrain to meet the needs of business and industry; to enable young people to live at home, hold jobs, and go to school, to bring cultural as well as academic enrichment to people of all ages.

In September 1965, Mississippi Gulf Coast Community College became a tri-campus institution when two new campuses were opened on the Gulf Coast - Jefferson Davis Campus (renamed Harrison County Campus in 2020) in Handsboro and Jackson County Campus in Gautier. In 1965, the Seabee Base Manpower Training Center (founded the previous year) became a branch of the new Jefferson Davis Campus. After its removal to the Industrial Seaway in 1968 this branch took the name Harrison County Occupational Training Center. In 1972, George County Occupational Training Center (renamed George County Center in 2001) opened in Lucedale as a branch of Perkinston Campus. In 1973, Keesler Center opened at Keesler Air Force Base as a branch of Jefferson Davis Campus. In 1985, West Harrison County Occupational Training Center (renamed West Harrison County Center in 2001) opened in Long Beach as a branch of the Jefferson Davis Campus.

To clearly reflect the comprehensive nature of the college, the name was changed on October 1, 1987, to Mississippi Gulf Coast Community College.

In spring 1991, the college relocated the Harrison County Occupational Training Center to Intraplex 10 with the opening of the Mississippi Gulf Coast Applied Technology and Development Center. In spring 2007, the center's name was changed to the Mississippi Gulf Coast Advanced Manufacturing and Technology Center. Established as a partnership among Mississippi Gulf Coast Community College, Mississippi Power Company and the Harrison County Development Commission, the center was founded to serve as a training facility in support of economic development activities on the Mississippi Gulf Coast. In 1996, a campus "without walls" concept was introduced, resulting in a fourth campus called Community Campus.

In August 2000, the Naval Construction Battalion Center at the Seabee Base in Gulfport was established as part of Mississippi Gulf Coast Community College. Classes began in January 2001, providing even more services to meet the diverse needs of Gulf Coast residents, both military and civilian. The Gulf Coast office at the base is in the Moreell Building, which is just inside the Broad Avenue entrance in Gulfport.

MGCCC opened the Haley Reeves Barbour Maritime Training Academy in Pascagoula in 2013, followed by the Tradition Center—home of the Nursing and Simulation Center in Biloxi—in 2018, and most recently expanded to an eleventh location in 2024 at the George County Regional Correctional Facility, where justice-involved individuals can learn a skilled trade. With these additions, MGCCC now operates 11 campuses and centers across its four-county district.

Locations of Mississippi Gulf Coast Community College include:

ADVANCED MANUFACTURING AND TECHNOLOGY CENTER
Gulfport, Mississippi

DISTRICT OFFICE
Perkinston, Mississippi

GEORGE COUNTY CENTER
Lucedale, Mississippi

GEORGE COUNTY CORRECTIONAL FACILITY
Lucedale, Mississippi

JACKSON COUNTY CAMPUS
Gautier, Mississippi

HARRISON COUNTY CAMPUS
Gulfport, Mississippi

KEESLER CENTER
Keesler Air Force Base, Mississippi

MARITIME TRAINING ACADEMY
Pascagoula, Mississippi

NAVAL CONSTRUCTION BATALLION CENTER
Gulfport, Mississippi

PERKINSTON CAMPUS
Perkinston, Mississippi

WEST HARRISON COUNTY CENTER
Long Beach, Mississippi

The Tradition Center
Biloxi, Mississippi

Statement No. 102
OPR -PRESIDENT
May 5, 2008
April 23, 2014
February 20, 2019

TITLE: MISSION, VISION, AND CORE VALUES OF MISSISSIPPI GULF COAST COMMUNITY COLLEGE

MISSION

The mission of Mississippi Gulf Coast Community College is to meet the educational and community needs in George, Harrison, Jackson, and Stone counties by providing superior instruction through traditional and technological formats to offer workforce pathways, certificates, diplomas, and associate transfer and applied degrees. The college embraces lifelong learning, productive citizenship, service learning, and leadership development in a dynamic and innovative learning environment.

Making a positive difference…

VISION

Mississippi Gulf Coast Community College will be a globally competitive learning community with an entrepreneurial spirit that cultivates student success.

CORE VALUES

Accountability: An acceptance of responsibility for appropriate actions, obligations and duties.

Collaboration: A process that facilitates transfer of knowledge, skills and attainment of common goals.

Excellence: A motivation where the highest standards are viewed as benchmarks to surpass.

Integrity: A commitment to honesty and ethical behavior in all situations.

Leadership: A process of directing groups of people toward a common goal.

Respect: A feeling of esteem or regard for the unique qualities of all individuals.

Service: An action performed for others without the desire for personal gain.
Social Responsibility: An ethical, inclusive approach to serve and engage our community.

TITLE: INSTITUTIONAL COMMITMENTS OF MISSISSIPPI GULF COAST COMMUNITY COLLEGE

I. Teaching and Learning

The processes of engagement and communication between teacher and learner around a robust curriculum and strong support system that result in the acquisition of skills and an increase in knowledge.

II. Student Experience

Cultivating an environment that prepares students to achieve their goals and become productive members of society.

III. Engagement and Partnerships

An intentional focus on understanding and responding to the current and emerging needs of internal constituents, external partners, and the Gulf Coast region.

IV. Institutional Excellence

Focus on institutional operations and efficiencies, infrastructure, resources, and facilitate the advancement of the College's commitments, constituents, and community.

Statement No. 104
OPR – PRESIDENT
May 5, 2008
July 9, 2008
December 11, 2008
October 21, 2009
November 9, 2018
December 16, 2020
June 22, 2022
June 19, 2024
November 19, 2025

TITLE: ACCREDITATION

I. STATEMENT. Mississippi Gulf Coast Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Mississippi Gulf Coast Community College may also offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Mississippi Gulf Coast Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Mississippi Gulf Coast Community College is accredited by the Mississippi Commission on College Accreditation.

The following programs hold specialized professional accreditation:

*ASSOCIATE DEGREE NURSING — Mississippi Board of Trustees of State Institutions of Higher Learning, 3825 Ridgewood Road, Jackson, MS 39211 (601-432-6486) and nationally accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, Telephone number 404-975-5000.

COSMETOLOGY –License #560305/Registration #01-36306 (George County Center) and Cosmetology License #566803/Registration #08-16174 and Manicuring License #547950/Registration #08-16174 (West Harrison County Center), State of Mississippi Board of Cosmetology, 239 North Lamar Street, Suite 301, Jackson, MS 39201, Telephone number-601-359- 1820. www.msbc.ms.gov

CULINARY ARTS TECHNOLOGY AND BAKING AND PASTRY TECHNOLOGY – American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC), 180 Center Place Way, St. Augustine, FL 32095, Telephone number 904-824-4468. Website www.acfchefs.org.

EMERGENCY MEDICAL SCIENCES-PARAMEDIC — Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 113th Street N., #7709, Seminole, FL 33775, Telephone number 727-210-2350, mail@caahep.org, under the recommendation of the Committee on Accreditation for the EMS Professions (CoAEMSP), 8301 Lakeview Parkway, Suite 111-312, Rowlett, Texas 75088. Telephone: 214-703-8445. Website: www.coaemsp.org.

MASSAGE THERAPY – Non-Conditional License #1711, Mississippi State Board of Massage Therapy (MSBMT), P.O. Box 20, Morton, MS 39117. Telephone number: 601-732-6038. www.msbmt.ms.gov.

MEDICAL ASSISTING Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 113th Street N., #7709, Seminole, FL 33775, Telephone number 727-210-2350, mail@caahep.org, under the recommendation of Medical Assisting Education Review Board (MAERB), 2339 N. California Ave., #47138, Chicago, IL 60647, Telephone number 800- 228-2262. Website www.maerb.org.

MEDICAL LABORATORY TECHNOLOGY – National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N River Road, Suite 720, Rosemont, IL 60018-5119, Telephone number 773-714-8880, info@naacls.org.

*OCCUPATIONAL THERAPY ASSISTANT – Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814, telephone number (301) 652-6611. Website www.acoteonline.org.

*PRACTICAL NURSING — Mississippi Community College Board (MCCB), 3825 Ridgewood Road, Jackson, MS 39211, Telephone number (601-432-6518), Mississippi State Board of Nursing (MSBON), 713 Pear Orchard Rd, Plaza II Suite 300, Ridgeland, MS 39157, Telephone number 601-957-6300, and nationally accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road, NE, Suite 1400, Atlanta, GA 30326, Telephone number 404-975-5000.

*RADIOLOGIC TECHNOLOGY — The Joint Review Committee on Education in Radiological Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, Telephone number 312-704-5300, mail@jrcert.org.

RESPIRATORY CARE TECHNOLOGY — Commission on Accreditation for Respiratory Care (CoARC), 264 Precision Blvd, Telford, TN 37690, Telephone Number 817-283-2835. Website www.coarc.com.

SIMULATION CENTER – Society of Simulation in Healthcare (SSH), 2021 L Street, NW, Suite 400, Washington, DC 20036. Telephone: 866-730-6127. Website www.ssih.org.

SURGICAL TECHNOLOGY – Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 113th Street N., #7709, Seminole, FL 33775, Telephone number 727-210-2350, mail@caahep.org, under the recommendation of Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 19751 East Main Street, Suite #339, Parker, CO 80138, Telephone number 303-694-9262, info@arcstsa.org.

In accordance with U.S. Department of Education licensure disclosure requirements, MGCCC has procedures in place to determine the location of the students at the time of admittance to the college, when registering for a program leading to licensure, or when changing a program of study for the purpose of notifying the student of required licensure disclosures. In addition, the college website provides a map of the United States that displays which States accept licensures for the programs listed in this policy.

*These accrediting agencies are recognized by the United States Department of Education.

TITLE: SUBSTANTIVE CHANGE

I. STATEMENT. Mississippi Gulf Coast Community College notifies the Southern Association of Colleges and Schools, Commission on Colleges, of changes in accordance with the Commission's substantive change policy, and when required, seeks approval prior to the initiation of changes.

A substantive change is a significant modification or expansion in the nature and scope of the mission of Mississippi Gulf Coast Community College. Substantive changes include high-impact, high-risk changes and changes that can impact the quality of educational programs and services. Some new programs, locations, and other institutional changes are subject to notification and/or approval as defined in *Substantive Change Policy and Procedure.* Mississippi Gulf Coast Community College recognizes its responsibilities for the reporting of substantive changes to the Southern Association of Colleges and Schools, Commission on Colleges in accordance with the definitions and procedures outlined in the *Substantive Change Policy and Procedures.*

Statement No. 105
OPR – VICE PRESIDENT, ADMINISTRATION AND FINANCE
August 22, 1977
November 2, 1977
December 6, 1988
February 25, 1999
May 5, 2008
March 13, 2024
August 21, 2024

TITLE: COMPLIANCE POLICY

I. STATEMENT. In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other applicable Federal and State Acts, the Board of Trustees of the Mississippi Gulf Coast Community College (MGCCC) hereby adopts a policy assuring that no one shall, on the grounds of race, religion, color, national origin, sex, pregnancy, age or qualified disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College, including in admission and employment. Acts of lawful discrimination, harassment, and retaliation will not be tolerated at Mississippi Gulf Coast Community College.

MGCCC is an Equal Opportunity Employer and welcomes students and employees without regard to race, religion, color, national origin, sex, pregnancy, age, or qualified disability.

Compliance with section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title II of the Age Discrimination Act, and Title IX of the Education Amendments of 1972 are coordinated by the Compliance Officer, Perkinston Campus, P. O. Box 609, Perkinston, Mississippi 39573, telephone number 601-528-8735, email address compliance@mgccc.edu.

Short form to be printed on official college publications- - - - - -

Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, color, religion, national origin, sex, pregnancy, age, or qualified disability in its programs and activities.

For further information, contact the Compliance Officer P.O. Box 609, Perkinston, Mississippi, 39573, telephone number 601-528-8735, email address compliance@mgccc.edu.

Statement No. 106
OPR – PRESIDENT
July 1, 1978
December 6, 1988
January 11, 1996
May 5, 2008

TITLE: STATEMENT OF ETHICS FOR MISSISSIPPI GULF COAST COMMUNITY COLLEGE EMPLOYEES

I. STATEMENT. Mississippi Gulf Coast Community College employees must conform to an ethical code. The code must be idealistic and at the same time practical so that it can apply reasonably to all College employees. The College employee must acknowledge that the College belongs to the public served for the purpose of providing educational opportunities to all. The College employee assumes the responsibility for providing professional leadership in the College and in the community. This responsibility requires the employee to maintain standards of exemplary professional conduct. It must be recognized that the employee's actions will be viewed and appraised by the community, professional associates, staff, and the students. To these ends the College employee must subscribe to the following statement of ethics.

II. PROCEDURES AND RESPONSIBILITIES

The College employee must:

A. Place the well-being of students as the fundamental value for all decisions made and actions taken.

B. Fulfill professional responsibilities with honesty and integrity.

C. Support the principle of due process and protect the civil and human rights of all mankind.

D. Obey local, state, and national laws and not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.

E. Implement College operating policies of the Board of Trustees, Mississippi Gulf Coast Community College, develop procedures, duties and responsibilities to carry out these College operating policies; and carry these out to the best of the individual employee's abilities.

F. Pursue appropriate measures to correct those laws, policies and regulations that are not consistent with sound educational goals.

G. Avoid using positions for personal gain through political, social, religious, economic, or other influence.

H. Accept academic degrees or professional certificates only from duly accredited institutions.

I. Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.

J. Honor all contracts until fulfillment or release.

SECTION TWO

Organization and Administration

TITLE: BOARD OF TRUSTEES BYLAWS

I. STATEMENT. The operation and control of the Mississippi Gulf Coast Community College (MGCCC) district and the college operated therein is vested in a twenty-three (23) member Board of Trustees representing each of the four (4) counties lying within the district: George, Harrison, Jackson, and Stone. The members of the Board of Trustees have those duties and powers prescribed by law in Sections 37-29-401 through 437, Mississippi Code of 1972, Annotated.

In addition to these laws and consistent therewith, the college maintains Bylaws of the MGCCC Board of Trustees which define the rules and regulations pertaining to actual conduct of Board operation. All recommended changes to these Bylaws must be submitted to the Board for consideration and approval.

Copies of the Board of Trustees Bylaws can be obtained from the Office of the Vice President for Administration. It is the responsibility of the Vice President for Administration to annually review the Board of Trustees Bylaws.

TITLE: APPOINTMENT TO THE BOARD OF TRUSTEES

I. STATEMENT. The operation and control of the Mississippi Gulf Coast Junior College District and the college operated therein shall be vested in a board of trustees representing each of the four (4) counties lying within the district. The board of trustees shall consist of twenty-three (23) members. Of the said number, Harrison County shall be entitled to eight (8) members, Stone County shall be entitled to three (3) members, George County shall be entitled to three (3) members and Jackson County shall be entitled to eight (8) members. In no event in the future shall any of the counties have more than the number hereinabove established. The members of the board of trustees from each county shall be elected by the board of supervisors of the county. Except as hereinafter specified the term of office of each trustee shall be five (5) years. The members of the board of trustees serving on July 1, 1989, shall continue to serve until their terms expire. All shall be appointed for a term of five (5) years each. There shall be one (1) additional member of the board who shall be selected by the members of the board of trustees who shall reside alternatively in Jackson and Harrison Counties, with the initial appointment to be made from Jackson County for a term of five (5) years. A current list of the Board of Trustees may be obtained by contacting the President's Office**.**

II. PROCEDURES AND RESPONSIBILITIES

Board members are appointed with terms to expire in December and June.

A. In May and November each year, the President will review the list of board members in preparation for reappointment of members whose terms will expire the following year. For those members so identified, the President will:

1. Prepare letters to inform the County Chancery Clerk of the term expiration. The letter will ask that this information be brought to the attention of the Board of Supervisors.

2. If no reply is received within 30 days of the term expiration date, the President will send a follow-up request to the Chancery Clerk asking for official notification of the reappointment action.

Statement No. 200.2
OPR - PRESIDENT
July 1, 1976
January 16, 1989
May 5, 2008

TITLE: BOARD OF TRUSTEES MEETING PRESENTATIONS

I. STATEMENT. The Board of Trustees, on June 18, 1975, approved a plan proposed by the President to provide a presentation on some area of the College Operation each month (see Minutes Book, Page 2119). On June 29, 1976, the President added the content of Paragraph Three (3) under section II.A. below.

II. PROCEDURES AND RESPONSIBILITIES

A. The President will select subjects concerning the college operations, instructional program, or student activities of interest to the Board and assign appropriate individuals to present an informative report at a designated Board of Trustees meeting.

Board presentations should be limited in length, brief and to the point of providing Board members with a clear perspective of the selected subject area.

Presenters may use presentation software and/or printed handouts as long as these materials have been approved by the President prior to distribution.

B. The Vice President for Instruction and Student Services is responsible for submitting board presentation recommendations to the President for approval.

TITLE: PREPARATION OF BOARD MEETING AGENDAS

I. STATEMENT. The Board of Trustees meetings hall has the following agenda format. For each action and/or item on the agenda that requires a vote, there is a notation to the left of the item as to whether the item requires a motion. For those items requiring action, the actual wording of the motion to enact the action is provided. Accordingly, to aid in the preparation of the monthly agenda, the following procedures and responsibilities shall be adhered to. Exceptions will be made to these only with the approval of the President.

II. PROCEDURES AND RESPONSIBILITIES

The office of the President is responsible to prepare and distribute the board letter, to which a tentative agenda is attached; and to prepare the final agenda for each board meeting. The monthly board letter shall be provided to board members on Friday prior to the board meeting, which is held on the Wednesday following the third Monday of each month.

Persons desiring to enter items on the board agenda for the board letter shall notify the office of the President, in writing, via email, at least five days prior to emailing of the board letter, agenda and reports, hereinafter referred to as the "board packet." ALL AGENDA ITEMS SHOULD BE INCLUDED IN THIS LETTER.

A. When submitting requests to have items included on the agenda, document the item as it is requested to appear; indicate whether action is required or not; and if action is required, include the wording of the motion to adopt the action. For example:

Example:
AGENDA ITEM:
Title: Reappointment of XXX to the College Foundation Board of Directors.
Recommended Motion: "to approve the reappointment of XXX to the College Foundation Board of Directors."

Example:
AGENDA ITEM:

Title: Advertise for Bids – XXX, XXX Campus – Dr. XXX
Recommended Motion: “to approve the advertising of bids for XXX.”

B. When an emergency arises that needs to be placed on the agenda after the initial board packet is provided to the board, and preparation of the final agenda, the above provisions will apply except that the due date to have the recommendations in the office of the President is Monday noon, preceding the board meeting.

C. All persons having an input into the agenda must abide by the above formats, procedures and dates or requested items will not be included in the board agenda. Exceptions to this will be made by the President at his discretion.

TITLE: PLANNING MANUAL

I. STATEMENT. The Mississippi Gulf Coast Community College accepts and recognizes the College Planning Manual to describe and outline all duties and activities related to the College planning process. The MGCCC Planning Manual shall be maintained in the Office of Institutional Research and Planning. The Manual contains the following information: 1) Membership of operating College governance councils; 2) Duties and responsibilities of governance councils; 3) Complete description of the college planning process and all planning activities. 4) Relationships between budgeting and planning process; and 5) Complete list of all education, administrative and service planning units.

The Planning Manual is reviewed and updated annually through the Planning Council, Executive Council, and College President. All changes to the College Strategic Plan are subject to the approval of the Board of Trustees. The Planning Manual is published for all stakeholders of the Institution through the college website.

TITLE: ORGANIZATIONAL CHARTS

I. **STATEMENT:** Organizational charts of the Mississippi Gulf Coast Community College are posted on the college web site. The charts are updated as needed by the Vice President, Administration and Finance.

TITLE: TITLES AND TERMS

District Office Positions

Vice Presidents. (Professional, Administrative and Management): Vice Presidents are employed by the Board of Trustees on recommendation of the President. They report directly to the President and are members of the College Executive Council. They possess line authority in their primary areas of responsibility.

Associate Vice Presidents, College Deans, & Comptroller (Professional, Administration and Management): These positions are employed by the Board of Trustees on recommendation of the President. They report directly to an Vice President or the President. They have college-wide planning and coordinating responsibility in their respective, functionally assigned areas. They may or may not have line authority. They may or may not have full-time counterparts on the campuses.

District Office Directors & Assistants (Professional, Non-Instructional): Directors may be employed on the District Office staff for certain highly specialized areas requiring skills that are not normally found in the general labor market. They report to the Vice President who has primary responsibility for the functional area of employment. They do not have line authority over college counterparts. Normally, their function will not be found on the campuses in a full-time capacity. Specific examples of Directors are in the area(s) of Information Technology and Purchasing.

Coordinators (Professional, Non-Instructional): Coordinators have multiple-campus responsibilities. They may report to an Vice President, Associate Vice President, College Dean, Comptroller, or Director. Employment may be reported to the Board of Trustees. Coordinators work with Campus Vice Presidents and Deans to provide college-wide coordination of new programs (establishment of the need, preparation of all documentation to start or revise programs, identification and procurement of equipment, recruitment and hiring of instructional and staff personnel, etc.), revision and termination of programs. They do not have line or directive authority.

Supervisors *(*Staff): Supervisors have multiple-campus responsibilities, report to a Vice President or Associate Vice President or College Dean; may, in turn, be responsible for several employees; may recommend specialized equipment or

procedures for college-wide application; and have line authority over only those personnel for whom he/she is responsible.

Campus Positions

Campus Vice Presidents (Professional, Administrative and Management): Vice Presidents are employed by the Board of Trustees on recommendation of the President. They report directly to the President and are members of the College Executive Council and their respective campus Administrative Committee; are chief administrative officers on their campuses and have autonomy except for certain functions that are centrally-controlled. They have line authority over their campuses and campus-assigned activities.

Campus Deans, Center Administrative Deans, and Assistants (Professional, Administration and Management): These positions are employed by the Board of Trustees on recommendation of the President. They report directly to the Vice President on all matters, except those functional areas where other formal line authority has been established by the President.

Assistant Deans (Professional and Management): Employed by the Board of Trustees on recommendation of the President.

Assistant Deans of Learning Resources Center (Professional, Non-Instructional: Instructional): Employed by the Board of Trustees on recommendation of the President. Supervise and carry out library functions and report to the Dean of Teaching and Learning.

Enrollment Specialist (Academic, Technical and Recruitment/Placement): Employed by the Board of Trustees on recommendation of the President. May be full- or part-time. Reports to the Director of Enrollment Services.

Instructors (Professional, Instructional): Employed by the Board of Trustees on recommendation of the President. Teaches in area of specialization on annual contract status. Reports to the Department Chairperson.

Department Chairpersons (Professional): Part-time assignment made by the President on recommendation of the Campus Vice President. Reports to the appropriate Dean of Teaching and Learning.

Supervisors of Programs and Assistants (Professional, Non-Instructional): Employed by the Board of Trustees on recommendation of the President, supervises major programs and recommends new programs, changes, or deletions to programs, selection and acquisition of equipment and recruitment and hiring of personnel. Has line authority over the program for which he or she has responsibility. Reports to a Dean (i.e., Housing and Campus Police).

Functional Supervisors & Assistants (Staff): Employed by the President on recommendation of the Campus Vice President. Supervises functional area of assignment and recommends procedures, work control and flow, personnel and equipment to perform work required. Reports to a Dean (example, Supervisor of Buildings and Grounds).

Managers (Staff): Employed by the President on recommendation of the Campus Vice President. Manages bookstore, cafeteria, or student center, etc. May be a full- or part-time position. *Note: Managers of food services functioning on the three campuses are full-time employees of the food service company.*

Coaches and Assistants (Professional, Instructional): Employed by Board of Trustees on recommendation of the President. Primarily responsible for his or her sports program; teaches courses as prescribed by a Dean.

Receptionist (Staff, Perkinston Campus only): Employed by the President on recommendation of the Campus Vice President. Reports to the Supervisor of Housing.

Superintendents (Staff): Employed by the President on recommendation of the Campus Vice President. Reports to a Dean.

Records Clerks (Staff): Employed by the President on recommendation of the Campus Vice President. Reports to the Dean of Student Services.

Campus Organization

The following job titles apply equally were indicated to all three comprehensive campuses of the Mississippi Gulf Coast Community College.

- Campus Vice President
- Dean of Teaching and Learning
- Dean of Business Services
- Dean of Student Services and Enrollment Management
- Assistant Dean of the Learning Resources Center/Library Director
- Assistant Dean of Teaching and Learning
- Department Chairpersons
- Director of Enrollment Services
- Director of Financial Aid
- Director of Admissions and Records
- Business Officer Manager
- Enrollment Specialist
- Events and Multimedia Specialist/Technician
- Director of the Learning Lab
- Supervisor of Buildings and Grounds

- Managers of Student Center and Bookstore
- Career/Technical Student Support Services Coordinator
- Specialist, Community Services
- Assistant Librarian
- Campus Police/Public Safety

Statement No. 204
OPR – VICE PRESIDENT, ADMINISTRATION AND FINANCE
September 15, 1973
December 6, 1988

TITLE: LINE/STAFF CONCEPT FOR MISSISSIPPI GULF COAST COMMUNITY COLLEGE (MGCCC)

I. POLICY. The Line/Staff Concept as it pertains to the Mississippi Gulf Coast Community College is as follows: On Campus, staff and other personnel will report to the appropriate Dean, who will report to the Campus Vice President.

Vice Presidents will report directly to the President.

District Office Vice Presidents have line authority only in their respective functional areas of responsibility as delegated by the President. As such, they have line authority and may direct actions in the name of the President to Campus Vice Presidents and campus counterparts. Reports and other actions in the several functional areas where the District Office Vice Presidents have prime college responsibility will normally be routed through the District Office Vice President prior to submission to the President.

When differences of opinion, policy, procedures, or concepts arise between the Vice Presidents, Deans, Directors, or their counterparts, they will be resolved at the lowest possible echelon. For example, if the administrator requests information or action that is counter to that called for by the Vice Presidents, it is the responsibility of the campus counterpart to so inform the administrator of the difference. If necessary, the counterpart will make the difference known to the Vice President, who may talk to the administrator to resolve the difference; if resolution cannot be reached at that level, the difference will be brought to the President for resolution.

It is policy that every effort will be made by affected personnel to work together and minimize higher level resolution of differences.

TITLE: ADVISORY COMMITTEES

I. STATEMENT. Each college campus offering career-technical education will have a general advisory committee for the purpose of assisting the Dean of Career, Technical, Workforce, & Community Education in the administering of the total career and technical programs.

II. PROCEDURES AND RESPONSIBILITIES

Each program or cluster program will have a program advisory committee. The Campus Vice Presidents are responsible for coordinating the appointment of advisory committees. Specific procedures are outlined in the *Advisory Committee Handbook* regarding function, meetings, duties, appointments, etc.

TITLE: STAFF INVOLVEMENT IN DECISION-MAKING

I. **POLICY.** The Board of Trustees approved the following policy on April 27, 1977:

> "Employees of the college shall be provided with the opportunity to participate in decision-making in an advisory capacity. Employees shall have input in the establishment of procedures and the making of decisions which affect them as a whole."

II. PROCEDURES AND RESPONSIBILITIES

Opportunities to participate in college decision-making are afforded to the various groups shown below. Each group can make recommendations to the administration at various levels.

A. Advisory Committees and Councils. Meet with Executive Officer and/or with the President. Matters of concern to the employee are discussed and recommendations are made. Individual employees have a voice through their respective employee group.

B. Executive Council. Meets as called for in Statement No. 225**.**

C. In the budget process, all employees are involved in making recommendations for establishing the budget and for spending money once budgeted.

D. In addition to the above, the following committees are established at the campus level: Administrative Leadership, Admissions, Learning Resources, Judicial, Campus Vice President's Advisory, Graduation, Scholarships, Student Activities, Student Publications, Instructional Affairs, and Student Government Associations. Campuses and centers may also create other committees as needed.

E. The following councils exist at the college level: Executive, Athletic, President's Advisory, Instructional Affairs, Student Services, Learning Resources, Technology, Planning, Finance, and Tri-Campus Student Government Association.

F. All of the above committees and councils provide employees and students with the opportunity to make recommendations that may result in administrative action.

Statement No. 207
OPR - PRESIDENT
August 22, 1977
December 6, 1988
April 27, 2023

TITLE: ADMINISTRATION IN POLICY ABSENCE

I. **POLICY.** The Board of Trustees approved the following policy on April 27, 1977:

ADMINISTRATION IN POLICY ABSENCE

"When any problem arises concerning the college, for which no appropriate policy exists, it shall be the responsibility of the President of the College to examine the problem in terms of:

1. Possible legal implications
2. Prior Board actions on other situations which may be similar enough to suggest precedent.

A determination will then be made as to whether Board action or an administrative decision is indicated, and appropriate steps will be taken."

TITLE: PLANNING, BUDGETING, AND ASSESSMENT

I. STATEMENT. The Board of Trustees approved the following policy on April 21, 1982.

"Faculty members and administrators shall formulate goals and objectives to be evaluated by the individual and the Administration."

II. PROCEDURES AND RESPONSIBILITIES

MGCCC planning is an annual process which correlates unit purpose and effectiveness with budget needs and improvements. Because of strong ties to budget resources, all educational, administrative, and service units participate in the planning process. The Planning Council, College President and Board of Trustees guide the College's planning process through an annual Strategic Plan.

The Planning Process is outlined below:

A. Development of the Strategic Plan: The Strategic Plan is intensively reviewed on a five-year cycle. During this development phase, the Planning Council solicits input from faculty, staff, students, alumni, business and industry, civic organizations, and the community at large. This input serves as a basis for developing the College's Mission Statement and other strategic planning components. Through recommendations of the Planning Council, the college President presents the strategic plan to the Board of Trustees.

B. Implementation of Plan: Following the approval of the Board of Trustees, each administrative, educational, and service unit identifies effectiveness indicators and expected outcomes which align with college mission and strategic goals. The duties, responsibilities and timelines for all planning activities are located in the Planning Process Manual, available on the college website.

C. Connection of Plan and Budget: Each unit begins the fiscal year with an operating budget which is based on the most current information for the unit's annual fiscal needs. During the college's first and second budget revisions,

planning units submit budget request documents to the Vice President of Administration and Finance. For all special or recurring budget needs, budget requests are only considered if the unit provides the planning goal(s) directly associated with each budget request.

D. Assessment of the Strategic Plan. The Planning Council is charged with reviewing the Strategic Plan in January of each year. The assessment is primarily focused on review of the Strategic Initiatives, which serve as goals for the institution, but the Planning Council also reviews the college's Mission Statement, Vision Statement, and Core Values. To assist the Planning Council in the annual assessment of the strategic plan, the Office of Institutional Research and Planning provides an Institutional Planning Summary of expected outcome performance for all college strategic initiatives. The report provides guidance for the Planning Council to determine strengths and weaknesses in the planning process and to shape priorities for the upcoming fiscal year.

TITLE: ACCREDITATION LIAISON OFFICER

I. POLICY. In compliance with the Southern Association of Colleges and Schools (SACS) Commission on Colleges, each member institution may elect to name an Accreditation Liaison Officer in addition to the Chief Executive Officer to coordinate accrediting activities. All official communications from the Commission on Colleges will go to the Chief Executive Officer.

II. PROCEDURES AND RESPONSIBILITIES

Mississippi Gulf Coast Community College (MGCCC) will fulfill its responsibilities to the Commission on Colleges regarding the statement on the Accreditation Liaison Officer.

A. The President will annually appoint the Accreditation Liaison Officer.

B. The District Office of MGCCC will be designated as the official location for information to be disseminated and questions answered about institutional and specialized accreditation.

C. All accreditation materials, including self-study reports; accreditation committee reports; accreditation manuals, standards, and policies; schedules of all visits; and correspondence from accrediting offices, including Commission action letters, will be maintained in the District Office.

D. Faculty, staff, and students will be familiarized with the Commission's accrediting policies and procedures.

E. Accreditation requirements, including compliance with accrediting Principles, are considered not only during compliance certification, but incorporated, among other institutional goals and objectives, into the planning and evaluation process of the Institution.

F. The Commission will be notified in advance of substantive changes and program developments in accord with the substantive change policies of the Commission.

The Accreditation Liaison Officer will provide assistance in completing the annual profile submitted to the Commission, serve as a contact person for the

Commission staff, help prepare and coordinate reaffirmation and other accrediting visits and serve on accreditation committees when invited.

Statement No. 211
OPR – VICE PRESIDENT, ADMINISTRATION AND FINANCE
August 25, 1983
December 6, 1988
May 5, 2008
June 18, 2012
November 12, 2018

TITLE: PUBLIC RECORDS - THE PUBLIC'S RIGHT TO KNOW

I. STATEMENT. It is the intent of Mississippi Gulf Coast Community College to comply with the Mississippi Public Records Act of 1983 as contained in Sections 25-61-1 through 25-61-15 of the Mississippi Code 1972 Annotated. Section 25-61-3 defines public records as all books, records, papers, accounts, letters, maps, photographs, films, cards, tapes, recordings or reproductions thereof, and any other documentary materials, regardless of physical form or characteristics, having been used, being in use, or prepared, possessed or retained for use in the conduct, transaction or performance of any business, transaction, work, duty or function of any public body, or required to be maintained by any public body.

Exemptions allowed by state and federal laws include, but are not limited to:

A. Records furnished to public bodies by third parties which contain trade secrets, or confidential commercial or financial information.

B. Records which are developed among juries concerning judicial decisions.

C. Personnel records and application for employment: employee personnel records including personnel reports shall not be available for access for the purpose of reviewing or copying.

D. Test questions and answers which are to be used in employment examinations.

E. Letters of recommendation respecting any application for employment.

F. Records which represent and constitute the work product of any attorney, district attorney or county prosecuting attorney representing a public body.

G. Records which would disclose information about a person's individual tax payment status.

H. Appraisal information which concerns the sale or purchase of real or personal property for public purposes prior to public announcement of the purchase or sale.

I. Student records: the Family Right and Privacy Act (20 USC 1232) forbids disclosure or inspection of a student's educational and disciplinary records.

Additionally, the records exempted may not be limited to the above in compliance with Section 25-61-11 which states that the provisions of this legislation shall not be construed to conflict with, amend, repeal or supersede any constitutional or statutory law or decision of a court of this state or of the United States which, at the time of the passage of Section 25-61-11, is effective or thereafter specifically declares a public record to be withheld from public disclosure under provisions of the legislation.

II. PROCEDURES AND RESPONSIBILITIES

A. All requests to inspect, copy, mechanically reproduce or obtain a reproduction of any public record, as heretofore defined in this statement, shall be made in writing to the President of the Mississippi Gulf Coast Community College District utilizing the standard Request for Access to Records form. The specific record requested, the name and address of the individual and/or organization requesting the record, and the nature of the request (i.e., to review on-site, receive photocopies, or have copies mailed) shall be clearly indicated. The request must describe the records in sufficient detail to enable the college to identify and locate the records. The form must be signed by or on behalf of the requesting party.

In the event a request is received which fails to clearly state any of the abov
e required information, then, a denial response will be made stating the same.

B. Denial of a request by the Mississippi Gulf Coast Community College shall be in writing utilizing the standard Denial for Request for Access to Records form and shall include a statement of the specific reasons for the denial. The College shall maintain a file of all denials which shall be made available to any person for inspection and/or copying during regular business hours. Denials shall be preserved for three years from the date such denials are made.

C. Upon receipt of a proper written request, the Mississippi Gulf Coast Community College shall make the public record available for record within fourteen working days from the date that the request was received or produce and mail a copy of the record to the requesting party to be postmarked no later than fourteen working days from the date the request was received.

D. There will be a reasonably calculated fee charged to cover the actual cost of searching or researching plus a fee of $1.00 per page. If there are other costs for hand copying, postage or other actual expenses involved, they also shall be included.

1. Any staff time or contractual services included in the actual cost of complying with a records request shall be assessed at the pay scale at the lowest level employee or contractor competent to respond to the request.

2. Mailing costs shall be calculated at the applicable United States Postal Service rates where appropriate.

3. Electronic copies will be made at the actual cost depending on the format in which such records are provided.

4. This charge shall be an estimate of the actual cost and shall be payable in advance. In the event of a lower actual cost, a refund will be made. In the event the actual cost shall exceed the estimated charge, the balance shall be due prior to examining or reviewing copies of the public record.

5. Any delay in receiving this fee may result in an extension of the fourteen-day time limit specified above.

The following forms are available through the college website and the forms repository:

Request for Access to Records (PER-GEN-13)
Denial for Request for Access to Records (PER-GEN-14)

TITLE: COLLEGE PERSONNEL SYSTEM

I. STATEMENT A formal Personnel System is established that outlines personnel responsibilities for various officials in the College, as follows:

Vice President for Administration and Finance - has overall responsibility for the College-wide Personnel system. Associate Vice President of Human Resources - is assigned the responsibility of directing benefits, retirement, employee relations, salary administration, affirmative action, recruitment, hiring, and separation from employment. Associate Vice President of Finance – is assigned the responsibility of directing payroll.

Vice Presidents - have overall responsibility for their campuses, with assigned responsibility to Deans for the personnel in their functional areas.

II. PROCEDURES AND RESPONSIBILITIES:

A. Campus and District Office personnel responsibilities are outlined above.

B. Glossary of Terms for College Personnel System:

1. **Full-time Employees***: A*ny employee paid on a faculty, administrative, staff, or hourly schedule who is expected to work the following schedule:
   a. Administration – Eight hours per day, 40 hours per week, and paid on the administrative salary schedule.
   b. Academic Faculty – 35 hours per week and may be paid on the 9- or 12-month faculty salary schedule at least one semester.
   c. Career-Technical Faculty – 35 hours per week; on 10- or 12-month faculty schedule.
   d. Staff – Eight hours per day, 40 hours per week, and paid on the staff salary schedule.
   e. Hourly – Expected to work 40 hours per week and paid on an hourly basis.

2. **Adjunct Faculty:** Any employee hired on a per-course compensation basis to teach academic, vocational, technical, continuing education or other educational classes. Adjunct faculty are not entitled to fringe benefits other than those prescribed by law.

3. **Consultant:** A professional person, group of persons, or firm, employed for a contracted dollar amount per-hour or per-project cost to perform a contract, function or task. Consultants are not entitled to fringe benefits.

4. **Part-time Employees:** Any employee whose workload is less than a full-time employee's workload for the category of employment. Part-time employees employed half time or more are entitled to those benefits normally provided to full-time employees on a pro-rate basis, according to their category of employment, as defined in the Policies and Procedures Manual. Employees working less than half time will receive only those benefits prescribed by law.

5. **Seniority:** The longest period of time of cumulative full-time employment with the college district.

6. **Contract Employees:** Any employee paid on a faculty or administrative salary schedule, or classified as adjunct faculty; may be full- or part-time.

7. **Non-Contract Employees:** Any employee not paid on the faculty or administrative salary schedule or classified as adjunct faculty; includes those employees on the staff salary guide or on an hourly basis; may be full-time or part-time.

C. Campus and District Office personnel files will be maintained on all permanent full-time, part-time and temporary employees. Campus files may include:

1. Employment Approval Form
2. I-9 Form (part-time and non-benefited full-time temporary employees only)
3. Counseling Forms

D. District Office personnel files for all personnel will contain the following original documents:

1. Application for Employment
2. Job Description
3. Transcripts
4. I-9 Forms
5. Counseling Forms
6. Contracts or Staff Salary Records
7. Employment Approval Forms
8. Performance Evaluation Forms

TITLE: RECRUITMENT OF FULL AND PART-TIME EMPLOYEES

I. STATEMENT. The Board of Trustees approved the following Policy on April 27, 1977: "Continuous efforts shall be made to direct and maintain a recruitment program to attract the best qualified personnel to Mississippi Gulf Coast Community College."

"The recruitment program shall follow the appropriate government guidelines regarding qualifications and equal opportunity and shall be administered in accordance with all governmental regulations."

II. PROCEDURES AND RESPONSIBILITIES

The following paragraphs outline detailed instructions that must be followed relative to recruitment and hiring of:

A. Full-time professional and faculty positions (administrative, non-instructional professional and instructors) paragraph IV.

B. Part-time professional and adjunct faculty positions - see paragraph V.

C. Full-time and part-time, staff positions - see paragraphs VI. -VII.

D. Full-time temporary and interim positions - see paragraph VIII.

E. Applicants may apply for available positions on the college website.

All applications shall be retained within the college's applicant tracking system.

F. When vacancies occur or are anticipated to occur, Executive Officers shall ensure that the following steps are taken and documented:

i. Executive Officers shall notify the office of the President of the vacancy with a completed job posting request within the applicant tracking system (see Section IV.G. for committee makeup). Included in the job posting request will be the mandatory and desirable qualifications for the position, job description, and other information necessary to process the posting request if approved. Once approved, the District Human Resources Office will determine the date of the open and close date of the job posting.

ii. Job Vacancy Notices are announced internally for a period of one week (5 working days). During that time, requests for lateral transfers may be received and considered. Any full-time permanent college employee desiring to laterally transfer shall make known their request to the chair of the hiring committee prior to the publication of an external vacancy announcement for the position by applying within the applicant tracking system. If the employee is approved in the applicant tracking system by the appropriate college officials through the chain of command to the college Executive Officer, the request shall be forwarded to the President for approval and for Board approval, if appropriate.

iii. If, after the one week (5 working days) internal posting period no lateral transfers are recommended for approval, then the Job Vacancy Notice will be posted externally on the college website for a period of two weeks (ten working days). When Job Vacancy Notices are posted externally, they may also be distributed simultaneously to specialized recruiting sources for minorities and females and to the general labor market. In addition, the Executive Officer may suggest addresses to whom the job posting might be sent (of particular importance are agencies that might provide minority applicants). A separate mailing list will be maintained for each recruitment process identifying the sources to which notices were sent, if any.

iv. Following the closing date of the job posting, a recruitment memorandum will be sent to the Chairperson for the Screening/Selection Committee. In the recruitment memorandum, the District Human Resources Office shall direct, in writing, the committee chairperson and all members to personally review the provisions of this statement in its entirety to ensure that each member is aware of his or her moral and legal responsibilities as a member of the Screening Committee. The committee shall utilize the Mississippi Gulf Coast Community College Screening/Selection Committee Chair Guide.

v. Prior to the closing of the posting, hiring officials may contact whatever sources they deem appropriate to obtain additional applications. Such contact may be by telephone, correspondence or other personal contact.

Applications received from these sources shall be considered in the screening process.

vi. The Screening Committee makeup shall have representation reflecting minority employees, female employees, male employees, and employees from another MGCCC campus or center.

vii. The chairperson of the Screening Committee shall ensure that all applications received in the applicant tracking system are moved to the appropriate status (as interviewed, not interviewed, etc.), are evaluated by the committee in a nondiscriminatory manner; that the top applicants who meet the mandatory qualifications for the position are identified, and a statement shall be made that the committee believes they are the best qualified to fill the position; that all other applicants considered for the position are listed in the minutes of the committee meeting; and the above is transmitted to the Executive Officer with the signatures of the chairperson and all committee members (if the Screening Committee will not also serve as the Selection Committee). An evaluation form may be devised to aid the committee in arriving at their decision, or individual committee members may merely use note pad sheets or plain paper. Copies of committee members' individual notes shall be forwarded to the President in the applicant tracking system as a part of the hiring package and will be retained in the applicant tracking system for future reference. These notes will help committee members recreate their reasons for the selections and will be used when, and if necessary, for that purpose. The utmost good faith must be exercised, and an impartial reviewer examining the process should be able to ascertain that such good faith was exercised by reviewing the notes and proceedings of the committee and its members. The chairperson will also update the status in the applicant tracking system of candidates interviewed (i.e., recommended for hire, interviewed not hired, etc.).

viii. The Executive Officer, with approval of the President in the applicant tracking system, shall nominate the same or a different Selection Committee to invite the top candidates to interview with the committee. The chairperson of the Selection Committee shall ensure that the interviews are conducted in a nondiscriminatory manner. Documentation requirements are the same for the Selection Committee and the reasons for selecting the candidates recommended for employment shall be thoroughly documented and stored in the applicant tracking system. The Selection Committee shall forward to the Executive Officer the names of two or more applicants for consideration. The names forwarded shall be listed in rank order consistent with supporting documentation. Again, a form may be developed for the committee members' use in making this determination. Notes and comments made by committee members shall be attached to the minutes of the Selection Committee, as required for

the Screening Committee. Minutes shall be submitted to the originating Executive Officer, including the names of the recommended candidates. The statement made in the last sentence of paragraph IV.H. above applies with equal force to the process set out in this paragraph.

ix. The Executive Officer shall communicate a recommendation for hire to the President for hiring in the applicant tracking system. Attached to this communication shall be:

1) Report of other recruiting efforts, if completed
2) Completed Application for persons recommended.
3) Official Transcripts of applicant's college work or record of other educational attainment
4) Signed Statement of Committee Compliance
5) Candidate Rating Sheets
6) Candidate Ranking Sheets

x. The President may accept one of the recommended candidates or reject the recommendations. If rejected, the hiring packet detailed above will be sent back to the appropriate Executive Officer for required action in the applicant tracking system. If accepted, a recommendation is made to the Board of Trustees for employment, as required. The application of the person recommended shall be available for review. The other applications shall be made available upon request.

xi. Upon approval, the District Human Resources Office will commence all relevant remaining prior-employment checks, including background checks, as determined by job title and areas of responsibility. All pre-employment checks will be conducted in a manner compliant with all relevant legal stipulations, including but not limited to the Fair Credit Reporting act.

xii. In the event a candidate fails to complete the 1st 30 days of employment in the new position, the Search Chair is allowed to recommend the next candidate for hire in the applicant tracking system, in descending ranking order as listed on the original hiring recommendation. In this instance the committee is not required to reinitiate a new posting request resulting from the new vacancy.

xiii. In the event a second vacancy occurs at the same location, for an active approved posting, the Search Chair is allowed to recommend a second candidate for hire from the current posting's applicants. The second candidate must be recommended in descending ranking order as listed on the hiring recommendation documents of the initial vacancy. The second candidate must have completed all applicable steps as listed in Statement

212.2. In this instance the committee is not required to reinitiate a new posting request for the second vacancy.

xiv. When emergency conditions dictate (emergency defined as a resignation, death, serious and/or extended illness, etc. of an employee), and an immediate replacement is determined to be absolutely mandatory to hold classes or maintain services, or when a program is approved and there is no time to go through the normal recruiting process the hiring official shall take the following actions:

1. Document the emergency condition(s) and indicate reason(s) why normal recruiting actions cannot be taken at the time and send an immediate report to the President.

2. Upon the approval of the President, the hiring official will recommend an
applicant for a temporary/interim position in the applicant tracking system until such time that the normal hiring procedures described in paragraphs A. – L. above can be completed (*see also Section VIII. Employment of Full-Time Temporary and Interim Personnel*).

3. In an emergency as well as a non-emergency recruiting, every reasonable effort shall be made to locate minority and female applicants having required qualifications.

Upon approval from the President, the process may be expedited to allow for internal and external advertisement to run concurrently.

G. PART-TIME PROFESSIONAL AND ADJUNCT FACULTY POSITIONS

Recruitment for part-time professional and adjunct faculty positions shall follow the intent, in so far as possible, and steps outlined in Section IV, above; Positions having working hours of 20 hours per week or more will follow the full-time permanent recruiting procedure as outlined in Section IV. Paragraphs A.-L. Committees and documentation requirements shall follow the same procedures as outlined in Section IV, above. Campus/center hiring officials are urged to recruit continuously for adjunct instructors in the various disciplines and/or program that might be offered on their campus/center. A complete application file, including reference checks, will be maintained for all adjunct faculty members. Measures should be taken to employ minority and female part-time professionals and adjunct faculty and to report progress to federal court and other federal agencies that may demand such information. Names of part-time professional/adjunct faculty shall be presented to the President for approval and for recommendation to the Board of Trustees, as required.

A. Where the College has contracts with local industry and the local industry recommends instructors, the college shall encourage the recommending of females and minorities.

B. Where the College has contracts with local industry and the local industry selects individuals for employment, the College shall require that all legal regulations be met concerning employment and shall encourage the employment of females and minorities.

H. FULL-TIME STAFF LEVEL POSITIONS

Recruitment for full-time staff level positions shall follow the intent and steps outlined in Section IV above. The vacant position will be advertised for two weeks following the internal publication of the Job Vacancy Notice if no request for internal lateral transfer is accepted. Efforts should be taken to employ minority and female employees. Names of staff level persons shall be submitted, with the new hire documents required in Statement 212.3, to the President for approval prior to the effective date of employment.

I. PART-TIME STAFF AND FULL- OR PART-TIME HOURLY PERSONNEL

The Vice President or Administrative Dean at the campus/center may accomplish direct hire recruiting for part-time staff and full- or part-time hourly personnel where the position exists via the applicant tracking system. Efforts should be taken to employ minority and female employees.

J. EMPLOYMENT OF FULL-TIME TEMPORARY INTERIM, & GRANT FUNDED PERSONNEL

Temporary personnel may be recommended within the applicant tracking system by the appropriate Executive Officer to the President and the Board of Trustees, where applicable, for approval without following the recruitment procedure for permanent, full-time personnel. However, personnel may be employed on a full-time temporary or interim basis for no more than four (4) and one (1) half months with the recommendation of the appropriate Executive Officer and the approval of the President. Requests for terms longer than four (4) and one (1) half months must be submitted by the Executive Officer and approved by the President.
Efforts should be made to employ minority and female employees in temporary and interim positions. A full-time temporary and/or interim employee may not move into a full-time permanent position without following the College Policy for employment of Full-Time Permanent Personnel as outlined in the preceding paragraphs.

<u>Upon approval from the President, the process for grant funded positions may be expedited to allow for internal and external advertisement to run concurrently.</u>

The screening process may be expedited so that applicants may be interviewed immediately.

TITLE: BACKGROUND CHECKS

I. STATEMENT. Mississippi Gulf Coast Community College is committed to protecting the safety and welfare of its employees, students, and the general public and to protecting the integrity of the institution. Therefore, the College conducts background checks for faculty, staff, administration, contract laborers, students, and volunteers in order to promote a safe learning and working environment, protect the welfare of current and future students, faculty, staff, and visitors, and to protect the fiscal assets of the college. Background checks shall include a criminal history check, a financial history check and a motor vehicle records check.

Outside vendors shall maintain the responsibility of background checks on their employees as well as applicable insurance coverage and must provide proof of such when requested by the college.

II. PROCEDURES AND RESPONSIBILITIES

A. Procedures

a. Individuals must follow the standard application and hiring process of the college and/or the standard volunteer selection process. After February 1, 2020, this process must be inclusive of the completion of the Supplemental Application Form for Background Checks, authorizing a background check.
b. All existing college employees and volunteers who have not previously had background checks conducted must complete the Supplemental Application Form for Background Checks as directed by Campus Administration and must be compliant within six months of adoption of this policy.
c. Individuals refusing a background check or who have withheld, or falsified information related to the background check will be disqualified from college employment and/or volunteer placement.
d. Employees desiring to change positions within the college via promotion, lateral transfer, or other means, and who have not obtained a background check within the previous three years, must obtain a new background check if appropriate for the position which they are seeking.
e. Background checks shall be obtained in the most efficient method available to the college's Department of Human Resources (HR)

including but not limited to provision by the Campus Police Department or a third-party reporting agency.

f. Supervisors/Committee Chairs may extend a conditional offer of employment/volunteer placement to the position finalist pending results of the background check. Employment shall not be effective until HR has notified the department that the applicant has satisfactorily completed and passed the background check.

B. Results

a. Results of background checks shall be sent to HR for review and one of the following actions:
    1. If the results show no infractions, HR will notify the supervisor/committee chair so that final employment/volunteer placement arrangements can be made.
    2. If the results indicate an infraction, HR will notify and review the results with the appropriate college Vice President and the College President. Approval to hire or place the individual as a volunteer will require approval of the president.

b. Determination of an infraction does not automatically disqualify an individual from employment/volunteer placement. In making a determination of employment or volunteer placement when an infraction is found, items such as, but not limited to, position for which the individual is being considered, how recent the infraction occurred, the severity of the infraction, individuals age at the time of the infraction, and safety and security concerns of the campus may be considered. College representatives may consult legal counsel as necessary.

c. If the results in the background check result in the withdrawal of an offer of employment/volunteer placement, the HR Office will notify the individual and provide to the individual a copy of the report, and a notice of the individuals' rights under the Federal Fair Credit Reporting Act (GCRA). The individual will have 5 days to respond in writing in the event that they believe the report provided to the College to be in error and must rectify any inaccuracies within 10 days with the third-party reporting entity.

d. Results of background checks shall be kept strictly confidential and will not be disclosed except as needed to administer this policy or as required by law or legal process.

C. Employee/Volunteer Responsibilities

a. Upon employment with or volunteer placement at the college, employees and volunteers shall notify the HR office of any situations that arise wherein criminal convictions occur, or felony

charges are filed against them, as soon as possible but not less than within 72 hours. The appropriate office of the Vice President shall, in consultation with the Vice President of Administration and Finance, determine if any action is necessary.

Statement No. 212.3
OPR – VICE PRESIDENT, ADMINISTRATION AND FINANCE
June 7, 1979
July 25, 1986
December 6, 1989
June 10, 2008
June 18, 2025

TITLE: PROCESSING OF NEW PERSONNEL, CONTRACT RENEWAL PROCEDURES, AND TERMINATIONS

I. STATEMENT. Mississippi Gulf Coast Community College (MGCCC) has established standardized procedures for onboarding new personnel, renewing employment contracts, and processing terminations. The goal is to ensure timely, consistent, and compliant management of all employment lifecycle events in accordance with applicable laws, regulations, and organizational standards. The institution employs both contract and non-contract personnel and procedures for each are as follows:

"EMPLOYMENT FOR CONTRACT EMPLOYEES"

Regular appointments to positions on contract personnel of the Mississippi Gulf Coast Community College are made by the Board of Trustees upon recommendation by the President after consultation with the appropriate Vice President. Each employee is considered to be hired temporarily with pending approval by the Board; **and employment shall be probationary until the satisfactory completion of one full contract year.**

In employing personnel, the College shall follow the appropriate Federal and State guidelines regarding qualification and equal opportunity.

"EMPLOYMENT FOR NON-CONTRACT EMPLOYEES"

A Vice President shall recommend non-contract personnel to the President for approval. Upon approval of the President, **employment shall be considered probationary for twelve (12) consecutive months.**

In employing personnel, the College shall follow the appropriate Federal and State guidelines regarding qualifications and equal opportunity.

II. PROCEDURES AND RESPONSIBILITIES

Procedures that follow are designed to carry out these statements.

A. PROCESSING OF NEW PERSONNEL

1. New personnel are defined as any person hired in the Mississippi Gulf Coast Community College System.

2. All full-time personnel that receive college benefits shall visit the District Human Resources Office on or before his/her hire date to complete the required paperwork for payroll purposes and to be briefed on the benefits offered by the College. The Campuses and Centers should coordinate with the District Human Resources Office as to the day and time when such new hires may be scheduled for an appointment.

3. All part-time personnel, to include adjunct instructors, shall visit the Campus/ Center Business Office on or before their first day at work to complete the required paperwork for payroll purposes, and to be briefed on the benefits offered by the College.

4. New personnel shall not begin work until such a time that all the documents and actions listed herein have been properly completed and/or authorized.

5. This documentation and/or authorization must be in the District Human Resources Office no later than the payroll deadline, as established by the official payroll calendar, in order that the employee can be paid for that pay period. Otherwise, the employee will not be paid until the next subsequent pay period after the properly completed and approved documentation and/or authorizations are received by the District Human Resources Office.

    a. Employment application submitted via the college's applicant tracking system

    b. Resume submitted via the college's applicant tracking system

    c. Unofficial transcripts of college work or record of other educational attainments submitted via the college's applicant tracking system

    d. Employment Eligibility Verification (Form I-9) Note: On the first day of employment, employees must provide proof that they are U.S. citizens or nationals, lawful permanent residents or people otherwise authorized to be employed in the United States. Within three days of hire, every new employee must show their employer documentation that establishes both proof of their identity and proof of their eligibility to work in the United States.

e. Employee's Withholding Certificate (Form W-4) Federal income tax withholding

f. Mississippi Employee's Withholding Exemption Certificate for State income tax withholding

g. Appropriate Public Employees' Retirement System (PERS) form. Note: All new personnel must submit one of the following forms:

   i. PERS Form 1 Membership Application and Form 1B Beneficiary Designation, **or**
   ii. PERS Form 4A Non-Covered Employment Acknowledgement, **or**
   iii. iii. PERS Form 4B Reemployment of PERS Service Retiree Certification/ Acknowledgement

h. MGCCC Public Employees Retirement System (PERS) Status form, part-time personnel only.
i. Acknowledgement of receipt of MGCCC P&P Statements 212.15 Drug-Free Workplace, Schools, and Communities and 212.27 Worker's Compensation Pay/ Benefits.
j. Direct Deposit Allocation via the College's employee dashboard
k. Workforce Training or Grant Personal Leave Statement, if applicable to the position hired.

B. SEPARATION FROM EMPLOYMENT

1. When personnel separate from employment with the College, for whatever reason, for whatever reason, there shall be a letter of resignation submitted to the District Human Resources Office via the appropriate Vice President.

2. The letter of resignation will note the last day of employment for the employee. Per Statement 21213 – Employee Leave*, 'an employee that has submitted a notice of resignation, other than employees who are retiring, shall not be eligible for holiday pay, if their last (2) two weeks, (10) ten business days of employment includes the holiday.'*

3. After a determination has been made by the President as to whether the position will be filled or frozen, the following shall occur respectively:

a. IF THE POSITION IS TO BE FILLED, the position will remain in “Active” status in the District Human Resource Office.

b. IF THE POSITION IS TO BE FROZEN, the position will be placed in “Inactive” status in the District Human Resource Office.

4. Check-out procedures have been developed at each Campus/Center and all employees are required to complete the check-out procedures prior to leaving employment with the College. Failure to properly complete the check-out procedures may result in a delay in submitting a final check to an employee who has separate employment with the College.

C. CONTRACTS AND STAFF SALARY RECORDS

1. Contracts will be written annually for all permanent full-time and permanent part-time personnel paid on the Regular Faculty, Nursing Faculty, Athletic, or Administrative Salary Schedules.

   Staff Salary Records will be written annually for all salaried and hourly full-time and permanent part-time staff.

   a. Academic instructors will receive 9-month contracts. For additional information concerning faculty contracts and instructional teaching loads, please refer to Statement 212.25 - Summer Contracts for Faculty and Statement 303.1 – Statement of College Faculty Load.

   b. Career and Technical instructors (including associate degree Nursing) will receive a contract noting the following dates:

      10-month contracts – August 1 through May 31
      11-month contracts – July 1 through May 31 or August 1 through June 30
      12-month contracts – July 1 through June 30

      For additional information concerning faculty contracts and instructional teaching loads, please refer to Statement 212.25 - Summer Contracts for Faculty and Statement 303.1 - Statement of College Faculty Load.

   c. Employees issued a 9-, 10-, or 11-month contract will have their compensation distributed over 12 months or 24 pay periods.

D. CONTRACTS NOT RENEWED

1. Employees issued a contract who are not recommended for re-employment must be notified in person or in writing by the appropriate Vice President or designee after consultation with and in concurrence of the President. The letter will be hand delivered at the time of notification and/or sent by certified mail, return receipt requested.

TITLE: SEPARATION FROM EMPLOYMENT

I. STATEMENT. The Board of Trustees approved the following on April 21, 1982:

CONTINUATION AND TERMINATION OF EMPLOYMENT

"After the period of probationary employment, all employees are eligible for reemployment for the next school year if performance has been satisfactory; however, salaries and positions that depend on funds from either state or federal sources for their continuation may be renegotiated if said funds are reduced or eliminated and said positions may be terminated and/or salaries may be renegotiated at any time as a result thereof.

Any employee so terminated may be given preference in hiring should he or she choose to apply for a new or different job for which he or she may be qualified. If not hired, reasons so stating shall be documented in the recruitment and selection documentation. If rehired within one year, previously unused sick leave will be restored.

When personnel of Mississippi Gulf Coast Community College perform unsatisfactory service, continued employment shall be subject to investigation.

If there is evidence of malfeasance, incompetence, insubordination, unauthorized absences, non-performance of duties, contumacious conduct, or other deviate behavior, due process procedures as described in Statement No. 242 shall be followed when requested by any employee under consideration for dismissal. Employees so terminating will follow standard clearance procedures.

While the investigation is pending, suspension may be deemed desirable. If dismissal is deemed appropriate, the individual will receive timely notification. Evidence of adequate counseling with opportunity for improvement shall be documented.

Personnel who wish to resign from Mississippi Gulf Coast Community College may do so by submitting a letter of resignation to the respective Executive Officer or Administrative Dean or other appropriate supervisor.

Employees so terminating will follow standard clearance procedures for all employees who leave employment with the College."

II. PROCEDURES AND RESPONSIBILITIES

A. Voluntary Terminations

Resignation procedures are as follows:

1. The Employee must submit a formal letter of resignation indicating the last day to be worked to the Executive Officer through the immediate supervisor with a copy sent to the District Human Resources Office.

2. Upon receipt of letter, the Executive Officer will initiate action to complete the following termination procedures:

   a. Complete a termination form and forward it to District Human Resources Office, attaching the original resignation letter.

3. The President will submit Faculty and Administrative resignations to the Board of Trustees for approval.

B. Termination Due to Lay Off

1. The Executive Officer will document reason(s) for lay off and review with President and Director of Human Resources.

2. Present employee with a letter explaining the layoff.

3. Assist in placing the employee in another position in the College for which he or she may be qualified if an opening exists.

4. Route termination form and documentation to District Human Resources Office.

5. Schedule an exit interview to complete check-out procedures.

C. Involuntary Terminations

1. Involuntary terminations must be reviewed with the President of the College and Director of Human Resources prior to termination. Termination of Faculty must be approved by the Board of Trustees. Termination of Administrators and Staff must be approved by the President.

2. Documentation of Terminations must include appropriate steps included in progressive discipline as described in Statement No. 212.4.1. This documentation must be forwarded to the District Human Resources Office for retention in files.

3. Upon receipt of approval of the President and/or Board of Trustees, termination may be completed and will be retroactive to the date the recommendation for termination was made by the supervisor. Administrative recommendations concerning terminations that become the subject of an appeal will not be stayed pending the processing of the appeal.

4. District Human Resources Office must be notified one day in advance to allow time to prepare final check.

5. The Executive Officer will ensure:

    a. The termination form is completed.
    b. Documentation is attached.

TITLE: PROGRESSIVE DISCIPLINE

I. STATEMENT. The College has established a progressive discipline system to serve as a fair and consistent means to enforce College rules and regulations and to address conduct or performance deficiencies of employees. The purpose of progressive discipline is to retain employees through identification and correction of problems. The College asserts (a) that failure to correct disciplinary problems may lead to suspension or termination, and (b) that serious infractions may result in a recommendation for immediate termination.

If a situation warrants corrective action, the disciplinary actions applied may include verbal counseling, a written reprimand, suspension with or without pay, and/or termination from employment. Supervisors should make every effort to follow the progressive discipline steps as outlined in this Statement beginning at the lowest step in the progressive discipline process. However, depending upon the relevant circumstances of the infraction(s), the College may take any disciplinary action, including immediate termination, at any time for cause.
Relevant circumstances may include the seriousness or severity of the individual employee's deficiencies in performance and/or conduct, prior performance and/or conduct, and management's assessment of appropriate factors identified during an investigation. Examples of actions or behaviors that may result in a recommendation for immediate termination without the necessity of prior warnings or attempts at progressive discipline may include, but are not limited to:

1. Conduct in opposition to the College's nondiscrimination and sexual harassment policies;
2. Improper use of work privileges for personal gain;
3. Theft or unauthorized use of College property, personal property, or theft of service (also see Statement 306.19 – Use of Social Media);
4. Falsification of records, time cards, or claiming sickness under false pretenses;
5. Absence from work without notification and/or excessive absences;
6. Disorderly conduct while on the job;
7. Deliberate, frequent, and/or recurring violations of stated safety regulations, even if they are not intentional;
8. Use or possession of, or being under the influence of illegal substances or alcohol while at work;
9. Possession of a firearm or illegal weapon(s);
10. Threatening physical harm, or actual physical violence to another member of the College community or visitor; Breach of confidentiality, which is

defined as releasing to unauthorized persons, or misuse of confidential information to which an employee is privy because of his/her job;
11. Neglect of Duty;
12. Insubordination;
13. Dishonesty; and/or
14. Endangering others.

II. PROCEDURES AND RESPONSIBILITIES

When persons are being considered for adverse employment action, the following progressive discipline procedures should be taken and documented.

A. Verbal Counseling. Verbal counseling should be given for minor, first, or second offenses. The supervisor should inform the employee what rule or order was violated and how to correct the action. The employee should be given the opportunity to explain his/her behavior(s). The supervisor should obtain an acknowledgment from the employee that he or she understands the improper conduct or behavior and a commitment that improvement will be made. The supervisor must make a written record of all verbal reprimands and retain them for possible future use. This discussion should be documented on a Report of Employee/Employer Interview form. The employee will be requested to sign the form following each verbal counseling meeting. If the employee refuses to sign the written report, the supervisor will write "the employee refused to sign" with the date and time of the refusal.

B. Written Reprimand. A verbal notice with written reprimand for the personnel file should be used for more serious offenses or when the employee has ignored prior verbal warnings and/or has repeatedly committed the same offense. The written reprimand is the college's official notification that an employee's performance or behavior is not meeting expectations. The written reprimand should contain:

1. documentation of the improper conduct or behavior**;**
2. the seriousness of the offense(s);
3. expectation(s) of the supervisor as to the corrective action(s) needed to address the improper conduct or behavior; and
4. the possible consequences to be imposed if the employee does not correct his/her conduct or behavior.

The employee should be told the seriousness of the offense(s) and be given a copy of the written reprimand. A written acknowledgment should be obtained from the employee that he/she understands the seriousness of the offense(s) and a commitment that the improper conduct or behavior will be corrected. If the employee refuses to sign the written reprimand, the supervisor will write "the employee refused to sign" with the date and time of the refusal and have another administrator/supervisor witness the document in the presence of the

employee. This discussion may be documented on a Report on Employee/Employer Interview form with the written reprimand attached. Failure to sign this written reprimand will not alleviate the employee from following any corrective action(s) contained therein. An employee may respond in writing to the information contained in the written reprimand and have that response placed in their personnel file. The response must be received within five (5) working days of the receipt of the written reprimand.

C. Suspension With or Without Pay. A suspension with or without pay may be used prior to a recommendation for dismissal if the person has been a long-term employee with a good work record, but has committed one serious violation. Also, a suspension may be used if an employee continues to habitually violate minor rules and it is advisable to inform the employee of the seriousness of continued violation(s). The appropriate Executive Officer must concur with the recommendation by a supervisor for a suspension with or without pay for an employee. The employee must receive a complete written explanation of why he or she is being suspended and the consequences if the violations recur. Another administrator may be present when the supervisor and employee discuss a suspension with or without pay. The administrator should indicate his/her presence by signing appropriate documentation. Prior to the employee's return to work from the suspension, the supervisor and employee should have a formal discussion to obtain a commitment that the employee will correct the improper habit(s). This discussion should be documented on a Report of Employee/Employer Interview form.

D. Involuntary Termination. A recommendation for termination may be necessary when the progressive discipline process outlined above is not successful in improving an employee's performance or when an employee's misconduct is serious or egregious. Termination will be effective upon notification of the employee by his/her immediate supervisor.

E. Employees involved in adverse employment actions explained in Paragraphs C. and D. shall be afforded the due process procedures if requested. A recommendation for suspension with or without pay or involuntary termination that becomes the subject of an appeal will not be stayed pending the processing of the appeal. While the due process procedures are being followed concerning a recommendation for termination, suspension with or without pay may be deemed desirable. Refer to Statement No. 242 for Due Process Procedures for Employees.

The Report on Employee/Employer Interview form is available through the Forms Repository.

TITLE: CREDIT TUITION WAIVER BENEFIT FOR EMPLOYEES

I. STATEMENT. The Board of Trustees of Mississippi Gulf Coast Community College has extended the privilege of tuition exemption to full-time employees, their spouse, or qualifying child(ren) from tuition. Full-time MGCCC employees are covered under this policy. Qualifying child(ren) is/are defined in the IRS Code and proof must be demonstrated at the time of request.

Also, the Board of Trustees extends this privilege to retired employees who had ten or more years of continuous service with the College at the time of retirement; or with employees retired with physical disability who have seven or more years of service at the time of retirement.

When employees take advantage of tuition waivers, for state career-technical certification, or re-certification or for credits under Statement No. 214.14 – Employee Development, they will normally do so in other than regular working hours. In extenuating circumstances, when accomplished during regular working hours, they will do so only with the express permission of the appropriate Vice President. When allowed to do so, the employee will be required to make up work hours lost while they are in class. Instructors will not be allowed to enroll in any class that is scheduled for the same time that he or she is also assigned to teach a class.

A. College employees, when taking classes either day or night, should be expected to attend classes and perform all responsibilities expected of any other student in order to gain credit.

B. Work required by class attendance must not interfere with the normal conduct of the employee's duties.

Employees who are eligible for VA educational assistance must be approved by the Veterans' Administration on a case-by-case basis.

Employees are responsible for all fees incurred by their dependent or spouse listed on the Tuition Waiver form. The Tuition Waiver Request form is available through the Forms Repository.

TITLE: QUALIFICATIONS AND DUTIES/JOB DESCRIPTIONS

I. POLICY. The Board of Trustees approved the following on April 21, 1982:

QUALIFICATIONS AND DUTIES

"Each position shall have a designated title and job description to include the qualifications and duties to be performed." (April 21, 1982)

II. PROCEDURES AND RESPONSIBILITIES.

A. Supervisors prepare job descriptions for personnel under their supervision to be included in the employee's personnel file and submitted to the appropriate Executive Officer for approval. All job descriptions must be submitted to the District Human Resources Office for approval.

B. It is a Southern Association of Colleges and Schools requirement that each faculty member and administrator have on file in the District Human Resources Office an official copy of their college-level transcript showing the degrees earned, and any other course work completed or other documentation noting level(s) of educational attainment or professional work experience. Failure to provide an official transcript may result in the employee's paycheck being withheld until such transcript is provided for the files.

TITLE: PERSONNEL RECORDS - PRIVACY

I. POLICY. The Board of Trustees approved the following on April 21, 1982:

PERSONNEL RECORDS

"Files which contain personal and professional data on each employee shall be maintained in the District Human Resources Office and at each campus. These files shall be maintained in accordance with the Privacy of Information Act."

II. PROCEDURES AND RESPONSIBILITIES

It is the direct responsibility of the Campus Vice Presidents and the Director of Human Resources in the District Office to determine the validity of an information request made by an outside source on all administrators, faculty and staff employees of the College. Additional procedures are as follows:

A. The name and date of employment and job title may be given without the receipt of written permission of the employee.

B. An individual's pay data will be released only upon receipt of written permission from the employee or a subpoena from a legally recognized entity. All responses to subpoenas will be forwarded first to the College Attorney for review. Upon review by and approval of the College Attorney, the information may be released.

C. Employees will be given access to their own personal files upon request.

D. Inactive personnel records shall be maintained in the District Human Resources Office for a period of two (2) years from the date of termination. Campus files should then be sent to the District Human Resources Office to be included with data on file there and electronically stored immediately where appropriate.

E. Originals of all personnel documents will be maintained in the District Human Resources Office with copies kept at the campuses.

TITLE: TESTING

I. STATEMENT. No formal testing is required to be used in the hiring process. Simple performance tests may be used, if desired, but they must be totally job-related, be free of bias and be given identically to each applicant for the position in question. Results of testing should be included in recruitment documentation. When formal testing is undertaken, it should be validated under the procedure called for in Tab E, par. 60-315, Higher Education Guidelines.

TITLE: POLITICAL ACTIVITIES OF EMPLOYEES

I. POLICY. The Board of Trustees approved the following Policy on April 17, 1977:

POLITICAL CANDIDACY AND/OR ACTIVITIES OF EMPLOYEES

"College employees shall have the opportunity to be a candidate for political office provided they follow established procedures. In addition to seeking candidacy, the employee shall refrain from any political activity on college premises or during regular work hours."

II. PROCEDURES AND RESPONSIBILITIES

A. When an employee anticipates offering himself or herself as a candidate for an elected office, they shall so indicate their intentions in writing to the President of the College and their intentions to comply with the above policy. A determination will be made by legal counsel as to whether resignation or leave of absence would be required.

B. Requests for a leave of absence or conditions of employment shall be presented to the appropriate Executive Officer and approved by the Executive Council for definite periods of campaigning, office-holding, or other time-consuming responsibilities connected with the political activity. If elected, leave of absence may be contracted on a year-to-year basis, because of the wide variance of the demands on time and for the term of office. Arrangements shall be made on an individual basis.

C. The use of Federal funds for partisan political activity of any kind by any employee in the administration of federally assisted programs is expressly prohibited.

TITLE: NON-INSTITUTIONAL EMPLOYMENT

I. POLICY: The Board of Trustees approved the following on April 27, 1977:

NON-INSTITUTIONAL EMPLOYMENT

"Non-institutional employment must not interfere with the satisfactory service in the position for which the person is employed by the College and/or violate the determined workload or its equivalent as required by the accreditation standards. College professional personnel shall be expected to guard against the assumption of outside responsibilities which might cause encroachments upon either the quality or quantity of the work they are employed to perform for the College."

II. PROCEDURES AND RESPONSIBILITIES

A. Executive Officers must be made aware in writing of any non-institutional employment of exempt employees (Full-time Faculty or Administrative Employees).

B. If, at any time, non-institutional employment appears to be interfering with an employee's duties or responsibilities, the Executive Officers will notify the President.

C. Upon review by the President, the employee will be counseled by the Executive Officer to determine mutually agreeable terms which will be placed in writing, signed by both parties, and forwarded to the Director of Human Resources.

TITLE: EMPLOYEE INFORMATION FORM

I. POLICY. All reporting for college personnel is taken from the Employee Information Form. It is most important that each area of the form be completed properly by the appropriate college employee.

II. PROCEDURES AND RESPONSIBILITIES

The following should be noted in completing each form:

A. The employee Information Form (available from the District Human Resources Office) must be completed by the college representative and made a part of the new hire packet.

B. Under Personal Data, the college representative completing the Employee Information Form should check the proper "race" area. If there is a doubt regarding race, the representative should ask the employee. (This is a requirement of the new Federal EEO-6 reporting procedure.)

Job Data - The definition of full-time, permanent part-time and temporary part-time is as follows:

1. Full-time: any employee working in a faculty, administration, staff, or hourly position. Any personnel replacement to one of these positions during the course of a year would also be considered full-time. Full-time is considered one-half time or more.

2. Permanent Part-time: a person who holds a budgeted part-time position for a year and is under faculty, administration, staff, or hourly contract. Replacements for these positions to be handled the same as original employee. Part-time is considered to be less than one-half time.

3. Temporary Part-Time: Part-time employees hired for part of a fiscal year on an as needed basis.

4. Temporary Full-Time: Full-time employees hired for part of a fiscal year on an as need basis.

The Employee Information Form must be signed by the employee and college personnel completing form.

TITLE: EMPLOYEE LEAVE

I. STATEMENT. In compliance with Miss. Code Ann. §37-29-63 which in part provides authority to the Board of Trustees to "make provisions and establish policies for leave for faculty members and key personnel", the Board of Trustees adopts the following procedures governing the accrual and use of employee leave to be implemented by the administration.

II. PROCEDURES AND RESPONSIBILITIES

A. Leave Accrual and Award to Employee

Effective July 1, 2023, employees shall accrue leave credits as follows:

Tenure	Medical Leave Accrual* (days per year)	Personal Leave Accrual** (days per year)
1 mo. to 3 yr.	12	10
37 mo. to 8 yr.	12	13.5
97 mo. to 15 yr.	12	18
over 15 yr.	12	19.5

*Pro-rated monthly based on length of contract (i.e., 9 months, 10 months, etc.).
**Pro-rated monthly based on length of contract (i.e., 9 months, 10 months,

etc.) not to be less than 8 days per year.

Faculty on summer contracts are eligible for leave accrual under those contracts.

Leaves shall be credited on the last day of each month.

Persons on leave for more than one-month do not accumulate leave.

B. **Definitions**

1. **Full-time**: Employees employed 35-40 hours per week.
2. **Part-time I**: Any employee employed 20 hours or more but less than 35 hours per workweek.
3. **Part-time II**: Any employee employed less than 20 hours per workweek and not eligible for leave benefits.
4. **Hourly**: Employees paid on hourly basis.
5. **Temporary**: Employees hired in a temporary, time limited or grant-funded position and may be full-time or part-time. Temporary employees are not eligible for leave benefits or employee benefits other than those mandated by law. Employees paid under a grant will be paid not to exceed 30 days (240 hours) of personal leave upon termination if this pay is provided for in the grant. For additional information on personal leave pay for employees in temporary positions, please refer to Section II.C.8.
6. **Accumulation toward retirement:** Credit in excess of 30 days personal leave and all accumulated medical leave.
7. Retirees returning to full-time, permanent employment are considered to be new employees.

C. **Medical Leave**

Medical leave is earned by full-time and part-time I personnel.

1. Medical leave may not be granted in an amount greater than has been earned and accumulated by the employee.
2. Medical leave may be used for the illness or injury of an eligible employee. Adjusted summer schedules do not affect leave accumulation and usage.
   Pregnancy will be considered a chronic illness for the term of the pregnancy.
3. An employee may use up to three days of earned medical leave in any calendar year because of a death in the immediate family. Immediate family includes spouse, parent, stepparent, sibling, child, stepchild, grandchild, grandparent, son/daughter-in-law, mother/ father-in-law, brother/sister-in-law.

On a limited basis, when all personal leave has been exhausted, medical leave may be used for the purpose of caring for a child, parent or spouse with a continuing major illness or injury. Medical certification of the illness may be required and must be approved by the Vice President and the President.

4. New employees must be actually working for one (1) month to accumulate medical leave. Accumulation accrues at the end of the first and subsequent months of employment.
5. For each absence due to illness in excess of five (5) consecutive working days, leave shall be authorized only when certified by a medical doctor. The employee is responsible for submitting a medical certification to the immediate supervisor. The immediate supervisor is responsible for ensuring that a physician's certificate is submitted with the time record at a time appropriate for record keeping purposes. The employee must report the status of illness on a weekly basis to the immediate supervisor. The College reserves the right to request additional certification by a doctor of its choice. The cost of this examination for additional certification would be at the College's expense. Failure to provide certification can result in suspension without pay. Unauthorized leave may result in termination after due process review.
6. When an employee can no longer perform in his/her current position for medical reasons, the employee may remain in a pay status and use earned medical leave and personal leave if the employee files for and is approved for protection under the Family Medical Leave Act (FMLA). FMLA protection ensures that the college will provide the same or a comparable position for the employee for up to twelve (12) weeks of absence annually due to medical reasons. An employee may request FMLA protection in the event of a serious health condition that makes the employee unable to perform the essential function of the job, or to care for a spouse, son daughter or parent of an employee who has a serious health condition.
   Employees may request that the annual twelve (12) weeks of FMLA protection be applied consecutively or intermittently. In order to be eligible for FMLA protection, an employee must have worked full-time, or more than twenty-five (25) hours per week, for at least twelve (12) months.
   Employees requesting medical leave for a serious health condition must provide a written and prompt medical certification to include the following:

   A. The date's health condition was detected.
   B. The probable duration of the condition.
   C. Certification from a doctor.

   Medical certification will also be required if an employee takes leave

to care for a family member as defined in item 3, and an estimate of time needed. Where two spouses work for the Institution, they will be allowed a total of twelve (12) weeks between them to care for a family member as defined in item 3.

Employees who take advantage of this benefit (FMLA), shall be required to substitute accrued paid leave (medical and/or personal) for any part of the twelve (12) week period of family leave.

Employees who exhaust accrued leave during the twelve (12) week FMLA protection period will continue FMLA protection in an unpaid status.

7. Upon receipt of certification of a disability, the Vice President may seek a temporary replacement with approval from the President for faculty positions. Should the employee be declared medically able to return to work prior to exhaustion of FMLA protection, the employee will be employed in the same position in the system. Upon expiration of FMLA protection and approval of the President, the employee may be replaced, if required by business necessity.
8. When the employee is medically able to return to work after the expiration of accumulated leave (FMLA protection), the College will make every effort to place the employee in the same or an equal position for which he/she may qualify.
9. When an employee's earned leave has been used, it is the responsibility of the supervisor to notify the Dean of Business Services. District Office Supervisors will notify the Human Resources Office.
10. Employees who require medical leave for a period longer that their accrued medical leave or twelve (12) weeks, whichever is longer, and are on a properly approved leave of absence due to illness or disability, may continue participation in the college health insurance program. Employees not on unpaid family medical leave as described by the Family Medical Leave Act (FMLA) will be responsible for the premiums and must pay at least one month in advance with subsequent premiums due in the finance office by the fifth of each month.

    Employees who are on unpaid medical family leave of twelve (12) weeks or less will continue having their health insurance paid at the same rate by the College. If they do not return to work for reasons other than medical, the College shall seek reimbursement from the employee.
11. Maternity leave is treated as medical leave. for the birth of a son or daughter and the decision to provide care for that infant, or because of the placement of a son or daughter with the employee for adoption or foster care.
12. Monthly leave records will be maintained in the Business Office of each College location and recorded in the college's administrative software system in a manner prescribed by statute and administrative

procedure.

13. When an employee returns from an extended illness, a certification from a physician stating that the employee is medically able to return to work may be required.

D. **Personal Leave**

1. Personal leave may not be granted in an amount greater than earned and accumulated by the employee.

2. Personal leave is authorized for employees upon the approval of supervisors unless used for medical leave.
3. Part-time I employees will accrue personal leave on a pro-rata basis.
4. Monthly leave records will be reported and maintained in the Business Office of each College location and recorded in the college's administrative software system in a manner prescribed by statute and administrative procedure.
5. Employees may not take in excess of ten consecutive working days for personal leave. The appropriate Vice President and President must approve exceptions.
6. Total personal leave, which may be taken in any fiscal year, is limited to 20 days. The appropriate Vice President and President must approve any exceptions.
7. Any employee who has used all accrued medical leave may, upon approval of the President, use accumulated personal leave for medical leave purposes.
8. Upon termination of employment, each employee shall be paid for not more than thirty days (240 hours) of accumulated personal leave for hours earned while paid by college operational funds. Personal leave hours earned while an employee is being paid by a grant will not be eligible for monetary compensation unless the grant specifically allows for it and will reimburse the college for the payout of those hours. If not, unused personal leave must be exhausted prior to the termination date of the grant. Employees under grants will not be paid for personal leave not taken and not provided for in the grant.
    A. In the event of an employee's death while employed, the beneficiary(ies) certified by the employee on the Public Employees' Retirement System of Mississippi (PERS) Beneficiary Designation Form 1B, shall be paid for not more than thirty days (240 hours) of accumulated personal leave for hours earned while paid by college operational funds. If more than one beneficiary is designated, payment for the eligible accumulated personal leave hours will be split between beneficiaries as per the percentages certified by the employee on the PERS Beneficiary Designation Form 1B.

1. Any personal leave hours exceeding thirty days (240 hours) and any medical leave hours shall be transferred to the Public Employees' Retirement System of Mississippi (PERS).

E. **Holidays**

1. Eight federal holidays are recognized for full-time salaried and hourly permanent employees.

New Year's Day	**Independence Day**
Martin Luther King's Birthday	**Labor Day**
Good Friday	**Thanksgiving Day**
Memorial Day	**Christmas Day**

2. Part-time I employees are entitled to equivalent hours (pro rata share) of pay per holiday. Full-time employees are entitled to their normal daily pay per holiday.

3. When a holiday falls on a day other than a scheduled workday, the holiday will be observed on the same day as scheduled for the federal holiday.

4. Employees scheduled to work a holiday will receive compensatory time.

5. All regular employees (except temporary employees, student employees, and rehired retirees) receive their regular pay for scheduled holidays.

    a. Employees must be present for work or in an approved paid leave status on the last regularly scheduled day of work before the holiday and the first scheduled workday after the holiday to be eligible for holiday pay.
    b. Employees shall not be paid for the holidays when employees are on unpaid leave status.
    c. An employee that has submitted a notice of resignation, other than employees who are retiring, shall not be eligible for holiday pay if their last (2) two weeks, (10) ten business days of employment includes the holiday.

F. **Administrative Leave**

1. Administrative leave is approved leave with pay in addition to and other than personal leave or medical leave.

2. **Jury Duty.** The Administration may grant administrative leave with pay to an employee serving as a witness or juror or party litigant, as verified by the Clerk of the Court.

3. **Extreme Weather Condition or Disaster**. The Administration may grant leave with pay in the event of extreme weather conditions or in the event of a man made, technological, or natural disaster or emergency.

4. **Military Leave.** A leave of absence with pay not to exceed fifteen days per fiscal year (July 1-June 30) may be granted to a regular employee who is a member of a reserve component of the armed forces. Employees who are called to active military duty on a short notice as the result of a national emergency may be granted a military leave of absence as outlined in Statement No. 212.30.

5. **Educational Leave.** Educational leave of absence for professional employees is authorized to any employee without pay when such leave is designed to improve the employee's capabilities and value to the College when the President recommends and when the Board approves the leave. The President must approve educational leave for non-professional employees.

6. **Organ Donor Leave.** Organ donation leave provides for extended leave-time off with pay for permanent full-time or part-time employees who have been employed by the College for a period of six (6) months or more who donate a living organ or bone marrow.

    a. On written request from the employee, which includes medical documentation of the proposed organ or bone marrow donation, an employee may be entitled to leave with pay.
    b. An employee may use:

        1. up to thirty (30) days in any twelve-month period to serve as a bone marrow donor.
        2. up to thirty (30) days in any twelve-month period to serve as an organ donor.

H. Compulsory Leave

If, in the opinion of the College, an employee is incapacitated for work due to illness or injury, such an employee may be required to submit to a medical examination by a physician named by the President. If the medical examination indicates the employee is unable to fulfill job duties effectively, the College may require the employee to initiate the FMLA process and

adhere to all college policy related to medial leave and FMLA protection.

I. Retirees' Leave

Retirees employed on a special temporary full-time basis will earn personal leave and medical leave according to the standard college accrual rates.

J. Leave Transfer between Employees

1. Employees may donate a portion of his or her earned personal or medical leave to another employee who is suffering from a catastrophic injury/illness, or to another employee who has a member of his or her immediate family who is suffering from a catastrophic injury/illness, in accordance with Mississippi Law (Section 25-3-95 (8)) as follows:

   "(8) Any employee may donate a portion of his or her earned personal leave or major medical leave to another employee who is suffering from a catastrophic injury or illness, as defined in Section 25-3-91*, or to another employee who has a member of his or her immediate family who is suffering from a catastrophic injury or illness, in accordance with the following:

   (a) The employee donating the leave (the "donor employee") shall designate the employee who is to receive the leave (the "recipient employee") and the amount of earned personal leave and major medical leave that is to be donated and shall notify the donor employee's appointing authority or supervisor of his or her designation. The donor employee's appointing authority or supervisor then shall notify the recipient employee's appointing authority or supervisor of the amount of leave that has been donated by the donor employee to the recipient employee.

   (b) The maximum amount of earned personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave left, and the maximum amount of earned major medical leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the earned major medical leave of the donor employee. All donated leave shall be in increments of not less than twenty-four (24) hours.

   (c) An employee must have exhausted all of his or her earned personal leave and major medical leave before he or she will be eligible to receive any leave donated by another employee.

   (d) Before an employee may receive donated leave, he or she must

provide his or her appointing authority or supervisor 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.

(e) If an employee is aggrieved by the decision of his or her appointing authority that the employee is not eligible to receive donated leave because the injury or illness of the employee or member of the employee's immediate family is not, in the appointing authority's determination, a catastrophic injury or illness, the employee may appeal the decision to the employee appeals board.

(f) Beginning on March 25, 2003, the maximum period of time that an employee may use donated leave without resuming work at his or her place of employment is ninety (90) days, which commences on the first day that the recipient employee uses donated leave. Donated leave that is not used because a recipient employee has used the maximum amount of donated leave authorized under this paragraph shall be returned to the donor employees in the manner provided under paragraph (g) of this subsection.

(g) If the total amount of leave that is donated to any employee is not used by the recipient employee, the donated leave shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.

(h) The failure of any appointing authority or supervisor of any employee to properly deduct an employee's donation of leave to another employee from the donor employee's earned personal leave or major medical leave shall constitute just cause for the dismissal of the appointing authority or supervisor.

(i) No person through the use of coercion, threats or intimidation shall require or attempt to require any employee to donate his or her leave to another employee. Any person who alleges a violation of this paragraph shall report the violation to the executive head of the agency by whom he or she is employed or, if the alleged violator is the executive head of the agency, then the employee shall report the violation to the State Personnel Board. Any person found to have violated this paragraph shall be subject to removal from office or termination of employment.

(j) No employee can donate leave after tendering notice of separation for any reason or after termination.

(k) Recipient employees of agencies with more than five hundred (500)

employees as of March 25, 2003, may receive donated leave only from donor employees within the same agency. A recipient employee in an agency with five hundred (500) or fewer employees as of March 25, 2003, may receive donated leave from any donor employee.

(l) In order for an employee to be eligible to receive donated leave, the employee must:
    (i) Have been employed for a total of at least twelve (12) months by the employer on the date on which the leave is donated; and
    (ii) Have been employed for at least one thousand two hundred fifty (1,250) hours of service with such an employer during the previous twelve-month period from the date on which the leave is donated.

(m) Donated leave shall not be used in lieu of disability retirement.

(n) For the purposes of this subsection, “immediate family” means spouse, parent, stepparent, sibling, child, or stepchild.”

(o) For the purposes of this subsection, “Catastrophic injury or illness” means a life-threatening injury or illness of an employee or a member of an employee's immediate family which totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the state for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, which result in intermittent absences from work, and which are long-term in nature and require long recuperation periods may be considered catastrophic. Miss. Code. Ann. § 25-3-91(b).

2. Employees with externally funded positions are ineligible for participation in donated leave as a donor or recipient effective July 1, 2018.

K. Leave Transfer among Institutions and State Agencies

1. Personal and Medical leave may be transferred between or among any and all state agencies, junior colleges and senior colleges, upon certification of leave from the institution from which the new employee is transferring and acceptance of the leave in accordance with college leave policy. Employees not eligible to earn leave at the college will not be allowed to transfer leave into the college from another college or state agency. Employees must work for the college for a minimum of

twelve (12) months before any leave transferred from another entity may be included in the allowed payment of not more than thirty days (240 hours) of accumulated personal leave upon termination of employment.

TITLE: EMPLOYEE TIME AND ATTENDANCE

I. STATEMENT: Timely and regular attendance is an expectation of performance for all Mississippi Gulf Coast Community College employees. To ensure adequate staffing, a positive employee working environment, and to meet the needs of our students, employees will be held accountable for adhering to their workplace schedule.

In the event an employee is unable to meet this expectation, he or she must first seek approval from their immediate supervisor in advance of any requested schedule changes. This approval includes request to use Paid Time Off (PTO), as well as late arrivals to or early departures from work.
Administration has discretion to evaluate extraordinary circumstances of a tardy or an absence to determine whether or not to count the incident as one occurrence.

II. PROCEDURES AND RESPONSIBILITIES

For purposes of this statement, terms are defined as follow:

A. Definitions

Absence: *An absence is any missed shift of scheduled work (excessive scheduled or unscheduled)*

Unscheduled Absence: *An unscheduled absence is a "call in" or unscheduled early departure.*

Occurrence: *An occurrence is documented as an unscheduled absence, tardy or early departure.*

While an absence refers to a single failure to be at work, an occurrence may cover consecutive absent days when an employee is out for the same reason.

III. CORRECTIVE ACTION

A. The following are corrective action steps for supervisors to initiate for attendance and punctuality.

1. One (1) occurrence is equal to one (1) unscheduled absence or three

(3) tardies:

3 Occurrences = Coaching Session
4 Occurrences = Verbal Warning
6 Occurrences = Written Reprimand
8 Occurrences = Written Conference with 3-day suspension
10 Occurrences = Suspension with recommendation for discharge

2. Single Day of No-Call/No Show

1 Occurrence = Written Conference
2 Occurrences = Written Conference with 3-day unpaid suspension
3 Occurrences = Suspension with recommendation for discharge

3. Three Consecutive Days of No-Call/No Show

Recommendation to discharge employee for job abandonment.

B. Occurrences do not include:

1. **Bereavement Leave** with documentation of obituary announcement or supervisor's personal knowledge of employee's eligibility;

2. **Military Leave** with copies of military orders and military pay voucher;

3. **Workers Compensation Injury** with completed first report of injury reports, and HR's awareness of Doctor's orders;

4. **Approved Paid Time Off** with documentation provided to the immediate supervisor indicating the PTO request made in advance is approved.

C. Patterns of Occurrences:

Occurrences (unscheduled absences, excessive scheduled absences, tardies, or early departures) which indicate an undesirable pattern will also be cause of review and corrective action by the supervisor. Once the pattern is identified, the supervisor should bring this matter to the attention of the employee. After the employee is notified that a pattern of occurrences has been identified, the next occurrence that follows the identified pattern will count as the equivalent of two occurrences and progress the employee to the next step of corrective action.

Undesirable Patterns may include, but are not limited to the following:

1. Absences occurring immediately before or after scheduled days off (i.e.,

vacations/holidays, weekends).

2. Regular absences occurring the day after pay day.

3. Coming into work but leaving prior to the end of the shift.

4. Employee demonstrates a pattern of unscheduled absences occurring over multiple days.

5. Combinations of occurrences that show an undesirable overall attendance pattern or circumvent one area of attendance for another. This can include tardiness, leaving early and unscheduled absences.

6. Supervisors may request a doctor's excuse for medical conditions which produce a pattern of frequent call-ins resulting in the use of medical leave. This is applicable for any on-going/continuing medical condition(s) that does not require Family Medical Leave protection.

Statement No. 212.14

OPR – VICE PRESIDENT, ADMINISTRATION AND FINANCE

August 23, 1979
February 3, 1983
December 6, 1988
October 28, 1993
May 22, 1996
May 5, 2008
January 20, 2010
August, 22, 2012
November 18, 2015

TITLE: EMPLOYEE DEVELOPMENT

I. POLICY. The Board of Trustees approved the following Policy on April 27, 1977.

EMPLOYEE DEVELOPMENT OPPORTUNITY

Employee Development is encouraged and required by the Board of Trustees. The College administration shall cooperate by providing opportunities for such employee development. The statement in support of this policy is that all employees must complete a minimum of 15 clock hours of training or equivalent activities applicable to the employee's job each year to be eligible for employment for the upcoming year. Equivalent activities are those activities that are scholarly, or skills oriented in nature that are not measured in clock hours and may include but are not limited to credit courses, specialized workshops, institutes, doing research that results in publication in a recognized professional journal, etc. Such activities must be approved in advance by the Campus Vice President.

II. PROCEDURES AND RESPONSIBILITIES

A. Members of the Executive Council are delegated responsibility for approving activities for accumulation of hours and equivalent activities.

B. Employees are responsible for obtaining approval from the appropriate Vice President, to participate in equivalent activities and report completion.

C. The HR Employee Development Coordinator is responsible for entering approved employee development activities into the college-wide database. Credit for Employee Development Training will be entered into the college-wide database once approved by the employee's immediate supervisor.

D. The college employee development program does not qualify employees for more pay on the salary schedule.

E. HR Employee Development Coordinator: Under the supervision of the District Director of Human Resources, the HR Employee Development Coordinator is responsible for the planning and assessment of college-wide employee development activities at the campuses and centers.

F. The Employee Development Advisory Board is appointed by the Campus Vice President and District Director of Human Resources to assist in planning employee development activities. The team is composed of faculty, administrators, and staff.

G. An annual education update will be conducted each year for employees prior to the beginning of the next school year.

1. Employees can review their employee development credit through a secure account on the college's self-service system at http://www.mgccc.edu.

2. The HR Employee Development Coordinator will provide the Campus Vice Presidents with a report of the persons who have not met the required hours for Employee Development. Campus Vice Presidents and/or appropriate supervisor will notify their employee of their status.

3. A report will be provided annually to the President identifying those employees who do not qualify for reappointment under this procedure.

H. Hours for equivalent activities will be determined as shown below. Records of equivalent hours will be kept in the college-wide database. It shall be the responsibility of the individual employee to request approval of equivalent activity using the Employee Development Credit form. The completed form must be approved by the employee's immediate supervisor.

1. Equivalent hours for college coursework: A semester hour of credit is equal to five clock hours under the employee development program. Courses must be taken from a regionally accredited institution. The college employee is responsible for presenting transcripts as evidence of equivalent activity via college coursework.

2. Conferences, workshops, institutes, webinars, etc.: Hours shall be given on an hour for an hour basis not to exceed a maximum of six (6) clock hours per day.

3. Employees who serve as SACS off-site or on-site evaluators or other accreditation review, may receive clock hours for the review, not to exceed six (6) hours per day.

I. When requesting approval of hours for attendance at conferences, workshops, or for accreditation evaluator service, employees shall provide evidence of attendance. A copy of the agenda, a trip report or some other documentation shall be attached to the request for receipt of hours.

J. The Employee Development Credit form shall be turned in within 30 days from the date of participation in order to receive credit.

K. Hours are not given for mandatory college events such as the general plenary session of the Fall Faculty Workshop, or for participation in college governance meetings, departmental meetings, or other general meetings of the college. Award of clock hours for college activities outside of those scheduled within the college employee development program must be approved by the appropriate supervisor.

L. When an employee conducts a workshop on or off campus, he/she will be awarded 2 hours for preparation and 1 hour for each 1-hour presentation. The records will be verified by the HR Employee Development Coordinator with a copy to the appropriate supervisor.

M. Exceptions to the above will be approved only by the President.

TITLE: DRUG FREE WORKPLACE, SCHOOLS, AND COMMUNITIES

I. STATEMENT. In compliance with the Drug Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, the administration of the Mississippi Gulf Coast Community College certifies that the College supports the fight against unlawful drugs and alcohol in the workplace.

Mississippi Gulf Coast Community College certifies that it has adopted and implemented an Alcohol and Other Drug (AOD) program to help prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on the institution's premises and as part of any of its activities.

Through published and circulated statements, and the AOD program, the College notifies employees and students that compliance with these Acts is required and unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on the institution's premises and action will be taken against employees and students for violation of such provisions. The College also certifies that it will continue to make a good faith effort to continue to maintain a drug and alcohol-free environment.

II. PROCEDURES AND RESPONSIBILITIES

A. Employees and students who violate this policy will be subject to appropriate disciplinary action, consistent with local, state and federal law. Employees in violation of the policy could face disciplinary action applicable to Statement 212.4.1 (Progressive Discipline). Student violators could face disciplinary actions and monetary fines applicable to Statement 717 (Due Process in Student Discipline).

B. Employees and students are prohibited from working, and operating any College vehicle or equipment, while under the influence of alcohol or non-prescribed controlled substances. In addition, no passenger in a college vehicle may consume alcoholic beverages or use non-prescribed controlled substances while in the vehicle.

C. Additional Provisions for Employment

1. Employees are required to notify his/her Vice President of any criminal drug conviction occurring in the workplace no later than (5) five days after such conviction. If the employee is employed through a grant, the College will

notify the appropriate agency within (10) ten days of receipt of notice.

2. Within (30) calendar days of receiving notice of conviction of a criminal drug offense, the Vice President will upon the approval of the President:

    a. Take appropriate action against the employee up to and including termination, or
    b. Require the employee to participate satisfactorily in a drug abuse assistance rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

D. Alcohol and Other Drug (AOD) Program

1. Mississippi Gulf Coast Community College certifies that it has adopted and implemented an Alcohol and Other Drug (AOD) program to help prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees both on the institution's premises and as part of any of its activities. Information regarding AOD policies and requirements shall be distributed annually.

2. The AOD program material must be accessible to students, employees, and other outside entities and is maintained by the Compliance Officer. Mississippi Gulf Coast Community College AOD Program will contain:

    a. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on college property or as part of any of its activities.
    b. A description of the legal sanctions under local, state, or federal law for the unlawful possession, use, or distribution of illicit drugs and alcohol.
    c. A description of the health risks associated with the use of illicit drugs and abuse of alcohol.
    d. A description of any drug or alcohol programs (counseling, treatment, rehabilitation, or re-entry) that are available to students and employees.
    e. A clear statement that the College will impose disciplinary sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employement and referral for prosecution, for violations of the standards of conduct.
    f. A description of the alcohol and drug education programs provided by the College.

3. The Mississippi Gulf Coast Community College AOD shall develop a sound method for distributing annual notification information to every student and staff member each year and must include information listed in 2 (a-f).

4. The college must conduct a biennial review of the AOD program, which shall be conducted by the end of each even-numbered calendar year. The biennial review is available to students, employees, applicants, parents, and the general public. Any interested party can request a copy of this biennial review by contacting the Compliance Officer at compliance@mgccc.edu The biennial review will focus on reviewing the following objectives:

    a. Determine the program's effectiveness and implement any needed changes to the AOD program.
    b. Ensure that campuses enforce disciplinary sanctions for violation standards of conduct consistently as mentioned in paragraph (a)(5).
    c. The College must provide a copy of their biennial report to the U.S. Department of Education or its representative on request.

5. The College shall retain the following records for three years after the fiscal year in which the record was created:

    a. The College's biennial review.
    b. Any other records related to the College's compliance with the drug prevention program.

TITLE: ATTENDANCE RECORDS

I. **STATEMENT.** The following guidelines are established to comply with the leave reporting requirements of the Mississippi Gulf Coast Community College.

II. PROCEDURES AND RESPONSIBILITIES

A. **REPORTING OF MEDICAL, PERSONAL, COMPENSATORY LEAVE:** Medical/Personal/Compensatory leave will be reported on Attendance Records (available from District Printing). Attendance records will be signed by the employee and the employee's immediate supervisor and submitted to the appropriate Dean by the third workday of each month and routed to the office of the campus Dean of Business Services or Director of Human Resources for District Office by the fifth workday of the month. Scanning cards will be batched in the office of the Dean of Business Services or Director of Human Resources for District Office and sent to the Computer Center on the next courier run.

1. **Administrators and Faculty:** Administrators and faculty are not required to report time but must report Medical or Personal Leave usage on the attendance record. Only the blocks marked (M-Medical Leave) or (P-Personal Leave) will be used.

2. **Staff:** Staff personnel will complete an attendance record on a monthly basis. Regular work hours will be placed in the appropriate block, and hours taken as Medical or Personal Leave will be placed in blocks marked (M-medical Leave) or (P-Personal Leave). Compensatory time must be reported in the hours worked block.

3. **Hourly:** Hourly personnel will complete an attendance record on a semi-monthly basis. Regular work hours will be placed in the appropriate block, and hours taken as Medical or Personal Leave will be placed in blocks marked (M-Medical Leave) or (P-Personal Leave). Compensatory time must be reported in the hours worked block. The card must be signed by the employee and submitted as outlined above on the third workday after the 15th and 30th of the month. The 15th and 30th cards will be combined on one scanning card, signed by the Supervisor, and sent to the Business Office.

B. **REPORTING OF HOURS:** Hours worked and leave usage will be reported in whole and/or quarter hours, (15 minutes = .25; 30 minutes =

.50; 45 minutes = .75) rounded to the next highest quarter hour. Usage of less than 8 minutes within any quarter hour will not be reported.

Supervisors will maintain attendance records, verify accuracy of the employee's report, ensure all records are received, and ensure that hours are recorded.

Attendance Records for all employees must be retained in hard copy in the Business Services Office/ District Human Resources Office for three years as documentation for time and leave.

C. **MONTHLY LEAVE SUMMARY:** Campus Deans of Business Services and Central Human Resources Office will receive copies of the monthly leave summary on the 15th of the month.

Campus Deans of Business Services and the Director of Human Resources for District Office will review the Leave Summary Report and report reductions in pay for all employees on the 30th payroll based on the number of hours taken in excess of available Medical/Personal Leave.

Reductions in pay for faculty, administration and staff will be reported to the District Human Resources Office for the 30th payroll on the Payroll Leave Reduction Form (The form is available through the forms repository.)

Reduction in hours for hourly personnel will be entered directly on hourly time sheets by campus Deans of Business Services. Excessive reductions in pay for an employee must be reported by the Dean of Business Services to the appropriate Campus Vice President and, if necessary, appropriate action taken.

D. **CUMULATIVE LEAVE RECORDS ON PAYROLL CHECKS:** Leave balance will be shown on the check stub on the 30th of the month. The check stub will indicate the effective date of accumulation.

The Payroll Leave Reduction Form is available through the Forms Repository.

TITLE: NURSING PRACTICES ACT

I. STATEMENT. The Nursing Practices Act of 1970, as amended by the Governor on April 22, 1976, requires all nurses in the State to renew their license biannually, by January 1 on uneven years. The act requires nurses to submit evidence that he or she is qualified. A copy of the license in the files will satisfy this requirement for college purposes. The College employs Registered Nurses in the ADN and LPN programs on the Jackson County Campus, Harrison County Campus, the Perkinston Campus, and the George County Center.

II. PROCEDURES AND RESPONSIBILITIES

An on-line verification system provided by the Mississippi Board of Nursing will be used to validate licenses no later than January 5 by the Dean of Nursing and Allied Health who will compile and route to District Human Resources Office.

TITLE: RETIREMENT

I. POLICY. The Board of Trustees approved the following Policy on April 21, 1982:

RETIREMENT

"The Board may recognize the faithful service of retiring employees. Retiring employees shall follow clearance procedures for terminating employees."

II. PROCEDURES AND RESPONSIBILITIES

A. Employee writes appropriate Executive Officer stating intentions of retirement and last date of work.

B. Executive Officer will forward a copy of letter to District Human Resources Office for notifications of President and inclusion on the Board agenda.

C. To receive benefits in a timely fashion, the employee will notify the Retirement System 90 days in advance of retirement date.

ADDRESS: Mississippi Public Employees' Retirement System
429 Mississippi Street
Jackson, Mississippi 39201-1005

D. The Retirement System will send the employee a retirement package with processing instructions.

E. Upon completion of the package, all items are sent to the District Human Resources Office for verification of salary and submission to Retirement Office. This information must be in the District Human Resources Office 45 days prior to retirement date.

F. Retirement benefits will normally begin 30-60 days from receipt of completed package and will be retroactive to the first of the following month after retirement.

G. See Statement No. 212.3 for procedures to be followed when employees are terminated.

TITLE: EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICERS

I. STATEMENT. It is a policy that each separate geographical location in the College will have appointed a college official to act in the capacity of Equal Employment Opportunity (EEO) Officer, as called for in federal guidelines.

All complaints from that location will be funneled through this official. Local publicity will be given to employees at each location as to the identity of the EEO Officer. Equal Employment Opportunity Officers will be appointed for the following locations:

A. District Office
B. Perkinston Campus
C. Harrison County Campus
D. Jackson County Campus
E. George County Center
F. Keesler Center
G. Community Campus
H. West Harrison County Center

II. PROCEDURES AND RESPONSIBILITIES

A. Vice Presidents of the Campuses are responsible for appointing individuals at the Campus and Center location for the added responsibility of Equal Employment Opportunity Officer.

B. Vice Presidents must inform the President of the College of individuals appointed.

C. The Equal Employment Officer is responsible for:

1. Discussing problems with employees.
2. Making inquiries to gather facts about the concern.
3. Determine if concern is within the purview of a discrimination complaint.
4. Attempting informal resolution.
5. Write a report when an employee files a complaint.
6. Report to District Human Resources Office.
7. Direct employee to Statement No. 242 - Due Process Procedures for Employees as required.

TITLE: EXTRA DUTY

I. POLICY. The Board of Trustees approved the following on April 27, 1977:

EXTRA DUTY

"Because extra duty contributes to the overall operation of the College, employees shall agree to perform the extra duties assigned to them. Care shall be taken by the administration to assign duties equitably."

II. PROCEDURES AND RESPONSIBILITIES

Extra duty or duty not specifically spelled out in the job description of an employee will be performed by employees at the discretion of the administration. Extra duty will be assigned on an equitable basis so as not to impose an undue hardship on any employee or group of employees. Extra duty performed on a continuous basis should be put in the employee's job description. Pay for extra duty assignments will be governed by the Wage and Hour Guidelines.

TITLE: FACULTY EXCHANGE PROGRAM

I. STATEMENT. The Board of Trustees approved the following Policy on Faculty Exchange during their regular meeting held October 23, 1985.

"The College provides an opportunity for faculty exchange with no obligation other than the salary normally paid to the instructor. Application for a Faculty Exchange Program must follow established procedure."

II. PROCEDURES AND RESPONSIBILITIES

A. The Faculty Exchange Program will begin with the commencement of the fall semester and will last for one nine-month school term beginning with the commencement of the Fall Semester. In addition, no more than one (1) faculty member from each campus (including centers) will be allowed to participate in the program during any school term.

B. Those faculty wishing to apply for an exchange program will present their applications in writing to their department chairperson one year in advance of the proposed exchange period. The department chairperson will transmit the application through the Campus Dean of Instruction to the Campus Vice President. An Exchange Committee (consisting of the Campus Vice President, Campus Dean of Instruction, and one faculty member from three different departments with a minimum of five years' teaching experience at MGCCC) will determine which applicant will be selected for their campus. In addition, the person replacing the faculty member must also meet the approval of the faculty member and the replacement must be approved by the College President and the Board of Trustees.

Criteria to be used by committee in selection:

1. At least five (5) years full-time service with the College;
2. Evidence of outstanding achievements with the College; and
3. Potential benefits to be derived from the exchange by both the faculty member and the College.

B. The College will have no obligation other than the salary normally paid to the instructor, and the reciprocating college must agree to pay their faculty member's salary. Moving expenses, etc., will be the responsibility of the faculty member making the exchange, and MGCCC will accept no

responsibility for moving expenses, living quarters, or related expenses for the replacement faculty member.

TITLE: SABBATICAL LEAVE

I. POLICY. The Board of Trustees approved the following policy on Sabbatical Leave during their regular meeting held October 23, 1985.

"In recognizing the need for continued professional development, any full-time faculty member or administrator with seven years' college service shall be provided the opportunity to apply for a sabbatical leave in accordance with established procedures."

II. PROCEDURES AND RESPONSIBILITIES

Faculty or administrators having served a period of seven years may request up to one year of leave time and may repeat the request every seven years served thereafter.

A. Application must be made to the Leave Committee (consisting of Vice President, Teaching & Learning/Community Campus, Campus Vice President, Campus Dean of Instruction, and one faculty member from three different departments with a minimum of five years teaching experience at MGCCC) six months in advance of leave date. This application would include an explanation of educational goals and prospective schedule of events. Included would be a detailed explanation of the reason and justification or research to be done if not at an academic institution (travel, etc.).

No more than two persons per campus, including centers (one faculty member and one administrator; or two faculty members) will be granted sabbatical leave during the year. The Leave Committee will make a recommendation regarding the faculty member(s) selected to the President who, in turn, will make a recommendation to the Board of Trustees for final approval. A person who applied for sabbatical leave must agree to return to employment with the College upon completion of sabbatical leave for a minimum of two years.

B. A faculty member may apply for up to one full year (two semesters and/or one summer with a minimum of one full semester) leave at half pay.

   An administrator may apply for up to one full year (two semesters and/or one summer with a minimum of one full semester) leave with pay determined by the amount of the administrator's salary remaining after a replacement has been found, but in no case will the salary paid to the administrator be greater than one-half of his/her present salary.

   1. It will be the responsibility of the department to cover the workload of the individual on leave.
   1. Arrangements for the workload of the employee must be made before final approval can be given for a leave.

C. Selection. A written proposal accompanied by a personal interview giving reasons or statement of need and justification for leave must be presented six months prior to date of leave. Said committee or council will pass on the merit of leave and if turned down by a majority of the committee, the employee may apply again the following year.

   1. Criteria to be used by the committee in selection;

      a. At least seven years' full-time service with the College.

      b. Evidence of outstanding achievements with the College.

Potential value of the proposed leave program to the College and the individual making the request.

TITLE: COBRA

I. **STATEMENT:** On April 7, 1986, a new Federal law was enacted {Public Law 99-272, Title X} requiring that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances (called "qualifying events") where coverage under the plan would otherwise end.

A "Qualifying Event" is any of the following:

A. Termination of employment (other than for gross misconduct);

B. Reduction of hours worked so as to render the employee ineligible for coverage;

C. for a spouse and eligible dependents, death of the employee;

D. for a spouse and eligible dependents, loss of coverage due to the employee becoming eligible for Medicare;

E. for a spouse, divorce, or legal separation; and

F. for a dependent child, ceasing to qualify as a dependent under the plan.

II. PROCEDURES AND RESPONSIBILITIES

A. All new employees are to receive a copy of COBRA notification, Attachment No. 2, which informs them of their rights under the law. Any employee hired will receive from the District Office a copy of the attached notice entitled "VERY IMPORTANT NOTICE". It is required by law that all employees be notified of their rights under COBRA. Notification must be made by mail to the employee and spouse.

B. Under the new law the employee or a family member has responsibility to inform MGCCC of a divorce, legal separation, or a child losing dependent status under the health plan. MGCCC has the responsibility to notify health insurance carrier of the employee's death, termination of employment or reduction in hours, or Medicare eligibility.

C. Procedures for MGCCC notifications required as a result of a qualifying event:

1. Upon termination of employment or reductions in hours worked (to below 20)

    a. The Campus Finance Office will complete a termination form, give the employee a copy of "Notice of Benefits Termination" (Attachment 1) and require the employee to sign the statement regarding the Notice of Opportunity for Continued Medical Coverage. A copy of notice must accompany termination form to District Office.

    b. If the employee, spouse, and/or dependents desire continuation coverage, then, "Continuation Coverage Form" is to be completed by the District Human Resources Office for further processing. A copy of this completed form will be retained in the Employee personnel file.

2. Upon death of an employee

    a. The appropriate campus will complete a termination form. The form entitled "Notice to Persons whose Group Benefits are Terminating" (Attachment I) will be sent by the Central Human Resources Office to the spouse (if any) of the deceased employee for the purpose of determining whether the deceased employee's spouse or dependents desires continuation of coverage.

    b. If the spouse and/or dependents desire continuation of coverage, then, "Continuation Coverage Form" will be completed by the District Human Resources Office for further processing.

3. A retired (or retiring) employee becoming eligible (or already eligible) for Medicare

    a. The retiree will contact the District Office to complete paperwork if retiree desires continuation of coverage under Medicare.

    b. If the spouse/or dependents desire continuation of coverage, then, "Continuation Coverage Form" will be completed by the District Human Resources Office for further processing.

D. Notification required of employees.

1. **Divorce or Legal Separation**

a. The employee needs to notify the appropriate finance office or Dean's office of the occurrence. Campus will notify District Human Resources Office.

b. The form entitled "Notice to Persons Whose Group Health Benefits are Terminating" (Attachment 1) will be sent by District Office to the spouse (if any) of the divorced or legally separated employee for the purpose of determining whether the divorced employee's spouse or dependents desire continuation of coverage.

c. If the spouse and/or dependents desire continuation of coverage, then, "Continuation Coverage Form" will be completed by the District Human Resources Office for further processing.

2. **A dependent child ceases to be a dependent under definition of dependent child (usually because of age or no longer being a full-time student).**

   a. The employee must notify the appropriate finance office or dean's office of the occurrence. Campus will notify District Human Resources Office.

   b. The form entitled "Notice to Persons Whose Group Health Benefits are Terminating" (Attachment 1) will be sent by District Office to the employee for the purpose of determining whether the dependents desire continuation of coverage.

   c. If the dependents desire continuation of coverage, then "Continuation Coverage Form" will be completed by the District Human Resources Office for further processing.

ATTACHMENT 1

NOTICE TO PERSONS WHOSE GROUP HEALTH BENEFITS ARE TERMINATING

PERSONS ELIGIBLE FOR CONTINUED COVERAGE:
(Type or print full name) Date of Birth

Employee _____

Spouse _____

Child(ren) _____

_____

_____

_____

Address _____ _____ _____ _____
Street & Co. City State Zip Code

Under Federal law, if your group health benefits end due to a "qualifying event," you may elect to continue your coverage under the plan. A qualifying event is any of the following:

(1) For an employee, termination of employment (other than for gross misconduct) or reduction of hours worked so as to render the employee ineligible for coverage;

(2) For a dependent:

- Death of the employee;
- Divorce or legal separation;
- For a spouse and eligible dependents, loss of coverage due to the employee becoming eligible for Medicare; or
- For a dependent child, ceasing to qualify as a dependent under the plan.

In order to continue coverage, you must make the monthly premium payment of $_____ for yourself and an additional $_____ for dependents. The payment must be given to the employer. If you wish to continue this coverage, you must return

this form and pay the required premium to the employer within 60 days of the qualifying event or receipt of this notice, whichever is later. Subsequent premiums must be paid to the employer by the _____ day of each month. If the employer does not hear from you within the above time limit it is assumed, you have elected not to continue coverage under the group plan.

If elected, the continued coverage will end on the earliest of the following:

(1) 18 months after the date of termination of employment (other than for gross misconduct) or reduction of hours worked so as to render the employee ineligible for coverage;

(2) 36 months after the date of any other qualifying event;

(3) The date the employer ceases to provide any group health plan to any employee;

(4) The date the employer or dependent fails to make any required premium payment when due;

(5) The date the employee or dependent becomes:

(a) A covered employee under any other group health plan; or
(b) eligible for Medicare; or

(6) The date a divorced or widowed spouse remarries and becomes covered under another group health plan.

`````````````````````````````````````````````````````````````````````````````````````````````````````````````````````````````````````````````

( ) I do not wish to continue my medical coverage under the group plan.

( ) I elect to continue my medical coverage under the group plan and agree to the conditions and requirements outlined above.

Please continue coverage for:
( ) Myself only
( ) Myself and my eligible dependents

_____ _____
Signature of Employee Date

_____ _____
Signature of Spouse/Former Spouse Date
`````````````````````````````````````````````````````````````````````````````````````````````````````````````````````````````````````````````

Certified for Employer by	Date
Title	Date

RETURN TO: MISSISSIPPI GULF COAST COMMUNITY COLLEGE
Human Resources Office
P. O. Box 609
Perkinston, MS 39573

ATTACHMENT 2

COBRA

********** V-E-R-Y I-M-P-O-R-T-A-N-C-E N-O-T-I-C-E **********

On April 7, 1986, a new Federal law was enacted {Public Law 99-272, Title X} requiring that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provisions of the new law.
BOTH YOU AND YOUR SPOUSE SHOULD TAKE TIME TO READ THIS NOTICE CAREFULLY.

If you are an employee of the Mississippi Gulf Coast Community College District covered by group health insurance, you have a right to choose this continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part). Please note that **only retirees** have the option of continuing their life insurance coverage.

If you are the spouse of an employee covered by group health insurance, you have the right to choose continuation coverage for yourself if you lose group health coverage for any of the following four reasons:

(1) The death of your spouse;

(2) A termination of your spouse's employment (for reasons other than gross misconduct) or reduction in your spouse's hours of employment;

(3) Divorce or legal separation from your spouse; or

(4) Your spouse becomes eligible for Medicare.

In the case of a dependent child of an employee covered by group health insurance, he or she has the right to continuation coverage if group health coverage is lost for any of the following five reasons:

(1) The death of a parent;

(2) The termination of a parent's employment (for reasons other than gross misconduct) or reduction in a parent's hours of employment with the Mississippi Gulf Coast Community College District;

(3) Parents' divorce or legal separation;

(4) A parent becomes eligible for Medicare; or

(5) The dependent ceases to be a "dependent child" under the group health plan.

Under the new law, the employee or a family member has the responsibility to inform MGCCC of a divorce, legal separation, or a child losing dependent status under the group health plan. The Mississippi Gulf Coast Community College District has the responsibility to notify the health insurance provider of the employee's death, termination of employment or reduction in hour, or Medicare eligibility.

When MGCCC is notified that one of these events has happened, the College will in turn notify you that you have the right to choose continuation coverage. Under the new law, you have at least 60 days from the date you would lose coverage because of one of the events described above to inform MGCCC that you want continuation coverage.

If you do not choose continuation coverage, your group health insurance coverage will end.

If you choose continuation coverage, the Mississippi Gulf Coast Community College District is required to give you coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members. The new law requires that you be afforded the opportunity to maintain continuation coverage for 3 years unless you lost group health coverage because of a termination of employment or reduction in hours. In that case, the required continuation coverage period is 18 months. However, the new law also provides that your continuation coverage may be cut short for any of the following five reasons:

(1) The Mississippi Gulf Coast Community College District no longer provides group health coverage to any of its employees;

(2) The premium for your continuation coverage is not paid;

(3) You become an employee covered under another group health plan;

(4) You become eligible for Medicare;

(5) You were divorced from a covered employee and subsequently remarry and are covered under your new spouse's health plan.

You do not have to show that you are insurable to choose continuation coverage. However, under the new law, you must pay all of the premium for your continuation coverage. The new law also says that, at the end of the 18 months or 3-year

continuation coverage period, you must be allowed to enroll in an individual conversion health plan.

This new law applies to the group health plan beginning on July 1, 1986. If you have any questions about the new law, please contact the MGCCC Central Human Resources Office. Also, if you have changed marital status, or you or your spouse have changed addresses, please notify MGCCC.

TITLE: HARASSMENT

I. POLICY. Conduct creating an intimidating, hostile or offensive working environment is contrary to the policy of the Board and those violating this policy may be subject to disciplinary action to and including discharge.

Any employee who feels that he/she has been subjected to sexual, racial, or other harassment is urged to immediately contact the office of his/her Vice President or the College EEO Officer.

II. PROCEDURE AND RESPONSIBILITIES

Should an employee believe he/she has been subjected to any type of harassment, the employee should refer to Statement No. 242 - Due Process Procedures for Employees in the *Policies and Procedures Manual*.

TITLE: SUMMER CONTRACTS FOR FACULTY

I. STATEMENT. To ensure equity and fairness in the management of summer contracts for faculty, the Executive Council approved the following procedures on May 7, 1987.

II. PROCEDURES AND RESPONSIBILITIES

A. Awarding of Summer Contracts. Summer contracts will be offered only to full-time faculty of Mississippi Gulf Coast Community College and only for those classes taught during the regular summer term and not for classes taught during the fall or spring semester (nor for the fall, winter, or spring terms at the Keesler Center).

Academic instructors are limited to one summer contract per each summer session. Technical faculty will be awarded two summer contracts, one per each summer session, provided enrollment and priority requirements established in this policy are met. A career instructor will be issued a two-month summer contract if at the beginning of the contract period students have registered and paid for a minimum of 80 credit hours for the program.

B. Teaching Load

a) The required teaching load for a summer contract in the academic and technical areas is 12 load points.

b) The required teaching load for a summer contract for Learning Lab Instructional Assistants is 35 hours per week for five weeks or a total of 175 hours of instructional time.

c) The required teaching load for a summer contract in the career area is 30 contact hours per week for two months.

C. Partial Contracts. Contracts for less than full time will be awarded when insufficient numbers of classes are available to allow full contracts or when an instructor chooses to teach for less time than that required for a full contract.

D. Summer Contract Pay

a) Summer contracts pay for faculty for both sessions of summer school will be computed using faculty salary schedule that is in effect the date the first summer school session begins.

2. Academic faculty will be paid one-ninth of the amount of a nine-month contract for a summer contract.

3. Technical faculty will be paid one-tenth of the amount of a ten-month contract for a summer contract.

4. Career faculty will be paid one-fifth of the amount of a ten-month contract for a two-month summer contract.

5. Academic and Technical faculty salaries for partial contracts will be on the basis of 1/12 of a summer contract for each load point.

6. The possibility of partial contracts for career faculty does not exist.

E. Scheduling of Classes for Summer Contracts

1. Decisions as to instructor assignments on summer contracts will be made at the time schedules are planned. Instructors' names will be placed on the class schedules. Once the schedule is published, no changes in instructor assignments will be made except in extenuating circumstances as determined by the Campus Dean of Instruction.

2. No adjunct instructor will be given an oral or written contract until all qualified instructors of MGCCC have an opportunity to teach classes for a summer contract.

F. Required Enrollments in Summer Contract Classes

1. In order to be taught for summer contract, each academic and technical class must have an enrollment of no less than 10 with a campus/site average class enrollment of 12 or above.

2. Career classes must have an enrollment of a minimum of 80 credit hours registered and paid for by students.

G. Summer Session Schedules. The Vice President Teaching & Learning/Community Campus will ensure that schedules for all summer session classes at all campuses and centers are made available to instructors at all campuses and centers at least three weeks prior to beginning of the summer session.

TITLE: EMPLOYMENT OF PERSONS WHO RECEIVE MISSISSIPPI PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS) BENEFITS

I. STATEMENT. An employee, contractual employee/worker, or any other contractual personnel paid directly or indirectly by Mississippi Gulf Coast Community College who receive Mississippi Public Employees' Retirement System (PERS) benefits shall be employed and paid for any service to the college under PERS Regulation 34.

Former employees desiring to be employed by Mississippi Gulf Coast Community College after retirement must be approved by the President and adhere to the maximum time, they are allowed to work within a given fiscal year as set forth by PERS Regulation 35. The employment of retired employees must be properly reported to the Mississippi PERS.

II. PROCEDURES AND RESPONSIBILITIES

A. Any employee returning from retirement as an employee or contractual employee/worker of Mississippi Gulf Coast Community College must be recommended by the appropriate Dean and/or Executive Officer. The exact date(s) of reemployment must be stated in the recommendation. The employee or contractual employee/worker may not be reemployed any earlier than forty-five consecutive calendar days after retirement or if employed less than a twelve-month contractual period, may not be reemployed any earlier than forty-five consecutive days after the beginning of the next semester.

B. The Dean will forward a request for permission to hire to the Executive Officer who will obtain the approval of the President.

C. Upon approval of the President, the request will be forwarded to the District Human Resources Office for inclusion in Board approval materials, when applicable.

D. Upon receipt of Board approval, the District Human Resources Office will notify the Mississippi Public Employees' Retirement System of the action by submitting a completed PERS Form 4B.

E. It is the responsibility of the employee to ensure that these procedures are followed. It is also the responsibility of the employee that he/she does not

exceed one-half of the normal working days for the position in any fiscal year during which the retiree will receive no more than one-half of the salary in effect for the position at the time of reemployment, or that he/she does not work for a period of time in any fiscal year sufficient in length to permit him/her to earn in excess of twenty-five percent (25%) of the retiree's average compensation. Violation(s) of these time and/or compensation restrictions may result in a loss of retirement benefits under PERS.

TITLE: WORKER'S COMPENSATION PAY/BENEFITS

I. STATEMENT. Mississippi Gulf Coast Community College (MGCCC) employees are entitled to Worker's Compensation and college benefits. In compliance with Mississippi State Law Section 25-3-95, Mississippi Code of 1972, as amended on July 1, 2008, the college will follow the procedures described below in implementing Worker's Compensation benefits.

II. PROCEDURES AND RESPONSIBILTITES

A. The purpose of this procedure is to prohibit a college employee who is absent and disabled from work due to a work-related injury from receiving more than 100% of his/her wages at the time of injury through the use of accrued Medical and Personal Leave combined with certain Worker's Compensation benefits. The District Human Resources Office will have the responsibility for the implementation of this procedure.

B. All college Worker's Compensation injuries must be reported to the District Human Resources Office within one (1) business day of the injury (no exceptions). A copy of the Worker's Compensation injury report must also be faxed to the District Human Resources Office within one (1) business day of the injury.

C. Employees of MGCCC are covered for medical expenses and loss of income due to accidental injury on the job through Worker's Compensation.

D. When an employee's absence is due to a work-related injury for which the employee is receiving temporary disability benefits, the injured employee shall not use accrued Medical and/or Personal Leave and receive Worker's Compensation benefits simultaneously if the combined receipt of both benefits results in the employee being paid, while absent due to the work- related injury, a total amount that exceeds one hundred percent (100%) of his/her wages earned at the time of the injury. In such cases, the injured employee may use only as much of his accrued Medical and/or Personal Leave as necessary, which may be fewer than eight (8) hours of accrued Medical and/or Personal Leave in a day, to constitute the difference between the amount of temporary disability Worker's Compensation benefits received and one hundred percent (100%) of his/her wages earned at the time of injury. The receipt of payment of benefits in compliance with this procedure shall be considered the employee's exclusive remedy against the employer in accordance with Section 71-3-9.

E. In the event an employee is injured on the job and must be absent from work, the employee shall be eligible for benefits in accordance with Worker's Compensation Insurance as provided by the College. An employee may use his/her accumulated Medical Leave benefit only for that portion of the daily rate of pay which is not covered by Worker's Compensation. Eligible Medical Leave benefits will be computed after Worker's Compensation claim(s) have been fully considered by the Worker's Compensation Insurance Agency responsible for determining the merits of the claim(s) and determining a final compensation. Any person who willfully makes any false or misleading statement(s) or representation(s) for the purpose of obtaining or wrongfully withholding any benefit or payment will be subject to any penalties or convictions assessed by the State of Mississippi.

F. An employee on Worker's Compensation leave will not accumulate Personal Leave or Medical Leave.

G. The College has no authority to pay health insurance premiums for an employee who is off work due to a Worker's Compensation injury and who has exhausted all of his/her Medical and/or Personal Leave. If this occurs, the employee will be responsible for paying their insurance premiums in order to maintain coverage.

H. In order to continue health insurance coverage during a Worker's Compensation absence, the College will place all eligible employees on Family Medical Leave Act (FMLA). Refer to Statement 212.13 for Employee Leave procedures.

I. In order to ensure the college is not over-compensating employees receiving Worker's Compensation benefits, the employee will provide copies of each Worker's Compensation check they receive to the Payroll Department located in the District Human Resources Office. The Payroll Department will utilize the information contained on these checks to insure the employee receives Medical Leave/Personal Leave deductions for only the number of hours needed to insure the employee is properly compensated during each payroll period the employee is on leave for a work-related injury.

   Failure on the employee's part to provide copies of his/her Worker's Compensation check(s) to the District Human Resources Office will delay the College's determination of wages and leave necessary to ensure the employee receives up to 100% of the wages earned at the time of the work-related injury. It may also delay the receipt of the employee's college wages and may result in a loss of health insurance coverage for the employee.

J. Employees receiving Worker's Compensation Benefits due to a work-related injury may request permission to receive donated leave from other employees

when their Medical and Personal Leave are exhausted. Refer to Statement 212.13 for procedures on requesting donated leave.

TITLE: EMPLOYMENT OF EMPLOYEES' RELATIVES

I. STATEMENT. Relatives of employees who are related within the third degree, by blood or marriage, (as computed by the rule of civil law) shall not be employed, full-time or part-time in the functional area of responsibility requiring direct or indirect supervision by the employee.

II. PROCEDURES AND RESPONSIBILITIES

A. Relationships and degrees of kindred defined:

1. First degree relatives include spouse, mother, father, sons, and daughters.

2. Second degree relatives include grandparents, grandchildren, brothers and sisters.

3. Third degree relatives include great-grandparents, great-grandchildren, aunts, uncles, nieces, and nephews.

4. Fourth degree relatives include great-great-grandparents, great-great-grandchildren, great uncles/aunts, first cousins, and great nieces/nephews.

B. Relatives of the fourth degree and beyond may be employed without regard to their relationship to any employee.

C. It is the responsibility of the Human Resources Office to monitor the relationships of applicants to employees and to inform the President and the Vice President who will make the hiring recommendation to the President of any potential violation of this procedure.

D. This procedure shall not apply to employees' dependents that are enrolled as students at the Mississippi Gulf Coast Community College who deserve and qualify to participate in work study and other established student assistant programs.

E. This procedure shall not apply to circumstances existing prior to implementation of the practice of employees supervising relatives to the 3rd degree, which began with discussion of the Executive Council in the Fall of 1990.

TITLE: ACTIVE MILITARY DUTY

I. STATEMENT. In compliance with Mississippi State law, Sections 33-1-19 and 33-l-21, Mississippi Gulf Coast Community College employees who are placed on active status in any component of the military forces are entitled to College benefits as outlined in the following procedures:

II. PROCEDURES AND RESPONSIBILITIES

A. Any employee of the Mississippi Gulf Coast Community College who is called to active military duty should advise the appropriate Executive Officer in writing of the order received and forward a copy of the written orders upon receipt.

B. Any individual employed in a permanent position and called to active duty shall be entitled to be restored in his/her previous or similar position, in the same status, pay, and seniority. Reinstatement will occur provided that such person: (1) when discharged or released from the armed forces shall have received a certificate of satisfactory completion of service, (2) shall be still qualified to perform the duties of such position, (3) shall make application for re-employment within ninety (90) days after such person is relieved from such training and service or released from hospitalization for a period of not more than one (1) year for causes attributable to such services. Any person restored to a position under the above provisions shall not be discharged from such position without cause within one (1) year after restoration.

C. The employee is entitled to up to fifteen (15) military leave days each fiscal year (July 1 – June 30) without loss of pay, time, or annual leave. Upon receipt of orders, the employee may remain on paid leave until military leave is exhausted. After use of military leave, the employee may elect to use personal leave or to be placed on leave without pay. The employee will continue to earn leave while on paid leave.

D. Each employee called to active duty may continue to participate in the employee health insurance program by paying premium/s to the District Business Office by the fifth (5th) of each month. If the employee elects to discontinue coverage but the dependents elect to continue, they may do so under COBRA laws for 18 months.

Employees on military leave electing to discontinue health coverage for him/herself and/or dependents may do so and may re-enroll with the group

by applying within thirty days from deactivation from duty. Pre-existing conditions and waiting period limitation will not apply.

Employees wishing to discontinue life insurance coverage must convert to an individual policy. If the employee elects to return to the group, the waiting period will be waived.

To discontinue health coverage the employee must make that election on a COBRA form. It is recommended that dependents remain with the group at least one month as dependent coverage normally has a 30-day waiting period.

E. Employees on contracts consisting of less than twelve months and electing to receive payment of their contract over a twelve (12) month period may request the balance of their contract pay earned to be paid immediately.

F. Employees and dependents residing in college housing on the Perkinston Campus may continue to do so based on the same criteria as re- employment criteria stated in Section B. above. Payment of rent and utilities will be made to the District Business Office on or before the 5th of each month.

TITLE: GRADUATE PROGRAMS

I. STATEMENT. Mississippi Gulf Coast Community College encourages its faculty to improve their teaching credentials and skills through advanced graduate study.

II. PROCEDURES AND RESPONSIBILITIES

A. Generally, credit for advanced graduate study or other approved activity for pay purposes will be granted based on the applicability to the work assignment.

B. All instructors entering a planned program leading toward a degree or those seeking approval for an individual course to advance on the faculty salary schedule must have approval by the appropriate School chairperson, Campus Dean of Teaching & Learning or Center Administrative Dean, the Campus Vice President, the Vice President, Teaching & Learning and Community Campus, and the President prior to beginning the program/course. The same procedure must be followed by newly hired instructors who are in a graduate or doctoral program at the time of their full-time employment.

C. Any graduate coursework that is taken for additional pay by an instructor must meet one of the following requirements:

1. The graduate program within the instructor's primary teaching discipline must be approved:

   a. Graduate programs must be in the instructor's primary teaching discipline, or the program must be in an area that is directly applicable to their role as a faculty member.

   b. Procedures for approval described in II.B. above must be followed. A program planning sheet will be submitted with the request that includes individual courses to be taken, and approval of the Dean of the Graduate School at the university where the MGCCC faculty member is enrolled.

2. The graduate coursework within the instructor's primary teaching

discipline must be approved:

a. Graduate courses in the primary teaching discipline will be identified by the course prefix.

b. Procedures for approval described in II.B. above must be followed.

3. The graduate program outside of the instructor's primary teaching discipline that will strengthen the ability of the instructor to teach more effectively or transition into college administration must be approved:

   a. A statement explaining how the course will strengthen the ability of the instructor to teach more effectively must be submitted with a request for approval.

   b. For research oriented or independent study courses where the instructor selects an area of study in his/her teaching field, submission for approval may take place after course completion. Documentation of the research must be submitted with the request for approval.

   c. Procedures for approval described in II.B. above must be followed.

Upon completion of approved graduate programs or courses, advancement on the faculty salary scale will be granted under the following:

1. A full-time instructor may advance a maximum of twenty-four (24) semester hours per contract year on the faculty salary schedule.

2. A full-time instructor will request an advancement on the faculty salary scale via memorandum. The memorandum will be directed to the Human Resources department after approval by the appropriate School Chairperson, Campus Dean of Teaching & Learning or Center Administrative Dean, the Campus Vice President, the Vice President of Teaching & Learning and Community Campus, and the President prior to any advancement on the faculty salary scale. The memorandum will have the following enclosures:

   a. Approved memo obtained to seek an advanced degree or course for pay purposes

   b. Official transcript confirming completion of approved program or course(s) for pay purposes

3. Advancement on the faculty salary scale may be requested at the following attainment intervals:

   a. Master's Degree

   b. Master's Degree, plus twelve (12) semester credit hours toward doctorate

   c. Master's Degree, plus twenty-four (24) semester credit hours toward doctorate

   d. Master's Degree, plus forty-eight (48) semester credit hours toward doctorate

   e. Doctorate Degree

4. The faculty salary scale in effect at the time of the request to advance of the faculty salary scale will be used to determine the amount of salary increase.

5. Approved advancements on the faculty salary scale will be effective on the next subsequent payroll period post approval by the President. Retroactive pay will not be granted.

TITLE: ADMINISTRATIVE AND STAFF EVALUATION PROCEDURES

I. STATEMENT. The Board of Trustees recognizes that the evaluation of employees shall be an on-going and continuous process. The objective in measuring performance is to obtain positive individual growth and institutional progress by evaluating the quality and standards of educational service and management.

II. PROCEDURES AND RESPONSIBILITIES

The evaluation of administrative and staff employees will be completed annually as described below. Employee evaluations will be conducted between April 1 and June 30.

A. Process of Evaluation

Administrators and Staff employees will be asked to complete an appropriate evaluation form. Forms to be used are available in the Forms Repository and include:

- Administrative Performance Evaluation and Behavior Expectations
- Staff Performance Evaluation and Behavior Expectations

B. Administrative and Staff Enrichment Plans

In collaboration with performance evaluations, administrative and staff employees will complete Employee Development Enrichment Plans that will best enhance the employee's professional development goals. The automated enrichment plans will be accessed by an electronic link sent by the HR Employee Development Coordinator. The employee will select topics from the employee development tracks for a total of fifteen (15) hours.

Upon completion of the evaluation instrument(s), the originals will be maintained by the supervisor. The supervisor will scan and email the completed evaluation to the HR Employee Development Coordinator. The employee will be provided with a copy at the time of the evaluation for their record and for future planning purposes.

On or about April 1 each year, the District Human Resources Office will

distribute a list of employees to the appropriate supervisor on a Verification of

Evaluation Form. Supervisors will be asked to secure the signature of each employee under their supervision on this form as his/her evaluations are conducted. This form will be returned to the District Human Resources Office for verification that all full-time employees have received an annual evaluation.

Upon a transfer between a campus and/or center, the evaluation records related to the employee will be transferred to the new immediate supervisor of the employee.

NOTE: Administrative and staff employees involved in a grant-related project or program funded through an external source will be evaluated using the procedures addressed in this Statement and/or the program's employee evaluation form(s) with the prior approval of the appropriate Executive Officer and the Director of Human Resources.

C. Evaluation of the President

The duties of the members of the Board of Trustees include the employment and evaluation of the President. The Board of Trustees Bylaws state: "The primary duty of the Board is to ensure that a competent President is employed and that the President is continually evaluated as to the job description, as outlined in the President's job description" (Section 4.a.)

Members of the college's Board of Trustees complete an "Evaluation of the President" form at the regular Board meeting held in April of each year. A copy of the "Evaluation of the President" form can be obtained from the President's Office. The item is placed on the April Board Meeting Agenda under the section titled "Report by the Chairperson." Evaluation forms are prepared and distributed at the April Board meeting for completion prior to the adjournment of the meeting. Completed evaluation forms are collected and an evaluation summary is prepared.

At the May Board meeting, the Board Chairperson reviews the evaluation summary with the members of the Board of Trustees and the evaluation summary is filed.

TITLE: HEALTH & WELLNESS

I. **POLICY.** The Board of Trustees on January 15, 2021, approved the following policy to replace Statement No. 212.33 Title: Tobacco Use:

HEALTH AND WELLNESS

Mississippi Gulf Coast Community College is committed to fulfilling its health and wellness initiatives of providing a tobacco and vapor free environment, promoting healthy living, maintaining a litter-free environment, and addressing unplanned pregnancy.

A. Tobacco and Vapor Free Environment

Reports from the U.S. Surgeon General typically detail the dangers and health complications associated with smoking and tobacco-use. The College has an obligation to provide a safe and healthy learning and work environment free of smoking and tobacco-use. Students, employees, and visitors have the right to breathe clean air and not be exposed to the effects of smoking and tobacco. All College locations shall be tobacco and vapor free. Smoking in any form, to include but not limited to cigarettes, hookahs, vapor smoking, electronic smoking devices, and the use of tobacco products is prohibited anywhere on the campus, including centers, campus buildings, athletic and recreational facilities, building entrances and common areas, sidewalks, parking lots, college-owned vehicles, and personal vehicles. There are absolutely no exceptions.

i. Definitions

c. **Smoking -** inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, including marijuana, whether natural or synthetic, in any manner or in any form. This also includes the use of electronic smoking devices which create an aerosol or vapor, in any manner or form, or the use of any oral smoking device for the purpose of

circumventing the prohibition of smoking in this Statement.

d. **Electronic Smoking Device (ESD) –** any product containing or delivering nicotine, or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e- cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

e. **Hookah –** water pipe and any associated products and devices which are to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

f. **Tobacco Product -** any product made or derived from tobacco that is intended for human consumption, including any component, part, or accessory of a tobacco product (except for raw materials other than tobacco used in manufacturing a component, part, or accessory of a tobacco product.

ii. Promotion and Sale of Tobacco Products

Mississippi Gulf Coast Community College prohibits the promotion and sale of tobacco products: No tobacco-related advertising or sponsorship shall be permitted on college property, at Mississippi Gulf Coast Community College- sponsored events, or in publications produced by the College, with the exception of advertising in media that is not produced by the College and which is lawfully sold, bought, or distributed on College property. This applies to the use of a tobacco brand or corporate name, trademark, logo, symbol, or motto, selling message, recognizable pattern or colors, or any other indicia of product identical to or similar to, or identifiable with, those used for any brand of Cigarettes, including ESDs, cigars, pipes, including hookah pipes, shall not be sold or distributed as samples on College grounds, either in vending machines or any area on College property.

iii. Policy Enforcement

The College also aims to maintain a tobacco and vapor free environment through education, awareness, and a spirit of cooperation. Employees in violation of the policy could face disciplinary action applicable to Statement 212.4.1 (Progressive Discipline). Student violators could face disciplinary actions and monetary fines applicable to Statement 717 (Due Process in Student Discipline).

iv. Policy Dissemination

Information about the Statement (No. 212.33) and how to comply with it shall be posted on the Mississippi Gulf Coast Community College web site to ensure stakeholders fully understand it. Copies of this Statement shall be distributed to all College employees and admitted students. No smoking signs shall be posted at all points of entry to Mississippi Gulf Coast Community College locations and at all Mississippi Gulf Coast Community College building entrances. No ashtrays shall be provided at any location of Mississippi Gulf Coast Community College.

B. Healthy Living

All College locations shall encourage engagement in healthy lifestyle choices for physical, social, and behavioral well-being.

C. Litter Free Environment

All College locations shall be committed to maintaining a litter-free environment to protect public health, safety, and welfare.

D. Unplanned Pregnancy

The College is committed to providing information to improve the lives and future prospects of children and families by ensuring that all children are born into families committed to and ready for the demanding task of raising the next generation by reducing unplanned pregnancy among teens and young adults.

II. **RESOURCES.** To support this health and wellness initiative, awareness and prevention programs and other tools and resources are available to employees and students.

TITLE: FINANCIAL SECURITY, SALARY SCHEDULES, RETIREMENT, SOCIAL SECURITY

I. STATEMENT. The institutional goal is the provision of the highest possible salary schedule and the best program of benefits.

II. PROCEDURES AND RESPONSIBILITIES

Salary committees are set up periodically. Retirement, Social Security and insurance plans are maintained.

TITLE: EMPLOYEES ACCEPTANCE OF GIFTS

I. POLICY. The Board of Trustees approved the following policy on April 27, 1977:

GIFTS

"The Board of Trustees expects the students to be prudent and to use discretion in the giving of gifts. Gifts shall not be accepted from students which have excessive resale or monetary value."

II. PROCEDURES AND RESPONSIBILITIES

A. Gifts of less than $50 fair market value may be received by an employee from students and/or student organizations.

B. Gifts of $50 or more (fair market value) must receive the approval of the President or his designated representative.

C. Employees shall be very careful about placing themselves in a position where it would appear that they have "solicited" gifts from any person, club, or organization.

TITLE: DRESS CODE

I. STATEMENT. Mississippi Gulf Coast Community College (MGCCC) employees are expected to present a neat and professional appearance at all times while on the campuses/centers of the college. Employee attire during work hours and during work-related activities should be appropriate to the duties of the position, to the safety of the employee and other individuals, and to the probability of public contact.

II. PROCEDURES AND RESPONSIBILTITES

A. The college requires that employees maintain a positive public image by making clothing choices that are appropriate to their work environment and in accordance with job assignments.

B. Dress and appearance should not be offensive to students or other employees.

C. The employee's supervisor will have the final decision on whether the attire is appropriate for the work environment. Supervisors are responsible for monitoring compliance and are encouraged to provide counseling as necessary.

D. Employees of MGCCC may be subject to mandatory, enforced leave or leave without pay for the purpose of obtaining appropriate apparel. Failure by an employee to abide by the instructions of his/her supervisor will result in disciplinary action.

E. This statement is applicable to all administrative, staff, faculty, and service/maintenance employees at MGCCC, inclusive of those positions required to wear uniform attire. In addition, student workers are expected to adhere to the guidelines presented in this statement while working in college departments and/or offices.

Statement No. 213.1
OPR – VICE PRESIDENT, ADMINISTRATION AND FINANCE
April 15, 1986
January 16, 1989
April 4, 2018
June 21, 2023

TITLE: FAIR LABOR STANDARDS ACT COMPLIANCE

I. STATEMENT. As of April 15, 1986, Mississippi Gulf Coast Community College is subject to the Fair Labor Standards Act of 1938 and subsequent amendments thereto. The FLSA contains minimum wage, overtime pay, and recordkeeping requirements, and places restrictions on the employment of minors. These requirements apply to all State and local government employees, except certain employees excluded from the FLSA definition of the term "employee," and those employees who may qualify for exemption from the requirements of FLSA.

While the Fair Labor Standards Act does set basic minimum wage and overtime pay standards, and regulates the employment of minors, there are a number of employment practices which the Act does not regulate. For example, the Act does not require:

- vacation, holiday, severance, or sick pay
- meal or rest periods, holidays off, or vacations
- premium pay for weekend or holiday work
- pay raises or fringe benefits
- a discharge notice, reason for discharge, or immediate payment of final wages to terminated employees, ~~or~~
- any limit on the number of hours of work for persons 16 years of age ~~and over~~ or
- any limit on the number of hours of hazardous or nonhazardous work for person 18 years of age and over.

These and similar matters can be determined by agreement between the employer and the employees or their authorized representatives.

II. PROCEDURES & RESPONSIBILITIES

It is the responsibility of the campus Deans of Business Services, under the direction of their vice president to administer the provisions on the FLSA for their campus and centers according to the following definitions and guidelines.

1. EMPLOYEE -- One who follows the usual path of an employee and is dependent upon the business which he or she serves.

2. TRAINEE -- If all of the following criteria apply, the trainees or students are not considered to be employees under the FLSA:

    (a) The training, even though it may include actual operation of the facilities of the employer, is similar to that which would be given in a vocational school.
    (b) The training is for the benefit of the trainees or students.

    (c) The trainees do not displace regular employees but work under their close observation.
    (d) The employer that provides the training derives no immediate benefits from the activities of the trainees or students; and on occasion the employer's operations may actually be impeded.
    (e) The trainees or students are not necessarily entitled to a job at the conclusion of the training period.
    (f) The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.

3. VOLUNTEER SERVICES -- Individuals who volunteer or donate their services, usually on a part-time basis, for public service, religious or humanitarian objectives, not as employees and without contemplation of pay, are not considered as employees. For example, parents may drive a school bus to carry a football team or band on a trip. However, if a college office employee volunteered to perform office duties for the college, such time would be considered as compensable hours of work. In other words, an employee cannot be both a "paid" employee and an "unpaid" volunteer while performing the same type of work for the same employer.

4. HOURS WORKED -- In general, "hours worked" will include all the time that an employee is required to be on duty, or on the employer's premises, or at a prescribed workplace for the employer. It is important to note that all the time during which the employee is suffered or permitted to work for the employer is considered as "hours worked". Therefore, it is only necessary that the employer has knowledge that employees are on the premises and/or working.

    a) The FSLA has defined “compensable hours worked” to include all time an employee is on duty or at a prescribed place of work and any time that an employee is suffered or permitted to work. This would ***generally*** include work performed at home, travel time, waiting time, some types of training, and probationary periods depending on the circumstances. The analysis is performed on a case-by-case basis with some exceptions applicable, such as, but not limited to, cases following the Portal-to-Portal Act of 1947 (29

U.S.C.A. § 254) which declared that the following activities are not compensable: "(1) walking, riding, or traveling to and from the actual place of performance of the principal activity or activities which such employee is employed to perform, and (2) activities which are preliminary to or postliminary to said principal activity or activities, which occur either prior to the time on any particular workday at which such employee commences, or subsequent to the time on any particular workday at which he ceases, such principal activity or activities." However, compensable hours can include any work which the employee performs on or away from the premises, **IF THE EMPLOYER KNOWS OR HAS REASON TO BELIEVE THAT THE WORK ("to suffer or permit to work") IS BEING PERFORMED.** An announcement by the employer that no overtime work will be permitted, or that overtime work will not be paid for unless authorized in advance does not impair the employee's right to overtime compensation.

(b) **Waiting Time**. Whether the waiting time of an employee is hours worked under FLSA depends upon the particular circumstances. An analysis can be performed as to whether the employee has been "engaged to wait" (work time) or "waiting to be engaged" (not work time).

(1) **On Duty**. A highway department employee who must wait for a vehicle to be removed from the road, a firefighter who watches television at the firehouse while waiting for alarms, and a worker who talks to fellow employees while waiting for equipment to be repaired are all working during their periods of inactivity. The rule also applies to an employee who works away from the employer's premises. The time may be hours worked even though the employee is allowed to leave the premises or the job site during periods of inactivity when such periods are unpredictable and of short duration (i.e., when the employee is unable to use the time effectively for his or her own purpose, it belongs to and is controlled by the employer).

(2) **Off Duty**. Periods during which an employee is completely relieved from duty, and which are long enough to enable the employee to use the time effectively for his or her own purposes are not hours worked. The employee must be told in advance that he/she may leave the job and that the employee will not have to commence work until a specified hour has arrived.

(3) **On-Call Time**. When an employee is called out on a job assignment, only the time actually spent in making the call need be counted as hours worked. If calls are so frequent or the

readiness conditions are so restrictive that the employee is not really free to use the intervening periods effectively for his/her own benefit, the employee may be considered "engaged to wait" rather than "waiting to be engaged."

(i) **Employees who are "on call" and are required to remain at home.** If the employee is uninterrupted for long periods of time, any reasonable agreement of the parties for determining the number of hours worked will be accepted.

(ii) If an employee is told, upon reporting for work, that there is no work available and the employee is immediately sent home, the employee will not be considered to have spent any time working.

(iii) **Meal Periods**. If an employee is completely relieved from duty for the purpose of eating a regular meal, the time is not hours worked. Ordinarily 30 minutes or more, set aside during the scheduled workday, is long enough for a bona fide meal period.

(iv) **Rest periods**. "Coffee breaks" of short duration (5 to 10 minutes) must be counted as hours worked.

(v) **Duty of less than 24 hours**. An employee who is required to be on duty for a period of less than 24 hours is working even though he or she is permitted to sleep or engage in other personal activities when not busy.

(vi) **Duty of 24 hours or more**. The employee may agree with the employer that bona fide sleeping periods and meal periods will not be counted as hours worked. If the employee does not get at least 5 hours of sleep during the scheduled sleeping period, the entire time is hours worked. A maximum of 8 hours of sleeping time may be excluded from hours worked in any 24-hour period, plus bona fide meal periods, if agreed to in advance and sleeping facilities are furnished.

(vii) **Employees residing on employers premises**. An employee who resides on the

employer's premises on a permanent basis or for extended periods of time is not considered to be working all the time while on the employer's premises. Therefore, any reasonable agreement by the parties which takes into consideration all the pertinent facts will be accepted.

(c) **Lectures, Meetings, and Training Periods.** Attendance at lectures, meetings, training programs and similar activities need not be counted as working time only if four criteria are met, namely: it is outside normal hours, it is voluntary, not job-related, and no other work is concurrently performed.

5. OVERTIME PAY:

(a) Both the regular rate pays, and any overtime pay due an employee must be on the basis of the applicable hours worked in each workweek, and the compensation earned by an employee in a particular workweek must be paid on a regular payday for the pay period in which the workweek ends. **An employer cannot average the hours of work by an employee over two or more workweeks.**

(b) **Regular Rate** -- Includes all remunerations for employment paid to an employee such commissions, attendance bonuses, shift differentials, and other payments for work actually performed, including the cost of any facilities furnished to an employee.

(i) **Hourly rate employees**. If an employee is employed solely on the basis of a single hourly rate, the hourly rate is the "regular rate."

(ii) **Employees paid on a (non-exempt) salary basis**. If an employee is employed solely on a weekly salary, the regular rate is determined by dividing the salary by the number of hours for which the salary is intended to compensate. For example, if an employee is hired at a salary of $164.00 for 35 hours of work, the employee is entitled to receive $4.685 per hour for each of the first 40 hours, and $7.03 (1.5 x $4.685) for each hour thereafter. Where a salary is an employee's compensation for a period longer than a work week, such as a month, it must be reduced to its workweek equivalent. A semi-monthly salary is converted to its equivalent weekly amount multiplying by 24 and dividing by 52.

(iii) **Pay for foregoing holidays and vacations**. When an employee is entitled to holiday or vacation pay but foregoes the holiday or vacation to work that day or period, and if the employee received his other customary rate (or higher) for his/her work on the holiday or vacation day(s), then, the additional sum given as holiday or vacation pay is excluded from the employee's regular rate. In addition, the hours paid for the holiday are not subject to overtime provisions. For example, should an employee work on Friday, July 4th, the employee would be paid for 48 hours work for the week, however, the pay would be at the regular rate and no part would be at the overtime rate. This is because, the 8 hours paid for the 4th of July holiday is not counted as "hours worked" and therefore, the 40 remaining hours actually worked do not qualify the employee for any overtime pay.

(iv) **Non-overtime premium**. Lump sum payments which are paid without regard to the number of hours worked by an employee must be included in the regular rate.

(v) **Payments other than cash**. Where payments are made to employees in the form of goods or facilities which are regarded as a part of wages, the reasonable cost to the employer or the fair value of such goods or facilities must be included in the employee's regular rate.

6. OTHER MATTERS:

(a) **Area Coordinators** -- A reasonable written agreement as to work hours, eating time and sleeping time should be executed with all dorm mothers who are on duty for 24 hours or more. It is important to note that "sleep time" must consist of at least five (5) consecutive, uninterrupted hours, and cannot be greater than eight (8) hours.

(b) **Bus Drivers** – On overnight trips, if the driver parks the bus and is released for the night then the driver only needs to be paid for driving time. However, if the driver is "engaged to wait" (such as waiting at the field to carry athletes to a hotel) or is placed on call where his activities are restricted, then, the hours he is not free are considered as hours worked.

(c) **Police Officers** -- Although the College's campus Police Officers could be handled under the "7-K" exemption, which allows for a maximum of 171 hours over a 28-day period, before overtime must be paid, the campus finance officers should schedule security so as to minimize the number of hours worked over 40 in a workweek.

7. FEDERAL WAGE GARNISHMENT LAW:

The Federal Wage Garnishment Law (Title III of the Consumer Credit Protection Act) sets restrictions on the amount of an employee's earnings that may be deducted in any one week through garnishment proceedings and on discharge from employment by reason of garnishment. When an employee's disposable earnings—the part of wages remaining after deductions required by law are made—are more than $134.00 a week, up to 25% of the disposable earnings may be garnished. Where the disposable earnings are $134.00 or less, only the amount over $100.50 may be garnished.

Where there is a garnishment order issued for the support of any person, no more than 50 percent of the disposable earnings of an individual supporting a second spouse or dependent child may be garnished, and no more than 60 percent where the individual is not supporting a second wife or dependent child. An additional 5 percent may be withheld in each situation if there are outstanding arrearages over 12 weeks old.

The Federal Wage Garnishment Law does not change garnishment procedures established by State law that provide greater restrictions on garnishments than under the Federal law.

8. Workweek and Overtime Defined:

    1. The work week shall begin at 12:01 a.m. Sunday and go through 12:00 midnight Saturday.

    2. Overtime (non-exempt employees) shall be considered to be all hours worked over 40 in a workweek.

    3. Only overtime recommended by the employee's immediate supervisors and approved by the appropriate vice president shall be allowed. The signature of the Vice President on a College Overtime Approval Form is required.

9. Compensatory Time Defined:

    Employees are required to receive supervisor approval prior to incurring comp-time. Failure to receive supervisor approval will result in disciplinary action, up to and including termination.

    1. Compensatory time (comp-time) shall be given at 1 1/2 hours for each overtime hour worked. However, when straight time pay is given for overtime hours, comp-time shall be given at 1/2 hours for each hour of overtime so paid for.

2. Employees may accumulate up to 240 hours of comp-time before the College may begin paying 1 1/2 times the regular hourly rate for overtime hours worked or grant comp-time equal to 1 1/2 times the regular hourly rate. What this means is that an employee could work 10 hours of overtime (credited as comp-time at 1 1/2 times would equal 240 hours) before payment would be considered or comp-time granted.

3. Employees will use accrued comp-time within 30 days of post accrual. At no point should accrued comp remain unused beyond 30 days from its initial accrual. The use of accrued comp-time must be granted at the employee's request, unless undue disruption of the applicable division occurs.

4. Employees who have accrued compensatory time must use compensatory time rather than personal or medical leave when leave is requested. In the event an employee is absent in excess of 5 consecutive days due to illness, the employee may choose to use medical leave or compensatory time off. Medical leave shall be authorized only when certified by a medical doctor. For more information on medical leave procedures, please refer to Statement 212.13.

5. Supervisors are responsible for ensuring that comp-time is effectively managed and used in accordance with *Statement No. 213.1II C (3)*. Effective management of comp-time shall include but is not limited to; formulating and maintaining an efficient work schedule of the division, employing flexible work schedules when appropriate, maintaining adequate staffing levels/ratios to meet division needs, and monitoring comp-time reports of accrued balances.

10. Record Keeping:

1. Since the College is liable to pay for this accumulated comp-time, each Campus Finance Office shall maintain a Master Comp-time Record for each staff employee. This record shall detail the comp-time earned by pay period and the current balance of comp-time accrued for each employee. Administrative Deans/Assistant Deans of the Centers shall do the same for their staff employees.

2. To provide documentation for the Master Comp-time Record, comp-time shall be shown on the back of timecards and shall be cumulative from one period to the next. An example of how this might be done follows:

BEGINNING COMP-TIME BALANCE _____

COMP-TIME EARNED THIS PAY PERIOD _____

COMP-TIME TAKEN THIS PAY PERIOD (_____)

NET COMP-TIME TO BE ADDED (SUBTRACTED) _____

TOTAL ENDING COMP-TIME BALANCE _____
(This would be the beginning balance on the next timecard)

When recording hours worked on each workday, the following shall be done:

(a) Accurate hours shall be recorded for each workday.

(b) Total overtime hours in a pay period shall be reported in the space provided on the timecard.

(c) When hours in a workweek exceed forty, a notation shall be made as to whether these overtime hours are to be paid for, and the rate at which they are to be paid.

(d) Employees shall complete their own timecard and sign it. Their immediate supervisor shall review the timecard and sign it as verification of its accuracy. The Campus Finance Officer shall review the timecard and sign it to verify accuracy and to denote that any comp-time has been entered in the employee's master record.

When employees take comp-time off, it shall be entered on the timecard as hours for regular pay but shall be flagged as "comp-time off". This is because these hours are the time during which and employee is not working and ARE NOT counted as hours worked during the work week for purposes of determining overtime hours.

(a) All cards should clearly show days which are holidays [H], vacation [V], sick leave [SL], comp-time [CT], or an appropriate designation for other time off <u>if the employee works on any of these days, it should be shown on the timecard</u>. For example, if an employee works for eight (8) hours on Friday, July 4th, it would be shown on the timecard as follows [H/8]. If the employee did not work on July 4th, then it would be shown as [H].

(b) In regard to sick leave, vacation, or comp-time for part of a day, it shall be shown as follows for salaried staff members

who normally work 8 hours per day, for example, staff members work 4 hours and take 4 hours off: [V/4] or [SL/4] or [CT/4]. Please note that numbers written here indicate the hours worked on that day. If the whole day was taken as vacation, sick leave, or comp-time, it would appear as follows [V], [SL], or [CT].

11. Cash payment for overtime or comp-time may be made when:

1. Accrued comp-time exceeds 240 hours.

2. An employee terminates employment with the college.

3. The college reserves the right to issue cash payments for overtime in lieu of comp-time prior to the accrual of 240 hours of overtime or comp-time. Approval from the respective Vice President, Vice President of Administration and Finance, and the president required in advance to issuing the cash payment of overtime prior to the accrual of 240 hours of overtime or comp-time. Cash payment for overtime as described in E3 will be processed in accordance with the FLSA.

12. Personnel covered under the FLSA as amended:

1. Finance Officers shall consider all salaried staff and hourly employees as subject to the provisions of the FLSA. Accordingly, timecards will be accurately maintained on all such employees. In addition, comp-time records will be accurately maintained by each Campus Finance Office for all such employees.

2. **Exemption of Certain Personnel from the FLSA as Amended**. An exemption from both the minimum wage and overtime pay requirements is provided in section 13 (a) (1) of the FLSA for any employee employed in a bona fide Executive, Administrative, Professional (learned or creative professionals), or outside sales capacity, as these terms are defined and delimited in regulations of the Secretary of Labor. An employee will qualify for exemption if he or she meets all of the pertinent tests relating to duties, responsibilities, and salary as stipulated in the applicable section of the Regulations, Part 541.

A copy of the Department of Labor publication defining the terms “Executive”, “Administrative”, and “Professional” as used in the FLSA is available in the Human Resources Office.

(a) Generally, all instructional personnel are exempt from FLSA, under the "Professional" exemption.

(b) All Executive personnel, members of the Executive Council, are exempt under the "Executive" exemption.

(c) All Administrative personnel from the Dean level through the Director level, and the Head Librarians are exempt under the “Administration” exemption.

(d) Administrative personnel such as Counselors, Coordinators, Supervisors and Assistant Librarians, Office Machine Technicians, Industrial Training Specialist, and any others not previously mentioned must be evaluated by the appropriate Executive Officer as to their status (i.e., exempt or non-exempt).

(e) Executive Officers should refer to the Department of Labor’s publication defining the terms “Executive,” “Administrative,” and “Professional”.

Statement No. 214
OPR - PRESIDENT
May 5, 1975
August 22, 1977
December 6, 1988

TITLE: PROFESSIONAL ORGANIZATIONS

I. POLICY. The Board of Trustees approved the following policy on April 27, 1977:

PROFESSIONAL DEVELOPMENT

"Professional employees are encouraged to join and participate in professional organizations which would tend to enhance personal growth and the advancement of the College."

II. PROCEDURES AND RESPONSIBILITIES

A. Employee: It is the responsibility of the employees who are members of professional organizations to provide the Vice President with the name of the organizations, when the meetings will be held, and how many meetings are anticipated for the contract year. This information should be submitted at the beginning of each contract year. If changes occur, the Vice President should be notified as soon as possible.

B. College: The College will attempt to provide the time for as many employees as possible to attend these organizations, but the regular employee responsibilities cannot be neglected. The College will not be responsible for any expenses, except where previous approval has been given by the President.

Statement No. 216
OPR – VICE PRESIDENT, ADMINISTRATION AND FINANCE
June 7, 1977
December 6, 1988
April 10, 2008

TITLE: ALUMNI ASSOCIATION ACTIVITIES

I. STATEMENT. The College supports and endorses the activities of the Mississippi Gulf Coast Community College Alumni Association.

II. PROCEDURES AND RESPONSIBILITIES

The College representative of the Alumni Association is responsible for the organization of all activities of the Association and is directly responsible to the Associate Vice President for Development. These activities are coordinated with the elected officers and the college administration. The Association participates in homecoming activities. The district meeting is held each year at Homecoming.
Local chapter meetings are held once each year. The Alumni Magazine is published two times per year. A Scholarship Program is carried out throughout the year by each local chapter.

TITLE: COLLEGE FOUNDATION

I. STATEMENT. The Mississippi Gulf Coast Community College Foundation, Inc. was chartered and incorporated on July 24, 1974, for the sole purpose of providing opportunity for the investment of funds, either designated or undesignated, for use in long-range plans and scholarship programs. The Foundation is governed by a 22-member Board of Directors who serve voluntarily and receive no reimbursement of any kind for their activities. Board members are appointed by the College Board of Trustees, the College Alumni Association, representatives of the College Administration, and the general membership of the Foundation. Business is managed by officers elected from the Board. They are President, Vice President, and Secretary/Treasurer. The President of the College, being a member of the Board, ex officio, serves as Executive Secretary of the Board. Foundation records are maintained by the Vice President of Advancement and Institutional Relations.

The Foundation has the responsibility of soliciting, receiving, managing, and disbursing gifts and donations of every type and description for the use and benefit of MGCCC. It is the mission of the MGCCC Foundation to actively solicit funds from such constituent groups as alumni, business and industry, civic organization and any interested individuals; to manage these funds responsibly and effectively; and to distribute these funds in a manner that will enhance the mission adopted by MGCCC. The President of MGCCC shall provide supervision and support of the Vice President of Advancement and Institutional Relations including fundraising and development efforts of the Foundation.

TITLE: ACCEPTANCE OF DONATIONS

I. STATEMENT. All offers of donation(s) to the College must be submitted to the Mississippi Gulf Coast Community College (MGCCC) Foundation by the Vice President receiving the offer of donation(s). The President should be informed of the potential donation(s) by the Vice President for consideration of acceptance prior to submitting the donation(s) to the Foundation.

II. PROCEDURES AND RESPONSIBILITIES

A. The MGCCC Foundation will receive all donation(s) to the college, determine the fair market value of the donation(s), and acknowledge receipt of the donation(s) by the prospective donor. The Foundation will work with the Campus/Center to secure the donation(s) from the prospective donor.

B. For items donated to the college that require inventory numbers, the Campus/Center Property Officer will be responsible for entering those donations on the College inventory upon transfer from the MGCCC Foundation.

C. Exceptions to these procedures will be made for scrap metal, salvage materials and supplies donated by local industries for instructional programs.

TITLE: FUNDRAISING ACTIVITIES

I. STATEMENT. All external fundraising activities conducted through the name association of Mississippi Gulf Coast Community College or the Mississippi Gulf Coast Community College Foundation whether by students, faculty, administrators, staff, or external groups must be approved.

II. PROCEDURES AND RESPONSIBILIES

A. A fundraising activity is defined as any activity in which private funds are solicited.

B. Fundraising activity must be approved as follows: 1) Campus Organization events that are conducted by students to raise money for their respective clubs and/or organizations must meet guidelines as specified in the Student Handbook and must have final approval by the Dean of Student Services; 2) Faculty and Staff projects that require solicitation of cash shall be coordinated with the Vice President of Advancement and Institutional Relations who shall have authority to deny access to certain donors if other solicitations are underway with these donors; 3) Foundation fundraising projects for purposes other than scholarships require the authorization from the President of the College.

C. The Vice President of Advancement and Institutional Relations shall present an annual report to the MGCCC Board of Trustees and to the MGCCC Foundation Board of Directors, with said report to include funds raised, sources of these funds, and designation of these funds.

D. Upon completion of an annual audit, copies of the auditor's report shall be distributed to the College Board of Trustees and the MGCCC Foundation Board of Directors.

TITLE: ARTICULATION AGREEMENTS

I. STATEMENT. Mississippi Gulf Coast Community College (MGCCC) enters into articulation agreements designed to better serve the educational needs of Gulf Coast residents. The agreements are formal efforts to ensure that students graduating from the MGCCC move directly into bachelor's degree programs without interruption, and that if the student takes certain courses at the community college, those credits will transfer into a formal program in the same major at the four-year college/university. The MGCCC Catalog maintains a current list of articulation agreements.

II. PROCEDURES AND RESPONSIBILITIES

The Vice President, Teaching & Learning/ Community Campus, the Campus Deans Instruction, and student services representatives meet regularly with representatives of these four-year institutions of higher education to ensure continued articulation of the prescribed programs.

TITLE: PUBLIC RELATIONS

I. STATEMENT. Public relations are a responsibility of each employee in the College. It is recognized that the duties of the Vice President for Advancement and Institutional Relations encompass many public relations activities. However, the task is so great that no one person can be charged with this vital function. Each employee must act so as to reflect favorably on the College and must present the image to the student body, parents, and general public that will support the general purpose of the College. Major public relations activities involving college personnel should be coordinated with the Vice President for Advancement and Institutional Relations.

TITLE: PUBLIC INFORMATION

I. STATEMENT. To assure that every department of the College receives newsworthy publicity, it is recommended that Deans on each campus be assigned the responsibility of urging persons under them to utilize publicity request forms provided by the Office of Institutional Relations.

These forms would be available to the Deans well in advance of or immediately after an activity believed to be of news significance.

II. PROCEDURES AND RESPONSIBILITIES

A. At the discretion of the Vice President of each Campus, the forms would then be submitted to the Dean, or to the Director of Institutional Relations at the District Office at Perkinston, if news is pertinent to that campus.

B. The responsibility of preparing and releasing news would be that of the Vice President of Advancement and Institutional Relations.

C. A file will be maintained at the District Office of all news releases and a monthly report prepared for the President of the College and others involved in the publicity program.

TITLE: RETENTION OF ADVERTISING, SALES AND ENROLLMENT MATERIALS

I. STATEMENT. Effective December 1, 1976, federal laws pertaining to Veterans require that all institutions approved for enrollment of eligible veterans and persons eligible for VA benefits shall maintain for a period of 12 months, a complete record and copies of all advertising, sales and enrollment materials used by or on behalf of the institution.

II. PROCEDURES AND RESPONSIBILITIES

Materials to be filed include anything published and printed that might be directed at students. According to the law, records, and materials to be maintained include (but are not limited to) direct mail pieces, brochures, printed literature used by recruiters, film recordings, video and audio tapes disseminated through print media.

A. College Central Repository. The office of the Vice President of Advancement and Institutional Relations shall be the central repository for all such material and records. Duplicate copies may be retained at the discretion of the Vice President or Center Dean.

B. Campus and Center Responsibilities. Each Campus and Center shall appoint a person/person on the Campus/Center to forward to the Vice President of Advancement and Institutional Relations copies of materials and records for their location. Such materials and records shall be forwarded as they are published, with exception of daily bulletins and the like which shall be forwarded at the end of the month.

C. Availability for inspection. All records and materials retained under this statement shall be available for inspection by authorized representatives of the state approving agency or the Veterans Administration.

D. Retention of records. All such files shall be retained for at least one year. Destruction thereof may be done on a monthly basis, or files may be destroyed at discretion of the Vice President of Advancement and Institutional Relations, Campus Vice President or Dean after they are one year old.

E. Dates. Submit most material and records to the Vice President of Advancement and Institutional Relations as published. At the end of month, submit daily or

weekly publications to the Vice President of Advancement and Institutional Relations.

July 10, 1980
September 18, 1980
December 6, 1988
September 28, 1989
March 26, 2009

TITLE: RETENTION AND DISPOSAL OF PERMANENT RECORDS

I. STATEMENT. Concerning the retention and disposal of permanent records, the College will ensure that all vital records are secure, records are readily available, confidentiality is preserved, and that all legal requirements are met while saving valuable resources (money, time, space, and staff) by using a document imaging and storage system. Previously in accordance with the Attorney General Opinion dated March 7, 1980, the College microfilmed financial, student and academic records and retained the hard copy for five years or one year after the state audit and resolution of audit questions, whichever was longer. After meeting the time requirement, the College submitted a thirty-day notice to the State Department of Archives and History and destroyed the hard copy of the microfilmed records. The College continues to follow those guidelines where appropriate using an electronic method for imaging and storing documents.

Guidelines set forth by the American Association of Collegiate Registrars and Admissions Officers, Federal Aid Regulations, and Federal Disclosure and Reporting Regulations as well as State regulations shape updates to college policies and procedures regarding the retention and disposal of permanent records.

II. PROCEDURES AND RESPONSIBILITIES

Appropriate persons in the offices shown are responsible to ensure that appropriate records are electronically recorded and stored as outlined below. Designated personnel working in the offices where the College maintains vital records assume responsibility for electronically recording and storing the appropriate documents as outlined in individual department policies and tracking the disposal of hard copies and records in accordance with college policy. Each scanned image electronically stored will be cataloged using the method deemed appropriate for the department. The Director of Information Technology is responsible for maintenance of the electronic imaging and storage equipment and the security of electronic images from both loss and tamper. The President or appropriate Executive Officer will authorize the destruction of both electronic and hard copy records. The President or appropriate Executive Officer will determine the most feasible disposal technique.

A. Student records are the responsibility of the Dean of Student Services on each campus and the Administrative Dean at each center (see Statement No. 224.1).

B. Records maintained in the President's Office are the responsibility of the President or designee (see Statement No. 224.2).

C. District Business Office records are the responsibility of the Comptroller (see Statement No. 224.3).

D. The Director of Human Resources will maintain personnel records (see Statement No. 224.4).

E. The Associate Vice President for Career/Technical Education and Industrial Training will maintain records pertaining to career and technical education (see Statement No. 224.5).

F. Veterans' records are the responsibility of the VA Certifying Official at each campus or center (see Statement No. 224.6).

G. Non-credit student records are the responsibility of the appropriate Workforce Director, Continuing Education Director, or Adult Basic Education Director at each campus (see Statement No. 224.7).

TITLE: RETENTION AND DISPOSAL OF STUDENT RECORDS

I. STATEMENT. Student records are the responsibility of the Dean of Student Services on each campus and the Administrative Dean at each center.

II. PROCEDURES AND RESPONSIBILITIES

A. The following information will be imaged on all currently and previously enrolled students.

1. Cumulative Permanent Record Grade Card for students enrolled prior to 1979 (date of computerized transcript record).

2. Application for Admission (including immunization record for applicants prior to 1997).

3. Transcripts of previous education (college transcripts, high school transcript, or High School equivalency score report*)
**High School Equivalency recognized by the Community College Board of the State of Mississippi*

4. Transcript request information *
**To comply with MS State Code 37-99-3, the College will provide free transcripts to foster care children and children placed in legal custody of the Mississippi Department of Child Protective Services. These transcript requests will be placed in the student's permanent record.*

5. Audit Authorizations*
6. Application for Degree*
7. Change of Grade Form(s)*
8. Other pertinent information
**These documents should be included if applicable.*

B. The following information on non-enrolled students will not be imaged but will be retained for a minimum of one year in the Admissions Office as inactive files:

1. Application of Admissions

2. Entrance Exam Scores

3. Transcripts

4. Relevant Correspondence

After one year, these records are destroyed according to college policy and state codes.

C. Information records maintained by Student Support Service Coordinators on students under the Americans with Disabilities Act (ADA) of 1990 will be destroyed after three years of non-enrollment.

TITLE: RETENTION AND DISPOSAL OF PRESIDENT OFFICE RECORDS

I. **STATEMENT**. Records maintained in the President's Office are the responsibility of the President or designee.

II. PROCEDURES AND RESPONSIBILITIES

A. The Board of Trustees' reports will be electronically imaged up to date on an annual basis; hard copy report will be maintained in the files for a three-year period, after which they may be destroyed.

B. Construction contracts, except for blueprints and drawings that are too large for document imaging, will be document imaged up-to-date annually. Hard copy documents will be maintained for a period of five years, and they may be destroyed. These documents include all final papers, i.e., approvals, acceptance documentation, etc.

TITLE: RETENTION AND DISPOSAL OF DISTRICT BUSINESS OFFICE RECORDS

I. STATEMENT. Records of District Business Office are the responsibility of the college Comptroller. Those records to be imaged will be determined by the Comptroller.

II. PROCEDURES AND RESPONSIBILITIES

Records of Mississippi Gulf Coast Community College do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. Therefore, the college consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this statement. However, the college recognizes that records subject to audit or those legally required for ongoing official proceedings may not conform to the instructions included in this statement. In the event of litigation, claim, audit, or other official action involving records has been initiated, the destruction or other disposition of those records will occur only after completion of the action and/or resolution of the issues involved with the records.

A. Payment records. Accounts payable, to include copies of the check and purchase order. Hold original or authenticated reproduction for three (3) years after release of the audit; then destroy.

B. Payment records. Employee withholdings. Hold original or authenticated reproduction for five (5) years after release of the audit; then destroy.

C. Procurement card records. Hold original or authenticated reproduction for three (3) years after release of the audit; then destroy.

D. Travel reimbursements. Hold original or authenticated reproduction for three (3) years after release of the audit; then destroy.

E. Receipt documentation. To include sign-in of checks, receipts written, check documentation. Hold original or authenticated reproduction for five (5) years after release of the audit; then destroy.

F. Financial correspondence. Hold original or authenticated reproduction for three (3) years after release of the audit; then destroy.

G. Journal entries. To include all related documents. Hold original or authenticated reproduction for three (3) years after release of the audit; then destroy.

H. Non-student accounts receivable. To include all related documents. Hold original or authenticated reproduction for three (3) years after release of the audit; then destroy.

I. Unaudited financial reports. To include trial balances, including federal and state records. Hold original or authenticated reproduction for three (3) years after release of the audit; then destroy.

J. Bank statements. To include reconciliations and other related documents. Hold original or authenticated reproduction for three (3) years after release of the audit; then destroy. CDs provided by the bank, maintained for five (5) years.

K. 1099(s), tax documents. To include 1099(s) and related documents. Hold original or authenticated reproduction for three (3) years after release of the audit. Documents to be scanned to the college network and then permanently maintained. Original documents to be destroyed.

L. Sales Tax documents. Hold original or authenticated reproduction for three (3) years after release of the audit; then destroy.

M. Petty cash records. To include related documents. Hold original or authenticated reproduction for three (3) years after release of the audit; then destroy.

N. Budgets. To include original, 1st and 2nd revision budgets and related documents. Hold original or authenticated reproduction for three (3) years after release of the audit; then destroy.

O. Vendor files. To include all related documents. Hold original or authenticated reproduction for three (3) years after release of the audit. Documents to be scanned to the college network and then permanently maintained. Original documents to be destroyed.

P. Audit reports. To include financial statements. Hold original or authenticated reproduction for three (3) years after release of the audit. Documents to be scanned to the college network and then maintained for eleven (11) years. Original documents to be destroyed.

Q. Mississippi Budget Request (MBR). To include related work papers. Hold original or authenticated reproduction for three (3) years after release of the

audit. Documents to be scanned to the college network and then maintained for eleven (11) years. Original documents to be destroyed.

R. Ending General Ledger summary. Hold original or authenticated reproduction for three (3) years after release of the audit. Document to be permanently maintained in college financial system.

TITLE: RETENTION AND DISPOSAL OF PERSONNEL RECORDS

I. STATEMENT. The Director of Human Resources will maintain personnel records. Any files designated as permanent records will be properly safeguarded and retained. In addition, any destruction of records will be authorized by the President or Executive Officer who has responsibility for the particular records to be destroyed. The destruction of records shall be by shredding or burning, whichever is determined to be most cost effective.

II. PROCEDURES AND RESPONSIBILITIES

Records of Mississippi Gulf Coast Community College do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. Therefore, the college consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this statement.
However, the college recognizes that records subject to audit or those legally required for ongoing official proceedings may not conform to the instructions included in this statement. In the event of litigation, claim, audit, or other official action involving records has been initiated, the destruction or other disposition of those records will occur only after completion of the action and/or resolution of the issues involved with the records.

A. Employee Tax Records. Records of a general financial purpose are to be safeguarded and retained perpetually. An example includes W-2 forms.

B. Historical Records. The college administrative software, Banner, maintains perpetual historical records.

C. Personnel Files. Hard copies of inactive files including College Retirees will be retained perpetually.

D. Applicant Files. Application files will be retained for one year then destroyed.

E. Employee Leave Records and Employee Accident Reports will be retained perpetually.

F. Human Resources Hiring Packets. Hard copies will be maintained for three years then destroyed.

G. Campus Files. All campus files for inactive employees will be forwarded to the Human Resources District Office prior to or immediately upon termination of employment.

H. Active Personnel Files. All personnel files of active full-time and part-time college employees are maintained in the Human Resources District Office in locked files located in a secured area(s).

TITLE: RETENTION AND DISPOSAL OF CAREER AND TECHNICAL RECORDS

I. STATEMENT. The College Dean of Career-Technical, Workforce, Community Education and Industrial Training will maintain records pertaining to career and technical education.

II. PROCEDURES AND RESPONSIBILITIES

State career and technical records are retained in hardcopy form for a minimum of three years. Federal career and technical records are retained in hardcopy form for a minimum of seven years. All secondary instructor licensure documentation is permanently maintained in hard copy form.

TITLE: RETENTION AND DISPOSAL OF VETERANS AFFAIRS RECORDS

I. STATEMENT. Veterans' records are the responsibility of the Veterans' Affairs (VA) Certifying Official at each campus or center.

II. PROCEDURES AND RESPONSIBILITIES

All documents are kept as paper records in individual student folders during the student's enrollment with the college. The Veterans' Affairs (VA) guidelines state records must be retained for a period of at least three years following the termination of the enrollment of an eligible individual, or longer if requested by the VA or General Accounting Office (GAO).
Records kept on each enrolled student may include:

A. Copy of application for benefits or VA Certificate of Eligibility.
B. Copy of program/degree outline for planned major.
C. VA form 22-1999 Enrollment Certification.
D. Copies of all previous transcripts including military transcript.
E. If applicable, copy of VA form 22-1995 Request for Change of Program or Place for Training.
F. Copy of Verification of Enrollment for each certified period of enrollment.

TITLE: RETENTION AND DISPOSAL OF NON-CREDIT STUDENT RECORDS

I. STATEMENT. Non-Credit Continuing Education and Workforce student records are the responsibility of the Dean of Workforce Development. Adult Education records are the responsibility of the Director of Adult Education.

II. PROCEDURES AND RESPONSIBILITIES

A. Hard copies of all Continuing Education and Workforce student records will be retained for a minimum of the current year and three additional years. After four years, these records are destroyed according to college policy.

1. Sign-in sheet(s) and registration forms will be imaged for all currently and previously enrolled students in Workforce or Continuing Education classes in which students incur a fee for the class.

2. Sign-in sheet(s) and registration forms will not be imaged for any currently or previously enrolled students in Workforce or Continuing Education classes in which students do not incur a fee for the class.

B. Non-credit student records for classes utilizing federal funds will be kept in accordance with grant or federal standards and regulations.

1. Sign-in sheet(s) and registration forms will be imaged for all currently and previously enrolled students in classes utilizing federal funds in which students incur a fee for the class.

2. Sign-in sheet(s) and registration forms will not be imaged for any currently or previously enrolled students in classes utilizing federal funds in which students do not incur a fee for the class.

C. Hard copies of all Adult Education student records will be retained for a minimum of the current year and three additional years. After four years, these records are destroyed according to college policy. Adult Education student records will not be imaged.

TITLE: RETENTION AND DISPOSAL OF PURCHASING AND INVENTORY RECORDS

I. STATEMENT. Purchasing and inventory records are the responsibility of the Director of Purchasing and Property Control.

II. PROCEDURES AND RESPONSIBILITIES

Records of Mississippi Gulf Coast Community College do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. Therefore, the college consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this statement. However, the college recognizes that records subject to audit or those legally required for ongoing official proceedings may not conform to the instructions included in this statement. In the event of litigation, claim, audit, or other official action involving records has been initiated, the destruction or other disposition of those records will occur only after completion of the action and/or resolution of the issues involved with the records.

A. Purchase orders. To include related documents. Hold original or authenticated reproduction for three (3) years after release of the audit; then destroy. Maintain in college financial system indefinitely.

B. Request for Proposals. To include related documents. Hold original or authenticated reproduction for seven (7) years after release of the audit; then destroy.

C. Request for Approval on Quotation. To include related documents. Hold original or authenticated reproduction for seven (7) years after release of the audit; then destroy.

D. College Property Inventory forms. To include related documents. Hold original or authenticated reproduction for seven (7) years after release of the audit; then destroy. Maintain in college inventory system indefinitely.

Statement No. 225
OPR - PRESIDENT
August 10, 1976
June 7, 1979
December 6, 1988

TITLE: EXECUTIVE COUNCIL MEETINGS

I. STATEMENT. The schedule for holding Executive Council Meetings is for the purpose of improving communications and involving more administrators and faculty in college decision making process.

II. PROCEDURES AND RESPONSIBILITIES

Make-up and meeting dates for the respective councils are as follows:

A. Executive Council Meetings. Executive Council meetings will be scheduled on the second and fourth Thursday of each month. If a member of the Executive Council, other than the President, finds it necessary to be absent from an Executive Council Meeting, that person should send a representative the administrator considers to be the ranking member of the staff. This is necessary to ensure that communication lines are kept open whether an Executive Council member is present or absent. Meetings will normally be held in Darby Hall on the Perkinston Campus at 10:00 a.m.

B. Agenda. An agenda will normally be made up for each of the scheduled council meetings on the day preceding the meeting. Persons desiring items on the agenda should ensure that they are dispatched to the office of the President by courier on the day preceding the meeting; if not possible to reduce it to writing and get it on the courier, a call to the Office of the President will suffice so long as it is done no later than 1:00 p.m. Only under extenuating circumstances will agenda items be added on the day of the meeting.

C. Recommendations or Motions for Changes to Written Procedures/Policies. When persons make recommendations that will change policies or procedures that reside in official college publications, they should reduce the recommendation to writing in the following order:

D. "Recommend that the policy/procedure, found in Statement No. ___, *Policies and Procedures Manual*, or on page ___ of the *Student Handbook*, or on page ___ of the *Catalog*, as reads: "Quote the provision to be changed"...

E. Should be changed to read as follows: "Quote the change as it is recommended" - Reason for the change is ___; and explain the reasons.

F. This documentation should be provided to each member of the Executive Council prior to the meeting; but if not possible, it should be done at the meeting.

G. It is preferable for persons making such recommendations to have obtained prior coordination on the recommendation before the meeting. When such motions are made, they should be two-fold; first, that the change be approved; and second, that the appropriate college publication be changed at the earliest practicable date. Such motion should be duly recorded in the minutes to record the approved change.

H. Preparation of Council Minutes. Recorders of council meetings shall ensure that all agenda items are included in the minutes. In the event an item is tabled, deleted, or not discussed, the number and name of the item(s) shall appear with the appropriate comment relative to disposition of each agenda item. For those items discussed, but not on the agenda, they should be identified in the minutes as Non-Agenda Items, labeled appropriately and thus be recorded.

Statement No. 226
OPR – VICE PRESIDENT, ADMINISTRATION AND FINANCE
October 9, 1975
November 2, 1977
January 16, 1989

TITLE: COMMUNICATION-DISTRIBUTION OF SELECTED MINUTES

I. STATEMENT. Minutes of college level meetings (such as Executive Council and Instructional Affairs Councils), will be distributed electronically to all employees.

II. PROCEDURES AND RESPONSIBILITIES

Recorders of college level councils and other such groups will ensure that distribution is made electronically to all employees upon approval of the minutes by the Executive Council.

TITLE: PROCEDURE FOR PROCUREMENT OF EXTERNAL FUNDING AND MONITORING SYSTEMS FOR ADMINISTRATION OF EXTERNALLY FUNDED PROJECTS

I. STATEMENT. For the purpose of effective and efficient utilization of external funding, the following procedure will be followed in processing external funding and monitoring the administration of externally funded projects.

External funding is defined as any funds received by the College outside the normal budgeted income of a non-recurring nature.

II. PROCEDURES AND RESPONSIBILITIES

A. The need for external funding will be identified by faculty, staff, administrator(s), or a group of same.

B. The need will be addressed in a prospectus and funding source(s) will be identified. The Coordinator of Grants and Special Projects will assist, as needed, in the development of the prospectus and identifying funding sources.

C. The faculty, staff member/group will submit the prospectus to the respective Executive Officer for approval.

D. The prospectus and funding source will be submitted to the Executive Council by an Executive Officer for approval.

E. The proposal will be developed as required by funding source criteria. The Coordinator of Grants and Special Projects will assist in the development of the proposal as needed.

F. The Coordinator of Grants and Special Projects will review the proposal and make recommendations as needed. The proposal shall be submitted to the Grant Coordinator at least one week prior to the grant submission date.

G. The proposal will be submitted to the Executive Council, the Board of Trustees, or the President for approval to submit to funding source as required.

H. Proposal will be submitted to funding source.

I. Upon notification of funding, negotiations for fiscal and program changes will be coordinated by the faculty, staff, or group associated with the related grant along with the Coordinator of Grants and Special Projects. If the proposal is rejected, the Executive Council will be notified.

J. The revised plan will be prepared, approved by the President, and submitted to the funding source, as required.

K. Upon notification of award, the project will be administered in accordance with college procedures and policy and project/grantor guidelines.

The President, as part of Title IX Assurances, has stated that all federal grants and/or proposals from the College will contain the assurance found in the College Compliance Policy, Statement No. 105.

Statement No. 228
OPR – VICE PRESIDENT, ADMINISTRATION AND FINANCE
September 15, 1973
June 7, 1979
December 6, 1988
August 7, 1989
December 11, 2008
February 2, 2012
December 17, 2014
April 4, 2018

TITLE: COLLEGE POLICE OFFICES

I. STATEMENT. On January 23, 1971, the Board of Trustees approved a Resolution that established a formal College Police Force. Each campus will have a separate police force working under the direct control of the Campus Vice Presidents.

The college's Police Offices operate under the following structures:

Jackson County Campus Police Office

Campus Vice President
Dean of Business Services
Chief of Police

Harrison County Campus Police Office

Campus Vice President
Dean of Business Services
Chief of Police

Perkinston Campus Police Office

Campus Vice President
Dean of Business Services
Chief of Police

George County Center Police Office

Campus Vice President (Perkinston Campus)
Administrative Dean
Designated Police Officer

West Harrison County Center Police Office

Vice President of Teaching & Learning/Community Campus

Dean of Business Services, Community Campus with Chief of Police (Harrison County Campus)
Designated Police Officer

Advanced Manufacturing & Technology Center Police Office

Vice President of Teaching & Learning/Community Campus
Dean of Business Services, Community Campus with Chief of Police (Harrison County Campus)
Designated Police Officer

The Tradition Center

Vice President of Teaching & Learning/Community Campus
Dean of Business Services, Community Campus with Chief of Police (Harrison County Campus)
Designated Police Officer

College campus/center police officers are considered law enforcement officers and must meet the provisions of the Minimum Standards Act for Employment, Training, and Education of Law Enforcement Officers. Campus/Center police officers are vested with the same powers as county constables per Mississippi State Statues; 37-29-275 and 19-19-5. It is the intent of the College that all police officers have the ability to bear firearms and thus be certified through the Mississippi Board of Minimum Standards and Training. As deemed appropriate, non-certified contractual security personnel may be utilized at campuses/centers.

II. RESPONSIBILITIES AND PROCEDURES

A. The Chief is responsible for the protection of lives and property on campus through the supervision of all law enforcement functions. The Chief is also responsible for efficient operation of the police department through the control of activities, the maintenance of order, and the enforcement of laws and administrative rules.

1. The Chief takes measures to prevent crime and to protect lives and property of the public through the planning of activities, training, assignment, supervision and discipline of all department members.

2. The Chief, in conference with the appropriate Vice President, assumes responsibility of maintaining civil order at the campus/center during a natural or manmade disaster. The Chief or designee functions in that assigned role in the campus/center National Incident Management System (NIMS) Emergency Action Plan. Furthermore, the Chief is responsible for limiting further property damage in the wake of a disaster.

B. The Chief will be responsible for maintaining compliance with the Mississippi Board of Minimum Standards and Training for all department personnel. In

addition, the Chief must meet all future requirements of the Board of Minimum Standards and Training.

C. Campus Police Officers:

1. Report to the Chief of Police or designee;
2. Maintain law and order on the campus/center;
3. Patrol campus/center on a regular basis;
4. Assist with traffic control;
5. Investigate incidents;
6. Prepare official reports;
7. Check and secure all buildings;
8. Enforce crowd control during all campus special events; and
9. Perform other duties as assigned by the Chief or appropriate Vice President.

Statement No. 228.1
OPR – VICE PRESIDENT, ADMINISTRATION AND FINANCE
January 7, 1992
February 2, 2012
April 4, 2018
June 18,2025

TITLE: DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS

I. STATEMENT. On August 1, 1991, all postsecondary institutions participating in Federal student aid programs are required to implement the collection of a variety of information related to crime-related activities and campus public safety measures. This information should be recorded, organized, and prepared in a fashion suitable for publication and distribution to all current students and employees as well as potential students and employees.

The College's Safety and Emergency Management Team is composed of Vice President of Administration and Finance; Director of Administrative Services; Compliance Officer; the Deans of Business Services; Administrative Deans; Police Chiefs; center designated police officers; and the Chief Information Officer This Team should assess safety and security needs, recommend improvements, and monitor all information related to campus safety. Regardless of the size or type of institution, a system for gathering pertinent information, developing policies and procedures, and disseminating this information is required.

Campus Vice Presidents will ensure that the procedures and responsibilities outlined in this statement will be adhered to by all employees.

II. PROCEDURES AND RESPONSIBILITIES

A. An annual report of campus crime statistics detailed in Public Law 101-542, Section 204, which expands the *Higher Education Act of 1965*, will be published beginning September 1, 1992, to include data for August 1, 1991, through August 1992, and will be compiled for each year thereafter. On August 14, 2008, the *Higher Education Opportunity Act,* or *HEOA* (Public Law 110-315), reauthorized and expanded the *Higher Education Act* of 1965 as amended. HEOA amended the *Clery Act* (Public Law 101-542, Section 204) and created additional safety-and-security-related requirements for institutions. All requirements of Public Law 110-315 should be included in the annual report as well as any amendments that are added at a later date.

B. All violations of local, state, and federal laws will be reported to campus police and documented through official MGCCC Police procedures and forms.

C. Police officers or the designated security contact at each college location will be responsible for ensuring that the proper reporting and filing of incidents occurs at each Center.

D. Records should be maintained in a designated campus/center location.

E. Statistics compiled from offense reports will be submitted quarterly to the Compliance Office using the standard crime reporting format. Crime statistics must be maintained for the following: criminal offenses, hate crimes, VAWA, hazing, arrests, disciplinary actions, unfounded crimes, and fire related incidents.

F. Each campus/center will provide annual prevention programs, including educational workshops, awareness campaigns, and training sessions for students and staff. These programs may include but are not limited to topics in the following areas: hazing, sexual harassment, violence against women, drug and alcohol abuse. Programs will be designed to encourage students and employees to be responsible for their own safety and inform them of the campus policies and reporting procedures. Campus Deans of Student Services, Deans of Business Services and Center Administrative Deans will submit to the Compliance Officer an annual report describing the frequency and type of educational programming for crime, drug, sexual misconduct related awareness/prevention and alcohol awareness and prevention.

G. Incidents which require investigation and enforcement beyond campus/center police abilities will be referred to the appropriate local, state, or federal entity. Complete and accurate records must be maintained by the campus police department on all referred cases.

H. Each campus and center will develop and publish local procedures for students and employees to follow when reporting emergencies or criminal actions. In addition, procedures must be published at each location outlining the campus police department's methods for responding to reported emergencies.

I. Published procedures for reporting criminal activities or emergencies at each campus/center must include the following information:

1. Campus/Center location;
2. Appropriate emergency phone number(s) (911, if available);
3. Campus police telephone number;

J. Campus police officers derive their enforcement authority through state statute and certification by the State of Mississippi and have constabulary police powers throughout campus/center grounds, roads, and any and all other property owned, leased, or operated by the College.

Statement No. 228.2
OPR – CAMPUS VICE PRESIDENTS
July 1, 1972
June 7, 1979
December 6, 1988
October 5, 2011
April 4, 2018
May 20, 2020
April 20, 2022

TITLE: EMERGENCY MANAGEMENT

I. STATEMENT. The college has developed an Emergency Action Plan in compliance with the National Incident Management System (NIMS). Within the Emergency Action Plan, each campus/center will identify and establish protocols and essential personnel to prevent, protect against, mitigate, respond to, and recover from incidents and ensure college safety. The Emergency Action Plan that will contain the following minimum requirements: recurring practices on evacuation drills, lockdown drills, training methods, exercises, and checks of emergency equipment (communications, fire, generators, etc.). The Emergency Action Plan will be reviewed bi-annually to ensure adequacy of content.

II. PROCEDURES AND RESPONSIBILITIES

A. Campus Vice Presidents are responsible for preparation and updates of their local plan information, to include their centers.

Date	Event	Responsible Official
May	Update Hurricane Preparedness and Communication Plan	Campus Vice President and Coordinator of Administration & Safety Management
Jan –Feb July - Aug	Review Entire Emergency Action Plan and Report Results to District Office	Campus Vice President and Coordinator of Administration & Safety Management
January March June September	Test Emergency Equipment	Campus Vice President and Coordinator of Administration & Safety Management

In accordance with the Disaster Mitigation Act, the MGCCC Hazard Mitigation Plan will be evaluated, reviewed, and updated every five years. The internal hazard plan committee will review the plan annually to assess mitigation projects within the plan. Public involvement for the plan will continually be reviewed and assessed by use of the college website and designated email box.

TITLE: PROHIBITION OF FIREARMS AND DEADLY WEAPONS

I. STATEMENT. The Board of Trustees of the Mississippi Gulf Coast Community College at their December 1990 meeting adopted a policy supporting the following statement: The Board of Trustees recognizes that the presence of firearms/deadly weapons on the college campus creates a hazard for the students, employees, and guests of the college. The Board of Trustees has adopted a policy prohibiting any person, except those persons authorized by law, from having a firearm/deadly weapon in their possession on the Mississippi Gulf Coast Community College premises. Those persons authorized to carry a firearm/deadly weapon on campus must report this fact to the respective campus police office.

II. PROCEDURES AND RESPONSIBILITIES

A. It is the responsibility of the Campus Vice Presidents to ensure compliance with the college policy on their respective campuses.

B. The Campus Vice Presidents may appoint a member of the campus staff as deemed necessary to assist them in enforcing compliance with this policy.

C. It is not the intent of this policy to prohibit college employees occupying college owned housing from storing personal legal firearms in their residences.

TITLE: ELECTRONIC SURVEILLANCE DEVICES

I. STATEMENT. In order to promote a safe working and learning environment, electronic surveillance devices have been placed throughout the four-county district on each Mississippi Gulf Coast Community College campus and center, with the exception of the Keesler Center, the Naval Construction Battalion Center, and the Haley Reeves Barbour Maritime Training Academy. These centers have their own surveillance and security provided by their respective location.

Electronic video surveillance is a vital component to the institutional commitment regarding college safety. This policy defines the limitations of use for electronic surveillance devices to ensure there is no violation of individual privacy. These devices are not guaranteed for a person's individual safety or protection, however it aides in the useful and timely investigation to acquire evidence to solve a crime.

II. PROCEDURES AND RESPONSIBILITIES

A. Procedures

a. Video surveillance cameras are managed in a professional, ethical manner and comply with all state and federal laws including those laws referenced in Statement No. 105, Compliance Policy, and Statement No. 242.2 Americans with Disabilities Act, Statement No. 242.3 Sexual Harassment, and Statement No. 242.4 Equal Employment Opportunity procedures.
b. Video surveillance of public areas will be installed for security and safety reasons. Cameras will not be installed in any area where a person has a reasonable expectation of privacy in accordance with MS Code Ann. 97-29-63(1), including restrooms, locker rooms, fitting rooms, dressing rooms, and residence hall bedrooms.

B. Authorization Process

a. The Coordinator of Administration and Safety Management must approve camera Management Access for employees.
b. A camera management access request form must be completed and signed by the employee, immediate supervisor, campus Dean of Business Services, and approved by the Coordinator of Administration and Safety Management. The coordinator, along with

the campus Dean of Business Services has the right to deny or limit access to new or existing viewers.

C. Responsibilities
    a. Users with viewing access cannot release any video or information on the location of equipment under any circumstances, except for official law enforcement purposes with proper approval. Viewers cannot allow individuals to view videos that are not authorized or approved.
    b. Passwords will not be shared with any individuals and users will report immediately to MGCCC authorities if their password has been compromised or used without their permission.
    c. Users of the camera management system will not alter, add, or remove any equipment or data of the MGCCC camera management system. Users will report damages, malfunctions, or discrepancies as soon as they are noticed to college authorities.
    d. Users understand that access to the MGCCC camera management system is granted for the purpose of conducting official college business. Failure to abide by this policy will result in camera access being revoked and can be grounds for disciplinary action. Failure to report any misuse of actions by others can also result in disciplinary action.

D. Exclusions

    a. This policy does not apply to video recording devices used for educational purposes by faculty, staff, or students in accordance with coursework, training, or research.

TITLE: ACCIDENT PROCEDURES

I. STATEMENT. The duties and responsibilities shown below were approved by the Administrative Council on June 26, 1979. They are effective immediately.

II. PROCEDURES AND RESPONSIBILITIES

A. Someone, preferably security personnel with first aid training, should be on campus/center when classes are in session.

B. A telephone to be designated for emergency calls should be placed in a central location in the career area with emergency telephone numbers posted nearby.

C. A commercial first aid kit should be located in the same area as the emergency telephone. The first aid kit should be inspected monthly to ensure that the first aid supplies are in stock and available for use.

D. An administrator or designated person should be on duty at all times while classes are in session.

E. The name and telephone number of the administrator or designated person should be posted at central locations and at the emergency telephones.

F. Campus/center persons are responsible for ensuring the above actions are taken.

TITLE: PROCEDURE FOR REPORTING HAZARDOUS INCIDENTS

I. STATEMENT. Mississippi Gulf Coast Community College recognizes the importance of the proper handling of Hazardous Materials and the importance of reporting problems and spills associated with hazardous materials.

Through published and circulated statements, the College notifies employees that compliance with reporting requirements in relation to hazardous materials will be adhered to by the College.

II. PROCEDURES AND RESPONSIBILITIES

A. In the event of a hazardous materials spill, campus police officers shall be immediately notified.

B. Upon notification, the area will be cleared, all persons evacuated, and emergency personnel will ensure that the appropriate procedure to contain the spill has been undertaken.

C. The Coordinator of Administration and Safety Management, Chief of Police, or appropriate administrator will notify the appropriate reporting agencies and the Vice President for Administration and Finance.

TITLE. PROCEDURES FOR DISPOSAL OF HAZARDOUS MATERIALS

I. STATEMENT. Mississippi Gulf Coast Community College recognizes the importance of the proper handling and disposal of hazardous materials and the importance of the proper documentation of all disposals.

Through published and circulated statements, the College notifies employees that compliance with disposal requirements in relation to hazardous materials will be adhered to by the College.

Our campuses have been determined to be conditionally exempt from small quantity generator of hazardous waste. Under normal circumstances, we never generate more than 100 kilograms (about 200 pounds or 25 gallons) of hazardous waste per month. Additionally, we never accumulate more than 1,000 kilograms (about 2,200 pounds or 300 gallons) of hazardous waste. Effective waste management is a top priority of the college.

II. PROCEDURES AND RESPONSIBILITIES

A. Identify all hazardous waste generated. Waste typically generated falls into the following categories.
   1. Acids/Bases
   2. Heavy Metals
   3. Sludges
   4. Spent Plating Wastes
   5. Solvents

B. Dispose of hazardous waste in a hazardous waste facility, landfill, or other facility approved by the State for industrial or municipal waste. The Supervisor shall keep abreast of all regulations concerning disposal. No hazardous waste may be sewered.

C. Never accumulate more than 1,000 kilograms (about 2,200 pounds or 300 gallons) of hazardous waste at this facility.

D. Clearly mark each container with the words "**HAZARDOUS WASTE**" and with the date collection began in that container.

E. Keep containers in good condition. Handle them carefully and replace any leaking ones.

F. Store hazardous waste in approved containers only.

G. Keep containers closed except when being filled or emptied.

H. Containers shall be inspected for leaks or corrosion every week.

I. Never store, in the same container, wastes that could react together to cause fires, leaks and other releases.

J. Hazardous waste should be stored on the premises for not more than 180 days.

TITLE: USE OF COLLEGE TELEPHONE SYSTEM

I. **STATEMENT.** Mississippi Gulf Coast Community College provides telephone services to individuals undertaking official college-related business.

II. PROCEDURES AND RESPONSIBILITIES

A. General

1. The Department of Information Technology maintains telephone services for all campuses and centers of the College, including desktop, residential, and cellular and PTT phones.

2. The College has the right to monitor all telephone bills, including cellular and long-distance charges, to determine if abuse or misuse exists.

3. Mississippi Gulf Coast Community College's policies, including those regarding harassment, confidentiality, respect for the rights of others, respect for College property, and use of work privileges for personal gain apply to any and all use of the College telephone system as well.

4. Questions related to the College telephone system should be directed to the IT Helpdesk, IT CIO, or IT Technical Director.

B. Employees

1. While the College recognizes the need for personal telephone use in certain circumstances, employees should keep calls of a personal nature, both incoming and outgoing, to a minimum.

2. Telephone services should not be provided to anyone outside of the College community for any purposes that are not in support of the mission of Mississippi Gulf Coast Community College, with the exception of calls for emergency or other exceptional situations.

3. Long-distance service is provided to employees whose duties require immediate communications capabilities. Employees are responsible for all calls made with their personal five-digit code.

4. Voicemail is provided as an enhanced telecommunications service to employees, who are provided with a voicemail access pin that should be kept private.

5. Individuals to whom PTT or cellular phones have been assigned are responsible for the security of the phones. Lost, stolen, or damaged phone should be promptly reported to the employee's supervisor and District Office Purchasing & Property Control.

Statement No. 235
OPR – VICE PRESIDENT, ADMINISTRATION AND FINANCE
February 21, 1977
June 7, 1979
January 16, 1989

TITLE: USE OF DISTRICT OFFICE PRINTING/DUPLICATING CENTER

I. STATEMENT. This Statement provides instruction on how to obtain the services of the District Printing/Duplicating Center and provides an excerpt from the ACCT-O-LINE and Chronicle of Higher Education on what can and cannot be reproduced under present Copyright Revision Law of 1976.

II. PROCEDURES AND RESPONSIBILITIES

A. Priorities

1. Instructional Material
2. Board of Trustees/President's Office
3. Administrative Materials
4. Other - First In-First Out

B. The District Printing/Duplicating Center will publish a price list for standard forms and straight printing. This price list will be “at cost” and will vary slightly as the cost of supplies varies. Any variation in prices from published price list will be reported to the Deans of Business Services for approval prior to shipment of the materials ordered.

C. Standard College forms are available through the form’s repository.

D. All printing/duplicating requests will be submitted to the District Printing/ Duplicating Center on a request for duplicating/or a purchase order. The purchase order must have the same information as if ordering from an outside source.

E. All material will be shipped from the District Printing/Duplicating Center to the Campus District Receiving by courier, or may be picked up by requesting office, and if a purchase order is issued a receiving report will be submitted promptly by the receiving Campus upon receipt of the material. The District Printing/Duplicating Center will attach an invoice to each order before it leaves the Center and will send a copy of the invoice to the District Business Office. The District Business Office will post to the proper accounts from this invoice whether a receiving report is received or not.

F. All brochures, publicity materials, etc. will be submitted to the Vice President of Institutional Relations for approval. Upon approval the Vice President for Community Campus and Institutional Development will submit the material to the District Printing/Duplicating Center. The District Printing /Duplicating Center will send a black and white proof to the requisitioning department stating the cost and requesting approval of the proof. When the District Printing/Duplicating Center receives approval of the proof and an order to proceed the material will be produced.

G. Lead Time – The District Printing/Duplicating Center will strive to return all duplicated materials on the next courier run after receipt of the order. Those materials to be printed will require a longer lead time, due to the more involved method of production.

H. Printing for outside agencies will be discouraged and if done will require the approval of the Vice President for Administration and Finance. Such printing will be done on a profit-earning basis, cost plus a percentage.

I. The District Printing/Duplicating Center will give special handling of material, news releases, etc., that must meet a deadline.

a. The following quote from ACCT-O-LINE is provided to inform teachers and librarians what they can and cannot do under the Copyright Revision Law of 1976:

b. “WHAT TEACHERS AND LIBRARIES CAN AND CAN'T DO UNDER THE NEW COPYRIGHT REVISION LAW (S.22) ..... Reprinted with permission of the Chronicle_of_Higher_Education October 11, 1976 (Copyrighted 1976, Editorial Projects for Education Incorporated). A TEACHER MAY NOT: Make multiple copies of a work for classroom use if it has already been copied for another class in the same institution; make multiple copies of a short poem, article, story, or essay from the same author more than once from the same collective work or periodical issue more than three times a term; make multiple copies of works more than nine times in the same class term; make a copy of works to take the place of an anthology; make a copy of 'consumable' materials, such as workbooks.

A TEACHER MAY: Make a single copy for use in scholarly research, or in teaching, or in preparation for teaching a class, of the following: a chapter from a book; an article from a periodical or newspaper; a short story, short essay, or short poems, whether or not from a collected work; a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper. Make multiple copies for classroom use only, and not to exceed one per student in a class, of the following: a complete poem, if it is less than 250 words, a complete article, story, or essay, if it is less than 2,500 words, an excerpt from a prose work, it if is less than 1,000 words or 10% of the work, whichever is less, one chart, graph, diagram, drawing, carton, or picture per book or periodical. A LIBRARY MAY: For inter-library purposes: Make up to six copies a year of small excerpts from longer works; make copies of unpublished works for purposes of preservation and security; make copies of published works for purposes or replacement of damaged copies; make copies of out-of-print works than cannot be obtained at a fair price."

TITLE: USE AND DUPLICATION OF COPYRIGHTED MATERIALS

I. STATEMENT. This statement applies to the use of copyrighted material (in all formats, including digital) for instruction, research, and other purposes by the administration, faculty, staff, and students.

It is the policy of the Mississippi Gulf Coast Community College to comply with the provisions of the federal copyright law of 1976 (Title 17 U.S. Code), the Fair Use Guidelines for Educational Media as issued by the U.S. House of Representatives in 1994, (House Report 94-1476), and the Technology, Education, and Copyright Harmonization Act (TEACH Act) as enacted by Congress in 2002.

II. PROCEDURES AND RESPONSIBILITIES

The following summaries of the code, guidelines, and act are included as possible limitations to the use of copyrighted material by all employees and students of the college. Specific questions about the use of copyrighted material should be checked against the law, guidelines, and act specified beforehand.

A. Guideline limit for instructors and their students:

1. Text materials – 1000 words or 10 percent whichever is less of a single copyrighted work of text.

2. Poems – An entire poem of less than 250 words, but no more than three poems by one poet, or five poems by different poets from a single anthology.

3. Music – Up to 10 percent, but no more than 30 seconds of music and lyrics from a single musical work.

4. Motion Pictures/Videos/DVDs – Up to 10 percent or 3 minutes, whichever is less, of a single copyrighted work.

5. Numerical Data Sets – Up to 10 percent of 2,500 fields or cell entries, whichever is less, from a database or data table.

6. Illustrations and Photographs – Up to 15 images or 10 percent from a collection, or up to 5 works from a single artist.

B. Instructor activities that require permission from the copyright holder:

1. The repetitive copying of copyrighted materials in multiple courses or in successive years requires advance permission from the copyright owner.

2. The duplication of works that are copyrighted which are used for exercises, workbooks, or self-exams require permission from the copyright owner.

3. The creation of a collective work or anthology by photocopying a number of copyrighted articles and excerpts that are used collectively as the basic text for a course requires the permission of the copyright owners.

C. Use of multimedia materials:

1. Instructors in the college may use any original, legally acquired multimedia material(s) that supports the curriculum as planned.

2. The items must be lawfully purchased, thus no duplicate copies of copyrighted materials are allowed or permitted for instructional use.

D. Guidelines for instructors using copyrighted material in online courses or in multimedia projects:

1. Works that are sold or licensed for purposes of digital distance education must be used in conformance with the terms and condition of the license agreement.

2. Access to copyrighted works should be limited to students enrolled in the course; these students should not be able to copy the work or to retain it past the class session.

3. Use only lawfully acquired works.

4. Educators and students may use portions of lawfully acquired copyrighted works in educational multimedia projects, either as a teaching tool for curriculum-based instruction or when producing multimedia projects for specific courses. After the first instructional use in a class, educators may use the projects for up to two years. Any use beyond that time period requires that permission be obtained for any copyrighted portion of material used in a multimedia project.

E. Guidelines for recording television programs:

1. Television programs may be recorded by an instructor and used once in a ten-day period. After 45 days, the program must be erased or destroyed.

2. A program may be recorded only once regardless of how many times the program is broadcast.

3. These programs may only be recorded at the specific request of individual instructors and may not be made in anticipation of requests.

Statement No. 236
OPR – ASSOCIATE VICE PRESIDENT, INSTITUTIONAL RESEARCH & PLANNING
March 15, 1978
December 6, 1988
January 25, 1998

TITLE: INSTITUTIONAL RESEARCH

I. STATEMENT. The "Principles of Accreditation" of the Southern Association of Colleges and Schools (SACS), calls for institutions to engage in continuing study, analysis and appraisal of the purpose, policies, procedures, and programs. Institutional Research is an essential element in planning and evaluating the Institution's success in carrying out its purpose. Institutions should assign administrative responsibility for carrying out institutional research.

Within the College, the Division of Institutional Research, Office of the Vice President of Teaching & Learning/ Community Campus, is delegated the overall responsibility for institutional research. Other administrators have specifically assigned research duties. All institutional research should be performed by, or coordinated with, the Division of Institutional Research.

II. PROCEDURES AND RESPONSIBILITIES

A. The Associate Vice President, Institutional Research & Planning is charged with conducting studies as directed by the President or the Executive Council under supervision of the Vice President, Teaching & Learning/ Community Campus. Incumbent should be aware of all other research studies going on in the College and be responsible for publication of all institutional research studies.

B. Other persons who undertake research projects should inform the Division of Institutional Research of the subject and scope of their study. When the study is completed, copies should be furnished to the District Office for publication. Credits for authorship and campus of origin will always be given these studies.

C. Institutional research reports will be published by the District Office and distribution of all reports will be made to members of the Executive Council. The Division of Institutional Research will maintain a distribution list for all regular, recurring institutional research reports. Additionally, all major reports will be published online in the college fact book.

D. The Division of Institutional Research will maintain a calendar listing of all regular, recurring institutional research studies and reports.

III. EVALUATION

A. METHODOLOGY. An evaluation of the effectiveness of the Institutional Research Program will be conducted by the Associate Vice President, Institutional Research & Planning as follows:

1. Users or potential users of institutional research will be selected for the Institutional Research Users Survey.

2. A survey form, refined from the original survey form. April 1989, will be utilized as the instrument to determine effectiveness of the institutional research program.

3. Survey results will be appropriately summarized and presented to the Vice President of Teaching & Learning/ Community Campus for distribution to the President and Executive Council.

B. FREQUENCY. An evaluation of the Institutional Research Program shall be conducted each year during the Spring Semester with results of the evaluation being finalized on or before June 30.

C. MODIFICATIONS. This procedure may be modified from time to time to facilitate the efficiency of the evaluation of institutional research.

Statement No. 237
OPR - PRESIDENT
August 10, 1976
December 6, 1988
March 11, 2020
April 27, 2023

TITLE: POLICY ON INVITATION OF GUEST SPEAKERS

I. POLICY. "The College, its officials, faculty and recognized student clubs and organizations will be allowed to invite guest speakers to the campus for public events outside of the traditional classroom setting according to the established procedures."

II. PROCEDURES AND RESPONSIBILITIES

A. Faculty desiring to invite guest speakers into a classroom or for instructional purposes should notify the appropriate School/ Department Chair and/or appropriate administrator.

B. When a recognized club or organization or college employee desires to invite a speaker to speak on one of the campuses/centers of the Mississippi Gulf Coast Community College for a public event, their request must be presented to the appropriate Vice President in writing at least ten working days prior to the speaking engagement for consideration in coordination with the President's schedule.

C. The request shall be submitted on the official college internal activity form and contain the name of the sponsoring organization, the proposed date, time, and location of the meeting, and the expected size of the audience.

D. The appropriate Vice President will notify the club or organization of approval or disapproval.

E. Speaker requests may be denied if the requested space is unavailable or cannot accommodate the event.

F. A recognized student, organization or faculty club may invite a guest speaker to address that specific organization or club and its invited guests. The appropriate Vice President will have the authority to invite guest speakers to speak to the entire student body, when appropriate.

G. The College reserves the right to deny the appearance of any political speaker or speaker's representative who violates this policy or its intent.

H. Political advertising is prohibited in all school publications.

I. Outside groups desiring to use campus facilities for programs, at which political speakers are to be involved on the program, must submit the request on an external activity form and contain the name of the sponsoring organization, the proposed date, time, and location of the meeting, and the expected size of the audience. The appropriate Vice President will notify the outside group of the approval or disapproval.

J. Individual political candidates may not come onto Campus to solicit votes, nor are they allowed to place political campaign signs on college property or handout campaign or other materials on campus.

K. This policy will be administered in a manner consistent with United States Law and the First Amendment Rights of Community College employees and students.

Statement No. 238
OPR – CAMPUS VICE PRESIDENTS
November 2, 1977
December 6, 1988
November 15, 1989
October 5, 2011

TITLE: SOLICITATION

I. POLICY. The Board of Trustees approved the following policy on April 27, 1977.

"SOLICITATION"

Permission to solicit for any purpose shall be obtained from the Executive Officer or authorized representative on each campus or center."

II. PROCEDURES AND RESPONSIBILITIES

The following procedures shall be followed in obtaining permission to solicit on campuses or centers.

A. Any person(s) desiring to solicit must report to the appropriate office and secure the attached "Permission to Solicit" form (see attachment) or equivalent. Permission to sell, market products or services of any kind for personal gain will not be allowed on Campuses or Centers.

B. The solicitor must present the approved form to anyone contacted on the campus.

ATTACHMENT

PERMISSION TO SOLICIT

_____

Name of Solicitor

representing

_____

Name of Firm

_____

_____

Address

has been given permission to solicit on the _____ Campus

between the hours of _____ and

_____

on the following date(s) _____.

_____

Signature of Authorizing Official

Statement No. 242
OPR – VICE PRESIDENT, ADMINISTRATION AND FINANCE
June 7, 1979
March 6, 1986
October 9, 2008
November 12, 2018

TITLE: DUE PROCESS PROCEDURES FOR EMPLOYEES

I. STATEMENT. The Board of Trustees approved the following on April 27, 1977.

"EMPLOYEE COMPLAINTS - The right of employees to due process of law shall not be abridged. When any employee presents a complaint, the college is responsible for ensuring that the complaint is handled according to currently advisable procedures of due process. This responsibility implies the necessity for college officials to stay informed concerning the requirements of procedural due process and its changing interpretation by the courts."

The Due Process Procedures, as outlined in this Statement, shall be followed when any complaints involve Academic Freedom. Special due process procedures, outlined in Statement No. 242.4, shall be followed when complaints involve discrimination, alleged discrimination, or possible Equal Employment Opportunity (EEO) actions or lawsuits.

II. PROCEDURES AND RESPONSIBILITIES

Procedures that follow implement the above policy.

A. Due Process Appeal Procedures are available to each concerned employee or group of employees at the College. All employees are encouraged to seek a resolution of his/her complaint(s) through discussions and meeting(s) between persons directly involved in the complaint. If these discussions do not produce a mutually satisfactory resolution, the employee may file a written appeal with his/her immediate supervisor.

B. Appeals, when made from the decision of the immediate supervisor, will be submitted in writing, and may be transmitted through the chain of command to the Dean, to the Vice President, to the President, and then to the Board of Trustees, if necessary. Appeals, if any, from each decision, must be submitted formally into the appeals process no later than five (5) working days following the decision.

C. When a complaint is received by the Campus Vice President, he/she may choose to make a ruling on the appeal or appoint a Campus Due Process Appeal Committee, qualified in the problem area. The purpose of this committee will be to make recommendations to the Vice President prior to a decision on the appeal.

D. Makeup of the Campus Due Process Appeal Committee will be representatives of the various employment classification grades, to include at least one member of the appealing employee's peer group. The committee will be able to obtain special information needed on a particular problem from an employee of the college; for example, if the problem dealt with an individual's salary, someone familiar with payroll could appear before the committee as an authority in this area.

E. Campus Due Process Appeal Committee hearings will be held after posting a 10-working day notice of the hearing and informing the concerned employee that he or she may represent him/herself or have legal counsel, as they desire. Should an employee have legal counsel at the hearing, legal counsel will only act as an advisor and will not be allowed to address the committee. All parties will be given the opportunity to present facts in their behalf. Copies of committee minutes will be furnished to all parties upon request.

F. A District Office Due Process Appeal Committee likewise may be appointed by the President, within the President's discretion, to review an appeal submitted to him or her. Its purpose, makeup and procedures will be the same as for the Campus Due Process Appeal Committee.

G. A District Office Due Process Appeal Committee will also abide by the 10-working day notice and will give all parties the opportunity to submit a written statement in his or her behalf, should they desire to do so.

H. Notification of committee hearings should be acknowledged by the employee(s) to ensure that he or she is aware of the hearing. Unless the employee requests a verbal notification, all notifications of committee hearings will be forwarded to the concerned employee through the United States Postal Service, certified mail with return receipt requested.

I. Concerned party(ies) will be duly notified of each decision within three (3) working days after it is reached, and no appeal shall be allowed there from unless commenced within 5 working days of the employee’s receipt of the notice of the decision or no later than 10 working days of the date the notice of the decision was mailed to the employee. All notifications of decisions will be forwarded to the concerned employee through the United States Postal Service, certified mail with return receipt requested.

J. Each step in the appeals process must be specifically documented to include charges, evidence related to those charges, and findings. Committee hearings need not be conducted in strict legal or court terms; however, complete fairness will be ensured and nondiscriminatory procedures will be followed and documented.

K. Administrative decisions and recommendations that become the subject of an appeal will not be stayed pending the processing of the appeal.

TITLE: EMPLOYEE COMPLAINTS, CONCERNS OR RECOMMENDATIONS ON MATTERS OF DISTRICT COLLEGE POLICY

I. POLICY: The Mississippi Gulf Coast Community College Board of Trustees, in its July 18, 1984, meeting approved the following College Operating Policy:

"Complaints, concerns, or recommendations of matters of general policy affecting the educational program, the Administration of the College or any other college related activity shall be submitted through the proper channels in an effort to resolve them before they become public issues and reflect upon the college program."

II. PROCEDURES AND RESPONSIBILITIES

The following statements are intended to be used as a guide to the implementation of the above policy and lend themselves to an orderly method by which employees may receive consideration of concerns, complaints, or recommendations which they believe to be valid by utilizing the open-door policy.

A. Faculty members and other employees of the Mississippi Gulf Coast Community College District occupy an important position in the eyes of the public because they are an important part of the College program. By accepting a position with the College, the individual must be willing to submit concerns, complaints, or recommendations through the proper channels in an effort to resolve them before they become public issues and reflect upon College programs.

B. Concerns, complaints, or recommendations regarding Board of Trustees' Operating Policies and/or Administrative Procedures should be submitted in writing to the employee's immediate supervisor. After the immediate supervisor has reviewed the concern, complaint, or recommendation, and if the matter cannot be resolved at this level, then the immediate supervisor shall inform the employee that he/she may submit the concern, complaint or recommendation through the chain of command to the next level in the Administration for resolution.

C. The employee shall inform the immediate supervisor, in writing, that they will begin transmitting the concern, complaint or recommendation through the chain of command to the appropriate campus Dean, Vice-President,

District Office Administrator, and eventually to the President for review and answer.

1. The concern, complaint or recommendation shall be reviewed by the appropriate administrator at each level in the chain of command.

2. The administrator shall discuss the concern, complaint, or recommendation with the employee and, if possible, shall offer a resolution.

3. If resolution is not possible at the current level of administration, or if the employee is not satisfied with the resolution, then, the employee shall inform the Administrator in writing and shall include in the communication that the concern, complaint, or recommendation will be transmitted to the next level in the chain of command. This process may carry the concern, complaint, or recommendation to the President, who may then transmit it to the Board of Trustees if necessary.

4. Since the Board of Trustees holds the President responsible for the operation of the College, concerns, complaints or recommendations on matters of College Policy will not be considered by the Board until first presented to the President in writing.

The President shall then present the concern, complaint, or recommendations to the Board, along with his recommendation concerning resolution.

TITLE: POLICY ON COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

I. POLICY. It is the intent of the Board of Trustees to the Mississippi Gulf Coast Community College to comply with the requirements of the Americans with Disabilities Act (ADA).

II. PROCEDURES AND RESPONSIBILITIES

A. Assignment of responsibilities to one individual with sufficient powers, authority and staffing to oversee compliance with the Americans with Disabilities Act.

B. Preparation of a comprehensive self-evaluation of all programs and activities of the institution, including employment.

C. Appointment of a Council to assist the ADA Coordinator in his or her functions, in preparation of the self-evaluation, and implementation of a plan of compliance.

D. Preparation of an institutional budget for the activities of the ADA Coordinator, the self-evaluation, and the provision of reasonable accommodation or auxiliary aids and services.

E. Other steps deemed necessary by the Administration to comply with the Americans with Disabilities Act unless these pose an undue burden or would result in a fundamental alteration of programs of the Institution.

F. Parking:

1. An automobile without the proper disabled identification parking in a parking space designated for the disabled will be ticketed.

2. After three violations during a school year, an automobile is subject to being towed, immobilized, or barred from campus.

3. College employees, visitors, college vehicles (excluding emergency situations), and students are subject to the above listed parking rules.

TITLE: SEXUAL HARASSMENT

I. POLICY. The Board of Trustees approved the following operating policy on June 18, 2003, effective July 1, 2003.

Sexual harassment and discrimination are illegal and endanger the environment of tolerance, civility, and mutual respect that must prevail if the College is to fulfill its mission. Mississippi Gulf Coast Community College is committed to providing and promoting an atmosphere in which employees can realize their maximum potential in the workplace and students can engage fully in the learning process. Toward this end, all members of the College community must understand that sexual harassment, sexual discrimination, and sexual exploitation of professional relationships violate the College's policy and will not be tolerated. The College will take every step to resolve grievances promptly. Any act by the College's employees or students of reprisal, interference, or any other form of retaliation, whether direct or indirect, against a student or employee for raising concerns covered by this policy is also a violation of this policy. Accordingly, members of the College community are prohibited from acts of reprisal against individuals who bring complaints or are involved as witnesses in any action connected with this policy.

A. Applicability

This policy applies to all applicants for employment and admission to College programs, officers and employees of the College, students, and persons who serve the College as its agents and are under the control of the College.

B. Sexual Harassment-Definitions

Two categories of sexual harassment are recognized:

1. Quid Pro Quo - Sexual harassment presented as a "bargain" (*quid pro quo*).

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature by one in a superior position constitutes "bargained-for sexual harassment" when submission by another is made either an explicit or implicit term or condition of employment or of academic standing. In this case apparent consent of the submitting party is less relevant that the extent to which the sexual conduct is unwelcome. As defined here, "bargained-for sexual harassment" normally arises in the context of an authority relationship.

This relationship may be direct as in the case of a supervisor and subordinate or teacher and student or it may be indirect when the harasser has the power to direct others who have authority over the victim.

2. Environmental Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute "environmental sexual harassment" when such conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment which unreasonably interferes with another's work, academic performance, or privacy. Environmental harassment can inflict emotional and psychological harm on individuals and can make relationships and the work or study environment unpleasant, threatening, and unproductive. However, there is no requirement that evidence of actual emotional or psychological harm be shown in order for environmental sexual harassment to be found to have occurred.

In determining whether alleged conduct constitutes sexual harassment as defined in this policy, the record as a whole will be considered as well as the context in which the conduct occurred. "Environmental sexual harassment" normally arises from a repeated and pervasive course of conduct whereas "bargained-for sexual harassment" can be based on a single act.

Facts will be judged on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular susceptibility of an individual, unless that susceptibility is known to the alleged harasser.

C. Penalties

Penalties will be determined on the basis of the facts of each case and the extent of harm to the College's interests, as well as any College record indicating previous similar wrongdoing by the accused person. Penalties will be set according to regulations governing student conduct and employment relationships. These regulations are described in the *MGCCC Policy and Procedures Manual* and the *MGCCC Student's Handbook*.

D. Anti-retaliation Assurance

This policy seeks to encourage students and employees to express freely, responsibility, and in an orderly way opinions and feelings about any problem or complaint of sexual harassment. Any act of reprisal, including internal interference, coercion, and restraint, by a College employee or by one acting on behalf of the College, violates this policy and will result promptly in appropriate disciplinary action.

E. Improper Complaints

This policy shall not be used to bring frivolous or malicious complaints against students or employees. If a complaint has been made in bad faith, disciplinary action will be taken against the person bringing the complaint.

F. Confidentiality

Information generated in the course of informal reviews and formal investigations necessary to enforcing this policy will be given the full extent of confidentiality accorded by law to employee personnel records and student educational records. Any person who, without authorization, reveals such information will be subject to disciplinary action. The sharing of the content of complaints will be on a “need to know” basis and will depend on the type of review and response required by the complainant. In any case, when a complaint is being mediated and/or investigated, the accused will be informed of the specific details of the complaint.

G. Responsibility for Implementation

An employee in a supervisory position who has knowledge of conduct involving sexual harassment that may have occurred in his or her unit must take action to address the matter immediately. Not to do so may result in serious consequences for the College and will be considered a breach of supervisory responsibility.

H. Reporting Procedure

Any sexual harassment should be reported to the following individuals:

1. Students should report alleged acts of sexual harassment to their Campus Dean of Students or Administrative Dean.

2. Employees should report alleged acts of sexual harassment to the Campus Equal Employment Officer (EEO) or the Campus Vice President.

3. The names of Equal Employment Opportunity Officers for each campus and center are listed in the *College Catalog* or can be obtained by contacting the District Human Resources Office.

TITLE: EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROCEDURES

I. STATEMENT. The Board of Trustees approved the following on April 27, 1977.

"EMPLOYEE COMPLAINTS"

The right of employees to due process of law shall not be abridged. When any employee presents a complaint, the college is responsible for ensuring that the complaint is handled according to currently advisable procedures of due process. This responsibility implies the necessity for college officials to stay informed concerning the requirements of procedural due process and its changing interpretation by the courts." (April 27, 1977)

II. PROCEDURES FOR DISCRIMINATION CHARGES

An Equal Employment Opportunity (EEO) Officer and Alternate will be appointed by the appropriate Executive Officer at each Campus/Center of Mississippi Gulf Coast Community College. When a charge of discrimination of any kind has been made, or when, in the opinion of the immediate supervisor, it appears probable that such a charge of discrimination may develop; it shall be the duty of the immediate supervisor concerned to immediately advise the Executive Officer and/or the EEO Officer at the Campus/Center verbally, and follow up the verbal notification in writing with all pertinent facts of the case. Should such charges first appear in a discipline hearing or similar activity, the EEO Officer shall be notified immediately. Otherwise, the following steps will normally be followed:

A. The EEO Officer, when notified, will discuss the charge of discrimination with the Executive Officer of the Campus/Center. Following that discussion, the EEO Officer will commence an immediate investigation to ascertain and document all the facts of the case possible and to ascertain if, in fact, discrimination did occur. The EEO Officer may choose to involve the Alternate EEO Officer on his/her Campus/Center to assist in the investigation or another individual with the approval of the Executive Officer of the Campus/Center. If possible, the EEO Officer should obtain a written statement alleging the discrimination complaint and background on the complaint from the complainant. If it is not possible to get a written statement, the EEO Officer should attempt to obtain the specifics of the complaint from verbal comments with the complainant or other persons involved with the incident.

B. The EEO Officer will inform the complainant that a fair, impartial, and thorough investigation shall be made into the facts leading up to the complaint and that recommendation(s) will be made to the Vice President/Administrative Dean based on the investigation. Details of the investigation shall be documented to the fullest extent possible. **THE INVESTIGATION SHALL BE COMPLETED IN THE MOST EXPEDITIOUS MANNER POSSIBLE.**

C. The Campus/Center EEO officer shall keep the District Office EEO Officer aware of the progress of the investigation and shall provide copies of documentation developed as necessary. The District Office EEO Officer shall brief the President or his designated representative, on the facts of the case and advise, if appropriate, the Campus/Center EEO Officer to contact the College's EEO legal counsel for assistance in the case.

D. When advised to contact the College's legal counsel, the EEO Officer will provide legal counsel all the facts known at that time. Advice of counsel will take precedence over the steps to follow if dictated by the facts of each individual case.

E. The EEO Officer will submit a written report to the Vice President/ Administrative Dean that contains all documented facts of the case and recommended action(s) for approval or disapproval.

F. Upon a decision as to the action(s) to be taken, if any, based on the investigation conducted by the EEO Officer, the Vice President/ Administrative Dean will notify the complainant immediately by verbal or written communication. Formal written notification shall be, however, made by hand delivery (with witness and documentation of time and place of delivery) or by certified return receipt requested mail.

G. If the complainant is satisfied with action(s) taken, that fact should be noted in writing; preferably including the signature of the complainant.

H. If not satisfied, the complainant shall be informed that the case may be appealed in writing to the President of the College within five (5) working days of receipt of the action(s) taken by the Campus/Center. The complainant should identify the type of appeal desired. Further, the complainant shall be required to state the facts of the original complaint in his or her own words, their understanding of remedial action recommended and/or approved and the reason for taking the case to the higher level of appeal. This shall be accomplished in writing and bear the signature of the complainant. When appeal action is first known to the Campus/Center EEO Officer, that officer shall ensure that a <u>complete</u> file of all documentation on the case is delivered to the District Office EEO Officer immediately.

I. On receipt of an appeal from a Campus/Center discrimination investigation, the President shall order an investigation of the case by the District Office EEO Officer or by a special committee appointed to hear the case, depending on conditions of the appeal. During the investigation, the complainant will be allowed to submit evidence in the form of documents or statements, and at any hearing may produce any pertinent testimony or proof. The complainant may have the assistance of counsel, who may, but need not be, an attorney-at-law. If counsel is present, the College shall also be represented by counsel. In addition, should an employee have legal counsel at a hearing, legal counsel will only act as an advisor and will not be allowed to address the special committee. A detailed and thorough investigation of the facts shall be conducted immediately. Extent of each appeal investigation shall be dictated by the facts of the case and the appeal. It may consist of a careful review of documentation or calling persons to appear in person to comment on the case. Recommendations shall be made at the earliest possible time. Whether conducting the investigation alone, or as a member of the committee, the District Office EEO Officer shall act as an agent of the President in conduct of actions taken and shall seek legal counsel on each case appealed.

J. Recommendations for action(s) taken, if any, shall be made relative to the facts of the case to the President for approval or disapproval. Decision(s) shall be transmitted to the complainant immediately on receipt from the President. Notification can be verbal; but must be followed up in writing; similarly as required to be done at the Campus/Center level.

K. If the complainant is satisfied with the action taken, the case ends at this step. If he/she is not satisfied, the complainant shall be notified that an appeal to the Board of Trustees is available within five (5) working days of receipt of the action taken by the President. College legal counsel shall provide advice on how to handle each case so further appealed; in each case, however, complainant shall be required to submit the complaint in writing stating the reason for submitting the appeal to the Board of Trustees.

L. It is the duty of the Board of Trustees to act as the final level of administrative appeal in discrimination charges of employees as outlined in College Operating Policies.

M. Copies of any complaint submitted under Title IX, Educational Amendments of 1972, will immediately be submitted to the Title IX Coordinator located in the Central Office.

N. Copies of any complaint submitted under the Americans with Disabilities Act (ADA) shall be immediately submitted to the District Office ADA Coordinator.

TITLE: GAMBLING, LOTTERIES, AND RAFFLES

I. POLICY. The following College Operating Policy was approved by the Board of Trustees of May 21, 1980:

GAMBLING, LOTTERIES, AND RAFFLES

"In accordance with state law, gambling, lotteries, and raffles shall not be permitted on campus nor shall any employee sanction the aforementioned in the name of the College off campus."

II. PROCEDURES AND RESPONSIBILITIES

A. This policy shall be published in both the *Policies and Procedures Manual* and *Student Handbook.*

B. All college personnel are responsible to ensure compliance.

TITLE: ANIMALS ON COLLEGE PROPERTY

I. STATEMENT: Animals, except for service animals assisting the disabled, are prohibited on any campus or center of the Mississippi Gulf Coast Community College, with the exception of Faculty Housing at the Perkinston Campus.

II. PROCEDURES AND RESPONSIBILITIES

A. Employees living in college housing may have pets if they remain in a fenced area approved by the Dean of Business Services.

B. Stray animals found on a campus or center will be transported to a local animal shelter.

C. Employees and students are not permitted to harbor and/or feed stray animals on any campus or center.

Failure to comply with this statement could result in disciplinary action.

Statement No. 245
OPR – VICE PRESIDENT, ADMINISTRATION AND FINANCE
September 17, 2025

TITLE: COMPLIANCE WITH HOUSE BILL 1193: GRIEVANCE PROCESS FOR PROHIBITIONS OF DIVERSITY, EQUITY, AND INCLUSION

STATEMENT. In accordance with House Bill 1193, enacted during the 2025 Regular Session of the Mississippi Legislature, Mississippi Gulf Coast Community College (MGCCC) establishes the following statement as a framework for ensuring compliance with state law regarding diversity, equity, and inclusion (DEI) in Mississippi's public educational institutions.

This statement also outlines the procedures for filing, investigating, and resolving formal complaints under the provisions of House Bill 1193.

I. PROCEDURES AND RESPONSIBILITIES

MGCCC acknowledges that House Bill 1193, passed on April 17, 2025, prohibits public schools and public postsecondary institutions from engaging in certain actions or using public funds to support programs, training, or policies that promote or require belief in DEI-related concepts that may constitute discriminatory practices. The act mandates that all employment decisions, academic opportunities, and student engagement be based solely on individual merit, qualifications, and academic performance, without regard to race, sex, color, national origin, or an individual's opposition to DEI initiatives.

A. Diversity, Equity, and Inclusion Prohibitions

Pursuant to House Bill 1193, Section 3, MGCCC will prohibit the following practices within the institution.

1. Establishing or maintaining an office dedicated to diversity, equity, and inclusion.
2. Employing or assigning employees, or contracting third parties, to perform DEI-related duties.
3. Requiring, requesting, or considering diversity statements or similar materials from job applicants during hiring, contract renewal, evaluation, or promotion process.
4. Giving preference to applicants or contractors based on race, sex, color, or national origin when hiring or awarding a contract at the college.
5. Penalizing or discriminating against a student, employee, faculty, staff, or contractor on the basis of his or her refusal to support, believe, endorse, embrace, confess, act upon, or otherwise assent to a diversity, equity, or inclusion concept.

B. Reporting and Accountability

To ensure transparency and accountability the office of the President, MGCCC will:

1. Submit to the Board of Trustees an annual report summarizing all formal complaints and the dispositions of those investigations and violations during the June board meeting.
2. Submit a form of certification to the Mississippi College Board by August 15 of each year certifying compliance.

II. GRIEVANCE PROCESS

MGCCC has adopted the following grievance procedure that provides for the prompt and equitable resolution of complaints made by students, employees, or other individuals who desire to file a formal complaint regarding violation(s) of House Bill 1193.

A. Filing a Compliant

1. Any employee, faculty member, staff, contractor, or currently enrolled student who believes a violation of the Act has occurred may file a formal complaint.
2. All formal complaints shall be filed within thirty (30) days of the alleged violation.
3. The formal complaint must be submitted in writing, signed by the complainant, and include the following details:
    a. The complainant's full name, mailing address, and telephone number.
    b. The names of any individuals who may be affected by the alleged violation.
    c. The specific dates and/or times when the alleged violation occurred.
    d. A detailed description of the alleged violation, including reference to the specific section(s) of the Act that were allegedly breached.
    e. A statement outlining how the complainant was harmed by the community college's alleged noncompliance with the Act.
    f. The names of any individuals who may serve as witnesses.
    g. Any additional information relevant to supporting an investigation.
4. Formal complaints shall be submitted to the Board of Trustees Compliance Committee and may be mailed to the Office of the President at P.O. Box 609, Perkinston, MS 39573 or electronically via email at compliance@mgccc.edu.

    It is the complainant's responsibility to notify the Office of the President of any updates to their contact information.

B. Investigations

1. The College is committed to responding promptly to any violations that may occur. To ensure a prompt and reasonable resolution, the Board of Trustees has appointed the Compliance Office to handle all investigations associated with HB1193 violations. The Compliance Officer shall submit an investigative report to the Board of Trustees Compliance Committee for review prior to the committee making a determination of responsibility.

C. Determination of Responsibility

1. In reaching a determination, the Board of Trustees Compliance Committee will review the investigative report.

   Within thirty (30) days of receipt of a complete, timely, and properly filed formal complaint, the Board of Trustees Compliance Committee shall rule or take action on the formal complaint.

   a. If the Board of Trustees Compliance Committee determines there is no violation of the Act, the Office of the President shall provide written notification reflecting that determination. Such final ruling shall be provided to the Complainant.

   b. If the Board of Trustees Compliance Committee finds a violation of this act, the community college shall have twenty-five (25) days to remedy all actions relating to the violation.

      i. On behalf of the Board of Trustees Compliance Committee, the Office of the President shall provide the complainant with a formal final determination, outlining any identified violations and the corresponding corrective actions, within twenty-five (25) days of the formal notice.

      ii. If the violation remains unaddressed after the twenty-five (25) day correction period, the aggrieved party may seek injunctive relief by submitting an application to compel the board to remedy the issue, which may be submitted to the Office of the President.

SECTION THREE

Education Program

TITLE: ADVISEMENT OF STUDENTS

I. STATEMENT: Mississippi Gulf Coast Community College (MGCCC) is committed to the educational support of our students through systematic and effective advisement. MGCCC provides advisement to all students by assigning each student to advise a faculty advisor based on intended degree or program of study/area of interest as well as offering pre-enrollment advisement through Enrollment Services.

II. PROCEDURES AND RESPONSIBILITIES

A. **Faculty Handbook**

- **i.** MGCCC accepts and recognizes the *Faculty Handbook* as the official college publication that outlines responsibilities and activities related to the Advisement System.
- **ii.** The MGCCC *Faculty Handbook* shall be maintained in the office of the Vice President of Teaching and Learning/Community Campus.
- **iii.** The *Faculty Handbook* outlines two phases of advisement: Phase I – Pre-Enrollment and Phase II – Enrollment.
- **iv.** The *Faculty Handbook* is reviewed and updated annually through the Instructional Affairs Council and is located on the college website.

B. **Phase I Pre-Enrollment**

- **i.** The Pre-Enrollment period includes initial contact, on-campus contact, orientation, assessment, and registration.
- **ii.** With initial contact, students are directed to on-campus or virtual counseling through Enrollment Services for information relating to orientation, assessment, pre-advisement, and initial enrollment.
- **iii.** All new students are encouraged to participate in an on-campus or virtual orientation. Orientation provides an overview of general college policies, procedures, and guidelines.
- **iv.** The assessment process is to ensure that students are assigned to appropriate college course levels. Students without American College Test (ACT) scores on file will be administered placement examinations.

v. Returning or transferring students begin the Pre-Enrollment Phase in Enrollment Services.

C. **Phase II Enrollment**

i. Initially, students will be assigned to a School Advising Coordinator based on their declared degree program or program of study/area of interest.
ii. Once students have registered for courses, during the advisement/registration process, the students are assigned a faculty advisor in their School to help them with the selection of appropriate classes and to provide information about the registration process.

D. **Advisee Responsibilities**

i. Advisees are responsible for sharing educational goals, priorities, problems, and questions with the advisor to obtain the greatest benefit. The advisor assists students in making the most of the opportunities available at MGCCC and aids students in attaining educational goals.
ii. Prior to the start of the registration period, continuing students are expected to schedule an on-campus or virtual appointment with their advisor to obtain information on MGCCC's curriculum and its articulation agreements with colleges/universities, as well as degree or program of study/area of interest. During this time the advisor will provide the student with the access code required to register for classes. Additionally, the advisor will offer career information and direct students to MGCCC's campus resources.
iii. Prior to registration for continuing students, the advisor should notify advisees of their availability and invite them to schedule appointments for advisement. Then students should contact the advisor to discuss their progress and request any assistance they might need through other MGCCC's campus resources.

E. **<u>Advisor Responsibilities</u>**

i. Advisors review the progress of advisees using the college auditing system.
ii. Advisors check advisee's area of interest for accuracy and assist the advisee with correcting the area of interest, if necessary.
iii. Advisors should work with advisees to create a Student Educational Plan (SEP).
iv. Advisors manage the distribution of registration access codes for advisees.

v. Advisors follow up with advisees who have not made contact within two weeks of registration.
vi. Advisors provide advisees with information about careers in the area of interest.
vii. Advisors identify advisees who appear to be in jeopardy of failing or withdrawing and, if appropriate, advisors submit an Early Alert.
viii. If advisees request accommodations during advisement, advisors refer advises to the Office of Enrollment Services.

TITLE: CURRICULUM

I. STATEMENT. Mississippi Gulf Coast Community College (MGCCC) is an integral part of the areas it serves and genuinely recognizes its inherent responsibility to enhance the educational development of all persons able to benefit from its services. The programs and activities are designed to develop responsible citizenship and leadership in a constantly changing and highly complex society.

The campuses and centers of this College are dedicated to accomplishing the above purpose by:

1. Offering college-transfer programs consisting of courses leading to college degrees.
2. Providing technical and career programs designed to prepare students for immediate employment with emphasis on serving community needs.
3. Serving continuing education needs through varied programs, courses, and activities.
4. Promoting and encouraging educational, economic, and cultural development in the community through the facilities and resources of the college.

II. PROCEDURE AND RESPONSIBILITIES

Mississippi Gulf Coast Community College's affiliation and operation within a state system is through the Mississippi Community College Board (MCCB). MGCCC's role within the state system is that of a college governed by an independent, local Board of Trustees.

A. Curriculum Development and Evaluation

Each curriculum offering of MGCCC is developed in the form of a 'course of study' which indicates the pattern of courses recommended to students who desire to complete a particular two-year program or the lower division requirements for transfer to a senior college. The approval process ensures oversight by persons academically qualified to make necessary judgements. The Instructional Affairs Council reviews and recommends a curriculum for eventual action by the Executive Council.

Initial recommendations for courses may come from many sources: advisory committees, students, individual instructors or administrators, person and groups in the community, the Board of Trustees, departments, various faculty committees, or transfer institutions. Proposal for new courses and majors should be given to the appropriate Department Chairperson/ Dean of Teaching & Learning for consideration.

The recommendation of the Department will be presented to the Instructional Affairs Council. The Instructional Affairs Council's recommendations will be made to the Executive Council and then to the President. Changes or updates to an established curriculum will follow the same process as stated above.

B. Developmental Studies

This program is provided for students who show academic deficiencies and/or lack of readiness for a chosen curriculum. Students are directed to the Developmental Studies program in accordance with performance on standard tests given to freshmen prior to registration. Each student is advised of test results and counseled accordingly. If students do not make satisfactory progress after one semester, they may be awarded a non-punitive grade of In Progress (IP) and are permitted to re-enroll.

C. University Parallel Programs

The University Parallel Programs are designed to meet the needs of students who expect to transfer to a four-year college or university after graduating from MGCCC. Curriculum development and oversight is led by persons academically qualified to make necessary judgements.

D. Career and Technical Education

Curriculum development and oversight is led by persons academically qualified to make necessary judgements. State curriculum frameworks are developed in association with the Research and Curriculum Unit at Mississippi State University for Career and Technical programs. Curriculum frameworks are generally updated on a five-year cycle with input from business/industry and faculty members across the state. Curriculum is developed and revised based on guidelines set forth by the Carl Perkins Act.

The Mississippi Gulf Coast Community Colleges' statement of mission and role of career, technical and adult education program are as follows:

1. To provide career, technical, and adult education to students according to their needs, abilities, and interests regardless of race, sex, creed, national origin, and to otherwise qualified handicapped persons.

2. To provide career, technical, and adult education to students that are occupationally specific for job opportunities in skilled occupations. (Diploma programs)
3. To provide career, technical, and adult education to students for job opportunities in occupations that are technical and/or paraprofessional. (Associate Degree programs)
4. To provide career, technical, and adult education that is industry-specific for new and expanding industries and state-of-the-art instruction for employed persons.

The offerings are geared to the community and are planned with the assistance and advice of a general advisory committee composed of leading businessmen, industrialists, and representatives of many endeavors in the college community.

Career and Technical Education Programs are designed to meet the educational needs of students who are seeking preparation for employment in occupational fields not requiring the four-year college/university baccalaureate degree. Technical programs require a minimum of four semesters for completion and lead to the Associate of Applied Science degree. Career programs vary in length from twelve weeks to two-years and lead to MGCCC certificates, diplomas, and/or the Associate of Applied Science in Occupational Education.

TITLE: GUIDELINES FOR GRANTING COLLEGE CREDIT FOR EXTRA-INSTITUTIONAL EXPERIENCES

I. POLICY. The Board of Trustees approved the following policy on October 21, 1981:

Non-Traditional Credit

> "The College may award credit insofar as good and sound educational practices dictate based on assessments of the following: College Level Examination Program (CLEP), Challenge Exams, Advanced Standing Placement, Educational Experience in the Armed Forces, etc."

One mode for awarding non-traditional credit is through extra-institutional experiences.

Extra-institutional experiences are an educational process by which the student's academic study is formally integrated with periods of planned and evaluated work experiences related to the student's educational objective. The student usually receives both financial remuneration and academic credit.

Since meaningful and appropriate learning can occur outside the formal classroom setting, it recognizes that extra-institutional experience is one way by which such extramural learning can occur. This system provides the means whereby academic credit may be awarded to a student who is pursuing an associate degree or certificate when the learning experiences are relevant to the career objective.
Student participation in extra-institutional experiences is voluntary. However, suitable options should be provided for those students who elect not to participate.

Areas covered by "extra-institutional experiences" are as follows: internship, on-the-job training, practicum, apprenticeship, field study, and COOP. The following procedures and responsibilities are general in nature; individual programs may have specific requirements.

II. PROCEDURES AND RESPONSIBILITIES

A. An agreement between Mississippi Gulf Coast Community College and the agency in which the student is working will be maintained.

B. The student shall be involved for a minimum of 15 hours per week or 255 hours per semester to receive credit (three semester hours' credit)

1. The work experience shall be directly related to the chosen occupational cluster.

2. One hour per week will be required for a lecture-seminar session on campus which will be scheduled.

C. At least twice a month, the student will be visited on the job. The purpose of such visits is to review the student's progress in the training assignment; to evaluate the assignment in terms of program objectives; to establish firm plans concerning any remaining training periods; and to discuss any issues, concerns, problems, etc., which the student may have.

D. Provision must be made for a continuous process of evaluation of extra-institutional experiences by the students, faculty, work supervisors, and program coordinators. The evaluation should be made on measurable objectives which were agreed upon prior to the beginning of the learning experience.

1. Two ratings of the student's performance during each training period will be obtained from the student's employer/supervisor. The rating will be an appraisal of the student's performance during the training assignment. The information supplied by the employer will be used by the faculty to provide guidance and counseling for the student and to assist in grade determination.

2. The student will evaluate his or her reaction to employment, his or her performance, and objectives set by the instructor for the student.

3. The instructor will evaluate the student through the following methods: on-the-job visits, employer evaluation, assignment by the instructor, ADN students' weekly training alignment evaluations.

E. It is expected that students will be paid the prevailing rate for the type of work they perform. The rate of pay and benefits to be received for a particular position will be determined by the employer. The educational benefits of training are the principal concern for the program and the earnings of the students are considered an attractive by-product. Some volunteer positions are available and may be approved for students.

F. A detailed course syllabus with all objectives will be maintained for each student. A copy of this information will be placed in the student file.

G. The load compensation for extra-institutional experiences will meet the following criteria:

1. Maximum enrollment of ten students;
2. Three semester hours' credit, composed of one hour lecture and four hours laboratory; and
3. Course will not be used to calculate overload but will be used to constitute an instructor load.

The following information is available in the Forms Repository: Agreement for Extra-

Institutional Experiences
Learning Objectives for Extra-Institutional Experiences Application for Extra-Institutional Experiences (two pages).

TITLE: COURSE SUBSTITUTIONS

I. STATEMENT. Course substitutions may be allowed in programs of study when deemed necessary by student advisors and other appropriate administrative officers. Substituted courses must be in the same general subject area (e.g., science for science) and in accordance with transfer requirements of the four-year institution to which the student plans to transfer.

For approval of course substitutions, the student will be required to follow the established procedures, obtaining appropriate approval on the course substitution form.

II. PROCEDURES AND RESPONSIBILITIES

A. Student must be counseled by his/her advisor and obtain a recommendation of approval or disapproval on the appropriate form.

B. Advisor will meet with department chairperson for review of recommendation.

C. The Department Chairperson will submit the course substitution form to the appropriate Dean of Instruction with approval or disapproval indicated.

D. The appropriate Dean of Instruction will approve or disapprove the course substitution and return the completed form to the Department Chairperson for processing.

E. The student will be advised of the final approval or disapproval of the course substitution.

The Course Substitution Form is available in the Forms Repository.

Statement No. 302.3
OPR – VICE PRESIDENT, STUDENT SERVICES, ENROLLMENT STRATEGIES, AND ADVANCEMENT
June 10, 2008
June 24, 2010
November 16, 2011
February 20, 2019
July 21, 2021
March 19, 2025

TITLE: GUIDELINES FOR ACCEPTING COLLEGE CREDIT FROM TRANSFER INSTITUTIONS AND NON-TRADITIONAL METHODS

I. POLICY. In recognition of non-traditional learning, the Board of Trustees approved the following policy on October 21, 1981:

"Non-Traditional Credit"

> "The College may award credit insofar as good and sound educational practices dictate based on assessments of the following: College Level Examination Program (CLEP), Challenge Exams, Advanced Standing Placement, Educational Experience in the Armed Forces, etc."

Mississippi Gulf Coast Community College (MGCCC) recognizes that students will be admitted who have prior credit from other colleges/universities attended, learning experiences validated by assessment, or non-traditional training experiences. This credit may be used by the enrolled student who is pursuing an associate degree or certificate when the learning experiences are relevant to the career objective. Applicability of this credit depends on the coincidence of this work meeting requirements of MGCCC's degree programs or a particular program of study. All credit will be evaluated based on this factor. A student must consult the university of his/her choice for specific transferability of this credit.

II. PROCEDURES AND RESPONSIBILITIES

Upon receipt of official transcripts or documentation, credit is available in two categories: traditional learning experiences in a college environment and non-traditional learning experiences outside of the formal learning environment.

A. Traditional Learning Experiences. Transfer credit from institutions that hold accreditation from one of the regional accrediting commissions in the United States will be considered for acceptance provided the courses are freshman/sophomore level credit. Students who have attended non-regionally accredited institutions may request credit by following the guidelines listed under Non-traditional Learning Experiences.

Transfer credit from a foreign institution will be considered for acceptance if a course-by-course evaluation is obtained from an agency that is a member of the National Association of Credential Evaluation Services (NACES). NACES identifies foreign colleges/universities meeting the highest standards for accreditation in their countries. Agency information may be obtained at www.naces.org.

B. Non-traditional Learning Experiences. Since meaningful and appropriate learning can occur outside the formal learning environment, the College recognizes that extramural learning can be relevant to degree programs. Areas of extramural credit are College Level Examination Program (CLEP), Advanced Placement (AP), DANTES Subject Standardized Tests (DSST), Credit for Military Service Experience/Service Schools, Credit for Certain Law Enforcement Courses, Credit by Departmental Examination, Credit for an Approved Apprenticeship Program, Professional Health-Related Licensures or Certifications, and Credit for Life Experience Program.

Credit awarded by this means will receive a grade of "CR" and may not be used to meet residency for purposes of graduation. The maximum amount of credit by combination or individual non-traditional means may not exceed 38 semester hours.

1. CLEP enables colleges to evaluate achievement and award credit. Students are awarded credit for the CLEP examinations if the scores meet or exceed the minimum ACE (American Council on Education) recommended score standards for tests taken July 2001 and later. Passing scores for tests taken before this date will be determined by the appropriate score stated for acceptance in the MGCCC catalog of the year during which the test was taken. A list of examinations is available at the following website: www.collegeboard.com/student/testing/clep/exams.html.

   Credit will be identified on the MGCCC transcript as "Credit/CLEP General Exam" or "Credit/CLEP Subject Area Exam."

2. AP examinations permit high school students to receive credit for achievement in coursework at the college level. For a score of 3 in a particular subject, if offered at MGCCC, students are awarded credit for one course for a total of three or four semester hours; for scores of 4 or 5, students are awarded credit for two courses for a total of six or eight semester hours.

   Credit will be identified on the MGCCC transcript as "Advanced Placement Credit."

3. Students awarded an International Baccalaureate (IB) diploma can receive credit for IB exams administered by the International Baccalaureate Organization (www.ibo.org). For IB scores of 4 or above on both higher-level and standard-level examinations, 3-8 semester hours of credit will be awarded in the subject area if offered by the college.

   Credit will be identified on the MGCCC transcript as "IB Credit."

4. Cambridge International A and AS Level examinations allow students to receive subject area credit with exam scores of E or higher. Advanced (A) Level is comparable to completion of two semesters of an undergraduate course up to 8 credit hours. Advanced Subsidiary (AS) Level is comparable to one sememster of an undergraduate course up to 4 credit hours.

   Credit will be identified on the MGCCC transcript as "Cambridge International Credit."

5. The DSST Defense Activity for Non-Traditional Education Support (DANTES) program is a series of examinations in college subjects. Enrolled students are awarded credit for lower division courses for DANTES examinations if the scores meet or exceed the minimum ACE recommended score standards. A list of examinations is available at the DSST website: http://www.getcollegecredit.com/.

   Credit will be identified on the MGCCC transcript as "Credit Awarded/DANTES Exam."

6. Credit for Military Service Experience/Service Schools will be awarded in accord with the recommendations of the ACE in the *Guide to the Evaluation of Educational Experiences in the Armed Forces*. Credit will be awarded as recommended for the lower division category or the career/technical certificate category. Community College of the Air Force is regionally accredited by Southern Association of Colleges and Schools Commission on Colleges, and the credit is considered traditional. Credit from all other branches of the military is considered *non*-traditional.

   Credit will be identified on the MGCCC transcript for the appropriate branch as "Community College of Air Force", "Army Registry Transcript", "Coast Guard Institute", or "Sailor/Marine Registry Transcript."

   Credit will be identified on the MGCCC transcript as "Credit Awarded Military Service."

7. Credit in Certain Law Enforcement Courses may be awarded following departmental recommendation and approval by the appropriate Dean of Teaching & Learning and the Vice President. Specific courses, programs, academies, and workshops completed through the Basic Law Enforcement Course for Sheriffs and Basic Law Enforcement Course for Police are eligible for consideration (appropriate documentation is required). The MGCCC College Catalog contains procedures and courses for awarding credit.

   Credit will be identified on the MGCCC transcript as "Basic Law Enforcement Course."

8. Credit by Departmental Examination may be obtained in courses for which the CLEP credit is not available. Permission to take a departmental challenge examination must have the approval of all members of the department who teach the course and the appropriate Dean of Teaching & Learning. For courses with labs, a performance test may also be required at the discretion of the department concerned. A nonrefundable fee of 30% of tuition cost per course will be charged for the examination.

   Credit will be identified on the MGCCC transcript as "Credit/Departmental Exam."

9. Credit for an Approved Apprenticeship Program may be awarded for satisfactorily completing an approved apprenticeship program. MGCCC, in partnership with sponsoring companies, coordinates specific apprenticeship programs designed to meet the training needs of apprentices as outlined by the United States Department of Labor's Bureau of Apprenticeship Training. A person may receive a maximum of 30 semester hours of credit towards the appropriate degree and may be required to take a competency-based exam to receive credit. A nonrefundable fee of 30% of tuition cost per course will be charged for the awarded credit.

   Credit will be identified on the MGCCC transcript as "Approved Apprenticeship."

10. Credit for Professional Health-Related Licensures or Certifications will be awarded for the achievement of Licensures or Certifications that are nationally recognized by a variety of health care disciplines. Enrolled students seeking a transitional healthcare pathway may receive up to a maximum of 14 semester hours of credit towards the appropriate degree or diploma. Documentation of a current and active license/certification, in good standing, is required for credit to be awarded, including official transcripts.

Credit will be identified on the MGCCC transcript as "Licensure/Certification Experience Credit" (to include licensure type).

11. The Credit for Life Experience Program is available for learning outside the classroom environment that is not addressed by one of the previous methods of non-traditional credit. A prior learning portfolio is developed with the guidance of the department chair in the appropriate discipline area of the student's enrolled campus. A narrative essay and documentation must address each of the course objectives/learning outcomes as defined on the course syllabus for the course that the student seeks credit. The portfolio review is performed by the department chairpersons college-wide and the designated campus instructor teaching the course. Application deadline for fall is August 1, Spring is November 1, and for summer is April 1. The maximum credit permitted by this method is three specific MGCCC courses not to exceed a total of 15 semester hours. A nonrefundable fee of 30% of tuition cost per course will be charged for the awarded credit.

    Credit will be identified on the MGCCC transcript as "Credit Awarded by Portfolio."

III. TRANSCRIPTION OF CREDIT AWARDED

Appropriate Student Services personnel at the campus or center will post each student's traditional and non-traditional credit in Academic History. Initial evaluation of all credit from official documents will be completed during the first semester of enrollment. Additional credit will be evaluated as it becomes available.

TITLE: CREDIT HOURS

I. STATEMENT

Mississippi Gulf Coast Community College provides a standard measure for credit for all courses taught at Mississippi Gulf Coast Community College. The expected amount of learning time in all coursework is defined in compliance with the policy standards of quality and accountability set forth by the Mississippi Community College Board (MCCB), and the Federal definition of a credit hour, "a unit of measure that gives value to the level of instruction, academic rigor, and time requirements for a course taken at an educational institution," established through the credit hour policy of the Southern Association of Community Colleges and Schools Commission on Colleges (SACSCOC).

Mississippi Gulf Coast Community College defines a semester credit hour for various modes of delivery. In courses with any percentage of virtualized or electronic delivery methods, a semester credit hour is equal to that of traditional courses as evidenced by the equivalency of learning outcomes described in the Uniform Course of Study. There are five general categories of instruction: (A) Lecture/Theory, (B) Laboratory, (C) Clinical Practice, (D) Preceptorship, and (E) Internship.

A. Lecture/Theory: A semester credit hour is equivalent to a minimum of 750 minutes of student-teacher contact. Instruction focused on principles, concepts, or ideas, generally requiring extensive out- of class preparation prior to class each week as well as follow-up assignments. Lecture/ Theory instruction is the term which will be used to include lecture, recitation, discussion, demonstration, seminar, and other standard classroom instruction. Lecture/ Theory instruction is under the direct supervision of an instructor. Ratio: 1:1 (one hour of credit for one hour of lecture/ theory instruction as defined).

B. Laboratory hours: A semester credit hour is equivalent to a minimum 1500 minutes of laboratory time. This includes classes with laboratory components and experiential learning experiences (i.e. clinical setting for nursing students). The laboratory hours may be experimental or experiential hours.

1. Experimental Laboratory: Instruction focused on experimentation in a classroom, laboratory, or studio though teacher-assisted, hands-on learning experiences. An experimental laboratory is generally required in conjunction with the theory of an academic course. Work is normally completed in the learning environment but may include out-of- class

assignments such as practice and/or laboratory report writing. Experimental laboratory instruction is generally under the direct supervision of an instructor. Ratio: 1:2 (one hour of credit for two hours of experimental instruction) or 1:3 (one hour of credit for three hours of experimental instruction), depending on the program.

2. Experiential Laboratory: Experience- based instruction focused on real world activities, albeit in a simulated environment; for the purpose of developing occupational competencies related to the use of equipment, tools, machines, and other program-specific work products. A practical application laboratory is generally required in career and technical programs; it requires limited out-of-class assignments per week; and the emphasis is in the use of equipment, tools, machines, etc. found within the lab environment. Practical application laboratory involves the development of manual skills and job proficiency and is under the direct supervision of an instructor. Ratio: 1:2 (one hour of credit for two hours of experiential/ practical application instruction) or 1:3 (one hour of credit for three hours of experiential/ practical application instruction), depending on the program.

C. Clinical Practice: Experience-based instruction focused on real world activities, generally in healthcare and service occupation programs, offered in a real world environment, for the purpose of developing skills related to the discipline. A clinical practice laboratory is generally required in healthcare related fields. Work is normally completed in the learning environment, but may include out-of-class assignments. Clinical Practice is under the direct supervision of an instructor. Out-of-class assignments each week are used to prepare the student for the clinical experience. Ratio: 1:3 (one hour of credit for three hours of clinical practice instruction).

D. Preceptorship: Advanced experience-based instruction, under the supervision of a licensed healthcare professional, for the purpose of enhancing occupational competencies. The course instructor works with the healthcare professional to determine the clinical assignments for the students. The instructor must be readily available for consultation with the healthcare professionals. Ratio: 1:3 (one hour of credit for three hours of preceptorship instruction).

E. Internship: Internship is the term used to include cooperative education, apprenticeships, practicums, and sponsored work instruction. Internship involves the development of job skills by providing the student with a structured employment situation that is directly related to, and coordinated with, the educational program. Student activity in internship is planned and coordinated jointly by an institutional representative and the employer, with the employer having the responsibility for control and supervision of the student on the job. Work is normally completed in the learning environment

but may include other assignments. Ratio: 1:3 (one hour of credit for five hours of internship instruction). NOTE: Programs of study for which accreditation and/or licensing bodies require a different ratio must comply with discipline-specific time-to-credit criteria.

II. System of Identifying Courses

The numbering of courses at Mississippi Gulf Coast Community College is identified in coordination with the Mississippi Community College Board through the Uniform Course Numbering System (UCNS) – a system of identifying courses in all university parallel curricula among all community colleges in the state. A general revision of the numbering system is prepared on an annual basis in the fall. When a new course is added, the course name, complete course description, student learning outcomes, and the course number are included in the updated Uniform Course Numbering System document each spring.

Statement No. 303.1
OPR – VICE PRESIDENT, TEACHING & LEARNING/COMMUNITY CAMPUS
April 22, 1993
August 12, 1999
January 26, 2004
November 15, 2005
June 28, 2007
March 12, 2008
October 21, 2009
March 19, 2014
June 21, 2023
September 20, 2023

TITLE: STATEMENT OF COLLEGE FACULTY LOAD

I. **STATEMENT.** With the differing number of semester hours and contact hours for courses, and because class size and number of preparations vary, the regular teaching load for instructors will be determined by considering semester hours taught, contact hours, student-teacher ratio, and preparations. Pay for teaching overloads will be awarded when regular teaching loads have been fulfilled and additional class offerings are needed.

The calculation of loads and overloads is based on load points. Except for certain Visual and Performing Arts courses (described in Section III below), the points assigned to a class equal the sum of credit hours plus contact hours (i.e., clock hours) that the class meets. The regular teaching load is a combination of the following for instructors:

A. 30 Points
   1. Each credit hour counts as 1 point.
   2. Each contact hour counts as 1 point, including credit, non-credit, or Learning Lab.
   3. A course release (6 points) will be given each semester to select instructors for special assignments: School Chairs, Advisement Coordinators, Instructional Designers, Honors Directors, Art Gallery Coordinators, and Auditorium Coordinators.

B. Minimum Average Class Size
   1. For Academic and Technical programs, the minimum average class size is 16 students.
   2. For Nursing and Health Professions programs, the minimum average class size varies according to each respective accrediting agency (or MGCCC threshold for programs that do not have an

accreditor). Nursing instructors oversee 10 students in the clinical setting as part of their load.

3. For Career programs, the minimum average class size is 14 students or the MGCCC threshold deemed safe and sustainable for each program.

C. Preparations – As many as three preparations (i.e., three different courses) are considered part of the regular load.

The maximum number of points that a regular faculty member may receive is 54 points. No overloads will be paid in a discipline until all teaching faculty college-wide in that discipline have a regular load. Time spent with overload classes will be additional to the normal working week (35 hours).

II. OVERLOAD PAY

A. The base pay rate (aka, adjunct faculty rate) for a three-credit-hour class (six points) is established by the Executive Council and the President. This base pay rate is recorded in Executive Council minutes and is hereafter referred to as the "base pay rate."

B. Academic and Technical Instructors – The overload rate of pay per point varies according to average class size in all credit classes taught:

NOTE: average class size = number of students ÷ number of classes.

1. If an instructor has an average of 23 students, or above, then the rate of pay per point will be 20% (1/5) of the base pay rate.
2. If an instructor has an average of 16-22 students, then the rate of pay per point will be 16.67% (1/6) of the base pay rate, which is the same as the adjunct faculty rate.
3. If an instructor has an average class size of 1-15 students, then the rate of pay per point will be 12.5% (1/8) of the base pay rate.

Average Class Size in All Classes Taught	Rate of Pay Per Point
• 23 students or above	• 20% (1/5) of base pay rate
• 16-22 students	• 16.67% (1/6) of base pay rate
• 1-15	• 12.5% (1/8) of base pay rate

C. Nursing and Health Professions – The overload rate of pay will be 10% of the base pay rate for each student that a Health Professions instructor oversees in a clinical setting. The overload rate of pay will be

10% of the base pay rate for each student that a Nursing instructor oversees in a clinical setting beyond the 10 required as part of the Nursing instructor load.

D. Career Instructors – The overload rate of pay for each FTE above 14 will be 25% (1/4) of the base pay rate. For purposes of overloads, FTE will be calculated as the total student credit hours generated by the instructor during the semester divided by 15 (i.e., 15 student credit hours = 1 FTE).

Total FTE in All Classes Taught	Amount of Pay
• 15 FTEs	• 25% of base pay rate
• 16 FTEs	• 50% of base pay rate
• 18 FTEs	• 100% of base pay rate
• 22 FTEs	• 200% of base pay rate

E. One overload (100% of the base pay rate) will be paid to each instructor who has an average class size of 35 or above in all classes taught. An additional overload will be paid to each instructor who has an average class size of 60 or above in all classes taught.

F. Fifty dollars ($50) will be paid for each semester-hour preparation above three preparations. Overloads do not count in determining numbers of preparations. Preparation is defined as any class with a separate course number, except courses with different numbers taught at the same time or classes with less than seven students (if any are approved). These exceptions will not count in determining preparations.

G. Student Interns – The overload rate of pay will be 10% of the base pay rate for each student intern that an instructor oversees. An instructor is eligible to be paid for a maximum of 10 paid interns per course.

III. CHOIR, DRAMA PRODUCTION, AND PRIVATE LESSONS

Choir, drama production, and private lessons are assigned point values for purposes of load/overload calculations using the following guidelines:

Teaching Load = 30 points (credit hours + contact hours)

Choir Director/Accompanist	6 points
Drama Production/Music Theatre Workshop	6 points
Private Lessons	8 half-hour lessons = 6 points
	4 one-hour lessons = 6 points

Instructors teaching private lessons as part of an overload/adjunct assignment will be paid 100% of the base pay rate for eight (8) 30-minute

private lessons. [One half-hour private lesson equals one eighth (12.5%) of the base pay rate. A one-hour private lesson equals one fourth (25%) of the base pay rate.]

IV. ADJUNCT

The college system of load points shall be used to determine adjunct faculty pay. The adjunct rate of pay per point is 16.67% of the base pay rate. In order to allow for reasonable non-contact hours, faculty workload (clock hours per workweek) shall be determined by the following:

- Classroom/Online Adjunct Faculty Workload = 2.25 x contact hours.
- Other (Learning Lab) Adjunct Faculty Workload = contact hours.

The maximum workload that an adjunct faculty member may receive in any contract period shall not exceed the equivalent of a 19-clock hour workweek. With the exception of full-time employees of the college, any other contracts/employment held by the adjunct faculty member with the college must be reported by the adjunct faculty member and must be considered in the 19-clock hour workweek. Dual credit courses are excluded from the calculation of the adjunct faculty workload when the faculty member is employed full-time by the local school district. The Executive Council and the college President establish adjunct faculty workload and rate of pay for Nursing and Health Professions faculty.

V. ADDITIONAL NON- CREDIT INSTRUCTIONAL AND/OR EXTERNAL GRANT ASSIGNMENTS

According to previous opinions written by the Attorney General of the State of Mississippi, it is a violation for a public employee to be paid twice for working the same time. A normal work week could include both credit and non-credit classes. As a result, it is necessary that non-credit instructional and/or external grant assignments be accounted for in addition to the time spent with credit teaching loads and overloads herein outlined in this administrative statement. Full-time credit faculty should first meet credit instruction needs, and then, non-credit assignments can be leveraged to satisfy a teaching load.

The normal work week for all instructors in academic, technical, career, nursing, and health professions programs will be based on the respective instructor's teaching schedule and office hours as required for a 35-hour work week per semester as well as the additional required work hours to obtain overload pay. The teaching schedule and office hours that make up a work week for instructors must be approved by the appropriate Teaching and Learning and/or Administrative Dean each semester.

To receive additional compensation, verification of hours of work and completion of duties outside the normal work week must be maintained. It will be the responsibility of the instructor, college employee overseeing the assignment (credit, non-credit, or grant), and the appropriate campus or center administrator to maintain documentation for review by the appropriate college or other official confirming the completion of duties outside the normal work week. If necessary, documentation for grants must include a Time and Effort Report, found in the Forms Repository, with appropriate signatures as well as a copy of the approved work schedule for the instructor for the semester in which additional compensation is earned.

TITLE: OVERLOAD ASSIGNMENT

I. STATEMENT. Mississippi Gulf Coast Community College (MGCCC) assigns overload classes in order of seniority**.**

II. PROCEDURES AND RESPONSIBILITIES

A. Assignment of Instructors to (MGCCC) overload classes is as follows.

1. Overloads will be assigned in the following priority order and, when more than one instructor qualifies:

   a. Seniority in the campus/center School.
   b. Full-time instructors from other campuses/centers in the School.
   c. Other full-time instructors on the campus/center.
   d. Other full-time instructors from other campuses/centers.
   e. Full- time non-instructional employees of the campus/center.
   f. Full-time non-instructional employees of other campuses/centers.

2. Instructors desiring to teach overload classes should inform the appropriate School chairperson or center dean of their intent prior to the deadline for semester schedule submissions. Priority in assignment of classes will be given to those who meet this deadline.

3. No adjunct instructor will be given an oral confirmation or written contract for classes until all full-time instructors and qualified non-instructional personnel have had an opportunity to teach classes as overloads.

4. In the event that an assigned overload class for a full-time employee of the College does not develop, this employee, upon his/her request, will be assigned to a potential adjunct class.

B. Academic and Technical faculty may teach a maximum of 24 points as overload within a semester. The Dean of Teaching & Learning and Campus Vice President can make exceptions to this maximum in special, rare cases.

TITLE: CLASS SIZE

I. STATEMENT. The size of classes should be governed by the nature and purpose of the course, the adequacy of teaching facilities, the competencies of the teaching staff and the cost of the program.

II. PROCEDURES AND RESPONSIBILITIES

A. Campus Vice President

B. Dean of Instruction

C. Department Chairpersons

TITLE: LOCAL CAREER AND TECHNICAL EDUCATION PLAN

I. STATEMENT. To meet state and federal career-technical regulations and to facilitate local planning, the College submits to the Career-Technical Education Division of the Mississippi State Department of Education, a Local Career and Technical Education Plan. The format for all postsecondary educational institutions is specified by the State Department. Some local adaptations are necessary in order to apply the format to the Mississippi Gulf Coast Community College (MGCCC).

This plan requires detailed planning and the development of a plan of operation and administration for all on-going career-technical education offerings. In addition, projections of program offerings are made for a two-year period. The college philosophy, goals and administration must be taken into consideration in the local plan development.

II. PROCEDURES AND RESPONSIBILITIES

The local career-technical education plan is a coordinated effort of the District Career and Technical Instruction Office and the career-technical instruction offices of the campuses and centers.

Indicated below are the procedural steps to be taken in the Local Plan development and the office(s) responsible. The dates are left blank to be completed at the time the procedural steps are initiated for developing the Local Plan. However, all responsible persons should be alert throughout the year for information and documentation which may be useful in Local Plan development.

	Function	Responsible
A.	Local Plan development procedure steps initiated.	District Office
B.	Determine Local Plan format.	District Office
C.	Career-Technical Instructional Deans meet to discuss Local Plan format.	District Office
D.	Revise or re-write Local Plan	District Office,

	materials. Materials should be typed in finished form ready for duplication.	Campuses and Centers
	NOTE: District Office Career-Technical Instruction personnel will be available to consult with campus and center personnel as needed.	
E.	Local Plan materials submitted to the District Office.	Campuses and Centers
F.	Local Plan materials reviewed by District Office.	District Office
G.	Coordination, if needed, by District Office with campuses and centers in reviewing Local Plan materials.	District Office
H.	Local Plan materials revised if needed.	District Office, Campuses and Centers
I.	Revised Local Plan materials resubmitted to District Office.	Campuses and Centers
J.	Local Plan finalized.	District Office
K.	Local Plan reviewed with Vice President, Teaching & Learning/Community Campus and the President. Statement of Assurances signed.	District Office
L.	Local Plan submitted to State Department.	District Office

TITLE: HIGH SCHOOL COOPERATIVE PROGRAM

I. STATEMENT. Career-Technical training is offered to the local high schools for juniors and seniors. Classes are conducted for a period of three hours per day, five days per week, for the nine-month school session.

II. PROCEDURES AND RESPONSIBILITIES

The Campus/Center Career and Technical Deans are responsible for developing an agreement with the local high school officials. This agreement includes time schedule, number of students, specific programs to be offered, cost, etc.

This agreement is finalized in the spring or early summer of each year.

TITLE: LIVE WORK POLICY

I. STATEMENT. "Live Work" is defined as any work/project, other than laboratory or training aids, which students perform as part of their training program. Such work must be done in school and includes service, repair, or production jobs of any and all kinds, excluding work performed by students enrolled in Career/Technical Cooperative Programs. Live Work is work performed by students as part of their training in Career/Technical Education. Live work must be related to the training program and must provide a learning experience for the student. Live work should not compete with private enterprise. Instructors are responsible for following all regulations, which detail the appropriateness, scheduling, and release of school liability.

Completed projects resulting from live work that utilizes supplies and materials purchased with public funds, i.e., storage buildings, trailers, etc., shall be inventoried and shall become the property of the state or the local college district or shall be disposed of in a manner consistent with state law.

II. PROCEDURES AND RESPONSIBILITIES

The following guidelines must be adhered to in order to ensure that the live-work experience/project is consistent with the mission of the college and the career-technical program.

A. Relationship to Training

Live work will be conducted when in the opinion of the instructor the training program requires such projects for students to acquire occupational skills leading to employment. Live work will be assigned to individual students by the instructor(s) as part of the student's training program and will conform to standards established by the Mississippi Community College Board. Live Work will be scheduled for an individual or groups of students to correlate with the instructional unit with which the live work is associated. Live work shall be accepted in terms of its appropriateness and need in the training program rather than for production and/or accommodation.

B. Administration

Administration and control of live work shall reside with the career-technical dean or representative. All live work must be approved by the career/technical dean or representative and conducted in accordance with these and other policies issued by the Board of Trustees. The instructor shall be responsible for the maintenance of appropriate records.

C. Eligibility for Live Work

Live work will be performed in shops and/or labs. The scope and extent of each project will be well-defined and documented before acceptance. Live work projects can be conducted on a priority basis as follows:

1. Students.
2. College employees or other school systems.
3. Other tax support programs and institutions or charitable organizations.
4. Other individuals and organizations if:

    a. Such live work is not designed for competition with private enterprises.
    b. The circumstances involved justify the acceptance of the live work project.
    c. The instructor can justify the need for the live work in accordance with the purpose of the training program.

5. Exception for Licensed Training Programs – When a licensed training program such as cosmetology or barbering is operated, services may be provided to the public within a schedule of charges established by the college administration.

D. Release of College Liability

The person, program, institution, or organization for which live work is done shall:

1. Accept the work performed by the students and assume all responsibility for the completed workmanship.
2. Bear all actual cost of materials and parts involved.
3. Sign an agreement to the above conditions and specifically stipulate the work to be performed.
4. Not hold the college, instructor, administration, or students liable for damage to the project or parts of the project.

E. Restrictions on Live Work

Live work will not be conducted to compete with private enterprise; and, as such, neither the college nor college employees shall receive economic profit from live work. Live work is restricted as follows:

1. Live work may be performed only when tasks are directly related to the skills currently being taught in the classroom as part of a sequenced course of study. Tasks should not be taught out of sequence in order to accommodate live work.
2. No person shall use career-technical facilities, equipment or any live work for personal gain or profit.
3. Live work conducted for student experiences must be conducted during actual class periods.
4. Career-technical instructors will not perform live work without students for the benefit of others.

F. Procedures for Approval of Live Work Experiences/Projects

1. All live work must be scheduled in advance to be incorporated into the instructional plan.
2. The person requesting live work must sign a form agreeing to the live work policies and procedures and may be required to sign a work order form applicable to the particular project.
3. The person, institution, or organization requesting live work will be required to furnish the name, address, telephone number, and other contact information of the person responsible for bearing all costs involved.
4. Because of the instructional process, the college cannot establish a definite time when the work will be completed; however, the owner will be notified when the work is completed.
5. Property remaining on a campus/center for more than 30 days after the owner has been notified to remove the live-work project (or after a diligent effort has been made to contact the owner) will be disposed of at the owners' expense.

The Live Work Project Agreement form is available in the Forms Repository.

TITLE: COMPUTER RESOURCES AND SERVICES FOR USER GROUPS

I. STATEMENT. Mississippi Gulf Coast Community College (MGCCC) recognizes that computer services are necessary for instructional development and administrative/management functions. Faculty, staff, administration, and students are encouraged to use available computer resources. The College's computer resources, and equipment are available through a central computer (mainframe), computer laboratories, Learning Resources Centers, as well as departmental and administrative offices. The Vice President for Administration and Finance and the Vice President for Instruction, Student Services, and Related Technologies co-chair the Instructional Technology Committee, composed of faculty, staff, and administration. The Committee is responsible for establishing priorities for administrative and instructional efforts as well as computer usage. To meet the needs of all user groups, the following practices establish priorities for computer usage.

II. PROCEDURES AND RESPONSIBILITIES

A. Specialized instructional laboratories (business and computer technology, drafting, and computer repair) are reserved for students enrolled in programs requiring the use of computer equipment.

B. Computer Science instructional laboratories are available to any student enrolled in the College on a space available basis. Students enrolled in Computer Science courses will receive first priority.

C. Computer equipment in the Learning Resources Centers may be used by any student enrolled in the College on a space available basis or by reservations.

D. Instructors may, upon written request, reserve Learning Lab computer usage for special classroom projects or assignments.

E. Computer equipment in departmental and administrative offices is available for faculty, staff, and administrative use.

Statement No. 304
OPR – VICE PRESIDENT, ADMINISTRATION AND FINANCE
September 15, 1973
December 6, 1988
November 20, 1990
August 12, 1996
February 13, 2004
November 16, 2011
April 4, 2018
January 20, 2021

TITLE: BOOK SERVICE AND OTHER COURSE REQUIRED MATERIALS

I. STATEMENT: Textbooks that are available in the bookstore fall into two categories: Book Service and Purchase Materials. The term "book service" is important and is not to be interpreted as "book rental". Book Service books are pre-paid by students using the "Resource Fee" that is attached to the course at registration. Upon check out of the Book Service book, the student is then bound by the Book Service Agreement and subject to the policies attached. Additional purchase materials not covered by the Resource Fee must be paid for, in full, at the bookstore. These include dated materials, workbooks, systems approach packages, access codes, and dictionaries, as well as supplemental instructional materials such as uniforms or program specific kits.

II. PROCEDURES AND RESPONSIBILITIES

Bookstore managers, Deans of Business Services, Deans of Teaching and Learning, Deans of Student Services, and the faculty must work together if the book service is to be successful.

A. Textbook guidelines are:

1. Books used must be adopted for a minimum period of three years. Exceptions to this rule will be approved only when the instructor shows that due to an advancement in the field, a change in book is essential for the betterment of this class.

2. When the three-year adoption period has expired, and the change in text is requested, the old stock may be disposed of and removed from inventory.

B. Bookstore Managers and Deans of Business Services are responsible for conduct of the day-to-day business of the bookstore, to include issuing books,

charging fees, receiving books and other management actions associated with normal operation.

C. Issue of Books and Fees: Upon presentation of the student's receipt/schedule and student ID, students will be issued textbooks on book service. The cost of the book service is included in the Resource Fee as established by the Board of Trustees. A summary of per semester fees is available in the College catalog.

Students enrolled in programs that are not subject to the Resource Fee are eligible to receive book service textbooks if such a textbook exists for their program.

The President may waive or modify any of these charges, as necessary.

1. Purchase of Textbooks - Students who wish to purchase textbooks or students who do not return textbooks under book service at the end of the semester will be charged the replacement cost of the textbook after a period designated by the bookstore at the end of each semester.

D. Return of Textbooks: At the end of the semester, students will return book service textbooks to the bookstore to be checked back into inventory.

1. If the textbook is damaged beyond standard wear, it will be left to the discretion of the bookstore manager to make a determination and assess damage charges. These charges will be based upon the severity of the damage and could either be a partial fee or full replacement cost depending on usability. Books with water damage and/or mold and mildew are automatically subject to a full replacement charge unless the student chooses to purchase a replacement from another source and return it in place of the damaged book. In this case, the student will be subject to standard late fees unless other arrangements have been made with the Bookstore Manager.

2. Textbooks that are not returned after the posted deadline will be charged a monetary late fee per unreturned textbook. Textbooks returned in a damaged condition will be subject to a damage fee dependent upon the state of the textbook. If a textbook is not returned prior to the end of registration during the following semester, a financial HOLD will be placed on the student's account and the student will be charged the full replacement costs for each textbook that is not returned.

3. Students will remain on hold until all fines for delinquent, damaged, or unreturned books are paid in full, or the books are returned to the bookstore. The student may not register, receive official transcripts, or have their transcripts transferred to another institution until all of the fees

are paid. Any tampering or damage to the textbook barcode label will result in the student owing the full replacement price of the textbook.

4. Late books may be eligible for a partial credit depending upon the condition, need, and adoption status of the textbook. If a credit is applied, the bookstore hold will be removed from the account, though the student will still be subject to any fees on their account with the Business Office.

   Credit percentages are:

   - First Semester: 75% of the full replacement cost
   - Second Semester: 50% of the full replacement cost
   - Third semester forward and/or until the book is no longer in use, the student may be eligible for a 25% credit of the full replacement cost.

TITLE: SALE OF SALVAGED TEXTBOOKS TO USED BOOK COMPANIES

I. STATEMENT. The College has established the procedures and responsibilities listed below to ensure the same business practices are followed in all College Bookstores.

II. PROCEDURES AND RESPONSBILITIES

1. The Bookstore Manager will coordinate the sale of salvaged textbooks with the Dean of Business Services.

2. The Bookstore Manager will require all prospective purchasers to make an appointment and to furnish proper identification prior to inspection of books for sale.

3. Prospective buyers will not be allowed to enter the book storage area with briefcases, bags or any container in which books may be concealed.

4. Prospective buyers will not be allowed in the book storage area unless accompanied by the manager or designee.

5. After the buyer selects the books and a price agreed upon, the buyer will gather the textbooks under the supervision of the bookstore manager or designee and take to the register for purchase. Bookstore personnel will enter the sale in the appropriate cash register. Cash or Credit Card payment must be made in full at this time.

6. The buyer will be given a receipt, with duplicate retained by the bookstore. The bookstore will maintain a detailed record of the transaction, number of books sold, titles of the books and the amount received for the books. The manager will make the recorded adjustments to the inventory.

7. Only after the transaction is completed can the buyer leave the bookstore with the books that have been purchased. Transport from the bookstore to vehicle is the sole responsibility of the buyer, and any assistance is at the discretion of the bookstore.

8. Prospective purchasers of salvaged text will not be allowed to visit faculty offices for the purpose of purchasing textbooks.

TITLE: REGISTRATION FEES

I. STATEMENT. As a part of the expense to attend Mississippi Gulf Coast Community College, a registration fee is assessed to all students who take a course(s) for which permanent individual records are to be maintained.

II. PROCEDURES AND RESPONSIBLITIES

Registration fees which are collected from students are non-refundable. The procedures for assessing registration fees are in effect:

A. The current registration fee is charged to any student for which individual credit or continuing education credit is awarded for the course(s) for that individual student.

B. Students who meet the criteria in Item A will be charged this registration fee for each semester enrolled or for individual credit and non-credit courses, which is applicable.

C. In cases where the College has a contractual agreement for services to company employees, the registration fee may be incorporated in the company costs.

TITLE: PROCEDURE FOR DETERMINING ADMINISTRATIVE CHARGES FOR EXTERNAL EDUCATIONAL TRAINING AND SERVICES

I. STATEMENT. The College's purpose includes educational training and services to the business community to assist in the growth, development and increased productivity of business and industry. Training programs and services will be provided as deemed appropriate for specific entities based on request, need and analysis. Resources from college, state, local and national sources will be utilized, as available, to provide business/industry/agency services in the most cost-effective manner.

II. PROCEDURES AND RESPONSIBILITIES

An administrative charge for indirect costs will be applied for time-specific industrial training, skills enhancement, basic skills, upgrade and other work-based programs.

A. Based on training plan, budget for training/services will be determined with project cost identified.

B. Funding sources are determined and listed in budget.

C. An administrative charge for indirect costs will be applied to the project cost payable to MGCCC as follows:

1. For training/services provided on business/industry/agency site, twenty percent (20%) of project cost.

2. For training/services provided on MGCCC site, and with mobile training lab, twenty-five (25%) of the project cost.

D. Any exceptions to the 20/25% fee must be negotiated between the company/industry and the Vice President Community Campus and Institutional Development. These must be presented for approval to the President of MGCCC via the Vice President Community Campus and Institutional Development.

E. The $5 registration fee will not be applicable to participants in projects with administrative charges.

Statement No. 306
OPR – VICE PRESIDENT, ADMINISTRATION AND FINANCE
September 17, 1997
February 25, 1999
June 12, 2003
July 9, 2008
December 4, 2013

TITLE: MGCCC NETWORK AND INTERNET ACCEPTABLE USE POLICY

I. STATEMENT. The Mississippi Gulf Coast Community College (MGCCC) Network and Internet Access provides students, faculty, staff, and administrators a wide variety of communication and informational resources. All users (employees and students) will abide by policies and procedures which require users to be identified and to follow a set of practical guidelines when utilizing the college's information technology resources and telecommunications network to protect the integrity of its computing systems, workstations, and lab facilities. These policies and procedures define appropriate use of e-mail and other network services.

II. PROCEDURES AND RESPONSIBILITIES

The following administrative guidelines govern the use of the College's information technology resources. All users are expected to be familiar with, and to conform to, these guidelines. In deciding what is and is not an acceptable use, there are two overriding principles of MGCCC: (1) the College's information technology and telecommunication resources exist to support the College's mission, and (2) the College is committed to ensuring a positive learning environment for all members of its community. Since use of the Internet is provided as an educational resource, user participation is a privilege, not a right. In addition to the guidelines provided in this statement, users are expected to comply with additional college rules and regulations as published in the MGCCC *Student Handbook* and other college publications.

A. The user is solely responsible for all actions taken while using his/her user-id. Therefore, the user should change his/her password if he/she believes his/her password is no longer secure.

B. The user will not share his/her user-id and password with anyone else including his/her family and/or friends. No one but the user is given access to the MGCCC network. If the user gives this information to another person, the user is solely responsible for the actions of the other person.

C. The user cannot delete, examine, copy, or modify files and/or data belonging to other students or faculty/staff/administration without prior consent. Unauthorized copying of copyrighted software through the MGCCC network is strictly prohibited.

D. The user must immediately cease any network activity because of negative impact on the network or other users when requested by network administrative personnel, college lab personnel, or faculty. Failure to comply will result in loss of network privileges.

E. Certain materials available on the Internet are inherently inappropriate for educational purposes. Examples include material that is of a sexually explicit nature or that advocates violence or discrimination; humor of an offensive or sexually explicit nature; and pirated commercial software. Technology personnel, instructors, library personnel, lab personnel, and public safety officers have the right to monitor user activity on the Internet and deny access to these materials or invoke other sanctions as appropriate.

F. Since most of the Internet access for students will be in the computer labs, classrooms and libraries, each location may have guidelines that prioritize computer needs. In all cases, student class needs shall take priority over surfing the Internet.

G. Unauthorized commercial use of the computer facilities and/or services provided by MGCCC is prohibited. Authorization for use of computer facilities and/or services is obtained through the normal facilities usage procedures.

H. Unauthorized home pages and ftp sites are prohibited. Users may not create or utilize any servers or server software on their office, departmental, lab, or personal computers utilizing the college's network without authorization from the Director of Information Technology.

I. Users should not expect confidentiality on the College network. Administrators have the legal right to read files and e-mail. Whenever electronic mail is sent, your name and user-id are included with the message. The user is responsible for all electronic mail originating from his/her user-id.

J. The user will not attempt to access data being transferred through the network or files on any computer connected to the network without the owner's permission. Employees are expected to attempt to access, through any system, only information that is needed in the context of the performance of their normal duties and to exercise good judgment in the use of such information.

K. The user will not attempt to violate any connected computer system's security.

L. The user will not attempt to spread computer viruses, Trojan horses, worms, or any program designed to violate security, interfere with the proper operation of any computer system or destroy another person's data.

M. The user will not install any unauthorized software on any college-owned computer.

N. The user will not use the network in any manner that violates institutional policies or procedures and any federal, state, or local law including the provisions of the Family Educational Rights and Privacy Act designed to protect the confidentiality of data and the privacy of individuals.

O. Since the Internet links MGCCC to many other worldwide networks, users must observe the acceptable use policies of any remote network accessed through the MGCCC Internet connection.

P. Violation of network policies and procedures may result in loss of network and/or Internet access, dismissal, or other sanctions.

Q. This policy may also be accessed at the MGCCC web site.

R. Users of all college-owned electronic devices—including students, employees, and members of the MGCCC Board of Trustees—may be assigned a device for college use. The user will be assigned the inventoried device for a period of time, will acknowledge receipt of the inventoried device, and will verify that they understand the college's Acceptable Use Policy. When the use period has ended, the user will return the device to the appropriate college official, and the device will no longer be the sole responsibility of the user.

TITLE: ANTI-VIRUS STATEMENT

I. STATEMENT. This statement is an internal IT statement which defines anti-virus policy on every computer including how often a virus scan is performed, how often updates are performed, and what programs will be used to detect, prevent, and remove malware programs. It defines what types of files attachments are blocked at the mail server and what anti-virus program will be run on the mail server. It may specify whether an anti-spam firewall will be used to provide additional protection to the mail server. It may also specify how files can enter the trusted network and how these files will be checked for hostile or unwanted content. For example, it may specify that files sent to the enterprise from outside the trusted network be scanned for viruses by a specific program.

II. PROCEDURES AND RESPONSIBILITIES

A. All college computers and servers will always have approved Anti-Virus software installed and running on the computer or server.

B. Computers will be set up to complete a full system scan of files on a weekly basis.

C. The system setting will allow the Anti-Virus software to use 50% of the available CPU resources to complete the scan.

D. MGCCC's Office 365 Email system will have a separate Anti-Virus and spam filtering system to help identify and eliminate threats before they reach the end-user.

E. A cloud email service scans all attachments and blocks any determined to be dangerous and may contain active content which may be used to infect a computer.

F. Blocked file attachment types will be kept current and will be on file in the IT Department.

TITLE: COMPUTER USE AND EMAIL STATEMENT

I. STATEMENT. This statement defines acceptable use of employee email systems and computer equipment. The scope of this includes all employees accessing the college's computers, wired and Wi-Fi networks, and email systems.

II. PROCEDURES AND RESPONSIBILITIES. In accepting an account to access MGCCC's employee email system, or in the use of any of the computer equipment at MGCCC including network access for the purposes of accessing the internet, the user agrees to the following terms and conditions:

A. Employees are responsible for keeping their passwords confidential and should never share this information or access to college resources with others, including family members. Employees who lose or forget their passwords may contact the Information Technology (IT) helpdesk for assistance.

B. Use of college computer resources is limited to work and academic purposes, except upon approval of the college.

C. Unauthorized commercial use of the computer facilities and/or services provided by MGCCC is prohibited.

D. Employees should not expect confidentiality on the college network. IT and administrators have the legal right to read files and email.

E. The college does not routinely monitor or inspect individual accounts. There are situations, however, in which the college has a legitimate need to do so: to protect the integrity of MGCCC systems and resources; with appropriate authorization, when there is a reasonable suspicion that the user has violated either laws or MGCCC policies; or when required by law to do so. All monitoring and inspection shall be subject to proper authorization, notification, and other legal requirements.

F. Any attempt to interrupt or damage the operation of any college system shall result in the termination of the user's access and appropriate disciplinary action.

G. Any attempt to acquire information stored on the systems other than that declared as public information or information stored by the permitted users

shall constitute a violation of college policies regarding privacy of information.

H. Employees cannot delete, examine, copy, or modify files and/or data belonging to other users without prior consent. Employees are expected to attempt to access, through any system, only information that is needed in the context of the performance of their normal duties and to exercise good judgment in the use of such information.

I. Employees will not use the network in any manner that violates institutional policies or procedures and any federal, state, or local law including the provisions of the Family Educational Rights and Privacy Act designed to protect the confidentiality of data and the privacy of individuals.

J. Employees are responsible for their account and all work done under that account. Employees are responsible for all electronic communication originating from their user account. Any unauthorized use of that account by other users must be reported.

K. Employees should be aware that it is a criminal offense to copy any material protected by copyright.

L. Employees are prohibited from posting on or transmitting through the MGCCC systems any unlawful; harmful; threatening; abusive; harassing; defamatory; vulgar; obscene; profane; hateful; or racially, ethnically, or otherwise objectionable material of any kind.

M. MGCCC reserves the right to block internet traffic from all file sharing or other non-educational sites.

N. Employees must immediately cease any network activity because of negative impact on the network or other users when requested by network administrative personnel, college lab personnel, or faculty.

O. Although redirection of email is permitted, redirecting email is done at the employee's own risk with no support or guarantee from IT.

P. Employees attempting to access MGCCC's wireless networks on their personal devices must have a valid and up-to-date anti-virus program with all updates being current to within the last 7 calendar days.

Q. IT does not support software installed on employees' personal systems. Please refer to the software or hardware manufacturer.

TITLE: DEACTIVATION OF NETWORK USER ID

I. STATEMENT. The college uses an automated process to deactivate network user ID's and accounts based on the employment status of an employee. Upon leaving the institution, the process is used to deactivate a user's access to networked systems.

II. PROCEDURES AND RESPONSIBILITIES. All deactivation account notices are automated and received for the Banner ERP system. An automated process completes the following steps after the Human Resources department enters an employee end-date in Banner:

A. The automate process follows these steps:

1. Deactivate network access (this includes email and Windows account).

    a. User domain accounts are to be retained for a period before permanent deletion, unless a request is received by administration to retain accounts for a longer period.

2. Deactivate Banner access.

3. Deactivate Virtual Private Network (VPN) access if applicable.

B. If the manager requests previous email or network files made available, they will initiate the request via a help desk ticket prior to the thirty-day retention period. Within the ticket, the following information should be present:

1. Identify the name of the individual whose information is to be transferred.

2. Identify the data to be transferred (email and/or network files).

C. IT will get approval from both MGCCC Human Resources and the Vice President overseeing this area and IT will keep the documented proof of the request. An approval via email is acceptable.

D. IT will archive all email and/or files and transfer them to the appropriate network share or private directory of the requestor. Upon request, copies can also be made available for the Vice President overseeing that area.

E. IT will NOT keep copies of the materials.

TITLE: EMPLOYEE EMAIL MANAGEMENT

I. STATEMENT. Mississippi Gulf Coast Community College Employees must be afforded the highest levels of data security technology can offer. This level shall not be so evasive as to hamper the normal workflow process Microsoft Office 365 is the college's official email system of use for employee communications.

II. PROCEDURES AND RESPONSIBILITIES

A. Email attachments size is determined by Microsoft Office 365.

B. Email limits are governed by the Microsoft Office 365 guidelines and are revised periodically by Microsoft.

C. Users will be warned when their mailbox reaches 90% of the email limit.

D. Users will be unable to send email when their mailboxes reach 100% of the email limit.

TITLE: EMPLOYEE PASSWORD STATEMENT

I. STATEMENT. Mississippi Gulf Coast Community College (MGCCC) employees must be afforded the highest levels of data security technology can offer. The use of passwords is a critical component of access to college systems. To ensure the confidentiality and integrity of MGCCC information, the Information Technology department requires all MGCCC employees to use industry standard "changing" and "strong passwords." The purpose of this statement is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change.

II. PROCEDURES AND RESPONSIBILITIES.

A. General

All user-level passwords (i.e., email, web, desktop computer, etc.) must be changed at least every six months (180 days). Password creation must have the following characteristics:

1. Contain at least three of the four following character classes:
   a. Lower case characters
   b. Upper case characters
   c. Numbers
   d. Punctuation

2. Contain at least eight of these characters.

3. All user-level and system-level passwords must conform to the guidelines described below.

B. System-level Accounts

All system-level passwords (i.e., administrator) must be changed at least every three months (90 days). Password creation must have the following characteristics:

1. Contain at least three of the four-character classes:
   a. Lower case characters
   b. Upper case characters
   c. Numbers

d. Punctuation

2. Contain at least sixteen of these characters.

3. All system-level passwords must conform to the guidelines described below.

C. Password Protection Guidelines and Standards

1. Always use different passwords for MGCCC accounts from other non-MGCCC access (i.e.: personal ISP account, bill pay, social media accounts, benefits, etc.).

2. Do not share MGCCC passwords with anyone, including administrative assistants or secretaries. All passwords are to be treated as sensitive, confidential MGCCC information.

3. Passwords should never be written down or stored on-line without encryption.

4. Do not reveal a password in email, chat, or other electronic communication.

5. Do not speak about a password in front of others.

6. Do not hint at the format of a password (e.g., "my family name")

7. Do not reveal a password on questionnaires, emails, or security forms.

8. If someone demands a password, refer them to this document and direct them to the Information Technology Department.

9. If an account or password compromise is suspected, report the incident to the MGCCC Helpdesk.

D. Use of Passwords and Passphrases for Remote Access Virtual Private Network (VPN) Users

1. Access to the MGCCC Networks via VPN access is to be controlled using the same password requirements as detailed above.

V. Terms and Definitions

Term	Definition
Application Administration Account	Any account that is for the administration of an application
User Account	Any account used to access MGCCC network resources

TITLE: NEW NETWORK USER ID REQUEST

I. STATEMENT. MGCCC uses an automated process to create new network IDs. The college's Banner ERP system is where new employee information originates. The Information Technology department does not create new accounts outside of this process for college staff. This ensures the accuracy of all records and naming conventions by following the college's naming best practices.

II. PROCEDURES AND RESPONSIBILITIES. An automated process completes the following steps after the Human Resources department enters an employee into Banner:

A. Create a new user ID and email address.

B. Update the network's active directory with the new information to create the network account including:

1. Provide access to default group devices and network shares.

2. Provide information to the ID card system for the creation of a new user ID.

3. Provide information to the card access system to designate door access rules for the new user.

4. Create their initial Banner ERP access (depending on their college role).

C. An email is sent to the hiring manager of record in Banner HR providing them with the initial user credentials including:

1. Network username

2. Email address

3. Initial password (note: password will be required to be changed the user logs in for the first time).

D. All new network user accounts are created within 30 minutes of the completion of data entry by the Human Resources department into the Banner HR module.

TITLE: PERSONAL COMPUTER SUPPORT STATEMENT

I. STATEMENT. The purpose of this statement is to establish standard guidelines for MGCCC Information Technology (IT) department support of personal computers. Personal computers are defined as systems (PC, MAC, and PDA) that are owned by MGCCC personnel and for the purpose of this statement are considered their personal property.

II. SCOPE. The scope of this statement includes all MGCCC employees.

III. PROCEDURES AND RESPONSIBILITIES

A. General

1. IT does not maintain, support, or perform maintenance on personal computers. Please contact the manufacturer of your system or the store where you purchased your unit for support.

2. As a general guideline, IT does not hand out license keys for software.

B. Software

1. IT can provide licensed software to MGCCC personnel for use on their personal computers where licensing for such use is consistent with the vendor's licensing policy.

2. Where possible, the software will be self-contained, on a CD/DVD, and already include the licensing information and instructions will be made available.

3. IT does not help with the installation or troubleshooting of software installed on personal computers. Software issues should be referred to the software manufacturer or to the maker of the personal computer.

4. MGCCC, or IT, can request that software CD/DVD media given to college personnel be returned to IT at any time.

5. Any software given to MGCCC personnel is for personal use ONLY on their system only and not for redistribution on any other systems in any form.

6. Any redistribution of software constitutes a breach of MGCCC's license agreements and must be reported to IT immediately.

TITLE: SCREEN SAVER

I. STATEMENT. In an effort to ensure the confidentiality and integrity of MGCCC information, the Information Technology Department requires all MGCCC computers to use a timed screen saver with password security enabled.

II. PROCEDURES AND RESPONSIBILITIES.

A. General

1. MGCCC requires screen saver activation to “lock” after 30 minutes of user inactivity.

2. Each MGCCC computer is configured for automatic screen saver activation after the maximum time of inactivity (30 minutes) has been exceeded.

3. Employees are not permitted to manage their own time limit.

4. Classrooms and Instructional Labs may have their own timeout which may be longer or shorter than the 30-minute time frame.

5. MGCCC screen saver will display images approved by the college Public Relations department and pushed to computers via an IT automated process.

B. Employee Responsibilities

1. Employees must comply with this standard and all procedures referenced within this standard.

2. Employees must activate the screen saver when stepping away or leaving their workstation. The screensaver may be activated by using Ctrl, Alt, & Delete, and selecting “Lock this computer”, or by using the Windows key and the “L” key.

3. Employees using non-Windows Operating Systems (Mac, LINUX, etc.) must ensure their desktop session is locked when stepping away or leaving their workstation.

4. If an employee computer fails to “lock” automatically after 30 minutes of inactivity that user must notify the MGCCC Help Desk immediately.

C. Employees must be aware of other individuals in and around your workstation when looking at or discussing confidential information.

TITLE: SITE BACKUP

I. STATEMENT. Backups are an important aspect of computer security and data protection. They are the front line for recovery of all types of data and protection for MGCCC in the event of data loss. The purpose of this statement is to establish a standard backup plan for MGCCC's network systems.

II. PROCEDURES AND RESPONSIBILITIES.

A. Each day of the week a data backup will be performed on all critical servers. All production data file backups will be archived for four weeks. Development server data file backups will be archived for two weeks.

B. All backups will be completed to an onsite storage server with 2 weeks of file backups replicated offsite to our Perkinston Campus computer facility.

C. Replication will then be performed from the Perkinston storage to a tertiary location that is connected to the network on a scheduled basis to maintain an "air-gapped" solution to hold backup data in an offline format.

D. Restoration testing of data is to be verified quarterly and documented in the Information Technology ticketing system.

TITLE: STUDENT EMAIL AND COMPUTER USAGE

I. STATEMENT. The purpose of this statement is to define acceptable use of Mississippi Gulf Coast Community College computer and email systems for students. This statement applies to all students accessing the MGCCC wireless network, student email system, lab computers, and/or accessing the MGCCC network via residence halls.

II. PROCEDURES AND RESPONSIBILITIES.

A. MGCCC will use electronic mail to communicate official college information of many kinds to students. Examples include, but are not limited to, financial aid announcements, registration or enrollment information, course cancellations, etc. Students are responsible for reading their e-mail on a frequent and regular basis, since some official communications may be time sensitive. The college suggests that students access their e-mail accounts daily, or at a minimum, three times a week.

B. MGCCC's student email (@bulldogs.mgccc.edu) mailbox size limits are set by Microsoft Office 365, the service provider. Students should be aware that after messages have been purged there is no way for IT to retrieve those messages.

C. In accepting an account to access MGCCC's student email systems or in the use of any of the computer equipment at MGCCC including network access for the purposes of accessing the internet, the student user agrees to the following terms and conditions:

1. Students are responsible for keeping their passwords confidential and should never share this information or access to their college resources with others, including family members. Students who lose or forget their passwords through Single Sign On/Web Services should contact the MGCCC Helpdesk to reset their password. If students continue to have issues, they may submit a ticket to the IT helpdesk for assistance.

2. The college does not routinely monitor or inspect individual accounts, files, or communications. There are situations, however, in which the college has a legitimate need to do so: to protect the integrity of MGCCC systems and resources; with appropriate authorization, when there is a reasonable suspicion that the user has violated either laws or MGCCC policies; or when required by law to do so. All monitoring and inspection shall be subject to proper authorization, notification, and other legal requirements.

3. Any attempt to interrupt or damage the operation of any of the systems shall result in the termination of the user's access and appropriate disciplinary action.

4. Any attempt to acquire information stored on the systems other than that declared as public information or information stored by the permitted users shall constitute a violation of college policies regarding privacy of information.

5. The user is responsible for his/her account and all work done under that account. Any unauthorized use of that account by other users must be reported.

6. No material should be placed on the system or retrieved from the system without the permission of the college. Users should be aware that it is a criminal offense to copy any material protected by copyright.

7. Students are prohibited from posting on or transmitting through the MGCCC systems any unlawful; harmful; threatening; abusive; harassing; defamatory; vulgar; obscene; profane; hateful; or racially, ethnically, or otherwise objectionable material of any kind.

8. MGCCC reserves the right to block internet traffic from all file sharing or other non-educational sites.

9. IT reserves the right to reduce residence hall internet traffic during regular business hours as necessary for business operations.

10. For non-returning students or students that do not attend for three consecutive semesters, all accounts on MGCCC systems will be permanently disabled/deleted one day after the final day of the third semester.

11. When a student returns for courses after their account was permanently disabled/deleted, their account will be reactivated. All reactivated accounts will use the existing on-file email address in the ERP system.

12. Using email forwarding is no longer permitted, to minimize malicious email attacks.

13. Students attempting to access MGCCC's wireless networks must have a valid and up-to-date anti-virus program with all updates being current to within the last 7 calendar days. Non residence hall student access is limited to the wireless network for personal device usage while on campus.

14. IT does not support student software installed on their personal systems. Please refer to the software or hardware manufacturer.

TITLE: SYSTEM IMAGE AND THIRD-PARTY SOFTWARE SUPPORT

III. STATEMENT. The purpose of this statement is to establish standard guidelines for MGCCC Information Technology (IT) Department support and restore of systems when college employees install third party software on MGCCC systems. Systems are defined as a PC or MAC owned by MGCCC and used by approved employees.

IV. SCOPE. The scope of this statement includes all MGCCC systems.

V. PROCEDURES AND RESPONSIBILITIES

A. General

1. Employees may be given administrator access to their office system or systems only.

2. As a general guideline, third party software should NOT be installed on systems.

3. IT is not responsible for troubleshooting third party software.

B. System diagnosis and recovery

1. In the event third party software installed by an employee has made a system unstable, MGCCC IT will recommend the user uninstall the software.

2. Should uninstalling software correct the problem, IT recommends the software no longer be installed on the system.

3. Should the uninstallation of software NOT correct the problem, IT will schedule to image the system after the user has saved any important documents to a network share in order to bring the system back to a stable operational state.

C. Removal of Administrator rights

Should the user continue to reinstall software after reimaging, the User Services Manager will notify the CIO who may approve revoking of the administrator rights to the system.

TITLE: VIRTUAL PRIVATE NETWORK (VPN) STATEMENT

I. STATEMENT. This statement defines the Virtual Private Network (VPN) connection access to the MGCCC network. It defines the approved software to be used, process to request access, and approved devices that may use the software. It applies to all MGCCC employees utilizing VPN to remotely access the MGCCC network. This statement applies to all MGCCC contracted vendors utilizing VPN to remotely access the MGCCC network to support the college's operation. Please see Section V for definitions of VPN related terms.

II. PROCEDURES AND RESPONSIBILITIES. Approved users (MGCCC employees or third-party vendor resources) may utilize the benefits of VPN, upon approval by the college. It is the responsibility of the user to select an Internet Service Provider (ISP), coordinating installation, installing any required software, ensuring the connection is of sufficient capacity, and paying all associated fees.

1. It is the responsibility of employees with VPN privileges to ensure that unauthorized users are not allowed access to MGCCC internal networks.

2. VPN use is to be controlled using a username / password authentication. It is required each time a user wants to remotely connect to the MGCCC Network. All username/ password combinations are stored within the college network's active directory. As per general practice, this password should never be shared with another individual.

3. VPN users will be automatically disconnected from the MGCCC network after 20 minutes of inactivity. The user must then log on again to reconnect to the network.

4. MGCCC Adjunct Faculty may connect to the VPN services using their personal computer for the purpose of entering student attendance in Easy Attendance only. Account requests must be approved by their Vice President.

5. All other MGCCC employees may connect to the VPN service only on college computers. Account requests must be approved by their Vice President. No non-adjunct faculty employee should attempt to use VPN on personal computers.

6. To ensure a successful VPN experience, user connections must have a minimum two-way connection speed of five Mbps. For employees on

slower or shared connections, speeds inferior to this may not allow consistent access to the college systems.

7. MGCCC IT management may, in an individual case, allow third party vendor access to college resources after verification of the policies and procedures pertinent to the computer issued to the third party by their IT department.
    i. All third-party access will be disabled after the vendor's work on the MGCCC network is completed.
    ii. IT will review disabled third-party VPN accounts and purge accounts and necessary twice a year.

III. ENFORCEMENT. Any employee found to have violated this policy may lose the privilege to remote access the MGCCC network using the VPN.

IV. DEFINITIONS.

Term	Definition
VPN	VPN (Virtual Private Network) is a private network that uses a public network (usually the Internet) to connect remote sites or users together. Instead of using a dedicated, real-world connection such as leased line, a VPN uses "virtual" connections routed through the Internet from the MGCCC private network to the remote site or employee.
VPN tunnel	Secure encrypted path created between the MGCCC network and remote employee's machine.
Remote Access	Accessing the MGCCC Network from off-campus using an Internet Service provider.

TITLE: INFORMATION TECHNOLOGY (IT) MAINTENANCE WINDOW

I. STATEMENT. This statement defines the pre-approved maintenance windows.

II. PURPOSE. This statement is designed to provide IT with a weekly maintenance window in which to apply upgrades or patches to systems supported by the IT department. During scheduled maintenance windows the systems experiencing upgrades may be unavailable.

III. SCOPE. The scope of this statement includes all of the college.

IT MAINTENANCE WINDOW PROCESS. Each week, from 11:00 p.m. on Saturday until 8:00 a.m. on Sunday the IT department may perform required maintenance including, but not limited to adding new software, systems, patches, upgrades, or diagnostics, to servers and systems maintained by the department.

IT Maintenance Window Process notification steps are as follows:

a. Verbally contact appropriate college administration one-week prior to scheduled maintenance to ensure the scheduled outage causes minimal disruption to the overall academic and business goals of the institution.
b. Seek approval from the Executive Council before the end of business on the Monday prior to any upcoming use of the maintenance window the following weekend.
c. In advance of the use of the maintenance window, notify all MGCCC students, administration, faculty, and staff as follows:

    i. Before the end of business on Tuesday prior to any upcoming use of the maintenance window the following weekend.
    ii. Follow up with additional communication to all students, administration, faculty, and staff, on Friday prior to use of the maintenance window.
    iii. Follow up one-hour prior to use of the maintenance window to ensure all students, administration, faculty, and staff, have an opportunity to save any work before beginning the planned maintenance.

d. Once the maintenance has been completed, notify all students, administration, faculty, and staff, that systems affected by use of the maintenance window are now accessible.

TITLE: REFRESH PLAN SYSTEM DEPLOYMENTS STATEMENT

I. STATEMENT. This statement is an internal IT statement which defines the approval process for new system deployment throughout the district.

II. PURPOSE. This statement is designed to document the approved locations for system deployment by IT upon consultation with campus VPs as part of the annual computer refresh plan.

III. SCOPE. The scope of this statement includes all computers of the college.

IV. REFRESH PLAN SYSTEM DEPLOYMENTS PROCESS. The IT department will keep an updated inventory of all systems. On an annual basis, the college will approve a total allotment of systems for college wide deployment as part of the computer refresh plan. The steps to be followed include:

a. IT will produce an overall preliminary list of systems (hereafter referred to as '**the list'**) to be replaced sorted by age of the systems and the total allotment of systems as approved by the college.
b. The CIO (or their designee) will provide a complete copy of the list to the Vice President of Administration and Finance for initial review and approval.
c. Upon approval, the CIO (or their designee) will provide each campus/appropriate VP with their section of the list for review.
d. Each campus/appropriate VP may request alterations to the list based on needs at their campus. Additionally:
    i. Alterations to the list assume no increase in the total campus system allocation.
    ii. Unless otherwise approved by the VP Administration and Finance, for each system purchased one must be salvaged.
    iii. All alterations will require additional scheduling between IT and departments or individuals on the campus.
    iv. Priority scheduling of systems will be coordinated with the campus VP and departmental offices.
e. Once a final list is approved by a campus/appropriate VP, that VP will provide the documentation to the CIO. A revised list will be created and provided to the VP, who will then sign the Refresh Plan System Deployment form (see attached). The CIO will cosign and provide this final

campus system refresh deployment recommendation to the Vice President of Administration and Finance for final approval.

f. Upon final approval, the CIO will archive the documentation, and the IT User Services staff will schedule the purchase and deployment of the systems.

TITLE: IT DISASTER RECOVERY PLAN

I. STATEMENT. This statement is an internal IT statement which defines the processes to be used during a disaster recovery situation.

II. PURPOSE. This statement is designed to provide guidelines for system recovery.

III. SCOPE. The scope of this statement includes all servers.

IV. DISASTER RECOVERY PROCESS. The IT department current site backup process from IT statement 306.9 defines the frequency of backups replicated to our offsite disaster recovery vendor location. When an event requires the IT department to recover data for a specific (or all) network system, the following steps to be followed include:

a. IT will assess the previous location of the data (physical or VM server) to determine if the server/service remains operational, stable, and can be used to restore the system and associated data.
    i. If the previous location is unable to be used, IT will use a current alternate location.
    ii. If no alternate location exists, IT will seek approval to purchase new equipment using the college's purchasing and procurement policies.
b. IT will retrieve the data from the remote disaster recovery location electronically (or physically if electronic means are impossible due to a regional environmental condition such as a hurricane).
c. IT will build a new server, restore the data and services, and restore access to the server constituents.

V. DISASTER RECOVERY TESTING. The IT department will conduct at least one annual test of the disaster recovery services. In the event of potential Hurricanes, the IT department will follow the testing processes outlined in the IT Hurricane Preparedness plan.

TITLE: SOCIAL MEDIA STATEMENT

I. STATEMENT. Mississippi Gulf Coast Community College (the "College") may establish official College social media networking sites to facilitate information sharing and collaboration. Social media communications tools may be used for official College business such as marketing to potential students; communicating with prospective and current students, alumni, and employees; educating the public about the College and its mission, programs, and events; and for emergency communications. The Vice President of Institutional Advancement shall coordinate with the Vice President of Administration & Finance to establish and maintain appropriate College procedures governing use of social media by college employees, independent contractors, and students (collectively, "College Community Members") and shall ensure that these procedures are readily accessible by such College Community Members.

II. PROCEDURES AND RESPONSIBILITIES

These procedures apply to all uses of social media by College Community Members, including officially recognized MGCCC social networking sites as well as personal sites reflecting College Community Members' opinions and viewpoints. Examples of social networking sites and services, used both professionally and personally, include but are not limited to blogs, forums, Facebook, Twitter, LinkedIn, Instagram, Snapchat and YouTube.

A. The Institutional Relations Department will establish and maintain the College's official social media sites.

B. All College Community Members who engage in communication through social media are encouraged to respect others, their ideas, and discussions. The College encourages participants to remain constructive and respectful when communicating and remember that content is not "private" and all users should be thoughtful in posting and sharing content.

C. Any College Community Member who wishes to create a public social media account on behalf of the College or use any established MGCCC-owned social media account should follow the following guidelines:

1. Request approval to create a social media account by contacting the Associate Vice President of Institutional Relations.

2. Attend a social media training session organized by the Associate Vice President of Institutional Relations.

3. Review and adhere to the Graphic Standards Manual for guidelines on use of the College's official logos and graphics.

D. When student organizations use college-sponsored social media for communication, a college employee will serve as an administrator on the account, and the employee administrator of said account will be responsible for monitoring the account to ensure compliance with college policy.

E. If an administrator of a college social media account ceases employment with the College, it is that employee's responsibility to notify the Associate Vice President of Institutional Relations of this change so he or she can be removed from the account. In the event that an administrator has been terminated from their position, it is the responsibility of the Associate Vice President of Human Resources to notify the Associate Vice President of Institutional Relations.

F. College Community Members cannot use any marks and/or identifying designs, trade names, service marks, copyrights, logo/graphics, and/or symbols, which have come to be associated and/or identified with the College without prior approval from the Associate Vice President of Institutional Relations.

G. College Community Members are personally and solely responsible for any legal liability arising from or relating to their use of social networking services and sites in violation of this policy. Each College Community Member agrees to release the College from liability and to indemnify the College for any and all claims brought against the College arising from or related to such College Community Member's violation of this policy.

H. College Community Members should not claim or imply that they are speaking on behalf of the College unless they have received express authority from the College's senior administration to be a spokesperson for the College.

I. The contents of all social media used by College Community Members under (II)(C) shall conform to laws and College policies regarding protection of intellectual property, including laws and policies regarding copyright, patents, and trademarks. When the content and distribution of an electronic communication would exceed fair use as defined by the Federal Copyright Act of 1976, College Community Members shall secure appropriate permission to distribute protected material in any form, including text, photographic images, audio, video, graphic illustrations, and computer software.

TITLE: ADMINISTRATOR RIGHTS ON COLLEGE COMPUTERS

IV. STATEMENT. The purpose of this statement is to define how administrator rights are assigned to Mississippi Gulf Coast Community College computers. This statement applies to all computers owned by Mississippi Gulf Coast Community College.

V. PROCEDURES AND RESPONSIBILITIES

D. MGCCC's IT department will be the designated department to assign, modify, and remove administrator rights on college owned computers.

E. The Chief Information Officer will designate the IT personnel who are assigned administrator rights along with the ability to modify said rights on all college owned computers.

F. Computers deployed to each group listed below will inherit the default administrator rights active directory policy:

15. Lab computers – Only IT and select Lab monitors will have administrator rights to lab computers.

16. Students use computers – Only IT will have administrator rights to student use computers.

17. Classroom and conference room computers – Only IT and campus A/V technicians will have administrator rights to classroom computers.

18. Employee issued computers – Only IT and select employees will have administrator rights to employee use computers.

19. Faculty issued computers – Only IT and select faculty will have administrator rights to faculty computers.

G. In the event an employee or faculty member requests administrator rights to a computer, the following process will be followed by IT and college administration to review requests:

1. An employee or faculty member would make a request via email to supervisor.

2. The request should include the reason, effective date, and length of time for the desired request.

3. The employee or faculty member would seek approval from all their supervisor(s). Upon supervisor(s) approval(s), approval from the appropriate VP would be required.

4. All requests would be forwarded by the requestor or the appropriate VP to the EVP Administration and Finance and CIO for final approvals.

5. Once approved, the CIO will initiate a help desk ticket to complete the approved task.
    a. The ticket requestor will be designated as the original requestor of the request to ensure they receive updates on the ticket.
    b. The due date for the task will be set to 1 day.
    c. Upon completing the task, the technology staff member will reach out via phone or email to the requestor to validate it is functioning properly.
    d. Upon confirmation by the requestor, the technical resource will mark the ticket as completed.

H. The IT department will review all existing employee and faculty member administrator rights exceptions annually.

1. IT will speak with the individuals to determine if the need continues to exist to maintain these rights on individual computers.

2. For rights that are no longer required by the individual, IT will remove them from the assigned computer(s).

TITLE: MULTI-FACTOR ACCESS

VI. STATEMENT. The purpose of this statement is to define how Multi-Factor Access (MFA) will be assigned to Mississippi Gulf Coast Community College employees, faculty, and students.

VII. PROCEDURES AND RESPONSIBILITIES

I. MGCCC's IT department will assign MFA to all employees, faculty, and students.

J. Each constituent will use MFA to access the following systems or services:

20. Students:
    a. Would require MFA access for college email.
    b. Would not require MFA access for Banner Web Services.

21. Employees and Faculty
    a. Would be required to use MFA when logging into their computer each day.
    b. Would be required to use MFA when offsite using VPN.
    c. Would be required to use MFA when using Webmail on/off site.

K. Approved MFA devices will include:

1. Students – Automated Email, mobile app, or text to a mobile phone.

2. Employees and Faculty - Automated Email, mobile app, key fob (upon request), or text to a mobile phone.

TITLE: PRIVACY POLICY

III. STATEMENT. Mississippi Gulf Coast Community College is committed to the protection of privacy for any user that accesses college websites. This policy relates to all college-affiliated websites to include the primary webpage, athletics, innovation centers, intranet, social media, college catalog, and more.

IV. PROCEDURES AND RESPONSIBILITIES

E. Personal Information Collected

III. Personal information is defined as the information used to identify or contact an individual. This may include, but is not limited to, first and last name, physical address, email address, student identification number, or phone number. This information is not collected while browsing college webpages, but may be collected when submitting applications for admissions, making purchases, utilizing financial aid, etc. This information may be collected to provide the user with products or services requested by the user.

F. Automatic Information Collected

a. The college websites make use of various technologies to collect information via various internet browsers used when accessing institutional websites. The IP address information, internet browser information, date, and time the web pages are accessed are stored in secure traffic logs. The service provider uses statistical analysis to track and predict patterns to estimate resource needs. Specific user sessions are not tracked unless there are technical issues, or evidence of fraudulent behavior, or illegal conduct.

G. Personal Information Use

a. The institution uses personal information for servicing accounts, which may require the transfer of information to our agents, employees, or service providers. The information will not be sold or traded to unrelated third parties. The user may also receive email notifications regarding status or order updates of requested services or items. These notifications are considered part of institutional service, and the user may opt-out of these notifications by following instructions provided on the notification.

H. Third Parties

a. The institution may collaborate with third parties to provide professional and quality services. When registering for services or products, the institution will share required personal information with third parties that is necessary to provide a product or service to the consumer. The institution will not sell, or trade information collected online without consumer consent unless legally required to do so.

I. Information Control

a. Customer, student, and employee profiles are accessible via certain college websites and the user may update the individual profile at any time. This includes the phone numbers, physical addresses, mailing information, and other contact information stored in the user profile.

J. Confidentiality and Security

a. The institution ensures user information is protected. Internally, access regarding personal information is limited to only approved employees that require this information to provide a service or product to the user.

TITLE: CHILD DEVELOPMENT CENTERS

I. STATEMENT. The purpose of the Child Development Centers on the Jackson County, Harrison County, and Perkinston campuses is to first and foremost serve the needs of our students with small children.

II. PROCEDURES AND RESPONSIBILITIES

A. Services provided by the Child Development Centers will be limited to MGCCC students in the following order:

1. Full Time
2. Part Time

B. Any exceptions to the before mentioned guidelines must be approved by the campus vice president.

SECTION FOUR

Financial and Administrative Resources

TITLE: PURCHASING PROCEDURES

I. **STATEMENT.** All purchases of supplies and equipment, except for imprest cash purchases, shall be made by written purchase orders signed by a purchasing agent or Executive Officer or by use of a college approved procurement card. Purchases shall be made in compliance with state statutes as established in Section 31-7-13 of the Mississippi Code 1972 Annotated. When federal funds are being utilized for purchases, the appropriate Code of Federal Regulations will supersede state purchasing laws and statutes.

College Purchasing System

"The College Purchasing System shall be as prescribed by Chapter 7, Mississippi Code 1972 as annotated and amended.

All purchases of supplies and equipment practicable, except for imprest cash purchases, from Board approved funds shall be made by purchase order, signed by a purchasing agent or Executive Officer or by use of a college approved procurement card. Such purchases shall be made by persons licensed to do business in Mississippi.

A purchasing agent and/or Executive Officer must authorize imprest cash purchases. Sales receipts shall be retained and attached to the imprest cash voucher for audit purposes.

All employees authorized to use procurement cards shall follow all applicable procedures addressing the use of College Procurement Cards as set forth in the College Purchasing Manual.

All disbursements of funds, except imprest cash, shall be by sequentially numbered check. Checks shall bear two signatures of persons authorized by the Board to disburse funds.

Sole Source Purchases will be reported to the office of the President, through the office of the Vice President for Administration and Finance, on the Wednesday one week prior to the Board of Trustees meeting. These purchases will be submitted to the Board of Trustees for approval and spread in the minutes of the Board of Trustees. (See the College Purchasing Manual for purchasing procedures)

Emergency Purchases Only the President or his or her designated representative may declare an emergency condition to exist. All emergency situations will be communicated to the President/designated representative with recommended action to resolve the situation. Written documentation shall be prepared and submitted to the office of the President by the senior affected personnel at the earliest possible opportunity. The situation and actions taken to resolve the situation will be reported to the Board of Trustees at the next meeting of the Board of Trustees. (See the College Purchasing Manual for purchasing procedures)

Professional Services purchases are addressed in Statement No. 400.6.

Contractual Services Exempt from bid requirements when defined as a service contract that does not include the acquisition of a commodity or equipment (See the College Purchasing Manual for purchasing procedures).

Purchases based on Quotations will be presented to the Board of Trustees for approval at the Board of Trustees meeting preceding the purchase if feasible or if not feasible at the next scheduled regular meeting. (See the College Purchasing Manual for the procedures for quotation purchasing)

Imprest Cash Purchases are addressed in Statement No. 400.4.

Purchase of Equipment Repairs - Exempt from bid requirements (See the College Purchasing Manual for purchasing procedures)

Purchasing of Perishable Items - Exempt from bid requirements (See the College Purchasing Manual for purchasing procedures)

II. PROCEDURES AND RESPONSIBILITIES

A. The President of the College as Chief Executive Officer of the College is accountable to the Board of Trustees for the College purchasing system. The responsibility for administering the purchasing system has been delegated by the President to the Vice President for Administration and Finance.

B. See the College Purchasing Manual for detailed procedures and instructions. The College Purchasing Manual is on file in each administrator's office and available on-line or through the Office of Purchasing and Property Control.

C. All employees shall follow the procedures and instructions in the College Purchasing Manual.

D. No personal purchases will be made through the College purchasing system.

E. It is the responsibility of the designated purchasing agents to ensure that purchase orders are not issued for materials in small quantities in order to circumvent the state purchasing laws.

F. The Vice President of Administration and Finance is authorized to approve the processing of pre-payment waivers in accordance with MS Code 7-7-27.

TITLE: BONDING OF PERSONNEL WITH FINANCIAL RESPONSIBILITIES

I. **POLICY.** Board policy presented on November 17, 1976, and adopted on December 15, 1976, relative to bonding of purchasing agents is:

"Officials responsible for the receipt and disbursement of funds shall be bonded. The bond shall be a surety bond in the amount of $10,000."

This policy is required by Section 37 39 21, Mississippi Code Annotated 1974.

II. PROCEDURES AND RESPONSIBILITIES

Where the statute requires only purchasing agents to be bonded, the College has obtained a blanket surety bond in the amount of $100,000 for all employees.

It is the responsibility of the Vice President for Administration and Finance to maintain a current listing of persons who handle moneys, and to ensure that these names are covered under the bond.

Statement No. 400.4
OPR – VICE PRESIDENT, ADMINISTRATION AND FINANCE
February 7, 1977
November 7, 1985
October 8, 1986
December 6, 1988
November 18, 1993
May 21, 1996
October 12, 2000
March 24, 2005
April 22, 2009
December 10, 2009
April 10, 2013
January 17, 2024

TITLE: IMPREST CASH CONTROL AND PURCHASES

I. STATEMENT. Imprest Cash purchases are authorized by a Purchasing Agent and/or Executive Officers. Sales receipts shall be retained and attached to the imprest cash voucher for audit purposes. All imprest cash purchases shall be in compliance with state statutes. Any additional procedures for imprest cash included within the college accounting manual shall be followed with the same authority as those within this policy.

II. PROCEDURES AND RESPONSIBILITIES

A. Business Officers shall ensure that their imprest cash total does not exceed the established limit.

B. Purchases made by imprest cash need not be made with a purchase order; however, imprest cash purchases must have prior approval of the Purchasing Agent/Executive Officer.

C. Imprest cash purchases shall have as minimum documentation for each purchase or expenditure a receipt attached to the imprest cash voucher. The item(s) purchased, person making the purchase and purpose of the purchase shall be documented in writing.

D. Documentation on imprest cash purchases shall be retained in the same manner as for other purchases made by the College.

E. All disbursement of imprest cash in excess of $100 shall be by sequentially numbered check, with each check bearing signatures of two approved signers.

F. Travel advance for out of state travel may be made from the Imprest Cash fund with the approval of the Executive Officer or the President. Approval of the trip shall constitute approval of the travel advance. Travel advances shall be issued no sooner than three (3) business days before the travel and returned no later than ten (10) business days after the returning.

G. Imprest Cash shall be replenished from other college funds on request and on presentation of proper documentation to the District Business Office.

H. No items that meet inventory requirements may be purchased with imprest cash.

I. Each Campus/ Center is authorized on premises amount of imprest cash for the which the campus/ center may not exceed.

1. Imprest cash accounts can be temporarily increased by the Comptroller up to 50% for a period not to exceed 120 days.

TITLE: PROCESSING RETURNED CHECKS

I. STATEMENT. The College will make every effort to collect NSF checks.

I. PROCEDURES AND RESPONSIBILITIES

A. Upon receipt of a returned check, the following actions will be taken:

B. The student's account will be placed on hold indicating the amount of the returned check, plus a $40 NSF charge.

C. The check will be re-deposited unless the bank has stamped it "account closed", "payment stopped", or "do not re-deposit".

D. If the account is closed or the check is returned from the bank a second time, a letter will be sent to the check writer stating the debt must be satisfied within 15 days from the date the letter is mailed. If the payment is not received within the allotted time, the check will be sent to the District Attorney's office for collection.

E. Once the check is sent to the District Attorney's office, payment for the non-sufficient check cannot be collected at the campuses. A "DA" hold will be placed on the account.

F. The hold will be removed when the debt is collected.

G. After two NSF checks are received, only cash, money order, or credit cards will be accepted.

TITLE: PROFESSIONAL SERVICES

I. STATEMENT. The governing board, upon the recommendation of the President, may contract for services including, but not limited to scholars, consultants, specialists, architects, engineers, attorneys, and others whose expertise, skills or abilities may be required. The nature and scope of services to be performed shall be described in general terms in writing. An estimate of cost for services shall be provided and time periods scheduled. Such agreements shall be subject to board approval.

II. PROCEDURES AND RESPONSIBILITIES

A. Employees anticipating the need to acquire the Professional Services referred to in the policy above shall submit their request to the President in writing. The request will describe the service(s) to be performed, the name of the firm or person proposed to perform the service(s), and the estimated cost to the College.

B. The President would submit approved proposed requests to the Board of Trustees for their approval if the total paid to the firm or person will exceed $5,000.

C. The President or his designee may proceed to negotiate a contract with the selected firm or person after approval by the President or approval by the Board of Trustees, if necessary.

D. Any seminar/workshop leader or guest speaker who qualifies as exempt (contract labor) under the Fair Labor Standards Act will be treated as such and should not be placed on the college payroll. Seminar leaders or guest speakers who do not qualify as exempt (contract labor) will be placed on the college payroll, using the appropriate forms and reporting methods.

1. A seminar/workshop leader/guest speaker receiving $5,000 or less compensation per contract must be recommended by an Executive Officer and approved by the President prior to performing the assigned function.

Those in excess of $5,000 must have prior Board approval.

2. A Board Reporting Professional Services form will be utilized to report seminar/workshop leaders or guest lecturers to the Board of Trustees through the Vice President for Instruction and Student Services.

3. For seminar/workshop leaders or guest lecturers paid in excess of $5,000, Board approval will be requested through the regular procedure for Board agenda items and processed through the appropriate Vice President and the President.

4. To facilitate payment of seminar leaders or guest lecturers who perform professional services, the Executive Officer will forward a copy of the approval attached to a Professional Services Agreement and a Check Request to the Business Office.

E. Any professional services being paid for with federal funds will be competitively bid.

The following forms are available through the Forms Repository:

Professional Service Agreement
Professional Services Contract

TITLE: COLLEGE INVESTMENTS

I. STATEMENT. All excess funds the College has on hand shall be invested in Certificates of Deposit, U. S. Treasury Bills, or Money Market Accounts. The Board of Trustees is informed of the College's investments for their review and approval. The Comptroller will determine the amount of funds to be invested and shall invest those funds accordingly. All investment of funds shall be in compliance with State Statute 27-105-33.

Certificates of Deposit, U.S. Treasury Bills, or Money Market Accounts are invested with all banks in the district that offer a competitive interest rate and choose to participate in the investment programs. Investments will be made with a minimum of $100,000.

II. PROCEDURES AND RESPONSIBILITIES

A. The Comptroller, in consultation with the Vice President for Administration and Finance, will determine the amount of funds available for investment. These funds will be invested in CD's, U. S. Treasury Bills, or Money Market Accounts.

B. On the day of investment, the district depository will be instructed to wire funds to the bank(s) that was/were awarded the investments.

C. The district depository wires the appropriate amounts to the selected banks. The bank(s) receiving invested funds will send a copy of a receipt, and any other appropriate documentation, to the College. Upon maturity, the banks wire the principal and interest back to the College's district depository. The College District Business Office releases the safekeeping receipt on those maturities.

D. All banks with branches in the college district will be offered the opportunity to offer quotes on investments.

TITLE: PURCHASE OF ADVERTISING

I. STATEMENT. Purchase of advertising shall be considered as a One Source Purchase as defined in Statement No. 400.1, One Source Purchases. The provisions of that and this statement shall be complied with when planning for and purchasing advertising paid for by the college.

The Vice President for Community Campus and Institutional Development shall be responsible for budgeting and placing all marketing advertising for the college with any advertising source.

II. PROCEDURES AND RESPONSIBILITIES

The Institutional Relations Marketing Coordinator, under the supervision of the Vice President for Community Campus and Institutional Development, is responsible for the purchase of all advertising, both college-wide and campus-specific.

The Vice President for Community Campus and Institutional Development is responsible for developing college-wide advertising plans by May 15th for the next fiscal year.

A. All advertising contracts with media outlets will be written to include all known placement opportunities throughout the year, whenever possible.

B. The Institutional Relations Marketing Coordinator, along with the Vice President for Community Campus and Institutional Development, will meet at least twice per year to determine the intended outcome of the advertising plan.

C. The Department of Institutional Relations will meet to discuss advertising plans and progress at least four times per year upon call by Vice President for Community Campus and Institutional Development to ensure that the plan is properly developed and carried out for each fiscal year.

D. Each year, prior to April 1st, the Department of Institutional Relations will meet to discuss the following:

1. Development of general marketing/advertising theme for the year,
2. Establish times of year when general advertising will be accomplished,

3. Conclude an estimate of the division of funds to newspapers, radio, television, and other media, and
4. Make plans to buy continuing contract advertising when desired.

The Vice President for Community Campus and Institutional Development may make plan changes and will make all media purchases.

E. The Executive Council shall review the advertising plan prior to the beginning of the new fiscal year.

F. Request for purchase of advertising not included in the overall year-long plan shall be accomplished as follows:

Campus/college requisitions for advertising shall be made on the Advertising Requisition form available on the Forms Repository. Requests will provide information describing the programs or activity to be advertised, the intended outcome, demographics of the intended audience, recommended media outlet, and budget available. Requests for advertising shall be submitted at least four weeks in advance unless an emergency arises. One copy of the request will be kept on file on the campus and one copy forwarded to the Vice President for Community Campus and Institutional Development.

G. Payment for advertising shall be processed as follows:

1. The President for Community Campus and Institutional Development will provide written orders for each advertising purchase. College purchase order or check request forms shall be used. The completed purchase requisition will be submitted to the Central Business Office for processing. The Vice President for Community Campus and Institutional Development will process the receiving report for payment.

2. The Vice President for Community Campus and Institutional Development shall verify that the advertising appeared as scheduled by certifying that the service was completed, attaching a copy of the advertisement or affidavit, and forwarding it to the Central Business Office.

3. The Central Business Office shall process the payment and mail it to the vendor.

H. Legal advertising shall be contracted for by the President's Office and payment made as directed by that office. The cost of legal advertising is not considered a part of the advertising budget controlled by the Vice President for Community Campus and Institutional Development.

I. No item may be charged to the budget of advertising except by written order of the Vice President for Community Campus and Institutional Development or his/her designated representative.

Statement No. 401
OPR – VICE PRESIDENT, ADMINISTRATION AND FINANCE
July 1, 1972
July 1, 1978
December 6, 1988
December 11, 2008

TITLE: SOURCES OF INCOME

I. STATEMENT. It is imperative that maximum allowable income be obtained for college operation and capital outlay. The following represent six (6) major sources of income.

A. Local income from the four (4) counties. The Board of Trustees is authorized by Section 37 29 437, Mississippi Code of 1972 Annotated, to levy up to but not to exceed 7 mills on the assessed valuation of the four (4) counties. This request for assessment must be prepared and presented in writing on or before June 15 of each year and is mandatory on the Board of Supervisors unless they receive a petition from at least 20% of the qualified electors requesting an election. It is mandated by statute that no more than 4 mills will be assessed for educational and general, and no more than 3 mills for capital outlay.

B. State Community/Junior College Appropriations. This is based on an annual appropriation of the legislature. These funds are distributed on a formula.

C. Career Technical Income. The Mississippi Department of Education and the Junior Colleges with Mississippi Community College Board and Junior Colleges reimburse to the various community/junior colleges from state and federal funds part of the salaries of instructors (based on a yearly formula), equipment, and some travel for state-approved programs.

D. Tuition and Fees. The major source of income from students is the matriculation or tuition fee. Other sources are out-of-state tuition, summer school, registration fees, parking, etc.

E. Federal Income. This varies from year to year. It includes student aid such as the college work study program, PELL grants, etc. Special funding includes projects such as HEA, Titles II and III, NDEA, Titles III, V, VIII and adult education.

F. Sales, Service, and Other Income. This includes contracts with companies for workforce education and training programs, local high school career programs, rental of facilities, miscellaneous sales, etc.

II. PROCEDURES AND RESPONSIBILITIES

The responsibility for keeping proper records of income lies with the President of the College as provided by law. The President, in turn, delegates certain responsibilities to the Vice President for Administration and Finance and the Comptroller.

Statement No. 402
OPR – VICE PRESIDENT, ADMINISTRATION AND FINANCE
July 1, 1972
July 1, 1978
December 6, 1988
December 11, 2008

TITLE: ORGANIZATION FOR PROPER ADMINISTRATION OF FINANCES

I. STATEMENT. The organization for proper administration of finances in the College is that normally accepted organizational structure in use in community and junior colleges as approved by the Commission on Colleges of the Southern Association of Schools and Colleges (COC-SACS), the Mississippi Commission on College Accreditation Association, and the Board of Trustees. For more specific details, see the college and campus organizational charts and job descriptions for business and finance personnel.

TITLE: FINANCIAL CONTROL

I. STATEMENT. The Board of Trustees Operating Policies on Financial Control, Payment of Bills, and Check Writing are quoted below.

FINANCIAL CONTROL POLICY

"The President shall be held accountable to the governing board for all expenditures of monies received, collected, or earned under the law and the policies of the governing board. All funds, whether from tax monies, or other sources, including those collected from students, shall be deposited in depositories approved by the Board with such approval appearing in the official minutes of the Board. The Comptroller shall report the status of those accounts to the President and to the Board." (December 15, 1976)

PAYMENT OF BILLS AND CHECK WRITING

"The President and the Comptroller shall be responsible for all money paid by check from college funds. They are authorized to use facsimile signatures effected by a check signing machine. One person in the Central Business Office will be responsible for the maintenance and validity of a check register which will be kept on all checks that are written.

The Board of Trustees shall, by appropriate orders upon its minutes, authorize its Chief Executive Officer or President to expend such funds for lawful purposes only and in accordance with its annual budget previously adopted, as authorized by Section 37 29 143, Mississippi Code Annotated. (October 26, 1977, Reaffirmed January 17, 1979, Revised August 1979, and May 21, 1980).

II. PROCEDURES AND RESPONSIBILITIES

A. Employees responsible for the receipt and disbursement of funds shall be bonded for not less than $10,000 at college expense.

B. Imprest Cash Control and Purchases Procedures are addressed in Statement No. 400.4.

C. Receipting for monies collected by the college's campuses and centers is maintained in the college's administrative software, BANNER. Each transaction will be identified as payment by check, cash, or Electronic Fund Transfer (EFT). Procedures for the financial control of student club funds are found in Statement No. 403.1.

D. All checks received will be stamped "For Deposit Only, Mississippi Gulf Coast Community College" immediately upon receipt.

E. Daily deposits will be required for each cashiering session. The daily deposits for each cashiering session will include a listing of each check deposited and the total amount of cash deposited.

F. The College cashiering system will utilize pre-numbered deposit slips. The unused deposit slips are maintained at the campus/center. Upon use of a deposit slip, one copy will be sent to the appropriate financial institution, one copy will be sent to the Central Business Office, and one copy will remain in the campus/center Business Office.

G. All disbursements of funds, except imprest cash (see Statement No. 400.4), shall be made by sequentially numbered check. Checks shall bear two signatures of persons authorized by the Board to disburse funds.

TITLE: FINANCIAL CONTROL – STUDENT AND PROGRAM CLUB FUNDS

I. STATEMENT. It is the intent of the Mississippi Gulf Coast Community College Board of Trustees that its operating policy entitled FINANCIAL CONTROL POLICY (see Statement No. 403) apply to all funds, whether from tax monies, or other sources, including those collected from students. Implicit in this policy is its application to the accounting for, and control over, student and program club funds.

The College's Executive Council seeks to clarify and expand the administrative procedures and responsibilities necessary for the proper accounting and control of student and program club funds, with the primary purpose being to protect the College's personnel and its students who are involved in these activities. Any student club, program club, or any other organization holding fund-raising events through the name association of Mississippi Gulf Coast Community College must be a "recognized" club as detailed in the Student Organization Manual located in the Dean of Students Office before a club fund will be established.

II. PROCEDURES AND RESPONSIBILITIES

A. Each campus/center business office shall exercise the primary responsibility and control over the custodial function related to student and program club funds (herein after referred to as "recognized club funds"). At a minimum, the following controls and documentation shall exist at each campus/center:

1. A bank checking account in the name of the College and designated for recognized clubs' funds must be used for the depositing and disbursing of recognized club funds. These funds must be raised by, or donated to, the recognized club for official club use only.

2. A ledger which details each recognized club's deposit and disbursement transaction(s) and the current balance of the recognized club will be maintained. At no time should a recognized club's balance fall below zero.

B. Expenditure documentation provided by the club sponsor shall include information on the purpose of the withdrawal(s), detailed invoice(s), and

other supporting documentation as required by the campus/center business office.

1. Recognized clubs may purchase items for resale without paying sales tax. Items purchased for consumption by the club are not sales tax exempt and the clubs should pay tax on the items at the time of purchase. Any non-resale items purchased without paying sales tax must be reported monthly to the District Business Office for inclusion in the monthly use tax report. Student clubs must collect and remit sales tax on all items sold through fundraising activities.

2. Available club funds may be advanced to the club sponsor with written documentation of the need for the funds. The advanced funds shall be returned to the campus/center business office custodian within 72 hours following the activity's conclusion. The custodian shall compare the total documented expenditures and money returned to make sure it totals the funds advanced. Any discrepancies shall be noted on the voucher, and the voucher shall not be considered "cleared" until the discrepancy has been resolved.

3. All of the documentation mentioned above shall be maintained by the campus/center business office and shall be subject to verification by the College Comptroller. A list of all recognized club accounts and balances shall be available.

C. Revenue generated at recognized club activities shall be documented as follows:

1. Collections from retail sales or donations for recognized club use shall be submitted to the campus/center business office daily. Documentation will be completed detailing how the funds were raised by, or donated to, the recognized club. When the recognized club sponsor submits the funds to the custodian for deposit, the total cash shall be counted with both persons present.

2. The custodian shall then issue the club sponsor a signed cash receipt for the amount of funds submitted and prepare a deposit slip for that amount. The deposit shall be made the same day, if possible.

D. Recognized club funds may be used for legitimate club activities if approved by the club sponsor and the Dean of Student Services or Administrative Dean and is in compliance with the purpose and bylaws of the recognized club. The Dean of Business Services or Administrative Dean have the authority to administer and control the recognized club funds on each respective campus/center as necessary to carry out the provisions of Section II.

E. Any rebates that come into the College (phone, procurement cards, etc.) must be deposited into the regular College budget and not be diverted into a recognized club account.

F. Recognized clubs will become inactive based on information provided by the Dean of Student Services or Administrative Dean after the renewal date of club recognition each year. After a club is considered inactive for two years, the remaining funds will be disbursed in compliance with the club's charter. In the absence of directions in the recognized club charter, the funds will be deposited into a 'Campus Club Assistance Account' to be used at the discretion of the Dean of Students or Administrative Dean and the Student Government Association (SGA).

Statement No. 404
OPR – VICE PRESIDENT, ADMINISTRATION AND FINANCE
August 10, 1976
February 21, 1977
December 6, 1988
November 20, 1990
December 11, 2008

TITLE: BUDGET PREPARATION

I. STATEMENT. The Educational and General (E&G) Fund budget is prepared annually in April and May. It is presented to the Board of Trustees for approval in their regular monthly meeting in May each year. It is presented to the Board of Supervisors of each of the four counties along with a request for a levy on or before June 15. The Budget adopted and approved by the Board shall be adhered to. When it appears that revenues or expenses will be more than estimated, the budget shall be revised in scheduled budget updates.

II. PROCEDURES AND RESPONSIBLITIES

A. The budget procedures in the instructional area begin with the classroom instructor presenting needs for materials and supplies to the department chairperson or Assistant Dean of Career-Technical Instruction (where applicable) who then presents these needs to the Dean of Instruction or Administrative Dean who presents them to the Campus Vice President.

B. The budget procedures in the non-instructional area begin with the employee presenting needs for materials and supplies to his/her supervisor who then presents the needs to administrators according to the college's chain of command and ultimately to the Campus Vice President.

C. All budget requests must be related to the college's planning process and the appropriate annual planning document.

D. The Vice President for Administration and Finance assesses anticipated income, cost of certain basic expenses such as insurance, utilities, transportation, etc.

E. The Vice President develops plans for the coming year in areas such as new instructors and staff, employee changes on the salary schedule and other related expenses.

F. All these assessments are presented to the Executive Council, chaired by the President of the College.

G. The Executive Council reviews the needs, prepares a budget, and the President presents it to the Board of Trustees along with explanations and justifications.

H. Dates

MONTH	ACTIVITY
April	Budget Preparation
May	Present Budget to Board of Trustees
June 15 or before	Present Budget to Board of Supervisors
October, February, and June	Budget Update

TITLE: ACCOUNTING, REPORTING, AND AUDITING

I. STATEMENT. The College uses the State-approved accounting system.

II. PROCEDURES AND RESPONSIBILITIES

Reports are submitted as requested. The College is audited annually either by state auditors or a private CPA firm approved by the state auditors and the College Board of Trustees.

TITLE: REFUND POLICY FOR STUDENT FEES

I. POLICY. The Mississippi Gulf Coast Community College Board of Trustees, at its regular meeting on February 18, 1987, approved certain changes to the Refund Policy for Student Fees. This Statement supersedes all previous statements regarding refunds of student fees.

II. PROCEDURES AND RESPONSIBILITIES

To be eligible for a refund of tuition and/or fees, a student must officially withdraw and request a refund upon completion of the withdrawal procedure. Calculation of the amount of refund will be based on the last date of attendance. Additional information on eligibility and procedures regarding refunds of student tuition and/or fees for credit and non-credit programs may be found in the *College Catalog*.

Statement No. 407
OPR –VICE PRESIDENT, ADMINISTRATION AND FINANCE
May 18, 1977
November 2, 1977
July 1, 1978
December 6, 1988
June 12, 1997
August 25, 2005
May 8, 2007
December 4, 2013
March 29, 2017

TITLE: TRANSPORTATION

I. STATEMENT. Maximum benefit will accrue from the use of college-owned vehicles. This statement covers District Office and Campus-controlled vehicles.

A. College-Owned Vehicles. The Board approved the following statement on May 18, 1977:

USE OF COLLEGE-OWNED VEHICLE

1. All College-owned vehicles shall be used only for college business purposes.

2. Employees of the College conducting official business may be reimbursed for actual expenses incurred for fuel and for minor repairs.

3. College-owned vehicles shall be parked on campus overnight and weekends except when it is necessitated by early morning trips to park the vehicle at an employee's residential address.

4. A log shall be maintained for each vehicle and shall contain dates, miles traveled, purpose of travel and a record of fuel and repairs. Such logs shall be subject to internal review.

5. All College-owned vehicles shall be clearly identified with the Mississippi Gulf Coast Community College insignia.

B. District Office and Campus-controlled vehicles: Vehicles are specifically assigned on the College inventory to the District Office or the Campuses/Centers for official college use only. Control and maintenance of District Office vehicles is a responsibility of the Vice President of Administration and Finance. Campus vehicles are to be dispatched only as called for to meet needs identified by the Vice President. Control and

maintenance of campus vehicles will be governed by local campus policy and procedures.

C. College Buses. College-owned buses will be used only in college-related activities.

II. PROCEDURES AND RESPONSIBILITIES

When personnel require the use of District Office-controlled vehicles, an employee must schedule the use of a vehicle through the office of the Vice President, Administration and Finance. Use of Campus- controlled vehicles should be scheduled through the appropriate office at the respective Campus/Center.

Personnel are requested to report any mechanical or other hazardous problem to the office from which the vehicle was reserved.

Any user of college vehicles will be subject to Department of Motor Vehicle (DMV) background checks. Submission of driver's license will be mandatory, and drivers will be subject to background checks throughout the year.

III. GUIDELINES FOR USE OF PASSENGER VANS AND BUSES

A. Use of a 12 passenger van – no more than 12 persons, which includes the driver.

B. Use of 7 passenger mini-van – no more than 7 persons, which includes the driver.

C. Use of handicap accessible van – no more than 5 persons, which includes the driver.

Use of the college handicap accessible van will be limited to the transport needs of handicap individuals registered as a student with MGCCC or employed with MGCCC. The van will be housed in District Office Transportation on the Perkinston Campus. The Superintendent of Transportation will be responsible for scheduling the van, and when requested, will coordinate delivery/pick-up of the van to the starting point of travel.

Transportation personnel will not be assigned as drivers for scheduled use of the van and any student transport will require a college employee as driver of the van.

D. Use of a 34 (*30/ADA) passenger bus - no less than 22 passengers.

The use of college van(s) should be the first method of transportation considered when transporting a group of participants consisting of 22 passengers or less. If this option is unattainable, it should be noted on the original request for van use, revised for bus use, and forwarded the Vice President, Administration and Finance for approval. If it is determined that no van(s) are available prior to the submission of a request, it should be noted on the bus request that van(s) were requested and determined unavailable.

E. Use of a 47-passenger bus - no less than 35 passengers.

F. Use of a 55 or 56 passenger bus - no less than 48 passengers.

Exceptions in passenger limits for passenger buses may be made by the Vice President, Administration and Finance due to issues related to scheduling, equipment needs, accessibility, or other special circumstances.

G. Operators of passenger vans are discouraged from pulling trailers or any other type of equipment. Advanced approval for towing trailers or other equipment must be obtained from the campus Dean of Business Services and the Campus Vice President prior to scheduled travel.

TITLE: DRIVER AUTHORIZATION and TRAINING

V. STATEMENT. All college personnel with driving responsibilities shall have a motor vehicle record (MVR) meeting requirements set forth by college administration and shall participate in college sponsored driver training. This statement shall cover both the use of college owned motor vehicles and personal motor vehicles when being driven for college business.

MVRs shall be examined prior to the start of employment and annually as needed thereafter. Any offer of employment made to a finalist candidate for a position with driving duties shall be contingent upon an MVR meeting the requirements set forth by the administration. College employees not meeting MVR requirements at any time shall have driving privileges revoked until such time as MVR requirements can be met.

College personnel with driving responsibilities shall undergo college sponsored driver training within one year of employment with the college and annually thereafter. Personnel employed by the college at the time of adoption of this policy shall meet the requirements of the policy within one year of adoption. College employees not meeting training requirements at any time shall have driving privileges revoked until such time as training requirements can be met.

All non-employee drivers must meet College Driver Authorization and Training requirements.

VI. PROCEDURES AND RESPONSIBILITIES

I. Motor Vehicle Records

1. The college Department of Human Resources (HR) shall obtain, maintain, and update, as a part of official employment records, MVRs for all college personnel.
2. Attainment of MVRs shall be accomplished in the most efficient method available to HR, including but not limited to directly from the State, via a third-party reporting agency, via direct provision from the employee, etc.
3. MVRs shall consider a minimum of one (1) year of data.
4. MVRs must demonstrate:
    1. that the employee holds a valid driver's license for the state in which the driver resides, and
    2. that the employee has at least one (1) year of driving experience.

5. Serious violations deemed unacceptable include but may not be limited to:
    1. Driving with a suspended, denied, revoked, or barred license.
    2. Operating a vehicle under the influence of alcohol or narcotics or refusing to test such.
    3. Vehicular homicide, or any driving offense punishable as a felony such as hitting and run or leaving the scene of an accident.
    4. Reckless or negligent driving, including driving while texting, electronic distractions, and excessive speeding.
    5. Three or more at-fault violations that compromise passenger and driver safety.
6. When an obvious or suspected MVR violation is noted by HR:
    1. HR shall inform the appropriate college Vice President indicating the violation and providing the Vice President with both a copy of the employees MVR and relevant college policy.
    2. The Vice President shall meet with the employee, notifying the employee in writing of the violation and revoking the employee's driving privileges. Revocation of driving privileges periods shall include but not be limited to all periods of time necessary to rectify the violation, inclusive of pending court dates.
    3. When the employee rectifies the violation that resulted in revocation of privileges, by providing documentation of such, clarification documentation, or other relevant documents, the employee may petition the Vice President for reinstatement of privileges. There is no limit on the number of times where the employee may petition for reinstatement of driving privileges.
    4. The Vice President in consultation with the Vice President of Administration and Finance shall determine the outcome of the petition and the Vice President shall notify the employee.

J. Driver Training

1. The College Coordinator of Administration and Safety Management (the coordinator) shall coordinate and provide driver training annually for all college employees with driving responsibilities via the college's Employee Development Program (EDP).
2. Training shall be accomplished in the most efficient method possible and may include but not be limited to, training via third party providers, online training, in-classroom training, driver simulations, and live driving courses.
3. Training shall be done on location across the college district as appropriate.

4. College employees shall receive appropriate employee development credit for training and employee EDP credit transcripts shall serve as the college's official records demonstrating training.
5. When an employee fails to meet driver training requirements:
    1. The Coordinator shall inform the appropriate college Vice President indicating the failure and providing the Vice President with relevant college policy.
    2. The Vice President shall meet with the employee, notifying the employee in writing of the failure and revoking the employee's driving privileges.
    3. When the employee rectifies the failure by obtaining the required training the employee's driving privileges shall be reinstated.

K. Employee Responsibilities

1. The use of cellphones or other electronic devices and distracting activities such as texting is prohibited.
2. The driver and all passengers are required to always wear seatbelts.
3. All applicable traffic laws, ordinances, and regulations will be obeyed, and the driver is responsible for any fines or traffic violations associated with his/her use of the college vehicle.
4. No driver shall drive under the influence of alcohol or drugs including prescribed medication that could influence or impair the driving ability or cause drowsiness when operating a vehicle.
5. When the vehicle is not in use, the keys are to be removed from the ignition and all doors are to remain locked when the vehicle is left unattended.
6. Employees with college driving privileges shall notify their immediate supervisors of any violations or accidents, as soon as possible but not less than within 72 hours if such may affect their eligibility for driving privileges. The employees' supervisor shall report such to the appropriate office of the Vice President who shall in consolation with the Vice President of Administration and Finance determine if any action is necessary.

TITLE: PAYROLL SYSTEM

I. STATEMENT.

All College personnel are paid on a semimonthly basis.

II. PROCEDURES AND RESPONSIBILITIES

A. Payroll will be issued on the 15th and the last day of each month; however, these dates could vary depending upon weekends and bank holidays. If the 15th or last day of the month falls on a weekend or bank holiday, payroll will be issued the preceding weekday.

B. The District Business Office processes the payroll semi-monthly. If the properly authorized payroll documents have not been received and entered into the payroll system by the Human Resources Office and District Business Office by the designated payroll deadline, the employee will be paid on the next subsequent payday. Campus Business Offices are authorized to dispense petty cash funds in these cases in the event of hardship if funds are available.

C. It is the responsibility of the Campus Deans and/or an employee's immediate supervisor to notify the Campus Business Office when an employee is terminating and of the date said employee should be taken off the payroll. The Campus Business Office is responsible for immediately notifying Human Resources to avoid overpayment to an employee.

D. Payroll corrections should be sent to the District Business Office via the completed Payroll Correction Form.

E. All employees of the College will be paid over 24 pay periods and receive compensation by direct deposit in their bank account. Employees can access a facsimile of their check and pay information via Web Services. Changes to direct deposit information can be made at the Campus Business Office or District Business Office.

TITLE: REIMBURSEMENT OF TAXABLE MEALS

I. STATEMENT. The Executive Council approved the procedures for reimbursing taxable meals to comply with IRS regulations.

II. PROCEDURES AND RESPONSIBILITIES

A. Requests for taxable meal reimbursements will be filed no more than once per month.

B. The reimbursement request must be forwarded to the Human Resources Office no later than the 16th day of the month and be paid on the payroll for the 30th of that month. (NOTE - If a reimbursement request is not received on a timely basis, it will be processed on the subsequent month's payroll for the 30th of that month.)

C. A unique reimbursement request form will be used for taxable meal reimbursements. This form is available through the Forms Repository.

D. Budget changes will be processed to transfer funds from travel accounts to the appropriate payroll and fringe benefit accounts to allow the reimbursement.

E. Reimbursement requests for meals bought for non-college employees will be processed with a check request and receipt attached. These reimbursements will be charged to an official function account rather than a travel account. Reimbursement requests must be accompanied by a budget change form and transferring funds from the appropriate travel account to the appropriate official functions account.

TITLE: ADMINISTRATION OF FEDERAL STUDENT AID FUNDS

I. STATEMENT. The College participates in several federal student financial aid programs: Federal College Work-Study Program (CWSP), Federal Supplemental Educational Opportunity Grants Program (SEOG), Pell Grants, and the Direct Loan Program. Administration of these programs shall be uniformly carried out throughout the College, in so far as possible, by following current applicable guidelines prescribed by the Department of Education for these programs. Proper documentation, both on the Campuses/Centers and in the District Office, is of the utmost importance. Frequent coordination among Financial Aid Directors, Deans of Student Services and Enrollment Management, Deans of Business Services, and District Business Office personnel is necessary to achieve this goal.

II. PROCEDURES AND RESPONSIBILITIES

Financial Aid Directors, Deans of Student Services and Enrollment Management, Deans of Business Services, and District Business Office personnel shall ensure that the desired degree of standardization is carried out by using the following procedures in the administration of these programs:

A. The Enterprise Resource Planning (ERP) System is used to document awards to each student. Award minimum/maximum amounts are established in the ERP.

B. A comment screen is used to document student contacts within the ERP. An Optical Character Recognition (OCR) program is used to image all documents associated with the awarding verification processes as well as the issuance of a professional judgment.

C. Professional Judgment Forms are used to document request for special circumstances (dependency override, income reduction, Satisfactory Academic Progress appeals, unusual medical/dental expenses, etc.).

D. Student refunds will be processed through a third-party refund provider and students will indicate their choice of method of receiving their refund. Options include using a vendor account to directly deposit funds into, using a bank account of student choice to directly deposit funds into, or having a paper check issued by the vendor and sent to the student via U. S. Mail. Students

who do not choose their preference will automatically be issued a paper check from the vendor.

E. The Financial Aid Directors will maintain and adhere to a Financial Aid Policy and Procedure Manual to ensure District consistency in processes.

TITLE: SUSPECTED COUNTERFEIT CURRENCY PROCEDURES

I. STATEMENT: The collection of cash makes up a significant portion of the business office transactions at Mississippi Gulf Coast Community College. In an effort to address the issue of counterfeit currency and protect the college and its employees, the college has developed a set of safeguarding measures as well as internal operating procedures which should be followed should a college employee receive counterfeit currency.

II. PROCEDURES AND RESPONSIBILITIES

All authorized, cash-handling personnel are responsible for exercising reasonable care in screening cash transactions for counterfeit currency. Whenever cash is received in the Business Offices, the individual accepting cash should verify all denominations of currency that are $20.00 and above. This is accomplished by using a counterfeit bill-detecting marker. If the ink from the marker turns yellow/amber/clear on the bill, the bill is considered acceptable. However, if the ink from the marker turns brown/black/gray on the bill, the bill is considered counterfeit. If a questionable bill is received, the following procedures should be followed:

THE PASSER IS THERE		**THE PASSER IS NOT THERE**	
1.	Stay safe!	1.	Stay safe!
2.	If a note received is identified as counterfeit, request that the passer present his/her student identification or drivers' license. Try to avoid informing the passer prior to police arrival.	2.	Identify the note received is counterfeit.
3.	Excuse yourself and notify the Dean of Business Services/Administrative Dean/Coordinator of Business Services.	3.	Notify the Dean of Business Services/Administrative Dean/Coordinator of Business Services.
4.	Contact the appropriate MGCCC Campus Police department. Let the Dispatcher know your situation and request an Officer. Be prepared to provide descriptions of the passer, any companions, and license plate numbers of any vehicles used, if possible.		PROCEED TO STEP 7.
5.	After recording information regarding the passer from his/her identification, return the passer's form of identification but **DO NOT** return the note to the passer unless the passer becomes aggressive and demands the note back. Maintaining your personal safety is more important than identifying a potentially counterfeit note.		

6.	Delay the passer, if possible, by asking the passer to stay until the MGCCC Campus Police arrives. Advise them that their cooperation is appreciated for the purpose of assisting campus police in determining the origin of where they may have acquired the counterfeit bill(s). If the passer decides to leave, do not try to stop them. a. CALMLY state that you are following procedure. "The bill may be counterfeit and I am required to follow procedure. Can you stay around until they arrive?" b. If they leave, make note of the passer's description, as well as that of any companions, and any other identifying details such as the license plate numbers of any vehicles used.		
7.	Limit the handling of the note. a. Write your initials and the date in the white border areas of the suspect note. b. Make a copy of the note – front and back. c. Carefully place the note in a protective covering, such as an envelope.	7.	Limit the handling of the note. a. Write your initials and the date in the white border areas of the suspect note. b. Make a copy of the note – front and back. c. Carefully place the note in a protective covering, such as an
8.	Fill out the USSS Counterfeit Note Report (PDF).	8.	Fill out the USSS Counterfeit Note Report (PDF).
9.	MGCCC officer will interview all involved individuals.		Proceed to Step 10.
10.	MGCCC officer will provide you with the case report number of the incident.	10.	MGCCC officer will provide you with the case report number of the incident.
11.	Surrender the note and copy of the completed USSS Counterfeit Note Report only to a properly identified police officer.	11.	Surrender the note and copy of the completed USSS Counterfeit Note Report only to a properly identified police officer.
12.	Contact the Deans of Business Services, the Comptroller, and the Vice President for Administration and Finance.	12.	Contact the Deans of Business Services, the Comptroller, and the Vice President for Administration and Finance.

A. If a counterfeit note is discovered by the college, then the account credited with receiving the funds will be debited for the amount of the counterfeit note(s), if known.

TITLE: OFFICIAL MEAL CHARGES

I. STATEMENT. According to a ruling by the Deputy Attorney General, Office of the Attorney General, State of Mississippi, dated September 20, 1971, it was ruled that the Board of Trustees could budget the cost of meals and refreshments for those required to attend official functions of the College, including, but not limited to, administrators, faculty, and other employees, provided the Board adopt such a policy. The Board of Trustees adopted such a policy on September 22, 1971 (see page 90, Minute Book 14). Accordingly, certain accounts are established in each year's budget.

Control over expenditures to be charged to these accounts is vested in the President for the Central Office, and in the Vice President for their respective campuses.

II. PROCEDURES AND RESPONSIBILITIES

The following general guidelines will be used in charging meals. Exceptions to these guidelines must be approved by the President or Vice President for Administration and Finance.

A. Meals for official Board of Trustees.

B. Meals provided for a general administrative nature on the campuses (i.e., purely for administrative matters, such as County Supervisors, local community key personnel, mayors, politicians, visiting college officials, guests of the Vice President, etc.). Vice Presidents have approval authority over these charges so long as they are within approved budget limitations.

C. Meals and food costs for college wide faculty meetings along with other Central Office sponsored meals of a general instructional nature. Meals of an instructional nature on the campuses (i.e., purely for instructional matters, such as career-technical representatives from state level, representatives from industry, etc., visiting for instructional matters, guests of department heads, etc.) will be charged to appropriate instructional official function accounts.

Documentation supporting the administrative and/or instructional nature of the meal(s) will be attached to each request for payment submitted to the Central Business Office and will be maintained at the Central Business Office.

Statement No. 413
OPR – VICE PRESIDENT, ADMINISTRATION AND FINANCE
September 30, 1980
March 19, 1987
December 6, 1988
January 28, 1999
December 11, 2008

TITLE: COLLEGE INVENTORY SYSTEM

I. STATEMENT. All equipment and furniture meeting the inventory criteria as defined in the Inventory Procedures Manual must be listed on a current, accurate inventory. Each department chairperson/supervisor is responsible for all items of equipment and furniture assigned or located in their assigned area. All employees will cooperate with the department chairperson/supervisor in maintaining and accounting for all property in their assigned area. Inventories of land and buildings will be maintained by the District Business Office.

Surplus Property: Items purchased from the Surplus Property Procurement Commission are to be inventoried at the property item's actual cost to the College.

Computer-Produced Inventories: Procedures outlined in the Inventory Procedures Manual shall be used to result in a computer-produced inventory.

Central Receiving Locations/Stations: Campuses/centers shall designate one central receiving location/station and assign one or more person's formal responsibility for receiving goods and beginning the inventory process as outlined in the Inventory Procedures Manual.

Assignment of Property Officers: Campuses/centers shall designate a Property Officer who shall be responsible for carrying out duties designated below. Names and titles of Property Officers shall be submitted to the Director of Purchasing and Property Control. When names change, the Director of Purchasing and Property Control shall be informed.

Salvage Committees: All recommendations relating to the removal of items from the equipment inventory shall be the province of the Salvage Committees. The Salvage Committees shall consist of three members on each campus and the District Office. The appropriate Executive Officer of the campus/center shall appoint members of the Salvage Committee. Members of the Salvage Committee shall be appointed for terms not exceeding three years and members may not succeed themselves. Terms of office shall be scheduled to provide for the appointment of one new member of each committee each year. Terms of office shall coincide with the fiscal year of the College. The Property Officer of each campus and the Director of Purchasing and Property Control shall not be members

of the Salvage Committee. The President at his or her discretion shall refer the recommendations to the Board of Trustees for appropriate action.

The disposition of items removed from inventory shall be the responsibility of the Director of Purchasing and Property Control and shall be in accord with the law.

Inventory of Equipment: Items to be included in the inventory of equipment due to their purchasing value or purpose are detailed in the Inventory Procedures Manual. Exception items will be regarded as equipment regardless of their purchasing value and are also detailed in the Inventory Procedures Manual. A staff member who is designated to carry out this responsibility must inventory all items delivered to a campus/center from vendors, or from any source.

II. PROCEDURES AND RESPONSIBILITIES

See the Inventory Procedures Manual for additional procedures and responsibilities.

III. PROCEDURES FOR INVENTORIABLE PURCHASES UNDER TITLE III

A. As with all Title III purchases, purchase requisitions must be approved in the District Office. The Vice President for Instruction and Student Services signs as the person "requested by" and the Title III coordinator initials the requisition.

B. Any item costing over $500 and meeting college inventory criteria will be considered inventoriable. Separate purchase requisitions must be made for inventoriable purchases.

C. Unless arranged in advance, all purchase requisitions will specify delivery to the District Office. District Office Title III personnel will complete receiving reports and will work with appropriate campus property officers to ensure that inventory numbers are assigned.

D. In order to keep inventory items acquired with external funds separate from regular college acquisitions a unique use code will be assigned to each external source. This will provide a clear audit trail for the auditors. The District Business Office will furnish these codes upon request.

E. If a Manufacturer’s Code does not appear on the master list, call the District Purchasing Office and request assignment of a code (be certain to use the manufacture, not the vendor’s name). The District Purchasing Office will send a memo to the District Business Office and the Deans of Business Services confirming assignment of the code.

F. The Fund Code for all Title III purchases is 2 (two)

Statement No. 414
OPR – VICE PRESIDENT, ADMINISTRATION AND FINANCE
June 7, 1979
January 16, 1989
February 13, 2004
August 26, 2005
December 11, 2008
December 10, 2009
June 10, 2010
August 3, 2011
September 10, 2014
June 7, 2017
January 17, 2024

TITLE: OFFICIAL COLLEGE TRAVEL

I. STATEMENT

"Employees of the college shall be reimbursed for expenses that are incurred in the performance of other than routine duties or activities for the college upon approval by the administration." In compliance with Mississippi Code Section 25-3-41, the College will reimburse employees for travel related expenses that an employee incurs in performing official duties of the College.

II. PROCEDURES AND RESPONSABILITIES

A. Employee Expenses

Before any travel is performed, the employee must submit a Request for Travel Authorization Form for approval to their Campus/Center Executive Officer. Additionally, if the travel is out of state, and requires overnight stay, the President of the College must approve the travel.

An employee traveling on official college business is expected to exercise the same care incurring expenses as would a prudent person traveling for personal reasons. Travel for college business should be conducted at a minimum cost for achieving the success of the purpose of the travel. Travelers shall request air, train, bus, hotel, and/or vehicle rental reservations as far in advance as possible and shall utilize the lowest logical rate available. All travel arrangements made through a travel agency must follow the purchase order system.

For travel which involves multiple persons, the higher ranking individual responsible for that area will coordinate the transportation using the criteria presented in Statement No. 407 when considering the type of vehicle and number of individuals. The starting point will be the employee's primary Campus/Center. Any individual wishing to deviate from these travel plans for personal reasons will assume all costs related to the use of his/her personal vehicle. Exceptions that are in the best interest of the college will require

approval of an Executive Officer of the campus/Center.

Immediately following official travel completion, a request for reimbursement should be made by the employee on a form titled Voucher for Reimbursement of Expenses Incident to Official Travel. Travel reimbursements will be processed as rapidly as possible so as to reimburse employees when their out-of-pocket money is used. When personal credit card charges are made, reimbursement will be made in time to meet billing deadlines of the credit charge company, whenever possible.

Employees who incur travel expenses on a regular basis as part of their official duties are urged to limit the number of travel vouchers submitted to the District Business Office to one per month for each individual so that the processing can be done as rapidly as possible. If, however, an employee does incur a large amount due them at any given trip or time, an additional reimbursement voucher would be in order.

B. College Vehicles

Upon the purchase or acquisition of a new vehicle, the District Purchasing Office will issue a Fuelman card with the new vehicle designation and property asset number. This card will be kept in the vehicle and be utilized for all fuel, oil, and repair purchases for the designated vehicle. A PIN number will be issued to the driver of the vehicle when necessary to accomplish these purchases. Fuelman or other college credit card charges will not be listed on the employee's travel voucher.

Fuelman cards shall be used only for gas, oil, and repairs for college vehicles. They shall not be used to purchase airline tickets, motel/hotel or food expenses.

When emergencies arise with college-owned vehicles and repairs are required that cannot be paid for with a Fuelman or other college credit card, the driver or person signing out the vehicle shall pay for such repair with college or personal money or must make arrangements by telephone or some other means with the District Business Office for credit to be extended for the emergency repairs. Such transportation expenditures shall be charged to an appropriate transportation account. Personal cash will be reimbursed if authorized.

Any use of college vehicles will be subject to Department of Motor Vehicle (DMV) background checks. Yearly submission of driver's license will be mandatory and subject to background checks throughout the year.

C. Travel Advances (In-State and Out-of-State)

Travel advances for employees in-state travel will not be provided. Subject to the rules and regulations of the Mississippi State Auditor's Office, travel advances to employees for out-of-state travel are allowed, provided the employee gives sufficient time to the appropriate business office to ensure the desired amounts are available. The

Campus/Center Deans of Business or the Comptroller have the authority to approve travel advances from imprest cash funds. An advance will not be issued earlier than 3 business days before the travel start date.

Employees must account for travel advances within 10 business days of return from official travel. The employee should submit to the District Business Office a Voucher for Reimbursement of Expenses Incident to Official Travel. Once reimbursement is received, the employee should repay the travel advance to the Business Office that issued the advance.

For guidance on student travel groups, reference Statement 720.

D. Use of Personal Vehicles

Employees traveling to or from a scheduled off-campus activity or meeting in their own vehicle will assume the same liability as any other travel. In case of accident or injury, the vehicle owners' insurance will be the primary source of payment. An employee without a valid driver's license will not be reimbursed for mileage. An employee who is not in possession of a valid driver's license and personal automobile insurance will not be allowed to conduct college business in a personal vehicle.

Reimbursement for the use of a personal vehicle for official College business is based on actual miles traveled and will be at a rate not to exceed the rate at which federal employees are reimbursed. The Vice President, Administration and Finance will notify employees if there is a change to the current reimbursement rate.

Reimbursement will be based on the shortest distance between the employee's Campus/Center and the destination. If the employee is traveling directly from their residence and the distance is shorter from home to the official destination than their work location, reimbursement should be calculated on the shorter distance.

If an employee chooses to drive and expenses for driving exceed the cost of the lowest unrestricted air fare, reimbursement will be limited to the cost of flying. If a college vehicle is available during the time of travel, an employee will not be reimbursed for use of their personal vehicle. It is the employee's responsibility to check with their campus/location to confirm if a college vehicle is available and provide documentation of such, along with their request for reimbursement. Exceptions are to be approved in advanced of scheduled travel by appropriate Vice President.

E. Taxes

Travel reimbursement will be made for all taxes paid by the traveler; however, when expenses incurred in the state of Mississippi are billed directly to the college, taxes will not be paid.

F. Meals

Employees shall be reimbursed the actual cost of meals incident to official travel, not to exceed the daily maximum allowable meal reimbursement as defined in Section II.F. below. When meals are provided at a conference or workshop, employees will not be reimbursed for the cost of meals consumed away from the conference for the same time. Conference agendas must be attached to the Voucher for Reimbursement of Expenses Incident to Official Travel. If special circumstances exist, for example, a food allergy prohibiting an employee from eating the meal provided, an exception will be made and reimbursement provided for that meal if a receipt is produced, the special circumstance is noted by the employee, and the request is approved by the Executive Officer.

Reimbursement of meal expenses incurred during official college travel where an overnight stay is not included are taxable to the employee. Reference Statement 409 Reimbursement of Taxable Meals for guidance on this type of reimbursement.

Alcoholic beverages will not be reimbursed.

G. Prior to Travel Expenses (PTE)

Employees can be reimbursed for public carrier tickets, deposits required by hotels, and conference registrations not paid directly by the college. PTE can be paid any time prior to the trip and is not subject to the 20 day prior to travel limit imposed for travel advances. Request for PTE reimbursements should be submitted to the District Business Office on the Voucher for Reimbursement of Expenses Incident to Official Travel, along with a copy of the employee's approved Authorization to Travel. Additionally, for public carrier tickets, a copy of the itinerary and receipt must be attached; for hotel deposits, a copy of the hotel confirmation and policy requiring a deposit must be attached; and for conference registrations, a copy of the conference registration form must be included.

When an employee receives a PTE reimbursement for a trip that is subsequently canceled, the employee must immediately notify their Campus/Center Executive Officer. If the trip was cancelled for personal reasons by the employee, the PTE reimbursement must be repaid to the College.

H. Lodging

For all reservations that are not booked through a travel agency or at a discounted conference rate, the traveler is required to request a government rate for the room reserved. Reimbursement will be made for lodging expenses incurred only when a detailed original itemized hotel bill showing a zero balance due is attached to the request for reimbursement. Express check out receipts which do not provide an itemized hotel bill are not acceptable.

If more than one employee shares a hotel/motel room, each employee may report a

pro-rata share of the costs on his/her travel reimbursement request, or all lodging expenses may be shown on one reimbursement request, provided that both travelers note the sharing of the room on their individual reimbursement requests.

I. Public Carrier (Air Fare)

Employees may make reservations for all travel arrangements using a state contract travel agency or by booking flights over the internet. A receipt and itinerary shall accompany the request for reimbursement.

For all flights that are not booked through one of the contract travel agencies, the employee must do a cost comparison to document that the most economical fare is being used by obtaining a minimum of two quotes on fares. The quotes must show the fare and any issuance cost. The quotes cannot be through a travel agency if not being used. The cost comparison must be submitted along with the employee's request for reimbursement.

J. Employee Reimbursement

Employees requesting reimbursement for official travel expenses shall report and claim payment on the Voucher for Reimbursement of Expenses Incident to Travel available through the Forms Repository. The request for reimbursement must be submitted within thirty days of the date travel was completed.

One employee should not claim expenses for another employee, except in the instance when a hotel room is shared. The room cost can be split and submitted separately, or one employee can submit both, provided that it is noted on the reimbursement request. For all other types of travel expenses, the traveler must submit a request for reimbursement for their own expenses.

For guidance on student travel groups reference Statement 720.

K. Maximum allowable daily meal reimbursement:

Section 25-3-41, Mississippi Code of 1972, Annotated, requires the Mississippi Department of Finance and Administration to establish the maximum daily rate for meal reimbursement of State employees while on official travel. The rate(s) established will be made available to all college employees by the Vice President, Administration and Finance.

Meal tips should be included in the actual meal expense unless the inclusion of the tips would cause the meals to exceed the maximum daily rate. If the daily limitation would be exceeded, the employee is allowed to record meal tips for each day in the "Other" column and not include it in the actual meal expense. Total meal tips shall not exceed 20% of the maximum daily rate claimed.

Statement No. 415
OPR – VICE PRESIDENT, ADMINISTRATION AND FINANCE
September 3, 1986
May 12, 1987
December 6, 1988
June 15, 2007
June 10, 2010
June 24, 2015

TITLE: STUDENT DEFERRED FEES

I. STATEMENT. It is the intention of the Mississippi Gulf Coast Community College to maximize revenues by collecting student accounts receivable. Therefore, student fees may be deferred only in the manner prescribed in the Procedures and Responsibilities section of this statement.

II. PROCEDURES AND RESPONSIBILITIES

A. The person in charge of making the decision to defer fees will be appointed by the Campus Vice President on each campus.

B. Students who have a balance due to the College on their record from a prior semester may not enroll until the outstanding balance is paid.

C. The payment dates for each Fall semester will be as follows: (or the last working day prior to these dates)

a. 1st Payment: Registration
b. 2nd Payment: September 30
c. 3rd Payment: October 30

D. The payment dates for each Spring semester will be as follows: (or the last working day prior to these dates)

a. 1st Payment: Registration
b. 2nd Payment: February 28
c. 3rd Payment: March 30

E. The payment dates for each summer semester will be as follows:

a. 1st Payment: Registration
b. 2nd Payment: The day before 2nd 5 weeks classes begin.

F. Fees in the Fall and Spring semesters may not be deferred beyond the 3rd payment date. Fees in the Summer semester may not be deferred beyond the 2nd payment date. A $40 fee will be assessed to each student's account by the Business Office after the final payment becomes delinquent and the student's account will be placed on hold. A student who maintains an account balance with the College will not be allowed to register for any future semester until his/her account balance is satisfied.

G. At the end of the semester, any student account with an outstanding balance may be sent to collections. In addition, upon withdrawal from the college, any student account with a balance may be sent to collections.

Exceptions to this procedure may be made by the Dean of Business Services with the concurrence of the Campus Vice President.

Statement No. 416
OPR – VICE PRESIDENT, ADMINISTRATION AND FINANCE
November 11, 1999
January 19, 2005
December 4, 2013
December 11, 2019

TITLE: FACILITIES AND GROUNDS USE PROCEDURES

I. STATEMENT. All facilities and grounds of MGCCC are intended to serve the essential functions of instruction, support services, cultural development, and community engagement and partnerships. To the extent that resources permit, MGCCC will attempt to accommodate requests for facility use by administrative and instructional units of the College, by recognized student organizations, and by other recognized community groups or sponsored organizations, subject to the conditions described in this document. All use of MGCCC facilities must be compatible with the mission of MGCCC. Activities inconsistent with the MGCCC mission will not be approved. Facilities under this statement are not intended for any activity if the purpose or result of such use is financial gain for any individual or group of individuals. Facilities are most appropriately used by administrative and instructional units of the College, by organizations and events supported by the College, for activities of students or staff and for public events.

II. PROCEDURES AND RESPONSIBILITIES

A. Priorities for Use of Facilities

The type of facility must be suitable for the requested use. Neither the timing nor the duration of an activity in a requested facility can conflict with the College's primary missions or the facility's priority use. The following priorities will be followed unless unique or unexpected circumstances lead the President or the appropriate Vice President to make an exception.
Scheduling of facilities must also provide adequate time to perform scheduled and unscheduled maintenance activities.

1. Instructional Space (lecture rooms, labs, classrooms, etc.)
   a. Scheduled Classes
   b. Open labs, independent study
   c. Administrative uses (e.g., registration, orientation programs, testing)
   d. College-Recognized student groups and organizations
   e. Administrative or Academic Unit sponsored groups and organizations.

2. Dining Facilities and Private Dining Rooms
   a. Dining functions during scheduled dining hours
   b. College administrative and instructional events
   c. College-recognized student groups and organizations
   d. Administrative or Academic Unit sponsored groups and organizations.

3. Meeting/ Conference Rooms
   a. College administrative and instructional units
   b. College-recognized student groups and organizations
   c. Administrative or Academic Unit sponsored groups and organizations.

4. Fine Arts Auditorium
   a. Performances of the music and theatre programs of the Fine Arts Department
   b. Rehearsals of the music and theatre programs of the Fine Arts Department
   c. Activities sponsored by the Fine Arts Department (e.g., concert series, theatre festival, piano festival)
   d. Activities of the administrative and instructional units of the College (e.g., faculty meetings, Awards Day programs, nurses' pinning ceremony, lecture series)
   e. Activities of Administrative or Academic Unit sponsored groups and organizations.

5. Arena Theatre at the Harrison County Campus and Black Box Theatre at the Perkinston Campus.
   a. Scheduled classes (lecture and lab) of the Fine Arts Department
   b. Performances and rehearsals of the Fine Arts Department
   c. Other theatre activities sponsored by MGCCC.

6. Gymnasiums and Other Sporting Venues
   a. Intercollegiate sports activities
   b. Scheduled classes of the Physical Education Department
   c. Activities of the administrative or instructional units of the college (e.g., registration)
   d. Activities of the Fitness Center
   e. Intramural activities
   f. Administrative or Academic Unit sponsored groups and organizations.

B. Facility Usage Fees

Users of College facilities are subject to a facilities usage fee. Recommended facility usage fees shall be determined by the College's Finance Council. The appropriate campus/center contact can provide specific pricing information for facility use. Vice Presidents may waive or reduce fees as deemed appropriate.

Special contracts for leasing space with other recognized organizations benefitting the institution may be negotiated and approved by the President as needed.

C. Procedures for Scheduling an Event

1. Schedule event with appropriate campus/center facility contact.

2. The appropriate campus/ center facility contact will complete the Hold Harmless Agreement and Rules and Regulations form and obtain signature of the individual or group that is using the facility except for State agencies.

3. The appropriate campus/ center facility contact will complete an Activity Request Form. *(A diagram of the requested set-up must accompany this form if furniture re-arrangement or set-up is required).*

4. If a charge is applicable for the facility, this amount must be collected by the campus or center Business Office prior to the use of facilities.

5. The Facilities Use Agreement, Activity Request Form, Hold Harmless Agreement and Rules and Regulations forms, as applicable, are then forwarded to the Vice President and/or Center Administrative Dean for final approval.

Statement No. 417
OPR – VICE PRESIDENT, PERKINSTON CAMPUS
July 1, 1972
September 5, 1978
December 6, 1988
February 11, 1993
July 17, 2019

TITLE: PERKINSTON HOUSING

I. STATEMENT. This Statement supersedes all previous published or unpublished policies or rules relative to Perkinston Campus Housing. The Perkinston Campus has limited housing accommodations available for occupancy by employees of the College. Accommodations range from small efficiency apartments to three-bedroom houses.

Rent for college housing is established at minimum rates plus utilities. Rent and utilities are paid by occupants of college housing through payroll deductions.

College housing exists for the benefit of the College and assignments to college housing are based on needs of the College.

The Housing Committee, composed of the Vice President of the Perkinston Campus, the President, and the Vice President for Administration and Finance makes the selection for assignment of college employees to college housing.

II. PROCEDURES AND RESPONSIBILITIES

A. It is the responsibility of the occupants of college housing to maintain the interior of the dwelling in a clean and orderly manner and to maintain the grounds (lawn, etc.) assigned to the dwelling at a standard of appearance acceptable to the College. Failure of the occupant to perform according to this section (Section II.A.) shall be cause for eviction from college-owned housing.

B. The College reserves the right to enter the dwelling to inspect and/or perform such maintenance and repairs deemed necessary by the College. Upon vacating college-owned housing the occupant agrees to remove all personally owned items immediately and to leave the interior of the house in a state of cleanliness acceptable to the College.

C. It is the responsibility of the occupant(s) of college housing to secure and provide proof of renters insurance, as indicated in the housing agreement, prior to occupancy.

TITLE: BANNER SECURITY

I. STATEMENT. The College's Data Management and Information System (BANNER) is a modular system that is fully integrated within a single database. The College regulates access to BANNER, other third-party modules, and all applications within the information management system.

II. PROCEDURES AND RESPONSIBILITIES

A. Access to the BANNER system is accomplished through security classes. These security classes correlate directly to job assignments and responsibilities. When an employee that needs access to information contained within BANNER joins or transfers within the Mississippi Gulf Coast Community College workforce, appropriate security classes are added and/or removed from that employee's user id upon the request of the employee's supervisor and concurrence of the appropriate Executive Officer. The appropriate supervisor is also responsible for notifying the IT Director of necessary modifications to an employee's security classes (i.e., access to information) within BANNER upon approval of the appropriate Executive Officer. These modifications may result from terminations, job function changes, etc.

B. Once a request for access to information contained within BANNER has been made by the appropriate supervisor of a college employee with concurrence of the appropriate Executive Officer, the Information Technology (IT) Director approves appropriate access to the database. The Database Administrator will then assign the appropriate security classes for access to information contained within BANNER.

C. Access to information within BANNER not accessible through the assigned security classes may be granted to users on an individual basis. This access must be approved by the person responsible for the data upon the request of the appropriate supervisor of the college employee with concurrence of the appropriate Executive Officer. For example, the Comptroller must approve all special access to financial data; the Human Resources director must approve all special access to Human Resources data; etc.

TITLE: RED FLAGS IDENTITY THEFT PREVENTION PROGRAM

I. STATEMENT. The "Red Flags Rule" has been promulgated by the Federal Trade Commission (FTC) in the FTC's implementation of Sections 114 and 315 of the *Fair and Accurate Credit Transactions Act of 2003*, an amendment to the *Fair Credit Reporting Act* (FCRA) pursuant to U.S.C. 1681s(a)(1). In response to this legislation, the College has established an Identity Theft Prevention Program ("the Program") to comply with the "Red Flags Rule." The Program is designed to assist in the detection, prevention, and mitigation of Identity Theft in connection with the opening and/or maintenance of a student or employee record within the College. The Program is appropriate to the size and complexity of the College as well as the nature and scope of college activities.

II. PROCEDURES AND RESPONSIBILITIES

The Red Flags Rule requires institutions that hold "covered accounts" (accounts as to which a person makes repeat payments) to develop and implement an Identity Theft Prevention Program. At the College, "covered accounts" are defined as student records/accounts and loans that are administered by the College. "Covered accounts" also include employee records/accounts. The College will ensure compliance with the Program by taking reasonable steps to:

1. Identify relevant Red Flags for covered accounts that 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 that the program is updated periodically to reflect changes in risks to college consumers and to the safety and soundness of the College from Identity Theft.

The Program shall, as appropriate, supplement College procedures and practices that control reasonably foreseeable risks of Identity Theft.

A. Identification of Red Flags

In order to identify relevant Red Flags, the College has considered the types of covered accounts offered and maintained, methods provided to open accounts, methods provided to access accounts, and previous experiences with Identity Theft. The College has identified the following Red Flags in each of the listed categories:

1. Suspicious Documents

    a. Identification document or card that appears to be forged, altered or inauthentic;
    b. Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document;
    c. Other document with information that is not consistent with existing student information; and
    d. Application that appears to have been altered or forged.

2. Suspicious Personal Identifying Information

    a. Identifying information presented that is inconsistent with other information the student provides (example: inconsistent birth dates);
    b. Identifying information presented that is inconsistent with other sources of information;
    c. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
    d. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address); and
    e. The social security number presented that is the same as one given by another student.

3. Suspicious Covered Account Activity or Unusual Use of Account

    a. Change of address for an account followed by a request to change the student's or employee’s name;
    b. Payments stop on an otherwise consistently up to date account;
    c. Account is used in a way that is not consistent with prior use;
    d. Mail sent to the student is repeatedly returned as undeliverable;
    e. Notice to the college that a student is not receiving mail sent by the college;
    f. Breach in the college's computer system security; or
    g. Unauthorized access to or use of the student's account information.

4. Alerts From Others

    Notice from a student, Identity Theft victim, law enforcement or other person that the College has opened or is maintaining a fraudulent record/account for a person engaged in Identity Theft.

B. Detecting Red Flags

1. Student Enrollment

In order to detect any of the Red Flags identified above associated with the enrollment of a student or the employment of an employee, the College will take the following steps to obtain and verify the identity of the person opening the account:

a. Require certain identifying information such as name, date of birth, academic records, home address or other identification; and
b. Verify the student's/employee's identity at time of issuance of identification card.

2. Existing Accounts

In order to detect any of the Red Flags identified above for an existing Covered Account, College personnel will take the following steps to monitor transactions on an account:

a. Verify the identification of students/employees if they request information (in person, via telephone, via facsimile, via email); and
b. Verify the validity of requests to change an address by mail or e-mail and provide the student/employee with a reasonable means of promptly reporting incorrect billing address changes.

C. Preventing and Mitigating Identity Theft

In the event the College detects any identified Red Flags, the College shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

1. Continue to monitor a Covered Account for evidence of Identity Theft;
2. Contact the student/employee;
3. Change any passwords or other security devices that permit access to Covered Accounts;
4. Not open a new Covered Account;

5. Provide the student/employee with a new identification number;
6. Notify the Vice President for Administration and Finance for a determination of the appropriate step(s) to take;
7. Notify law enforcement;
8. File or assist in filing a suspicious activities report; or
9. Determine that no response is warranted under the particular circumstances.

D. Staff Training and Program Evaluation

College personnel responsible for implementing the Program shall be trained in the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected. College personnel are expected to notify his/her immediate supervisor once they become aware of an incident of Identity Theft. At least annually, the Vice President for Administration and Finance shall report on compliance with the Program. The report may address such issues as the effectiveness of this Statement in addressing the risk of Identity Theft in connection with opening and maintaining Covered Accounts, service provider arrangements, significant incidents involving Identity Theft, and recommendations for changes to the Program.

E. Service Provider Arrangements

In the event the College engages a service provider to perform an activity in connection with one or more Covered Accounts, the college will take steps to ensure that the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of Identity Theft.

TITLE: FRAUD STATEMENT

I. STATEMENT. As a publicly supported institution, the college has fiduciary responsibility to conserve, preserve, and efficiently use all college resources. Mississippi Gulf Coast Community College employees must comply with applicable state and federal laws, policies set forth by the Board of Trustees, and procedures established by the college. No college employee shall perpetuate, engage in, or otherwise facilitate the act of committing fraud or theft.
Additionally, no college employee shall be compelled by a supervisor or a college official to violate a law or college policy.

II. PROCEDURES AND RESPONSIBILITIES

Employees are responsible for immediately reporting known or suspected incidents of fraud including theft and misappropriations of college assets to the Vice President of Administration and Finance.

This statement applies to any known or suspected fraud involving employees, customers, vendors, contractors, consultants, or other parties related to the college.

Employees that engage in fraudulent activities are not acting within the scope of their employment and should not expect protection under The Mississippi Tort Claims Act or any applicable college insurance policy.

It is the policy of the college to pursue legal action based upon the merits of the case in consultation with college legal counsel. In addition, employees engaging in fraud will be required to pay restitution, including the cost of the investigation.

The submission of a resignation by an employee accused or suspected of fraud or theft will not prohibit later disciplinary action including restitution and legal action. Should restitution be required, payment arrangements will be established through the Office of The Vice President of Administration and Finance, with approval from the President of the College.

No employee shall take a retaliatory act against an individual for reporting or causing to be reported, suspected wrongdoing, or for assisting in an authorized investigation of alleged wrongdoing.

Individuals who believe they have been subjected to retaliation in violation of this policy should notify the Office of the Vice President of Administration and Finance, and/or the Human Resources Department.

SECTION FIVE

Faculty

TITLE: FACULTY HANDBOOK

I. STATEMENT. Mississippi Gulf Coast Community College (MGCCC) is committed to world-class instruction. MGCCC accepts and recognizes the Faculty Handbook as the official college publication that describes, and outlines responsibilities and activities related to full-time/part-time faculty and instruction. The MGCCC Faculty Handbook shall be maintained in the Office of the Vice President, Teaching & Learning/Community Campus.

The Faculty Handbook is reviewed and updated annually through the Instructional Affairs Council and is located on the college website.

TITLE: FULL-TIME AND PART-TIME (ADJUNCT) TEACHING FACULTY JOB DESCRIPTION

I. STATEMENT. Full-time and part-time (adjunct) incumbent's primary responsibility is the teaching of courses in associate degree, diploma, or certificate programs. Teaching faculty must follow established policies and procedures and are encouraged to participate in appropriate organizations and activities.

II. DUTIES AND RESPONSIBILITIES

1. Assume responsibility for teaching subject matter in addition to good citizenship, respect for rights of others, respect for college property, and proper attitude.

2. Meet classes according to class schedule for the designated time periods.

3. Attend faculty or departmental meetings as requested.

4. Adhere to examination schedule unless prior permission is obtained.

5. Provide reasonable accessibility to students for conferences, advisement, or tutorial assistance. Full-time faculty refer to Statement No. 213. Part-time instructors are expected to be available at least one contact hour for each three-hour credit course per week or the equivalent.

6. Provide advice for students as necessary.

7. Maintain adequate records for all students and make timely reports as requested by Department Chairperson or College Administration.

8. Utilize available instructional support services, such as Learning Resources Centers, offered to students and faculty.

9. Conduct evaluation of classes according to college procedures using the standardized evaluation instrument.

10. Ensure instructional methodology and requirements are consistent with the College and respective departments.

11. Follow established policies and procedures to enhance instruction and contribute to the successful accomplishment of college goals, course objectives, student achievement, and professional development. The role of faculty members includes responsibility for the content, quality, and effectiveness of the curriculum at the state, institutional program, and course level.

12. Serve as a public relations representative for the Community College system.

13. Supervise and participate in extracurricular activities as assigned by administrative staff.

14. Ensure adequate evaluation of students' progress.

15. As assigned, provide faculty representation on college governance councils as described in the college Planning Manual.

16. Participate in college or state level academic/instructional committees as assigned.

17. Perform other duties and responsibilities as assigned by respective departments or college administration.

III. SPECIAL DUTIES AND RESPONSIBILITIES

To be completed by departments on campus/centers when required.

Statement No. 503
OPR – VICE PRESIDENT, TEACHING & LEARNING/COMMUNITY CAMPUS
January 25, 1995
May 8, 2007
August 13, 2025

TITLE: ACADEMIC QUALIFICATION AND COMPENSATION OF FACULTY

I. STATEMENT. Mississippi Gulf Coast Community College (MGCCC) is committed to world-class instruction and the employment of highly qualified faculty. All faculty members must have special competence in the fields in which they teach. This special competence is attested to by advanced study, culminating in appropriate graduate degrees, or by extensive work experience in the teaching fields or in a professional practice that is demonstrably of highest quality. Academic qualification must meet SACSCOC criteria for teaching in the respective field. In all cases of determining acceptable qualifications of faculty, MGCCC gives primary consideration to the highest earned degree in the discipline.

II. PROCEDURES AND RESPONSIBILITIES

A. Academic Faculty

1. All faculty teaching associate degree courses designed for transfer to a baccalaureate degree must possess at least a master's degree with a major concentration in the teaching field or a master's degree in any discipline and at least 18 graduate semester hours in the teaching field. Both the master's degree and graduate hours in the teaching discipline must be awarded by a higher education organization with institutional accreditation status.

2. In certain exceptional cases in academic areas, unique experiential qualifications in conjunction with demonstrated competence may substitute for advanced academic preparation. In such cases, the faculty member will provide documentation of excellence in teaching or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. Such exceptions will be fully documented and justified in a portfolio by the appropriate School Chairperson and approved by the Dean of Teaching & Learning, Campus Vice President, and the Vice President of Teaching & Learning and Community Campus.

3. Compensation on the MGCCC salary schedule will be based on the years of related full-time teaching experience and educational qualifications as determined by the Associate Vice President of Human

Resources and the Vice President for Administration and Finance and approved by the President.

B. Faculty in Career or Technical Fields

1. All faculty teaching career and technical courses must possess at least an associate's degree and required years of experience. The associate degree must be awarded by a higher education organization with institutional accreditation status.

2. In certain exceptional cases in career and technical areas, unique experiential qualifications in conjunction with demonstrated competence may substitute for an associate's degree. In such cases, the faculty member will provide documentation of experience in demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. Such exceptions will be fully documented and justified in a portfolio by the appropriate School Chairperson and approved by the Dean of Teaching & Learning, Campus Vice President, and the Vice President of Teaching & Learning and Community Campus.

3. Career and Technical faculty must meet or agree to meet the Mississippi Community College Board (MCCB) competency-based certification requirements as outlined in the current *Qualifications Manual for Postsecondary Career and Technical Personnel*.

4. Compensation on the MGCCC salary schedule will be based on the years of related full-time teaching experience and educational qualifications as well as work experience determined by the Associate Vice President of Human Resources and the Vice President for Administration and Finance and approved by the President.

C. Compensation for advanced graduate work is described in Statement No. 212.31.

TITLE: INTELLECTUAL PROPERTY

I. STATEMENT. This statement provides guidelines for the management of intellectual property resources produced by Mississippi Gulf Coast Community College faculty, administration, staff, students, or anyone utilizing college facilities or engaged under the direction of college personnel.

II. PROCEDURES AND RESPONSIBILITIES

A. Definitions of Terms

A. Intellectual Property: Intellectual property refers to works that are typically eligible for copyright or patent protection, created when something new has been conceived or when a non-obvious result which can be applied for some useful purpose has been discovered using existing knowledge. Such works include, but are not limited to, literary, dramatic, musical, and artistic works, computer software, multimedia presentations, teaching materials, online course "shells," and inventions.

B. Creator: The inventor, developer, author, or creator of a copyrightable work or patentable invention.

C. Work for Hire: Work prepared by an employee or student within the scope of his/her stated job description or work specifically ordered or commissioned to be created by the employee or student.

D. Nominal Use of Resources: Nominal use of college resources refers to use of tools, materials, and other resources that are generally available to all college personnel in the performance of normal job responsibilities. This includes office space, office equipment, library resources, and network resources.

E. Substantial Use of Resources: Substantial use of college resources refers to use of tools, materials, and other resources that are qualitatively and/or quantitatively beyond those which are normally provided to all college personnel in the performance of normal job responsibilities.

B. Ownership of Intellectual Property

A. Externally Sponsored Projects: Mississippi Gulf Coast Community College may negotiate grants and contracts with external sponsors such as business and industry, government agencies, and foundations that specify the ownership of intellectual property created as a result of the sponsored activity. Employees and students working on sponsored projects will be notified in advance of any terms of ownership specified in the grant or contract.

B. College Sponsored Projects: The College will own intellectual property created by employees and students who were assigned or employed ("work for hire") specifically to create the intellectual property, or when the creation of the intellectual property required substantial use of college resources. This includes, but is not limited to, uniform courses of study (uniform syllabi), handbooks, college web pages, computer programs, artwork or electronic media created for the college, and online course "shells." The college retains ownership of materials created for college publications.

C. Teaching and Classroom Materials: The creator will retain intellectual property rights to teaching and classroom materials, such as problem sets, lecture notes and hand-outs, laboratory manuals, and study guides, not subject to the above restrictions. When the creator is an employee or student at the college, the college will be granted a non-exclusive, non-transferable, royalty-free, perpetual license to use, display, copy, and prepare derivative works of such materials for its internal use.

D. Student-Created Materials: The College will retain ownership of student projects, displays, artwork, electronic media, and other intellectual property created using college-provided supplies, facilities, and equipment. The student will retain ownership of papers and essays, as well as other forms of intellectual property created at their own expense, except in such cases where ownership is transferred to the college for purposes of publication or where the student voluntarily transfers ownership to the college.

E. Independent Projects: Intellectual property created by a college employee that is not part of the creator's employment responsibilities and that is produced on the employee's own time without making more than nominal use of college resources shall be owned by the creator.

F. Joint Works: When a work involves multiple creators including individuals who are not college employees, the guidelines described above will be used to determine the college's interest in the resulting intellectual property.

G. Logos, Trademarks, and College Name: Mississippi Gulf Coast Community College owns all trademarks and service marks related to goods and services distributed by the college. Identifying marks include, but are not limited to, the name “Mississippi Gulf Coast Community College,” “MGCCC,” the official college seal, the college logo and derivative designs, and all future trademarks, service marks, and logos used by the College.

H. Use of the College Name: Employees are permitted to identify themselves using the name of Mississippi Gulf Coast Community College in connection with activities outside the college environment that are consistent with the College’s mission, vision, and values. In using the college’s name in this fashion, employees must ensure that the college’s name is used in an appropriate context and in a manner that does not imply endorsement of a particular activity, product, service, or organization.

C. Administration of Intellectual Property

A. Use of Copyrighted Works: It is the responsibility of the creator of any form of intellectual property to ensure that copyrights held by other entities are not infringed and that appropriate permission has been obtained for the use of copyrighted material.

B. Disclosure: Any employee who plans to create intellectual property developed nominally or substantially with college equipment, materials, facilities, or other resources during working hours, and who intends to copyright, patent, or otherwise merchandise the products of that work will make written disclosure to their immediate supervisor, who will transmit the disclosure through the established chain of authority to the President. For faculty, this would normally be the Department Chair, Instructional Dean, Campus Vice President, Vice President of Teaching & Learning/Community Campus, and President.

C. Compensation for Commercial Development: In cases where commercial development results from intellectual property that has been developed making substantial use of college resources but is not a “work for hire,” the President will assign a special committee to work with the creator(s) of the work to determine reasonable compensation for the work. In such cases, the College will endeavor to recover its costs (materials, equipment, facilities, and time) associated with the work before assigning special compensation to the creator.

D. Textbooks and Teaching Materials Produced for Commercial Distribution: College personnel who author textbooks or other materials for commercial distribution must not use their position within the college

for personal gain by requiring purchase of the materials by students or the college.

E. Dispute Resolution: Any dispute involving an employee and the College regarding intellectual property will be subject to the procedures outlined in Statement No. 242. Any dispute involving a student and the College regarding intellectual property will be subject to the procedures outlined in Statement No. 718.

TITLE: FACULTY EVALUATION PROCEDURES

I. STATEMENT. The purpose of faculty evaluation is the improvement of instruction. The system described here includes student evaluations of faculty, classroom observation, supervisor evaluation, and self-evaluation components, as well as planned professional development activities. This statement describes the faculty evaluation procedures for full-time and adjunct faculty members.

II. PROCEDURES AND RESPONSIBILITIES

A. Evaluation Procedures

A new faculty member is defined as any person first teaching at MGCCC. Regardless of experience elsewhere, an instructor will be evaluated as a new faculty member when first hired on a full-time basis at MGCCC.

1. Full-Time Faculty Members with Three Years or Less at MGCCC

For full-time faculty members with three years or less at MGCCC, the evaluation system has the following components:

a. Student Evaluations: Student evaluations will be conducted for all classes each semester for the first-year faculty member. Student Evaluation of Faculty form is used.

b. Classroom/Clinical/Lab Observation: Observation will be conducted by a supervisor once during the fall semester and once during the spring semester for the first year and then once a year for years two and three. The first classroom observation visit will be an announced visit and the remaining observations will be drop-in visits. The observation is not to be punitive but rather improvement oriented. Classroom/Clinical/Lab Observation Form is used to document classroom observations by the supervisor.

c. Mandatory Employee Development: All full-time faculty are required to earn 15 clock hours of Employee Development each year. Tracks/Sessions can be assigned by the appropriate School Chairperson and/or Dean of Teaching and Learning, if improvement is needed in specific areas.

d. Supervisor Evaluation: The School Chairperson will complete an evaluation for the faculty member during the spring semester using the Chair Evaluation of Faculty form.

e. Self-Evaluation: The faculty member will complete a self-evaluation during the spring semester using the Faculty Self-Evaluation form. As part of the self-evaluation, the faculty member will conduct a peer observation and complete the Peer Observation form. The purpose of the peer observation is for self- reflection and learning; the peer observation is not an evaluation of another faculty member.

f. Review: At the conclusion of each year, the faculty member will meet with the School Chairperson to review all evaluations. At that time, the School Chairperson will complete the Summary Evaluation of Faculty form to summarize Student Evaluations, Classroom/Clinical/Lab Observation, Chair Evaluation, and Faculty Self-Evaluation. Both the faculty member and supervisor will sign the summary form.

   Following this conference, the faculty members will prepare an Enrichment Plan outlining professional development and improvement activities for the upcoming year. Beginning with the second year of employment, instructors will complete an Enrichment Plan Follow-Up in preparation for the conference.

2. **Full-Time Faculty Members with Four or More Years at MGCCC**

   For full-time faculty members with four or more years at MGCCC, the evaluation system has the following components:

   a. Student Evaluations: Student evaluations will be conducted Student Evaluation of Faculty form is used.

   b. Supervisor Evaluation: The School Chairperson will complete an evaluation of the faculty member during the spring semester using the Chair Evaluation of Faculty form.

   c. Self-Evaluation: The faculty member will complete a self-evaluation during the spring semester using the Faculty Self-Evaluation form. As part of the self-evaluation, the faculty member will conduct a peer observation and complete the Peer Observation form. The purpose of the peer observation is for self- reflection and learning; the peer

observation is not an evaluation of another faculty member.

d. Mandatory Employee Development: All full-time faculty are required to earn 15 clock hours of Employee Development each year. Tracks/Sessions can be assigned by the appropriate School Chairperson and/or Dean of Teaching and Learning, if improvement is needed in specific areas.

e. Classroom/Clinical/Lab Observation: Classroom observation by a supervisor is conducted at the discretion of the Dean of Teaching and Learning/Center Administrative Dean. The Classroom/Clinical/Lab Observation Form will be used to document classroom observation.

f. Review: At the conclusion of each year, the faculty member will meet with the School Chairperson to review all evaluations. At that time, the School Chairperson will complete the Summary of Evaluation of Faculty Form to summarize Student Evaluations, Chair Evaluation, and Faculty Self- Evaluation. Both the faculty member and supervisor will sign the summary form.

   Faculty members will complete an Enrichment Plan Follow-Up in preparation for the conference. Following this conference, the faculty members will prepare an Enrichment Plan outlining professional development and improvement activities for the upcoming year.

3. **Adjunct Faculty Members**

   For adjunct faculty members, the evaluation system comprises the following:

   a. Student Evaluations: Student evaluations will be conducted for all sections that an adjunct faculty member teaches. Student Evaluation of Faculty form is used for student evaluations.

   b. Supervisor Evaluation: The School Chairperson will complete an evaluation using the Chair Evaluation of Faculty form for the adjunct faculty member once annually, preferably during the first semester that the adjunct teaches that year.

   c. Self-Evaluation: Once annually, the adjunct faculty member will complete a self-evaluation using the Faculty Self-Evaluation form. As part of the self-evaluation, the faculty member will conduct a peer observation and complete the Peer Observation form. The purpose of the peer observation is for self-reflection and learning; the peer observation is not an evaluation of another faculty member.

d. Classroom/Clinical/Lab Observation: Classroom observation is conducted for adjunct faculty members at the discretion of the Dean of Teaching and Learning/Center Administrative Dean. The Classroom/Clinical/Lab Observation is used to document classroom observation.

e. Review: Once annually, the adjunct faculty member will meet with the School Chairperson to review all evaluations. At that time, the School Chairperson will prepare the Summary Evaluation of Faculty form to summarize Student Evaluations, Supervisor Evaluation, Self-Evaluation, and Classroom/Clinical/Lab Observation if observation has been performed. Both the adjunct faculty member and the supervisor will sign the summary form.

4. **Online Instructors**

For all faculty members who teach online courses including full-time and adjunct faculty members, the evaluation system contains the same components of their evaluations listed above in sections 1, 2, and 3. Online courses are evaluated as part of the regular evaluation process and course load.

5. **School Chairpersons**

School Chairpersons are evaluated both as administrators and as faculty. The Dean of Teaching and Learning serves as the supervisor and coordinates evaluations of School Chairpersons.

a. School Chairperson Evaluation as Faculty

The evaluation process is the same as that outlined in section 1 or 2 above for faculty members with the exception that the Dean of Teaching and Learning completes the forms.

b. School Chairperson Evaluation as Administrator

i. Supervisor Evaluation: The Dean of Teaching and Learning will complete an evaluation using the Administrative Evaluation & Behavior Expectations form (PER-GEN-64 (A-3/19)) for the school chairperson once annually.

ii. Review: At the conclusion of each year, the school chairperson will meet with the Dean of Teaching and Learning to review all evaluations. At that time, the Dean of Teaching and Learning will complete the Summary of

Evaluation of Faculty form to summarize Faculty Evaluations, Supervisor Evaluation, and Self-Evaluation. Both the school chairperson and supervisor will sign the summary form.

c. Nursing and Health Professions School Chairperson

The Nursing and Health Professions School Chairpersons are evaluated annually as Administrators.

B. Documentation

School Chairpersons transmit originals of the Summary Evaluation of Faculty forms to the Dean of Teaching and Learning and retain copies of all other forms and documentation. The faculty member will be provided with copies of the Summary Evaluation of Faculty form, Chair Evaluation of Faculty, typed comments, and Classroom/Clinical/Lab Observation form, if used.

Deans of Teaching and Learning retain copies of Summary Evaluation of Faculty forms and typed comments and transmit originals of the summary forms to the Human Resources Office for the appropriate personnel file.

School Chairpersons also transmit copies of Enrichment Plans to the Dean of Teaching and Learning. Deans of Teaching and Learning keep track of mandatory employee development hours required for instructors.

C. Evaluation Forms

The most current versions of all forms are available on the form's repository. Forms used in the faculty evaluation process are as follows:

- Summary Evaluation of Faculty
- Chair Evaluation of Faculty
- Classroom/Clinical/Lab Observation form
- Peer Observation form
- Faculty Self-Evaluation
- Student Evaluation of Faculty

For evaluation of School chairpersons, five additional forms are used:

- Administrative Evaluation & Behavior Expectations form (PER-GEN-64(A-3/19))

TITLE: ACADEMIC FREEDOM

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

Faculty members, who deep that their academic freedom has been violated, can submit formal complaints by following the guidelines set forth in Statement No. 242, Due Process Procedures for Employees, in the MGCCC Policies and Procedures Manual.

SECTION SIX

Learning Resources Centers

TITLE: LEARNING RESOURCES CENTERS (LRC)

I. **STATEMENT.** There shall be on each campus an area designated as the Campus Learning Resources Center (LRC). This area shall be comprised of the following sections: Library, Learning Lab, and Media Services. Every possible barrier, whether physical or psychological, shall be eliminated between the patron and services provided. Learning Resources Centers shall provide services and assistance to all areas of the college operation.

II. PROCEDURES AND RESPONSIBILITIES

The following statements in the 600 series provide administrative provisions, procedures and responsibilities designed to ensure successful operation of the Learning Resources Centers.

A. Campus Learning Resources Centers shall make their services available to both on-campus and related College facilities. For example, the Perkinston Campus Learning Resources Center shall provide services to the George County Center. The Harrison County Campus Learning Resources Center shall provide services and assistance to the Keesler Center, the Community Campus, the West Harrison County Center, and the Naval Construction Battalion Center. The Jackson County Campus Learning Resources Center shall provide support and services required by the inplant program and Naval Station Pascagoula.

B. The overall operation of the Learning Resources Centers shall be based on the Principles of Accreditation established by the Southern Association of Colleges and Schools Commission on Colleges.

TITLE: LEARNING RESOURCES COMMITTEES AND COUNCIL

I. STATEMENT. A committee shall be established on each campus to aid the Learning Resources Center (LRC) personnel in carrying out the various functions required to support an outstanding instructional program. Membership shall consist of but shall not be limited to: Assistant Dean for the LRC, Department Chairpersons, faculty members, staff members, and students, if desired. Size and individual appointments to the Committee (except for the Assistant Dean) shall be determined by the Campus Vice President with the advice of the Dean of Instruction, and Administrative Deans. All members shall have a vote. Election of the Chairperson will be a function of the Committee. Appointments to the committees shall be on a one-, two-, or three-year basis (except for the Assistant Dean for the LRC), with a like number added to and detracted from the Committee each year.

When necessary, subcommittees may be appointed to address specific issues related to the campus' LRC. Results of subcommittee discussions shall be presented to the Campus Committee for final campus recommendations. These campus recommendations will be submitted to the Campus Instructional Deans and Campus Vice Presidents for final recommendations to the College Learning Resources Council (attention: Vice President, Teaching & Learning/Community Campus, District Office).

The College Learning Resources Council is appointed by the President and shall be made up of Assistant Deans for the LRC, the Technical Services Librarian, members of the LRC staffs from the different campuses, and other college faculty and staff as deemed necessary or appropriate by the Vice President of Teaching & Learning/Community Campus. The Vice President of Teaching & Learning/Community Campus shall chair the Council.
There will be an equal number of voting representatives appointed from each campus.

II. PROCEDURES AND RESPONSIBLITIES

LRC representatives from each campus department and program will be identified and will meet with the Assistant Dean for LRC.

A. It will be the responsibility of the LRC faculty member liaison to provide the LRC with information concerning the instructional requirements for the

department or program that can be met through the various services provided by the Learning Resources Center. This information will be obtained after meeting with all members of the department or program. An agreement will be reached among the faculty relative to the overall LRC needs of the department or program that will be presented to the Assistant Dean for the LRC.

B. The Assistant Dean for the LRC will meet with each departmental and program LRC representative once each year to discuss the needs of that department or program relative to the LRC.

C. The College Learning Resources Council shall meet at least once each semester on the call of the Chairperson. Minutes of the meetings shall be distributed to members of the Council and shall be maintained in the Office of the Vice President of Teaching & Learning/Community Campus.

D. The College Learning Resources Council is responsible for reviewing recommendations that impact on the different campus Learning Resources Center operations. The College Learning Resources Council shall act on these recommendations with these actions being recommended to the Executive Council for final approval.

TITLE: LEARNING RESOURCES CENTER EVALUATION

I. STATEMENT. The documents used to examine the Mississippi Gulf Coast Community College Learning Resources Center (LRC) operations are the SACSCOC Principles of Accreditation and MGCCC Standards and Measures.

II. PROCEDURES AND RESPONSIBILITIES

A. An annual report will be compiled by the Assistant Deans of the LRC and combined into one college-wide report.

B. The LRC annual report will include information comparing the campus LRC to MGCCC Standards and Measures and SACSCOC Principles of Accreditation.

C. Copies of each report will be submitted to the Campus Vice President, Dean of Instruction, Administrative Deans, College President, and Vice President, Teaching & Learning/Community Campus.

D. Such information as may be required for local, state, and national reporting shall be provided to the District Office, in formats prescribed and when required. Records shall be maintained to provide normal annual reporting. Appropriate information concerning the LRC will be provided to the Vice President, Teaching & Learning/Community Campus and the College Director of Institutional Research and Planning.

TITLE: LEARNING RESOURCES CENTER RECORDS

I. STATEMENT. Complete records of Learning Resources Center (LRC) acquisitions, usage, and media production will be maintained by Learning Resources Centers when needed for official reports required for local, state, regional and/or national purposes.

II. PROCEDURES AND RESPONSIBILITIES

The Assistant Deans or appropriate Department Chairs for the LRCs are responsible for ensuring that the following records for each section of the LRC are maintained and reported on as required:

A. Library: circulation records, accession records, and hours of operation.

B. Media Services: circulation records, production records, and hours of operation.

C. Learning Lab: circulation, student/staff contact hours, student contact hours, and hours of operation.

D. Entire LRC: inventory of equipment in accordance with the provisions of Statement No. 413.

TITLE: LEARNING RESOURCES CENTER BUDGET

I. STATEMENT. Sections of the unrestricted portion of the Educational and General (E&G) Budget are devoted to the funding of each campus' Learning Resources Center (LRC).

II. PROCEDURES AND RESPONSIBILITIES

A. The Assistant Dean for the LRC, will prepare a budget recommendation for presentation to the Dean of Instruction and will:

1. Use meetings with the campus LRC representatives to obtain their views on proposed needs for the budget year.

2. Develop LRC Objective Criteria for Strategic initiatives to reflect the proposed LRC budget.

3. Use the budget preparation guidance provided by the Vice President for Administration and Finance and the budget recommendations of the campus' Dean of Instruction.

TITLE: LEARNING RESOURCES CENTER PERSONNEL

I. STATEMENT. The Learning Resources Center (LRC) shall be under the direction of the Assistant Dean for the Learning Resources Center or appropriate Department Chairperson. Qualified professional, non-professional, and paraprofessional personnel will staff the LRC.

II. PROCEDURES AND RESPONSIBILITIES

A. Selection of Assistant Dean:

1. The President will appoint, upon the recommendation of the Campus Vice President, the Assistant Dean for the Learning Resources Center.

2. The Assistant Dean will be selected in accordance with Statement No. 212.2: Recruitment of Full and Part-time Employees in the MGCCC Policies and Procedures Manual.

B. Each Assistant Dean will develop and recommend to the Deans of Instruction job vacancy announcements to include specific duties and responsibilities when positions within the directorate need to be filled.

TITLE: LEARNING LAB PERSONNEL

I. STATEMENT. The Learning Lab Personnel works under the direction of the Assistant Dean of Learning Resources and/or appropriate School Chairperson.

II. PROCEDURES AND RESPONSIBILITIES

A. Learning Lab Instructors are academic faculty. Learning Lab Faculty are paid on the 9-month faculty salary schedule.

B. Learning Lab faculty are required to hold a master's degree with a major concentration in the field they are teaching or a master's degree in any discipline and at least 18 graduate hours in the teaching field from a higher education organization with institutional accreditation status.

C. Learning Lab faculty compensation on the MGCCC salary schedule will be based on the years of related full-time teaching experience and educational qualifications as determined by the Associate Vice President of Human Resources and the Vice President for Administration and Finance and approved by the President.

D. Refer to statement No. 303.1 for the Statement of College Faculty Load (including section II on Overload Pay), statement No. 501 for Full-Time and Part-Time (adjunct) Teaching Faculty Job Description, and statement No. 503 for full statement of Academic Preparation and Compensation of Faculty.

TITLE: LEARNING RESOURCES CENTER BUILDINGS AND EQUIPMENT

I. STATEMENT. The Learning Resources Center (LRC) shall be housed in a well-lighted, ventilated, sound-conditioned and adequately equipped building.

II. PROCEDURES AND RESPONSIBILITIES

A. The Assistant Dean for the Learning Resources Center shall recommend to the Dean of Instruction the addition of space, shelving, equipment, storage, and other facilities as needed.

B. The Assistant Dean for the Learning Resources Center, with assistance of the Learning Resources personnel as necessary, shall be involved in the planning of all new Learning Resources Center facilities and in the selection of all additional Learning Resources Center equipment and software.

TITLE: LEARNING RESOURCES CENTER HOURS OF OPERATION

I. STATEMENT. The Learning Resources Centers (LRC) shall be open for service based on student and faculty needs.

II. PROCEDURES AND RESPONSIBILITIES

A. Learning Resources Center hours shall be determined by the Assistant Dean for the Learning Resource Center with the approval of the Dean of Instruction based on the needs of the students and faculty.

B. A professional-level LRC person will be on duty at all times the Learning Resources Centers are open for service to students.

Statement No. 608
OPR – VICE PRESIDENT, TEACHING & LEARNING/COMMUNITY CAMPUS
July 1, 1978
November 18, 1982
December 6, 1988
July 25, 1991
December 6, 2001
April 12, 2012

TITLE: LEARNING RESOURCES CENTER PRINT, NON-PRINT, AND SOFTWARE COLLECTION

I. STATEMENT. Mississippi Gulf Coast Community College (MGCCC) shall develop collections which support: (1) the goals and mission statement of the College; (2) content of courses offered in the curriculum; (3) teaching methods of faculty members; and (4) special needs of the students. The development of the campus' collection must be a cooperative responsibility of Learning Resources Center (LRC) Assistant Deans, directors, faculty, staff, students, and other concerned committees/groups.

Each instructor is expected to become familiar with the resources of the Learning Resources Center and make full use thereof in developing his/her teaching program. Each instructor should promote positive habits, attitudes, and skills of students in use of the Center. Learning Resources Center personnel will make known to all instructors the facilities and collections available in the Learning Resources Centers.

Books from the circulating collection are checked out for three (3) weeks and may be renewed if not in demand. Only employees may borrow periodicals and special reference works for short periods of time. Instructors may reserve Learning Resources Center holdings for classroom use. Learning Resources Center materials may be reserved for part or all or a semester.

The Assistant Dean and/or Department Chairpersons shall be responsible for ensuring that details of all facets of the Learning Resources Center are made known to instructors and to students through orientations, written notification, handouts, and pamphlets.

II. PROCEDURES AND RESPONSIBILITIES

Each campus Learning Resources Center shall endeavor to follow professional standards of operations.

A. Recognized bibliographic and selection aids shall be used in selection of Learning Resources Center collections.

B. The faculty will have the opportunity to recommend additions and deletions in their respective fields of competency.

C. Learning Resources Center personnel shall have responsibility for selection and deletion of materials in their respective sections in accordance with the library handbook. When appropriate, in deleting materials, the provisions of the College Inventory System shall be followed.

D. Following College Inventory Policies, a properly completed Property Salvage Report listing the items to be discarded will be submitted to the Campus Property Officer for action by the Campus Salvage Committee. If approved, the Property Salvage Report will be forwarded to the President for submission to the Board of Trustees.

E. Learning Resources Center personnel are responsible for retrieval of overdue materials at the end of each semester. Overdue publicit methods include lists, notices, signs, posters, public address announcements, telephone calls, e-mails, and bulletins.

F. Campus instructors are strongly urged to require library-related assignments such as term papers, speeches, and book reports to be completed before, or at the latest during, the last week of regularly scheduled classes before final examinations begin.

G. Students will be required to pay for damaged and/or unreturned Learning Resources Center items before being allowed to enroll at the College at any time subsequent to the damage/loss of the item(s). Registration will not be finalized until those students with overdue materials from their previous semester's attendance have reimbursed the Learning Resources Center for such damages/losses.

SECTION SEVEN

Student Personnel Services

TITLE: STUDENT HANDBOOKS

I. STATEMENT. Student handbooks shall be published on each of the campuses for the benefit of the students attending or who might attend that campus. Centers may publish their own or use the handbook of the parent campus. These publications normally have information that is College common, (i.e., message from the President, Board policies related to students, constitution of the College Student Government Association, due process procedures for students, Family Education Rights and Privacy Act, traffic rules and regulations, etc.,) and information that is designed for the specific campus or center. Board- approved policies may impact on either part. Accordingly, the Vice President for Instruction and Student Services and Deans of Student Services share responsibility to ensure that information contained in the *Student Handbook* is current with each publication.

II. PROCEDURES AND RESPONSIBILITIES

A. The Vice President for Instruction and Student Services and Deans of Student Services jointly share responsibility for accuracy and currency of information in student handbooks.

B. The Vice President for Instruction and Student Services has primary responsibility for ensuring accuracy and completeness and currency of information in the College-common portion. Deans of Student Services are requested to coordinate on drafts of this portion each year. The College-common portion will be the first portion in each *Student Handbook*.

C. Deans of Student Services are responsible for accuracy and completeness and currency of the campus portion of the student handbook. Only information needed by the student will be included. Normally, information contained in the *College Catalog* will not be copied in the S*tudent Handbook* unless there is an important reason to duplicate the information.

D. A matter of concern in publishing each annual version of the *Student Handbook* is currency, especially as to changes in Board policy that might have been approved since the last publication date.

III. DATES. The following dates are expected to be met in production of student handbooks:

DATE	ACTION
March 1	Vice President for Instruction and Student Services and Deans of Student Services meet for preliminary review of changes required for new publication.
April 1	Drafts to Institutional Relations Department for review.
May 1	Camera-ready copy to Print Shop, District Office.
June1	Printing completed and reference handbooks distributed to campuses/centers.*Student Handbook* will not be distributed to students but will be posted on the College website at www.mgccc.edu as of June 1 of each year.

Statement No. 701

OPR – VICE PRESIDENT, STUDENT SERVICES, ENROLLMENT STRATEGIES, AND ADVANCEMENT

July 1, 1972
December 6, 1988
September 28, 1989
April 10, 2008
November 18, 2015
June 18, 2025

TITLE: STUDENT PERSONNEL RECORDS

I. STATEMENT. The Mississippi Gulf Coast Community College shall maintain adequate student records. Student personnel records are the primary responsibility of the Dean of Student Services on each campus and the Administrative Dean at each center. Files are located within the admissions, records, and financial aid office/area on each campus or center.

II. PROCEDURES AND RESPONSIBILITIES

The College manages student records under the policies established by the Family Education Rights and Privacy Act (FERPA), the recommendations of the American Association of Collegiate Registrars and Admission Officers (AACRAO), and State and Federal regulations. Designated personnel working in the offices where the College maintains vital records assume responsibility for electronically recording and storing the appropriate documents as outlined below and tracking the disposal of documents in accordance with college policy (see Statement No. 224). In accordance with institutional policy and state codes, records (digital and / or physical) of students inactive for ten years are subject to authorized disposal.

A. Admissions Records for Enrolled Students. An enrolled student's permanent record will include the following:

1. Application(s) for Admission
2. Transcripts of previous education (college transcripts, high school transcript, or High School equivalency score report*)
   *High School Equivalency recognized by the Community College Board of the State of Mississippi.
3. Transcript request information *
   - To comply with Senate Bill 2244, the College will provide free transcripts to foster care children and children placed in the legal custody of the Mississippi Department of Child Protection Services. These transcript requests will be placed in the student's permanent record.
4. Audit authorizations *
5. Application for Degree *

6. Change of grade form(s) *
7. Other pertinent information

* These documents should be included if applicable.

B. Admissions Records for Non-Entering Students. The Admissions Office will maintain documents submitted by non-entering students as inactive files for a minimum of one year from the date of receipt (see also Statement No. 224).

C. Financial Aid Records. The Financial Aid Office will maintain federal documents submitted for a period of three years from the last day of the award year in which the student attended school and state documents for five years. A student's financial aid record may include the following documents depending on the source of financial assistance requested:

1. Campus Financial Aid Application
2. Federal Student Aid Report
3. Scholarship Authorization(s)
4. Student Loan Application
5. Transcript(s)
6. Student Payroll documentation
7. Other state and federal grant authorizations
8. Other miscellaneous documentation submitted by the student.

TITLE: ORIENTATION

I. STATEMENT. An orientation program shall be presented to entering students.

II. PROCEDURES AND RESPONSIBILITIES

A flexible and current informational program shall be devised and periodically evaluated by Campus Vice Presidents and Deans of Student Services.

TITLE: CAREER DEVELOPMENT CENTERS

I. STATEMENT. Career exploration services exist to support the mission of the College by providing students with assistance in career exploration, planning and development in person and virtually, and to connect students with potential employers.

II. PROCEDURES AND RESPONSIBILITIES

A. Student Development. Career exploration, planning, and development services will be provided to current and potential students:

i. To align educational plans, skills, and abilities with career goals through active engagement using career aptitude assessments.

ii. To connect students with experiential learning opportunities through internships, work study, community service, and job shadowing.

B. Career Support Services. The College will provide the following career exploration, planning, development services:

i. Online career tools, advising, workshops, and career fairs for the exploration of career interests and career opportunities.

ii. Programs, workshops, events, and advising to assist in the development of career readiness and workplace success.

iii. An online employer portal, advisory councils, and career fairs to connect students with employers.

Statement No. 705
OPR - VICE PRESIDENT, PERKINSTON CAMPUS
July 8, 1993
March 25, 1999
July 11, 2007
August 9, 2007

TITLE: INTERCOLLEGIATE ATHLETICS

I. STATEMENT. The Intercollegiate Athletic Program at Mississippi Gulf Coast Community College is consistent with the college mission by contributing to the educational development of individual athletes. Through training and competition, students gain discipline and opportunities for social, moral, and personal development.

The final authority and responsibility of intercollegiate athletics will rest with the President, subject to the Board of Trustees. The President delegates responsibility for the conduct of the athletic program and for its oversight in the following section.

II. PROCEDURES AND RESPONSIBILITIES

A. Competitive sports include baseball, men's and women's basketball, football, golf, men's and women's soccer, women's softball, men's, and women's tennis.

B. All athletic programs must conform to policies and procedures of the National Community and Junior College Athletic Association and the Mississippi Association of Community and Junior Colleges.

C. The Athletic Council, appointed by the College President, will have the following membership: Vice President, Teaching & Learning/Community Campus, Vice President of the Perkinston Campus, Vice President of the Jackson County Campus, Vice President of the Harrison County Campus, Perkinston Campus Student Government Association President, Instructor Representative, and the Director of Athletics.

D. The athletic program will be evaluated annually by the President, Campus Vice Presidents, and Director of Athletics. Graduation rates and transfer follow-up reports will be indicators in evaluating the effectiveness of the program as well as the winning percentages of each respective team. An analysis of GPA of athletes compared to non-athletes will also be considered in the assessment of the athletic program.

E. Funding for the athletic program is established within the planning process. All revisions to the athletic budget are presented to the College President by the Vice President of Perkinston Campus.

F. The Financial Aid Office on the appropriate campus is responsible for administering and coordinating grants-in-aid, loans, or other financial aid to athletes.

G. Compliance monitoring with continuing eligibility requirements for athletes is the responsibility of the Director of Athletics.

H. All intercollegiate coaches report directly to the Director of Athletics and the Vice President of the Perkinston Campus.

TITLE: SELECTION OF CATALOG FOR GRADUATION

I. STATEMENT. Degree or credential requirements are published annually in the Mississippi Gulf Coast Community College *Catalog.* All requirements are subject to amendment or change as necessary to comply with the regulations of the Mississippi Community College Board and accrediting agencies.

II. PROCEDURES AND RESPONSIBILITIES

A. Students must meet graduation requirements for each type of associate degree (Associate of Arts, Associate of Science, or Associate of Applied Science), diploma, or certificate as outlined in the current catalog or a catalog of not more than six years old at the time of the anticipated graduation. Selection of a catalog more than six years old at the time of the student's anticipated graduation must be approved by the Dean of Student Services or College Registrar.

B. The catalog selected must contain the program of study for the year during which the student earned credit.

C. Substitutions in any programs of study will be permitted according to current catalog requirements.

D. The college may grant a degree or credential posthumously if a deceased student has met all requirements for the specific degree or credential outlined in the appropriate catalog.

a. Students completing a degree or credential posthumously will be acknowledged in absentia in the Commencement Program. Family members will not be permitted to march in place of the deceased student. (see attached protocol for deceased students planning to graduate)

Protocol

- When a deceased student has applied for and met all requirements for the specific degree or credential outlined in the appropriate catalog, the campus will notify the Vice President of Enrollment Management and Student Success at the District Office.
- The campus will provide all information on the student, including credit hours earned, activities, honors, major, etc.
- The Vice President of Enrollment Management and Student Success will write a resolution on behalf of the student.
- The degree, resolution and a letter from the Vice President of Enrollment Management and Student Success will be delivered to the campus to be given to the family of the deceased student.

TITLE: CREDENTIALS IN MEMORIAM

I. STATEMENT. It is the intent of Mississippi Gulf Coast Community College to provide families of deceased MGCCC students ("student") with a meaningful acknowledgement of the student's accomplishments and legacy while also upholding academic and institutional integrity in the awarding of degrees, diplomas, and certificates. These credentials are not included in the official count of degrees, diplomas, and certificates for the institution, but are recorded on a student's transcript with a posthumous/memoriam designation.

II. DEFINITIONS

A. A Degree in Memoriam is defined as a recognition provided to honor a deceased student's progress toward an associate degree.

B. A Diploma in Memoriam is defined as a recognition provided to honor a deceased student's progress toward a diploma program.

C. A Certificate in Memoriam is defined as a recognition provided to honor a deceased student's progress toward a certificate program.

D. A Certificate of Attendance in Memoriam is defined as a recognition of a deceased student's attendance record toward the completion of a Degree, Diploma, or Certificate, when the student does not meet the 50% completion requirement listed in Section III, A.5.

III. PROCEDURES AND RESPONSIBILITIES

A. A Credential in Memoriam (Degree, Diploma, or Certificate) may be awarded if the following criteria are met:

1. The student's academic and disciplinary statuses were in good standing at the time of death.
2. The student was enrolled and actively pursuing a degree, diploma, or certificate program at the time of death.
3. The student must not have died while committing a crime.
4. If the student completed the requirements to warrant awarding the actual credential, then the earned certificate or degree will be awarded in lieu of the posthumous certificate or degree.
5. The student must have completed at least 50% of the required coursework for their program.

B. Any interested party may nominate a deceased student who qualifies for a Credential

in Memoriam by submitting a formal request to initiate this process to the campus Dean of Student Services. This request must include the following:

• A copy of the student's death certificate.
• Sufficient information to verify eligibility for a Credential in Memoriam.
• Additional documents or information as requested by the Dean of Student Services or other MGCCC administrator.

If the request is initiated by someone who is not a member of the student's immediate family, then the Dean's office will obtain approval from the family prior to beginning the next steps.

C. The Dean of Student Services will send the request to the respective campus articulation and credentials specialist to verify the student's eligibility based on the criteria outlined above.

D. If all criteria are met, then the Dean of Student Services will send a memo to the campus Vice President's office requesting a Credential in Memoriam. The VP's office will communicate the request to the MGCCC President's office for final approval.

E. Once approved by the President, the College Registrar will prepare the appropriate credential document, noting that it is awarded in memoriam. The family will be notified by the Dean of Student Services of the approval and the expected timeline for receiving the credential. It will not be included in the official count of degrees, diplomas, and certificates, but they are recorded on a student's transcript with a posthumous/memoriam designation.

F. Credentials in Memoriam will be presented to the family in a private ceremony to be held at an MGCCC location at a date and time mutually agreed upon by the family and MGCCC.

G. The College Registrar will maintain a list of all Degrees in Memoriam, Diplomas in Memoriam, and Certificates in Memoriam, and the dates awarded for internal recordkeeping.

TITLE: SCHOLASTIC STANDARDS

IV. STATEMENT

Mississippi Gulf Coast Community College has established minimum scholastic standards for cumulative grade point average. All programs of study require a minimum cumulative 2.0 GPA for graduation. Institutional scholarship recipients and specific instructional programs may have different standards. Students that fail to maintain the Minimum Scholastic Standards will be placed on a probationary or suspended status.

V. PROCEDURES & RESPONSIBILITIES

The purpose of this policy is to establish clear guidelines for academic probation, suspension, and the appeal process to ensure students meet academic progress standards and receive appropriate support.

A. Minimum Scholastic Standards of Progress

Semester Hours Attempted	*Grade Point Average (GPA)*
1 - 6	1.0
7 - 18	1.5
19 – 30	1.75
31 - 41	1.9
42 and above	2.0

B. Academic Standing

Students are expected to maintain satisfactory academic progress as defined by the institution's scholastic standards. Academic standing is determined at the end of each semester based on the number of hours the student has completed and the student's grade point average (GPA).

1. **Good Standing**: Students who meet the minimum scholastic standards or higher remain in good standing.
2. **Scholastic Probation 1 Semester (P1)**: If a student does not meet the minimum scholastic standards, they will be placed on scholastic probation for one semester.

3. **Scholastic Suspension 1 Semester (S1)**: If a student on Scholastic Probation 1 (P1) earns a semester GPA below 2.0, they will be suspended for one semester and must sit out.
4. **Scholastic Probation 2 Semesters (P2)**: Students returning from S1 Scholastic Suspension 1 will be placed on scholastic probation for two semesters and are required to earn a 2.0 GPA for two consecutive semesters.
5. **Scholastic Suspension 2 Semesters (S2)**: If a student on P2 Probation earns a semester GPA below 2.0, they will be suspended for two semesters.

C. Appealing Academic Suspension

1. **Process**

   Students who are placed on Scholastic Suspension for one semester or two semesters (S1 or S2) may submit a written appeal if they believe extenuating circumstances impacted their academic performance. Appeals must:

   i. Clearly state the reasons for academic difficulties.

   ii. Include supporting documentation of extenuating circumstances that align with the stated reasons.

   iii. Students cannot submit the same appeal as a prior term unless new documentation demonstrates unresolved issues.

2. **Appeal Outcomes**

   a. **Scholastic Suspension Appeal Approved:** When an appeal of scholastic suspension is approved, the student's academic standing will reflect Scholastic Suspension Appeal Approved and the student may continue under Scholastic Probation 2 Semesters (P2).

   b. **Denied Appeals:** The student must complete the required suspension period:

      i. **Scholastic Suspension 1 Semester (S1):** Sit out one semester.

      ii. **Scholastic Suspension 2 Semesters (S2):** Sit out two semesters.

D. Reinstatement & Intervention

1. Students who return from suspension will be placed on Scholastic Probation 2 Semesters (P2) and are required to earn a 2.0 GPA for two consecutive

semesters.

2. Students returning from Scholastic Suspension 1 Semester (S1) or Scholastic Suspension 2 Semesters (S2) must meet with an Enrollment Specialist prior to enrollment.
3. Failure to meet the requirements of Scholastic Probation 2 Semesters (P2) will result in placement on Scholastic Suspension 2 Semesters (S2).

TITLE: INSTITUTIONAL SCHOLARSHIPS

I. STATEMENT. The college is committed to assisting students with financial resources based on academic and participatory performance. Students who receive Institutional Scholarships are encouraged to complete the Free Application for Federal Student Aid (FAFSA) annually.

II. PROCEDURES AND RESPONSIBILITIES

Institutional Scholarships at the College encompass Academic Achievement, Leadership, Performance, Service, and Athletic Scholarships. Each semester, a student can receive up to two Institutional Scholarships on their account.

The value of a scholarship varies depending on its type. For commuter students, the scholarship may be applied to tuition and book rental, while for residential students, it may be applied toward tuition, book rental, and/or housing and meal plans. Fees may also be covered unless a particular scholarship explicitly prohibits it.

The criteria, award amounts, and guidelines for Institutional Scholarships are frequently updated. For the most recent information, please consult the current College Catalog.

III. RULES FOR THE APPLICATION OF INSTITUTIONAL SCHOLARSHIPS

A. A maximum of two Institutional Scholarships may be applied to a student's account each semester; however, not all Institutional Scholarships may be combined.

B. Institutional Scholarships are applied only after all applicable grant funds have been credited to the student's account. For more information on the application of payments to a student's account, please refer to Statement No. 709.2.

TITLE: APPLICATION OF PAYMENTS TO STUDENTS' ACCOUNTS

I. STATEMENT. The following guidelines are established for determining the order in which payments, including financial aid, are applied to students' accounts. Payments to students' accounts will be applied in the order listed in Section II. Please note that some payments/grants/scholarships are refundable while others are not.

II. PROCEDURES AND RESPONSIBILITIES

A. Third Party Payments

These payments include third-party contracts with business and industry, Workforce Investment Act (WIA) payments, etc. These funds are non-refundable to students.

B. Employee Fee Waiver

Full-time employees/retirees, their spouse, and dependents who are children of full-time employees/retirees are awarded a full-tuition waiver. In cases of children being married or over 21 years of age, it will be necessary for the employee to certify in writing to the Vice President for Administration and Finance and/or the Vice President on the campus affected that he or she is contributing at least fifty percent to the support of the child. Recipients of the employee fee waiver are expected to maintain "satisfactory academic progress" as outlined in the financial aid section of the MGCCC Catalog. For additional information on the requirements for an employee fee waiver, please refer to Statement No. 212.5. These funds are non-refundable to students.

C. Senior Citizens Tuition Waiver

Persons above the age of 65 may be admitted on the first day of classes on a space-available basis to any course offered by the College without tuition; however, all fees must be paid by the student (registration, book service, and technology fees, etc.) This does not include private or semi-private music lessons. Those 62-64 are admitted under the same conditions if retired. Regular admission requirements must be met prior to registration.

D. Federal and State Grants

Federal Grants include Title IV Pell Grants, Student Educational Opportunity Grants (SEOG), etc. State Grants include Mississippi Tuition Assistance Grant (MTAG), Mississippi Eminent Scholars Grant (MESG), etc.

E. Alumni and Foundation Scholarships

These scholarships are provided by individuals, organizations, or groups external to the college through the MGCCC Foundation. In order for students to be eligible for an Alumni and Foundation Scholarship, they are encouraged to complete the Free Application for Federal Student Aid (FAFSA) annually.

F. Institutional Scholarships

For more information on institutional scholarships, please refer to Statement No. 709.1. In order for students to be eligible for an Institutional Scholarship, they are encouraged to complete the Free Application for Federal Student Aid (FAFSA) annually.

G. All Other Payments

These payments include cash, credit card, checks, student loans, Mississippi Prepaid Affordable College Tuition Program (MPACT), outside private scholarships, etc.

TITLE: CASH PRIZES AND AWARDS TO STUDENTS

I. STATEMENT. The following guidelines are established for cash prizes and awards to students from student activity funds (clubs, organizations, etc.)

II. PROCEDURES AND RESPONSIBILITIES

A. The Campus Vice President or designee must approve the cash prize or award before the award is offered.

B. Upon approval by the Campus Vice President or designee, an authorization must be made to the Campus Business Office signed by both the club sponsor and club president (or another appropriate member).

C. Upon receipt of notification of winners, the Business Office would then issue checks from the activity fund to the winners of the activity/contest.

D. The Business Office will retain the authorization and notification in the file with the other disbursement documentation.

TITLE: SCHOLASTIC FORGIVENESS

I. STATEMENT. Mississippi Gulf Coast Community College is committed to assisting students in the achievement of their educational goals through its open-door admissions policy. Some students are not academically prepared for college-level work or encounter problems which result in failure to achieve satisfactory grades. These students often make the decision to drop out or "stop out" until they are ready to continue their education. To alleviate the difficulties associated with low grade point averages, many institutions allow students to eliminate the computation of grades on previous work for purposes of graduation. This practice, commonly referred to as scholastic forgiveness, is not endorsed by all institutions.

Any student readmitted to MGCCC may petition for scholastic forgiveness of grades as outlined in the following procedure. This **DOES NOT** change the policies and regulations that govern financial aid and veterans' benefits eligibility.

II. PROCEDURES AND RESPONSIBILITIES

A. The student must complete the Petition for Scholastic Forgiveness of Grades, which may be obtained from the campus' Director of Admissions.

B. The Petition for Scholastic Forgiveness of Grades must be made prior to the end of the second semester of re-admittance following twenty-four (24) consecutive months of non-enrollment at any post-secondary institution.

C. The student will be counseled as to the conditions outlined in this statement and on the Petition. The student should be advised that all college credits earned previous to a semester designated by the student will be eliminated from the computation of the student's grade point average and eliminated from all academic regulations such as probation, suspension, and honors. These eliminated credits may never be used toward graduation at Mississippi Gulf Coast Community College.

D. The student's transcript will reflect the complete scholastic record but will contain the notation at the appropriate point that all previous grades have been forgiven.

E. Scholastic Forgiveness of grades can be declared **only once** and cannot be revoked once granted.

F. The completed Petition for Scholastic Forgiveness of Grades with appropriate signatures must be submitted to the Director of Admissions and filed in the student's permanent record.

TITLE: "ABILITY TO BENEFIT" GUIDELINES

I. **STATEMENT.** The Board of Trustees approved the following on October 20, 2021. Federal and state regulations allow a post-secondary institution to admit an individual who does not have a recognized high school diploma or its equivalent as a regular student into an eligible Career Program, or an eligible Career-Pathway Program that integrates adult education (AE) with skills training (Career or Technical), when the individual has the "Ability to Benefit" from the education and training. A student who is admitted into a Career-Pathways Program on the basis of "Ability to Benefit" may receive Title IV Aid, if an approved "Ability to Benefit" examination is taken prior to the receipt of aid. Students admitted into a Career Program on the basis of "Ability to Benefit" are not eligible for Title IV aid. Therefore, Mississippi Gulf Coast Community College will provide students the opportunity to be admitted under "Ability to Benefit" regulations according to the following procedures.

II. PROCEDURES AND RESPONSIBILITIES

A. ADMISSIONS. Mississippi Community College Board Policy 9.2 allows colleges to admit students who have completed a federally approved "Ability-to-Benefit" test to Career Programs as well as approved Career-Pathway Programs that integrate adult education (AE) with skills training (Career or Technical).

B. FINANCIAL AID. The Consolidated and Further Continuing Appropriations Act of 2015 allows a student who did not receive a high school diploma (or its recognized equivalent), or who did not complete a secondary school education in a home-school setting, to be eligible for Title IV financial aid. This can be done through a combination of "Ability to Benefit" alternatives and enrollment in an eligible career-pathway program (as determined by the Title IV eligible institutions' staff) which concurrently enrolls students in connected adult education. Title IV eligible postsecondary career-pathway programs must provide enrolled students with structured course sequences that are articulated and contextualized. The program must also be aligned with the education and skill needs of the regional economy and must have been developed and implemented in collaboration with partners in business, workforce development, and economic development.

1. INITIAL ELIGIBILITY – For students to be eligible for federal student aid, they must meet the following requirements.
    i. Enroll in an eligible career-pathway program and do one of the following:
    ii. Successfully complete six credit hours or 225 clock hours towards a degree or certificate (you may not receive title IV aid while earning the six credit hours). Neither remedial nor developmental coursework count toward this requirement.
    iii. Or meet or exceed the minimum scores on the Accuplacer administered in the; campus assessment centers: Reading Comprehension 55, Sentence Skills 60 and Arithmetic 34. A candidate must meet or exceed the minimum scores on each of the three approved tests in a single test administration. Candidates who do not meet or exceed all three passing scores must retake the complete set of three tests and pass all three tests in that administration. Scores from two different administrations cannot be mixed or combined. A student MUST pass all three tests during a single test session.
2. CONTINUED ELIGIBILITY - Students who stay enrolled an eligible career-pathway program after successfully completing six credit hours or meeting the required test scores may receive aid for the 30-hour certificate if otherwise eligible (meet Satisfactory Academic Progress, etc.) under “Ability to Benefit” rules. To continue to receive financial aid after the first 30 hours, the student must have a high school equivalency.

TITLE: STUDENT ACCOUNTING REPORTS

I. STATEMENT. Several student accounting reports are required each year. It is imperative that these reports be accurate, especially those upon which funding is based or which must be submitted in compliance with federal regulations or accreditation requirements.

II. PROCEDURES AND RESPONSIBILITIES

The following procedures are instituted to ensure accuracy in documenting and reporting student enrollment accounting data.

A. Deans of Student Services and/or their designees at campuses/centers are responsible for ensuring that data collected from admissions applications and the registration process are entered into the College's administrative computing system. This procedure applies when entering data for students enrolled in all college programs except continuing education and workforce-related training programs, which are the responsibility of the Vice President for Community Campus and Institutional Development and/or designee.

B. The Computer Center personnel will ensure programming and related data processing programs and facilities are adequate to accept and record data accurately. The computer center will, when appropriate, provide reports to facilitate review of the completeness and accuracy of the data recorded in the administrative computing system. The computer center will provide recurring and one-time student accounting reports as called for below. One-time reports, in differing formats, will be provided in a timely manner according to specifications provided by end-users.

Computer Center personnel will work with Student Services offices and the Office of Institutional Research and Planning to develop workflows and controls to facilitate data entry and reporting. The computer center is responsible for ensuring that computing facilities, programs, networks, and other technology support are operational for all activities related to student data entry, registration, and reporting.

C. The College Director of Institutional Research and Planning has college wide responsibility for ensuring accuracy of student accounting reports, and for preparing college wide reports from campus/center reports.

III. MAJOR REPORTS AND STUDENT ACCOUNTING ACTIVITIES

Because external state, regional and federal agencies frequently change their specific reporting requirements, the following section is *advisory* rather than mandatory. The specific details of each major student accounting report are, therefore, beyond the scope of this policy statement.

A. By the Junior Colleges with Mississippi Community College Board and Junior Colleges (MCCB): MCCB conducts an audit of enrollment and attendance each semester (or quarter) for each campus/center. The audits require the College to submit several data files to MCCB and to be able to produce supporting documentation (student admissions and attendance records) according to procedures established by MCCB. Instructions and reporting formats may vary from year to year depending on the appropriations bills approved by the State Legislature and/or reporting requirements established by the Executive Director, Junior Colleges with Mississippi Community College Board/Junior Colleges. The College Director of Institutional Research and Planning serves as the institutional contact for the MCCB enrollment audit and is responsible for coordinating all institutional activities preparatory to the audit and for establishing, in collaboration with MCCB and MGCCC personnel, schedules for each phase of the audit process.

In May of each year, the College Director of Institutional Research and Planning will collect additional data as may be required by MCCB for completion of an annual performance review report.

B. By the Southern Association of Colleges and Schools: The SACS Institutional Profile includes enrollment information and is usually required in December of each year. The College Director of Institutional Research and Planning will prepare the report based on instructions provided by SACS. A financial accounting report is required by SACS during summer of each year; this report is not a student accounting report and is the responsibility of the Comptroller.

C. Federal Reporting: Integrated Postsecondary Education Data System (IPEDS): These reports are required throughout the year on a schedule established by the U. S. Department of Education. These reports shall be prepared, in whatever format required, using appropriate data as required by IPEDS. The Director of Institutional Research and Planning will prepare these reports based on instructions provided in the IPEDS documentation. The College Director of Institutional Research and

Planning is also responsible for preparing other reports related to student enrollment accounting as may be required by federal agencies.

Statement No. 713
OPR – VICE PRESIDENT, STUDENT SERVICES, ENROLLMENT STRATEGIES, AND ADVANCEMENT
July 1, 1978
December 6, 1988
August 9, 2007

TITLE: RECRUITMENT OF STUDENTS

I. STATEMENT. Proper recruitment of college students is a matter of highest management priority in the college. Accordingly, a team of recruitment/admission specialists serves the entire college in an effort to reach the diverse population within our community. Monitoring shall be accomplished to ensure maximum efforts in these areas.

II. PROCEDURES AND RESPONSIBILITIES

College recruitment involves a variety of activities from personal contact to multi-media advertising. The ever-changing pool of potential students requires the use of innovative strategies to educate and communicate the college's mission.

A. The Vice President for Community Campus and Institutional Development is responsible for monitoring the college-wide recruiting efforts.

B. Recruiting/Admission Specialists have the primary responsibility for coordinating the college's efforts to attract students through both traditional and non-traditional avenues. High school recruiting is handled primarily by the admission specialist for traditional students. Other areas of recruitment are handled primarily by the admissions specialist for non-traditional students. A systematic plan for contact with high school students, counselors/personnel and non-traditional students is developed and implemented in coordination with the office of Vice President for Community Campus and Institutional Development.

C. The recruiting/admission specialists and Institutional Relations office work in collaboration on the following items:

1. To develop an annual recruitment/advertising plan;
2. To develop a college-wide recruitment calendar;
3. To develop accurate/informative literature to be used in promoting student enrollment;
4. To maintain open communications among campuses to aid in successful recruitment/advertising efforts, and
5. To maintain current displays for recruitment activities.

D. Newspaper, radio, television, billboards, and direct mail should be employed to reach all potential students. When advertising is used, the provisions of Statement No. 400.12 shall be followed.

Statement No. 714
OPR – VICE PRESIDENT, STUDENT SERVICES, ENROLLMENT STRATEGIES, AND ADVANCEMENT
June 6, 1975
April 27, 1977
July 1, 1978
December 6, 1988
December 6, 2001
March 12, 2008
October 7, 2017
January 18, 2023

TITLE: STUDENT RECORDS - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

I. STATEMENT. The Board of Trustees, on April 27, 1977, approved the following policy:

"The Mississippi Gulf Coast Community College is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974 [and subsequent revisions]. Under this law, students enrolled in any educational institution receiving federal funds are given certain rights concerning their school records. The policy of the Mississippi Gulf Coast Community College provides for:

A. Informing students of their rights;
B. Permitting students to inspect and review their educational records;
C. Not disclosing personally identifiable information or educational records of a student as defined in Section II. E. without the prior written consent of the student except as otherwise permitted as defined in Section II. D. and E. of this statement;
D. Maintaining the record of disclosures of personally identifiable information from the education records of a student and permitting the student to inspect that record; and
E. Providing the students with an opportunity to seek the correction of their records and permitting the student to place a statement in their educational records."

II. PROCEDURES AND RESPONSIBILITIES

The following procedures implement the Board policy quoted above.

A. Students have the right to inspect and review their educational records to ensure that these records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the students. Students may request correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

B. Disputes with parents of a student or the eligible student regarding the content of the student's education records may be settled through informal meetings and discussions with the parent or eligible student. If a dispute cannot be settled in this manner, an opportunity for a hearing will be arranged by the Deans of Student Services of the Campus to challenge the content of such student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

C. Mississippi Gulf Coast Community College follows the policy of allowing students, upon request, access to their records within a maximum of 45 days as provided by the Family Educational Rights and Privacy Act. Students have the right to designate others to have access to their records, other than as provided by law. The Consent to Release Information form is available in the Enrollment Services Center at each campus. Students may revoke this consent by providing written notice to the Office of Admissions. Such revocation shall not apply to records already released pursuant to the consent. Until revocation is made, the consent shall remain in effect, and educational records will continue to be provided to the person listed.

D. The college may publicly share directory information; however, students may request the College to withhold directory information. The Request to Withhold Directory Information is available in the Enrollment Services Center at each campus. Directory information on students who complete said request will not be shared. This includes publications regarding awards, special recognitions, or opportunities available via third party. Students may revoke this request by providing written notice to the Office of Admissions. Until revocation is made, the request shall remain in effect, and directory information will continue to be withheld. In compliance with the Family Educational Rights and Privacy Act, the college considers the following directory information: the student's name, address, college email address, telephone listing, date and place of birth, participation in officially recognized activities, organizations and sports, weight, and height of members of athletic teams, dates of attendance, degrees received honors and awards received, student photo with identifying name, and major field of study.

E. Mississippi Gulf Coast Community College will not release to any third party the educational records of eligible students (age 18 and older) without their written consent other than the exceptions listed below. Initially, the college will release name, address, college email address and phone number unless otherwise specified from the acceptable third party.

1. College officials who have legitimate educational interests.
2. Officials from other schools, school systems, or postsecondary educational institutions where the student seeks or intends to enroll.
3. Authorized representatives of the U. S. Comptroller General.
4. Authorized representatives of the U. S. Attorney General.
5. The U. S. Department of Education.
6. State and local educational authorities.
7. Authorized state and local officials and authorities.
8. Authorized organizations conducting studies for, or on behalf of, educational agencies or institutions.
9. Accrediting agencies carrying out their accrediting functions.
10. The alleged victim of a crime of violence or non-forcible sex offense.
11. The parent of a dependent student as defined by the IRS.
12. The parent of a student who is not an eligible student as defined under FERPA.
13. The student.
14. The parent of a student under the age of 21 regarding the student's violation of a federal, state, or local law, or institutional rule governing the use of possession of alcohol or controlled substance.
15. Appropriate parties in connection with an emergency if knowledge of information is necessary to protect the health or safety of the student or others.
16. In accordance with the Solomon Amendment, any military recruiting affiliates, such as Army, Navy, Marine Corp, Air Force, etc.

Educational records include student's class schedule, grades/GPA, test scores, academic standing, transcripts, attendance records, student account, and financial aid information. Students may request individuals of their choice be given access to their educational records by completing the Consent to Release Information. The College will not release personally identifiable information including social security number, date of birth, residency status, gender, and/or race/ethnicity.

F. Mississippi Gulf Coast Community College will maintain a record of individuals who request access of student records. With the exception of Section E. 1. (above) this record will contain the signature, the date, and the reason for needing records.

G. Student records will be released at the end of each academic term upon request. All requests to access student records are to be submitted via email to registrar@mgccc.edu. Fees may apply.

Statement No. 715
OPR – VICE PRESIDENT, STUDENT SERVICES, ENROLLMENT STRATEGIES, AND ADVANCEMENT
July 1, 1976
December 6, 1988

TITLE: ATTENDANCE AND PROGRESS RECORDS FOR VETERANS

I. STATEMENT. Veterans Administration (VA) Regulation #14254 requires that adequate records be maintained to show attendance and progress or grades, and that satisfactory standards related to attendance, progress and conduct are enforced. The VA Central Office in Jackson has supplemented this regulation in Department of Veterans Benefits Manual M22-2, Part VII, as follows:

> "The school must maintain adequate records of progress. A comparison of progress records, which should show hours completed by subject, is necessary to determine that the course the eligible person is pursuing is the same course approved by the State Approving Agency; that the course outline is being followed; and that the eligible student is receiving progressive training in all phases of the approved course for which he is enrolled."

The VA requires determination if the student has exceeded the number of hours approved for individual subjects. The College must ensure that the records are adequate to make these determinations.

VA Regulation 14209 requires that records and accounts pertaining to each period of enrollment of a veteran or eligible pers be kept intact and in good condition at the College for at least three years following the termination of such enrollment.

II. PROCEDURES AND RESPONSIBILITIES

Campuses are responsible to ensure that the above referenced VA Requirements are met by students enrolled under the VA Program.

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TITLE: WITHDRAWAL/READMISSION PROCEDURES FOR STUDENTS CALLED TO MILITARY DUTY

I. STATEMENT. Any service member currently enrolled, receiving military orders for initial enlistment or deployment must submit documentation outlined in this policy. Failure to provide appropriate documentation may affect grades, financial aid status, readmission, and refund. The procedure for military withdrawals includes the following:

II. PROCEDURES AND RESPONSIBLITIES

A. Documentation. The student must provide written documentation from his/her commanding officer verifying the receipt of current military orders and the effective date of active military duty. This documentation must be turned into an Enrollment Specialist at the MGCCC Campus of enrollment.

B. Grading/Refund Process. After the documentation is completed, the Admissions Office will process the request, and the student will be given one of the options below.

1. Total Withdrawal – Student is removed from the courses that he/she is enrolled in and will receive 100% refund of tuition and fees actually paid.
2. Incomplete – Student will receive a grade of "MI" (Military Incomplete) with no refund since the expectation is that the student will complete the courses within the three-year allotted time period and earn the college credits appropriate for the courses.

C. Readmission. In accordance of the Federal Student Aid Handbook Volume 2, Chapter 3, Mississippi Gulf Coast Community College will promptly readmit students who were unable to attend college due to military services with the same academic status they had when last attended the college or were accepted for admission prior to deployment, provided the conditions set forth in the Student Handbook under Readmission of Military Affiliated Students are met.

1. Total Withdrawal – If a student receives a total withdrawal, it is the student's intent not to return to complete the courses and earn the college's credits.
2. Incomplete – The College will promptly readmit students who were unable to attend college due to military service with the same academic status they had when last attended the college or were accepted for admission prior to deployment, provided the guidelines set forth in the Student Handbook under Readmissions of Military Affiliated Students are met.

Statement No. 716

OPR – VICE PRESIDENT, STUDENT SERVICES, ENROLLMENT STRATEGIES, AND ADVANCEMENT

July 1, 1978

December 6, 1988

April 15, 2015

TITLE: FINANCIAL AID - STUDENT CONSUMER INFORMATION

I. STATEMENT. Section 493-A of the Higher Education Assistance Act of 1965 (as amended by PL9442, Education Amendments of 1976, Title I, Part D, Section 131 (B), amended October 17, 1987, subpart (D) requires that information about the College and about financial aid must be available to employees, current and prospective students, and may be made available by posting the information online. The institution must provide a paper copy of the information upon request from an employee, current and prospective students. The following minimum information must be provided: (1) general disclosures for enrolled and prospective students; (2) annual security report and annual fire safety report; (3) report on athletic program participation rates and financial support data; and (4) Family Educational Rights and Privacy Act (FERPA) Information. Additionally, annual security reports and fire safety reports must be posted online by October 1st of each year.

II. PROCEDURES AND RESPONSIBILITIES

The requirements of this law are satisfied by the publication of the information on the College's website, in the Student Handbook, and by the use of federal publications. Students also have access to their personal information through the use of their student online resources account.

Statement No. 717

OPR – VICE PRESIDENT, STUDENT SERVICES, ENROLLMENT STRATEGIES, AND ADVANCEMENT

July 2, 1978
February 21, 1985
December 6, 1988
August 27, 1998
February 10, 2005
December 10, 2009
April 10, 2013
May 11, 2016
May 8, 2018
July 25, 2018
May 20, 2020
November 17, 2021

TITLE: DUE PROCESS IN STUDENT DISCIPLINE

I. STATEMENT. Mississippi Gulf Coast Community College recognizes students as adults who are expected to obey the law and the rules and regulations of the College, to take personal responsibility for their conduct, to respect the rights of others, and to have regard for the preservation of state and College property, as well as the private property of others. From the time of application for admission through the actual awarding of a degree, students accept the rights and responsibilities of a membership in the College community. Students are expected to uphold community values by always exercising a high standard of conduct.

The Code of Student Conduct applies to all students while present on campus or at a college facility. This applies to all student conduct that occurs in connection with a college program or activity, regardless of the location. The College reserves the right to take appropriate action, up to and including expulsion, when, in the College's judgment, a student's conduct off-campus and not connected to any College program or activity: (1) indicates that the student may pose a danger to him or herself or to others; or (2) the conduct has a negative impact on the College community or the College's mission.

A. Conduct Case Administrator Responsibility

The Dean of Student Services is assigned the responsibility of receiving and handling all conduct matters concerning the behavior of students, student groups, and/or student organizations. The Dean of Student Services, or his/her designee, assigns cases based on the type of

behavior, status, and caseload of the conduct hearing officers. The Dean of Student Services' Office, or its designee, has discretion in the determination of sanctions for students, student groups, or student organizations found responsible for violating the Code of Student Conduct.

B. Conduct Procedures

Conduct procedures may be initiated on individual or organizational behavior upon receipt and analysis of an official incident report or other valid complaint. The Dean of Student Services' Office, or designee, will investigate to determine if there is sufficient cause to proceed with a conduct hearing. Should sufficient cause be determined, the hearing officer may schedule a conduct hearing with the accused student or assign the case to a Campus Conduct Committee.

II. PROCEDURES AND RESPONSIBILITIES

The College is dedicated not only to learning and the advancement of knowledge but also to the development of responsible persons. It seeks to achieve these goals through sound educational programs and policies governing student conduct that encourage independence and maturity.

The College distinguishes its responsibility for student conduct from the control functions of the wider community. When a student has been apprehended for the violation of a law (local, state, or federal), the College will not request special consideration for them based on their status as a student. The College will cooperate fully, however necessary, with law enforcement and other agencies in any program for rehabilitation of the student.

The College will apply sanctions or take other appropriate action when student conduct directly and significantly interferes with the College's (1) primary educational responsibility of ensuring the opportunity of all members of the College community to attain their educational objectives, or (2) subsidiary responsibility of protecting the health and safety of persons in the College community, maintaining and protecting property, keeping records, providing living accommodations and other such services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions.

These regulations apply to all students, whether in full or part-time attendance, as well as those who participate in the College's High School Equivalency programs and apprenticeships. Unfamiliarity with institutional regulations or rules is no grounds for excusing infraction.

III. VIOLATIONS

A. All students enrolled in Mississippi Gulf Coast Community College are expected to conform to the ordinary rules of society; to be truthful; to respect the rights of others, and to have regard for the preservation of state and College property as well as the private property of others. Some acts of misconduct that are unacceptable and subject the student to disciplinary action are listed below. These offenses are as follows:

1. **Abuse of College Conduct System:** Abuse of the College Conduct System, including but not limited to:
   a. Failure to obey the summons of a Campus Conduct Committee or College official.
   b. Falsification, distortion, or misrepresentation of information to a Campus Conduct Committee or College official.
   c. Disruption or interference with the orderly conduct of a conduct proceeding.
   d. Instituting a conduct proceeding knowingly without cause.
   e. Attempting to discourage an individual's proper participation, or use of, the conduct system.
   f. Attempting to influence the impartiality of a member of a Campus Conduct Committee prior to, and/or during the course of the conduct proceeding.
   g. Harassment (verbal or physical) and/or intimidation of a member of a Campus Conduct Committee prior to, during, and/or after a conduct proceeding,
   h. Failure to comply with the sanctions imposed under the Code of Student Conduct.
   i. Influencing or attempting to influence another person to commit an abuse of the conduct system.

2. **Abuse of Computers:** Theft or other abuse of computer time, including but not limited to:
   a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
   b. Unauthorized transfer of a file.
   c. Unauthorized use of another individual's identification and password.
   d. Use of computing facilities to interfere with the work of another student, faculty member or College official.
   e. Use of computing facilities to send or receive obscene or abusive messages.
   f. Use of computing facilities to interfere with normal operation of the College computing system.
   g. Use of College network/internet to violate any local, state, or federal law.

3. **Dishonest Conduct:** Including, but not limited to, academic misconduct; knowingly making a false accusation of misconduct; misuse or falsification of college or related documents by actions such as forgery, alteration, tampering, or improper transfer; providing false information (written or oral) to a College official and/or during any College proceeding; or providing false identification or allowing others to use your identification to gain access to College facilities, property, programs, resources, or services.

4. **Alcohol Possession:** Possession, sale, or distribution of beer, wine or other alcoholic beverages as defined by Mississippi law and/or alcohol paraphernalia (including but not limited to beer bongs, beer funnels, and empty/decorative alcohol containers) on campus or while present at any College-sponsored activity.

5. **Acts of Intolerance:** Acts that adversely and unfairly target a person or group based on one or more actual or perceived characteristics: gender or gender identity, race or ethnicity, disability, religion, sexual orientation, nationality, and age.

6. **Confrontational Behavior:** Disruption, obstruction, or exhibiting confrontational behavior, which interferes with college functions such as teaching, administration, and conduct proceedings, other College activities, including its public service functions on or off campus, or other authorized activities.

7. **Dating Violence:** Dating Violence is defined as violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

8. **Disorderly Conduct:** Conduct which is disorderly, lewd, or indecent including use of profane, abusive, or vulgar language and or obscene gesture; a breach of the peace; assisting or procuring another person to breach the peace on college premises, or at functions sponsored by the College or in which the College participates.

9. **Domestic Violence:** Domestic Violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

10. **Dress Code Violation:** Clothing that bears obscene gestures or language, is in any way provocative, and/or reveals undergarments or inappropriately exposes one's body is prohibited on campus or while present at any College- sponsored activity.

11. **Drug Violation:** This includes but is not limited to:
    a. Possession of marijuana, illegal drugs, narcotics, controlled and/or illegal substances on campus or while present at any College-sponsored activity.
    b. Illegal possession of prescription drugs on campus or while present at any College-sponsored activity.
    c. Possession of drug paraphernalia (including but not limited to bongs, scales, pipes, and syringes, on campus or while present at any College-sponsored activity.
    d. Sale of marijuana, illegal drugs, narcotics, controlled and/or illegal substances on campus or while present at any College-sponsored activity.

12. **Failure to Comply:** Failure to comply with directions of college officials, including Campus Police or law enforcement officers acting in performance of their duties and/or failure to identify oneself or provide appropriate identification to these persons when requested to do so.

13. **Failure to Report:** Failure to report a violation of the Code of Student Conduct to College officials.

14. **False Report of an Emergency:** False report of emergency by causing, making or circulating a false report or warning of a fire, bomb, explosion, crime, or other catastrophe. This includes E-911 hang up calls.

15. **Gambling:** Encouraging, promoting, or participating in gambling on campus or while present at any College-sponsored activity, except games or raffles approved by the Dean of Student Services.

16. **General Violations:** Violation of any other policies, rules and regulations disseminated by the College. This section is intended to incorporate other College policies, rules, and regulations and to address violations only if the violation warrants a process or sanction beyond what is available in other College policies, rules and regulations.

17. **Harassment:** Unwelcome and/or discriminatory actions (physical, verbal, graphic, written, or electronic) directed at an individual that interferes with the individual's ability to participate in or to realize the intended benefits of an institutional activity.

18. **Hazing:** Act in which a person or organization who, in the course of another person's initiation into or affiliation with any organization, intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or to a third person.

19. **Intoxicated Behaviors:** Students who display intoxicated behaviors (including but not limited to glazed eyes, slurred speech, etc.) on campus or while present at any College-sponsored activity, or students who require staff assistance on campus or while present at any College-sponsored activity due to their consumption of beer, wine, alcoholic beverages as defined by Mississippi law or illegal drugs.
20. **Littering:** Littering or unauthorized posting of written material on college property.

21. **Mental Harm:** Causing suffering, damage, impairment, or dysfunction to any person as a direct result of some action or failure to act.

22. **Misuse of Safety Equipment:** Misuse of safety equipment by unauthorized use or alteration of firefighting equipment, safety devices, or other emergency equipment.

23. **Physical Harm:** Physical harm or threat of physical harm to any person(s) including, but not limited to assault, sexual abuse, or other forms of physical abuse, except in self-defense on campus or while present at any College-sponsored activity.

24. **Recording of Person without Consent**: Viewing, photographing, audio recording, video recording, or creating a digital file of another person without that person's consent in a place where he or she would have reasonable expectation of privacy.

25. **Refusal to Show ID:** Refusal to show proper identification when requested by any College personnel.

26. **Riot Behavior:** Engaging in a riot or other activity resulting in the disruption of the educational mission of the College or hinders the free exercise by others of their lawful rights or discharge of their duties on and about the campus or in connection with any off-campus related activity.

27. **Sexual Assault:** Sexual assault is defined as sexual intercourse or sexual contact with another person by forcible compulsion (such as coercion) and/or without consent. Absence of protest is not consent. Acts of sexual assault include any sexual penetration (anal, oral, or vaginal), however slight, with any object or sexual intercourse without effective consent. Sexual penetration includes vaginal or anal penetration by a penis, object, tongue, or finger, and oral copulation by mouth-to- genital contact or genital-to-mouth contact.

28. **Smoking/Use of Tobacco Products:** Smoking in any form to include but not limited to electronic cigarettes, vapor smoking, and the use of tobacco products is prohibited anywhere on the campus; including centers, campus buildings, sidewalks, parking lots, personal vehicles, building entrances and common areas, and in college-owned vehicles.

29. **Stalking:** A pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

30. **Theft:** Unauthorized use, taking, or withholding of anything of value belonging to another person or entity.

31. **Unauthorized Possession of Keys:** Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of college premises.

32. **Violation of Law:** Violation of municipal, state, or federal law, or of promulgated rules and regulations of the College or its Board of Trustees upon any campus of the College or off-campus activity, regardless of any decision or action by other public authority as to prosecution for such offense.

33. **Violation of School of Nursing and Health Professions General Policies:** Violation of general policies and student conduct regulations found in the School of Nursing and Health Professions student handbooks.

34. **Weapon Possession:** Possession, on campus or while present at or near any College-related activity, of any weapon prohibited by law, any firearm, knife, razor or razor blade (except solely for personal shaving) or other device designed to be used as a weapon, including ammunition, devices for firing blank cartridges or charges, or of any incendiary or explosive device or of stink bombs, tear gas or other dangerous chemicals, pellet or BB guns, bows and arrows, martial arts weapons, or any other dangerous weapons.

B. Group Offenses

1. Campus organizations, societies, clubs and similar organized groups are responsible for compliance with college regulations. Upon satisfactory proof that the group has encouraged violations, or did not take reasonable steps, as a group to prevent violations or student conduct regulations, the group may be subjected to permanent or temporary suspension of charter, social probation, denial of use of college facilities, or other like sanctions.
2. The determination that a group is liable for sanction to be imposed shall be made by the conduct committee at a hearing held for that purpose. The president or principal officer of the group must be given a reasonable notice of the time and place of said hearing and of the nature of the charges. The president or any other member of the group is entitled to attend and be heard at the hearing and to present evidence to refute the said charges.
3. Nothing herein authorizes the imposition of individual sanctions on any person other than in accordance with the Code of Student Conduct.

- **SANCTIONS**

A. Possible sanctions for violating the Code of Student Conduct include the following:

1. **Expulsion from the College:** Permanent separation of the student from the College and all College functions or activities. It is the student's responsibility to contact an Enrollment Specialist and properly withdraw from the College. Questions should be addressed to the campus Dean of Student Services;

2. **Suspension from the College:** Suspension for a definite period of time. Temporary separation of the student from the College and all College functions or activities. It is the student's responsibility to contact an Enrollment Specialist and properly withdraw from the College. Students seeking readmission to the College after suspension must contact the campus Dean of Student Services;

3. **Conduct Probation:** Conduct probation with or without loss of designated privileges for a definite period of time. The violation of the terms of conduct probation may be grounds for suspension or expulsion from the College;

4. **Loss of Privileges:** Loss of such privileges as may be consistent with the offense committed and the rehabilitation of the student. Examples include but are not limited to, removal from the residence hall, suspension from campus activities, i.e. athletic contests, intramurals, other extra-curricular activities;

5. **Session(s) with LPC:** Session(s) with Licensed Professional Counselor until behavior is controlled;

6. **Fines:** Fines where appropriate;

7. **Warning:** Written warning;

8. **Other Sanctions:** Other sanctions suggested by the Campus Conduct committee.

- **PROCEDURAL GUIDE**

A. The sole purpose of these procedures is to afford due process to any student who is charged with conduct violations and this without unduly disrupting the academic and educational mission of the College. Students have a right to an efficient disposition of charges made against them within a reasonable time.

1. **Report of Incident**
   Any member of the College community may file a complaint against any student for violation of the Code of Student Conduct. Complaints shall be prepared in writing and directed to those persons designated by the Campus Vice President or entered into the College's Threat Assessment System. Any complaint should be submitted as soon as possible after the event takes place, preferably within one (1) week of the knowledge of occurrence.
2. **Investigation**
   The College official designated by the Campus Vice President hereinafter referred to as conduct administrator may conduct an investigation to determine if the complaint has merit and/or if it can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the conduct administrator. Such a disposition shall be final and there shall be no subsequent proceedings.

   Any conduct administrator, who has reason to believe that a violation of the Code of Student Conduct may have occurred, is authorized to begin an investigation in the same manner as if a written complaint had been received. The conduct administrator, or designee, may investigate and charge students or organizations with misconduct when that office has reason to believe that a violation may have occurred.

   A conduct administrator may issue a summons for a student or organization to appear for discussion about a case. The summons may also include an order to produce records, which may be helpful in the course of an investigation. A summons may be written or verbal.

Temporary Suspension

The College via a Dean of Student Services, reserves the right to impose a temporary suspension on a student from any campus and/or residence halls prior to the student's conduct hearing to ensure the safety and well-being of members of the College community or preservation of College property; to ensure the student's physical, mental, and emotional well-being; and if the student poses an ongoing threat of disruption or interference of the normal operations of the College.

During the temporary suspension, the student is denied access to college campuses, facilities, activities, and privileges unless approval to do otherwise is granted by the Campus Vice President. The student has the right to communicate with their instructor(s) to identify alternative methods for taking exams and/or submitting class assignments. It will be the student's responsibility to discuss issues regarding class absence(s) with their instructor(s). The temporary suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through the appeals options, if deemed necessary.

3. Notice

If sufficient cause has been established to proceed with the complaint, a conduct hearing with the accused student will be conducted. The determination to initiate conduct charges is final and not appealable. Technical rules/evidence applicable to civil and criminal cases do not apply to conduct hearings.

The accused student will receive a written notice at least five (5) business days in advance of the conduct hearing, except in cases where the student waives the five (5)-business day advance:

a. The notice will contain the time of the hearing, the date of the hearing, location of the hearing, a statement of the charges to be brought against the accused student, and possible sanctions or penalties.
b. The notice will also inform the accused student of their right to have an advisor or attorney at the conduct hearing or appeal therefrom. If the advisor is an attorney, the conduct hearing may be delayed until the College attorney can attend. In no event may an attorney participate in any conduct hearing or appeal therefrom, however, the attorney may advise the respective client.
c. The notice will also inform the accused student of the opportunity to have witnesses at the conduct hearing. Witnesses may only testify about the accused student's alleged violations. Characters witnesses will not be allowed.

4. Conduct Hearing

Conduct hearings at Mississippi Gulf Coast Community College are designed to arrive at decisions regarding student behavior. These decisions can potentially affect the student's relationship with the College. The administration of discipline is an educational process with procedures that are determined by educators. A Conduct Hearing with the accused student will be conducted with a Hearing Officer or the Campus Conduct Committee. Such procedures give full cognizance to the tests of fairness and justice, and the requirements of due process.

Conduct hearings are of a private, confidential nature. They are closed to the public, unless opened by the Dean of Student Services' Office. Rules and procedures for conducting conduct hearings are as follows:

A. Hearing with Hearing Officer:

1. The hearing officer will go over the conduct hearing procedures with the accused. *If the accused does not appear at the conduct hearing, the hearing officer can choose to reschedule the conduct hearing or make a determination based on the evidence presented.*
2. The hearing officer will read the charge(s) and date of the incident(s).
3. The hearing officer will ensure the accused understands the procedures and has a clear understanding of the charge(s).
4. The hearing officer will question the accused regarding the recollection of events.
5. The hearing officer will bring in any witnesses brought by the accused or from the investigation to the hearing room and ask them to give their account of the incident in question. All witnesses will be called separately and may not hear each other's testimony, but the accused will be allowed to hear witness testimony as well as ask the witness any clarifying questions to his/her testimony. In lieu of attending the hearing, alleged victims have the right to submit an official statement that will be verbally read to the accused by the hearing officer.
6. Further examination and questioning by the hearing officer may follow any witness statement or information presented.
7. The accused will be asked to give final statements regarding the case.
8. The accused and all witnesses will be excused.
9. The hearing officer will make a decision in the case and will present the finding and the sanction(s), if any, to the accused via email or in writing in a timely manner.
10. The hearing officer may refer to sanctioning the Campus Conduct Committee if more serious sanctions are needed.

B. Hearing with Campus Conduct Committee

1. A Campus Conduct Committee shall be set up on each campus to perform Student Conduct Hearings. The Campus Conduct Committee shall be composed of any two student leaders (Student Government Association, Reflections Team, Phi Theta Kappa Officers, etc.) and at least three members consisting of faculty, staff and/or administrators appointed by the Campus Vice President. In the event of the absence of any member, the Campus Vice President, or designee, may appoint a temporary replacement. The Campus Conduct Committee chairperson will be appointed by the Campus Vice President. Voting will be by secret ballot and ballots will be kept for future review. The Campus Conduct Committee will decide if the student is responsible or not responsible for the alleged violations and determine any sanction(s) to be imposed. A majority vote will constitute the action of the committee.
2. If the student does not appear at the Conduct Hearing, the Campus Conduct Committee will dispose of the case based on the evidence presented.
3. If the case is disposed of and the Campus Conduct Committee subsequently determines the student was not reasonably able to appear and not reasonably able to give notice of this prior to or at the time of the hearing, the Campus Conduct Committee may set aside its disposition and reschedule the case for another Student Conduct Hearing.
4. All Conduct Hearings before the Campus Conduct Committee shall be closed to the press and public except when the aggrieved student(s) waive the right to a closed hearing. The proceedings will be recorded by the College. A transcript of the proceedings may be available to the student(s) charged or aggrieved student(s) upon written request.

C. Procedures for Campus Conduct Committee

The procedures for a Conduct Hearing with the Campus Conduct Committee are as follows:

1. The Chairperson of the Campus Conduct Committee will read the charges against the accused, and the accused will be asked if they are "Responsible" or "Not Responsible" to each charge as stated.
2. If the accused pleas "Responsible," they will be allowed to make a verbal statement to the Campus Conduct Committee. The Campus Conduct Committee will then go into executive session to determine the sanction(s).
3. If the accused pleas "Not Responsible," the evidence against the student shall be presented to the Campus Conduct Committee in the presence of the accused. In lieu of attending the hearing, alleged victims have the right to submit an official statement that will be verbally read to the accused.
4. The accused shall present evidence on his/her behalf and shall be allowed to cross-examine witnesses (if applicable) either directly or in a manner the Campus Conduct Committee deems appropriate based on the situation.
5. After hearing all evidence, members of the Campus Conduct Committee shall sit in executive session and by secret ballot vote on if they believe the accused to be “Responsible” or “Not Responsible.”
6. If the accused is found to be “Responsible,” the Campus Conduct Committee will decide the sanction(s) to be imposed.
7. The decision of the Campus Conduct Committee shall be transmitted in a reasonable time, in writing, to the Campus Vice President, or designee, who may approve, disapprove, reduce sanction, or remand the decision to the committee for further study and give written notice to the accused.

- **RIGHT TO APPEAL**

A. A student who has accepted responsibility for violating the Code of Student Conduct and the determined disciplinary sanction waives the right to appeal. However, a student found "Responsible" for violating the Code of Student Conduct through a formal hearing process has the right to appeal against the original decision of a Hearing Officer or the Campus Conduct Committee. Non-attendance by the accused student is not grounds for an appeal.

B. The appeal is not intended to re-hear or re-argue the same case, and is limited to the specific grounds outlined below:

1. Procedural error that resulted in material harm or prejudice to the student (i.e., by preventing a fair, impartial, or proper hearing).
2. Discovery of substantial new evidence that was unavailable to the accused student at the time of the hearing upon reasonable search and inquiry, and which reasonably could have affected the decision of the hearing body.

C. <u>Appealing Decision of Hearing Officer</u>

A student found "Responsible" for violating the Code of Student Conduct through a formal hearing process has the right to appeal the original decision of a Hearing Officer. The appeal must be in writing and addressed to the campus Dean of Student Services. The appeal must be postmarked, or hand delivered to the campus Dean of Student Services, or sent via email within five (5) business days after the date on which notice of the decision is sent to the student.

Appeal Procedures

The Campus Appeals Committee will dismiss the appeal if the appeal does not demonstrate at least one of the following:

1. Procedural error that resulted in material harm or prejudice to the student (i.e., by preventing a fair, impartial, or proper hearing).
2. Discovery of substantial new evidence that was unavailable to the accused student at the time of the hearing upon reasonable search and inquiry, and which reasonably could have affected the decision of the hearing body.

If sufficient cause for the appeal has been demonstrated:

3. The student will present their case. The student must be present at the appeal hearing.
4. The Campus Appeals Committee will decide the appeal based upon a review of the record and supporting documents (e.g., prior disciplinary history) and/or
5. The Campus Appeals Committee may consider additional relevant information from any party to the proceeding and then decide the appeal based upon the enhanced record.

Possible Dispositions

After a thorough review of the record(s), the Campus Appeals Committee may:

1. Uphold the original decision and/or sanction(s) of the Hearing Officer;
2. Dismiss the case or individual charge(s) against the student and vacate any portion or all of the sanction(s);
3. Modify, enhance, or reduce the original sanction(s).

The Campus Appeals Committee's decision is final.

D. **<u>Appealing Decision of Campus Conduct Committee</u>**

A student found "Responsible" for violating the Code of Student Conduct through a formal hearing process has the right to appeal against the original decision of the Campus Conduct Committee. The appeal must be in writing and addressed to the College Appeals Committee. The appeal must be postmarked, or hand delivered to the Campus Vice President, or sent via email within five (5) business days after the date on which notice of the decision is sent to the student.

1. College Appeals Committee

a. The College Appeals Committee shall consist of three members of the faculty or staff and three students appointed annually by the Vice President of Enrollment Services and Student Success. In addition to the six members, there shall be a chair appointed by the Vice President of Enrollment Services and Student Success.

b. The College Appeals Committee shall have appellate jurisdiction in all cases involving alleged violations of the Code of Student Conduct that have been determined through a formal hearing by the Campus Conduct Committee. A simple majority of committee members (excluding the chair) must be present in order to hear an appeal; and must include at least two faculty or staff members and one student.

2. Appeal Procedures

The College Appeals Committee will dismiss the appeal if the appeal does not demonstrate at least one of the following:

1. Procedural error that resulted in material harm or prejudice to the student (i.e., by preventing a fair, impartial, or proper hearing).
2. Discovery of substantial new evidence that was unavailable to the accused student at the time of the hearing upon reasonable search and inquiry, and which could have affected the decision of the hearing body.

If sufficient cause for the appeal has been demonstrated:

a. The College Appeals Committee will decide the appeal based upon a review of the record and supporting documents (e.g., prior disciplinary history) and/or
b. The College Appeals Committee may consider additional relevant information from any party to the proceeding and then decide the appeal based upon the enhanced record.

The review of the appeal generally does not involve the appealing student being present; however, the College Appeals Committee can request their presence if needed.

3. Possible Dispositions

After a thorough review of the record(s), the College Appeals Committee may:

a. Uphold the original decision and/or sanction(s) of the Campus Conduct Committee;
b. Dismiss the case or individual charge(s) against the student and vacate any portion or all of the sanction(s);
c. Modify, enhance, or reduce the original sanction(s);

The College Appeals Committee's decision is final.

Statement No. 718
OPR – VICE PRESIDENT, STUDENT SERVICES, ENROLLMENT STRATEGIES, AND ADVANCEMENT
May 7, 1987
December 6, 1988
April 28, 2005
January 6, 2016
March 8, 2017
August 13, 2018
October 6, 2020

TITLE: COMPLAINT AND GRIEVANCE PROCEDURES

I. STATEMENT. Students have the right to express their dissatisfaction about action or lack of action relative to a matter either academic or non-academic in nature. Furthermore, students have a right to appeal any college decision which they believe to have an adverse effect on their pursuit of an education or participation in college programs. When possible, and as circumstances allow, students should make every effort to resolve dissatisfaction by working informally with the person(s) whose actions or inactions have caused the dissatisfaction, or that person's school supervisor.

The general student complaint procedure described here will apply to all non-classroom related student complaints. Specific procedures for grievances (student appeals of faculty decisions related to classroom/instructional activities) are also found in this statement, right after the general student complaint procedure. Regulations governing student discipline are found in the *Student Handbook* under "Due Process in Student Discipline". Information and documentation pertaining to the investigation and resolution of written complaints and grievances will be entered into the College's Student Complaint Log once an outcome is determined.

II. PROCEDURES AND RESPONSIBILITIES

A. General Student Complaints (non-classroom related): Issues of dissatisfaction that are typically submitted in an email or College form; or a letter, note, or memo that is typed or handwritten. The college reserves the right to investigate and take action on student complaints submitted via text or social media.

1. Within thirty days of an incident, the student must provide a written complaint describing the dissatisfaction and the remedy sought. The written complaint must be submitted to the Campus Dean who administers the policy or oversees the area where the complaint arises.

2. Within ten business days, the Campus Dean will arrange a committee to review and investigate the student's complaint. The committee will reserve the right to question the student and/or witnesses (college employees and other students) regarding the matter.

3. Within five business days, the Campus Dean will make a decision on the merits of the student complaint and will provide a written response to the student.

   In the event that the student is not satisfied with the decision of the Campus Dean, an appeal may be made to the Campus Vice President within five business days. If the student is not satisfied with the decision of the Campus Vice President, the student may then appeal to the College President within ten business days of receipt of the decision. College personnel will provide a written response to the student within five business days.

   If, after appealing to the College President, the student is not satisfied with the outcome of this decision, the student may file a complaint with the State Authorization Agency at www.mississippi.edu/mcca.

B. Student Appeals of Faculty Decisions (grievances related to classroom /instructional activities)

1. The instructor has authority over all matters affecting the conduct of classes, including assignment of grades. Student performance may be evaluated based on written work and/or other performance standards as determined by the instructor.

2. If a student has a complaint about classroom activities or grades given by an instructor, the student may appeal the faculty member's decision within 30 working days of the decision. In all cases, the appeal process will ensure due process for both the instructor and the student.

3. The student must first discuss the issue with the faculty member involved and explain the basis for his/her appeal.

   If the matter is not resolved with the faculty member, the student may appeal to the School Chairperson within five working days. This appeal must be in writing and should describe the basis for the student's complaint as well as the outcome of the discussion with the faculty member. The Chairperson may attempt to resolve the problem with the student and instructor or may call for a departmental review. Within ten working days after the meeting or review, the Chairperson will make a decision on the merits of the student complaint and will provide a written response to the student.

4. If the matter is not resolved with the School Chairperson, the student may appeal in writing to the appropriate Dean of Teaching & Learning within five working days. The Dean may attempt to resolve the problem with the individuals involved or may call a meeting of the Campus Judicial Committee to hear the grievance.

   If necessary to resolve the complaint, an informal hearing will be conducted by the Judicial Committee within 10 working days after the Dean receives the student's grievance. The hearing will provide the student and faculty member an opportunity to present their positions and supporting facts. The student will be required to provide the Committee with an advance copy of the major issues, documents to be included and names of persons expected to attend the hearing.
   Issues or evidence not directly related to the initial appeal will not be considered.

   The Committee is the final judge of what is to be included and excluded in the hearing and has the right to adjourn and reconvene at a later time if this is necessary to complete the hearing. The hearing will be conducted in a manner that is fair and equitable for the student. Within ten (10) working days following the hearing, the Committee will make a recommendation to the Vice President for Teaching & Learning/Community Campus who will notify the student in writing as to the resolution of the grievance.

5. Should the student desire to appeal the decision of the Vice President for Teaching & Learning/Community Campus, a written appeal must be made to the President of the College within 10 working days. The President may rule on the student complaint or may appoint a committee to review the campus decisions to assure that the student and instructor have been afforded due process.

6. The following guidelines apply to student appeals regarding faculty decisions:

   a. For appeals of decisions other than final grades, the student will be permitted to remain in class for the term in which the appeal is initiated until the appeal is settled.

   b. The appeal of a final grade in a class must be made within 30 working days of the posting of the course grade.

C. Student Appeals of Faculty Decisions in the School of Nursing and Health Professions (grievances related to classroom/instructional activities)

1. The instructor has authority over all matters affecting the conduct of classes, including assignment of grades. Student performance may be evaluated based on written work and/or other performance standards as determined by the instructor.

2. If a student has a complaint about classroom activities or grades given by an instructor, the student may appeal the faculty member's decision within 10 working days of the decision. In all cases, the appeal process will ensure due process for both the instructor and the student.

3. The student must first discuss the issue with the faculty member involved and explain the basis for his/her appeal.

   If the matter is not resolved with the faculty member, the student may appeal to the Course Faculty Team within five working days. This appeal must be in writing and should describe the basis for the student's complaint as well as the outcome of the discussion with the faculty member. Within five working days after the hearing, the Course Faculty Team will make a decision on the merits of the student complaint and will provide a written response to the student.

   If the matter is not resolved with the Course Faculty Team, the student may appeal to the respective School chair within five working days. This appeal must be in writing and should describe the basis for the student's complaint as well as the outcome of the discussion with the Course Faculty Team. The respective School chair may attempt to resolve the problem with the student and Course Faculty Team or may call for a department review. Within five working days after the hearing, the respective School chair will make a decision on the merits of the student complaint and will provide a written response to the student.

4. If the matter is not resolved at this level, the student may appeal in writing to the Associate Vice President for the School of Nursing and Health Professions within five working days. The Associate Vice President for the School of Nursing and Health Professions may attempt to resolve the problem with the individuals involved or may call a meeting of the College-wide School of Nursing and Health Professions Judicial Committee to hear the grievance.

   If necessary to resolve the complaint, an informal hearing will be conducted by the appropriate College-wide School of Nursing and Health Professions Judicial Committee within 10 working days after the Associate Vice President for the School of Nursing and Health

Professions receive the student's grievance. The hearing will provide the student and faculty members with an opportunity to present their positions and supporting facts. The student will be required to provide the Committee an advance copy of the major issues, documents to be included and names of persons expected to attend the hearing. Issues or evidence not directly related to the initial appeal will not be considered.

The Committee is the final judge of what is to be included and excluded in the hearing and has the right to adjourn and reconvene at a later time if this is necessary to complete the hearing. The hearing will be conducted in a manner that is fair and equitable for the student. Within 10 working days following the hearing, the Committee will make a recommendation to the Vice President, Teaching & Learning/Community Campus who will notify the student in writing as to the resolution of the grievance.

5. Should the student desire to appeal the decision of the Vice President, Teaching & Learning/Community Campus, a written appeal must be made to the President of the College within 10 working days. The President may rule on the student complaint or may appoint a committee to review the decisions to assure that the student and instructor have been afforded due process.

6. The following guidelines apply to student appeals regarding faculty decisions:

    a. For appeals of decisions other than final grades, unsafe clinical performance, and/or clinical dismissal, the student will be permitted to remain in class for the term in which the appeal is initiated until the appeal is settled.

    b. The appeal of a final grade in a class must be made within 30 working days of the posting of the course grade.

TITLE: STUDENT WITHDRAWAL FROM CREDIT COURSES

I. STATEMENT. The following explains how students can withdraw from one or more classes after the semester begins, whether voluntarily or involuntarily. It outlines required steps, grading procedures, tuition refunds, documentation requirements, and how withdrawal impacts current and future financial aid eligibility.

II. PROCEDURES AND RESPONSIBILITIES

A. VOLUNTARY WITHDRAWAL

1. Single Course Withdrawal

a. To withdraw from one course, the student must notify the instructor in writing (such as by email or Canvas message).
b. During the withdrawal period: The instructor records a "WD" on the student's last date of attendance (LDA) in the attendance system.
c. After the withdrawal period: The instructor records either a Withdrawal Passing (WP) or Withdrawal Failing (WF), depending on the student's progress, on the LDA.
d. The Admissions Office finalizes the withdrawal in the college system (Banner).

2. Total Withdrawal (All Courses)

a. Students who wish to withdraw from all classes must complete the Acknowledgement of Withdrawal Form in the Enrollment Services Center.
b. Before withdrawing, students should meet with an Enrollment Specialist to discuss the impact on financial aid, academic progress, and future enrollment.
c. The Admissions Office notifies each instructor that the student is withdrawing.
d. During the withdrawal period, the instructor enters a WD on the LDA.
e. After the withdrawal period ends, the instructor enters a WP or WF on the LDA, as appropriate.
f. Special Cases:
    1) Medical Withdrawals: Students must complete the Medical Withdrawal Form and submit appropriate documentation (see Statement 719.1).

2) Military Withdrawals: Students called to duty must submit documentation from their commanding officer showing the activation date (see Statement 715.1).

NOTE: After withdrawing, students should confirm that the withdrawal and any applicable refund were processed by contacting the Admissions or Business Office.

B. INVOLUNTARY WITHDRAWAL.

1. If a student exceeds the number of unexcused absences, the instructor will withdraw the student from the course.
Attendance limits are as follows:
   a. Lecture courses: 1 hour of absence per semester hour
   b. Laboratory courses: 2 hours of absence per semester hour
   c. Clinical/Internship courses: 3 hours of absence per semester hour
   d. Courses combining lecture, lab, or clinical time follow proportional limits.

2. Excessive tardiness may count as absences at the instructor's discretion. Excused absences approved by the instructor before the missed class do not count toward absence limits. Students withdrawn for excessive absences may petition for reinstatement under Statement 718: Student Grievance Procedures.

3. Programs such as Cosmetology, Career & Technical Education, and Nursing & Health Professions may have additional attendance requirements outlined in their respective handbooks.

4. Never Attended: If a student never attends class, the instructor enters "NG" (No Grade) as of the first class meeting. The Admissions Office records this in Banner.

C. TUITION ADJUSTMENTS AND REFUNDS

1. Below 15 Credit Hours - If a student drops below 15 credit hours because they never attended one or more courses during the 90% refund period, tuition will be recalculated at the hourly rate.

2. Refund Periods and Grades - After instructors enter withdrawal codes (WD, WP, or WF) on the LDA, the Admissions Office updates student records and processes the appropriate withdrawal status (DR, WR, WD, etc.).

3. Refund and withdrawal deadlines are listed in the Academic Calendar. Students who never attend a class are eligible for a 100% refund, unless the program specifies otherwise.

D. ATTEMPTED HOURS AND FINANCIAL AID IMPACT

Grades of W, WP, or WF count as attempted but not earned hours. These grades do not affect GPA, but they do count toward Satisfactory Academic Progress (SAP) for financial aid. SAP is calculated by dividing earned hours by attempted hours.

NOTE: See the Title IV Financial Aid Satisfactory Academic Progress Policy in the College Catalog under Financial Information for more details on maintaining federal aid eligibility.

TITLE: PROCEDURES FOR STUDENTS REQUESTING A MEDICAL WITHDRAWAL

I. **STATEMENT.** Students who must withdraw from all in-progress courses due to an unforeseen medical condition may request a medical withdrawal. A medical withdrawal will result in a grade of "W" for all in-progress courses for the term requested. Special circumstances will be reviewed on a case-by-case basis.

Failure to submit appropriate documentation may affect academic standing, financial aid eligibility, future readmission, and refund status, in accordance with federal, state, and institutional regulations.

II. PROCEDURES AND RESPONSIBLITIES

A. Documentation.

1. Student Medical Condition: The student must provide written verification from a licensed healthcare provider (i.e. physician, nurse practitioner, physician assistant, licensed professional counselor, or psychiatrist) stating that, in the provider's professional opinion, the student cannot continue enrollment due to a medical condition. Documentation must include the effective date of withdrawal. Specific medical details are not required and should not be submitted beyond this verification.
2. Caregiver Exception: A medical withdrawal may also be granted when the student is the sole caregiver for an immediate family member (e.g., parent, child, spouse, or dependent) who has a medical condition that makes it detrimental for the student to continue enrollment.
    a. Documentation must be submitted to the appropriate Dean of Teaching and Learning Office and must include:
        - Verification from the family member's licensed healthcare provider confirming the medical condition; and
        - A statement demonstrating the student's role as the primary caregiver.

B. Grading. To be eligible to receive a "W" for the courses in progress, the student must submit the request by the end of the current term. If the appropriate grade is not issued, it is the responsibility of the student to follow up within six weeks of the end of the semester to resolve the grade discrepancies.

C. Associate Degree Nursing & Health Professions Students. Students must follow readmission procedures described in their respective program student handbook.

D. Financial Aid. If a student's tuition and fees were paid using financial aid or a third-party payment, any applicable refund will be returned to the original source of payment. Because financial aid eligibility and awards vary by student, the effect of a medical withdrawal may differ from one student to another. Students are encouraged to consult the Financial Aid Office for individualized guidance and clarification regarding how a medical withdrawal may impact their financial aid.

E. Refund. An approved medical withdrawal allows for a "W" and a 90% refund of tuition. Room and board charges will be prorated. If the medical withdrawal is denied, see refund policy in the *College Catalog*.

The Request for Medical Withdrawal form is available in the Forms Repository.

TITLE: STUDENT OFF-CAMPUS ACTIVITIES AND FIELD TRIPS

I. STATEMENT. Off-campus activities and field trips can be a vital part of the education of students. The College, the employees, and the students must share the responsibility of assuring safety for all during the trip.

II. PROCEDURES AND RESPONSIBILITIES

A. **Student Responsibilities**

1. When individuals register for school, they assume the personal responsibility to abide by the policies and regulations of Mississippi Gulf Coast Community College as stated in the *College Catalog*, the *Student Handbook*, and other official publications of the College.

2. All student activities initiated by a college recognized club, organization, or program are subject to college policies and regulations as outlined by the Board of Trustees, the College Code of Conduct, and the College Administration. This applies to on-campus or off-campus events and field trips.

3. Students will be responsible for observing the itinerary provided to them, as well as the policies and regulations of the College, while a member of the off-campus activity or field trip.

4. Students traveling to or from a scheduled off-campus activity or field trip in their own vehicle will assume the same liability as any other travel. In case of accident or injury, the vehicle owner's insurance will be the primary source of payment.

5. Students must make requests to the College sponsor of the activity or trip if accommodation due to a disability are needed. These requests must be made as far in advance of the trip as possible.

B. **Sponsor Responsibilities**

1. Each activity, event, program, or field trip must be supervised by a college approved person.

2. All off-campus activities or field trips must be approved, in advance, through established campus procedures.

3. The sponsor will make known to students the accepted itinerary of the off-campus activity or field trip.

4. Employees operating college vehicles must have a valid driver's license on file with the designated campus/center office. In rare instances, if a qualified student driver is necessary, this exception will be forwarded with appropriate documentation (copy of student's driver's license and Authority for Release of Information form) to the Vice President of Administration and Finance for consideration. Prior to approval, student information will be forwarded to the insurance carrier by the District Business Office for verification and retained in the commercial fleet insurance policy file.

5. College personnel using their private vehicles to transport students must have a certificate of insurance showing current liability insurance on the vehicle being used. Verification must be submitted with the campus travel approval request. In case of college employee or student accident or injury in a private vehicle, the vehicle owner's insurance will be the primary source of payment.

6. Vehicular accidents and/or injury while traveling on a college- sponsored off-campus activity or field trip must be reported as soon as possible to the Campus Vice President, who will notify the Dean of Business Services, who will in turn report to the Vice President of Administration and Finance with a written report to the insurance company. The notification of injury or death due to an accident must be done through the appropriate Vice President's office, who will immediately contact the College President.

7. In the event of an accident, emergency, or any incident in which a participant is harmed or could potentially have been harmed, the sponsor is to notify the appropriate local authorities as well as the Campus Police Department, Supervisor of Student Activities and/or Dean of Student Services immediately. In case of medical emergency or injury, the sponsor should take action to obtain medical assistance.

C. **College Responsibilities**

1. The College maintains a commercial fleet insurance policy on all school-owned vehicles. The policy includes liability, auto medical payments, uninsured motorists, comprehensive, and collision coverage. Everyone riding in the vehicle is covered within the limits of the policy.

2. College sponsors will be informed of the policies and procedures related to off-campus activities and field trips by their campus Deans and/or Department Chairs.

TITLE: FREEDOM OF EXPRESSION

I. **I. STATEMENT.** Fundamental to the democratic process is the right of free speech and peaceful assembly. Students and other members of the College community shall have the right to express their views or support causes by orderly means which do not disrupt the regular and essential operations of the College.

While supporting the rights of students and other members of the college community, Mississippi Gulf Coast Community College recognizes the responsibility to maintain an atmosphere on campus conducive to the educational process.

II. PROCEDURES AND RESPONSIBILITIES

A. Students have the right to express free speech including their opinion and views, along with peaceful assembly on any area of campus sidewalks, streets, and common areas. They must do so without disruption to the college's daily and necessary functions.

B. Disruptive activities will not be allowed. The college has defined a disruptive activity as any action by an individual, group, or organization to impede, interfere with or disturb the holding of classes, the conduct of the college business, or the authorized scheduled events and activities of any and all segments of the college. Furthermore, any activity that incites imminent lawless action or that triggers an automatic violent response will be considered disruptive. In addition to any potential criminal penalties, students engaging in disruptive activities will be referred to the Dean of Student Services office and employees will be referred to Human Resources.

C. Expressive activities must not:

1. Attract a crowd larger than the requested location or spontaneous expression activity can safely contain;

2. Significantly disrupt College activities inside or outside of buildings (including classes);

3. Significantly disrupt previously scheduled campus events, including expressive activity of others with prior reservations;

4. Obstruct entrances or exits to buildings;

5. Obstruct vehicular or pedestrian traffic;

6. Represent a threat to public safety, according to the discretion of Campus Police;

7. Include camping or the use of temporary shelter (e.g., tents) as such activities are prohibited on College property;

8. Affix items to any permanent structure (e.g., buildings, fences, trees, etc.) or use temporary signage attached to a structure, planted in the ground, or otherwise outside the immediate control of the individual engaged in the expressive activity;

9. Involve the temporary or permanent defacement or alteration of college buildings, sidewalks, or other property, including painting, graffiti, or "chalking;" or

10. Involve the use of open flame devices, bonfires, or the lighting of any material on fire; provided, however, that small hand-held candles may be utilized with special permission of the Dean of Students if reasonable safety concerns are satisfied.

D. Areas for Demonstrations: In order to maintain this atmosphere, demonstrations and non-college affiliated speakers must be registered with the campus Dean of Students Services office at least 48 hours prior to the scheduled event. The event must be held in the following locations:

- Jackson County Campus – Warner Peterson Administration Building Plaza
- Harrison County Campus – The Veterans Courtyard
- Perkinston Campus – The lawn area North of the flagpole
- George County Center – The flagpole in front of the Administration Building
- West Harrison County Center – The flagpole in front of the Administration Building
- The The Tradition Center – The flagpole in front of the Administration building

E. Demonstrations and non-college affiliated speakers shall be denied registration by the Dean of Student Services office when:

1. The Dean of Student Services, in consultation with campus police, has a reasonable basis to conclude that the speaker(s), based on prior events, substantially threatens to disrupt the normal activities of the college, threatens health or safety, or results in a violation of criminal law; or

2. The Dean of Student Services, in consultation with campus police, has a reasonable basis to conclude that there is a danger to those participating in the demonstration.

3. The Dean of Student Services, in consultation with the campus police, has the authority to ask anyone to remove any mask or props that may be used to conceal one's identity.

F. Any demonstration or non-college affiliated event which does not comply with the Freedom of Expression policy is in violation of this policy and will be subject to immediate cancellation and an order for all participants to disband by the Dean of Student Services or their designee.

G. This policy will be administered in a manner consistent with United States Law and the First Amendment Rights of Community College employees and students.

Statement No. 724
OPR – VICE PRESIDENT, ADMINISTRATION AND FINANCE
June 20, 2001
February 2, 2012
June 17, 2026

TITLE: DISABILITY ACCOMMODATION PROCEDURES AND RESPONSIBILITIES

I. STATEMENT. Mississippi Gulf Coast Community College is committed to providing reasonable accommodations for qualified students with disabilities in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The following procedures and responsibilities are established to support equal access to the College's programs, services, and activities.

II. PROCEDURES AND RESPONSIBILITIES

A. Each campus and center shall have a designated ADA Coordinator or designee responsible for receiving, reviewing, and coordinating student requests for disability accommodation in accordance with applicable law and College procedures. Students requesting accommodation shall contact the appropriate ADA Coordinator or designee for their campus or center. Requests should be made as early as possible to allow adequate time for review and implementation.

B. Documentation from a qualified, appropriately licensed professional may be required to support a request for reasonable accommodation and will be used to inform an individualized assessment of functional limitations affecting one or more major life activities. Documentation may not be required when the existence of a disability and the need for requested accommodations are clearly evident, can be reasonably established through observable factors, or can otherwise be determined by the designated ADA Coordinator.

C. After the student's documentation has been received and reviewed by the appropriate ADA Coordinator or designee, written notice of the approved accommodations shall be provided to the student and the student's instructors, as applicable, through the College email system.

D. Faculty shall implement approved accommodations as communicated by the appropriate ADA Coordinator or designee. Approved accommodations shall be implemented from the date notice is provided and shall not be applied retroactively. Faculty shall treat accommodation information as confidential and shall use such information only for purposes of implementing approved accommodations.

E. The appropriate ADA Coordinator or designee shall maintain documentation of accommodation requests and approved accommodations in the appropriate College office in accordance with applicable law and College recordkeeping procedures.

F. Requests for accommodation that involve the expenditure of College funds shall first be referred to the state vocational rehabilitation agency, when appropriate. If the requested accommodation is not approved through vocational rehabilitation, the College may consider the request in accordance with College procedures. Requests involving the expenditures of College funds shall be subject to approval by the Vice President for Administration and Finance or designee.

G. Students approved for accommodations that involve equipment, services, or assistants are responsible for complying with College procedures related to the use of those accommodations. Abuse or misuse of approved accommodations may be addressed through the applicable College disciplinary process. Students may be held responsible for damage to or loss of College equipment in accordance with College policy.

H. Students requesting disability accommodations for student housing shall contact the appropriate ADA coordinator of designee and the appropriate housing office, as applicable. Requests should be made as early as possible to allow adequate time for review, coordination, and implementation. Housing accommodation requests shall be reviewed on an individualized basis in accordance with applicable law ans College procedures.

I. Students who disagree with a determination regarding disability accommodations, or who believe approved disability accommodations have not been implemented, may seek review, through the College's student complaint and grievance procedures, including Statement No. 718, as applicable.

TITLE: SERVICE ANIMALS

I. STATEMENT. The Mississippi Gulf Coast Community College Board of Trustees is committed to assuring equal access and accommodations for disabled students. The Board of Trustees permits student use of Service Animals (as defined under the Americans with Disabilities Act) in college facilities as a reasonable accommodation. This statement supports the College's commitment to comply with state and federal laws, rules, and regulations pertaining to the Americans with Disabilities Act.

II. PROCEDURES AND RESPONSIBILITIES

A. DEFINITION OF SERVICE ANIMAL

Under the American with Disabilities Act, a Service Animal is defined as a dog that has been individually trained to do work or perform tasks for a person with a disability. In addition to trained dogs, miniature horses that have been individually trained to do work or perform tasks for people with disabilities are also defined as Service Animals. The College shall permit the use of miniature horses as Service Animals where reasonable and will use the following assessment factors to determine if miniature horses can be accommodated in college facilities:

- Whether the miniature horse is housetrained
- Whether the miniature horse is under the handler's control
- Whether the facility can accommodate the miniature horse's type, size, and weight.
- Whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

The tasks performed by Service Animals must be directly related to the person's disability. Examples of such tasks include:

- Guiding people who are visually impaired
- Alerting people who are hearing impaired
- Pulling a wheelchair
- Alerting and protecting a person who is having a seizure.
- Reminding a person with mental illness to take prescribed medications.
- Calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties

B. VOLUNTARY REGISTRY FOR SERVICE ANIMALS

Handlers have the option to voluntarily register their Service Animal with the campus Student Support Services Coordinator. This ensures that emergency staff know how to look for Services Animals during an emergency evacuation process.

C. WHERE SERVICE ANIMALS ARE ALLOWED ON CAMPUS

The College allows Service Animals to accompany persons with disabilities at all times and everywhere on campus, except for places where there is a health, environmental, or safety hazard.

Service Animals are permitted to accompany people with disabilities in all public access areas. Examples of such areas include:

- Libraries
- Cafeterias, dining areas, restaurants
- Performing halls, gathering places, classrooms

D. QUESTIONS THAT CAN BE ASKED OF A PERSON WITH A SERVICE ANIMAL

If there is a reason to question whether an animal accompanying a student, faculty, or visitor to campus is a Service Animal or if it is not apparent that the animal is a Service Animal, the only two questions that can be asked are:

- Is the dog (or miniature horse) a service animal required because of a disability?
- What work or task has the dog (or miniature horse) been trained to perform?

YOU MAY NOT ask about the person's disability, require medical documentation, require a special identification card, vest, or training documentation for the Service Animal, or ask that the Service Animal demonstrate its ability to perform the work or task.

E. HANDLER RESPONSIBILITIES FOR SERVICE ANIMALS ON CAMPUS

A handler who has a Service Animal on College premises:

- Is responsible to attend to and be in full control of the animal at all times. A service animal shall have a harness, leash, or other tether unless the handler is unable to use a harness, leash, or tether, or that using such device will interfere with the animal's ability to safely and effectively perform its duties.
- Is responsible for the costs of care necessary for the animal's well-being. The arrangements and responsibilities with the care of the animal is the sole responsibility of the handler at all times, including regular bathing and grooming, as needed.

- Is responsible for independently removing or arranging for the removal of the animal's waste. Waste must be disposed in a sealed bag in an outdoor trash receptacle.
- Is responsible for complying with local and state licensing laws for animal rights and hander responsibilities. Service Animals should be current with immunizations.
- Is responsible for paying for any damage to college property caused by the animal.
- Is responsible for paying for any medical costs/property damage to other students as a result of the animal's actions.
- Is responsible for making alternative housing arrangements for the animal anytime the handler leaves overnight and/or during college breaks.

F. CONFLICTING DISABILITIES

If students with a medical condition (respiratory diseases, asthma, severe allergies) that are affected by animals have a health or safety concern related to exposure to a Service Animal, they may contact the campus Support Services Coordinator.

The campus Support Services Coordinator will have an interactive dialogue with the student to determine whether there is a need for accommodation and what accommodations would be appropriate. In the event that a satisfactory agreement cannot be reached, the student may file a complaint per the College's Student Complaint and Grievance Procedures.

G. REMOVAL OF SERVICE ANIMALS FROM COLLEGE PREMISES

The College reserves the right to remove Service Animals from campus when:

- The animal is out of control, and the handler does not take effective action to control it.
- The animal is not housetrained.
- The animal's behavior poses a direct threat to the health or safety of its handler or others on campus.

In those instances where there is a legitimate reason to exclude or remove a Service Animal, the person with a disability will be given the option to return without the animal.

H. APPEALING THE REMOVAL OF SERVICE ANIMALS

Students may appeal against the decision regarding the removal of their Service Animal from College premises. The written appeal must be submitted to the campus Vice President within five (5) business days after the student has received written notification of the decision to remove the animal from

College grounds and must address the reason for the appeal. The student will be notified in writing of the status of the appeal.

TITLE: EMOTIONAL SUPPORT ANIMALS

I. STATEMENT. The Board of Trustees of Mississippi Gulf Coast Community College has adopted a statement to permit, in some cases, use of Emotional Support Animals (also called comfort, therapy, or companion animals) as defined under the Fair Housing Act, in college facilities.

II. PROCEDURES AND RESPONSIBILITES

A. DEFINITION OF EMOTIONAL SUPPORT ANIMAL

Under the Fair Housing Act, an Emotional Support Animal is defined as an animal that provides emotional support, well-being, or companionship that alleviates or mitigates symptoms of a disability, but do not have special training to perform tasks that assist people with disabilities. Emotional Support Animals can also relieve loneliness, and sometimes help with depression, anxiety, and certain phobias.

Emotional Support Animals are not limited to dogs and can be other species of animals. Non-domesticated, wild, dangerous, venomous, illegal, and/or animals over twenty (20) pounds are not permitted as Emotional Support Animals. The College will not consider rodents, arachnids, reptiles, and other exotic animals for campus-use.

While one (1) Emotional Support Animal may be considered for access to college housing, Emotional Support Animals are not permitted in other areas of the College such as academic and administrative buildings, classrooms, labs, athletic and recreational facilities, and food service/dining areas.

B. APPLICATION PROCESS FOR REQUESTING EMOTIONAL SUPPORT ANIMALS

An Emotional Support Animal may not reside in college housing without approval of College officials. A handler requesting approval of an Emotional Support Animal must provide the appropriate documentation to the campus Support Services Coordinator. Documentation must include a letter from the handler that gives a brief summary of why they are making the request, a care plan for the animal, any relevant veterinary records, and a signed letter from the handler's licensed physical or mental healthcare provider or therapist. At a minimum, the signed letter should include the following items:

- The healthcare provider's diagnosis of the handler's condition.
- The healthcare provider's professional opinion that the handler's condition qualifies as a disability under federal law, including the major life activity that is substantially limited by the disability.

- The healthcare provider's opinion is that the Emotional Support Animal has been prescribed for treatment purposes and is necessary to help alleviate symptoms associated with the handler's condition and/or to help the handler enjoy housing services.
- Any additional rationale or statement the College may reasonably need to understand the basis for the professional opinion.

The campus Support Services Coordinator will forward all documentation to a college review committee consisting of representatives from Student Services. The committee will review the handler's request and either approve it, deny it, or request more information before making a decision. The campus Support Services Coordinator will inform the handler of the committee's decision and discuss the next steps.

If the request is approved, the campus Support Services Coordinator will review this Statement with the handler. The handler will be required to sign an Emotional Support Animal agreement. In addition, the campus Support Services Coordinator will provide an accommodation letter to the handler stating that they qualify for an Emotional Support Animal in campus housing. The handler will be required to submit a copy of the letter to the Director of Residence and Student Life.

If the request is denied, the campus Support Services Coordinator will meet with the handler to determine if there is an alternate accommodation.

C. REQUIRED REGISTRY FOR EMOTIONAL SUPPORT ANIMALS

Handlers approved for Emotional Support Animals are required to register the animal with the campus Student Support Services Coordinator. This ensures that emergency staff know how to look for Emotional Support Animals during an emergency evacuation process.

D. WHERE EMOTIONAL SUPPORT ANIMALS ARE ALLOWED ON CAMPUS

Emotional Support Animals are limited to use in college housing only. They are not permitted in other areas of the College, such as academic and administrative buildings, classrooms, labs, athletic facilities, food service/dining areas, and the student center.

E. CONFLICTING DISABILITIES

If a student has a medical condition(s) (respiratory diseases, asthma, severe allergies) that is affected by animals, the student should contact the campus Support Services Coordinator with any health or safety-related concern about exposure to an Emotional Support Animal. The campus Support Services Coordinator will have an interactive dialogue with the student to determine if there's a need for accommodation and the type of accommodation needed. In the event that a satisfactory agreement cannot be reached, the student may file a complaint per the College's Student Complaint and Grievance Procedures.

F. HANDLER RESPONSIBILITIES FOR EMOTIONAL SUPPORT ANIMALS ON CAMPUS

A handler who has an Emotional Support Animal on College premises:

- Is responsible for the costs of care necessary for the animal's well-being. The arrangements and responsibilities with the care of the animal are always the sole responsibility of the handler, including regular bathing and grooming, as needed.
- Is responsible for independently removing or arranging for the removal of the animal's waste. Waste must be disposed in a sealed bag in the designated trash area outside the residence hall.
- Is responsible for complying with local and state licensing laws for animal rights and handler responsibilities.
- Is responsible to pay for any damage to college property incurred by the animal.
- Is responsible to pay for any medical costs and/or property damage to other students as a result of the animal's actions.
- Is responsible for making alternative housing arrangements for the animal anytime the handler leaves overnight and/or during college breaks.

G. REMOVAL OF EMOTIONAL SUPPORT ANIMALS FROM COLLEGE PREMISES

The College reserves the right to remove Emotional Support Animals from campus when:

- The animal is out of control, and the handler does not take effective action to control it.
- The animal is not housebroken.
- The animal's behavior poses a direct threat to the health or safety of its handler or others on campus.
- The animal is aggressive, exceptionally disruptive, or out of control.

In those instances where there is a legitimate reason to exclude or remove an Emotional Support Animal, the handler will be given the option to return without the animal.

H. **APPEALING THE REMOVAL OF EMOTIONAL SUPPORT ANIMALS**

Handlers may appeal against the decision regarding the removal of their Emotional Support Animal from College premises. The written appeal must be submitted to the campus Vice President within five (5) business days after the handler has received written notification of the decision to remove the animal from college grounds and must address the reason for the appeal. The handler will be notified in writing of the status of the appeal.

TITLE: SUBSTANCE TESTING FOR THE SCHOOL OF NURSING AND HEALTH PROFESSIONS

I. STATEMENT. Students seeking enrollment under the School of Nursing and Health Professions are strictly prohibited from manufacturing, using, possessing, selling, conveying, or distributing any illegal drug or controlled substance in any amount in any manner in the college environment or at a college sponsored or related activity. Additionally, Nursing and Health Professions students (credit, non-credit, and workforce) are prohibited from using any legal drug in a non-prescribed, irresponsible, or illegal manner. Use of any substance to the extent that it impairs mental acuity or physical dexterity is strictly prohibited, including prescription drugs. The School of Nursing and Health Professions has a zero tolerance of the use of illegal substances, and the misuse or abuse of legal substances.

II. PROCEDURES AND RESPONSIBILITIES

A. To ensure a drug-free workplace and learning environment, students seeking enrollment under the School of Nursing and Health Professions are required to submit to laboratory examination of either urine, hair, blood, or saliva testing prior to program admission, as well as periodically, randomly, and/or for probable cause. Substance testing will be performed by an authorized substance testing company designated and approved by MGCCC. A positive substance test result for an illegal substance or an unsubstantiated prescription drug; the refusal to undergo substance testing; failure to provide a required specimen; or deliberately interfering with the substance testing procedure will result in the immediate withdrawal of the program specific application or immediate program dismissal.

B. Mississippi Medical Cannabis (Marijuana) Act allows for the controlled use of medical cannabis in the State of Mississippi. Thus, Mississippi citizens may legally obtain a medical cannabis (marijuana) ID card from the Mississippi Department of Health. Despite the passage of this legislation, the School of Nursing and Health Professions will continue to schedule drug screens as outlined in the Substance Testing Policy and Procedures located in the School of Nursing and Health Professions Manual.

   i. Despite a medical necessity for taking Medical Cannabis (Marijuana), the student may not be able to participate in health-related class, lab, clinical, internships, externships, and/or fieldwork experiences if:

1. The medication impairs the student's ability to appropriately function and meet the physical and cognitive functioning required for the safety of the student, classmates, faculty, and/or patients. This determination may be made by the School of Nursing and Health Professions and/or clinical site if impairment is observed or suspected.
2. Impairment is suspected per the School of Nursing and Health Professions Substance Testing Policy and Procedure.
3. The clinical facility does not permit students with a legal medical cannabis (marijuana) ID card to participate in clinical experiences at their particular location.

ii. Mississippi's Medical Marijuana Law Statutory Exemptions include the following:

1. This Law shall not: require any employer to permit, accommodate, or allow the medical use of medical cannabis, or to modify any job or working conditions of any employee who engages in the medical use of medical cannabis or who for any reason seeks to engage in the medical use of medical cannabis;
2. This Law shall not: prohibit or limit the ability of any employer from establishing or enforcing a drug testing policy;
3. Authorized individuals can impose civil, criminal, or other penalties for individuals engaging in the following while under the influence of medical marijuana: Acting with negligence, gross negligence, recklessness, in breach of any applicable professional or occupational standard of care, or to the effect an intentional wrong as a result, in whole or in part, of that individual's medical use of medical cannabis.

C. The School of Nursing and Health Professions will follow the clinical affiliations' guidelines and the School of Nursing and Health Professions Substance Testing Policy and Procedures at all times.

D. Information concerning a student's substance test is confidential. Positive test results are released only to authorized MGCCC employees and clinical partners on a need to know basis. For students who hold a current health-related license or certification, the licensing or certifying agency may be notified of any positive test result. Substance test results obtained from an authorized substance testing company on behalf of a student seeking enrollment into a MGCCC health-related program will be securely maintained under the supervision of the Associate Vice President of Nursing and Health Professions.

E. Students with a positive substance test may request a follow-up test performed by the college's designated substance testing company. Requests for a follow-up test must be made in writing by the student within 24 hours of receiving notification of the positive test results. Written notification is given to a nursing

department chairperson for nursing students, the health professions department chair for the health professions students, and to the director of healthcare simulation and workforce for the non-credit workforce students. The follow-up test specimen must be collected within 48 hours or two (2) working days of notification of a positive substance test. Students who test positive for prescription drugs must provide acceptable documentation of the prescription within one (1) working day of the day the student is notified of the positive test. Students cannot attend class or clinical/lab until acceptable documentation of the prescription is provided.

F. The student is responsible for the cost of all substance testing.

G. A student who has been dismissed from the School of Nursing and Health Professions due to a positive substance test may be eligible for consideration to re-enter the program. Please see *Substance Testing Policy and Procedures* located in the School of Nursing and Health Professions Manual for information on criteria for consideration to re-enter the program. A second dismissal from the School of Nursing and Health Professions, due to a positive substance test, will result in permanent dismissal.

H. In accordance with the School of Nursing and Health Professions admission requirements, students seeking program entry must submit the required health forms, which include, but are not limited to, a list of current medications and immunization records.

I. Throughout enrollment in the School of Nursing and Health Professions, students must report to their instructor all additional medications prescribed.

J. Periodic testing is defined as a defined period of time students enrolled or seeking enrollment into the School of Nursing and Health Professions will go to a designated substance testing site and provide a specimen (hair, urine, and/or blood). Students are required to show two forms of picture identification at the testing site. One identification (ID) must be the student's MGCCC picture ID. The second identification must be the student's valid driver's license or valid military picture ID.

K. The procedures for probable cause testing will be followed according to the Substance Testing Policy and Procedures.

L. Detailed information on these procedures as well as definitions of terms may be found in Substance Testing Policy and Procedures located in the School of Nursing and Health Professions Manual.

TITLE: OUT-OF-STATE VETERAN TUITION

i. **STATEMENT.** In accordance with Mississippi Code §37-103-25, Mississippi Gulf Coast Community College shall charge tuition at the in-state tuition rate for a student who is a veteran as defined by Title 38 of the United States Code, or a person entitled to education benefits under Title 38 of the United States Code.

This policy shall go into effect no later than July 1, 2015.

TITLE: PERSONAL TRANSPORTATION DEVICE USAGE

I. STATEMENT. Self-Propelled personal transportation devices (SPPTDs) are prohibited on any campus or center of Mississippi Gulf Coast Community College. SPPTDs are defined as compact, lightweight, electric- powered or motorized vehicles designed for short-distance, low-speed mobility. Examples of these devices include, but are not limited to, scooters, hoverboards, bicycles, segways, etc. This statement does not apply to scooters or devices used to meet disability mobility needs as defined by the American with Disabilities Act of 1990 (ADA).

II. PROCEDURES AND RESPONSIBILITIES

A. This statement does not prohibit the use of non-electric or non-motorized personal transportation devices such as manually propelled bicycles, skateboards, scooters, etc.

B. This policy does not apply to college employees who operate personal transportation devices on pedestrian sidewalks and walkways when necessary for the maintenance and daily operations of the College.

C. Students violating any of these guidelines will be sanctioned as appropriate by the Dean of Student Services through the College's Due Process in Student Discipline. Employee violations will be routed to the appropriate supervisor at the employee's respective campus/center.

Statement No. 728
OPR – VICE PRESIDENT, STUDENT SERVICES, ENROLLMENT STRATEGIES, AND ADVANCEMENT
May 27, 2015
May 11, 2016
December 11, 2019
August 19, 2020
June 21, 2023

TITLE: MISSISSIPPI GULF COAST COMMUNITY COLLEGE STATEMENT ON TITLE IX AND SEXUAL HARASSMENT

I. **STATEMENT.** The Board of Trustees approved the following on August 19, 2020.

Mississippi Gulf Coast Community College is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. It strongly condemns sexual offenses, will not tolerate sexual offenders, and supports those who have been victimized. In response to any reported sexual harassment, this institution will take all appropriate steps to eliminate the misconduct, prevent its recurrence, and address its effects.

II. PROCEDURES AND RESPONSIBILITIES

Sexual harassment of any form is a violation of a person's rights, dignity, and integrity. An act of sexual harassment represents a fundamental failure by a community member to recognize and respect the intrinsic worth and dignity of another. Acts of sexual harassment are harmful and illegal and will not be tolerated at Mississippi Gulf Coast Community College. Such acts corrupt the integrity of the educational process, are contrary to the mission and values of the community and are against college policy. In order to foster a climate that encourages the reporting of sexual harassment, Mississippi Gulf Coast Community College will respond promptly, fairly, and decisively to all reports of sexual harassment under Title IX.

Cases of sexual harassment are serious violations of the College's student judicial code, faculty standards, and College employee policies. They are crimes under state law and punishable by fines and/or imprisonment. In addition, these actions are subject to civil suits for damages. Mississippi Gulf Coast Community College will carefully review and/or investigate all reports with an earnest intent to understand the perspective and experiences of each individual involved and provide for fair and impartial evaluation and resolution.

Mississippi Gulf Coast Community College is committed to ensuring compliance with Title IX of the Education Amendments of 1972, as amended, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA), Title VII of the Civil Rights Act of 1964 and related authority.

A. DEFINITION OF SEXUAL HARASSMENT UNDER TITLE IX

Sexual Harassment

Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following:

1. Any instance of quid pro quo harassment by a school's employee or
2. Unwelcome conduct that reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal education program or activity or
3. Any instance of sexual assault as defined in the Clery Act, dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Sexual Assault

Sexual assault is defined as any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Acts of sexual assault include rape, fondling, incest, and statutory rape.

Stalking

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

Domestic Violence

Domestic violence is defined as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of

violence occurred, and by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence
Dating violence is defined as violence committed by a person who is or has been in a social relationship of romantic or intimate nature with the victim. The existence of such relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

B. TITLE IX JURISDICTION

The Title IX statute applies to persons in the United States with respect to education programs or activities that receive Federal financial assistance. MGCCC must respond when sexual harassment occurs in the College's education program or activity, against a person in the United States.

Education program or activity includes locations, events, or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurred, and also includes any building owned or controlled by a student organization that is officially recognized by a MGCCC.

Title IX applies to all the College's education programs or activities, whether such programs or activities occur on-campus or off-campus. MGCCC may address sexual harassment affecting its students or employees that falls outside Title IX's jurisdiction in any manner the school chooses, including providing supportive measures or pursuing discipline.

C. TITLE IX COORDINATOR

The oversight and implementation of this Title IX and Sexual Harassment Statement is the responsibility of the Title IX Coordinator. Any person may report a complaint of sexual harassment, in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

The Title IX Coordinator for Mississippi Gulf Coast Community College can be reached by phone at 601.528-8735, by email at compliance@mgccc.edu, and/or by mail at Title IX Coordinator P.O. BOX 609 Perkinston, MS 39573. To reach the Title IX Coordinator after hours or in an emergency, please contact Campus Police on the Perkinston Campus at 601.928.6327, the Harrison County Campus at 228.896.2516, the Jackson County Campus at 228.497.7690, the George County Center at 601.766.6447, Tradition Center at 228.267.8669 or the Keesler Center at the HC Campus 228.896.2516.

D. ACTUAL KNOWLEDGE

Title IX allows the college to choose whether to have mandatory reporting for all employees, or to designate some employees to be confidential resources for college students to discuss sexual harassment without automatically triggering a report to the Title IX office.

Under Title IX regulations, notice to the Title IX Coordinator, or to an official with authority to institute corrective measures on the College' behalf, charges a school with actual knowledge and triggers the College's response obligations.

E. EMPLOYEES REPORTING OBLIGATIONS

Mississippi Gulf Coast Community College makes every effort to protect students' privacy and confidentiality. The College encourages complainants of sexual harassment to talk to somebody about what happened – so complainants can get the support they need, and so the College can respond appropriately. Different employees on campus have different abilities to maintain a complainant's confidentiality. Some are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication."

This section is intended to make members of the college community aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a complainant of sexual harassment. The College encourages complainants to talk to someone identified in one or more of these groups:

1. Confidential Employees

MGCCC's Enrollment Specialists are considered Confidential Employees. Enrollment Specialists can talk to a complainant without revealing any personally identifying information about an incident to the College. A complainant can seek assistance and support from these individuals without triggering a college investigation that could reveal the complainant's identity or that the complainant has disclosed the incident. These employees are known as Confidential Employees.

While maintaining a complainant's confidentiality, Enrollment Specialists should report the nature, date, time, and general location of an incident to Campus Police and/or the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the complainant – helps keep the Title IX Coordinator and/or Campus Police informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator and/or Campus Police, Enrollment Specialists will consult with the victim to ensure that no personally identifying details are shared with the Title IX Coordinator and/or Campus Police.

A complainant who speaks to an Enrollment Specialist must understand that, if they want to maintain confidentiality, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Enrollment Specialist will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A complainant who at first requests confidentiality may later decide to file a formal complaint with the college or report the incident to local law enforcement, and thus have the incident fully investigated. Enrollment Specialist will provide the complainant with assistance if the complainant wishes to do so.

2. Privileged Employees

Licensed Professional Counselors in the College's Enrollment Services Centers who provide mental-health counseling to members of the school community are not required to report any information about an incident to

the Title IX coordinator, and/or Campus Police, without a complainant 's permission. These employees are known as Privileged Employees. While these professionals may maintain a complainant's confidentiality from the college, they may have reporting or other obligations under state law.

A complainant who speaks to a Privileged Employee must understand that, if they want to maintain confidentiality, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Privileged Employees will still assist the complainant in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A complainant who at first requests confidentiality may later decide to file a formal complaint with the college or report the incident to local law enforcement, and thus have the incident fully investigated. Privileged Employees will provide the complainant with assistance if the complainant wishes to do so.

3. Responsible Employees

With the exception of College's employees designated as Confidential or Privileged Employees, every individual employed (full-time, part-time, subcontractors) by Mississippi Gulf Coast Community College is considered to be a Responsible Employee. A "responsible employee" is a college employee who has the authority to address sexual harassment, who has the duty to report incidents of sexual harassment as defined above, or who a student could reasonably believe has this authority or duty.

A responsible employee must report all relevant details about the alleged sexual harassment shared by the victim and that the College will need to determine what happened – including the name(s) of the complainant(s) and alleged respondent(s), any witnesses, and any other relevant facts, including the date, time, and specific location of the alleged incident. To the extent possible, information reported to a responsible employee will be shared only with the people responsible for handling the College's response to the report.

Before a complainant reveals any information to a responsible employee, the employee should ensure that the complainant understands the employee's reporting obligations – and, if the complainant wants to maintain confidentiality, direct them to confidential resources.

If the complainant wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the complainant that the College will consider the request but cannot guarantee that the College will be able to honor it.

Responsible employees will not pressure a complainant to request confidentiality but will honor and support the complainant's wishes. By the same token, responsible employees will not pressure a complainant to make a formal complaint if the complainant is not ready to.

F. DELIBERATE INDIFFERENCE STANDARD

The College must respond promptly to Title IX sexual harassment in a manner that is not deliberately indifferent, which means a response that is not clearly unreasonable in light of the known circumstances. MGCCC has the following mandatory response obligations:

1. The College must offer supportive measures to the person alleged to be the victim (referred to as the "complainant").

2. The Title IX Coordinator must promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

3. The College must follow a grievance process that complies with Title IX before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent.

4. The College must not restrict rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment, when complying with Title IX.

5. Title IX requires a school to investigate sexual harassment allegations in any formal complaint, which can be filed by a complainant, or signed by a Title IX Coordinator.

6. Title IX affirms that a complainant's wishes with respect to whether the school investigates should be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

7. If the allegations in a formal complaint do not meet the definition of sexual harassment as stated above or did not occur in the school's education program or activity against a person in the United States, Title IX clarifies that the school must dismiss such allegations for purposes of Title IX but may still address the allegations in any manner the school deems appropriate under the school's own code of conduct and/or other policies.

G. THE GRIEVANCE PROCESS

1. Definitions

When responding to sexual harassment (e.g., by offering supportive measures to a complainant and refraining from disciplining a respondent without following a Title IX grievance process, which includes investigating formal complaints of sexual harassment), Title IX provides clear definitions of complainant, respondent, formal complaint, and supportive measures so that applicants, students, and employees clearly understand how the college must respond to sexual harassment incidents in a way that supports the alleged victim and treats both parties fairly.

a. Complainant
   Complainant is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. This clarifies that any third party as well as the complainant may report sexual harassment. While parents and guardians do not become complainants (or respondents), Title IX expressly recognizes the legal rights of parents and guardians

to act on behalf of parties (including by filing formal complaints) in Title IX matters.

b. Respondent
Respondent is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

c. Formal Complaint
Formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment and states:

i. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the school with which the formal complaint is filed.

ii. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator stated above (section C), and by any additional method designated by the College.

iii. The phrase “document filed by a complainant” means a document or electronic submission (such as by e-mail or through an online portal provided for this purpose by the school) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

iv. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or a party during a grievance process and must comply with requirements for Title IX personnel to be free from conflicts and bias.

d. Supportive Measures

Supportive measures are individualized services reasonably available that are non- punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

Title IX evaluates a school's selection of supportive measures and remedies based on what is not clearly unreasonable in light of the known circumstances, and does not second guess a school's disciplinary decisions, but requires the school to offer supportive measures, and provide remedies to a complainant whenever a respondent is found responsible.

2. General Requirements

Title IX prescribes a consistent, transparent grievance process for resolving formal complaints of sexual harassment. The College's grievance process must:

a. Treat complainants equitably by providing remedies any time a respondent is found responsible and treat respondents equitably by not imposing disciplinary sanctions without following the grievance process prescribed by Title IX.

b. Remedies, which are required to be provided to a complainant when a respondent is found responsible, must be designed to maintain the complainant's equal access to education and may include the same individualized services described by Title IX as supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

c. Require objective evaluation of all relevant evidence, inculpatory and exculpatory, and avoid credibility determinations based on a person's status as a complainant, respondent, or witness.

d. Require Title IX personnel (Title IX Coordinators, investigator(s), decision-maker(s), people who facilitate any informal resolution process) to be free from conflicts of interest or bias for or against complainants or respondents.

e. Training of Title IX personnel must include training on the definition of sexual harassment in Title IX, the scope of the College's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

f. The College must ensure that decision-makers receive training on any technology to be used at a live hearing.

g. The College's decision-maker(s) and investigator(s) must receive training on issues of relevance, including how to apply the rape shield protections provided only for complainants.

h. Include a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

i. The College must post materials used to train Title IX personnel on the website, if any, or make materials available for members of the public to inspect.

j. Include reasonably prompt time frames for conclusion of the grievance process, including appeals and informal resolutions, with allowance for short-term, good cause delays or extensions of the time frames.

k. Describe the range, or list, the possible remedies the College may provide a complainant and disciplinary sanctions the college might impose on a respondent, following determinations of responsibility.

l. State whether the College has chosen to use the preponderance of the evidence standard, or the clear and convincing evidence standard, for all formal complaints of sexual harassment (including where employees and faculty are respondents).

m. Describe the College's appeal procedures, and the range of supportive measures available to complainants and respondents.

n. The College's grievance process must not use, rely on, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

o. Any provisions, rules, or practices other than those required by Title IX that a school adopts as part of its grievance process for handling formal complaints of sexual harassment, must apply equally to both parties.

3. Investigations

a. The burden of gathering evidence and burden of proof must remain on college, not on the parties. Title IX Coordinator will be responsible for investigating all formal complaints.

b. The College must provide equal opportunity for the parties to present fact and expert witnesses and other inculpatory and exculpatory evidence.

c. The College must not restrict the ability of the parties to discuss the allegations or gather evidence (e.g., no "gag orders").

d. Parties must have the same opportunity to select an advisor of the party's choice who may be, but need not be, an attorney. The role of the advisor is narrow in scope: the advisor may attend any interview or meeting connected with the grievance process that the party whom they are advising is invited to attend, but the advisor may not actively participate in interviews and may not serve a proxy for the party. In addition, while advisors may provide guidance and assistance throughout the process, all written submissions must be authored by the student. The advisor may attend the hearing and may conduct cross-examination of the other party and any witnesses at the hearing; otherwise, the advisor may not actively participate in the hearing.

e. The College must send written notice of any investigative interviews, meetings, or hearings.

f. The College must send the parties, and their advisors, evidence directly related to the allegations, in electronic format or hard copy, with at least 10 days for the parties to inspect, review, and respond to the evidence.

g. The College must send the parties, and their advisors, an investigative report that fairly summarizes relevant evidence, in electronic format or hard copy, with at least 10 days for the parties to respond.

h. The College must dismiss allegations of conduct that do not meet the Title IX's definition of sexual harassment or did not occur in a college's education program or activity against a person in the U.S. Such dismissal is only for Title IX purposes and does not preclude the College from addressing the conduct in any manner the College deems appropriate.

i. The College may, in their discretion, dismiss a formal complaint or allegations therein if the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein, if the respondent is no longer enrolled or employed by the school, or if specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

j. The College must give the parties written notice of a dismissal (mandatory or discretionary) and the reasons for the dismissal.

k. The College may, in their discretion, consolidate formal complaints where the allegations arise out of the same facts.

l. Title IX protects the privacy of a party's medical, psychological, and similar treatment records by stating the College cannot access or use such records unless the College obtains the party's voluntary, written consent to do so.

m. The investigator for Title IX and Sexual Harassment complaints will typically be the College's Title IX Coordinator or an appointed College official trained to handle complaints of sexual harassment. If circumstances arise where it is inappropriate for these persons to serve as the investigator, the responsibility will be assigned to another college official trained to handle complaints of sexual harassment.

4. Live Hearings and Cross-Examination

a. At the live hearing, the decision-maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.

b. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.

c. At the request of either party, the College must provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other.

d. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker must first determine whether the question is relevant and explain to the party's advisor asking cross-examination questions any decision to exclude a question as not relevant.

e. The College will require all parties, advisors, and witnesses to maintain appropriate decorum throughout the live hearing. Participants at the live hearing are expected to abide by the decision-maker's directions and determinations, maintain civility, and avoid emotional outbursts and raised voices. Repeated violations of appropriate decorum will result in a break in the live hearing, the length of which will be determined by the decision-maker. The decision-maker reserves the right to appoint a different advisor to conduct cross-examination on behalf of a party after an advisor's repeat violations of appropriate decorum or other rules related to the conduct of the live hearing.

f. If a party does not have an advisor present at the live hearing, the College must provide, without fee or charge to that party, an advisor of the College's choice who may be, but is not required to be, an attorney to conduct cross- examination on behalf of that party. The role of the advisor at the live hearing is to conduct cross-examination on behalf of a party. The advisor is not to represent a party, but only to relay the

party's cross-examination questions that the party wishes to have asked of the other party and witnesses. Advisors may not raise objections or make statements or arguments during the live hearing.

g. If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

h. Live hearings may be conducted with all parties physically present in the same geographic location or, at the school's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually. Requests for a live hearing should be submitted to the decision-maker.

i. All live hearings will be closed to the public and witnesses will be present only during their testimony. For live hearings that use technology, the decision-maker shall ensure that appropriate protections are in place to maintain confidentiality.

j. Schools must create an audio or audiovisual recording, or transcript, of any live hearing.

5. Sanctions and Remedies

a. The College will take reasonable steps to address any Title IX violations and to restore or preserve equal access to the College's education programs or activities. The range of potential sanctions and corrective actions that may be imposed on a student includes, but is not limited to the following:

    i. Expulsion from the College: Permanent separation of the student from the College and all College functions or activities. It is the student's responsibility to contact an Enrollment Specialist and properly withdraw from the College.

ii. Suspension from the College: Suspension for a definite period of time. Temporary separation of the student from the College and all College functions or activities. It is the student's responsibility to contact an Enrollment Specialist and properly withdraw from the College. Students seeking readmission to the College after suspension must contact the campus Dean of Student Services;

iii. Conduct Probation: Conduct probation with or without loss of designated privileges for a definite period of time. The violation of the terms of conduct probation may be grounds for suspension or expulsion from the College;

iv. Loss of Privileges: Loss of such privileges as may be consistent with the offense committed and the rehabilitation of the student. Examples include but are not limited to, removal from the residence hall, suspension from campus activities, i.e., athletic contests, intramurals, other extra-curricular activities;

v. Session(s) with LPC: Session(s) with Licensed Professional Counselor for an appointed amount of time.

vi. Fines: Fines where appropriate;

vii. Warning: Written warning;

viii. Other Sanctions: Other sanctions suggested by the decision-maker.

When a respondent is found responsible for the prohibited behavior as alleged, remedies must be provided to the complainant. Remedies are designed to maintain the complainant's equal access to education and may include supportive measures or remedies that are punitive or would pose a burden to the respondent.

6. Standard of Evidence

Title IX requires the school's grievance process to state whether the standard of evidence to determine responsibility is the preponderance of

the evidence standard or the clear and convincing evidence standard. Title IX requires the grievance process be consistent by requiring the college to apply the same standard of evidence for all formal complaints of sexual harassment whether the respondent is a student or an employee (including faculty member).

The standard of evidence used in a MGCCC Title IX Sexual Harassment hearing will be Preponderance of Evidence or "more likely than not" that the violation did/did not occur.

7. Written Determination

The decision-maker(s) must issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.

The written determination must be sent simultaneously to the parties along with information about how to file an appeal.

8. Appeals

a. The Title IX states that a school must offer both parties an appeal from a determination regarding responsibility, and from a school's dismissal of a formal complaint or any allegations. The appeal is not intended to re-hear or re-argue the same case, and is limited to the specific grounds for an appeal.
   i. Procedural irregularity that affected the outcome of the matter, newly discovered evidence that could affect the outcome of the matter, and/or
   ii. Title IX personnel, investigator, or decision-maker had a conflict of interest or bias, that affected the outcome of the matter.

b. To appeal, a party must submit their written appeal within five business days of being notified of the decision, including the grounds for the appeal to the Title IX Coordinator.

c. Title IX Coordinator will notify the other party of the appeal, and that the other party will have an opportunity to submit a written statement in response to the appeal, within three business days.

d. Appeals will be decided by a new decision maker (appeal officer), who will be free of conflict of interest and bias, and will not serve as investigator, Title IX Coordinator, or decision-maker in the same matter.

e. The appeal officer will decide the appeal after considering the evidence presented at the hearing, the investigation file, and the appeal statements of both parties, if applicable. The review of the appeal generally does not involve the appealing student being present; however, the appeal officer may request their presence if needed.

f. After a thorough review of the record(s), the appeals officer may:
   i. Uphold the original decision and/or sanction(s) of the decision-maker;
   ii. Dismiss the case or individual charge(s) against the student and vacate any portion or all of the sanction(s);
   iii. Modify, enhance, or reduce the original sanction(s);

g. The appeal officer's decision is final and will summarize their decision in a written report that will be sent to the complainant and respondent within 10 business days of receiving the appeal.

9. Informal Resolution

Title IX allows the College, in its discretion, to choose to offer and facilitate informal resolution options, such as mediation or restorative justice, so long as both parties give voluntary, informed, written consent to attempt informal resolution. Informal Resolutions will be facilitated by the Title IX Coordinator or an appointed college official.

a. The College may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment. Similarly, the

college may not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed.

b. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

c. The College must not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

10. Retaliation

Title IX expressly prohibits retaliation:

a. Charging an individual with code of conduct violations that do not involve sexual harassment but arise out of the same facts or circumstances as a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX constitutes retaliation.

b. The College must keep confidential the identity of complainants, respondents, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX proceeding.

c. Complaints alleging retaliation may be filed according to a school's prompt and equitable grievance procedures.

d. The exercise of rights protected under the First Amendment does not constitute retaliation.

e. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a Title IX grievance proceeding does not constitute retaliation; however, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.

11. Rape Shield Protections for Complainants

Title IX provides rape shield protections for complainants, deeming irrelevant questions and evidence about a complainant's prior sexual behavior unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent.