

MISSISSIPPI COMMUNITY COLLEGE BOARD



Policies and Procedures Manual

Updated October 18, 2024

POLICIES AND PROCEDURES

SECTIONS 1 - 12

POLICY CODE NUMBERS

SECTION 1 - BOARD OPERATIONS

Policies and Procedures Manual	1.1
Establishment of the Board	1.2
Board Meeting Schedule	1.3
Special Called Meetings	1.3.1
Board Agenda	1.4
Notices to Board Members	1.5
Board Members' Voting	1.6
Board Minutes	1.7
Board Officers and Their Selection	1.8
Board Executive Sessions	1.9
Administrative Procedures	1.10
Board Members' Compensation/Reimbursement	1.11
Board's Policy on Spending	1.12
Standing Committees- Deleted by the MCCB Board at the 5/20/16 Meeting	1.13
Public Access to MCCB Records	1.14
Official MCCB Seal and Letterheads	1.15

SECTION 2 - STAFF EMPLOYMENT

Hiring	2.1
Equal Opportunity/Affirmative Action Statement	2.2
Title VII	2.3
Age Discrimination in Employment Act	2.4
Equal Pay Act	2.5
Americans With Disabilities Act	2.6
Sexual Harassment	2.7
Termination of Employment	2.8
Nepotism	2.9
Interview Selection Committee	2.10
MCCB Employee Social Media Policy	2.11
Network/Email Access and Termination Policy	2.12
Probationary Period and Termination at Will	2.13
Salary Schedule	2.14
Pandemic Return to Work Policy	2.15
Reduction in Force Policy (RIF)	2.16
Telework Policy	2.17
Telework Agreement	2.18
Dress Code	2.19

SECTION 3 - STAFF - WORKPLACE

Drug-Free Workplace	3.1
Drug-Free Workplace Acknowledgment	3.2
Smoking Limitations	3.3
Safety Policy	3.4
Risk Management Policy	3.5
Flower and Gift Fund Policy	3.6
Social Activities Fund Policy	3.7
Standing Employee Committees	3.8
Records Control and Maintenance Policy	3.9

SECTION 4 - EMPLOYEE PERFORMANCE/ GRIEVANCE PROCEDURE

Standards of Conduct and Performance	4.1
Grievance Procedure – Appeals- Deleted by the MCCB Board at the 11/19/99 Meeting	4.2
Employee Performance Appraisal	4.3

SECTION 5 - LEAVES AND ABSENCES

Personal Leave	5.1
Major Medical Leave	5.2
Maternity Leave	5.3

Military Leave	5.4
Leave Without Pay	5.5
Administrative Leave	5.6
Family and Medical Leave Act of 1993	5.7
Compensatory Time	5.8

SECTION 6 - EMPLOYEE BENEFITS

Holidays	6.1
Health and Life Insurance	6.2
Workers' Compensation	6.3
Social Security	6.4
Public Employees Retirement System	6.5
Credit Union	6.6
Unemployment Compensation	6.7
Deferred Compensation Plan	6.8
Supplemental Insurance	6.9
MPACT	6.10
COBRA	6.11

SECTION 7 - BUSINESS MANAGEMENT

Purchasing Procedures	7.1
Purchasing Policy	7.2
Purchasing Food/Meals for Business Meetings	7.3
Administration of State Bonds and Appropriations for Capital Improvements- Deleted by the MCCB Board at the 5/20/16 Meeting	7.4
Five-Year Capital Improvements Plan	7.5
Administration of State Education Technology Funds- Deleted by the board at the 7/8/16 meeting	7.6
Administration of Associate Degree Nursing and Support	7.7
Adequate Insurance	7.8
Foundation Position Statement	7.9
Travel Policies/Expenses	7.10
Acceptable Use Policy for Technology	7.11
Wireless Communications Policy	7.12
Training & Professional Development Fees for the Office of Curriculum & Instruction	7.13
Inventory Policy	7.14
Standards and Qualifications Pursuant to §37-4-3 of the Mississippi Code	7.15
Digital Accessibility Policy	7.16

SECTION 8 - PROGRAMS

Five-Year Strategic Plan	8.1
Standards for Quality and Accountability	8.2
Enrollment Audits	8.3
Notice of Substantive Change	8.4
Establishing a Campus or Center	8.5
Approval of Lower Division Courses for IHL	8.6
Junior College Name Change	8.7
Application for New Voc/Tech Program Curriculum Changes	8.8
Curriculum Changes to Voc/Tech Programs	8.9
Placing Voc/Tech Programs on Probation or Termination of Such Programs	8.10
Mississippi High School Equivalency Program State Policy	8.11
Guidelines for Alternative Ed Program	8.12
Adult Education Act Public Law 100-297	8.13
Workforce Projects General Rules of Good Practice	8.14
Policy and Procedure for the Inventory and Transfer of Workforce Training Equipment	8.14.1
MCCB Workforce Project Guidelines FY 2001	8.14.2
Standard for Non-Duplication of Upper-Level Programs	8.14.3
Procedures for Non-Duplication of Upper-Level Programs	8.14.4
Community and Junior College Students in the Military	8.15
High School Equivalency Diploma	8.16

SECTION 9 – COMMISSION ON PROPRIETARY SCHOOL AND COLLEGE REGISTRATION

**SECTION 10 –
GRANT/SUBGRANTEE MANUAL**

**SECTION 11 –
MISSISSIPPI VIRTUAL COMMUNITY COLLEGE (MSVCC) OPERATIONAL
POLICIES, PROCEDURES AND POSITIONS MANUAL**

**SECTION 12
AGENCY CODE OF ETHICS**

SECTION 1

BOARD OPERATIONS

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL		Section 1: Board Operations
		Title: Policies and Procedures Manual
Initial Date of Adoption: June 18, 1992		Reference:
Revision Date: November 19, 1999		Code Number: 1.1 Page: 1 of 1

POLICIES AND PROCEDURES MANUAL

This manual has been developed for the Mississippi Community College Board and its staff. The policies contained herein have been established by the Board to govern its actions and activities and those of the staff.

The policies contained in this manual are not intended to supplant any state or federal statutes or abridge any person's constitutional rights.

The policies in this manual shall supersede all prior policies and memoranda concerning such policies issued by the Board.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 1: Board Operations
	Title: Establishment of the Board
Initial Date of Adoption: July 1, 1986	Reference: Section 37-4-3, Miss Code Ann.
Revision Date:	Code Number: 1.2 Page: 1 of 2

ESTABLISHMENT OF THE BOARD

Section 37-4-3, Miss. Code Ann.

- (1) From and after July 1, 1986, there shall be a State Board for Community and Junior Colleges which shall receive and distribute funds appropriated by the Legislature for the use of the public community and junior colleges and funds from federal and other sources that are transmitted through the state governmental organization for use by said colleges. This board shall provide general coordination of the public community and junior colleges, assemble reports and such other duties as may be prescribed by law.
- (2) The board shall consist of ten (10) members of which none shall be an elected official and none shall be engaged in the educational profession. The Governor shall appoint two (2) members from the First Mississippi Congressional District, and one (1) who shall serve an initial term of two (2) years; and one (1) who shall serve an initial term of (5) years; two (2) members from the Second Mississippi Congressional District, one (1) who shall serve an initial term of five (5) years and one (1) who shall serve an initial term of three years; and two (2) members from the Third Mississippi Congressional District, one (1) who shall serve an initial term of four (4) years and one (1) who shall serve an initial term of two (2) years; two (2) members from the Fourth Mississippi Congressional District, one (1) who shall serve an initial term of three (3) years and one (1) who shall serve an initial term of four (4) years; and two (2) members from the Fifth Mississippi Congressional District, one (1) who shall serve an initial term of five (5) years and one (1) who shall serve an initial term of two (2) years. All subsequent appointments shall be for a term of six (6) years and continue until their successors are appointed and qualify. An appointment to fill a vacancy which arises for reasons other than by expiration of a term of office shall be for the unexpired term only. No two (2) appointees shall reside in the same junior college district. All members shall be appointed with the advice and consent of the Senate.
- (3) There shall be a chairman and vice-chairman of the board, elected by and from the membership of the board; and the chairman shall be the presiding officer of the board. The board shall adopt rules and regulations governing times and places for meetings and governing the manner of conducting its business.
- (4) The members of the board shall receive no annual salary, but shall receive per diem compensation authorized by Section 25-3-69, Mississippi Code of 1972, for each day devoted to the discharge of official board duties and shall be entitled to reimbursement for all actual and necessary expenses incurred in the discharge of their duties, including mileage as authorized by Section 25-3-41, Mississippi Code of 1972.
- (5) The board shall name a director for the state system of public junior and community colleges, who shall serve at the pleasure of the board. Such director shall be the chief executive officer of the board, give direction to the board staff, carry out the policies set forth by the board, and work with the presidents of the several community and junior colleges to assist them in carrying out mandates of the several boards of trustees and in functioning within the state system and policies established by the State Board for Community and Junior Colleges. The State Board for Community and Junior Colleges shall set the salary of the Director for the State Board for Community and Junior Colleges. The Legislature shall provide adequate funds for the State Board for Community and Junior Colleges, its activities and its staff.
- (6) The powers and duties of the State Board for Community and Junior Colleges shall be:
 - (a) To authorize disbursements of state appropriated funds to community and junior colleges through orders in the minutes of the board.
 - (b) To make studies of the needs of the state as they relate to the mission of the community and junior colleges.
 - (c) To approve new, changes to and deletions of vocational and technical programs to the various colleges.
 - (d) To require community and junior colleges to supply such information as the board may request and compile, publish and make available such reports based thereon as the board may deem advisable.
 - (e) To approve proposed new attendance centers (campus locations) as the local boards of trustees should determine to be in the best interest of the district. Provided, however, that no new community/junior branch campus shall be approved without an authorizing act of the Legislature. (Amended by H.B. 832 (1988))
 - (f) To serve as the state approving agency for federal funds for proposed contracts to borrow money for the purpose of acquiring land, erecting, repairing, etc., dormitories, dwellings or apartments for students and/or faculty, such loans to be paid from revenue produced by such facilities as requested by local boards of trustees.
 - (g) To approve applications from community and junior colleges for state funds for vocational-technical education facilities.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 1: Board Operations
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Initial Date of Adoption: July 1, 1986	Reference: Section 37-4-3, Miss Code Ann.
Revision Date:	Code Number: 1.2 Page: 2 of 2

- (h) To approve any university branch campus offering lower undergraduate level courses for credit.
- (i) To appoint members to the Post-Secondary Educational Assistance Board.
- (j) To appoint members to the Authority for Educational Television.
- (k) To contract with other boards, commissions, governmental entities, foundations, corporations or individuals for programs, services, grants and awards when such are needed for the operation and development of the state public community and junior college system.
- (l) To fix standards for community and junior colleges to qualify for appropriations, and qualifications for community and junior college teachers.
- (m) To have sign-off approval on the State Plan for Vocational and Technical Education which is developed in cooperation with appropriate units of the State Department of Education.
- (n) To approve or disapprove of any proposed inclusion within municipal corporate limits of state-owned buildings and grounds of any community college or junior college and to approve or disapprove of land use development, zoning requirements, building codes and delivery of governmental services applicable to state-owned buildings and grounds of any community college or junior college. Any agreement by a local board of trustees of a community college or junior college to annexation of state-owned property or other conditions described in this paragraph shall be void unless approved by the board and by the board of supervisors of the county in which the state-owned property is located.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 1: Board Operations
	Title: Board Meeting Schedule
Initial Date of Adoption: August 6, 1986	Reference:
Revision Date: December 15, 2000; January 15, 2010; May 17, 2013	Code Number: 1.3 Page: 1 of 1

BOARD MEETING SCHEDULE

The regular meeting dates, times and places for the Mississippi Community College Board are as follows:

The third Friday of each month at 9:00 a.m. at 3825 Ridgewood Road, Room 501, Jackson, Mississippi 39211.

The regular meeting dates, times and places set forth above may be changed from time to time by the Board to accommodate a campus visit, to permit the Board to meet in conjunction with the annual meeting of the Mississippi Association of Community and Junior Colleges, or for other purposes. The dates, times and places of these meetings will be timely announced to the Board Members, media, colleges, and public and will appear in the minutes of the Board.

In the event the chairman determines that it is necessary or desirable to call a special meeting on Thursday evening prior to the regular meeting, or at any other time, the chairman may direct the staff to issue notice of such meeting in accordance with the manner provided by law.

In addition to meeting notices being provided as required by law or by these policies and procedures, such notices may also be posted on the Board's website.

Any regular or special meeting may be conducted as a teleconference meeting.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 1: Board Operations
	Title: Special Called Meetings
Initial Date of Adoption: October 26, 2001	Reference:
Revision Date:	Code Number: 1.3.1 Page: 1 of 1

SPECIAL CALLED MEETINGS

Special meetings called for emergencies or unanticipated business, which require the immediate attention of the Mississippi Community College Board, will be subject to the following: Special meetings of the MCCB may be called by the chairman. Prior to the meeting there must be a documented record of notification of all MCCB members. Additionally, the public must be notified of special meetings in accordance with applicable statutes and MCCB policies and procedures.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 1: Board Operations
	Title: Board Agenda
Initial Date of Adoption: August 6, 1986	Reference:
Revision Date:	Code Number: 1.4 Page: 1 of 1

BOARD AGENDA

1. All requests for items to be placed on the agenda shall be received by the Executive Director at least eight (8) calendar days prior to the scheduled monthly meeting.
2. Matters not on the agenda will not be considered by the Board except when a majority of the Board is present and voting and concurs to include an item which did not arise in time to have been placed on the regular agenda, or items which were omitted by clerical error, and which are of such nature as to require consideration of the Board in the current meeting.
3. The chairperson and Executive Director shall confer and prepare the agenda which is to be considered by the Board. Matters of emergency which arise after this process or items which could not have been anticipated may be presented for discussion by the Board.
4. The Executive Director of the Board shall mail the proposed agenda to each Board member no later than five calendar days prior to a regularly scheduled meeting. Distribution of the agenda shall be made to the Commissioner of Higher Education, one (1) member of the Board of Trustees of State Institutions of Higher Learning (to be designated by the chairman of said Board), the Superintendent of the State Department of Education (to be designated by the Chairman of said board), and the media.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 1: Board Operations
	Title: Notices to Board Members
Initial Date of Adoption: August 6, 1986	Reference:
Revision Date: May 20, 2016	Code Number: 1.5 Page: 1 of 1

NOTICES TO BOARD MEMBERS

1. All notices and board materials to members shall be emailed to their MCCB email addresses.
2. Board members may request packets to be mailed to their official mailing address shown in the office of the Board.
3. Each member shall submit in writing to the Executive Director of the Board any change in the member's mailing address for receipt of official mail.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 1: Board Operations
	Title: Board Members' Voting
Initial Date of Adoption: August 6, 1986	Reference:
Revision Date:	Code Number: 1.6 Page: 1 of 1

BOARD MEMBERS' VOTING

1. A member present may vote for or against any motion or the member may abstain. Voting by proxy is not permitted.
2. The minutes of the Board shall reflect the vote of each member on each matter. A unanimous vote may be reflected by each member present and voting on that matter.
3. On all matters, in the event that a roll call vote is not taken, the vote of each member shall be reflected as in favor of the motion unless the member specifically indicates otherwise.
 1. Should a Board member in attendance at a meeting leave the meeting, such departure shall be reflected in the minutes. The return of that member shall likewise be noted.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 1: Board Operations
	Title: Board Minutes
Initial Date of Adoption: August 6, 1986	Reference: MS Code of 1972-Sec. 25-41-11
Revision Date: November 19, 1999	Code Number: 1.7 Page: 1 of 1

BOARD MINUTES

Minutes shall be kept of all Board meetings, whether in open or executive session, showing the members present and absent; the date, time and place of the meeting; an accurate recording of any final actions taken at such meeting; a record, by individual member, of any votes taken; and any other information that the public body requests be included or reflected in the minutes. The minutes shall be recorded within a reasonable time not to exceed thirty (30) days after recess or adjournment and shall be open to public inspection during regular business hours.

The minutes of the Board shall be the responsibility of the Executive Director. In instances when the Board may find it necessary to excuse the Executive Director, the Board chairperson shall be responsible for ensuring the minutes are kept prepared.

All proposed minutes shall become the official minutes upon approval by the Board.

The Executive Director may secure such assistance as is necessary for the preparation of the minutes or may designate staff to prepare the minutes.

Any member may request and have recorded in the minutes an explanation of his/her vote provided such explanation is presented in writing and does not exceed 100 words.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 1: Board Operations
	Title: Board Officers and Their Selection
Initial Date of Adoption: August 6, 1986	Reference: Section 37-4-3, MS Code Ann.
Revision Date: February 15, 1996; April 15, 2011; March 18, 2016, March 18, 2022	Code Number: 1.8 Page: 1 of 1

BOARD OFFICERS AND THEIR SELECTION

1. Officers of the Board shall consist of a Chair and a Vice-Chair and such additional officers as the Board may designate.
2. Election to the positions of Chair and Vice-Chair shall be by nomination and roll call vote unless secret ballot is requested. If more than two individuals are nominated to either such office, a majority of those voting shall be required for election, and the Board shall, at such time designate the voting procedure to be followed, in order to secure such majority, in the event that it shall not be attained upon the first ballot.
3. The Chair and Vice Chair shall be elected every two years at the April meeting, with the term commencing July 1, or at a meeting within 120 days after any vacancy shall occur in such position and shall serve for two years or until his/her successor shall be elected and qualified.
4. The Chair, except where the Board shall otherwise provide, shall appoint all committees required for the transaction of business of the Board, and shall preside at all meetings at which he/she is present. As a member of the Board, he/she shall be entitled to cast a vote on all matters, but if he/she casts such vote during the calling of the voting roll, he/she shall have no further vote for the purpose of resolving a tie vote, but otherwise may do so. The Chair shall have such further duties as may be given him/her from time to time by the Board.
5. The Vice-Chair shall assist the Chair in the duties of the Chair's office, as the Chair may direct, and shall preside at meetings and appoint members of committees, as provided in the duties of the Chair during the Chair's absence or incapacity. In the event of the Chair's death, resignation, incapacity or disqualification, the Vice-Chair shall act in place of the Chair in all respects until the vacancy shall be filled or the incapacity removed.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 1: Board Operations
	Title: Board Executive Sessions
Initial Date of Adoption: August 6, 1986	Reference: Section 25-41-7, MCA
Revision Date:	Code Number: 1.9 Page: 1 of 1

BOARD EXECUTIVE SESSIONS

1. The Board may enter into executive session for the transaction of public business; provided, however, all meetings shall commence as an open meeting, and an affirmative vote of three-fifths (3/5) of all members present shall be required to declare an executive session.
2. The procedure to be followed by the Board in declaring an executive session shall be as follows: any member shall have the right to request by motion a closed determination upon the issue of whether or not to declare an executive session. Such motion, by majority vote, shall require the meeting to be closed for a preliminary determination of the necessity for executive session. No other business shall be transacted until the discussion of the nature of the matter requiring executive session has been taken on the issue.
3. An executive session shall be limited to matters allowed to be exempted from open meetings. The reason for holding an executive session shall be stated in an open meeting, and the reason so stated shall be recorded in the minutes of the meeting. This shall not be construed to require that any meeting be closed to the public, nor shall any executive session be used to circumvent or defeat the purpose of the statutes relating to open meetings.
4. The Board may legally hold an executive session for one or more of the following reasons:
 - (a) Transaction of business and discussion of personnel matters or character, professional competence, or physical or mental health of a person.
 - (b) Strategy sessions or negotiations with respect to prospective litigation, litigation or issuance of an appealable order when an open meeting would have detrimental effect on the litigating position of the Board.
 - (c) Transaction of business and discussion regarding the report, development or course of action regarding security, personnel, plans or devices.
 - (d) Investigative proceedings regarding allegations of misconduct or violation of law.
 - (e) Cases of emergency which would pose immediate or irrevocable harm or damage to persons and/or property within the jurisdiction of the Board.
 - (f) Transaction of business and discussion regarding the prospective purchase, sale or leasing of lands.
 - (g) Transaction of business and discussion concerning the preparation of tests for admission to practice in recognized professions.
 - (h) Transaction of business and discussions regarding employment, and termination of employees. The exemption provided by this paragraph include the right to hold closed meetings concerning employees as such exemption relates to their deletion from any budget subject to the approval of the Board. Final budgetary adoption shall not be taken in executive sessions.
5. The total vote on the question of entering into an executive session shall be recorded and spread upon the minutes.
6. Any such vote whereby executive session is declared shall be applicable only to that particular meeting on that particular day.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 1: Board Operations
	Title: Administrative Procedures
Initial Date of Adoption: August 6, 1986	Reference: Section 25-43-1, MCA
Revision Date:	Code Number: 1.10 Page: 1 of 1

ADMINISTRATIVE PROCEDURES

1. When the Board adopts, amends or repeals any of its rules or policies, the Executive Director shall file with the Secretary of State notice of such intended action and mail notice of such intended action to all persons who have made timely request of the Board for advance notice of its rule-making proceedings.

2. Notice of such action shall be filed at least thirty (30) days prior to the adoption of the rule, amendment or repeal except when imminent peril to the public health, safety or welfare requires adoption of a rule upon fewer than thirty (30) days notice. Thereafter, when the Board adopts a rule, amendment or repeal, the Executive Director shall file with the Secretary of State a certified copy of the rule, amendment or repeal. The action shall become final thirty (30) days after the filing with the Secretary of State of the certified copy.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 1: Board Operations
	Title: Board Members' Compensation/Reimbursement
Initial Date of Adoption: March 15, 1990	Reference: Section 37-4-3; 25-3-41; 25-3-69, MCA
Revision Date: November 19, 1999; May 20, 2016	Code Number: 1.11 Page: 1 of 1

BOARD MEMBERS' COMPENSATION/REIMBURSEMENT

1. The members of the Board shall receive no annual salary, but may receive per diem compensation as authorized by Section 25-3-69, Mississippi Code of 1972, for each day or fraction thereof devoted to the discharge of Board duties or official Board meetings.
2. The members of the Board shall be entitled to reimbursement for expenses such as meals, lodging and other necessary expenses incurred in the discharge of their duties, including the current rate per mile actually and necessarily traveled as authorized by Section 25-3-41, Mississippi Code, 1972.
3. The discharge of official Board duties shall consist of attending regular and called meetings of the Board and attending meetings at which the attendance of the Board member(s) is required as an official assignment by the Board. Reimbursable per diem and travel for an official assignment by the Board must be authorized and recorded in the official minutes for other than regularly scheduled Board meetings.

Non-allowable assignments will include but not be limited to:

- (a) Meetings for which attendant is entitled to per diem from a source other than the Board.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 1: Board Operations
	Title: Board's Policy on Spending
Initial Date of Adoption: February 18, 1993	Reference:
Revision Date:	Code Number: 1.12 Page: 1 of 1

BOARD'S POLICY ON SPENDING

The Board shall expend appropriated funds only as needed and will return to the state general fund any state appropriated funds that cannot be expended in the best interest of the community college system and the State of Mississippi.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 1: Board Operations		
	Title: Public Access to MCCB Records		
Initial Date of Adoption: December 17, 1992	Reference:		
Revision Date: November 19, 1999; August 19, 2016	Code Number: 1.14	Page:	1 of 1

PUBLIC ACCESS TO MCCB RECORDS

The public records policy of the Mississippi Community College Board (“MCCB”) has been adopted in accordance with the Mississippi Public Records Act of 1983, Section 25-61-1, et seq., Miss. Code Ann. (1972), as amended. All records and portions of records not exempt or otherwise protected by law from disclosure will be made available in accordance with the procedures outlined below.

Access to all non-exempt records of the MCCB that have been properly requested, deemed subject to disclosure under the Mississippi Public Records Act, and for which applicable cost payment has been made will be allowed at a scheduled time during regular business hours (8:00 to 5:00 on working days). These records will be made available for inspection and/or copying. If any public record which is exempt from disclosure, as designated below, contains material which is not exempt, the MCCB shall separate the exempt material and make the non-exempt material available for examination and/or copying. The Executive Director, or the Executive Director’s designee, has the authority to specify the mode, manner, time and place of access.

Procedures for Handling Public Record Requests

All requests to examine, copy or obtain copies of public records, shall be in writing utilizing the standard Request for Public Records form, approved by the Executive Director, a copy of which is available at www.mccb.edu, or upon request. The request must describe the records with sufficient detail to enable MCCB to identify and locate same, give the name, address and telephone number of the requesting entity or individual, and must be signed by or on behalf of the requesting party. This requirement may be waived on a case by case basis by the Executive Director or the Executive Director’s designee when the cost of producing the record is nominal and production of the record benefits the public.

Requests may be submitted by U.S. Mail to Executive Director, Mississippi Community College Board, 3825 Ridgewood Road, Jackson, Mississippi 39211; by facsimile to 601-432-6480; and by email to publicrecords@mccb.edu.

MCCB will respond to the request in writing within 7 working days from the date of the receipt of the request by:

- 1) producing the record for inspection or copying at the MCCB office at a specific date, time, and place;
- 2) providing copies of the record to the requestor;
- 3) notifying requestor of the estimated actual cost of searching, reviewing, copying, and, if applicable, mailing copies to the requestor; or
- 4) denying access to the record with specific reasons for the denial.

If the records will be made available, MCCB will give an estimate of the total cost, if any, for compliance with the request. Once payment is received, MCCB will produce the records requested no later than 14 working days from the date the request and payment are received.

Records furnished to MCCB by third parties, which may contain trade secrets or confidential commercial or financial information, will not be subject to inspection, examination, copying or reproduction until notice to the third parties has been given. Such records will be released no later than 21 days from the date notice is given to the third parties, unless the third parties have filed a petition in chancery court within the 21-day period seeking a protective order.

Fees

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.

Copies will be made at a rate of .25 cents per page.

Mailing costs calculated at the applicable United States Postal Service rates shall be charged where appropriate. The cost of mailing a notice to third parties via certified mail, return receipt requested, shall be charged to persons requesting the public records.

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 1:
	Title:
Initial Date of Adoption: January 21, 2000	Reference:
Revision Date:	Code Number: 1.14.1 Page: 1 of 1

POLICY AND PROCEDURE FOR INVENTORY AND TRANSFER OF WORKFORCE TRAINING EQUIPMENT

All equipment transferred from the Mississippi Department of Education Industrial Training Program to the Mississippi Community College Board shall become the property of the local community and junior college with the following exceptions and conditions:

- (1) All mobile units, and the equipment contained in these said mobile units, shall remain on the Mississippi Community College Board inventory.
- (2) Any equipment on said inventory list not used for the primary purpose of workforce education shall be made available to the Mississippi Community College Board for the purpose of reallocation.
- (3) Any such equipment not utilized for the primary purpose of workforce training shall be reallocated or salvaged in accordance with the state law and applicable policies and procedures related to disposal of surplus equipment. The MCCB staff and local Community and Junior College representative shall deal with applicable of this section on a case-by-case basis.
- (4) Any equipment purchased subsequently with workforce education funds shall follow the conditions specified in this policy and procedure.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 1: Board Operations
	Title: Official MCCB Seal and Letterheads
Initial Date of Adoption: December 12, 1997	Reference:
Revision Date: July 1, 2011	Code Number: 1.15 Page: 1 of 3

OFFICIAL MCCB SEAL AND LETTERHEADS

The attached symbol is designated as the official seal for the Mississippi Community College Board. The attached letterheads are designated as the official letterheads to be used for communication for the MCCB office. The use of any other letterheads must be approved by the Executive Director.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 1: Board Operations
	Title: Official MCCB Seal and Letterheads
Initial Date of Adoption: December 12, 1997	Reference:
Revision Date: July 1, 2011	Code Number: 1.15 Page: 2 of 3



MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 1: Board Operations
	Title: Official MCCB Seal and Letterheads
Initial Date of Adoption: December 12, 1997	Reference:
Revision Date: July 1, 2011	Code Number: 1.15 Page: 3 of 3



MISSISSIPPI

COMMUNITY COLLEGE BOARD

3825 Ridgewood Road • Jackson, MS 39211 • Phone: (601) 432-6518 • Fax: (601) 432-6363

SECTION 2

STAFF EMPLOYMENT

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Hiring
Initial Date of Adoption: June 18, 1992	Reference: Section 25-9-107, MS Code of 1972
Revision Date: November 19, 1999	Code Number: 2.1 Page: 1 of 1

HIRING

The personnel of the Board provide administrative support to the Board as it seeks to carry out its mission and functions. All staff serve as non-State service employees. Although employees support the Board, the Executive Director, who is hired by the Board, will select, hire, terminate, assign, reassign, and supervise the staff. The Executive Director shall inform the Board of changes in personnel assignments or employment.

As non-state service employees, all staff serve at the will and pleasure of the Board.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Equal Opportunity/Affirmative Action Statement
Initial Date of Adoption: March 15, 1990	Reference:
Revision Date: November 19, 1999	Code Number: 2.2 Page: 1 of 1

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

The Equal Employment Opportunity Commission enforces five statutes that prohibit job discrimination by private employers and state and local government agencies:

- Title VII of the Civil Rights Act of 1964 (Title VII),
- The Age Discrimination in Employment Act of 1967 (ADEA)
- The Equal Pay Act of 1963 (EPA)
- The Americans with Disabilities Act of 1990 (ADA)
- Sections of the Civil Rights Act of 1991 (CRA) which amended provisions of Title VII, the ADEA, and the ADA.

The Mississippi Community College Board, in its capacity as the coordinating Board of the community and junior colleges of the State of Mississippi, strongly urges each of the colleges to comply fully with federal and state nondiscrimination laws and executive orders which constitute the legal mandate for equal employment opportunity. The Board also strongly urges each community and junior college to ensure that no one shall be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the college on the grounds of race, sex, age, color, creed, national origin, religion, disability, or any other protected group. The Board itself further adheres to the principle of equal educational and employment opportunity as mandated by each of these statutes.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Title VII
Initial Date of Adoption: March 15, 1990	Reference:
Revision Date: November 19, 1999	Code Number: 2.3 Page: 1 of 1

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964

In hiring, promotion, discharge, compensation, terms, conditions and privileges of employment, classifying, limiting or segregating employees or job applicants, the Board will not discriminate or treat differently any person based upon race, color, sex, religion, or national origin. The Board will not publish discriminatory advertisements nor retaliate against any individual for opposing a discriminatory practice, or for filing a charge or participating in an EEOC investigation.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section2 : Staff Employment
	Title: Age Discrimination in Employment Act
Initial Date of Adoption: March 15, 1990	Reference:
Revision Date: November 19, 1999	Code Number: 2.4 Page: 1 of 1

AGE DISCRIMINATION IN EMPLOYMENT ACT

In hiring, promotion, discharge, compensation, terms, conditions and privileges of employment, classifying, limiting or segregating employees or job applicants, the Board will not discriminate against persons 40 and over based on age.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2 : Staff Employment
	Title: Equal Pay Act
Initial Date of Adoption: March 15, 1990	Reference:
Revision Date: November 19, 1999	Code Number: 2.5 Page: 1 of 1

EQUAL PAY ACT

The Board will not use gender as a reason for payment of different wages (including fringe benefits) to men and women performing substantially equal work under similar working conditions.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2 : Staff Employment
	Title: Americans With Disabilities Act (ADA) Policy
Initial Date of Adoption: March 15, 1990	Reference:
Revision Date: November 19, 1999	Code Number: 2.6 Page: 1 of 1

AMERICANS WITH DISABILITIES ACT (ADA) POLICY

In complying fully with the Americans with Disabilities Act, the Mississippi Community College Board shall not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. Nor will the Mississippi Community College Board deny equal jobs or benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.

The Board will make reasonable accommodations to the known physical or mental limitations of a qualified applicant or employee with a disability unless the Board can show that the accommodations will cause an undue hardship on the operation of its business.

This policy is neither exhaustive nor exclusive. The Mississippi Community College Board is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any applicable Mississippi state law or local law.

Periodically, a self-evaluation is conducted to determine if any services, policies, or practices discriminate on the basis of disability. The ADA coordinator is charged with ensuring this compliance and is responsible for training people in the agency pertaining to ADA requirements and regulations. Appropriate compliance statements are included on contracts entered into by MCCB, to include local agreements to operate educational services with MCCB budgeted funds.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2 : Staff Employment
	Title: Sexual Harassment
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: November 19, 1999; August 19, 2016	Code Number: 2.7 Page: 1 of 1

SEXUAL HARASSMENT

If an employee is subject to sexual harassment, the following complaint process should be followed:

1. The employee should clearly advise the alleged offender that the behavior is objectionable and should cease. The employee should document the objectionable behavior and the employee's communication to the alleged offender.
2. If the employee does not feel safe confronting the alleged offender, or if the objectionable behavior does not cease after confronting the alleged offender, the employee should notify:
 - a. Human Resources Director, or
 - b. Deputy Executive Director for Finance and Administration, or
 - c. Deputy Executive Director for Accountability, or
 - d. Deputy Executive Director for Programs
3. If the above named officer or director receiving the complaint determines that the behavior described, if true, would constitute sexual harassment, the officer or director will investigate and interview the relevant parties and witnesses.
4. The officer or director receiving the complaint is authorized to promptly reassign the employee or the alleged offender, if appropriate, during the investigation.
5. The officer's or director's investigative findings and recommendation will be presented to the Executive Director in writing. The Executive Director's decision regarding same

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Termination of Employment
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: November 19, 1999	Section: 2.8 Page: 1 of 1

TERMINATION OF EMPLOYMENT

Employment with the Board may be terminated at any time at the will of either party.

Exit Interview:

Terminating employees will be asked to respond to an exit questionnaire and to be interviewed by the personnel manager to discuss such details as transfer/payment of accrued leave, continuation of health insurance, arrangement for final paycheck, refund of Retirement Accumulated Contributions, and other personnel-related items.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Nepotism
Initial Date of Adoption: October 18, 2013	Reference:
Revision Date:	Code Number: 2.9 Page: 1 of 1

NEPOTISM

The Mississippi Community College Board recognizes that nepotism is prohibited by state law and is not in the best interests of the public.

Section 25-1-53, Miss. Code Ann. (1972), prohibits the hiring of any person related by blood or marriage within the third degree as computed by civil law for certain specified positions. These persons include spouses, parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, siblings, nieces and nephews, and aunts and uncles.

In addition to the prohibitions contained in Section 25-1-53, MCCB hereby prohibits the hiring of persons who are related to the MCCB executive director or other MCCB employees by blood or marriage within the third degree for any MCCB positions.

Any MCCB employee involved in the recruitment and selection process to fill a position should not be related to a prospective candidate by blood or marriage within the third degree. Any employee involved in the recruitment and selection process who knowingly violates this policy may be subject to disciplinary action, which may include termination. Any applicant who withholds or gives false information regarding familial relationships to MCCB employees may be disqualified from consideration or terminated.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Interview Selection Committee
Initial Date of Adoption: June 20, 2014	Reference:
Revision Date: May 20, 2016; November 17, 2017	Code Number: 2.10 Page: 1 of 11

INTERVIEW SELECTION COMMITTEE

Mississippi Community College Board is an Equal Opportunity Employer and welcomes applicants without regard to race, color, religion, national origin, sex, age, or qualified disability.

The MCCB Interview/Selection Committee will screen and select candidates to be recommended for employment with the MCCB. The Committee's task is simple: help to select the best candidate for the position. The Chair of the MCCB Interview/Selection Committee performs a vital function for our agency. The MCCB Personnel Manager has prepared this guide to assist in carrying out this mission.

The Interview/Selection Committee Process

1. When a position becomes vacant, the Supervisor and Division Director over that position are responsible for making any needed revisions to the existing job description or creating a new job description, in the event of a new position. Any revisions to an existing job description or the creation of a new job description require approval of the Executive Director and ultimately the Board.
2. The Executive Director and/or the HR Director will appoint the Chair of the Interview/Selection Committee.
3. The Chair of the Interview/Selection Committee will provide the Board approved new or revised job description to the Personnel Manager in electronic format and will assist the Personnel Manager in the development of a **Position Vacancy Announcement**. (See Attachment III.)
4. The Chair will assist the Personnel Manager in completing the **Vacancy Schedule**. (Attachment I.) The **Vacancy Schedule** is completed prior to advertising and it indicates where the Chair wants to the Personnel Manager to post the **Position Vacancy** announcement for the position opening and it also establishes the timeline for the hiring process. This form requires the Executive Director's approval.
5. The Chair of the Interview/Selection Committee will recommend four Interview/Selection Committee Members to the Executive Director and/or the HR Director for his or her consideration. The Chair should recommend Committee Members that reflect the internal constituency affected by the position, as well as the diversity of the agency. The chair and members will be required to sign a disclosure form and confidentiality notice. The top portion of the **Interview/Selection Committee Compliance Form** should be completed by the Chair and approved by the Executive Director at this time. (See Attachment IV.)
6. At this point in the hiring process, the following items require the Executive Director's approval:
 - a. **Vacancy Schedule** – Attachment I
 - b. **Position Vacancy Notice Form**, Attachment III
 - c. The top portion of the **Interview/Selection Committee Form**, Attachment IV.
7. The Personnel Manager will distribute the **Position Vacancy Notice** to the appropriate entities listed on the **Vacancy Schedule** (Attachment I). During the period that the **Position Vacancy Notice** is open, the Personnel Manager will accept applications for the position. It is preferable that a date for the deadline for submission of applications is stated on the **Vacancy Schedule**. If a deadline for submission of applications date is not initially selected on the **Vacancy Schedule**, the Chair will keep the Personnel Manager informed as to what date the advertisement should end. If a candidate is not selected from the first pool of applicants, then the position will be re-opened a second time.
8. All applications are to be submitted directly to the Personnel Manager. If any employee at MCCB were to receive an application, it is important that the application be physically delivered or forwarded to the Personnel Manager in order for the Personnel Manager to ensure inclusion of the application into the recruitment package. The Personnel Manager will accept applications by mail, email, or by hand delivery.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Interview Selection Committee
Initial Date of Adoption: June 20, 2014	Reference:
Revision Date: May 20, 2016; November 17, 2017	Code Number: 2.10 Page: 2 of 11

9. During the application process, the Personnel Manager will complete a spreadsheet to track application materials as they are received (**Applicant Checklist** - Attachment V). The **Applicant Checklist** provides a listing of the applicants with columns to check that indicate items received in the packet, such as application, resume, letters of recommendation, and transcripts, etc. Following the application review deadline as stated in the Position Vacancy Announcement, the Personnel Manager will forward the **Applicant Checklist**, along with the applicant packets to the committee Chair. The applicant packets include the cover letter, MCCB application, resume, transcripts, and letters of reference.
10. As applications are received, the Personnel Manager will acknowledge to the applicant their receipt via email with a standard form letter.
11. After receipt of the Applicant Checklist and the applicant packets from the Personnel Manager, the Chair will distribute the packets to the Interview/Selection Committee Members for screening.
12. The Chair will create an Application Materials Checklist for the mandatory and desirable qualifications listed on the Position Vacancy Notice and Job Description. The Chair should provide each member of the Interview/Selection Committee a copy of this Application Materials Checklist. (A sample Application Materials Checklist is provided in Attachment II.)
13. The Interview/Selection Committee will meet to discuss the application packets. By written vote, this Committee will rank and select the qualified applicants to recommend to the Executive Director for interviews using application materials requirements, minimum qualifications, and desired qualifications. The top ranking (preferably 3-5) candidates will be recommended for an interview. The Chair will send an **email to the Personnel Manager listing those applicants who do not meet the requirements and those who will not be interviewed, subject to the approval of the Executive Director. Non-interviewed applicants will be contacted immediately by email and notified that their application has been reviewed and they will not be interviewed. The same correspondence shall be mailed to non-interviewed applicants.** Applicants that are interviewed by the Interview/Selection Committee, but not selected will be notified at the end of the process by the Personnel Manager.
14. Prior to scheduling interviews, the Chair will create a questionnaire to be asked of each interviewed applicant. The questions should focus on the requirements and expectations of the job and should be structured in a manner that will elicit responses that provide insight as to the candidate's experience, competencies, integrity, and job fit (e.g., no yes or no questions). This process will ensure that each applicant is afforded the same opportunity to offer their views and comments. Follow-up and spur-of-the-moment questions are desirable and encouraged. If an applicant brings up a subject that interests you, ask about it. A presentation may be required depending on the position.
15. The Committee's next responsibility is to set an interview date for the applicants that meet mandatory requirements and are selected for an interview. Particular attention should be given to allowing out-of-town applicants adequate notice to attend the interview. It is discriminatory practice to schedule interviews in such a short time frame as to eliminate out-of-town or out-of-state applicants. Ordinarily, it is not desirable to schedule interviews with less than a one-week notice to the applicants.
16. The Committee Chair (or his/her assistant) will call each candidate to schedule interviews and inform them of the following items:
 - Interview Location
 - Interview Date/Time
 - That the interview will be a committee interview process
 - Presentation topic (if applicable)
 - Inform them of the background check requirement (refer them to the MCCB website to ensure they are aware of it).
17. Once interviews have been scheduled, the Committee Chair will follow-up with an email to each candidate confirming in writing the items specified above.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Interview Selection Committee
Initial Date of Adoption: June 20, 2014	Reference:
Revision Date: May 20, 2016; November 17, 2017	Code Number: 2.10 Page: 3 of 11

18. Use of Outlook Calendar is encouraged to prevent scheduling conflicts. Allow appropriate time per interview.
19. During the Interview:
 - Provide water to each candidate.
 - Begin the interview by having the committee members introduce themselves and their roles at the agency.
 - Provide a brief introduction to the position and to the MCCB.
 - Distribute the LABORCHEX - Investigating Authorization (Release) to each candidate for completion
 - Committee members will ask pre-scripted interview questions, tailored specifically to the position. Make sure the same process is followed for all candidates interviewed.
20. During the interview, avoid questions that are discriminatory. Areas to avoid and are not acceptable for questioning are listed below:
 - a. **Race** – the race of an applicant will not be considered nor will the race of the applicant be a subject for discussion.
 - b. **Sex** – the sex of an applicant will not be considered nor will the sex of the applicant be a subject for discussion.
 - c. **Marital Status** – an applicant should never be questioned as to his or her marital status or marital plans.
 - d. **Political Views** – questions or discussions regarding party affiliation are not allowed.
 - e. **Religious Views** – questions or discussions regarding religious views or affiliation are not allowed.
 - f. **Sexual Orientation** – applicants should never be asked questions regarding their sexual orientation and discussion regarding sexual orientation is not appropriate.
 - g. **Disabilities** – questions regarding disabilities are illegal, even if the applicant brings the disability up. The only pertinent question that applicants can be asked is whether there are any reasons why they may not be able to perform the position in question.
 - h. **Age** – questions regarding the age of an applicant are not allowed. Committees must be careful not to use the rationale of “over qualified” to eliminate applicants. The courts have held that the elimination of candidates because of their “over qualification” can be construed as age discrimination.
 - i. **National Origin** – questions regarding the national origin of an applicant cannot be asked. All applicants can be asked if they are legally able to work in the United States.
 - j. **Pregnancy, Children and Child Care** – questions concerning the presence, number or plans for children are not allowed. You may ask all applicants if there are any circumstances in their personal life which may cause attendance problems.
 - k. **Arrest and Conviction Records** – questions regarding arrest and conviction records are allowed only if the college can provide compelling reason why this knowledge is required. Please contact Human Resources Office if you feel that the position in question is of the nature to require arrest and conviction information.
 - l. **Personal Appearance Guidelines** – there is no Federal Law against requiring that your employees have a neat and orderly appearance. The courts have held that arbitrary dress and grooming standards can have the effect of discriminating against certain races and genders, so avoid any criterion which singles out one race or sex.
21. Immediately after the interviews, the Chair will forward the signed and completed Investigating Authorization (Release) by each candidate to the Personnel Manager to initiate the education (only) portion of the background check for each candidate selected by the committee for a second interview or recommended to hire.
22. Following the applicant interviews and within 48 hours of the last interview, each Committee Member should rank the candidates who were interviewed individually. The Committee may discuss each candidate’s strengths and weaknesses, as they relate to the interview questions. Each Committee Member will submit to the Chair of the Interview/Selection Committee a total score for each candidate on the Interview Rating Form (Attachment VI), based upon the interview questions and related discussion.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Interview Selection Committee
Initial Date of Adoption: June 20, 2014	Reference:
Revision Date: May 20, 2016; November 17, 2017	Code Number: 2.10 Page: 4 of 11

23. The MCCB job application will include a statement by the applicant that gives the MCCB permission to check the applicant's references. Once the top 1-2 candidates have been identified, the Chair of the Interview/Selection Committee will conduct the Reference Check. All listed references of the candidate should be contacted to confirm employment, scope of responsibilities, and performance (strengths, challenges). References may be conducted over the telephone, but documentation of the telephone conversation must be included in the hiring package.
24. Typically, 72 hours of the last interview, the Chair of the Interview/Selection Committee will develop a spreadsheet to provide the overall ranking of candidates. This spreadsheet should contain the scores, ranked by average score, for each candidate.
25. Once the scores have been compiled and the references checked, the Chair of the Interview/Selection Committee will make a recommendation to the Executive Director. The Chair will provide the Executive Director and the Personnel Manager with the compiled spreadsheet that contains the scores, summary of references, and any accompanying recommendations, based on Committee discussions.
26. The bottom portion of the Interview/Selection Committee Compliance Form where the Chair certifies that all provisions of the Board procedures for the MCCB Interview and Selection were followed should be signed and completed at this time. (See Attachment IV.)
27. The following items must be included in the hiring packet before the packet is forwarded to the Executive Director:
 - a. Committee Minutes & Interview Rating Form (Attachment VI)
 - b. Interview Committee Form (Attachment IV)
 - c. Applicants Checklist from the Personnel Manager (Attachment V)
 - d. Vacancy Announcement (Attachment III)
 - e. Completed Applications for Employment for all applicants
 - f. Official transcripts for applicants, when applicable
 - g. Reference Check on recommended applicants
 - h. Recommendation letter from Hiring Supervisor to the Executive Director
 - i. Requested effective date of employment
 - j. Any other pertinent information to be considered
28. If a second interview is warranted, the Executive Director (and possibly the appropriate Deputy Executive Director) will conduct the second interview. The Executive Director will analyze the candidate(s) for agency fit, negotiate conditions, as necessary, and make an offer contingent upon the appropriate background screening. The Executive Director will make all decisions about job offers at MCCB.
29. Once the candidate has been selected, the Executive Director and/or the appropriate Deputy Executive Director will notify the Personnel Manager to conduct the background checks on the selected candidate.
30. After the background check has been performed, the Personnel Manager will send the results to the Chair or hiring supervisor as well as Executive Director.
31. Once the background check comes back with no disqualifying findings, the Executive Director will make the offer. When the candidate accepts the offer, an offer letter is sent by the Executive Director to the new hire specifying the position, the salary and the start date. A copy of this offer letter is also sent to the Personnel Manager, the Chair of the Committee, and to the Deputy Executive Director for Finance and Administration to begin a Payroll Action Form.
32. After the applicant is approved by the Executive Director, the Executive Director will forward all items from the hiring packet (item 27 above) to the Personnel Manager.
33. Once the offer has been accepted by the applicant, the Personnel Manager will email a letter to the other candidates interviewed, but not selected, to let them know they were not selected for that position. Additionally, the letter will state that their materials will be kept on file in the event another position for which they are qualified comes available. The same correspondence shall be mailed to non-selected candidates.
34. Once the position is filled, the Chair of the Interview/Selection Committee collects all packets given to Committee members during the interview process. The Chair will deliver the packets to the Personnel Manager, who will then shred the packets to ensure privacy protection for all candidates interviewed.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Interview Selection Committee
Initial Date of Adoption: June 20, 2014	Reference:
Revision Date: May 20, 2016; November 17, 2017	Code Number: 2.10 Page: 5 of 11

35. The Personnel Manager is available to assist and serve as a resource at any time during the selection process.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Interview Selection Committee
Initial Date of Adoption: June 20, 2014	Reference:
Revision Date: May 20, 2016; November 17, 2017	Code Number: 2.10 Page: 6 of 11

VACANCY SCHEDULE

Attachment I

Position: _____
(Job description in electronic format to Personnel Manager)

Department: _____ Hiring Manager _____

Vacancy announcement date and contact for questions _____

Notices are to be sent to the following entities and/or persons to be posted:

- _____ Community and Junior Colleges
- _____ MS Employment Security Commission
<https://wings.mdes.ms.gov/wings/employerinstructions.jsp>
- _____ Institutions of Higher Learning
Post on bulletin board in basement
- _____ MCCB - Website, 5th and 6th floor
- _____ Clarion Ledger - Requires Requisition
- _____ Other

Deadline for Submission of Applications: _____
(Note: The vacancy announcement will be removed from the MCCB website and no more applications will be accepted by the personnel manager after this date unless notified by the hiring manager of an extension of time. If deadline is "open", the hiring manager must notify the personnel manager when he/she has sufficient applicant pool from which to hire and no more applications are to be accepted.)

	Estimated Dates
Review applications and select applicants to interview:	
Interview potential applicants:	
Check references, offer position:	
Notify other applicants of choice:	
Start date of new position:	
_____ Executive Director and/or appropriate Deputy Executive Director approval	Date

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Interview Selection Committee
Initial Date of Adoption: June 20, 2014	Reference:
Revision Date: May 20, 2016; November 17, 2017	Code Number: 2.10 Page: 8 of 11

Attachment III - SAMPLE

MISSISSIPPI COMMUNITY COLLEGE BOARD POSITION VACANCY

POSITION AVAILABLE: Program Specialist - Adult Basic Education

Salary Range: Depending on education and experience

Characteristics of Work:

This position will assist in the overall coordination and oversight of Adult Basic Education programs, staff development meetings for MCCB programs, and technical assistance for MCCB subgrantees from both a programmatic and financial standpoint, and assist with all facets of the operation of the programs division.

Adult Basic Education Federally Funded Salary:

- *ABE LEAD – 100%
- *Monthly estimated time

Examples of Work:

The following examples are intended only as illustrations of the various tasks performed by the incumbent in this position. These examples are not meant to be exhaustive; they are representative of the general functions of this position.

1. Assists in development and oversight of all aspects of the Adult Basic Education programs, which includes development of the RFP process, local contract negotiations and approval, technical assistance and professional development.
2. Assists in administering the adult education program in conformity with federal and state procedures and guidelines by maintaining a thorough knowledge for the operation of the program.
3. Assists in internal and external audits of MCCB programs.
4. Assures through technical assistance and contractual negotiations that local program directors, instructors, and aides are made aware of all the federal and state regulations and guidelines for all programs.
5. Coordinates professional development with subgrantees, which includes but is not limited to assessing staff development needs, evaluating activities offered, and coordinating training with other agencies and literacy providers.
6. Manages responsibilities as a member of the MCCB team(s).
7. Assists with maintenance and technical assistance of the Adult Education Management System (AEMS). Oversees training and daily operation of the AEMS system.
8. Conducts annual monitoring along with desk reviews of all local ABE programs.
9. Completes and maintain all documentation needed to meet accountability and reporting requirements.
10. Other duties as assigned by the Director for Adult Basic Education.

Minimum Requirements:

A Master's degree from an accredited college or university. In addition, experience in government contracts, monitoring and adult education programs is preferred.

Application Procedure: Interested applicants must submit a "MISSISSIPPI COMMUNITY COLLEGE BOARD" application, letter of interest, resume, transcripts and references. The deadline for submitting an application is February 1, 2012. For more information visit our website <http://www.sbcjc.cc.ms.us/finance/> or contact:

Shana Hansen
601-432-6141

Mississippi Community College Board
3825 Ridgewood Road
Jackson MS 39211

MISSISSIPPI COMMUNITY COLLEGE BOARD is an Equal Opportunity Employer.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Interview Selection Committee
Initial Date of Adoption: June 20, 2014	Reference:
Revision Date: May 20, 2016; November 17, 2017	Code Number: 2.10 Page: 9 of 11

Attachment IV

Mississippi Community College Board

INTERVIEW /SELECTION COMMITTEE COMPLIANCE FORM

The top portion of this form is to be completed prior to the application review deadline stated in the Position Vacancy Schedule.

Position Vacancy: _____

_____ Chair

_____ Member

_____ Member

_____ Member

_____ Member

As Executive Director and/or the appropriate Deputy Executive Director, I hereby appoint the above members to the Interview/Selection Committee.

_____ Executive Director _____ Date

The bottom portion of this form is to be completed after interviews and the selection process is completed.

STATEMENT OF COMMITTEE COMPLIANCE

As Committee Chair, I certify that all provisions of the approved Board procedure for the recommendation of applicants for employment, as set forth in Policies and Procedures for MCCB Interview/Selection Committee Process, were followed in each step of this committee's deliberations.

Committee Chair Signature

Date

Applicant Checklist

Attachment V

**Position Title
2013**

No.	Applicants	Applications	Resume	Reference Letters	Transcripts	OTHER
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Committee:

Timeline:

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment Title: Interview Selection Committee
Initial Date of Adoption: June 20, 2014	Reference:
Revision Date: May 20, 2016; November 17, 2017	Code Number: 2.10 Page: 10 of 11

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Interview Selection Committee
Initial Date of Adoption: June 20, 2014	Reference:
Revision Date: May 20, 2016; November 17, 2017	Code Number: 2.10 Page: 11 of 11

Attachment VI													
Interview Rating Form													
Position Title													
Date													
Interviewer:													
Question	Name	Name	Name	Name	Name	Name							
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
Total	0.00	0.00	0.00	0.00	0.00	0.00							

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: MCCB Social Media Policy
Initial Date of Adoption: March 20, 2015	Reference:
Revision Date: March 3, 2021	Code Number: 2.11 Page: 1 of 2

SOCIAL MEDIA POLICY

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Mississippi Community College Board, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects the interests and mission of our agency may result in disciplinary action, up to and including termination.

Know and follow the rules

Carefully read these guidelines to ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action, up to and including termination. The agency may monitor employee use of agency computers and the Internet, including employee blogging and social networking activity.

Be respectful

Always be fair and courteous to fellow associates, clients or constituents, and people who work on behalf of or with the Mississippi Community College Board, and keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers than by posting complaints to a social media outlet. Online posting of complaints or criticism using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating; that disparage clients or individuals served by, associates, or people who work on behalf of or with the Mississippi Community College Board; or that might constitute harassment or bullying will not be tolerated. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by State or Federal law.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Mississippi Community College Board, fellow associates, people working on behalf of or with the Mississippi Community College Board, or clients or vendors or individuals served by the Mississippi Community College Board.

Post only appropriate and respectful content

Maintain the confidentiality of information about which you have knowledge as a result of your work at the Mississippi Community College Board and ensure your online communications, as with all communications, are in full compliance with the Mississippi Community College Board confidentiality agreement. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.

Employees should not divulge Mississippi Community College Board confidential information or information restricted from disclosure by law on social media sites. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

Please remember that work product and the agency's business belong to the agency. Do not post them on a social media site without the agency's permission.

Employees are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: MCCB Social Media Policy
Initial Date of Adoption: March 20, 2015	Reference:
Revision Date: March 3, 2021	Code Number: 2.11 Page: 2 of 2

Express only your personal opinions. Never represent yourself as a spokesperson for the Mississippi Community College Board. If the MCCB is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Mississippi Community College Board, fellow associates, people working on behalf of or with the MCCB, citizens we serve, or our client agencies. It is best to include a disclaimer such as *"The postings on this site are my own and do not necessarily reflect the views of the Mississippi Community College Board."* Place the disclaimer in a prominent position and repeat it for postings in which you express an opinion related to the agency or the agency's business.

Employees must keep in mind that if they post information on a social media site that is in violation of agency policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with other policies. Do not use your official State email address to register on social networks, blogs, or other online tools utilized for personal use. Do not pressure or coerce other employees to "friend," "like," or otherwise connect with them via social media.

Retaliation is prohibited

The Mississippi Community College Board **will** not take negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Note: The application of this policy should not be construed to infringe on any person's rights of expression which are guaranteed by law. Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. However, violations of this policy are subject to discipline, including termination as set forth in policy 2.8 of the Mississippi Community College Board Policies and Procedures Manual.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment	
	Title: Network/Email Access and Termination Policy	
Initial Date of Adoption: September 15, 2017	Reference:	
Revision Date:	Code Number: 2.12	Page: 1

NETWORK/EMAIL ACCESS AND TERMINATION POLICY

Network and Email Access

The mechanism for official Mississippi Community College Board (MCCB) communication for all community members is the mccb.edu email address and network account which provides access and privileges for use in connection with all business and activities of the Agency. As such, these email accounts (and all work-related electronically stored information) are legally the property of MCCB, not the individual user who is assigned an account.

All MCCB employees are required to sign the Acceptable Use Policy for Technology. After which, and upon official employment, network and email access will be granted.

MCCB expects individuals to use their assigned email accounts in a manner that does not violate MCCB policy or standards, violate the privacy rights of its employees, disclose confidential information or otherwise detract from or cause harm to the Agency and/or individuals employed or associated with the Agency. This prohibition includes any email that violates the law. In addition, MCCB employees may not disguise or fraudulently represent their identity when using the MCCB email system.

Employee Account Termination

Network accounts for an employee who terminates employment with MCCB, for whatever reason, will be: a) disabled on the last day of employment, and b) archived (all content) after 90 days. Access to an email account to retrieve “personal” information is not guaranteed.

An automatic email reply will be established to inform the public that the email account in question is no longer in use.

Managers may request and be granted access to an individual’s email account upon termination of employment for business continuity purposes. In these instances, the manager will typically be granted access for a period no greater than one month after an employee’s last day of work. Exceptions will be made on a case by case basis with a compelling rationale. Upon the conclusion of this period, the account and its contents will be terminated.

In all cases, no person may retain a copy of any private or confidential work-related email or electronically stored information after the termination of employment.

CONSEQUENCES:

Any user who knowingly and willingly violates this policy is subject to discipline, as set forth in Policy 2.8 of the Mississippi Community College Board Policies and Procedures Manual. Furthermore, in the event of an illegal activity, the user will also be reported to the appropriate law enforcement authority.

If an employee has any questions regarding this policy or any situation not specifically addressed in this policy, the employee should see his/her supervisor.

REVISION:

This policy is subject to revision. MCCB will adequately post revisions, but it is the assignee’s responsibility to ensure that his/her use of MCCB resources conforms to current policy.

I have received a copy of the MCCB Network/Email Access and Termination Policy that was initially adopted by the MCCB Board on September 15, 2017. I agree to abide by the policy terms as a condition of my employment with the Mississippi Community College Board.

Name: _____

Date: _____

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Probationary Period and Termination at Will
Initial Date of Adoption: December 14, 2018	Reference: 2.13
Revision Date:	Code Number: Page: 1 of 1

PROBATIONARY PERIOD AND TERMINATION AT WILL

General Statement of the Policy:

Every employee, including transfers and promotions, upon hire must successfully serve a six-month probationary period. During the probationary period, the employee's work and conduct are carefully observed.

As an At-Will employee, the probationary employee may be terminated or demoted with or without cause and without due process by the employer.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment	
	Title: Salary Schedule	
Initial Date of Adoption: July 1, 1998	Reference:	
Revision Dates: Nov 19, 2004; May 19, 2006; May 18, 2007; July 10, 2009; November 20, 2009; May 16, 2014; February 20, 2015; May 15, 2015; June 19, 2015; November 19, 2016; July 13, 2018	Code Number: 2.14	Page: 1 of 1

SALARY SCHEDULE

SALARY RANGE

POSITION CATEGORIES

	START	END
Frontline Administrative Assistant	\$25,000	\$45,000
Executive Assistant/Staff Officer I	\$40,000	\$80,000
Technical Specialist	\$30,000	\$80,000
Program Specialist	\$40,000	\$80,000
Assistant Director	\$50,000	\$90,000
Director	\$60,000	\$110,000
Assistant Executive Director	\$75,000	\$120,000
Deputy Executive Director	\$85,000	\$160,000
Executive Director	\$180,000	\$280,000

Notes:

EDUCATIONAL BENCHMARK

A benchmark supplement for attainment of college degrees or licensure/certification/registration, which exceeds the level of minimum qualifications listed for the employee's assigned job position, may, in the discretion of the executive director, be awarded up to 5% of the current salary, if funds are available. Increases may be awarded only to employees acquiring licensure, certification, or registration directly related to their jobs.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Pandemic Return to Work Policy
Initial Date of Adoption: June 19, 2020	Reference: 2.15
Revision Date:	Code Number: Page: 1 of 3

PANDEMIC RETURN TO WORK POLICY

The Mississippi Community College Board (MCCB) strives to provide a safe and healthy workplace for all employees. Our mission continues to be one of service and support for Mississippi’s community college system and workforce development. This pandemic return to work policy outlines MCCB’s preparedness response for continuity of operations and individual employee responsibility. The health and safety of our employees is our number one priority and we rely on health experts in the development of health and safety standards and responses.

Please remain flexible as we navigate a safe return to work. Division directors will establish staggered on-site work schedules for the respective divisions. This preventive measure of staggered schedules will remain in effect until health experts confirm that there is no apparent pandemic health risk to employees.

Office Protocol

Infection Control Measures

MCCB has taken a number of steps to minimize the risk of exposure to and spread of infection in the workplace. As appropriate, MCCB recommends measures that employees can take to protect themselves outside the workplace and encourages all workers to discuss their specific needs with a family physician or other appropriate health or wellness professional. Multiple easy-access sanitizing stations are available on each floor to minimize the transmission of disease before and after use of common areas and meetings.

The required infection control protocol includes:

- **Mask Requirement**-Bring and wear your personal protective equipment (PPE) – MCCB will issue each staff member two face coverings. Staff are required to wear a face mask and follow social distancing guidelines until there is no apparent pandemic health risk to employees. If PPE has not been provided to you, contact Human Resources. You may bring or make your own following the Center for Disease Control’s guidance.
 - Staff is required to wear a mask upon entrance to their on-site office location and while occupying common use areas such as the elevator, restroom, and hallways. Staff must also wear masks while performing off-site work-related duties to include monitoring visits.
- **Cleaning PPE**-Reusable face coverings should be washed daily.
- **Hand Hygiene**-Practice frequent and thorough hand washing. Use hand sanitizer if unable to wash hands.
- Cover coughs and sneezes.
- **Handling Visitors**-It is advised that all building visitors be scheduled through appointment. Visitors must be made aware to: 1) Wear a mask upon entry to the building, and 2) Be prepared/expect to be temperature screened.
 - Persons not wearing masks will not be permitted building entry.
 - Visitors and persons who are ill with fever of 100.4°F/38°C or higher or displaying symptoms will not be permitted building entry.
- MCCB has posted multiple informational posters to encourage and provide instruction on social distancing and proper hygiene practices.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Pandemic Return to Work Policy
Initial Date of Adoption: June 19, 2020	Reference: 2.15
Revision Date:	Code Number: Page: 2 of 3

Reporting Employee Illness

MCCB employees who become infected or have been exposed to infected family members or others with whom employees have been in contact are required to stay home and seek medical attention as necessary and appropriate. MCCB requires the employee to notify Human Resources and their supervisors as soon as possible if exposure or illness has occurred. At our discretion or the direction of outside authorities, MCCB can require the isolation of any infected employees.

- Do not come to the office if you are sick, have fever of 100.4°F/38°C or higher, have infectious disease symptoms, have been around someone with COVID-19 or have reason to believe you may have the virus. Tell your supervisor, stay home, and see your physician.
- Complete a self-health check before you leave home.
- **Temperature Screenings**-Expect to be temperature screened – Temperature or symptom screening and daily health checks may be conducted.
- Because COVID-19 meets the “direct threat” standard established by ADA and in accordance with the Equal Employment Opportunity Commission (EEOC) guidance, employees who have been absent from work due to a COVID-19 diagnosis or exposure must provide a medical certification prior to returning to the workplace.
- If you have tested positive or been exposed to the COVID-19 disease, you will not be allowed to return to work until after 14 days of the onset of symptoms or exposure. The employee must provide a medical certification prior to returning to the workplace.

Density Control

- Maintain a minimum of six feet between you and others, or follow the CDC social distancing guidelines in meetings, elevators, restrooms, and conference rooms. PPE must be worn where separation is not possible.
 - Limit elevator capacity.
 - Limit visitations to the offices of co-workers.
 - Do not gather at copy machines, break rooms, or supply rooms.
- Limit restroom density to one person at a time.
- Don't host large gatherings or meetings – Use video-conferencing and minimize large gatherings. If a meeting must occur in person, follow face covering, hand hygiene, and social distancing guidelines.
- Minimize business-related carpool and public transport – Avoid public transit or carpooling except when possible. If carpool/public transit is necessary, it's recommended you practice social distancing, wash/sanitize your hands, and wear face coverings. All employees who select to carpool must sign a MCCB Vehicle Occupancy Waiver.

Travel

- According to MCCB travel policy, all work related travel must be approved **prior** to travel. On-site and off-site meetings may be eliminated, limited to few participants, or restructured as a virtual/online meeting.
- Employees are required to wear PPE to perform work related duties which occur at a location outside of MCCB.
- Travel is prohibited for any employee exhibiting any recognized COVID-19 symptoms and/or is diagnosed with COVID-19.

Reporting/Contact Tracing

- MCCB requires employees to complete the Daily Log in SmartSheet as a record for contact tracing purposes.
 - Staff **must complete** the work-site location Daily Log using the Smartsheet. Failure to do so, means the employee is on leave.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Pandemic Return to Work Policy
Initial Date of Adoption: June 19, 2020	Reference: 2.15
Revision Date:	Code Number: Page: 3 of 3

- In the event an employee reports a diagnoses or exposure, Human Resources will contact employees identified in the Daily Log report for that period of exposure.

Wellness and Safety Assessments

Administration will conduct hazard assessments to ensure the agency implements current protocols for infectious disease incident preparedness. MCCB remains prepared to respond to issues related to safety, workplace conditions, and employee compliance with established safety procedures, including social distancing and PPE use.

POLICY VIOLATION ACTIONS:

Any employee who violates this policy is subject to disciplinary action, as set forth in Policy 2.8 of the Mississippi Community College Board Policies and Procedures Manual.

Employee questions regarding this policy should be addressed by his/her supervisor or the Assistant Executive Director of Human Resources.

REVISION:

This policy is subject to revision as circumstances change. As such, MCCB will publicize revisions to the policy.

I have received a copy of the MCCB Pandemic Return to Work Policy; adopted by the MCCB Board June 19, 2020. I agree to abide by the policy terms as a condition of my employment with the Mississippi Community College Board.

Name: _____

Date: _____

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Reduction in Force Policy (RIF)
Initial Date of Adoption: August 21, 2020	Reference: 2.16
Revision Date:	Code Number: Page: 1 of 2

REDUCTION IN FORCE POLICY (RIF)

The Mississippi Community College Board (MCCB) is a dynamic agency that works to provide a stable, secure and safe work environment. The MCCB is committed to effective and efficient operations in all areas of the agency. The MCCB also seeks additional funding opportunities to support the initiatives of the agency, community college and state. When circumstances necessitate a reevaluation of personnel costs, a reduction in force operational strategy may be implemented.

A reduction in force (RIF) may be necessary as a result of changing priorities, budgetary constraints or other business conditions require the Mississippi Community College Board to eliminate positions. A RIF decision requires an evaluation of administrative funding, employee performance, and the MCCB mission critical aspect of the particular position(s) so that the Mississippi Community College Board can continue to provide the highest level of service possible with a reduced work force. Determining the retention or separation of an employee includes an evaluation of the relative skills, knowledge and productivity of the employee in comparison to necessary services. Length of service and other factors are also considered but receive less weight in the determination.

When the Executive Director or division director determines there may be a need for a Reduction in Force (RIF), the director will work with Human Resources to assess options and develop a plan for implementation. Planning is based on the expectation that the duties of the eliminated position(s) are being permanently reassigned or will no longer be performed. If the MCCB budget affords and the director realizes that the work needs to be resumed within 12 months (one year), the affected employees may be subject to recall, and the recall procedures associated with this policy become effective.

Reduction in Force Guidelines:

The Mississippi Community College Board determines which personnel are released first and in such order and number as determined by the Executive Director to be in the best interest of the Mississippi Community College Board using the following guidelines:

- Reduction in force considerations of full-time regular employees (not time limited positions) are based on the following factors:
 - Budgetary availability of funds
 - Positions most critical to agency operations
 - Employee productivity and performance
 - Employee Length of Service
 - Consideration of equal employment

Exclusions: The following employees/ positions are not entitled to RIF provisions below to include Applicant Notification, Priority Status, Recall and End of Employment.

The following exclusions listed below are subject to immediate release from employment as a result of budget reductions and in an order as determined by the Executive Director to be in the best interest of the Mississippi Community College Board.

- Employees who are in the orientation period.
- Time limited positions
- Grant or contract funded positions and positions that have been funded 51% or more from sponsored projects (contract or grant funded positions) at any time during the preceding 24 months (two years).
- Any Employee with documented disciplinary action or performance accountability plan in the previous 12-month (one year) period.

Procedure:

- The Executive Director, or the Director whose division is affected, will provide Human Resources with the justification, including the list of positions that are being recommended for a reduction in force.
- This justification will be reviewed by the Executive Director and Human Resources to verify the existence of a reasonable justification, including but not limited to economic need, for the reduction in force.
- After review and evaluation, a final list of those employees who will be affected by the reduction in force will be prepared by Human Resources and presented to the Executive Director for final approval.
- Human Resources will prepare documentation for each affected employee outlining their employment and benefit status. This information will be reviewed with the employee during a formal notification meeting, which will be conducted by a representative of Human Resources and the appropriate Division Director.
- All exceptions to this policy must be approved by the Executive Director.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Reduction in Force Policy (RIF)
Initial Date of Adoption: August 21, 2020	Reference: 2.16
Revision Date:	Code Number: Page: 2 of 2

Notice Period:

- In the event of a Reduction in Force, Human Resources will provide the affected employee with a 60 calendar-days notice. The notice shall be in writing and when such termination is due to a Reduction in Force, the termination notice will state that reason.
- The affected employee will be paid for 30 days of accrued personal leave in accordance with state law.
- Benefits in effect as of the notification date will continue during the paid period and will end in accordance with current policies for all employees separating from benefit eligible service.

Priority Applicant Status for Regular Full Time Employees Impacted by RIF:

- Priority-applicant status provides an eligible employee whose position has been eliminated the opportunity to work with Human Resources. The employee may be given priority consideration for positions within the Mississippi Community College Board for which they are competitively qualified. The priority-applicant status will be in effect during the entire Notice Period, unless and until the individual is offered another position at the Agency.
- An employee is eligible for priority-applicant status if their documented performance during the immediately preceding 12 months (one year) reflects job performance that meets or exceeds overall expectations.

Recall

- Employees impacted by RIF position elimination will have the option of being reinstated into their former position if the position is needed and funding restored within 12 months (one year). Recall will take place in the reverse order of position elimination. Individuals recalled under this provision will not be required to serve a new initial orientation and evaluation period. An employee may not be eligible for recall if, on the RIF notification date, there is a documented performance plan or disciplinary action in the previous twelve-month (one year) period.

End of Employment

- The employment relationship will end on the last day of the Notice Period, unless the employee accepts another position with the Mississippi Community College Board within the Notice Period. If the employee has accepted another position, the employee will transfer into the new position. Agency employment will not end.

Violation of this policy may result in disciplinary action, up to and including termination of employment.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Telework Policy
Initial Date of Adoption: August 21, 2020	Reference: 2.17
Revision Date:	Code Number: Page: 1 of 4

MISSISSIPPI COMMUNITY COLLEGE BOARD TELEWORK POLICY

I. Purpose

The Mississippi Community College Board (hereinafter referred to as “MCCB” or “Agency”) shall use telework to allow its employees to work at home or in a satellite location for all or part of their workday as designated and approved. MCCB shall also utilize telework to promote the continuation of operations during a declared State of Emergency or pandemic event by allowing certain staff members to perform their work at an approved alternative worksite.

The purpose of this Telework Policy (hereinafter referred to as “Policy”) is to define the teleworking program (also known as telecommuting) and the guidelines and rules under which it will operate. This Policy is designed to help staff members understand the teleworking environment and their associated rights and responsibilities. This Policy and its accompanying guidelines provide a general framework for teleworkers at MCCB. It does not attempt to address the special conditions and needs of all MCCB staff members.

II. Scope

This Policy applies to all teleworking activities of MCCB. All members of the MCCB staff should be familiar with the contents of this Policy and its supporting guidelines.

III. Definitions

Remote Workplace. The terms “remote workplace,” “remote work location,” “remote workspace,” “alternate workplace,” or “alternate workspace” or synonyms for these shall mean Staff Member’s residence or any alternate work location approved under this Policy. “Workplace” and “workspace” may also be used interchangeably throughout this Policy.

Telework. “Telework” or “teleworking” is defined as a work flexibility arrangement under which a staff member fulfills the duties and responsibilities of his or her position and other authorized activities from an approved worksite, using approved equipment or devices, other than the location from which the staff member would otherwise work. Telework is also a critical tool during emergency situations.

IV. Statement of Policy

The MCCB considers telework to be a viable, flexible work option and therefore allows the option of telework at the discretion of the Executive Director for positions that meet the essential duty(s) requirement. Additionally, in the event of a declared State of Emergency or pandemic event, MCCB may allow implementation of an additional telework program in furtherance of critical state continuity and social distancing efforts to stop or slow a pandemic outbreak or other public health emergency. Telework is not an entitlement and it in no way changes the terms and conditions of employment with the MCCB.

V. Agency Participation and Staff Member Eligibility

The telework program provides temporary telecommuting arrangements for staff members whose job duties are conducive to working from an alternate location. However, telework may not be suitable for all staff members and/or job functions as there are certain duties at MCCB that require the staff member to be physically present in the workplace or the required activities are not permitted to occur off site. MCCB shall allow teleworking as an option based on specific criteria and procedures consistently applied throughout the Agency.

During a declared State of Emergency or pandemic event, MCCB shall determine eligibility based upon the following factors:

1. Which staff members perform essential duties required to carry out MCCB’s core mission in the event of an emergency;
2. Which staff members may be necessary to continue MCCB operations during an emergency situation; and
3. Which staff members perform duties which may not be necessary or cannot be performed while an emergency declaration is in effect.

For each of these groups, MCCB shall then determine which staff members will be required to work on-site during the emergency situation. Staff members required to work shall be deemed “Mission Essential Personnel”. For those staff members required to work, MCCB will review the individual job duties assigned to the included staff members and determine which could be performed via teleworking.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Telework Policy
Initial Date of Adoption: August 21, 2020	Reference: 2.17
Revision Date:	Code Number: Page: 2 of 4

Agency determinations of who must work on-site and who may telework must be approved by the staff member’s supervisor and the corresponding member of senior leadership.

VI. MCCB Teleworking Agreement

The Teleworker Agreement (“Agreement”) documents the mandatory policies in effect and the terms and conditions of teleworking. The Agreement must be signed by all parties prior to the start of teleworking acknowledging that all parties will abide by the terms and conditions of teleworking. The Agreement must be reviewed and renewed at least annually to ensure that the guidelines for participating in the program indicate continued eligibility and are well-understood.

A supervisor may elect to revise the Agreement when a need arises. In addition, the Teleworking Agreement should be reviewed and revised, if necessary, when there is a change in supervisor, job responsibilities, or change in work circumstances or performance.

The Agreement is essential to the management and legal protection needed in teleworking.

The Agreement shall cover topics including, but not limited to, the following:

1. Any staff member who teleworks must sign a Telework Agreement;
2. Staff member performance expectations and monitoring;
3. Liability and workers’ compensation – staff member and employer understand who is liable and for what;
4. Safety – the staff member must self-certify that the alternate workplace is safe and conducive to work;
5. Equipment and Devices – responsibility and use of personal and state equipment and devices at an alternate location and inventory of state equipment used outside the primary workplace;
6. Security – taking records away from the office, accessing the Agency’s computer system, and accessing information over the Internet;
7. Work schedule – when and where the staff member will telework and procedures for overtime and leave approvals;
8. Accessibility – how the staff member will keep in communication with clients, co- workers, supervisors, and those the staff member may supervise while teleworking; and
9. Other relevant provisions such as termination of the Agreement, reimbursement of expenses, and standards of conduct.

VII. Staff Member Participation

Offering the opportunity to work at an alternate workplace is at the discretion of a staff member’s supervisor and the corresponding member of senior leadership. Staff members should not assume any specified period of time for telework, and MCCB may require staff members to return to regular, in-office work at any time.

During a State of Emergency, MCCB will monitor guidance from officials and the need for additional or amended remote work arrangements. Should the State of Emergency or pandemic event warrant, MCCB may require all staff members, except for certain personnel, to work from an appropriate alternate workspace. Staff members should be proactive in preparing for these circumstances to ensure staff members have the resources necessary to work remotely.

VIII. Workspace and Work Hours

A defined workspace and defined work hours are necessary (1) to reduce the state’s exposure to risk, (2) to facilitate proper management of teleworkers, and (3) to ensure work is done in a productive environment.

1. Workspace: The teleworker shall designate a specific workspace as the telework location and will conduct work for the Agency from that location. The staff member shall maintain a clean, safe workspace that is adequate for work and free of obstructions and distractions. The staff member shall maintain compliance with regulatory requirements applicable to job duties and functions. To ensure that productive working conditions exist, it may be necessary for the State to make on-site visits at mutually agreed- upon times. However, this will be handled by the Agency on a case-by-case basis.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Telework Policy
Initial Date of Adoption: August 21, 2020	Reference: 2.17
Revision Date:	Code Number: Page: 3 of 4

2. Work Hours: As set forth in Section 5.1 of the Mississippi State Staff member Handbook, state law requires that all state offices be available to the public for services Monday through Friday from 8:00 a.m. until 5:00 p.m. Each part-time staff member will be provided a schedule of working hours.

Staff members subject to mandatory overtime must obtain approval from their supervisor before performing overtime. A non-exempt staff member working overtime without such approval may cause the Agency to terminate the teleworking option and/or take other appropriate action. The staff member must obtain approval in advance from his or her supervisor before taking leave during a designated telework day.

The staff member must maintain contact with MCCB as specified in the work schedule, agency and state employee policies, and Telework Agreement.

A staff member's personal activities must be outside the time of.

IX. Equipment and Supplies

1. General. Office supplies (e.g., pens and paper) shall be provided by the Agency and should be obtained during the teleworker's in-office work period. The staff member may be expected to use his or her own furniture, telephone lines, and other equipment, if appropriate for the job function. Any use of private facilities of the staff member will be at the staff member's discretion and not at the behest or expense of the State. This applies to all physical improvements and conveniences as well as services.

2. Assignment of Portable MCCB Equipment or Devices on a Temporary Basis. MCCB may give written permission for certain equipment or devices (e.g., computers, laptops, phones, thumb/jump drives, etc.) to be checked out and used at the designated alternate worksite (or outside of the normal workspace) by a staff member. Approval to utilize any piece of MCCB equipment for telework purposes must be approved by the staff member's office supervisor or director and the Director of Information Technology.

3. Bring Your Own Device (BYOD). MCCB may give written permission for certain equipment or devices (e.g., computers, laptops, phones, etc.) owned by the staff member to be used outside of the normal workspace for work purposes. Approval to utilize any particular piece of personal equipment or device for telework purposes must be approved by the staff member's office supervisor or director and the Director of Information Technology. The use of personal equipment or devices must be in compliance with applicable regulations and requirements for the teleworker's job functions and duties.

X. IT Resources and Network Access

As deemed appropriate, MCCB will provide access to the Agency Network and IT resources to enable staff members to perform their job duties while teleworking. All staff members granted access to the MCCB Network and IT resources while teleworking are bound to any and all applicable state and Agency policies and procedures related to the use of the same while in the assigned workspace.

XI. Security and Access to Information

A teleworker is responsible for maintaining privacy and security of any confidential data and information stored or accessed using agency-approved equipment and devices (including both agency- provided and personal) for work-related purposes. The staff member must protect the security and integrity of work-related data, information, paper files, and access to Agency computer systems. State and MCCB information technology and privacy policies and procedures apply to teleworking as they would in the primary workplace.

Any teleworker granted permission to utilize their own or an agency-provided device or equipment must have installed agency-approved and/or -provided technical measures to maintain the security of any work-related confidential information (e.g., protected health information (PHI), personally identifiable information (PII)) that may be held or stored on that device or equipment. Teleworkers must also adhere to any other standards given by the agency regarding the use of the device or equipment outside of the primary workspace to ensure the security and protection of work-related confidential information.

XII. Expenses

Any staff member may work from his or her home or another alternate worksite that has been approved by their supervisor and the corresponding member of senior leadership. Mileage between the home and the staff member's assigned office or other telework location shall be considered commute mileage and not subject to reimbursement.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Telework Policy
Initial Date of Adoption: August 21, 2020	Reference: 2.17
Revision Date:	Code Number: Page: 4 of 4

Work-related, long-distance phone calls should be planned for in-office days. At the discretion of the supervisor, expenses for business-related, long-distance calls and cell phone calls which must be made from a teleworker's home may be reimbursed if the reasons and costs for the calls are documented. The teleworker is responsible for the cost of maintenance, repair, and operation of personal equipment not provided by the State.

XIII. Compensable Time

Mission essential staff members who telework during an emergency may be eligible to receive credit for compensatory leave. Pursuant to Miss. Code Ann. § 25-3-92(2)(b):

The Governor or the appointing authority may grant administrative leave with pay to state staff members on a local or statewide basis in the event of extreme weather conditions or in the event of a man-made, technological or natural disaster or emergency. Any staff member on a previously approved leave during the affected period shall be eligible for such administrative leave granted by the Governor or appointing authority and shall not be charged for his previously approved leave during the affected period.

Additionally, pursuant to Miss. Code Ann. § 25-3-92(1):

When, in the opinion of the appointing authority, it is essential that a state staff member work after normal working hours, the staff member may receive credit for compensatory leave. Except as otherwise provided in Section 37-13-89, when, in the opinion of the appointing authority, it is essential that a state staff member work during an official state holiday, the staff member shall receive credit for compensatory leave.

XIV. Liability

The staff member's alternate location workspace is an extension of the Agency workspace only when used for work. Staff members may therefore be covered for workers' compensation if they are injured while performing work on behalf of the employer in the staff member's home workspace during teleworking hours.

If an injury occurs during teleworking hours, the staff member shall immediately report the injury to the supervisor. The staff member, supervisor, and Agency must follow the state's policies regarding the reporting of injuries for staff members injured while at work. Fraudulent reporting of workers' compensation claims is a crime.

The State of Mississippi is not responsible for any injuries to family members, visitors, and others in the staff member's home workspace. Unless granted an exception in writing by their office director, program director, or regional administrator, the teleworker may not host business guests or coworkers at the alternate workplace or any other location except the Agency's buildings.

The State will not be responsible for any loss or damage to the teleworker's real property, including any structures attached thereto; any personal property owned by the teleworker or any of the teleworker's family members; or property of others in the care, custody, or control of the teleworker or any of the teleworker's family members.

The teleworker is responsible for contacting the teleworker's insurance agent and a tax consultant and consulting local ordinances for information regarding home workplaces. Individual tax implications, auto and homeowners' insurance, and incidental residential utility costs are the responsibility of the teleworker.

XV. Child and Dependent Care

Teleworking is not a substitute for childcare or dependent care. The teleworker shall continue to make arrangements for child or dependent care to the same extent as if the teleworker was working at the main office.

XVI. Program Reporting and Evaluation

Staff member agrees to participate in studies, inquiries, reports or analyses relating to teleworking at the Agency's direction.

XVII. Exception to the Policy

In extenuating circumstances, the Agency head, at his or her discretion, may grant a staff member an exception to this Policy.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Telework Agreement
Initial Date of Adoption: August 21, 2020	Reference: 2.18
Revision Date:	Code Number: Page: 1 of 4

MCCB Telework Agreement

This Telework Agreement (hereafter “Agreement”), effective _____ (date), is between _____ (hereinafter referred to as “Employee”), an employee at the Mississippi Community College Board (hereinafter “MCCB” or “Agency”) and the Agency. The parties, intending to be legally bound, agree as follows:

Purpose

The Mississippi Community College Board (hereinafter referred to as “MCCB”) Telework Agreement defines eligibility and expectations for telecommuting arrangements.

The MCCB considers telework to be a viable, flexible work option and therefore allows the option of Mondays and Fridays as remote work days to positions that meet the essential duty(s) requirement. Telework is not an entitlement and it in no way changes the terms and conditions of employment with the Mississippi Community College Board.

MCCB shall also utilize telework to promote the continuation of operations during a declared State of Emergency or pandemic event by allowing certain workforce members to perform their work at an approved alternative worksite.

Telework is not an entitlement and it in no way changes the terms and conditions of employment with the MCCB.

Scope of Agreement

Employee agrees that teleworking is at the discretion of their Director may be temporary in nature and may be terminated by the Agency with or without cause at any time. All employees conducting teleworking for the Agency must sign this Agreement.

Other than those duties and obligations expressly imposed on Employee under this Agreement, the duties, obligations, responsibilities, and conditions of Employee’s employment with Agency remain unchanged. Employee’s salary and participation in the pension, benefit, and Agency-sponsored insurance plans shall remain unchanged.

The terms “remote worksite,” “remote workplace,” “remote workspace,” “alternate workplace,” or “alternate workspace” or synonyms for these shall mean Employee’s residence or any alternate work location approved under this Agreement. “Workplace” and “workspace” may also be used interchangeably throughout.

This Agreement shall be construed, interpreted, and enforced according to the laws of the State of Mississippi.

Essential Duty Requirement and Position Eligibility

Eligibility for remote work is contingent on the employee’s ability to perform all essential functions of the position. The potential for telework must meet, at a minimum, the following factors: job duties, equipment and workspace needs, and legal implications. If it is determined that the employee cannot perform the essential functions of the position in a manner that meets the established quality, efficiency and productivity standards, then the employee does not qualify to continue working in a remote capacity and the director will end this remote work agreement. It is expected that all MCCB employees perform all assigned duties at or above the recognized quality, efficiency, and productivity as established in the Job responsibilities. Employee’s job duties, obligations, responsibilities, and conditions of employment with the Mississippi Community College Board remain unchanged.

Employee agrees to provide regular reports, as required by the Director, to help evaluate work performance. Employee understands that a decline in work performance may result in termination of this Agreement by Agency.

This Agreement must be signed and approved by the employee’s Director. Note that having a successful remote work standing does not require administration to agree to any future remote work approvals past this agreement.

Standards of Conduct

Employee agrees to be bound by Agency regulations, policies, and procedures while working at the alternate workplace. Violation of the foregoing may result in disciplinary action and/or termination of this Agreement.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Telework Agreement
Initial Date of Adoption: August 21, 2020	Reference: 2.18
Revision Date:	Code Number: Page: 2 of 4

General Work Arrangement

1. This Agreement is between the Mississippi Community College Board and _____ (employee) to establish the terms and conditions for performing work at an alternate work site on the following designated schedule:_____.
2. This Agreement begins on _____ (date). You understand that this Agreement to permit you to work remotely on the designated days, and will be reviewed continuously. Accordingly, the Mississippi Community College Board may alter this schedule or end the Telework Work Agreement at any time at its discretion.
3. This Agreement will remain in effect unless altered or terminated at any time as described in paragraph 2 above.
4. The following conditions apply:
 - a. Employees remote work schedule is for: _____.
 - b. Employee’s regular remote work site location is _____ (address)
 - c. Employee’s regular remote work phone number is _____.
 - d. While working remotely, Employee will:
 - i. remain accessible during the remote work schedule;
 - ii. check in with the director to discuss status and open issues;
 - iii. be available for video/teleconferences, scheduled on an as-needed basis;
 - iv. be available to physically attend scheduled work meetings as requested or required by the Division;
 - v. request Director’s approval in advance of working any overtime hours (if employee is nonexempt);
 - vi. take rest and meal breaks while working remotely in full compliance with all Department of Labor regulations (if employee is nonexempt); and
 - vii. submit personal leave requests via Smartsheet when the employee is not available to work.
 - e. Employee’s duties, obligations, responsibilities, and conditions of employment with the Mississippi Community College Board remain unchanged. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the regular Board work site. The Director reserves the right to assign work as necessary at any work site.
 - f. Employees are prohibited from declining in-person meeting invitations merely because the meeting is scheduled for the employee’s telework day and does not include a teleconference option.
 - g. The parties acknowledge that this Agreement may be evaluated on an ongoing basis to ensure that Employee’s work quality, efficiency, and productivity are not compromised by the remote work arrangement described herein.
 - h. You acknowledge that if your Director deems that the remote work arrangement described in this Agreement is not working effectively or as envisioned, management may at any time adjust or end this Agreement.

Safety & Equipment; Information Security

1. Employee agrees to maintain a safe, secure, and ergonomic work environment and to report work related injuries to Employee’s Director and Human Resources at the earliest reasonable opportunity; within three days of injury. Employee agrees to hold the Board harmless for injury to others at the alternate work site. Regarding space and equipment purchase, set-up, and maintenance for telework purposes:
 - a. Employee is responsible for providing space, telephone, networking and/or Internet capabilities at the telework location, and shall not be reimbursed by the employer for these or related expenses.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Telework Agreement
Initial Date of Adoption: August 21, 2020	Reference: 2.18
Revision Date:	Code Number: Page: 3 of 4

- b. Employee agrees to protect Board-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
 - c. Employee agrees to report to the Employee’s director any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
 - d. Employee understands that all equipment, records, and materials provided by the Board shall remain the property of the Board.
2. Employee understands and agrees that the Employee’s personal vehicle may not be used for Board business unless specifically authorized in as Travel by Employee’s Director in advance of such use.
 3. With reasonable notice and at a mutually agreed upon time, the Board may make on-site visits to Employee’s remote work location to ensure that the designated work space is safe and free from hazards, provides adequate protection and security of Board property, and to maintain, repair, inspect, or retrieve Board property.
 4. Employee agrees to return Board-owned equipment, records, and materials within 2 days of termination of this agreement. Within 2 days of written notice, Employee must return Board owned equipment for inspection, repair, replacement, or repossession.
 5. Employee understands that Employee is responsible for tax consequences, if any, of this arrangement.

Reimbursement

Employee agrees that Agency will not be responsible for operating costs, home maintenance, or any other incidental cost (e.g., utilities, insurance) whatsoever associated with the use of Employee’s residence or Employee’s computer equipment. Agency will reimburse only for expenses authorized by Employee’s supervisor ahead of time and incurred while conducting business for Agency.

Liability For Injuries

Employee understands that Employee is covered under the Mississippi Workers’ Compensation law if injured in the course of performing official duties at the designated telework workspace during the agreed-upon telework work hours. Employee agrees to notify Director immediately of any accident or injury that occurs at the alternate telework location and to complete any required forms. Agency agrees to investigate such a report immediately.

Employee understands that the Agency will not be responsible for any loss or damage to the teleworker’s real property, including any structures attached thereto; any personal property owned by the teleworker or any of the teleworker’s family members; or property of others in the care, custody, or control of the teleworker or any of the teleworker’s family members.

Employee is responsible for contacting Employee’s insurance agent and a tax consultant and consulting local ordinances for information regarding home workplaces. Individual tax implications, auto and homeowners’ insurance, and incidental utility costs are the responsibility of the teleworker.

Other Action

Nothing in this Agreement precludes Agency from taking any appropriate disciplinary or adverse action against Employee if Employee fails to comply with the provisions of this Agreement or terms and conditions of employment.

Essential Job Duty(s) (Review and attach the employee’s job description)

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 2: Staff Employment
	Title: Telework Agreement
Initial Date of Adoption: August 21, 2020	Reference: 2.18
Revision Date:	Code Number: Page: 4 of 4

Expected Outcome(s)

Collaborating Staff/Dependencies

Due Date(s) _____

Notes

I have read and understand this Agreement and the MCCB Telework Policy, which is incorporated herein, and agree to abide by and operate in accordance with the terms and conditions described in both documents. I agree that the sole purpose of this Agreement is to regulate telework and that it does not constitute an employment contract nor an amendment to any existing contract and may be cancelled at any time.

Employee Signature: _____

Director Signature: _____

This signed Agreement must be sent to HR for placement in Employee's personnel file. The employee and the director should each keep a copy of this Agreement for future reference.

MISSISSIPPI COMMUNITY COLLEGE BOARD ADMINISTRATIVE POLICY MANUAL	Section 2: Staff Employment
	Title: Dress Code Policy
Initial Date of Adoption: June 21, 2024	Code Number: 2.19
Revision Date:	Reference: Agenda Item #
	Page: 1 of 3

Dress Code Policy

Introduction: MCCB maintains a business casual dress code to promote a professional yet comfortable work environment. Employees are expected to dress appropriately and present themselves in a manner that reflects positively on the agency's image.

Definition of Business Casual: Business casual attire falls between formal business wear and casual wear. It allows for greater comfort while maintaining a professional appearance. Employees are encouraged to dress in a manner that is neat, clean, and suitable for a professional workplace. All employees are representatives of the Agency and therefore dress and appearance should adhere to the following:

General Guidelines:

- All clothing should be clean and in good condition to present a professional or identifiable appearance for external and internal customers as well as the public.
- Clothing should fit appropriately; neither too tight nor too loose.
- Promote a positive working environment.
- Limit distractions caused by inappropriate dress.
- Ensure and promote safety while at work.
- Dress in a manner that is normally accepted in comparable operations.
- Personal hygiene should be maintained at all times.

Acceptable Attire:

The list below is not exhaustive. These are examples of acceptable attire:

- Shirts: Collared and un-collared shirts, blouses, sweaters, and turtlenecks are acceptable.
- Bottoms: Slacks, khakis, dress pants, skirts, and dresses are appropriate. Denim jeans may be allowed if they are in good condition and free from excessive wear, tears, or embellishments.

Not Acceptable Attire:

Some attire is unacceptable for work at any time. The following list provides some examples, although it is not a complete list:

- Any clothing that reveals the employee's stomach, full back, cleavage, or chest, under garments or otherwise revealing attire.
- Graphic t-shirts, tank tops, and any other item of clothing *with offensive language, images, inappropriate slogans or graphics are not permitted.*
- Any clothing that contains an offensive word, message or slogan or picture directed at race, sexual orientation, gender, age, religion, disability, or is otherwise considered to be offensive or harassing in some way.
- Athletic wear such as gym shorts, hoodies, sweatshirts, sweatpants, or leggings (Spandex, Lycra) worn as pants.

MISSISSIPPI COMMUNITY COLLEGE BOARD ADMINISTRATIVE POLICY MANUAL	Section 2: Staff Employment
	Title: Dress Code Policy
Initial Date of Adoption: June 21, 2024	Code Number: 2.19
Revision Date:	Reference: Agenda Item #
	Page: 2 of 3

- Beachwear: including flip-flops, beach sandals, and swimwear.
- Hats or caps unless for religious or health reasons.
- Clothing that is torn, frayed, or excessively worn.

Special Events or Occasions:

- On occasions where business attire or a specific dress code is required, employees will be notified in advance.
- Employees should adhere to the specified dress code for meetings, presentations, or public-facing events.

The Agency recognizes the appropriateness and benefits of permitting casual business attire for certain events, functions, or occasions. As such, the Executive Director, in his/her sole discretion, may from time to time authorize casual business attire for such events, functions, or occasions. The Executive Director shall communicate such authorization in advance and in a manner, that enables the broadest degree of participation among employees. He/she may also provide separate guidelines or restrictions specific to each event, function, or occasion.

Special Accommodations:

It is the intent of this policy to comply with all applicable state, local, and federal laws prohibiting discrimination based on race, religious creed color, national origin, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status . The Agency will make every effort to reasonably accommodate employees with a disability or with religious beliefs that may make it difficult for said employees to comply fully with the dress code policy. Employees should contact Human Resources to request such a reasonable accommodation.

Compliance and Enforcement:

Division Heads and supervisors are responsible for enforcing the dress code in their areas of responsibility. This includes documenting incidents related to violations, monitoring situations to spot abuses, taking appropriate and timely action, and counseling employees who are inappropriately dressed. Counseling shall be conducted in a discreet and private manner. If an employee's clothing fails to meet policy standards *it will be considered as reporting not ready to work* and the employee may be sent home. Employees who are sent home to change their attire must utilize their own accrued leave time, or time off without pay. Excessive violations of this policy may lead to termination. Requests for advice and assistance in administering or interpreting this policy should be directed to the Office of Human Resources.

MISSISSIPPI COMMUNITY COLLEGE BOARD ADMINISTRATIVE POLICY MANUAL	Section 2: Staff Employment
	Title: Dress Code Policy
Initial Date of Adoption: June 21, 2024	Code Number: 2.19
Revision Date:	Reference: Agenda Item #
	Page: 3 of 3

Conclusion: Our business-casual dress code aims to strike a balance between professionalism and comfort, allowing employees to feel confident and presentable while representing our agency. By adhering to these guidelines, we maintain a cohesive and professional workplace environment.

Exceptions to this policy require the prior approval of the Division Head and/or the Executive Director. On those occasions, employees are still expected to present a neat appearance and are not permitted to wear items inconsistent with this policy.

OPERATIONAL PROCEDURE

Human Resources

Employees shall receive the dress code policy upon commencement of employment and/or through initial email distribution and by posting on the MCCB Human Resources web page.

Employees

Responsible for adhering to this policy.

Division Heads and Supervisors

Enforce the dress code policy in their areas of responsibility. If questionable attire is worn, the respective Division Head or supervisor will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.

If an obvious policy violation occurs, the Division Head will hold a private discussion with the employee and ask the employee to submit personal leave, go home and change their attire immediately as appropriate.

SECTION 3

STAFF - WORKPLACE

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 3: Staff - Workplace
	Title: Drug Free Workplace
Initial Date of Adoption: April 21, 1994	Reference:
Revision Date:	Code Number: 3.1 Page: 1 of 1

DRUG-FREE WORKPLACE

In compliance with the Drug-Free Workplace Act of 1988, as revised by the "The Drug Free Schools and Communities Act of 1989" (Public Law 101-226), the Board is required to notify employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace (alcohol is considered a controlled substance under this policy). The first occurrence of any of the above acts by an employee may result in suspension without pay up to thirty (30) days or dismissal.

Duties and Responsibilities of the Employer

The Executive Director is responsible for ensuring compliance with the above quoted policy.

The Board will maintain a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace. This program will restate the Board's drug-free environment policy and the penalties that may be imposed upon the employee for drug abuse violation occurring in the workplace. Information is available regarding the names of drug counseling, rehabilitation, and assistance programs. This information may be obtained from the Executive Director's office.

Duties and Responsibilities of the Employee

Each employee of the Board must sign a statement acknowledging that the employee received a copy of the Board's drug-free environment policy and is aware of actions that will be taken against the employee for violation of such prohibition.

Each employee is herein notified that as a condition of employment with the Board, he or she will abide by the terms of this policy statement and notify the Executive Director of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

Federal Enforcement Regulations

If an employee convicted of any criminal drug statute violation occurring in the workplace is directly involved with a federal grant program, the Board will notify the granting agency within 10 days after receiving notice of such conviction.

Within 30 days of receiving notice, with respect to any employee involved with a federal grant program who is convicted of a drug statute violation occurring in the workplace, the Board will (1) take appropriate personnel action against such an employee, up to and including termination; or (2) require such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 3: Staff - Workplace
	Title: Drug Free Workplace Acknowledgment
Initial Date of Adoption: April 21, 1994	Reference:
Revision Date:	Code Number: 3.2 Page: 1 of 1

ACKNOWLEDGMENT

MISSISSIPPI COMMUNITY COLLEGE BOARD
DRUG-FREE ENVIRONMENT POLICY

I have received a copy of the Board's Drug-Free Environment Policy dated April 21, 1994. I am aware of actions that may be taken against me for the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace (alcohol is considered a controlled substance under this policy). I agree to abide by the policy terms as a condition of my employment with the MISSISSIPPI COMMUNITY COLLEGE BOARD.

NAME _____

DATE _____

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 3: Staff - Workplace
	Title: Tobacco Limitations
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: November 19, 2010; November 15, 2019	Code Number: 3.3 Page: 1 of 1

SMOKING LIMITATIONS

The Board supports a working environment for its staff that is conducive to quality productivity and employee satisfaction. It, therefore, endorses a ban on smoking, smokeless tobacco, and vaping in work and/or common areas at the domicile of its staff offices.

Smoking is defined as the “act of lighting, smoking, or carrying a lighted or smoldering cigar, cigarette, or pipe of any kind.”

Vaping refers to the use of electronic nicotine delivery system or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs, and e-cigars.

Additionally, the use of tobacco and vaping products are also prohibited while employees are representing the agency on official business.

SCOPE

This policy applies to:

- All areas of buildings occupied by MCCB employees.
- All agency-sponsored offsite conferences and meetings while representing the agency on official business.
- All vehicles owned or leased by the agency.
- All agency employees representing the agency on official business.
- All visitors (customers and vendors) to on agency premises.
- All contractors and consultants and/or their employees working on agency premises.
- All temporary employees representing the agency on official business.
- All student interns representing the agency on official business.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 3: Staff – Workplace
	Title: Safety Policy
Initial Date of Adoption: April 21, 1994	Reference:
Revision Date: November 19, 1999	Code Number: 3.4 Page: 1 of 1

SAFETY POLICY

The key to implementing and maintaining a successful safety program is leadership and management.

To achieve the desired results, the Executive Director shall:

- (1) Charge all personnel within their individual area of operations with the responsibility and accountability for making safety for staff and visitors a top priority.
- (2) Appoint a Safety Coordinator who shall be responsible for the coordination and administration of the safety program which shall ensure that the safety standards are met throughout the agency.
- (3) Develop guidelines for individual staff members to ensure that their offices are operated in a safe manner and to require the safe use of vehicles as an integral part of their responsibility.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 3: Staff - Workplace
	Title: Risk Management Policy
Initial Date of Adoption: November 19, 1999	Reference:
Revision Date:	Code Number: 3.5 Page: 1 of 2

RISK MANAGEMENT POLICY

The Board is committed to eliminating risk of unnecessary injury, loss of life, or loss or damage of property of MCCB employees and the public. A Risk Management Program Director is designated to conduct inspections of the workplace, perform investigations immediately following accidents, and report to the Board the results of such investigations.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 3: Staff - Workplace
	Title: Risk Management Policy Statement
Initial Date of Adoption: November 19, 1999	Reference:
Revision Date:	Code Number: 3.5 Page: 2 of 2

RISK MANAGEMENT POLICY STATEMENT

The elimination of unnecessary loss must be a total organizational effort through risk management.

I believe a risk management program is an effective tool to achieve the best risk control results.

Our risk management program is made up of different parts, each equally important to the success of the program. We must all be dedicated to the fact that every accident can be prevented, and I trust that each employee will join me in working toward total risk management.

Dr. Andrea Mayfield, Executive Director

Date

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 3: Staff – Workplace		
	Title: Flower and Gift Fund Policy		
Initial Date of Adoption: November 19, 1999	Reference:		
Revision Date(s): Jan. 2002; October 15, 2004; May 20, 2016; September 27, 2023.	Code Number: 3.6	Page:	1 of 1

FLOWER AND GIFT FUND POLICY

On various occasions, it is appropriate to send flowers or gifts to state board employees, board members, or community college presidents due to bereavement, hospitalization or other unusual circumstances. A flower and gift fund has been established to pay for these flowers or gifts. The fund will be supported by voluntary employee contributions of a fixed amount on a monthly basis and from Board members as required. Funds for employees and Board members are recorded separately.

Each participating employee will make monthly contributions of \$0.50. The monthly contribution will be collected through payroll deductions and turned over to the secretary/treasurer no later than the fifth working day of the succeeding month. Any changes regarding the payroll deduction for the flower and gift fund must be submitted in writing to the Director of Finance and Administration on or before the 12th of each month in order for the change to be effective for that month.

The employee’s supervisor should notify the secretary/treasurer in writing as soon as possible regarding any hospitalization or death of a participating employee or other eligible recipients. No request will be honored unless it has been submitted in writing. An expenditure report will be prepared and distributed by the Technical Specialist for Finance on a semi-annual basis unless otherwise requested in writing.

The policies listed below will govern the operation of this fund:

(1) Flowers or Memorials for Funerals

Flowers shall be sent for the funeral of eligible recipients. Eligible recipients shall include employees and *immediate family, board members and immediate family, and community college presidents and spouse. A maximum of \$50.00 for the metro area and \$60.00 (including FTD charge) for out-of-town delivery will be allowed. Memorials or the purchase of food may be made in lieu of flowers in an amount not to exceed \$50.00. Cards will be sent to other, non-immediate family members.

(2) Flowers or Gifts for Hospitalization:

When eligible recipients are confined to a hospital, flowers shall be sent with the cost not to exceed \$45.00 for the metro area and \$55.00 (including FTD charge) for out-of-town delivery. Eligible recipients shall include employees and immediate family, board members and immediate family, and community college officers and their spouse. Cards may be sent to other non-immediate family members. The purchase of food or gift card may be made in lieu of flowers in the amount not to exceed \$45.00.

- (3) Anything not covered in the above policies will be taken into consideration and acted upon by the committee. The committee will also determine eligible recipients not already outlined in the Flower and Gift Fund Policies.
- (4) In the event of a deficit, the committee will call upon all participating employees for additional funds.
- (5) Checks will be signed by the secretary/treasurer and co-signed by the Executive Director or his/her designee.
- (6) The Board and Employees’ Fund may share costs equally when sending flowers/gifts to the same person.

*Immediate family includes spouse, parent, stepparent, sibling, child, and stepchild.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 3: Staff - Workplace
	Title: Social Activities Fund
Initial Date of Adoption: November 19, 1999	Reference:
Revision Date: Jan. 2002; October 15, 2004; May 20, 2016; December 9, 2016; September 27, 2023.	Code Number: 3.7 Page: 1 of 1

SOCIAL ACTIVITIES FUND

The Mississippi Community College Board has established the following policies for the purposes of funding and planning appropriate social functions and occasions.

(1) Social Committee

The Social Committee will be composed of persons appointed by the Executive Director who are participating in the Social Fund. The committee will be responsible for scheduling and planning all social activities.

(2) Participation

All MCCB employees are encouraged to participate in the Social Activities Fund. These activities are conducted to allow MCCB staff an opportunity to get to know each other better and enjoy each other's company. Due to the cost of these social activities, only staff members that contribute to the social fund will be allowed to participate.

(3) Payroll Deductions

Each participating employee will make monthly contributions of \$2.50. The monthly contribution will be collected through payroll deductions and turned over to the secretary/treasurer no later than the fifth working day of the succeeding month. Checks will be signed by the secretary/treasurer and co-signed by the Executive Director or his/her designee. An accountant at MCCB will serve as secretary/treasurer.

(4) Activities/Occasions

The following activities may be paid for through the established fund: special holiday occasions (such as Christmas, Halloween, Thanksgiving, etc.), wedding or baby showers, retirement, employee of the quarter, and etc. Money coming from the fund may be used for food, beverages, decorations, deposits, equipment, and facility rental.

In activities where gifts are purchased, the gifts will be funded separately through special donations by employees. If there is extra money available in the fund, it may be used for other activities at the discretion of the committee.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 3: Staff - Workplace
	Title: Standing Employee Committees
Initial Date of Adoption: August 18, 2016	Reference:
Revision Date: December 9, 2016; June 19, 2020	Code Number: 3.8 Page: 1 of 4

STANDING EMPLOYEE COMMITTEES

The Executive Director has established the following as standing employee committees:

- Communications
- Community Service
- Employee Engagement
- Employee of the Quarter
- Incident Preparedness
- Social Committee

The Executive Director shall make the initial appointment of the necessary number of committee members. Employees may serve on multiple committees and may begin committee service upon hiring. All standing committee activities may be partially funded through the Social Activities Fund. All monies used in support of committee activities require a majority vote from the corresponding committee.

COMMUNICATIONS COMMITTEE

The Communication Committee shall be composed of a minimum of four (4) members. Members must be experienced with social media management, public relations, photography, and/or graphic design. The committee will serve in an advisory and supportive role to the Direction of Communications. Input by the committee may influence the internal and external messaging for the agency. Members will also support the agency's divisions' communications.

The following support roles may be expected:

- Attend agency sponsored conferences and trainings and provide approved social media content to official pages
- Attend agency sponsored conferences and trainings to provide photography
- Provide edited photographs for use with agency social media platforms
- Create and provide shareable content for use with official MCCB communications channels

COMMUNITY SERVICE COMMITTEE

The Community Service Committee (CSC) shall be composed of a minimum of three members. Each fiscal year, three community service projects will be chosen, one of which must be educational in nature. Some examples of community service projects are listed below, but are not limited to:

- Donating a week's worth of snacks for a floor or floors of the Batson Children's hospital for the patients.
- Providing tutoring services to local schools.
- Providing meals at Ronald McDonald House for one night per month.
- Collecting and providing school supplies for local schools.
- Collecting and providing personal toiletries for a local homeless shelter.
- Adopting a local family in need for Christmas.

Projects that the CSC suggests must be appropriately aligned with the mission and vision of the agency. CSC members are encouraged to request collections of items from staff or have the staff donate money towards the cause, if they choose to do so.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 3: Staff - Workplace
	Title: Standing Employee Committees
Initial Date of Adoption: August 18, 2016	Reference:
Revision Date: December 9, 2016; June 19, 2020	Code Number: 3.8 Page: 2 of 4

EMPLOYEE ENGAGEMENT COMMITTEE

The Employee Engagement Committee (EEC) members are designated by having “professional development” in their job title or a majority of their job duties require developing and/or providing professional development and training internally and externally. These members are appointed for the duration of their employment at MCCB. Currently, those job titles are:

- Assistant Executive Director for Human Resources
- Director for Professional Development – HR
- Assistant Director for Training and Professional Development-Workforce and Career Technical Education
- Professional Development Specialist -eLearning
- Assistant Director of Professional Development – Adult Education

Other employees may also participate on the committee.

Members will advise and support the development of employee engagement and professional development activities for the agency. (1) Professional development (PD) per month, three (3) PD opportunities per quarter, or 12 PD training sessions per calendar year are expected.

Committee involvement may include:

- Assessing division needs for professional development and engagement
- Providing ideas for internal staff training
- Providing Director of Professional Development with contacts and materials of potential speakers and trainers
- Informing committee of each member’s respective division’s trainings and professional development on a regular basis
- Collaborating with committee and supporting professional development and training efforts across the agency, including, but not limited to, conferences, on-site training, online training, staff engagement activities, etc.

EMPLOYEE OF THE QUARTER COMMITTEE

The Employee of the Quarter (EOQ) Committee shall be composed of five members appointed by the Executive Director and shall have the responsibility for managing the nomination, selection, and award process for the EOQ program. There shall be five (5) members. The Executive Assistant/Staff Officer will be a standing member of the EOQ committee. The remaining four (4) committee members shall be made up of representation of MCCB staff based on division composition. The members shall serve for one year and are not eligible to receive the award during their year of service.

The award will be given on the following days:

- Third Wednesday of April for the period of January 1 through March 31.
- Third Wednesday of July for the period of April 1 through June 30.
- Third Wednesday of October for the period of July 1 through September 30.
- Third Wednesday of January for the period of October 1 through December 31.

Purpose of the Employee of the Month Award

- To recognize outstanding employees of MCCB who embody the agency’s standards for excellence.
- To reward those employees who show exemplary individual contribution and performance in their jobs.
- To acknowledge those whose efforts have inspired and supported the performance and achievement of others.
- To provide awards to such employees by a means that is fair, with equal consideration of all eligible staff, regardless of the level of responsibility within the agency.
- To provide monthly recognition of an MCCB staff member who demonstrates:

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 3: Staff - Workplace
	Title: Standing Employee Committees
Initial Date of Adoption: August 18, 2016	Reference:
Revision Date: December 9, 2016; June 19, 2020	Code Number: 3.8 Page: 3 of 4

- A positive attitude toward work responsibilities, co-workers, and constituents, and serves as a role model for others;
- Commitment to quality in carrying out job responsibilities, and is an asset to MCCB;
- A willingness to exercise servant-leadership, serve as a role model, and accept and carry out additional responsibilities beyond regular job assignments for the good of the agency and the community and junior college system as a whole.

Nomination and Selection Process of Employee of the Month

1. An email will be sent to staff from the Executive Assistant asking staff to submit nominations for Employee of the Quarter (EOQ).
2. Nominations will only be accepted by submitting the form via the MCCB website (www.mccb.edu), selecting Human Resources, and clicking on the Employee of the Quarter form link on the screen. When the form is completed and the SUBMIT button has been selected, the form will be emailed directly to the Executive Assistant. Forms must be received by the deadline in order to be considered for that month's award.
3. A candidate for the award must meet the following **criteria**:
 - Must have been employed for at least one year
 - Has not been selected EOQ within the past twelve months
 - Must not have any active disciplinary action pending and must not have had any disciplinary actions within the past twelve months
 - Has a positive attitude toward work responsibilities and co-workers and serves as a role model for others
 - Is productive, exhibits commitment to quality in carrying out job responsibilities, and is an asset to the staff of his/her department and the CJC system.
 - Is willing to take initiative, and accepts and carries out additional responsibilities beyond regular job assignments
4. Nominations may be made by any MCCB staff member.
5. Nominees who do not receive the award for the month in which they have been nominated may be nominated again, but will not automatically remain in the nomination pool.
6. All nominations are to be submitted five days after initial email is sent. Initial email will include specific deadline date.
7. The EOQ Committee will meet the second Wednesday of each month to review nomination forms that have been submitted.
8. All members will use the EOQ criteria scoring form. The nominee with the highest score will be selected as EOQ. (Include nomination form and criteria scoring form in policy)
9. One employee per month shall be selected for a single award each month. A candidate for the award must be an individual, not a department, division or other functional group of people.
10. A selection for EOQ will be decided that week, pending approval from nominee's supervisors and verification by human resources personnel.
11. Executive Assistant will walk the selected nominee's form to the nominee's direct supervisor, Deputy Executive Director, and Executive Director to seek approval.
12. If the supervisor, Deputy Executive Director or the Executive Director has any concerns about the nominee, the EOQ Committee will meet again the same week to re-tally nominees.
13. EOQ will be announced on the last working day of the month.

Awards Given to Employee of the Month

Award recipients shall receive:

- A visit from the members of the committee to present the award, where a picture will be taken for publication in internal communications venues.
- Introduction to Board Members at the monthly board meeting.
- A framed certificate.
- Inclusion on a perpetual engraved plaque to be prominently displayed in an appropriate location in the agency.
- Automatic nomination for the annual Award for Staff Excellence to be held at the Christmas Party in December of each year.
- Use of a parking spot #57 in the parking garage until a new EOQ is named.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 3: Staff - Workplace
	Title: Standing Employee Committees
Initial Date of Adoption: August 18, 2016	Reference:
Revision Date: December 9, 2016; June 19, 2020	Code Number: 3.8 Page: 4 of 4

INCIDENT PREPAREDNESS COMMITTEE

This committee shall be composed of a minimum of five (5) members. Those assigned as floor captains shall be members of this committee. Members are charged with assisting the Assistant Executive Director of Human Resources with maintaining a successful incident preparedness plan. This committee supports the development of additional guidelines for individual staff members to ensure compliance with safety policies and regulations. Committee members will meet regularly to assess preparedness needs of the staff.

SOCIAL COMMITTEE

The Social Committee shall be composed of minimum of five (5) members. Members must be contributors to the Social Activities Fund.

Only those employees contributing to the social fund will be allowed to participate in agency social functions.

MCCB employees have the option to contribute \$2.00 per month to the Social Activities Fund through payroll deductions. The monthly contributions will be collected and maintained by Director of Finance and Accounting or the Senior Accountant, no later than the fifth working day of the succeeding month. Receipts for purchases must be provided in order to be reimbursed. Checks will be signed by the Executive Director AND the Deputy Executive Director of Finance and Administration OR the Director of Finance and Administration, but two signatures must be obtained. The Senior Accountant will serve as treasurer of the Social Activities Fund.

The following activities may be paid for through the Social Activities Fund:

- Traditional holiday occasions
- Quarterly birthday celebrations or monthly birthday gifts
- Ice cream sundae parties
- Wedding showers
- Baby showers
- Retirement celebrations
- Gift card from a restaurant for an employee who has had surgery, not to exceed \$25.00
- Flowers or gift card for the passing of a staff member's immediate family member, not to exceed \$40

Funds may also be used for food, beverages, decorations, deposits, equipment, and facility rental.

In activities where gifts are purchased, the gifts will be funded separately through special donations by employees. If there is extra money available in the fund, it may be used for other activities at the discretion of the committee.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 3: Staff-Workplace
	Title: Records Control and Maintenance Policy
Initial Date of Adoption: October 15, 2021	Reference:
Revision Date:	Code Number: Page: 1 of 4

RECORDS CONTROL AND MAINTENANCE POLICY

Scope

This policy applies to all employees and to all Records that are made or received in the transaction of Agency business. Records exist on a variety of media, including, but not limited to: paper, electronic media and physical objects and in a variety of forms, including, but not limited to: word documents, spreadsheets, database entries, electronic calendar appointments and electronic messaging technologies.

Reason for Policy

Mississippi Community College Board's records (both electronic and hardcopy) document the agency's legal authority, financials, and legislatively mandated obligations to the citizens it serves and the recovery of all mission critical Records. Loss of records can interfere with the critical services administered through this agency. Agency records also contain information critical for agency and community partners; serious operational, financial and legal consequences can result if MCCB's records are not properly maintained.

Although the State Archivist is specifically charged by statute with responsibility for the safety of all public records, our responsibility is to maintain all files until they are received by that institution. As stated by the Mississippi Department of Archives and History, electronic records are also subject to the same retention standards and the existing retention schedules as established for physical documents.

Policy Statement

Records retention requirements are established by the Mississippi Department of Archives and History (MDAH). Records retention schedules apply to all Records in all departments as developed and approved by MDAH.

All employees should be made aware of their responsibilities in their use, management, and retention of Records appropriate for their role and work duties. When an employee leaves a division, the division head is responsible for ensuring that the departing employee's Records, including their electronic Records, are transferred to another employee, destroyed following appropriate retention requirements or transferred to Archives.

Official Records shall not be destroyed or otherwise disposed of by any Agency director or employee on their own initiative. Destruction of Records must be in compliance with the Agency's approved Records Retention and Disposition schedules.

Electronic Records

Maintenance and disposal of electronic Records, as determined by their content is the responsibility of the creator and/or receiver of the Record.

Divisions should have procedures in place:

- To ensure the accessibility of electronic Records for the required retention period.
- To safeguard electronic Records, to the extent possible, against unauthorized modification or deletion.

MCCB has established physical and logical controls to prevent and detect unauthorized access to electronic Records. Passwords are required for access to all computers. The agency's Acceptable Use Policy lists established measures to prevent unauthorized personal software on an agency server or the employee's work station.

MCCB's Information Technology (IT) department identifies risks related to new technology. IT performs regularly scheduled back-ups of e-mail and electronic files stored on central servers/systems. These backups are intended for system restoration purposes. Offsite data storage is in place for redundancy and Records recovery. The IT system administrators are not responsible for the management, retention and disposition of messages or Records that may be included in such backups. IT periodically tests the restoration of backup files to ensure access.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 3: Staff-Workplace
	Title: Records Control and Maintenance Policy
Initial Date of Adoption: October 15, 2021	Reference:
Revision Date:	Code Number: Page: 2 of 4

Disaster Recovery

Identifying Records

- Use the Agency’s records retention schedule to identify the agency’s essential records and prioritize them per their value and support to critical functions
- Protect records by mirroring, duplication, backup, dispersal, and/or onsite secure storage

Inventory and Prioritization

- Emergency operating records needed to respond to the emergency
- Records needed within 48/72 hours for the agency to perform its primary mission

Classification	Description
Critical	Emergency operating records necessary during an emergency
Essential	Irreplaceable and unless replaced in 48/72 hours, operations cannot continue
Important	Replaceable but at great expense
Useful	Loss would cause some inconvenience by the records could be easily replaced and their loss is not a real obstacle to restoring agency operations
Non-essential	Loss would present no obstacle to restoring operations

Agency directors and employees should review Records deemed essential. Lists should be developed in conjunction with, and supplied to, the Agency’s Incident Preparedness Plans to ensure the availability of records necessary to meet essential operating requirements.

Actions

1. Create an inventory of the agency’s records*.
2. Note the physical or electronic location of the official copy of the records.
3. Classify the records as critical, essential, etc.
4. Prioritize records within their categories for rescue.
5. Note whether the records have duplicates or are backed up and their location.

*The General Records Retention Schedule for the Mississippi Community College Board (http://records.mdah.state.ms.us/appschedules1.php?agency_name=Community+and+Junior+Colleges%2C+Board+of&searchby=&sterm=&sortby=division_name) includes a comprehensive list of records created and maintained by MDAH for MCCB. The schedule should be used as a basis for the inventory of your agency’s records

Risk Assessment

With the record classification and inventory information in hand, the next step is to conduct a risk assessment to help make prevention and recovery decisions.

- The risk assessment should include:
 - Types of risks and probability of occurrence
 - Types and extent of damage likely to occur
 - Consequences for the agency

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 3: Staff-Workplace
	Title: Records Control and Maintenance Policy
Initial Date of Adoption: October 15, 2021	Reference:
Revision Date:	Code Number: Page: 3 of 4

Types of Risk Environmental Risks

- Nature and weather-related factors such as earthquakes, floods, windstorms and humidity
- Risks to facilities including plumbing, wiring, inadequate alarm systems, heating/air conditioning systems and leaking roofs
- Mold, insects and animals
- Technical Risks
 - Electronic records physical hazards including power surges, static electricity, improper grounding, poor virus protection, prolonged power outage, and heat
 - Inadvertent deletion of data, backup failures, improper storage for disks/tapes, and incomplete software documentation, and lack of technical knowledge
 - Data Breaches
 - Unauthorized access to data Probability and Impact Identify disasters that have taken place within similar organizations.
- Logical Risks - Physical security risks including building access, record access, keys, locks, alarms, improper destruction of records and release of confidential records

Probability and Impact

Identify disasters and consider:

- What kind of disaster took place? Fire, flood, explosion, vandalism?
- When and where did it happen?
- What was the extent of the damage?
- What is the probability of the event taking place again?
- Have measures been taken to prevent a similar incident in the future?
- What was the success rate of earlier recovery attempts?
- Were records lost?
- Were the lost records accounted for at that time?
- What did it cost to recover the records?
- What was the cost and impact of the lost records?

Risk Assessment				
#	Function	Probability of Disaster 0-5	Consequences of Disaster 0-5	Risk Number
1	Finance			
2	Payroll			
3	Programs			
4	Accountability			
5	Working Files			

Each line in the example represents an agency function. The functions may generate one or more records series/or information systems. Each division is asked to list its major functions. For each function set a “probability number” between 0 and 5 for the likelihood of a disaster and a number between 0 and 5 ranking the severity of the consequences of damage to these records. “0” is low and “5” is high.

Actions

1. Make a list of potential disasters.
2. Estimate the probability of a disaster occurring.
3. Identify the damage and estimate the consequences to the agency’s records.
4. Complete the assessment by determining the “risk number”.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 3: Staff-Workplace
	Title: Records Control and Maintenance Policy
Initial Date of Adoption: October 15, 2021	Reference:
Revision Date:	Code Number: Page: 4 of 4

Preventing a Records Disaster

Good housekeeping, constant monitoring and prompt elimination of fire and water hazards are important. Water damage can be a common hazard. Key conditions in the storage areas should be regularly monitored.

Water

- Store records at least eighteen inches from ceilings, suspended lights or from sprinkler heads, and at least three inches off the floor. If a room does not have sprinklers, records must be twenty-four inches from the ceiling per Fire Marshal standards.

Fire

- Do not store records in contact with electrical or fire alarm systems or where they will obstruct exits, access panels, air conditioning ducts, or fire extinguishers.
- Keep flammable solvents out of the records storage area.
- Do not overload electrical outlets or use extension cords on a permanent basis.
- Do not use records storage areas for surplus storage
- If used temporarily, extension cords should be heavy duty.
- Train employees to know location and use of fire extinguishers.
- Design and post throughout the facility an escape route map.

Vandalism and Theft

- Limit access to the records or storage areas.
- Collect keys and access cards at employee termination. •
- Perform routine maintenance on electronic intrusion detection and access systems.
- Have procedures in place for theft or vandalism.

Maintain Plan Visibility

The plan should be tested until all parties are confident that it will be effective in a disaster. After the plan has been written, staff have been trained, tests have occurred and been accepted, then establish a schedule for future testing (consistency is the key). In addition, make sure to remind staff to notify the essential Emergency coordinator when changes occur to record retention emergency action plans. Be sure to update the plan with any changes.

SECTION 4

**EMPLOYEE PERFORMANCE /
GRIEVANCE PROCEDURE**

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 4: Employee Performance/Grievance Procedure
	Title: Standards of Conduct and Performance
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: November 19, 1999; May 20, 2016; December 9, 2016	Code Number: 4.1 Page: 1 of 1

STANDARDS OF CONDUCT AND PERFORMANCE

The Board staff members are expected to maintain work practices which reflect a commitment to excellence. This commitment should be demonstrated by job performance and compliance with professional standards as established by the policies and codes of ethics described in policies of this manual.

The Board staff work day shall comply with the requirements of state law. The executive director is authorized to establish the most effective work schedule for staff members.

Employee Work Schedules

State law requires that all State offices be available to the public for services from 8:00 am until 5:00 pm, Monday through Friday.

To provide for maximum flexibility in scheduling employees, the Executive Director may develop modified flexible work schedules.

Attendance

Regular attendance is a basic condition of employment with the State of Mississippi and MCCB and shall be considered among the essential elements for all permanent position classifications. All employees must report to and leave work at the time designated by their employers. Anticipated absence from work is to be arranged with the employee’s supervisor in advance, and unexpected absences are to be reported promptly to the employee’s supervisor prior to the beginning of the employee’s work period.

Diligence During Work Period

All employees must apply themselves to their assigned duties during the full schedule for which compensation is being received, except for reasonable time provided to take care of personal needs.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 4: Employee Performance/Grievance Procedure
	Title: Employee Performance Appraisals
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: November 19, 1999; May 20, 2016	Code Number: 4.3 Page: 1 of 1

EMPLOYEE PERFORMANCE APPRAISALS

The Executive Director or Personnel Director shall be responsible for assuring that an annual appraisal of job performance is conducted for each employee. Appropriate forms and associated information shall be developed as a part of carrying out this responsibility.

The Board shall have the responsibility of carrying out the annual evaluation of the Executive Director.

SECTION 5

LEAVES AND ABSENCES

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5 - Leaves And Absences
	Title: Personal Leave
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: November 19, 1999; May 20, 2016; December 13, 2019; May 15, 2020; March 17, 2023	Code Number: 5.1 Page: 1 of 1

PERSONAL LEAVE

Personal leave is granted to full-time employees after one month of continuous service at a rate of 12 hours per month (accrued). Personal leave is accrued at this rate through the end of the third year of service. At the beginning of the fourth year of service through the end of the eighth year of service, personal leave shall be accrued at a rate of fourteen (14) hours per month. At the beginning of the ninth year of service through the end of the fifteenth year of service, personal leave shall be accrued at a rate of sixteen (16) hours per month. Employees who have in excess of fifteen years of service shall accrue personal leave at a rate of eighteen (18) hours per month. Part-time employees earn personal leave on a pro-rata basis.

Personal leave shall be credited at the end of the period in which it is earned and may not be used in advance of accrual. It may be taken upon approval of written request by the employee after it has been accrued.

Other leave policies are as follows:

1. Personal leave may be used for vacations and personal business as approved by the Executive Director or his/her designee and shall be used for illnesses of the employee requiring absences of one (1) day or any portion of a day. Personal leave may also be used for an illness in the employee's family. Personal leave requests in excess of thirty (30) consecutive days must have the approval of the Executive Director.
2. Personal leave shall be cumulative and there shall be no limit to the accumulation of personal leave. An employee transferring from another state agency, community college, senior college, or other approved entity without a break in service shall be given credit for unused leave.
3. Accrued personal leave, with the exception of personal leave used for the illness of the employee or a member of the employee's immediate family, shall be scheduled and granted at such time as will assure continuity and efficiency of office operations.
4. Upon termination of employment, each employee may be paid for not more than thirty (30) working days of accrued personal leave. Accrued personal leave in excess of thirty (30) days shall be counted as creditable service for the purposes of the retirement system. At no time will an employee be paid for accrued personal leave while still employed by the Board.
5. Official state holidays, Saturdays, and Sundays are not chargeable to personal leave when such days fall within a period in which personal leave may be taken.
6. Personal leave may accumulate while an employee is on authorized and approved personal, major medical, administrative, or military leave. Personal leave cannot accumulate while an employee is on leave without pay.
7. Equivalent compensation for unused accrued personal leave shall be paid, in addition to compensation earned, to the designated beneficiary or estate of a deceased employee or, in the absence of such designations, to the beneficiary of such employee as recorded with the Public Employee's Retirement System.
8. When a termination date has been administratively established so as to permit an employee to take accrued personal leave, the pay status of the employee shall not be extended for the purpose of granting any non-work days occurring during the period of terminal leave. Such non-work days are those which are legally or administratively declared holidays.
9. Personal leave may be used to supplement major medical leave.
10. Personal and/or major medical leave may be transferred from one state employee to another in the event of catastrophic illness, according to the stipulations as defined in Code Section 25-3-95.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5 – Leaves And Absences
	Title: Major Medical Leave
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: November 19, 1999; May 20, 2016	Code Number: 5.2 Page: 1 of 2

MAJOR MEDICAL LEAVE

Major medical leave is granted to full-time employees after one month of continuous service at a rate of eight (8) hours per month (accrued). Major medical leave is accrued at this rate through the end of the third year of service. At the beginning of the fourth year of service through the end of the eighth year of service, major medical leave shall be accrued at a rate of seven (7) hours per month. At the beginning of the ninth year of service through the end of the fifteenth year of service, major medical leave shall be accrued at a rate of six (6) hours per month. Employees who have in excess of fifteen years of service shall accrue major medical leave at a rate of five (5) hours per month. Part-time employees earn major medical leave on a pro-rata basis.

All requests for major medical leave shall be approved in writing by the Executive Director or his/her designee. Employees who are absent due to pregnancy shall report the period of their major medical leave by written request on the day that they return to work. Staff members who are ill shall be responsible for notifying the Executive Director (or immediate supervisor) as soon as possible of their illness and the date they expect to return to duty. If it is impossible to estimate the date of return when reporting an absence covered by major medical leave, it is the staff member's responsibility to provide such estimate without delay when a forecast is possible.

Major medical leave shall be credited at the end of the period in which it is earned and may not be used in advance of accrual.

Other major medical leave policies are as follows:

1. Major medical leave may be used for the illness or injury of an employee or a member of the employee's immediate family only, after one day of personal leave or leave without pay has been used for such illness. Immediate family is defined as a spouse, parent, step-parent, sibling, child, step-child, grandchild, grandparent, son- or daughter-in-law, mother- or father-in-law, or brother- or sister-in-law. Major medical leave may also be used for regularly scheduled doctor's visits for the continuing treatment of a chronic disease in lieu of personal leave when previously approved and accompanied by a doctor's statement to this effect.
2. An employee may use up to three (3) days of earned major medical leave in any calendar year because of the death in the immediate family requiring the employee's absence from work. No qualifying time of personal leave will be required to use medical leave for this purpose. The immediate family is defined as spouse, parent, step-parent, sibling, child, stepchild, grandchild, grandparent, son- or daughter-in-law, mother- or father-in-law, or brother- or sister-in-law.
3. For each absence due to illness or injury in excess of thirty-two (32) working hours, approval of major medical leave is contingent upon a written doctor's statement. If the illness is considered chronic or long-term, subsequent absences for treatment of this condition may be charged to major medical with a doctor's note showing proof of visit.
4. Personal leave may be used to supplement major medical leave; major medical leave may not be used to supplement personal leave.
5. Major medical leave may be accumulated while on authorized personal or major medical leave; however, an employee may not accumulate major medical leave while on leave without pay.
6. Official state holidays, Saturdays, and Sundays are not chargeable to major medical leave when they fall within the period in which major medical leave may be taken.
7. When an illness of more than one day occurs within a period of personal leave, the period of illness may be charged to major medical leave and the period of personal leave reduced for such major medical leave submitted by the employee within two (2) days after returning to work.
8. Upon termination of employment, no employee shall receive payment of any accrued major medical leave unless the employee presents medical evidence that his/her physical condition is such that he/she can no longer work in any available capacity within the organization. In this event, only the major medical leave accrued, not to exceed 120 days, may be paid.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5 - Leaves And Absences
	Title: Major Medical Leave
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: November 19, 1999; May 20, 2016	Code Number: 5.2 Page: 2 of 2

MAJOR MEDICAL LEAVE (Continued)

9. Unused major medical leave shall be accounted as creditable service for the purpose of the State Employees' Retirement System.
10. Cases of chronic absence or apparent abuse of major medical leave provisions will be reviewed by the Executive Director to determine what disciplinary action, if any, will be taken.
11. Personal and/or major medical leave may be transferred from one state employee to another in the event of catastrophic illness, according to the stipulations as defined in Code Section 25-3-95.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5 – Leaves And Absences
	Title: Maternity Leave
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date:	Code Number: 5.3 Page: 1 of 1

MATERNITY LEAVE

1. The first absence from duty for a visit to a physician's office or other clinic for diagnosis of a pregnancy does require the use of personal leave, but subsequent absences for treatment of this condition may be charged to major medical leave.

2. The point at which maternity leave commences is a matter for the employee and the employee's attending physician to determine. An employee should provide the Executive Director with written notification and obtain approval prior to commencing maternity leave. The notification should include the date the employee intends to leave, expected delivery date, and, if the employee intends to return to work, the date of expected return. If the employee does not intend to return to work, the position may be filled once maternity leave commences. If the employee does intend to return to work and the expected return date should change, the employee should notify the Executive Director as soon as possible. Notification of maternity leave should be given at least thirty (30) days prior to the date the employee expects the leave to begin.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5 - Leaves And Absences
	Title: Military Leave
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date:	Code Number: 5.4 Page: 1 of 1

MILITARY LEAVE

1. Military leave, not to exceed four (4) working days, may be granted to an employee for the purpose of reporting for a physical examination at a distant point, provided that such an examination results from an official order by military authorities. A copy of the order should be submitted along with the request for military leave.

2. All employees who are members of an active or reserve military unit of the Armed Forces of the United States or the State of Mississippi shall be entitled to leave provided such leave request is accompanied with official military orders. Compensation for such leave shall be consistent with the number of days an employee is to be on military duty as is indicated in the official military orders. Leave in excess of that which is supported by military orders shall not be compensated by the Board and shall be charged to personal leave or leave without pay. This section applies to both scheduled reserve duty and active military service.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5 - Leaves And Absences
	Title: Leave Without Pay
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date:	Code Number: 5.5 Page: 1 of 1

LEAVE WITHOUT PAY

1. Leave without pay may be granted to an employee who has taken all accumulated personal and/or major medical leave, as shown by a review of the employee's record, where the Executive Director feels that it is in the best interest of the agency. Leave without pay may also be granted to an employee who has not exhausted personal or medical leave if the Executive Director determines that a proper work flow can be maintained during such absence.
2. Payment for holidays occurring during the interim of leave without pay shall not be allowed, except those instances where the holiday occurs on the day the employee is due to report back to work.
3. Leave without pay shall not be considered as time for purposes of leave accrual, retirement or other compensable consideration of employment.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5 - Leaves And Absences
	Title: Administrative Leave
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date:	Code Number: 5.6 Page: 1 of 1

ADMINISTRATIVE LEAVE

1. An employee who has been summoned or subpoenaed by a court to serve as a litigant or member of a jury may be granted administrative leave with pay by the Executive Director. Such services or necessary appearance in court shall not be counted as personal leave. A copy of the summons or subpoena should be admitted along with the request for administrative leave. A statement from the clerk of court is also necessary in order to determine on which dates the employee's presence is required.
2. The Governor or the Executive Director may grant administrative leave with pay to employees, without charge to any accumulated leave balances, in the event of extreme weather conditions or in the event of a man-made, technological or natural disaster, or other emergency.
3. Employees are encouraged to participate in the election process as the opportunity arises. Employees are encouraged to exercise the right to vote before and after regular office hours. Employees who must travel a distance to vote will be granted such time as is necessary to arrive at their prospective places by the Executive Director. Approval for this time must be granted in advance of departure.
4. At the discretion of the Executive Director, an employee may use personal leave for the purpose of serving as an election poll worker.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5 - Leaves And Absences		
	Title: Family and Medical Leave Act of 1993		
Initial Date of Adoption: June 18, 1992	Reference:		
Revision Date: November 19, 1999	Code Number: 5.7	Page:	1 of 1

FAMILY AND MEDICAL LEAVE ACT OF 1993

The Family and Medical Leave Act of 1993 entitles employees who have been employed for 12 consecutive months with the State to take a total of 12 work weeks of leave during a 12-month period. The 12-month period will begin from the time the employee is initially placed on family medical leave. The leave may be taken for one or more of the following reasons:

Birth of a child, adoption or foster care of a child;

Care for the serious health condition of a spouse, child or parent of the employee; or

A personal, serious health condition that makes the employee unable to perform the functions of his/her position.

Payment for leave taken under the provisions of this Act is not guaranteed, nor are 12 work weeks of leave guaranteed each employee if married individuals are employed by one agency. Health insurance will be paid by the Board during the time an employee is on leave for one of the three conditions listed above. Other provisions of the Family and Medical Leave Act are available upon request.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5 - Leaves And Absences		
	Title: Compensatory Time		
Initial Date of Adoption: June 18, 1992	Reference:		
Revision Date: August 16, 2002; April 12, 2018	Code Number: 5.8	Page:	1 of 2

COMPENSATORY TIME

Compensatory leave is administered in compliance with the Fair Labor Standards Act and the regulations promulgated by the U. S. Department of Labor (hereinafter referred to as "DOL").

1. Compensatory leave shall be administered according to Mississippi Code Annotated Section 25-3-92 (1) (1972).

Compensatory leave shall be awarded to professional FLSA "exempt" staff of the Board at an accrual rate equal to the amount of time worked. No compensatory leave will be awarded unless prior approval of the Executive Director or an Assistant Executive Director is obtained, as is appropriate. Compensatory leave will be awarded when it is essential that a Board employee work or travel after normal working hours such as:

- a. Time worked on Saturday, Sunday and state Holidays.
- b. Time worked at night meetings
- c. Other times as deemed appropriate by the Executive Director.

Use of compensatory leave is subject to prior approval of the Executive Director. Employees who work overtime without prior approval may be subject to disciplinary actions. Compensatory leave may be used for those purposes for which personal leave may be used except that compensatory leave may not be used in lieu of personal leave or leave without pay for the first day of an illness of an employee.

2. FLSA Compensatory Leave

MCCB employees in positions which have been classified "non-exempt," as defined in the federal regulations promulgated by DOL pursuant to the Fair Labor Standards Act (hereinafter referred to as "FLSA"), may receive compensatory time at a rate of not less than one and one-half hours for each hour worked over forty hours in a workweek as defined in DOL regulations, instead of cash overtime pay. MCCB employees in positions that have been classified as "exempt" under DOL regulations may receive compensatory time earned under FLSA only when they perform duties of a "non-exempt" position on an emergency and temporary basis. There are limits on the extent to which the non-exempt employee may continue to accrue compensatory time. The limit of earned compensatory time under the FLSA for most non-exempt employees is 240 hours. If an non-exempt employee who is covered by the Fair Labor Standards Act accrues more than 240 hours of compensatory time, the additional hours will be paid.

MCCB employees should consult the Human Resources Office to confirm the status of their position under the FLSA, when their DOL workweek begins and ends, and to determine the limit of compensatory time, which may be earned for their position under the FLSA. An FLSA classification analysis will be documented and maintained for all agency positions. MCCB employees are to use compensatory time earned pursuant to the FLSA prior to the use of accrued personal or agency compensatory time. Further, non-exempt employee are to take FLSA compensatory time off when the employee's compensatory time earned under the FLSA has reached the limit allowed under the regulations, as stated above.

3. Agency Compensatory Leave

When it is essential that a MCCB employee work after normal working hours, the employee may receive credit for compensatory leave. Further, when it is essential that a MCCB employee work during an official State holiday, the employee will receive credit for compensatory leave. Agency compensatory time earned is credited at a rate of an hour for an hour for all employees.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5 - Leaves And Absences
	Title: Compensatory Time
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: August 16, 2002; April 12, 2018	Code Number: 5.8 Page: 2 of 2

4. Compensatory Leave upon Termination of Employment

Upon termination of employment, an employee may not be paid for accumulated agency compensatory leave. Should an employee retire having accumulated agency compensatory leave, such leave may not be counted as creditable service for retirement purposes. In addition, MCCB will not authorize payment to an employee's beneficiary for unused agency compensatory leave in the event of an employee's death.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5 - Leaves And Absences
	Title: Donor Leave
Initial Date of Adoption: November 19, 2004	Reference: S. B. 2639, Regular Session 2004
Revision Date: May 20, 2016	Code Number: 5.9 Page: 1 of 1

ORGAN DONOR LEAVE

The Mississippi Living Organ Donor Leave policy was promulgated by the Department of Finance and Administration, as authorized by Mississippi Code Annotated §25-3-103. It is provided here for informational purposes only.

All permanent full-time or part-time employees who have been employed by any agency of State government for a period of six months or more and who donate an organ, bone marrow, blood or blood platelets are eligible for organ donor leave. Those individuals employed by units of local government or school districts are not eligible for leave under this policy.

Employees may use donor leave only upon receipt of prior approval from the donor employee's agency but are not required to use accumulated major medical leave or personal leave before using organ donor leave. Certification by the employee's attending physician for an employee participating as a bone marrow or organ donor will be required prior to using organ donor leave.

Employees requesting placement on organ donor leave for the purpose of donating blood or blood platelets must provide verification from the blood service organization of the donation of blood and/or blood platelets to their supervisor upon returning to work to be approved for organ donor leave.

An employee may use:

1. Up to 30 days (240 hours) of organ donor leave in any twelve month period to serve as a bone marrow donor;
2. Up to 30 days (240 hours) of organ donor leave in any twelve month period to sevee as an organ donor;
3. Up to one hour to donate blood every 56 days; and
4. Up to two hours to donate blood platelets no more than 24 times in a twelve-month period in accordance with appropriate medical standards established by the ARC or other nationally recognized standards.

SECTION 6

EMPLOYEE BENEFITS

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 6: Employee Benefits
	Title: Holidays
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date:	Code Number: 6.1 Page: 1 of 1

HOLIDAYS

The Board shall observe holidays consistent with those observed by other state agencies. Additional holidays awarded by the Governor but left to the discretion of agency heads shall be administered by the Executive Director.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 6: Employee Benefits
	Title: Health and Life Insurance
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date:	Code Number: 6.2 Page: 1 of 1

HEALTH AND LIFE INSURANCE

Employees covered by the Public Employees Retirement System may participate in the group medical and life insurance programs. Premiums for this coverage are handled through payroll deductions. Eligibility is available on date of employment and upon completion of required forms.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 6: Employee Benefits
	Title: Workers' Compensation
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: May 20, 2016; June 21, 2019	Code Number: 6.3 Page: 1 of 1

WORKERS' COMPENSATION

All employees are covered by Workers' Compensation Insurance. An employee injured on the job is entitled to financial and medical aid under the Workers' Compensation Insurance program in accordance with state law. All injuries must be promptly reported to the Director of Human Resources.

If an employee sustains a job-related injury or illness, it is important to notify the supervisor and Human Resources immediately. The notice of injury must be done within three days of the incident.

Failure to report an injury/accident will result in disciplinary procedures.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law.

Signature of Receipt

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 6: Employee Benefits
	Title: Social Security
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date:	Code Number: 6.4 Page: 1 of 1

SOCIAL SECURITY

Employees are provided old age, survivors and disability insurance coverage by the federal Social Security Administration.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 6: Employee Benefits
	Title: Public Employees Retirement System
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date:	Code Number: 6.5 Page: 1 of 1

PUBLIC EMPLOYEES RETIREMENT SYSTEM

Employees are covered by the Mississippi Public Employees Retirement System and are required to comply with the provisions of the law establishing the system. Optional benefits are available at the employee's expense.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 6: Employee Benefits
	Title: Credit Union
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: May 20, 2016	Code Number: 6.6 Page: 1 of 1

CREDIT UNION

Employees are eligible to join either the Mississippi Public Employees Credit Union or the Statewide Federal Credit Union which offers an opportunity to save and borrow money, as well as an opportunity to purchase automobile insurance. Employees may join by paying the customary entrance fee and deposit set by the Credit Union. Loan installments, savings payments and insurance payments may be handled through payroll deduction.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 6: Employee Benefits
	Title: Unemployment Compensation
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date:	Code Number: 6.7 Page: 1 of 1

UNEMPLOYMENT COMPENSATION

Employees may be eligible for unemployment compensation as set forth in House Bill No. 1022, Chapter 519, Regular Legislative Session 1971, and administered by the Mississippi Employment Security Commission.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 6: Employee Benefits
	Title: Deferred Compensation Plan
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date:	Code Number: 6.8 Page: 1 of 1

DEFERRED COMPENSATION PLAN

Employees are eligible to participate in the Mississippi Deferred Compensation Plan which is designed to supplement social security, state retirement, other retirement plans and savings.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 6: Personnel Policies
	Title: Supplemental Insurance
Initial Date of Adoption: November 18, 1992	Reference:
Revision Date: November 19, 1999; May 20, 2016	Code Number: 6.9 Page: 1 of 1

SUPPLEMENTAL INSURANCE

Supplemental insurance including cancer, intensive care, accidental death and dismemberment, long-term disability and dental insurance coverage's as well as flexible spending accounts defined by the MCCB's Cafeteria Plan Agreement are available at the employee's expense.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 6: Personnel Policies
	Title: MPACT
Initial Date of Adoption: July 1, 1996	Reference:
Revision Date	Code Number: 6.10 Page: 1 of 1

MPACT

The Mississippi Prepaid Affordable College Tuition Program (MPACT) is a program through which some of the costs associated with higher education (tuition and mandatory fees) may be paid in advance and fixed at a guaranteed level for the duration of the undergraduate enrollment.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 6: Personnel Policies	
	Title: COBRA	
Initial Date of Adoption: November 18, 1992	Reference:	
Revision Date: November 19, 1999	Code Number: 6.11	Page: 1 of 1

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT OF 1986 (COBRA)

Continuation coverage of health insurance is available to employees and their covered dependents at the established premium rate under the COBRA after certain qualifying events occur. The COBRA provisions cover only those individuals who have no other health insurance coverage and continuation coverage ceases at the expiration of the allowed 18 or 36 months, as the case may be. It can end earlier in case of any of the following:

1. The State of Mississippi no longer provides group health coverage to any of its employees;
2. The premium for continuation coverage is not paid on time;
3. A qualified beneficiary becomes covered under another group health plan, unless that plan contains any exclusions or limitations with respect to any pre-existing conditions a qualified beneficiary may have;
4. A qualified beneficiary becomes entitled to Medicare;
5. Coverage is extended for up to 29 months due to a qualified beneficiary's disability and there has been a final determination that the qualified beneficiary is no longer disabled.

Eligibility for COBRA coverage includes the following provisions:

Employees who have terminated employment with the Board for reason other than gross misconduct on the employee's part or have a reduction in work hours are eligible to continue insurance coverage for 18 months;

Dependents of an employee who dies may retain coverage for 36 months;

The spouse of an employee covered by the State Mississippi Comprehensive Health Plan (CHP) has the right to choose continuation coverage under certain circumstances;

Spouses of employees, in the event of death or separation, may retain coverage for 36 months; and

Dependent children no longer eligible for inclusion in family coverage may receive up to 36 months of insurance coverage.

SECTION 7

BUSINESS MANAGEMENT

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Business Management
	Title: Purchasing Procedures - General
Initial Date of Adoption: November 18, 1993	Reference:
Revision Date: April 20, 2007; October 21, 2011	Code Number: 7.1 Page: 1 of 2

PURCHASING PROCEDURES - GENERAL

The State of Mississippi has adopted stringent controls on the procurement of goods and services. The Office of Purchasing and Travel, Department of Finance and Administration, is responsible for supervising the procurement activities of all state agencies, departments, and institutions. The Office of Purchasing and Travel's regulatory activities include the purchase of all commodities, equipment, furniture, personal and real property, and construction and repairs. The purchasing regulations and guidelines are included within the Mississippi Agency Accounting Policies and Procedures Manual, which serves as a reference source for the Office.

To ensure compliance with state law, the MCCB has mandated that all purchases shall be made through the officially designated department. In order to have a purchase made, the steps outlined in this manual must be followed. Any deviation from this policy may result in a violation of the State Purchasing Law.

Request for Purchase

Whenever an employee wishes to have an item purchased, he or she must make the request on a Purchase Requisition. A properly authorized Purchase Requisition shall initiate the purchase of services, commodities and equipment. (See MCCB Form 3.12.) The item, quantity, requester's name and date, and the program to be charged must be completed on Form 3.12. Other information such as the price and vendor are helpful.

A completed requisition should be given to the Director of Accounting for a signature as to the availability of funds. The Finance Director will forward the Purchase Requisition to the Executive Director or designee for his signature of approval to initiate a purchase order (if necessary). Once approved by the Executive Director, the requisition is given to the purchasing agent for the agency.

The purchase of goods requested will be made after verifying the data and ensuring that the purchase will be in compliance with all state and federal guidelines. The purchasing agent will determine the proper purchasing mechanism to comply with guidelines and to ensure the most efficient means of delivery.

Purchase regulations are to be followed on all merchandise purchased. This includes purchasing from state contract, solicitation of competitive bids and advertising. State law requires that written quotations are to be obtained on all items to be purchased between \$5,000 and \$50,000 unless the items are on state contract. The MCCB requires that at least two quotes be obtained on items less than \$5,000, as a cost savings measure, unless the items are sole source or on state contract. When purchases exceed \$50,000, written bids are required which must be advertised for at least two weeks. Items which are on state contract are required to be ordered from the state vendor unless an exemption is authorized by the Office of Purchasing and Travel, Department of Finance and Administration.

The procurement of data processing equipment, software and services, and the procurement of telecommunications equipment, systems and related services must follow the policies and procedures as set forth by the Information Technology Service (ITS).

A purchase order will not be processed without a properly authorized and completed purchase requisition. A purchase order will be prepared when necessary by the purchasing agent. A copy of the purchase order will be transmitted to the requesting division at the time it is mailed to the vendor; a copy will also be forwarded to the receiving clerk when appropriate. (Refer to Receiving Goods below.)

A copy of the purchase order will be forwarded to the accounts payable processor to ensure that payment is properly made.

All communications with vendors, suppliers, etc., shall be made by or through the purchasing agent.

Sequentially numbered purchase orders are to be used and strictly accounted for by numbers.

No splitting of purchase orders or billings shall be made to avoid solicitation of bids or advertising for bids.

Any employee initiating the purchase of services, commodities and equipment without proper authorization and approval through the purchase requisition and purchase order process may be held personally liable, and/or terminated.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Business Management
	Title: Purchasing Procedures – General
Initial Date of Adoption: November 18, 1993	Reference:
Revision Date: April 20, 2007; October 21, 2011	Code Number: 7.1 Page: 2 of 2

Receiving Goods

Once the Purchase Order has been processed and supplies or services ordered, a copy of the purchase order is to be delivered to the MCCB secretary/receptionist who shall serve as the Receiving Clerk. When supplies are delivered, the receiving clerk shall compare items listed on the purchase order to the actual supplies delivered as to item ordered, quantity, quality and color, etc. Claims are to be filed promptly for goods damaged in shipment.

The Receiving Clerk must sign and date the Receiving Report and the matching purchase order, attach the delivery tickets to it, and submit all documentation to the MCCB purchasing agent. The purchasing agent will match all documents from the Receiving Clerk, as well as the invoice, with the original purchase order and will then pass all purchasing documentation on to the Accounting Assistant who will act as the Accounts Payable Clerk.

If the items delivered are not what was ordered or the goods are damaged, the shipment should be refused and the purchasing agent should be contacted.

Goods and services will not be accepted by the Receiving Clerk without an authorized purchase order being on file.

Payment

Once supplies/equipment have been received, services rendered and an invoice received, a Payment Voucher shall be processed. Original invoices are to be matched with purchase orders and receiving reports before approval for payment is requested of the Executive Director or his/her designee. Proper invoice numbers should be reported on the payment voucher to ensure that duplicate payments are not made. Invoice computations and pricing are to be verified by the accounts payable clerk before approval for payment is requested. Payment vouchers are to be processed within three (3) working days of receipt of properly matched invoice.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Business Management
	Title: Purchasing Policy
Initial Date of Adoption: October 19, 1995	Reference:
Revision Date: August 16, 2002, April 20, 2007	Code Number: 7.2 Page: 1 of 1

PURCHASING POLICY

The Mississippi Community College Board (MCCB) will adhere to all state purchasing laws, rules and regulations in accordance with Mississippi Code Ann., Section 31-7-13, the Mississippi Agency Accounting Policies and Procedures Manual and the Mississippi Procurement Manual. All purchases will be made within MCCB's approved operating budget using agency-approved purchase requisition forms.

Purchases of more than \$5,000 but not more than \$50,000

The MCCB does hereby authorize the Executive Director, or his designee, to accept the lowest and best competitive written bid when the purchasing process involves an expenditure of more than five thousand dollars (\$5,000.00) but not more than fifty thousand dollars (\$50,000.00).

Purchases of more than \$50,000

When advertising and receiving bids for the purchase of items which involve an expenditure of more than fifty thousand dollars (\$50,000.00), the MCCB does hereby authorize the Purchasing and Records Technician and other designees of the Executive Directors as its official agents to receive bids, to open bids, and to record and tabulate the bid quotes in an open proceeding as advertised by law. They shall file with the MCCB a full written report at the next official board meeting for acceptance or rejection.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Business Management
	Title: Purchase of Food/Meals for Business Meetings
Initial Date of Adoption: August 15, 1996	Reference:
Revision Date: November 19, 1999; May 20, 2016	Code Number: 7.3 Page: 1 of 1

PURCHASING FOOD/MEALS FOR BUSINESS MEETINGS

In addition to all standard MCCB purchasing procedures, the following procedures will be followed for all purchases of food and drinks for business meetings in which the Colleges or other Agencies and Guests are being asked to give their time to MCCB.

1. A green purchase requisition (MCCB form #3.12) will be completed by the requester and turned in approximately seven to ten business days before the meeting (this allows for proper signatures from varied schedules and preparation for ordering). In the event a meal is being requested, the requisition must clearly state the justification why a meal would be more efficient to provide on-site rather than leave the premises. The Division Director of the Supervisor will approve the requisition if he/she determines the activity is reasonably related and necessary to achieve a particular goal or perform a particular function which has been imposed by legislative enactment(s).
2. Once the requisition has been approved, the food and/or drinks will be ordered. A list (MCCB form #3.14) will be passed around at the meeting for all attendees to sign. This list includes the name and business or agency of the attendees and the location, time and date of the meeting. This list and agenda and the signed tax-exempt invoice/ticket will be forwarded to the Purchasing and Records Technician upon conclusion of the meeting. The MCCB must furnish to DFA the information listed above with the purpose and agenda for the meeting when the invoice is submitted for payment. MCCB must abide by all DFA-OPTFM guidelines for food purchases.
3. No expenditure for alcoholic beverages will be reimbursed for business meetings or personal travel.
4. No food is to be ordered for meetings consisting solely of MCCB employees unless proper justification has been approved and there are no other alternatives for the expense.
5. Meeting planners are encouraged to structure meetings utilizing technology as a first option in order to avoid a “food for meetings” meal. No food will be ordered when the meeting could be optimally held through technology assistance to ensure a more economically favorable outcome with the same meeting parameters.
6. Optimal meeting times are those scheduled prior to or after a meal time in order to avoid the purchase of a meal. No food for meetings will be ordered if the optimal meeting time is not followed.
7. Breakfast is not to be served outside of MCCB Board meetings, particularly when a lunch has been requested for the same meeting. Likewise, all meeting participants are strongly encouraged to stay at hotels that provide breakfast.
8. Supervisors are responsible for ensuring all food for meetings policies are strictly adhered to. This responsibility includes the denial of the purchase of food for meals by not signing or authorizing approval of the purchase requisition.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Business Management
	Title: Five-Year Capital Improvements Plan
Initial Date of Adoption: June 28, 1990	Reference: MS Code, Section 31-11-27
Revision Date: November 19, 1999	Code Number: 7.5 Page: 1 of 1

FIVE-YEAR CAPITAL IMPROVEMENTS PLAN

In accordance with Mississippi Code, Section 31-11-27, each year community and junior college will submit a five-year capital improvements plan to the MCCB for approval. The plan shall consist of immediate and long-range capital improvement needs. The capital improvement needs will be defined as a collection of individual projects. The projects will be divided into two types, Repair and Renovations (RR) or Capital Improvement (CI). The classification of a project will be based on a predetermined estimated budget range. Each project will include the following information.

- Project title and identification
- Priority
- Estimated budgeted
- Scope of work to be performed
- Justification for project

After the projects have been approved, the MCCB staff will compile the projects and submit them to the Department of Finance and Administration, Bureau of Buildings and Grounds.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Business Management
	Title: Administration Of Associate Degree Nursing (And) Support
Initial Date of Adoption:	Reference: MS Code, Section 31-11-27
Revision Date: April 16, 1999	Code Number: 7.7 Page: 1 of 2

ADMINISTRATION OF ASSOCIATE DEGREE NURSING (and) SUPPORT

The MCCB shall allocate appropriations to each community and junior college district for support of Associate Degree Nursing Programs. Guidelines for disbursement of the funds are revised annually.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Business Management
	Title: Guidelines For Administration Of Associate Degree Nursing (And) Support - FY 2000
Initial Date of Adoption:	Reference: MS Code, Section 31-11-27
Revision Date: April 16, 1999, June 8, 2004	Code Number: 7.7 Page: 2 of 2

GUIDELINES FOR ADMINISTRATION OF ASSOCIATE DEGREE NURSING (ADN) SUPPORT - FY 2006

1. Financial support will be provided for direct costs of public community/junior college programs of associate degree nursing which meet the requirements of the Mississippi Board of Trustees of institutions of Higher learning (BTIHL). Each community and junior college district shall be considered one program.
2. Institutions should strive to maintain the optimum faculty-to-clinical student ratio of (1:10).
3. Appropriate pay for qualified faculty who are actively teaching is encouraged.
4. Support will be allocated based upon the following criteria:
 - a) Minimum positions required for Board of Trustees of Institutions of Higher Learning approval for programs (5 positions); or
 - b) After a new ADN program is approved by the Mississippi Community College Board , it may be funded within that fiscal year with appropriated funds remaining for associate degree nursing at the time of program approval on the basis of the minimum positions required by the BTIHL (5) multiplied by the optimum faculty to clinical student ratio of 1:10 for a maximum number of fifty (50). This basis for allocating ADN support applies only to a newly approved ADN program, it does not apply to expansions of existing approved programs; or
 - c) Enrollment will be used as the means to allocate funds. In FY 06, 2/5 headcount enrollment and 3/5 FTE enrollment will be utilized in the third year of a 5-year phase-in to an FTE formula. Only students enrolled in the nursing science program (excludes pre-nursing, university-transfer nursing) will be used. The source of ADN enrollment figures will come from the Mississippi Community College Board Enrollment Audit Reports.

NOTE: Out-of-state as well as Mississippi residents are considered in the enrollment count for Associate Degree Nursing support.

5. Reports may be required as a basis for allocation and future support requests. Reports should be coordinated with Board of Trustees of Institutions of Higher Learning.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Business Management
	Title: Adequate Insurance
Initial Date of Adoption: October 16, 1998	Reference:
Revision Date:	Code Number: 7.8 Page: 1 of 1

ADEQUATE INSURANCE

All community and junior colleges shall certify to the Mississippi Community College Board that adequate insurance is provided for all buildings constructed, repaired, or renovated, in whole or in part, with state appropriations or state bond funds. Adequate insurance is defined as current replacement of cost coverage. The Mississippi Community College Board strongly encourages the boards of trustees of the various community and junior colleges to provide adequate insurance for all buildings owned by the colleges.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Business Management
	Title: Foundation Policy Statement
Initial Date of Adoption: March 9, 1994	Reference:
Revision Date: May 20, 2016; July 8, 2016	Code Number: 7.9 Page: 1 of 1

FOUNDATION POSITION STATEMENT

Because of the importance of the contributions of foundations to Mississippi’s community and junior colleges and in an effort to maintain good will and public confidence, the Mississippi Community College Board hereby adopts the following position statement:

It is the responsibility of each duly authorized community or junior college board of trustees to assure that any foundations associated with that college and /or any foundation which exists as a result of the combined efforts of individual colleges with which that board or its staff has an association comply with all applicable state and federal regulations and statutes; that such foundations are audited on an annual basis by an independent auditor or audit firm which employs General Accepted Auditing Standards (GAAS); that the results of such audits be presented to each applicable board as a part of an official meeting; and furthermore that each duly authorized board take any necessary steps required to assure the operation of such foundation(s) in a manner that best serves contributors and the general public. The MCCB accepts responsibility for this position statement with respect to any foundations established by the MCCB.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Business Management	
	Title: Travel Policies	
Initial Date of Adoption: June 18, 1992	Reference:	
Revision Date: November 19, 1999; November 16, 2012; May 20, 2016	Code Number: 7.10	Page: 1 of 5

TRAVEL POLICIES

In-State Travel

1. Mileage shall be charged from the employee's official duty station to the points of destination. This policy also applies on the return trip. Employees attending a meeting where a meal has been provided will be responsible for assuring that no request for reimbursement or any travel voucher for meals which were provided as part of a business meeting will be processed or paid.
2. Meals and lodging shall be allowable according to Section 25-3-41 of the Mississippi State Code. Employees shall refer to the State Travel Information Handbook published by the Department of Finance and Administration for further restrictions and/or policies.
3. Reimbursement of meal expenses for travel which does not include an overnight stay, is considered to be nondeductible compensation and is subject to state and federal taxation. Subsequent IRS rulings make such reimbursement of taxable meal expenses subject to FICA, FUTA and withholding and are subject to applicable employer match payments.

Out-of-State Travel

An employee who plans to travel on official out-of-state business shall submit a written request on the appropriate form to the Executive Director for approval. An itinerary shall be attached to such request.

Travel in Privately-Owned Vehicles

1. An employee required to travel in connection with the performance of official duties shall be reimbursed when the employee must use his/her personally owned automobile for such travel. When two or more employees travel in one automobile, only one employee will be reimbursed for mileage. Other employees who are passengers in the same car may be reimbursed for meals and lodging as allowed (an appropriate notation should be made on the report of the travel expenses). Any employee using his/her personal vehicle is required to have liability insurance.
2. If an employee chooses to travel via personal automobile for a distance which would justify commercial airline travel, reimbursement shall not exceed the coach fare charged by the airline company.
3. Parking and toll fees are allowable expenses associated with official travel. Available receipts should accompany travel expense reports.
4. Employees are strongly encouraged to rent vehicles if the travel destination exceeds 100 miles one-way, which results in a significant cost saving to our agency and the state.

Travel by Public Carrier

1. When official travel is performed by means of public carrier or other means not involving a privately-owned motor vehicle, an employee shall receive reimbursement of the actual fare costs and other necessary itemized expenses incurred in connection with such travel. In all cases, state law shall be followed.
2. Out-of-state travel commercial airlines shall be at coach rate unless such space is unavailable. If coach space is not available, the employee should make appropriate notation on the travel expense report with attached receipts.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Business Management
	Title: Travel Policies
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: November 19, 1999; November 16, 2012; May 20, 2016	Code Number: 7.10 Page: 3 of 5

Travel Voucher

Employees who travel as a part of their job duties shall submit a report of travel expenses upon return to the official duty station. Such travel vouchers shall include the appropriate receipts and other amounts as necessary on the form provided by the Board office.

Travel Advance

Travel advances are authorized by Section 25-1-79, Mississippi Code of 1972, subject to the approval of the Executive Director. An officer or employee of the State traveling on business for the State may receive an advance from state funds, for the purpose of such travel expense. An employee who plans to receive a travel advance on in-or out-of-state travel shall submit a written request on the appropriate form (Form 13.20.20) to the Executive Director for approval.

The following procedures shall apply when using travel advances:

1. **Calculation**

To calculate the amount of the advance request, the traveler should take into consideration the cost of meals, lodging, taxi fares and tips. An employee cannot request an advance on anything that the agency would normally pay for, such as airfare and registration. Meals included in a conference must be omitted from the calculation.

2. **Processing**

- a. A strict account of any sum so advanced must be kept in accordance with Section 25-1-81.
- b. An advance will not be issued earlier than 20 days before the travel start date.
- c. Only two (2) travel advances shall be outstanding at one time.

3. **Repayment**

- a. Upon completion of travel, a Travel Voucher (Form 13.20.10) must be completed and the advance settled.
- b. If the advance was greater than the actual expenses incurred, the traveler is required to repay the unused amount. The traveler must issue a check made payable to the MCCB State Treasurer Fund for this amount.
- c. The travel advance must be settled within 10 working days after the end of the month in which travel was completed. If this does not occur, DFA Bureau of Financial Control will take the employee off direct deposit and hold the traveler's payroll warrant until the debt to the State is repaid (Section 25-1-81, Mississippi Code of 1972).
- d. DFA typically processes travel twice weekly on Tuesday and Thursday (for weeks which contain holidays, please see the travel payroll schedule at <http://dfa.state.ms.us/Offices/OFM/OFM.htm>). Requests for a travel advance are due to the Finance Division by **5:00 p.m.** on the day **before** travel is processed. Tuesday travel pays on Thursday and Thursday travel pays on Monday. If the employee is not currently enrolled in direct deposit, it is the employee's responsibility to make arrangements with the finance staff to pick up the travel advance check.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Business Management	
	Title: Travel Policies	
Initial Date of Adoption: June 18, 1992	Reference:	
Revision Date: November 19, 1999; November 16, 2012; May 20, 2016	Code Number: 7.10	Page: 4 of 5

Form 13.20.20
Revised 10/2007

MCCB TRAVEL AUTHORIZATION

(Check all travel items that apply.) In-State _____ Out-of-State _____ Travel Advance _____

TO BE COMPLETED BY TRAVELER

Name: _____ Title: _____ Date of Request: _____

Division Name: _____

Travel Date From: _____ To: _____ Destination(s): _____

Mode of Transportation: Car _____ Airline _____ Other (Explain) _____

If by air, your preferred choice of departure and arrival times: _____

Any Other Preferences: _____

Conference/Meeting Name: _____

Purpose of Travel: _____

Travel Advance Amount Requested with this Form: \$ _____

Total Estimated Cost (as calculated on Worksheet): \$ _____

Fund Source: General or Special (Complete payment information below, if known.)

Signature: _____ Date: _____

PAYMENT INFORMATION

SAAS Agency #: 291 _____ Org. Code: _____

Fund #: _____ Activity Code: _____

TO BE COMPLETED BY THE MISSISSIPPI COMMUNITY COLLEGE BOARD

Division Approval: _____ Title: _____ Date: _____

Funds Certification Approval: _____ Title: Deputy Executive Director for Finance & Admin. Date: _____

Agency Approval: _____ Title: Executive Director _____ Date: _____

TRAVEL COORDINATOR'S NOTES

Airline Reservations made: _____

Date forwarded to Personnel and returned to employee: _____

Trip # _____

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Business Management	
	Title: Travel Policies	
Initial Date of Adoption: June 18, 1992	Reference:	
Revision Date: November 19, 1999; November 16, 2012; May 20, 2016	Code Number: 7.10	Page: 5 of 5

Form 13.20.20

Page 2 of 2

INSTRUCTIONS FOR TRAVEL AUTHORIZATION

1. A separate form must be completed for each traveler and travel type (e.g., in-state with a travel advance or out-of-state with or without a travel advance).
2. Complete all applicable items and obtain approval, including the Executive Director's approval, PRIOR to commencing travel.
3. Be as accurate as possible in estimating costs, including gratuities, taxis, or any other applicable travel expenses.
4. The travel advance should include travel related costs paid by the traveler, not expenses paid directly by the agency (e.g. pre-paid registration, travel account charges). If an advance is not settled within 10 working days after the end of the month in which travel is completed, the traveler's paycheck WILL be held until the debt to the State is resolved. Only two outstanding advances are allowed at any time. Additional advances require DFA approval.
5. A copy of this approved form along with supporting documentation must be submitted with the travel voucher form 13.20.10 in order to receive reimbursement.
6. For detailed line instructions, see MAAPP manual section 13.20.20.

WORKSHEET

Estimated Cost

Meals (____ Days @ \$ _____ / Day)	\$ _____
Lodging (____ Days @ \$ _____ / Day)	\$ _____
Rental Car (____ Days @ \$ _____ / Day)	\$ _____
Other: _____	\$ _____
_____	\$ _____
_____	\$ _____

Subtotal (for Travel Advance Estimate, if requesting)	\$ _____
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Airfare \$ _____

Registration Fee \$ _____

Total Estimated Travel Costs	\$ _____
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MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Business Management
	Title: Acceptable Use Policy for Technology
Initial Date of Adoption: June 8, 2004	Reference:
Revision Date: September 2006; October 15, 2010; May 20, 2016	Code Number: 7.11 Page: 1 of 2

Acceptable Use Policy for Technology

MCCB is dedicated to providing the best possible service to MCCB customers and is committed to ensuring that the information systems resources of the State and MCCB are used appropriately for the purposes they are intended.

This policy governs the use of all computers, computer-based communications networks, and all related equipment administered by MCCB. A user is defined as any person employed by MCCB, which includes fulltime, part-time, temporary, contract employees, persons who are employed by contractors or subcontractors of MCCB, and any other individuals who are authorized to use agency equipment and information systems. The electronic communications and facilities of MCCB are the property of the State and by using these facilities the user acknowledges consent to abide by this policy. These facilities and resources are to be used for state business purposes. The user should be aware that any communications or use of the MCCB information systems resources are not to be considered private or confidential and can be monitored at any time. No encryption should be utilized for any purpose without prior written approval of the Director of Information Services. All users are hereby notified that system security features allow any messages or usage to be monitored and archived regardless of passwords and message deletions, and computer use is subject to search and monitoring at any time. Access can be traced back to the individual.

SOFTWARE:

- Software - including but not limited to Internet downloads, utilities, add-ins, programs (including shareware, freeware, and Internet access software), patches, upgrades, or clip-art—shall not be installed on any desktop, notebook personal computer (PC), or server by anyone other than a representative of the Information Services Division of MCCB, without notification to the Information Services Division via e-mail. All software purchased for use on MCCB equipment must be approved by the Director of Information Services. The agency's network contains software that performs an inventory of each PC on a regular basis.
- Software owned or licensed by MCCB may not be copied to alternate media, distributed by e-mail, transmitted electronically, or used in MCCB original form on other than MCCB PCs without express written permission from the Information Services Division. In no case is the license agreement or copyright to be violated.
- Standard software is to be used for all internal functions. Approved non-standard software is only to be used to interface with customer or vendor organizations when they require the non-standard software.
- Software licensed to MCCB is to be used for MCCB intended purpose according to the license agreement. Employees are responsible for using software in a manner consistent with the licensing agreements of the manufacturer. License agreements are maintained by the Information Services Division.

HARDWARE:

- All PCs, workstations, printers, add-in cards, memory modules, tablets, and other associated equipment are the property of the State of Mississippi and should not be used for purposes other than State business. No changes, modifications, additions, or equipment removals may be done without prior notification to the Information Services Division. Except for tablets and notebook PCs used in daily offsite work, no information systems equipment should be removed from MCCB premises without the permission of the employee's supervisor.
- Laptops and projectors are available for checkout by anyone in the agency, via policies and procedures coordinated by the Information Services Division.

PRACTICES:

- No materials are to be disseminated in any manner which is derogatory to any person or group, obscene, racist, sexist, harassing, or offensive based on color, religion, creed, national origin, age, or disability.
- Use of the system for illegal acts or to view or download sexually explicit material is strictly forbidden.
- System identification codes and passwords are for the use of the specifically assigned user and are to be protected from abuse and/or use by unauthorized individuals.
- All portable drives, e-mail attachments, and executable e-mail messages are automatically scanned for viruses using the virus detection software installed on all MCCB computer workstations that have been configured by the Information Services Division. If an employee has made any configuration changes to his/her workstation, even with the approval of the Information Services Division, it is his/her responsibility to ensure virus protection prior to opening/executing portable drives, e-mail attachments, or executable e-mail messages.
- Like all MCCB information systems resources, Internet access and e-mail are for work-related use. Access and sites visited can and will be monitored at the user level.
- Employees may not use MCCB information systems resources for soliciting, personal financial gain, partisan political activities, or further disseminating "junk" e-mail such as chain letters.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Business Management
	Title: Acceptable Use Policy for Technology
Initial Date of Adoption: June 8, 2004	Reference:
Revision Date: September 2006; October 15, 2010; May 20, 2016	Code Number: 7.11 Page: 2 of 2

- Information contained on the agency network and workstations is strictly proprietary to the State of Mississippi and MCCB. Copying or disseminating any of this information for any purpose other than state business is strictly prohibited. Access to this information must be considered confidential.
- Employees are expected to report violations of this policy which he/she observes to his/her supervisor or, in the event that the violation involves the supervisor, the MCCB Executive Director. Likewise, if he/she is a witness to a violation he/she is required to cooperate in any investigation of the violation.

CONSEQUENCES:

Any user who knowingly and willingly violates this policy is subject to discipline up to and including termination from employment. Furthermore, in the event of an illegal activity, the user will also be reported to the appropriate law enforcement authority.

If an employee has any questions regarding this policy or any situation not specifically addressed in this policy, the employee should see his/her supervisor.

REVISION:

This policy is subject to revision. MCCB will adequately post revisions, but it is the user's responsibility to ensure that his/her use of the MCCB computing and communication resources conforms to current policy.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Business Management
	Title: Wireless Communications Policy
Initial Date of Adoption: April 11, 2014	Reference:
Revision Date:	Code Number: 7.12 Page: 1 of 1

WIRELESS COMMUNICATIONS POLICY

The establishment of this policy and procedures sets the standards for the usage of wireless communications devices by the employees of the Mississippi Community College Board (MCCB).

I. SCOPE OF POLICY

No employee of the MCCB may directly or indirectly use, or allow the use of, MCCB property of any kind—including property leased to MCCB—for other than officially approved activity. In addition, all employees shall protect and conserve MCCB property, including wireless communications equipment. Wireless communications equipment includes cellular phones, personal digital assistant devices, and standard and two-way pagers, as well as any similar devices that perform some or all of these functions. Employees are hereby notified that MCCB will enforce this policy through a variety of methods and may monitor use of wireless communications equipment to assure compliance.

II. PROCEDURES

- Wireless communication devices shall be used for legitimate state business only. Use of an MCCB-provided cellular phone for personal calls will result in appropriate disciplinary action and/or the loss of the use of the phone.
- Before a wireless communication device is provided to an MCCB employee, the MCCB Executive Director must certify in writing the need for the device and associated service. No employee may have more than one wireless communication device assigned and paid for by MCCB.
- Each employee is responsible for working with his/her supervisor to determine the most cost-effective communication device and/or service for a given role. In order to make this determination, each employee is responsible for knowing the details of the wireless communication service plan utilized by that employee, including unit costs and any monthly service caps. Each employee is responsible for reviewing and certifying billings for the device and service utilized and for assessing the need for any change in usage patterns and/or plans based on actual utilization and cost.
- Employees must be aware that cellular phone calling plans are selected based on the number of minutes required for the employee to conduct state business. Package minute plans are not to be construed as free minutes and are not provided for personal use.
- Detailed call billing must be provided for all MCCB cellular phone accounts, and all billings are considered public records subject to disclosure under the Mississippi Public Records Act.
- Each employee is responsible for verifying the employee's billing details monthly and indicating by signature that the billing is correct, that all calls were work-related, and that the calling plan is still appropriate to the employee's business needs.
- MCCB shall not reimburse employees for any charges on personal wireless communication devices.
- Employees should be aware that cellular phone transmissions are not secure transmissions. Confidential information regarding official business should be transmitted from a secure environment.
- Any MCCB employee assigned a wireless communication device must indicate his/his concurrence with the Wireless Communications Policy and Procedures by signing below. The signed copy of this policy shall be maintained in the employee's personnel file.

I have read and understand the policies and procedures stated above.

Signature

Date

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Board Operations
	Title: Training and Professional Development Fees for the Office of Curriculum and Instruction
Initial Date of Adoption: June 20, 2014	Reference:
Revision Date:	Code Number: 7.13 Page: 1 of 1

TRAINING AND PROFESSIONAL DEVELOPMENT FEES FOR THE OFFICE OF CURRICULUM AND INSTRUCTION

Fees:

The fees to be collected by the Workforce Division’s Office of Curriculum Instruction (OCI) hereunder shall be used to support the cost associated with training. Any fees in excess of the amount of expenses to implement the professional development training program will support the shared cost and expansion of the services provided by the OCI.

Use of Funds:

The fees will be charged to community colleges and proprietary institutions’ staff, faculty, and administrators for annual training and professional development offerings. The institute is an interactive, hands-on professional development opportunity that focuses on accelerating new faculty effectiveness in the classroom environment and building strong leadership qualities for administrators. Training sessions will occur in a face to face format with opportunities to earn additional Continuing Education Units through enrollment in the OCI’s webinar training sessions.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Business Management	
	Title: Inventory/Office Management Policy	
Initial Date of Adoption: November 18, 2016	Reference:	
Revision Date:	Code Number: 7.14	Page: 1

INVENTORY/OFFICE MANAGEMENT

Employee Use of Assigned MCCB Inventory

State employees have no ownership rights in or control of State property, which is defined to include all office space, space adjacent to the workplace controlled by the State or State agency, furniture, fixtures, equipment, and inventory including without limitation, all computer software, databases, servers, computer hardware, discs, and information of any kind contained in or recorded on physical or electronic data sources of any kind.

Each MCCB employee has a general obligation to safeguard and make appropriate use of inventory/property owned by or accountable to the MCCB agency. This obligation includes but is not limited to:

- Notifying the Property Officer of any movement of inventory/property
- Exercising reasonable care in use to prevent damage and maintain the good condition of the assigned property
- Exercising reasonable security measures to prevent theft or misuse of the assigned property
- Reporting lost, stolen, damaged or otherwise impaired property to Property Officer

Removal or reassignment of any inventory/property without following the proper procedures for transfer will constitute a disregard for policy and may result in disciplinary actions.

Inventory forms are located in the Inventory Forms folder on the S: and Z: drives:

Asset Assignment Form

Transfer of Inventory Form

Hand Receipt Form

Equipment Report for: Missing or Stolen Property

Office Management

Miscellaneous items (books, papers, and discarded items) are not to be stored/left in vacant offices. Offices vacated by terminating employees are to remain locked in an effort to secure office-assigned inventory and maintain work-ready stations.

Master office keys are to only be used by the person to whom they are assigned. They are not to be provided to staff without supervision and reasonable cause of need.

CONSEQUENCES:

Any user who knowingly and willingly violates this policy is subject to discipline, as set forth in Policy 2.8 of the Mississippi Community College Board Policies and Procedures Manual. Furthermore, in the event of an illegal activity, the user will also be reported to the appropriate law enforcement authority.

If an employee has any questions regarding this policy or any situation not specifically addressed in this policy, the employee should see his/her supervisor.

REVISION:

This policy is subject to revision. MCCB will adequately post revisions, but it is the assignee's responsibility to ensure that his/her use of MCCB resources conforms to current policy.

I have received a copy of the MCCB Employee Inventory/Office Management Policy that was initially adopted by the MCCB Board on November 18, 2016. I agree to abide by the policy terms as a condition of my employment with the Mississippi Community College Board.

Name: _____

Date: _____

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Business Management
	Title: Standards and Qualifications Pursuant to §37-4-3 of the Mississippi Code
Initial Date of Adoption: February 17, 2017	Reference:
Revision Date:	Code Number: 7.15 Page: 1 of 1

Standards and Qualifications Pursuant to §37-4-3 of the Mississippi Code

§37-4-3 (l) of the Mississippi Code grants the following authority to the Mississippi Community College Board (MCCB): “To fix standards for community and junior colleges to qualify for appropriations, and qualifications for community and junior college teachers.”

Pursuant to this code section, all community and junior college programs and faculty qualifications must meet standards and guidelines established by the MCCB to be eligible for appropriations disbursement.

MCCB standards and guidelines are published on the MCCB’s Webpage and as part of applicable MCCB publications.

MCCB standards and guidelines must be met by the established timeline as published. Colleges that have not met MCCB standards and guidelines by the published timeline for a specific program but can demonstrate significant progress toward meeting standards and guidelines may be eligible for appropriations disbursement.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Business Management
	Title: Standards for Quality and Accountability
Initial Date of Adoption: October 18, 2024	Reference:
Revision Date:	Code Number: 7.16 Page: 1 of 3

Mississippi Community College Board (MCCB) Digital Accessibility Policy

Purpose

This policy outlines the standards and responsibilities for ensuring that all digital content uploaded to the Mississippi Community College Board (MCCB) website and all affiliated websites and social media accounts, etc. complies with federal and state accessibility regulations, including the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act, in accordance with the Web Content Accessibility Guidelines (WCAG) 2.1. The goal is to provide equal access to information and services for all users, including individuals with disabilities, by ensuring that all digital documents, images, and multimedia meet accessibility standards.

Scope

This policy applies to all MCCB staff responsible for creating, uploading, posting, and maintaining content on the MCCB website, as well as other affiliated platforms. It covers all digital content, including but not limited to:

- PDFs, Word Documents, Excel Sheets, and MCCB-controlled databases (eARS, Enrollment Tool, LACES, etc.)
- Images, Graphics, and Infographics
- Videos and Multimedia Presentations
- Social media posts and other MCCB-affiliated website content

Key Requirements

1. WCAG 2.1 Compliance

All web content must adhere to WCAG 2.1 standards at a minimum of Level AA compliance. This includes ensuring that content is:

- **Perceivable:** Provide alternatives for non-text content (e.g., images, videos) so it is perceivable to all users.
- **Operable:** Ensure content is navigable and operable through various input methods, including keyboards and assistive technologies.
- **Understandable:** Ensure content is clear, readable, and comprehensible.
- **Robust:** Ensure compatibility with a wide range of assistive technologies and adaptability to future technological changes.

2. Document Accessibility

All documents (e.g., Word, PDF, Excel) uploaded to the MCCB website must meet accessibility standards:

- **Accessible Formats:** Documents should use built-in headings, lists, and structural elements to be readable by screen readers.
- **Tagged PDFs:** Ensure PDFs are properly tagged to maintain logical reading order for assistive technologies.
- **Text Descriptions:** Provide descriptive text for any images, charts, or graphics used in documents.

3. Image Accessibility

All uploaded images and graphics must include:

- **Alt Text:** Provide descriptive alternative text (alt text) to convey the content or function of each image.
- **Contrast:** Ensure high contrast between text and background in text overlays to maintain readability.
- **Decorative Images:** Mark decorative images as such, allowing screen readers to skip them without affecting the user experience.

4. Multimedia Content

All video and multimedia content must comply with the following standards:

- **Captions:** Provide captions for all spoken dialogue and relevant sounds in videos.
- **Transcripts:** Offer transcripts for audio content and video dialogues.
- **Audio Descriptions:** Ensure that audio descriptions are available for visual information not conveyed in the audio track.

5. Departmental Responsibility for Content Remediation

Each department is responsible for ensuring that their own content is remediated to meet accessibility standards. This is necessary due to the high volume of work handled by the Division of eLearning.

6. Shared Content Compliance

All shared content with other state agencies (e.g., WIOA State Plan, Perkins Plan) must meet WCAG 2.1 guidelines before being uploaded to the MCCB website, regardless of the originating agency.

7. Content Storage from External Agencies

MCCB will consider removing or disallowing the storage of documentation from other agencies or organizations to ensure optimal storage space for MCCB-related content.

8. Brand Style Guide

All digital content must adhere to the MCCB Brand Style Guide to maintain consistent design and presentation while ensuring compliance with accessibility requirements.

9. Regular Audits and Updates

Digital content will undergo regular audits to ensure ongoing compliance with WCAG 2.1 standards. Non-compliant

content will be flagged for remediation. All departments must review and update their content to maintain accessibility whenever changes are made.

10. **Training and Support**

All MCCB staff responsible for creating, uploading, and posting content will receive training on accessibility best practices. Support will be provided to ensure compliance with these guidelines.

Compliance and Monitoring

Failure to comply with this policy may result in corrective actions, including the removal of non-compliant content. The MCCB will conduct regular monitoring to ensure adherence to WCAG 2.1 standards and federal and state regulations.

Legal and Regulatory References

- Americans with Disabilities Act (ADA)
- Section 508 of the Rehabilitation Act
- Web Content Accessibility Guidelines (WCAG) 2.1

Contact Information

For questions, training, or assistance regarding this policy, please contact the eLearning or Human Resource Division(s).

SECTION 8

PROGRAMS

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: Five-Year Strategic Plan
Initial Date of Adoption: November 19, 1999	Reference:
Revision Date:	Code Number: 8.1 Page: 1 of 1

FIVE-YEAR STRATEGIC PLAN

In accordance with Mississippi Code, Section 27-103-155, the Mississippi Community College Board and Mississippi's public community and junior colleges shall develop a five-year strategic plan each year for submission to the Joint Legislative Budget Office and the Department of Finance and Administration. Staff will prepare a five-year agency plan for the MCCB to include but not limited to the following program areas: administration, work force education, proprietary school and college registration, and special development. A composite five-year plan for the fifteen community and junior colleges will be developed by community and junior college staff and MCCB staff. The composite five-year plan will include but will not be limited to the following components: academic instruction, career-technical instruction, other instruction, instructional support, student services, institutional support, physical plant operation, student financial aid, and program enhancements.

The MCCB Chairperson will appoint a special committee to work with the MCCB staff to review the historical mission and name objectives for the agencies strategic plans.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs	
	Title: Standards for Quality and Accountability	
Initial Date of Adoption: November 19, 1999	Reference:	
Revision Date: March 16, 2012; October 18, 2013; February 20, 2015; November 20, 2015; May 20, 2016; July 8, 2016; October 20, 2023	Code Number: 8.2	Page: 1 of 4

STANDARDS FOR QUALITY AND ACCOUNTABILITY

1. It is the policy of the Mississippi Community College Board (MCCB) to accept the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), formerly known as the Commission on Colleges of the Southern Association of Colleges and Schools' Criteria for Accreditation (SACS), as the basic standards for quality and accountability for the state's public community and junior colleges.
2. The MCCB also accepts the Criteria for Accreditation of SACSCOC, formerly known as SACS, as the standards for assuring financial adequacy for all state community and junior colleges.
3. Although direct governance of the state's community and junior colleges is the responsibility of the local boards of trustees, the MCCB, through the authority established in Section 37-4-3 of the Mississippi Code, may request any such reports as the Board deems necessary to provide such information as needed to verify the fiscal condition of any of the state's community and junior colleges.
4. Pursuant to Section 37-4-3, 6(1), the MCCB will fix standards for community and junior colleges to qualify for state appropriations.

STANDARDS FOR QUALITY AND ACCOUNTABILITY

At its October 19, 1995, regular board meeting, the Mississippi Community College Board officially adopted the Commission on Colleges of the Southern Association of Colleges and Schools' Criteria for Accreditation, currently known as Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), as the basic standards for quality and accountability for the state's public community and junior colleges.

The Mississippi Community College Board further accepted the Criteria for Accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), currently known as SACSCOC, as the standards for assuring financial adequacy for all state community and junior colleges. In addition, the Mississippi Community College Board recognizes that all of the state's community and junior colleges must abide by all appertaining state and federal regulations regarding the receipt, management, and expenditure of funds. Direct governance of the state's community and junior colleges with regard to fiscal and other areas of function is the responsibility of the local boards of trustees. However, through the authority established in Section 37-4-3 of the Mississippi Code, the Mississippi Community College Board may request any such reports as the Board deems advisable to provide such information as needed to verify the fiscal condition of any of the state's community and junior colleges.

In addition, the Mississippi Community College Board, at its October 19, 1995, regular board meeting, officially adopted the following **operational guidelines for distance learning**.

1. Students enrolled in courses where instruction is delivered via distance learning technologies will be counted for audit purposes, the same as that for students enrolled via traditional delivery methods, with the following stipulation. State appropriations will be awarded only for Internet (on-line) courses that are offered through the Mississippi Virtual Community College using the common software platform. Internet courses may be defined as those that are not classroom based, content is delivered on-line, do not require regular campus attendance, can be accomplished from a remote site, and are distinguished from hybrid courses, which are merely Internet enhanced. Colleges will be compensated according to their roles as host and/or provider institutions for students and courses.
2. To evaluate properly the institution's distance learning activities, a separate and distinct budget should be maintained. Costs related to distance learning can then be evaluated in terms of institutional mission and goals. Further, accountability can be established more easily when one office has budget responsibility.
3. Institutions should make appropriate plans to budget sufficient amounts to cover maintenance and operational costs. User fees for community service activities should be set at a level to cover the costs associated with community service programs. Also, if state and/or federal funds are not appropriated for distance-learning activities, an institutional assessment may be required to cover state-wide system costs.-
4. Grades will be assigned by the Originating Site instructor of record who is also considered an adjunct instructor at the Receive Site. The originating institution will provide the Receive Site with a copy of the faculty member's credentials, verified by the Originating Site institution and so stated in the file at the Receive Site.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: Standards for Quality and Accountability
Initial Date of Adoption: November 19, 1999	Reference:
Revision Date: March 16, 2012; October 18, 2013; February 20, 2015; November 20, 2015; May 20, 2016; July 8, 2016; October 20, 2023	Code Number: 8.2 Page: 2 of 4

5. Instructors of record will be responsible for evaluating students in the same way that instructors are responsible for evaluating on-campus students receiving instruction by traditional delivery methods. Institutional policies at the Originating Site institution will govern grading. All details will be approved by and course materials sent to the instructional deans of the institutions. The instructors of record will provide official grades for the students to Receive Site registrars. Receive Site registrars will provide the instructors of record a copy of the class rolls for the courses.
6. Notification to all instructional deans will be given by the Originating Site as soon as it is determined that a course will be offered.
7. Institutions offering courses for credit through distance learning activities and programs must meet all SACSCOC criteria related to faculty. Whether through direct contact or other appropriate means, institutions offering distance learning programs must provide students with structured access to and interaction with faculty members.

Finally, the Mississippi Community College Board adopted the following **operational guidelines as additional quantitative requirements:**

1. A semester credit hour is defined as a minimum student-teacher contact of 750 minutes for lecture and 1500 minutes for laboratory.
2. The minimum load for a full-time student is 12 semester credit hours per semester.
3. The normal load for a full-time career student shall be 25 clock hours per week. (Some specific programs may require more hours as approved by the Mississippi Community College Board.)
4. The standard teaching load in semester credit hours is recognized to be 15. The maximum teaching load is generally recognized to be 18 semester credit hours. The teaching schedule of each instructor should ordinarily be arranged so that a typical teaching load per week may vary from 450 to 600 student clock hours, depending on the type of class. A minimum of two hours of laboratory work shall be counted as one semester credit hour.
5. The Board recognizes only those academic courses included in the Uniform Course Numbering System for allocation of state funds.

Some appropriate guidelines, i.e. ALA-ACRL STANDARDS FOR COMMUNITY AND JUNIOR COLLEGES, should be used as a reference point with regard to measuring the various aspects of the library/learning resource center activities.

6. Pursuant to Section 37-4-1, Mississippi Code of 1972, Annotated, the Legislature has determined that the social, cultural and economic well-being of the people of Mississippi, and hence the state, are enhanced by various educational experiences beyond the elementary and secondary school years. The Legislature thereby provided a means for the continuation of a system of community and junior colleges by the creation of the Mississippi Community College Board; and one of its powers and duties, Section 37-4-3, (6)(I), is to fix standards for community and junior colleges to qualify for appropriations. Therefore, for the purpose of allocating state funds based on enrollment.

Academic and Technical students must meet one of the following **criteria for admissions:**

- a. The completion of at least one unit less than the minimum acceptable high school units as prescribed by law, i.e. if the state requires 21 high school units to graduate, a student can be admitted into a community/junior college with 20 high school units; or,
- b. An approved High School Equivalency certificate; or,
- c. A High school diploma;
- d. Mississippi Occupational Diploma;
- e. A state-approved Career Certificate from a Mississippi community or junior college; or
- f. An official transcript from an accredited college or university.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs		
	Title: Standards for Quality and Accountability		
Initial Date of Adoption: November 19, 1999	Reference:		
Revision Date: March 16, 2012; October 18, 2013; February 20, 2015; November 20, 2015; May 20, 2016; July 8, 2016; October 20, 2023	Code Number: 8.2	Page:	3 of 4

Career students must meet one of the following **criteria for admissions**:

- a. The completion of at least one unit less than the minimum acceptable high school units as prescribed by law, i.e. if the state requires 21 high school units to graduate, a student can be admitted into a community/junior college with 20 high school units; or,
- b. An approved High School Equivalency Certificate; or,
- c. A High school diploma;
- d. Mississippi Occupational Diploma; or
- e. A state-approved Career Certificate from a Mississippi community or junior college; or
- f. An official transcript from an accredited college or university; or
- g. The completion of a federally approved ability-to-benefit test.

A student not meeting the requirements stated above may be admitted as non-degree seeking under the following conditions:

- a. Meets the requirement to enroll in dual enrollment/dual credit Academic, Career or Technical Classes; OR
- b. Meets the requirements to enroll in an approved career-pathway program that integrates Adult Basic Education (ABE) with skills training (Career or Technical).

By law, in addition to meeting the admissions requirements, all students must meet attendance requirements. The following requirements must be met by all students to be considered “in attendance.”

- a. A student whose last day of attendance occurred on or after the last class meeting of the sixth week of each semester, or its equivalent shall be deemed in attendance, provided that the student did not exceed the maximum allowed absences within the first six weeks (or its equivalent).
- b. The following chart illustrates the maximum number of allowed absences within the first six week (or equivalent) period for various term lengths (regardless of course credit hours) by the number of class meetings per week.

Term Length (weeks)	Class Meetings Per Wk	Maximum number of allowed absences						
		1	2	3	4	5	6	7
1		1	1	1	1	1	1	1
2		1	1	1	2	2	2	2
3		1	1	2	2	2	3	3
4		1	2	2	3	3	4	4
5		1	2	2	3	4	4	5
6		1	2	3	4	4	5	6
7		1	2	3	4	5	6	7
8		2	3	4	5	6	7	8
9		2	3	4	5	6	8	9
10		2	3	4	6	7	8	10
11		2	3	5	6	8	9	11
12		2	4	5	7	8	10	12
13		2	4	6	7	9	11	13
14		2	4	6	8	10	12	14
15		2	4	6	8	10	12	14
16		3	5	7	9	11	13	15
17		3	5	7	10	12	14	16
18		3	5	8	10	12	15	17

The values in the above table are based on the number weeks of in a given term and the number of class meeting days are on a per week basis. For example: In the “full-length” 15-week term such as for the Fall or Spring semester where the class that meets MWF (3-times per week), a student ‘in attendance’ would be allowed to miss class 6 times, provided that the student did not exceed the maximum allowed

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: Standards for Quality and Accountability
Initial Date of Adoption: November 19, 1999	Reference:
Revision Date: March 16, 2012; October 18, 2013; February 20, 2015; November 20, 2015; May 20, 2016; July 8, 2016; October 20, 2023	Code Number: 8.2 Page: 4 of 4

absences within the first six weeks (or its equivalent). On the 7th absence he/she must be excluded as 'not in attendance'.

- c. A student who withdraws and is subsequently reinstated before the sixth week in a semester in a regular semester (or its equivalent) and has not missed more than the maximum allowed absences described above shall be deemed in attendance.

The above requirements are for the purposes of allocating state appropriations, and are not to be misconstrued as required institutional student admission and attendance requirements. Section 37-29-1 refers to the types of instruction community and junior colleges can offer and to whom. General admission policies, according to SACSCOC, Criteria for Accreditation, 4.2.1, may be established by the governing board on recommendation of the administration. Implementation of specific admission or attendance policies is the responsibility of the administration and faculty of each institution.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: Enrollment Audits
Initial Date of Adoption: July 30, 1993	Reference:
Revision Date: November 19, 1999; July 16, 2004	Code Number: 8.3 Page: 1 of 2

ELECTRONIC ENROLLMENT AUDIT (*e-AUDIT*)

The e-Audit is a web based application designed to assist the MCCB staff in conducting the enrollment audits as required by law. The e-Audit is based on a prior existing manual procedure and is divided into four phases, (1) Pre-Audit Phase, (2) Upload & Validation Phase, (3) Sample Testing Phase, and (4) Follow-up & Evaluation Phase.

Pre-Audit Phase

The public community and junior colleges offer online classes through the Mississippi Virtual Community College (MSVCC). The MSVCC system is maintained and operated through the MCCB. Participating colleges offer their online classes through the MSVCC. The Pre-Audit Phase is designed to insure that the course identification (id) for each online course in the MSVCC system matches the course id for the same online course in district's student system. Each district must compare the online course id's. If the id's do not match, the Distance Learning Coordinator must change the id in the MSVCC system to match the id in the student system. Once the district confirms that the id's match, the MSVCC file is uploaded as a reference table in the e-Audit application.

Upload & Validation Phase

There are four files that must be uploaded and validated during this phase. The Primary File consists of individual student records which contain fundamental data about each student enrolled in a given district. The Faculty File consists of individual faculty records which contain fundamental data about each faculty who teach for a given district. The Course File consists of individual course records which contain fundamental data about each course taught in a given district. The Student Schedule File consists of individual student schedule records which contain fundamental data about each course that a given student is enrolled for the term. Each file has its own unique file structure and is validated against a set of predefined criteria. As each district completes its upload and validation, a summary enrollment report is e-mailed to the district to confirm that the summary enrollment report reflects what was uploaded. All discrepancies are resolved prior to the next step. After all districts have uploaded and validated their files, the files are finalized by a MCCB enrollment auditor.

Sample Testing Phase

The sample testing phase is divided into three steps. The first step consists of creating initial admissions and attendance samples. The admissions sample consists of 10% of all students listed in the Primary File; and the attendance sample consists of 20% of all the courses listed in the Course File. Both samples are e-mailed to the appropriate district. The districts are required to confirm that each student in the admissions sample meets the admissions requirements as set by the MCCB; the districts are also required to confirm that each student in each course of the attendance sample meets the attendance requirements as set by the law. Confirmation is required within a 4-day period.

The second step consists of creating a second sample. The second admissions sample is 10% of the first admissions sample and the second attendance sample is 20% of the first attendance sample. Both samples are e-mailed to the appropriate district. The districts are required to copy the required admissions and attendance documents and place them on the File Transfer Protocol (ftp) site assigned to their district. The MCCB audit team will examine the documents on the ftp site to ensure they meet the admissions and attendance requirements as set by the law. Documents must be copied to the ftp site within a 3-day period.

The third and final step of this phase consists of creating a third sample. The third admissions sample is created by a statistical model designed to produce the minimum sample size that is representative of the total population (excluding the sample created in the first admissions sample). The third attendance sample consists of 3% of all courses listed in the course file (excluding the sample created in the first attendance sample). Both samples are e-mailed to the respective district. The district is given 30 – 45 minutes to secure the required documents for each sample. Once the allotted time has elapsed, an audit team member will connect with the district to examine the admissions and attendance documents via a two-way audio/video camera.

During this phase, any student who does not meet the admissions requirements is marked as an exception and will not be counted in the official enrollment report. If a student does not meet the attendance requirements for a given class, the student's total number of hours enrolled will be reduced by the number of hours assigned to the class for which the student did not meet the attendance requirements. When the sample testing phase has been completed, districts are e-mailed all of admissions and attendance exceptions.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: Enrollment Audits
Initial Date of Adoption: July 30, 1993	Reference:
Revision Date: November 19, 1999; July 16, 2004	Code Number: 8.3 Page: 2 of 2

Follow-up and Evaluation Phase

The follow-up and evaluation phase consists of visits to randomly selected districts. The purpose of the visits is to provide technical support, maintain an ongoing personal contact with the campuses, and to conduct additional sample testing. All districts will be visited at least once during the academic year. Seven to eight districts will be visited per semester (fall & spring). Additional visits will be conducted for the summer term. The sample testing will consist of a 30% – 50% sample test for both admissions and attendance. The sample test may be expanded based on discovered exceptions. If it is necessary to expand the sample testing, it will be expanded to 100%. In such case, all expenses associated with the expanded testing will be charged to the college. Expenses associated with the expanded testing may include current per diem salary rate of the MCCB personnel conducting the expanded testing plus normal daily travel expenses (lodging, meals, mileage, etc.). All exceptions will be deducted from the audited term.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: Notice of Substantive Change
Initial Date of Adoption: June 18, 1993	Reference:
Revision Date:	Code Number: 8.4 Page: 1 of 1

NOTICE OF SUBSTANTIVE CHANGE

It is the responsibility of the community or junior college to notify the Board at least one year before the initiation of a planned substantive change (as defined below). Such notice of change shall be submitted in writing to the Executive Director of the State Board. Documentation of notification to the Commission on Colleges, Southern Association of Colleges and Schools shall be submitted to the Executive Director simultaneously. The Executive Director shall apprise the Board of such notification at the next regularly scheduled Board meeting. The Board shall review the proposal and rule on it after appropriate study and assessment of the impact such change will have on the college and the college community.

A substantive change is one that modifies the nature and scope of the institution by:

1. Establishing a new campus or relocating a campus in a new geographic environment.
2. Changing the scope or purpose of an existing campus or center, such as adding to or deleting from career, technical or academic programs on a previously specialized or limited program campus.
3. Merging with another institution.
4. Closing a branch or center, campus or institution.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: Establishing A Campus Or Center
Initial Date of Adoption: June 18, 1993	Reference:
Revision Date: September 24, 2001; April 23, 2004; September 21, 2012	Code Number: 8.5 Page: 1 of 4

GUIDELINES FOR ESTABLISHING A NEW CAMPUS OR OFF-CAMPUS SITE AND FOR CHANGING THE INSTRUCTIONAL MISSION AT AN EXTENSION CENTER OR OFF-CAMPUS SITE

Introduction

The definitions of a campus, a comprehensive center, an extension center and an off-campus site are provided within these Guidelines. As one of the powers and duties bestowed upon the Mississippi Community College Board (State Board) in Section 37-4-3(6)(l), these definitions have been established to serve as a mechanism for community and junior colleges to qualify for state appropriations. Upon the initial approval of these Guidelines, the State Board shall study and determine which definition best fits each particular location within each community and junior college district. Subsequent to the initial approval, colleges may request a change in status or a change in status shall be determined by the Mississippi Community College Board.

A college's decision to request the establishment of a new location or to request a change in the status of an extension center or an off-campus site shall be interpreted to mean that both the short range and long range educational needs of the specific area can be met best through the requested expansion or the establishment of a new location.

It is the intent of the State Board that all requests meet the requirements of the Southern Association of Colleges and Schools Commission on Colleges under the initial application process, reaffirmation of the accreditation process, or by the substantive change process, as may be appropriate to the request.

Definitions

Campus: A campus is a permanent location, which offers an extensive range of educational programs consisting of academic, career and technical, which lead to an associate of arts, associate of applied science or career certificate; as well as, continuing education, adult basic education, workforce training and community service. Complete instructional and student support services are provided on a campus. A campus is staffed primarily with full-time professional personnel, and the facilities are owned by the community or junior college district. There is at least one campus in each community or junior college district. However, in accordance with Section 37-4-3(6)(e) no new community or junior college branch campus shall be approved without an authorizing act of the legislature.

Comprehensive Center: A comprehensive center is a permanent location, which offers a broad range of educational programs and services. A comprehensive center offers both credit and non-credit courses in multiple instructional areas that may include academic, career and technical instruction, workforce training and other instruction for professional development and /or lifelong learning. A comprehensive center will have permanent facilities owned or shared by statutory agreement through which the community or junior college is guaranteed utilization. The facilities must be sufficient to carry out the stated mission. Library services and student support services must be comparable to those services located at the main campus. "The number of full-time faculty members must be adequate to provide effective teaching, advising and scholarly or creative activity" (SACS #11, p. 12). There may be one or more comprehensive centers in a community and junior college district or none at all.

Extension Center: An extension center is a permanent location, which offers a partial range of educational programs and services. An extension center may be solely academic, solely career/technical, or a combination of these types of curricula. An extension center is established for a specific, stated instructional mission. Library services and student support services are limited directly to serve the type and number of students. Facilities may be owned or leased by the community or junior college district. There may be one or more extension centers in a community or junior college district or none at all. "The number of full-time faculty members must be adequate to provide effective teaching, advising and scholarly or creative activity" (SACS #11, p. 12). There may be one or more extension centers in a community and junior college district or none at all.

Off-Campus Site: An off-campus site is a location, which provides a selection of course offerings that support the instructional mission of a campus or center. Such a site may provide minimal library and student support services. Facilities generally are not owned by the college, but may be leased. The existence of an off-campus site does not imply commitment to maintain or to continue operation. Dual Credit/Dual Enrollment programs and Early College programs offered by a community college at a partner high school would qualify as an Off-Campus Site. A community or junior college must obtain approval from the State Board to offer courses at an off-campus site in accordance with § 37-29-69 of the Mississippi Code of 1972, Annotated.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: Establishing A Campus Or Center
Initial Date of Adoption: June 18, 1993	Reference:
Revision Date: September 24, 2001; April 23, 2004; September 21, 2012	Code Number: 8.5 Page: 2 of 4

Criteria For The Establishment of A New Campus:

Pursuant to Section 37-4-3(6)(e) of the Mississippi Code of 1972, Annotated, the following definition and regulations will be used by the State Board when reviewing a community or junior college’s request for establishing a new campus.

Definition of Campus: A campus is a permanent location, which offers an extensive range of educational programs consisting of academic, career and technical, which lead to an associate of arts, associate of applied science or career certificate; as well as, continuing education, adult basic education, workforce training and community service. Complete instructional and student support services are provided on a campus. A campus is staffed primarily with full-time professional personnel, and the facilities are owned by the community or junior college district. There is at least one campus in each community or junior college district. However, in accordance with Section 37-4-3(6)(e) no new community or junior college campus shall be approved without an authorizing act of the legislature.

Community or junior colleges will request State Board approval for the establishment for any new campus.

If the State Board agrees with the initial request, it will support the college’s request for legislative action.

Criteria For The Establishment of a New Permanent Facility

A new permanent facility is defined as a facility, building, or structure that is used by the college to offer credit courses, where such courses have not been previously taught and is not a part of a previously defined campus, comprehensive center or extension center and is constructed, purchased, acquired, leased or rented by the college with a reasonable expectation that such classes will be taught at this facility for more than twelve (12) months. Prior to constructing, purchasing, acquiring, leasing, or renting a new permanent facility where academic, career, or technical classes are taught for credit, approval from the State Board must be received.

The general guidelines the State Board will use for approval of such a permanent facility are as follows:

1. The permanent facility must be at least twenty-five (25) miles from that college’s or another community or junior college’s permanent location. However, under certain extenuating circumstances, such as where there is a heavy population density, and the educational needs of the population are not being met, consideration will be given to such new permanent facilities.
2. The college shall have the necessary funds allocated to the permanent facility’s operation to ensure that a quality educational program can be offered at this location. The college shall provide the State Board proof of adequate funding along with the source of that funding.
3. The college requesting approval of a new permanent facility shall provide the State Board with a copy of the long range plan for this facility, a list of anticipated classes or programs to be taught at this facility, and staffing plans.
4. Courses taught at a new permanent facility will not be approved for state reimbursement unless the State Board approves the establishment of a new permanent facility.

Criteria For Change in Instructional Mission to A Comprehensive Center or an Extension Center

The following definitions and regulations will be used by the State Board when reviewing a community or junior college’s request for a change in the instructional mission at an existing center or an extension site.

Community or junior colleges will request State Board approval for a change in the instructional mission at an existing extension center or an off-campus site through a formal proposal using the following criteria:

Definition of Comprehensive Center: A comprehensive center is a permanent location, which offers a broad range of educational programs and services. A comprehensive center offers both credit and non-credit courses in multiple instructional areas that may include academic, technical, and career instruction, workforce training and other instruction for professional development and /or lifelong learning. A comprehensive center will have permanent facilities owned or shared by statutory agreement through which the community or junior college is guaranteed utilization. The facilities must be sufficient to carry out the stated mission. Library services and student support services must be comparable to those services located at the main campus. “The number of full-time faculty members must be adequate to provide effective teaching, advising and scholarly or creative activity” (SACS #11, p. 12). There may be one or more comprehensive centers in a community and junior college district or none at all.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: Establishing A Campus Or Center
Initial Date of Adoption: June 18, 1993	Reference:
Revision Date: September 24, 2001; April 23, 2004; September 21, 2012	Code Number: 8.5 Page: 3 of 4

A Comprehensive Center differs from a campus in the following manner:

- It does not duplicate upper administration (Ex. President, Financial Officer, Computing Services).
- It is accredited with the campus.
- It does not offer extra-curricula athletic activities.
- It is designed to be solely a commuter campus.

Definition of Extension Center: An extension center is a permanent location, which offers a partial range of educational programs and services. An extension center may be solely academic, solely career/technical, or a combination of these types of curricula. An extension center is established for a specific, stated instructional mission. The extent of Library services and student support services must be in direct proportion to the instructional mission and to the type and number of students served. Facilities may be owned or leased by the community or junior college district. There may be one or more extension centers in a community or junior college district or none at all. "The number of full-time faculty members must be adequate to provide effective teaching, advising and scholarly or creative activity" (SACS #11, p. 12). There may be one or more extension centers in a community and junior college district or none at all.

- A. A college's request for a change in status must include proof of approval from the local board of trustees.
- B. Decisions to change the instructional mission at a center or extension site shall be interpreted to mean that both the short-range and long-range educational needs of the specific area can be met best through this change.
- C. Each district must clearly delineate the long-range development potential of the comprehensive center or center.
- D. A current Educational Master Plan for the district must exist, and the district must show adherence to the plan. If career and technical programs are projected, these must be evident in annual career and technical educational plans. A minimum of five (5) approved career-technical programs shall be required for career-technical centers. As a requirement for an academic center, evidence must be shown that supports an institution's ability to offer adequate labs (learning, language, science, etc.) to support that academic mission.
- E. A sufficient pool of potential clients must be evident. The need for such an expansion may be supported by community requests and /or college surveys. Generally, approximately 600 FTE students would be recommended for a comprehensive center. The 600 FTE's can consist of a combination of academic, career and technical student semester credit hours. Approximately 300 FTE students in either area (academic or career and technical) would be recommended for a center.
- F. Evidence of community support and local revenue sources must be present.
- G. Programs and services must be planned without duplication and without competition of existing programs available within the proposed service area. Historically, centers have not been established within twenty-five miles or thirty minutes commuting time of other campuses and centers capable of offering similar programs; however, the extent of the need for the program will be an important determining factor in relation to the distance. Consideration must be given to all existing postsecondary educational institutions (including universities), both public and private, in the proposed geographic area. Programs and services at proposed locations that would exist in close proximity to existing colleges and universities, both public and private, shall take into consideration existing programs offered by existing institutions and shall also consider the best use of resources.
- H. The college must ensure the common use of resources at all locations, including but not limited to staffing, computer services, financial aid, registration, etc.
- I. Land and facilities are the primary responsibility of the college district. Increased funding for operations must be proportional to those within the current district budget or the system norm. Written pledges of increased tax support from taxing authorities are recommended. Letters of support from community and business/industry leaders may be helpful. Proposed budgets for facilities and for operation during the first three years are also required.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs		
	Title: Establishing A Campus Or Center		
Initial Date of Adoption: June 18, 1993	Reference:		
Revision Date: September 24, 2001; April 23, 2004; September 21, 2012	Code Number: 8.5	Page:	4 of 4

J. The State Board will assign weights to the above criteria in order to evaluate the proposal from the community or junior college.

K. Formal comments will be solicited for a period of at least thirty days after the State Board considers a proposal for a change in the instructional mission at an extension center or an off-campus site and action of the board will be forthcoming within 90 days.

Criteria For Requesting The Operation of A Off-Campus Site

Pursuant to Section 37-29-69 of the Mississippi Code of 1972, Annotated, the following definition and regulations will be used by the State Board when reviewing a community or junior college's request for establishing a new off-campus site.

Off-Campus Site: An off-campus site is a location, which provides a selection of course offerings that support the instructional mission of a campus or center. Such a site may provide minimal library and student support services. Facilities generally are not owned by the college, but may be leased. The existence of an off-campus site does not imply commitment to maintain or to continue operation. Dual Credit/Dual Enrollment programs and Early College programs offered by a community college at a partner high school would qualify as an Off-Campus Site. A community or junior college must obtain approval from the State Board to offer courses at an off-campus site in accordance with § 37-29-69 of the Mississippi Code of 1972, Annotated.

A. A community or junior college shall request State Board approval for the course offerings at an off-campus site.

B. A letter of request from the President of the college must be sent to the Executive Director of the State Board (with a copy to the Deputy Executive Director for Programs and Accountability) at least two (2) weeks prior to a State Board meeting for immediate action of the State Board. The letter must include:

1. Evidence of local Board of Trustee approval of the expansion;
2. The exact name and location (address) of the requested off-campus site;
3. Description of the type of course or courses to be offered (academic, career-technical, dual-credit, etc.);
4. The dates the course offerings are to begin.

C. The Deputy Executive Director of Programs and Accountability will inform the college president of the State Board's action immediately following the State Board's next regular monthly meeting. Approval of off-campus sites shall remain in effect until the College President notifies the Executive Director of the State Board of a site's termination.

Funding

Once all preceding criteria have been documented to the State Board in the form of a proposal or letter as required, recommended to the State Board by the Executive Director, considered by the State Board, sent out on Administrative Procedures for at least thirty days (comprehensive center and extension center), and, subsequently, approved by a majority vote of those members present and voting, the State Board will disburse funding to colleges for students who are enrolled and in attendance on the last day of the sixth week (or its equivalence) at all approved college locations, according to the weights and percentages prescribed by State Board policy and legislative action, under the funding formula. NOTE: No existing location will be diminished in status with adoption of this criteria.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: Approval of Lower Division Courses For IHL
Initial Date of Adoption: June 20, 1991	Reference:
Revision Date: November 19, 1999, June 28, 2002	Code Number: 8.6 Page: 1 of 1

APPROVAL OF LOWER DIVISION COURSES FOR IHL

If any public university desires to teach lower division course(s) at an off-site location, it shall submit its requests to the MCCB forty-five (45) days prior to the proposed starting date of class. As a part of the MCCB staff review of such requests, the college president in whose district the proposed course would be taught shall be asked to provide a written comment on the advisability of approval. Course(s) can be approved for a semester or a longer period of time.

This policy was abolished due to Supreme Court ruling (Olon E. Ray vs. Institutions of Higher Learning). – June 28, 2002.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: Junior College Name Change
Initial Date of Adoption: May 22, 1987	Reference: Section 37-29-67, MCA
Revision Date:	Code Number: 8.7 Page: 1 of 1

JUNIOR COLLEGE NAME CHANGE

After July, 1987, the Board of trustees of any junior college district shall be authorized, with the approval of the Board, to change the name of the junior college to community college.

The following procedures shall apply:

1. The only change authorized is from junior to community.
2. The local Boards of Trustees' action regarding the name change shall be recorded in the official minutes of the local Board of trustees. A certified copy of that part of the Board minutes shall be provided the Board along with a request for Board approval of the name change.
3. The institution shall establish a date upon which the name change shall become effective. Such date shall allow sufficient time for transition of printed materials, signs, official documents, and notice to education and political entities of the name change.
4. It shall be the duty of the institution to give notice to educational and political entities regarding the name change to community college and the Initial Date of Adoption.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: Application for New Voc./Technical Programs
Initial Date of Adoption: March 13, 1991	Reference:
Revision Date: November 19, 1999	Code Number: 8.8 Page: 1 of 1

APPLICATION FOR NEW CAREER/TECHNICAL PROGRAMS

The MCCB approves those programs that will provide the maximum benefit to the students served by the community/junior colleges of Mississippi. Consideration will be made concerning program duplication, available resources, employment demands, wage rates paid to program graduates and the ability of the college to provide the optimal educational experience to the students.

The college will send fifteen (15) copies of its program application to the MCCB staff who will review the document to ensure that it has been completed in the appropriate manner. Four copies will be sent the Mississippi Department of Education (MDE). The MCCB staff will meet with representatives from the MDE to review the perceptions of this agency and to determine which programs will be approved for funding prior to the request being presented to the MCCB. The MCCB staff shall then meet with the MCCB committee chair to determine the recommendation that will be made to the Board. The MCCB then will act on the recommendation, with the results reported to the MDE and the college. The programs division shall maintain a file and database for all program approvals. All program requests must be submitted prior to April 15.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: Curriculum Changes to Voc./Technical Programs
Initial Date of Adoption: June 20, 1991	Reference:
Revision Date: November 19, 1999	Code Number: 8.9 Page: 1 of 1

CURRICULUM CHANGES TO CAREER/TECHNICAL PROGRAMS

Colleges desiring to change the status of a program must write a letter requesting the change and stating the rationale and ramifications of the change. The change is referred to the MDE which reviews the request and provides its recommendation. The request and MDE recommendation are then discussed with the MCCB committee chair of programs to determine the recommendation that will be made to the Board. The MCCB then acts on the recommendation with the results reported to MDE and the college. The programs division shall maintain a file and database for all programs approved.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: Placing Voc/Tech Programs on Probation or Termination of Such Programs
Initial Date of Adoption: June 20, 1991	Reference:
Revision Date: November 19, 1999	Code Number: 8.10 Page: 1 of 1

PLACING CAREER/TECHNICAL PROGRAMS ON PROBATION OR TERMINATION OF SUCH PROGRAMS

Programs with less than a full-time enrollment (FTE) of ten for the fall semester shall be placed on probation. If the program on probation does not improve its FTE to 10 or more by the Fall Semester the second year, the program will be recommended for termination. However, those programs to be considered for probation or termination shall be reviewed to determine if there are any extenuating circumstances. The decision of the MCCB shall be communicated to the colleges and the SDE as soon after April 1 as possible.

New programs will not be subject to this minimum FTE requirement for the first year of operation.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: Mississippi High School Equivalency Program State Policy
Initial Date of Adoption: July 1, 1992	Reference:
Revision Date: November 21, 1997, October 25, 2002; February 20, 2015; September 15, 2017; October 20, 2017; October 19, 2018; November 16, 2018; May 21, 2021; June 18, 2021; September 17, 2022; October 21, 2022; April 21, 2023; June 29, 2023	Code Number: 8.11 Page: 1 of 5

MISSISSIPPI HIGH SCHOOL EQUIVALENCY PROGRAM STATE POLICY

1. Title of State Credential: Mississippi High School Equivalency Diploma
2. Current Approved Options:
 - a. GED® Test, General Education Development, Pearson Vue
 - b. HiSET High School Equivalency Test, Educational Testing Service
 - c. Mississippi Competency-Based High School Equivalency Option
 - d. Total Transcript, intra-state and inter-state framework for integrated, multiple publisher high school equivalency testing and credentialing
3. Eligibility Requirements for Testing:
 - a. Eighteen (18) years of age or older
 - b. Has not earned a high school equivalency diploma
 - c. Not enrolled or required to be enrolled in secondary education under the compulsory school law
4. Residency Requirements: None
5. Age Exceptions for Testing:
 - a. Sixteen (16) and seventeen (17) year olds must:
 - i. not be currently enrolled in K12 school.
 - ii. provide documentation (withdrawal form) signed by the superintendent/designee certifying the applicant has been released from compulsory school attendance by the school board.
 - iii. have consent from parent or legal guardian.
6. Other Exceptions:
 - i. Home School examinees: proof of registration as a home schooled student from local school district or home school association.
 - b. An applicant with documentation verifying any one of the following conditions:
 - i. incarcerated in a correctional institution, correctional youth center, training school for adjudicated youth, or similar institution;
 - ii. confined as a patient or resident of a state-operated hospital or alcoholic rehabilitation center;
 - iii. enrolled in or has completed a program of instruction provided by the Job Corps or other such agency, or an apprenticeship training program;
 - iv. married with minor status removed;
 - v. a member of the United States Armed Forces; or
 - vi. an emancipated minor. (Court order with case number)
 - vii. an applicant who is enrolled in an official Option/alternative education program as stipulated in Senate Bill #2855 from the 1997 legislative session.
 - viii. an applicant with extenuating or extreme personal circumstances showing proper documentation. These include, but are not necessarily limited to, the following:
 1. an illness of long-range duration;
 2. sole support of family; or
 3. untenable situation at home which required the person to leave school to earn a livelihood.

Note: Any situation in which the local Chief Examiner cannot render a determination on granting a waiver will be referred to the State High School Equivalency Office for guidance.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
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7. Assessment Options:

The below prices and policies are established by the vendor.

A. GED® Test, Pearson Vue

- a. Computer-Based Test Only
- b. Passing Scores
 - i. GED® Passing Score: 145 on each subject area test
 - ii. GED® College Ready Score: 165-174
 - iii. GED® College Ready + Credit Score: 175-200
- c. Cost:
 - i. GED Testing Service offers in-person testing as well as online proctoring options for students.
- d. Re-Take Fees
 - i. GED® Testing Service establishes re-take fees. This information can be found at www.ged.com.
- e. Retesting Policy
 - i. For those testing in-person at a **Testing Center**:
 1. There is no waiting period if you do not pass a subject area test the first time.
 2. After taking a subject area test three times, you must wait 60 days each time before retesting.
 3. There is no limit how many times you can test in a year.
 - ii. For those testing on the **Online Exam**:
 1. The Online Proctored Exam allows for one retake before a 60-day waiting period. After taking a test subject two times online, you have to wait 60 days before retesting.
 - iii. For those testing on the **Online Exam**:
 1. The Online Proctored Exam allows for one retake before a 60-day waiting period. After taking a test subject two times online, you have to wait 60 days before retesting.

B. HiSET®, Educational Testing Service

- a. Computer Based & Paper Based Options available
- b. Passing Scores:
 - i. HiSET® minimum score by subtest: 8
 1. Requires minimum score 2 on constructed response essay in Writing subtest, for a composite score of 8
 - ii. HiSET® college and career ready indicator 15 – 20
 - iii. HiSET® battery passing score: 45 comprehensive score
- c. Cost:
 - i. HiSET offers in-person paper- or computer-based testing as well as an online option. The cost for both options is established by HiSET and can be found on the HiSET website <https://test-takers.psiexams.com/hisetmississippi>.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
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d. Re-Take Fees:

- i. HiSET battery fee includes two additional attempts per subtest within a calendar year. More information on re-take fees can be found on the HiSET website at <https://test-takers.psiexams.com/hisetmississippi>.

e. Retesting Policy:

- i. There is no waiting period if you do not pass a subtest the first time.
- ii. You may attempt each subtest up to three times per calendar year, regardless of language tested. (January through December of a given year.)
- iii. You may retest in any order, whether you have tested in another subtest or not.
- iv. You may use your additional attempts to achieve a higher score when needed to pass the battery or qualify for scholarship.

C. **Mississippi Competency-Based High School Equivalency Option**

- a. Title of State Credential: High School Equivalency Diploma (HSED)
- b. Cost: \$25.00 application fee
- c. Eligibility:
 - i. Must be a Mississippi Resident
 - ii. Has not received a valid high school diploma or a High School Equivalency Diploma (HSED)
 - iii. Not enrolled or required to be enrolled in school under compulsory school law
- d. Enrollment in Adult Education
 - i. Student Success Plan
 - ii. Meet with Transition Specialist/Navigator
 1. Create Student portfolio
 - iii. Register with MS WORKS
 1. WIOA Common Case Management Technology (Hub)
 - iv. Identify Barriers
 - v. Referrals to core agencies
- e. Educational Functioning Level Assessment: Test of Adult Basic Education (TABE)
 - i. Obtain the minimum scale scores of 563 for Reading and 577 for Total Mathematics on the TEST of Adult Basic Education (TABE) for Educational Functioning Level 4.
- f. Adult Education Instruction
 - i. *College & Career Readiness Standards* - All students will receive instruction in reading, writing, and math aligned with the College and Career Readiness Standards required by the Office of Career, Technical and Adult Education <https://lincs.ed.gov/professional-development/resource-collections/profile-521>
 - ii. *Smart Start Course*
 1. Basic Skills- National Career Readiness Certificate
 2. Career Exploration/Employment Preparation
 3. Necessary Skills (Soft Skills)
- g. Must enter an approved MIBEST Program OR Integrated Education and Training Pathway
 - i. Must complete 15 hours of college credit
 1. Prior Learning Assessment college credits are allowable
 2. Developmental education courses are excluded
 - ii. Minimum GPA: 2.0 or higher

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: Mississippi High School Equivalency Program State Policy
Initial Date of Adoption: July 1, 1992	Reference:
Revision Date: November 21, 1997, October 25, 2002; February 20, 2015; September 15, 2017; October 20, 2017; October 19, 2018; November 16, 2018; May 21, 2021; June 18, 2021; April 21, 2023; June 29, 2023	Code Number: 8.11 Page: 4 of 5

- h. Earn the Mississippi Smart Start Credential
- i. Earn a National Career Readiness Certificate (NCRC)

Applied Math	Workplace Documents	Graphic Literacy
Level 4 or higher Silver	Level 4 or higher Silver	Level 4 or higher Silver

- j. Earn an Industry-Recognized Credential

- 8. Total Transcript (Effective December 1, 2022):
 - a. Title of State Credential: MS High School Equivalency Diploma (MS HSED)
 - b. High school equivalency testing structure:
 - i. GED®
 - 1. See Section 7.A.a-e for testing format, passing scores, cost, re-take fees, and retesting policies.
 - ii. HiSET®
 - 1. See Section 7.B.a-e for testing format, passing scores, cost, re-take fees, and retesting policies.
 - 2. HiSET® battery passing score is evaluated in relation to eligible subtests
 - a. one subtest: 9 comprehensive score
 - b. two subtests: 18 comprehensive score
 - c. three subtests: 27 comprehensive score
 - d. four subtests: 36 comprehensive score
 - e. complete test battery: 45 comprehensive score
 - iii. TASC®
 - 1. Passing scores (consistent with those prior to test discontinuation):
 - a. TASC® minimum score by subtest: 500
 - i. Requires minimum score 2 on constructed response essay in Writing subtest
 - b. TASC® distinguished achievement indicator:
 - i. Language Arts Reading: 580
 - ii. Language Arts Writing: 560 and 6 on constructed response essay
 - iii. Mathematics: 560
 - c. Credentialing requirements:
 - i. Obtain a passing score in the following subject areas as described in 8.b.i-iii:
 - 1. Language arts (reading/writing or combined)
 - 2. Mathematics
 - 3. Science
 - 4. Social Studies
 - ii. Obtain a passing HiSET® comprehensive score as applicable and described in 8.b.ii.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
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- d. Components of Total Transcript
 - i. Diploma Sender (DS) Grade Point Indicator (GPI)
 - 1. A universal achievement metric to which DS indexes all current-series HSE test scores, useful for scholarships and other competitive academic qualifications.
 - 2. Consistent with the traditional 4-point GPA scale in both design and interpretation.
 - 3. Supports interpretation of testers' academic attainment and may be interpreted in relation to graduating high school seniors via test publishers' norming study documentation.
 - ii. DS Letter Grade
 - 1. Maps DS GPI to a familiar letter grade heuristic to facilitate stakeholders' interpretation of testers' academic attainment, useful for credit recovery and other letter grade applications.
 - a. 'A' reflects academic attainment equal to or greater than at least 80 percent of graduating high school seniors whose academic attainment was above the HSE threshold.
 - b. 'B' reflects academic attainment equal to or greater than between 40 and 80 percent of graduating high school seniors whose academic attainment was above the HSE threshold.
 - c. 'C' reflects academic attainment equal to or greater than up to 40 percent of graduating high school seniors whose academic attainment was above the HSE threshold.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: Guidelines for Alternative Ed. Program.
Initial Date of Adoption: October 16, 1997	Reference:
Revision Date: November 19, 1999; February 20, 2015; September 15, 2017; October 20, 2017	Code Number: 8.12 Page: 1 of 1

GUIDELINES FOR ALTERNATIVE EDUCATION PROGRAMS

1. The Mississippi Community College Board is authorized by legislation to administer the High School Equivalency Testing Program under the policies and guidelines of the approved vendors.
2. Only students who have demonstrated the ability to perform on the Test of Adult Basic Education (TABE) at an 8th grade level on the overall battery of Levels D or A.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: Adult Education Act Public Law 100-297
Initial Date of Adoption: July 1, 1992	Reference:
Revision Date: November 19, 1999; September 15, 2017; October 20, 2017	Code Number: 8.13 Page: 1 of 3

ADULT EDUCATION ACT PUBLIC LAW 100-297

Statement of Purpose:

It is the purpose of this title to assist the States to improve educational opportunities for adults who lack the level of literacy skills requisite to effective citizenship and productive employment, to expand and improve the current system for delivering adult education services including delivery of such services to educationally disadvantaged adults, and to encourage the establishment of adult education programs that will –

1. enable these adults to acquire the basic educational skills necessary for literate functioning;
2. provide these adults with sufficient basic education to enable them to benefit from job training and retraining programs and obtain and retain productive employment so that they might more fully enjoy the benefits and responsibilities of citizenship; and
3. enable adults who so desire to continue their education to at least the level of completion of secondary school.

Definitions:

1. The term ‘adult’ means an individual who has attained 16 years of age or who is beyond the age of compulsory school attendance under State law,
2. The term ‘adult education’ means services or instruction below the college level for adults –
3. who are not enrolled in secondary school;
4. who lack sufficient mastery of basic educational skills to enable them to function effectively in society or who do not have a certificate of graduation from a school providing secondary education and who have not achieved an equivalent level of education;
5. who are not currently required to be enrolled in school; and
6. whose lack of mastery of basic skills results in an inability to speak, read, or write the English language which constitutes a substantial impairment of their ability to get or retain employment commensurate with their real ability, and thus are in need of programs to help eliminate such inability and raise the level of education of such individuals with a view to making them less likely to become dependent on others.
7. The term ‘educationally disadvantaged adult’ means an adult who –
8. demonstrates basic skills equivalent to or below that of students at the fifth grade level; or
9. has been placed in the lowest or beginning level of an adult education program when that program does not use grade level equivalencies as a measure of students’ basic skills.

Use of Funds:

Grants to States shall be used in accordance with State plans (and amendments thereto) to pay the Federal share of the cost of the establishment or expansion of adult education programs to be carried out by local educational agencies and by public or private nonprofit agencies, organizations, and institutions.

Grants provided under this section to States to carry out the programs described in the preceding sentence may be carried out by public or private nonprofit agencies, organizations, and institutions only if the applicable local education agency has been consulted with and has had an opportunity to comment on the application of such agency, organization, or institution. The comments of the local education agency and responses thereto, shall be attached to the application when it is forwarded to the State.

The State educational agency shall give preference to those applicants who have demonstrated or can demonstrate a capability to recruit and serve educationally disadvantaged adults.

Limitations on Use of Funds:

- (1) Not more than 20 percent of the funds paid to a State under subsection (a) shall be used for corrections education and education for other institutionalized individuals in accordance with subpart 2
- (2) (2) Not more than 20 percent of a State’ allotment shall be used for programs of equivalency for a certificate of graduation from a secondary school.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: Adult Education Act Public Law 100-297
Initial Date of Adoption: July 1, 1992	Reference:
Revision Date: November 19, 1999; September 15, 2017; October 20, 2017	Code Number: 8.13 Page: 2 of 3

Local Administrative Cost Limits:

1. Of the funds provided by the State agency to eligible recipients, at least 95 percent must be expended for provision of adult education instructional activities. The remainder shall be used for planning, administration, personnel development, and interagency coordination.
2. In cases where the administrative cost limits under subsection (a) would be insufficient for adequate planning, administration, evaluation, and coordination of programs supported under this Act, the State agency shall negotiate with the local grant recipient in order to determine an adequate level of funds to be used for non-instructional purposes.

State Administrative Responsibilities:

Any State desiring to participate in the programs authorized by this title shall designate the State educational agency to be the sole State agency responsible for the administration and supervision of such programs. The responsibilities of the State agency shall include –

- (1) the development, submission, and implementation of the State application and plan and any amendments thereto and the State evaluation,
- (2) the assignment of such personnel as may be necessary for State administration of programs under this title.

State Imposed Requirements:

Whenever any State imposes any rule or policy relating to the administration and operation of programs funded by this title, the rule or policy shall be identified as a State imposed requirement.

Limitation of State Administrative Costs –

Effective for fiscal years beginning after September 30, 1990, a State educational agency may use no more than 5 percent of the State’s grant or \$50,000, whichever is greater, to pay the cost of its administration of the State’s program.

State Plan and Application:

Requirement – any State desiring to receive funds under this title shall submit to the Secretary, during the fiscal year 1989 and during each fourth fiscal year thereafter, a State plan and application for adult education for the four fiscal years succeeding each fiscal year in which the State plan and application are submitted.

Procedure for Submission and Consideration – Each State plan and application shall be submitted to the Secretary by July 1 preceding the beginning of the first fiscal year for which the plan is in effect. The Secretary shall approve, within 60 days, each such plan and application which is formulated in accordance with sections 342 and 343 and which meets the requirements of such sections, and shall not finally disapprove a State plan except after giving reasonable notice and an opportunity for a hearing to the State agency. Procedures required in formulating the state plan are in the enclosed act Section 341.

Evaluation and State Plan Amendments –

Timely Submission – When changes are necessary in a State plan, the State shall submit amendments to its plan by July 1 preceding the fiscal year of operation to which the amendments apply. Special consideration is cited under Section 351.

In order to assist grant recipients receiving funds under this title to plan and operate the best possible programs of adult education, each State agency during the 4-year period of the State plan shall –

- (1) annually submit data to the Secretary with respect to grant recipients;
- (2) before the end of such period evaluate at least one-third of grant recipients and such evaluations shall consider –
 - A. the planning and content of the program;
 - B. the curriculum, instructional materials, equipment and qualification of all personnel;
 - C. the effect of the program on the subsequent work experience of graduates; and
 - D. other factors determined to affect program operation; and
- (3) gather and analyze data (including standardized test data) to determine the extent to which the adult programs are achieving the goals set forth in the plan including the goal of serving educationally disadvantaged adults, and the extent to which grant recipients have improved their capability to achieve the purposes of this title as set forth in section 311.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: Adult Education Act Public Law 100-297
Initial Date of Adoption: July 1, 1992	Reference:
Revision Date: November 19, 1999; September 15, 2017; October 20, 2017	Code Number: 8.13 Page: 3 of 3

Special Experimental Demonstration Projects and Teacher Training:

Of the funds allotted to a State under section 313 for a fiscal year, not less than 10 percent shall be used for –

- (1) special projects which will be carried out in furtherance of the purposes of this title, which will be coordinated with other programs funded under this title,
- (2) training persons engaged, or preparing to engage, as personnel in programs designed to carry out the purposes of this title.

Federal Share, Federal Administrative Responsibilities:

Payments

- A. Federal Share – The Federal share of expenditures to carry out a State plan shall be paid from a State’s allotment available for grants to that State. The Federal share shall be –
 - B. 1. 90 percent of the cost of carrying out the State’s programs for fiscal year 1988;
 - C. 2. 85 percent of such cost for fiscal year 1990;
 - D. 3. 80 percent of such cost for fiscal year 1991; and
 - E. 4. 75 percent of such cost for fiscal year 1992 and for each fiscal year thereafter
- B. Maintenance of Effort –
 - (1) No payment may be made to any State from its allotment for any fiscal year unless the Secretary finds that the fiscal effort per student or the amount available for expenditure by such State for adult education from non-Federal sources for the second preceding fiscal year was not less than such fiscal effort per student or such amount available for expenditures for such purposes from such sources during the third preceding fiscal year.
 - (2) The Secretary may waive the requirements of his subsection for 1 fiscal year only, upon making a determination that such waiver would be equitable due to exceptional or uncontrollable circumstances affecting the ability to the applicant to meet such requirements, such as a natural disaster or an unforeseen and precipitous decline in financial resources.

State policies are included in the Adult Education Administrative Handbook.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: Workforce Projects General Rules Of Good Practice
Initial Date of Adoption: November 19, 1999	Reference:
Revision Date: July 1, 2005; February 20, 2015	Code Number: 8.14 Page: 1 of 3

WORKFORCE PROJECTS GENERAL RULES OF GOOD PRACTICE

These guidelines are not intended to be restrictive but to offer a set of general standards to be followed under normal circumstances when submitting and/or recommending approval of workforce projects. We must continue to maintain our goals for projects and project approval: simplicity, responsiveness, and flexibility. Our objective must remain: meeting business needs, while being cost effective, maximizing partnerships, cost sharing, and always remembering we practice the Rule of Reasonableness. If it sounds or has the perception of anything unethical or will bring question upon a college or board, DO NOT DO IT.

Instructor Salaries and Benefits

Instructor salaries are reimbursed at a rate **not to exceed \$35.00 per hour for all types of training. The rate should be determined by the Workforce Center Director with the high end (\$35.00 per hour) reserved for highly technical disciplines or difficult to obtain instructors because of the time or location of instruction.** This is a partnership; business should be willing to pick up any cost differential. Benefits will depend on the type contract colleges use with their workforce instructors. Fringe benefits would be based on current rates applied by the college business office for that portion of the benefits not paid for by the college. These rates will be paid based on actual costs. During FY 2000, also called the SB 2796 transition year, previous commitments that were pre-approved in excess of the above limits made by industrial coordinators and approved by MDE will be honored as submitted.

Preparation Time

Up to 25% of the total class or instruction time may be allowed for instructor preparation time. This is to be reduced if the instructor is teaching similar classes to different groups at different times. This allowed preparation time should be monitored carefully and not used as a salary supplement.

Assessment Time

Pre and Post Assessment times are allowed in the project and must be identified in the appropriate sections. This time must also be kept to a minimum; for example, as many persons as allowed should be assessed simultaneously to keep monitoring time down. This is an expense that should also be shared by industry. The tests or assessment vehicles used are usually considered as part of the training materials costs and are listed as a commodity.

Course and Student Training Materials

Assistance for materials, including training manuals, texts, software, and any other general usage materials utilized in the training project, are allowed up to \$35.00 per student/per training course. Partnering in this area is desired and should include all parties; the MCCB/college allowance, the company, and the student or trainee when appropriate. Consideration will be given to higher state cost sharing with projects requiring high cost training items such as welding rod, silver solder, etc. These items and costs must be fully explained in the project application.

Other Training Costs

Consideration for other training costs, determined by the workforce development center director as essential to the success of the project, will be considered by the MCCB on an individual project basis.

Leased Equipment

Equipment may be leased for training purposes only and must be designated as such. This equipment will not be used for production or profit. There will be no reimbursement for leasing of company owned equipment.

Ownership of Equipment

Ownership of equipment bought with state funds, even though private funds were also used in partnership, becomes the property of the community or junior college that performed the project with the respective customer or the state depending on the best and most efficient use. For example, if a computer lab was used for training a workforce and the

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: Workforce Projects General Rules Of Good Practice
Initial Date of Adoption: November 19, 1999	Reference:
Revision Date: July 1, 2005; February 20, 2015	Code Number: 8.14 Page: 2 of 3

WORKFORCE PROJECTS GENERAL RULES OF GOOD PRACTICE (continued)

state paid for five (5) computers and the industry paid for five (5) computers, all ten (10) computers would become the property of the college, or the state, after the total project was complete. This is to encourage maximum partnering by the business or industry. The industry should also receive a tax credit for the equipment when turned over to the college or the state. Equipment should be shared between programs and colleges when not in use. Because computers, for example, that were paid for by workforce funds should not preclude their use by other programs such as literacy, high school equivalency testing or JTPA if they are not being used for workforce projects. Equipment is paid for with tax dollars and does nothing to help people when sitting dormant. Equipment purchased by the above process is to be used to benefit all Mississippians.

Equipment and Computer Up-Grades

We encourage upgrading equipment as needed for projects rather than purchasing new equipment. If it is more cost effective to upgrade the equipment, the cost of the upgrade should be identified and placed in the project with justification. For example, if it costs \$300.00 to upgrade the hard drive of a computer that will meet the needs for a new software package, the state encourages and will pay for the upgrade rather than being faced with the cost of a new computer. You can do a significant amount of upgrading for the cost of new equipment. This holds true with other equipment and training simulators as well.

Mobile Labs

Mobile Labs are the property of the college for which they were purchased, or are currently located in that particular college district, or the state depending on the best and most efficient use. Mobile labs are like any other piece of equipment; they are to be used. If a college finds it has a mobile lab not being utilized, it should make that fact known and transfer the lab to a college that identifies a need for it. It is the responsibility of the colleges and MCCB to ensure that all equipment, including mobile labs are utilized in the best and most efficient manner.

Satellite Seminars/CCN Training

Many nationally recognized persons and organizations offer highly professional, sought after presentations via satellite. These inter-active video seminars offer the career centers a unique opportunity to present highly sought after and usually expensive presentations to the business persons in their district at no or very little cost. When the cost for such programming is an allowable cost for an approved project and it is written into a project, the state will pick up the cost of the video seminar and transmit it over the CCN. This provides everyone interested in the subject throughout the state the opportunity to participate.

Curriculum Development

Customized curriculum development to meet the needs of individual businesses has been a hallmark of our workforce training system. Reasonable curriculum development hours are allowed within the project. The RCU is the repository for all curricula especially those containing proprietary information.

Instructional Training Aids

The RCU is the primary provider of assistance in developing manuals/curricula, training videos and CD's and any training materials in general. If these materials cannot be produced because of RCU workload or inability to meet a specific requirement, the Workforce Development Center Director may seek to produce the training manuals and videos through another public entity, such as the local community and junior college or IHL labs, or ETV. If the aforementioned cannot be accomplished, the Workforce Development Center Director may consider purchase of commercial materials or solicit private bid. The bid chosen should be the lowest and best bidder. This can be accomplished with greater financial participation by the business or industry. It is the responsibility of the contracting workforce development center to follow all college and state purchasing regulations. Justification must be a part of the project and submitted under the commodities section of the application if the materials are to be purchased, developed, produced, or under a contractual agreement.

Training to Develop a Resource (Train-the-Trainer) and Reasonable Travel

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: Workforce Projects General Rules Of Good Practice
Initial Date of Adoption: November 19, 1999	Reference:
Revision Date: July 1, 2005; February 20, 2015	Code Number: 8.14 Page: 3 of 3

WORKFORCE PROJECTS GENERAL RULES OF GOOD PRACTICE (continued)

Travel costs are allowed to meet requirements for train-the-trainer persons who will provide the community or junior college with a resource to train a business or industry with a capability not currently available in the district. Training shall be obtained at the closest location to the industry. The career center director must include the justification for the travel in the project application which will include all proposed training for the business or industry for the state fiscal year in which the train-the-trainer training is to be accomplished. The travel costs for Train the Trainer training will normally be included in the travel section of the application. In-state travel will be reimbursed for mileage at the current college rate but never to exceed the state rate. Out-of-state travel will be reimbursed for mileage at the state rate per mile or an airline ticket, whichever is less.

In-state and out-of-state travel will be reimbursed at the current college rate, but never to exceed the state rate of mileage, lodging and meals. All state travel rules and regulations must be followed. Reimbursements per trainee will be limited to (2) out-of-state trips maximum. All travel must be recommended and justified by the workforce development center director and approved by the MCCB prior to travel. Authorization for travel is not to be considered as part of workforce development center director \$5,000.00 emergency application authorization. This travel authorization is not to be misconstrued as instructor travel costs for normal accomplishment of duties associated with project instruction. Those costs are not normally allowed and are considered as part of the contracted salary. The MCCB will consider a travel allowance for special circumstances associated with difficult classes at difficult times and areas.

One-on-One Training or OJT

Salaries for One-on-One, OJT, and vendor training must be carefully documented, justified and report a minimum that will not exceed \$20.00 per hour. One-on-One, OJT, and vendor training are defined as five (5) participants or fewer per instructor. The maximum number of trainees eligible for one-on-one, OJT, and vendor training reimbursement shall not exceed the total number employed per industry location.

State Licensed Programs

Achieve global (Zenger-Miller)/Plexus, ISO-9000, QS-9000, ISO-14000-01, Zig Ziglar, Phi Theta Kappa Leadership are training packages to which the state has purchased training rights. A company or business may receive a \$1,500.00 subsidy toward the instructor's payment and a **\$3,000.00** subsidy toward the material to be utilized **per program**. However, in no case should the amount paid by the company or organization be less than a fifty percent (50%) split with the state. This is an annual subsidy based on state fiscal year and is available for each non co-located plant; for example: Company X branch in Senatobia and Company X branch in Gloster are treated as two separate and distinct companies. **A company may participate in multiple programs receiving the above allowance for each program.** A company should not stop at what the state has subsidized. They should be willing to make a commitment to the program and pay their fair share. This is a true partnership. Companies training greater than 100 persons in any of the above programs may request additional financial assistance. This additional funding will be based on a partnership of cost sharing. The state should never contribute more than the company or organization being served contributions.

Accountability

The Legislative Accountability Report (LAR) will remain the primary reporting document. However, it will be necessary to modify the LAR to assure compliance with section (1), paragraph 4 of SB 2796. The LAR must now include a listing of all companies, businesses or organizations that received training, the number of persons taught in the classes, the location and cost of the class to the state. This should also be broken down to include cost per student trained per class and cost per contract, instruction, and hour for the class. All of the above will have to be tracked by each workforce development center and submitted annually to the Mississippi Community College Board, as required by SB 2796.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICY AND PROCEDURE MANUAL	Section 8: Programs
	Title: Policy and Procedure for the Inventory and Transfer of Workforce Training Equipment
Initial Date of Adoption: November 19, 1999	Reference:
Revision Date:	Code Number: 8.14.1 Page: 1 of 1

POLICY AND PROCEDURE FOR THE INVENTORY AND TRANSFER OF WORKFORCE TRAINING EQUIPMENT

All equipment transferred from the Mississippi Department of Education Industrial Training Program to the Mississippi Community College Board shall become the property of the local community and junior college with the following exceptions and conditions:

- (1) All mobile units, and the equipment contained in these said mobile units, shall remain on the Mississippi Community College Board inventory.
- (2) Any equipment on said inventory list not used for the primary purpose of workforce education shall be made available to the Mississippi Community College Board for the purpose of reallocation.
- (3) Any such equipment not utilized for the primary purpose of workforce training shall be reallocated or salvaged in accordance with the state law and applicable policies and procedures related to disposal of surplus equipment. The MCCB staff and local Community and Junior College representative shall deal with application of this section on a case-by-case basis.
- (4) Any equipment purchased subsequently with workforce education funds shall follow the conditions specified in this policy and procedure.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: MCCB Workforce Project Guidelines FY 2005
Initial Date of Adoption: August 18, 2000	Reference:
Revision Date: July 16, 2004	Code Number: 8.14.2 Page: 1 of 4

**MISSISSIPPI COMMUNITY COLLEGE BOARD
2005 WORKFORCE PROJECT GUIDELINES**

Definitions

Advanced Automotive Projects are projects funded through the Department of Labor Earmark Grant II. These projects are for companies that produce an automotive component. These projects are for companies outside of Madison County.

Advanced Technology Projects are projects defined by the college based on the type of training and the local area. These classes are funded with state appropriated funds. Projects are reimbursed on a case by case basis.

Basic Skills Projects referred to in these guidelines provide trainees with fundamental instruction in reading, math, writing, and language (ESL). These classes are funded with state appropriated funds.

Short-Term Adult Classes are classes that are offered at night for the general public for the purpose of providing employability skills and upgrade skills. These classes are funded with state appropriated funds.

Workforce Projects are projects that provide pre-employment training, post employment job-specific skills training, upgrade and retraining. These projects are funded with state appropriated funds.

All projects approved by the MCCB shall be subject to the following guidelines and requirements. All projects must be submitted no later than 21 business days after the start of a class. Any project submitted after the 21 days will not be approved.

INSTRUCTOR SALARIES AND BENEFITS

Instructor salaries are reimbursed at a rate not to exceed \$25 per hour. Based on the type of training the Workforce Project Manager should determine the rate of pay. However, the rate should not exceed the instructor's salary with the company. When using in-house instructors, project manager should verify salary from the human resource department (not the training manager) and have documentation on file. All Basic Skill projects will be reimbursed at a rate not to exceed \$18 per hour. Each Basic Skills class must have a minimum enrollment of 15 participants. Benefits will depend on the type of contract the college uses with their workforce instructors. Fringe benefits will be based on current rates applied by the college business office for the portion of the benefits not paid for by the college. These rates will be paid based on actual cost. No health or life insurance benefits will be reimbursed.

PREPARATION TIME

Up to 25% of the total class instructional time may be allowed for instructor preparation time for new workforce classes or instructors. Prep time must be documented similar to instructional hours. A maximum amount of 10% of the total class instructional time may be allowed for classes or subjects previously taught regardless of the location of the class or project. Basic Skill projects are allowed 25% prep time.

ASSESSMENT TIME

Pre and post assessment times may be allowed in the project for administering standardized assessments or recognized skill evaluations. This cost must be identified in the instructional cost section on the project. Assessment time must be kept to a minimum; for example, as many people as feasible should be assessed simultaneously to keep the assessment time reasonable. This is an expense that should be shared by industry. The test or assessment instruments used are usually considered part of the training materials cost and are listed under educational materials and supplies on the project. Assessment time must be documented similar to instructional hours.

EDUCATIONAL MATERIALS AND SUPPLIES

Training manuals and textbooks are an allowable expense if the school is retaining them for future use. Assistance for other educational materials will be considered on a project-by-project basis, based on justification. These items and cost must be fully explained on the project application. There will be no cost sharing allowed on educational materials (books, manuals and workbooks). A local tracking system must be used for all expendable educational materials and supplies.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: MCCB Workforce Project Guidelines FY 2001
Initial Date of Adoption: August 18, 2000	Reference:
Revision Date:	Code Number: 8.14.2 Page: 2 of 4

Basic skills projects will no longer receive the \$35 per person for materials. All materials must be specified and listed in the project.

LEASED EQUIPMENT

Equipment may be leased for training purposes and must be designated as such. This equipment cannot be used for production or profit.

EQUIPMENT PURCHASES

Equipment purchases will be considered on an individual project basis. Equipment will be purchased only if it will be located at a college campus, in a MCCB mobile unit or a training facility leased by the college. MCCB strongly recommends that the colleges partner with business and industry on the use and purchasing of equipment. Colleges are encouraged to partner with the local secondary or post secondary career and technical education centers for the use of equipment and classrooms.

All colleges are required to maintain a complete and current inventory list of each property item, which costs \$500 or more unless the items purchased fall within the following groups. These items will be reported as equipment, regardless of their purchase value: weapons, cameras and camera equipment, tape recorders, two-way radio equipment, typewriters, appliances (refrigerators, freezers, air conditioners, stoves, microwave ovens, etc.), televisions, VCR, lawn maintenance equipment, sterling silver, cellular telephones, major computer components, chain saws, air compressors, welding machines, generators, motorized vehicles, dictating equipment, and antiques.

MOBILE LABS

Mobile labs purchased with MCCB funds prior to FY 00 are the property of the college for which they were purchased, or are currently located. The remaining mobile units are available to be transferred from college to college on an as needed basis. If a college finds it has a mobile lab not being utilized, it should notify the Workforce Education Unit at the MCCB that it is no longer being used.

CONTRACTUAL SERVICES

Assistance for the following training items are an allowable cost and must be included in the Contractual Services section on the project: cost for acquiring educational software (no company production software), repairs and maintenance of facility, installation of equipment, documented utilities, rental or lease of training facility or equipment, and vendor training. No instructional salary should be listed in this category; however \$0 line item must be listed under instructional salary.

SATELLITE SEMINARS/CCN TRAINING

Inter-active video seminars offer the workforce centers a unique opportunity to provide presentations in their district at little or no cost. When the cost for such programming is an approved project cost, the state will reimburse the cost of the video seminar and transmission cost for CCN up to \$500 per class.

ON-LINE WORKFORCE TRAINING

Workforce training provided through MindLeaders, PRIMEDIA and PRIMEed will be reimbursed based on the rate agreed on between MCCB and the college with documentation of successful completion of the course(s). Reimbursement for other on-line workforce training will be reimbursed at a rate of \$120 per person.

INSTRUCTIONAL TRAINING AIDS/CURRICULUM DEVELOPMENT

The RCU is the primary provider of assistance in developing manuals, training videos, CD's and other training materials. When RCU Services are needed, it will be necessary for a local workforce staff person to be present for the initial meeting between the RCU and the company. If the materials are to be developed by the RCU or used from the RCU, then the project manager must list the names or areas of training materials to be developed or used in the project's moa. If these materials cannot be produced because of RCU's workload or inability to meet a specific requirement, the Workforce Development Center Director may seek to provide the training manuals and videos through another public entity, such as

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: MCCB Workforce Project Guidelines FY 2001
Initial Date of Adoption: August 18, 2000	Reference:
Revision Date:	Code Number: 8.14.2 Page: 3 of 4

the local community and junior college, IHL labs, or ETV. If the aforementioned cannot be accomplished, the Workforce Development Center Director may consider purchase of commercial materials. Justification must be a part of the project, submitted under the educational materials and supplies section, and must have prior approval from the MCCB.

In other circumstances, if training aids or curriculum is needed to be developed, curriculum development hours will be considered on a special needs basis with prior approval from the MCCB.

TRAIN-THE-TRAINER COST

Costs are allowed for individuals to attend train-the-trainer sessions. Approved training in this area should provide the company with a resource to train employees in a discipline not currently available through the community or junior college. No more than (2) individuals will be reimbursed to attend the same training in a non-production area. Cost associated with train-the-trainer sister plant training is limited to no more than (4) individuals per production training area. The Workforce Project Manager must include the justification on the project application. Travel cost for train-the-trainer training should be included in the travel section of the project application. In-state travel will be reimbursed for mileage at the current college rate but never to exceed the state rate. Out-of-state travel cost will be reimbursed for mileage at the current college rate but never to exceed the state rate for mileage for the use of a personal vehicle or for the price of a 7-day advance purchased, coach fare ticket, whichever is less. \$50 a night will be reimbursed for motel cost in the continental USA. A maximum of \$30 a day will be reimbursed for meals. Maximum duration for cost associated with meals and lodging will be limited to four (4) consecutive weeks per person, per production training area. If the person makes a trip home on weekends, then it is considered a 2nd trip. All state travel rules and regulations must be followed. The regulations can be accessed @ www.dfa.state.ms.us. Reimbursements per trainee will be limited to maximum of (4) out-of-state trips per fiscal year. All travel must be recommended and justified by the Workforce Development Center Director and approved by the MCCB prior to travel. The college will require the industry to maintain documentation for travel expenses for 5 years for audit purposes. Car rental fees, gas, and telephone calls are not considered allowable cost for reimbursement. The maximum reimbursement per company in this category will be \$10,000 per fiscal year.

International train-the-trainer travel cost is allowable for a 7-day advanced purchase, coach fare airline ticket. Reimbursement per trainee will be limited to no more than (3) round trips per individual, per fiscal year, up to a maximum of \$20,000 per company. No other cost will be reimbursed for international travel.

TRAVEL

The MCCB will consider paying travel for workforce training instructors under special circumstances. Travel cost will be reimbursed for an instructor that must travel a minimum of fifty (50) miles or more one-way. In-state travel will be reimbursed for mileage at the current college rate but never to exceed the state rate. In state travel must have points of travel and the number of miles listed in the MOU.

ONE-ON-ONE TRAINING OR OJT

Salaries for One-on-One or On-the-Job Training (OJT) must be documented and justified. Reimbursement will not exceed \$25 per hour. One-on-One and OJT training are defined as less than five (5) participants per instructor. The maximum number of trainees eligible for One-on-One and OJT training reimbursement shall not exceed the total number employed per industry location. The total reimbursement for this category will not exceed 10% of the total project cost or a maximum allowable amount of \$8,000 per industry location per year.

VENDOR TRAINING

Reimbursement for vendor training will be considered on an individual project basis. Vendor training is training provided by a third party that is not affiliated with the company receiving the training. Vendor training must be directly related to the production process. On-site vendor training will be reimbursed for one-half of the daily cost with a maximum of up to \$500 a day. There is a 10-day limit for reimbursement per training area. A copy of the invoice from the vendor must be furnished to the college for reimbursement. A vendor may not be a private trainer providing training to the college or the company.

Off-site vendor train-the-trainer cost will be reimbursed at a maximum of \$500 per person for training registration. Training will be obtained at the closest location to the industry. Off-site vendor training is limited to no more than (2)

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: MCCB Workforce Project Guidelines FY 2001
Initial Date of Adoption: August 18, 2000	Reference:
Revision Date:	Code Number: 8.14.2 Page: 4 of 4

individuals per training area and it must be directly related to the production process. Travel cost for off-site vendor training will be reimbursed according to the set rates listed under the Train-the-Trainer Cost category.

PROPRIETARY PROGRAMS

AchieveGlobal, Plexus, ISO-9000, QS-9000, ISO-14000-01, Zig Ziglar, Phi Theta Kappa Leadership and Stephen Covey are training packages that require certified trainers. A company or business may receive a maximum of \$4,000 subsidy toward the instructor's payment based on actual instructional time and a maximum of \$5,000 subsidy toward the training materials to be utilized per program. A company may participate in multiple programs receiving the above allowance for each program. Colleges training more than 100 persons in any of the above programs may request additional financial assistance. Instructor salaries for these programs are reimbursed at a rate not to exceed \$50 per hour.

SHORT-TERM ADULT CLASSES

Instructional salaries are the only allowable cost for short-term adult classes. No prep time, assessment time, educational materials and supplies or equipment are eligible for reimbursement. These projects will be reimbursed at a rate not to exceed \$20 per hour. Each class must have a minimum enrollment of 10 participants. Projects must be submitted to MCCB for approval no later than 10 working days after the first class meeting. No credit courses will be reimbursed due to the new funding formula.

INMATE TRAINING CLASSES

Instructional salaries, which will consist of prep time and assessment time, and benefits, are the only allowable cost for career and technical education training for inmates. No educational materials and supplies or equipment are eligible for reimbursement. These projects will be reimbursed at a rate not to exceed \$20 per hour. Each class must have a minimum enrollment of 10 participants. Parole dates are checked in order to give priority to offenders with twenty-four (24) months or less to serve before parole eligibility or release date. Interested applicants are given the Tests of Adult Basic Education (TABE). Test results are evaluated for eligibility. Officials from the host organization must provide 6-month follow up information on the placement of completers of this program.

OTHER TRAINING NEEDS

Consideration for other training needs, determined by the Workforce Development Center Director as essential to the success of the project, will be considered by the MCCB on an individual project basis.

ANNUAL ACCOUNTABILITY

The Legislative Accountability Report (LAR) will remain the primary reporting document. The legislature also requires that the following information be collected: Name of training classes, number of classes, number of trainees per class, location of training, and cost of each class. The items specified will have to be tracked by each Workforce Development Center Director and submitted annually on the Workforce Accountability Summary Report.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: Standard For Non-Duplication of Upper-Level Programs
Initial Date of Adoption: August 18, 2000	Reference:
Revision Date:	Code Number: 8.14.3 Page: 1 of 1

STANDARD FOR NON-DUPLICATION OF UPPER-LEVEL PROGRAMS

The Mississippi Community College Board (MCCB) finds and declares, as a matter of public policy, that the public community and junior colleges have an obligation and opportunity to construct, implement and operate needed programs in the field of higher education by working cooperatively with the Board of Trustees of the State Institutions of Higher Learning and the eight state public universities. This cooperative opportunity is a function of the MCCB's duty to avoid unnecessary duplication of higher education programs and services and to assure that the community and junior colleges in no way usurp the responsibilities and prerogatives of the state's public universities. With this public policy in mind, the MCCB adopts the following Standard, effective immediately:

No public community or junior college may enter any agreement or implement any program or deliver any service that will unnecessarily duplicate any upper undergraduate level programs or services that are offered by one or more of the state's eight public universities within its/their existing programs or services.

Any community or junior college that takes any action that the MCCB, in its best judgment, finds to be inconsistent with this Standard shall be so advised as soon as is reasonably practicable after the action comes to the MCCB's attention. MCCB will afford the college the opportunity to show that its action is not inconsistent with this Standard. Thereafter, if the MCCB remains of the view that the action of the college is inconsistent with this Standard, no funding administered through the MCCB, direct or indirect, will be available for support of such duplicative programs and services.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: Procedures For Non-Duplication of Upper-Level Programs
Initial Date of Adoption: January 26, 2001	Reference:
Revision Date:	Code Number: 8.14.4 Page: 1 of 1

PROCEDURES FOR NON-DUPLICATION OF UPPER-LEVEL PROGRAMS

Found below are the procedures for colleges to follow in appealing a judgment made by the Mississippi Community College Board pertaining to the duplication of upper level programs with the state's public universities:

- Step 1: Within ten days of the date that the MCCB becomes aware that a college has undertaken an action that is inconsistent with the MCCB's Standard for Non-duplication of Upper Level Programs, the MCCB will notify the college of this judgment and as a result, in accordance with the policy, no funding administered through the MCCB, direct or indirect, will be available for support of such duplicative programs and services. Additionally, the notification will remind colleges of their opportunity to show that their action is not inconsistent with this procedure.
- Step 2: Colleges may appeal the MCCB's original judgment by submitting a written proposal within two weeks after the MCCB's written notification. The proposal must minimally provide the following information: (1) the name of program to be offered, (2) the reasons for offering such program, (3) an outline of steps taken to work cooperatively with the state's public Institutions of Higher Learning (IHL), (4) conclusions reached from working with the state's public IHL, (5) documentation used to determine the need for the duplicative program offering(s), and (6) a summary of other partnerships that the targeted institution has with other colleges or universities.
- Step 3: The proposal must be submitted to MCCB in writing at least two weeks prior to the next regular MCCB meeting. The proposal will be presented and reviewed at that meeting.
- Step 4: The MCCB will render its decision in writing as soon as is reasonable and practical, usually within four (4) weeks from the date of the presentation to the MCCB.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: Community/Junior College Students in Military
Initial Date of Adoption: November 19, 1999	Reference:
Revision Date:	Code Number: 8.15 Page: 1 of 1

COMMUNITY AND JUNIOR COLLEGE STUDENTS IN MILITARY

The MCCB urges the community and junior colleges to develop policies to give appropriate consideration to those students called to active military duty during a time of military conflict.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Programs
	Title: High School Equivalency Diploma
Initial Date of Adoption: June 20, 2014	Reference:
Revision Date:	Code Number: 8.16 Page: 1 of 1

HIGH SCHOOL EQUIVALENCY DIPLOMA

Pursuant to House Bill No. 426 of the 2014 Regular Session, the Mississippi Community College Board (MCCB) authorizes the MCCB executive director and the administrator of the MCCB high school equivalency diploma program to approve and issue high school equivalency diplomas on behalf of the Board.

SECTION 9

**COMMISSION ON PROPRIETARY SCHOOL AND COLLEGE REGISTRATION
(REGULATIONS)**

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: CPSCR
	Title: CPSCR Rules and Regulations
Initial Date of Adoption: July 1, 1998	Reference: Mississippi Code 75-60
Revision Date: June 19, 1998	Code Number: 9.1 Page: 1 of 1

COMMISSION ON PROPRIETARY SCHOOL AND COLLEGE REGISTRATION (REGULATIONS)

Under the authority of Mississippi Code 75-60, which passed during the 1992 legislative session, the administration for Proprietary Schools and College Registration was transferred to the Mississippi Community College Board from the State Department of Education. The State Board's responsibilities include the appointment of a five-member commission pursuant to the aforementioned Mississippi Code; acquiring staff for the administration; and serving as the appellant organization for decisions rendered by the commission.

Refer to Commission on Proprietary Schools and College Registration Rules and Regulations (Revised 6-19-98) and Mississippi Code 75-60.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: CPSCR
	Title: Appeal Procedures (Proprietary Administration)
Initial Date of Adoption: September 16, 1993	Reference:
Revision Date:	Code Number: 9.2 Page: 1 of 1

APPEAL PROCEDURES (PROPRIETARY ADMINISTRATION)

Any organization or individual who disagrees with a decision rendered by the Commission on Proprietary School and College Registration after a hearing pursuant to Section 75-60-4(3) may file a signed written request for an appeal to the Mississippi Community College Board . The following provides important information regarding the Appeal Process.

Written Request:

- A. The written request must be filed within thirty (30) calendar days following the issuance of the Commission's decision.
- B. The written request must include, at a minimum, the following:
 - 1) A statement indicating that the complainant disagrees with the Commission's decision
 - 2) The specifics of the decision
 - 3) The facts on which the statement is based
 - 4) The date of the Commission's Hearing and Hearing Number

Appeal Procedure:

- A. Upon receipt of a written request for an appeal, the case will be assigned an Appeal Case Number.
- B. Within thirty (30) calendar days after receipt of the written request the Executive Director and Chairman of the Mississippi Community College Board will set a date, time and location and serve notice of such to all parties. Such appeal must be conducted within sixty (60) calendar days after receipt of the written request.
- C. Each party shall be afforded the opportunity to (1) present argument on the issues involved in the appeal; and (2) to present new factual evidence to be considered.
- D. The Mississippi Community College Board shall issue a written ruling, including findings of fact and reasons for the ruling within fourteen (14) calendar days following the decision.
- E. Any organization or individual who disagrees with the decision rendered by the Mississippi Community College Board may appeal the decision. This appeal must be filed in the Chancery Court of the First Judicial District of Hinds County, Mississippi.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: CPSCR
	Title: Fee Schedule
Initial Date of Adoption: July 1, 2011	Reference: Mississippi Code 75-60-1 et seq.
Revision Date:	Code Number: 9.3 Page: 1 of 1

The fees to be collected by the Commission, hereunder shall accompany a request for an application packet, an initial application for authorization to operate an institution, an annual renewal application to continue operation, an initial application for an agent's permit, a renewal application for an agent's permit or other application/special site visit required by these rules in accordance with the following schedule:

- | | |
|--|------------|
| (1) Application Packet Fee | \$25.00 |
| (2) Initial Application Fee | \$2,500.00 |
| (3) Renewal Application Fee (annually) | \$1000.00 |
- (Renewal Certificates are issued for two years, but fees are due annually for each previous year.)*

Plus

Fee Based on Gross Annual Tuition (for the previous year)

- If GAT is less than \$50,000, then \$500.00
- If GAT is greater than \$50,000, then \$1,000.00 or 25/100 of 1% (.0025) of GAT whichever is greater

- | | |
|---|------------|
| (4) Delinquent Fee | \$500.00 |
| (5) Reinstatement of Registration | \$1,000.00 |
| (6) New Course Approval | \$250.00 |
| (7) New Program of Study | \$250.00 |
| (8) Initial Agent Permit Fee | \$500.00 |
| (9) Renewal Agent Permit Fee | \$250.00 |
| (10) All other – to include but not limited to the following: | \$250.00 |
| a. Annex Registration Fee | |
| b. Change of address | |
| c. Change of ownership | |
| d. Name change | |
| (11) Special site visit –to include but not limited to the following: | \$500.00 |
| a. Accreditation visit | |
| b. Hearings for complaints | |
| c. Audit (other than regularly scheduled) | |
| d. Investigations | |

Plus

Fees to cover the actual expenses of visiting team (travel, meals, lodging, etc.)

SECTION 10

GRANT/SUBGRANTEE MANUAL

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 10: Grant/Subgrantee
	Title: Grant/Subgrantee Manual
Initial Date of Adoption:	Reference:
Revision Date:	Code Number: 10.1 Page: 1 of 1

GRANT/SUBGRANTEE MANUAL

The Mississippi Community College Board is responsible for the oversight and administration of various federal programs and has therefore developed a grant/subgrantee manual to serve as a reference source and guide in the administration of federal monies. (Refer to the Grant/Subgrantee Manual).

SECTION 11

**MISSISSIPPI VIRTUAL COMMUNITY COLLEGE (MSVCC) OPERATIONAL
POLICIES, PROCEDURES AND POSITIONS MANUAL**

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 11: MS Virtual Community College/Operational Policies, Procedures and Positions
	Title: Mississippi Virtual Community College/Operational Policies, Procedures and Positions
Initial Date of Adoption:	Reference:
Revision Date:	Code Number: 11.1 Page: 1 of 1

**MISSISSIPPI VIRTUAL COMMUNITY COLLEGE/OPERATIONAL POLICIES, PROCEDURES AND POSITIONS
MANUAL**

The Mississippi Community College Board is responsible for the implementation and administration of the Mississippi Virtual Community College (MSVCC) and has therefore developed an Operational Policies, Procedures and Positions manual to serve as a reference source and guide in the administration of the MSVCC. (Refer to the Operational Policies, Procedures, and Positions manual.)

SECTION 12

AGENCY CODE OF ETHICS

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 12: MCCB Employee Code of Ethics
	Title: Code of Ethics
Initial Date of Adoption: January 15, 2010	Reference:
Revision Date: October 18, 2013	Code Number: 12.1 Page: 1 of 2

MCCB Employee Code of Ethics

MCCB employees are reminded that they fall within the definition of “public servant” in Section 25-4-103 of the Mississippi Code and are subject to the statutory conflict of interest provisions that are enforced by the Mississippi Ethics Commission.

General Ethical Policies

All employees of the Mississippi Community College Board are public servants and are compensated by the State of Mississippi. A high degree of public trust has been placed in each position and in each employee. All employees should be mindful of this trust and should conduct themselves with professionalism and in such a manner as to reflect this trust. Employees must avoid all actual or potential conflicts between their public responsibilities and duties and their private affairs. Every effort should be undertaken to minimize even the appearance of any such conflict.

In applying these guidelines, it is important to remember that they are designed to minimize the fact and the appearance of situations which may damage the integrity of the Mississippi Community College Board in the eyes of the general public and other governmental agencies. Any activity not specifically covered by these guidelines, but which might have the potential of undermining the credibility of the agency, should be avoided or be minimized.

Conflict of Interests

Employees are not to engage in any activity in either a private or official capacity where a conflict of interest may exist. All activities that could affect an employee’s objectivity in job performance or in making job-related decisions should be avoided. Membership in professional and civic organizations is encouraged by the agency, provided the participation does not adversely affect the individual’s role as a public servant. All participation in professional and civic organizations shall be conducted during an employee’s personal time, unless that employee is acting in an official capacity for the agency. Situations which may involve a conflict of interest are detailed below.

Accepting Gratuities

Employees or members of their immediate families are not permitted to accept gratuities or favors from individuals and/or groups who conduct business with, or whose business interests are affected by, the agency or any of its functions. This provision includes vendors, consultants, owners of businesses which are regulated by the agency, community and junior colleges, proprietary schools, and others who have business connections with the agency.

Using Position for Personal Gain

Employees must not utilize their position to obtain benefits in the form of money, property, commercial interest, or any other economic gain for themselves, their relatives, or any family business interests. Employees should never disclose information obtained from their employment with the agency in any way which might result in any of these benefits. Employees must also guard themselves against the appearance of such conflicts.

If an employee has a question concerning involvement in any organization or about situations which may involve a conflict of interest, he or she should discuss it with his or her immediate supervisor.

Political Activity

Employees are provided a work environment free from political influence or coercion. To maintain this work environment, employees are prohibited from engaging in any political activities during normal working hours. Employees are also prohibited from participating in a political campaign which would directly imply that the Mississippi Community College Board has endorsed a particular candidate, such as making an endorsement of a candidate and using the employee’s affiliation with the agency in connection with that endorsement.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 12: MCCB Employee Code of Ethics
	Title: Code of Ethics
Initial Date of Adoption: January 15, 2010	Reference:
Revision Date: October 18, 2013	Code Number: 12.1 Page: 2 of 2

Mississippi law states that employees of an agency cannot be coerced politically by state officials. The law contains the following provisions:

- Employees in state service positions are not obligated by reason of their employment to contribute to a political fund or render a political service. Employees may not be removed from their positions or be prejudiced in any way if they refuse to support a particular candidate.
- No state service employee or state official is allowed to directly or indirectly give, render, pay, offer, solicit, or accept any money, service, or other valuable in consideration for or on account of any appointment or promotion (actual or proposed) or any other employment advantage concerning a state service status position.

The above protections and prohibitions are hereby made applicable to MCCB employees, who are considered to be in non-state service positions.

State employees whose principal employment is in connection with an activity financed in whole or in part by loans or grants from the United States or an agency thereof, must abide by the provisions of the Federal Hatch Act. This Act restricts political activities such as solicitation of contributions or utilization of the official position to influence or interfere with the outcome of an election or nomination.