TABLE OF CONTENTS

Introduction

Section 100: Basic College Foundation

Section 200: Local Governance

Section 300: Human Resources/Personnel

Section 400: Instruction

Section 500: Students

Section 600: Educational Support

Section 700: Business and Support Services

Section 800: Community and Governmental Relations

Index

Appendix
DISTINGUISHING POLICY AND PROCEDURE

The Northeast Procedures Manual recognizes a distinction between the terms Board Policy and College Procedures. The distinction drawn is designed to help the Board and college administrators separate the functions of policy direction and administrative processes. The following is the actual Board Policy that defines Policy and Procedure. The second section is also Policy that describes how Policy is developed, adopted, and repealed.

DEFINITION OF POLICY AND PROCEDURE

The Board of Trustees defines POLICY as “A written statement endorsed by the Board of Trustees that establishes a direction or standard that the administration is expected to support by developing appropriate procedures.”

The Board of Trustees defines PROCEDURE as “A written process or method that reflects a direct policy of the Board of Trustees or the established mission of the college.”

POLICY DEVELOPMENT

Polices and policy amendments may be proposed by the President, Board of Trustee members, faculty, employees, or community citizens, but shall be recommended for the Board’s consideration by a Board member or the President.

Eff: 07-01-2000

ADOPTION

The Board shall have the sole right to adopt policies. The President may issue regulations purely of a procedural nature to carry out Board policies. However, no ancillary documents shall be binding on the College without the prior authorization of and approval by the Board.

Eff: 07-01-2000

REPEAL OF POLICY

Through the adoption of these policies, all previously adopted policies are repealed and of no force or effect if in conflict with these policies. Any amendment of or addition to these policies shall repeal any policies in conflict with it.

Eff: 07-01-2000
RECOMMENDATIONS FOR CHANGE IN PROCEDURE

As you use this Manual, please note errors and omissions that you believe should be addressed. In order for this document and these procedures to function effectively, the college depends on each of you to offer recommendations for changes through your appropriate supervisor. If you believe that your recommendation affects a different portion of the college or a segment that is larger than your division, please forward the recommendation to the appropriate vice president or directly to the President’s Office.

Northeast Mississippi Community College reserves the right to make needed changes to this manual without advance notification to employees.
Section 100

BASIC COLLEGE FOUNDATIONS
COLLEGE PURPOSE AND GOVERNANCE

NORTH EAST MISSISSIPPI COMMUNITY COLLEGE

Purpose Statement

Northeast Mississippi Community College is a public, comprehensive community college that exists to meet the educational and career needs of individual students and the community within the district it serves - Alcorn, Prentiss, Tippah, Tishomingo and Union Counties - by awarding the Associate of Arts Degree, Associate of Applied Science Degree and Certificate. Beyond this original scope, however, Northeast responds to the needs of all who seek a college education.

To accomplish the intended role and scope of the college, the following institutional goals were established:

1. To provide degree and certificate programs, delivered through traditional and distance education courses, that prepare students for continued studies or immediate employment.
2. To provide a program of student services that will facilitate the educational, career, personal, and social growth of students.
3. To provide developmental studies within the curriculum to strengthen the basic skills of students.
4. To offer continuing education, community services and adult basic education for individuals striving for personal and professional growth and/or personal enrichment.
5. To provide employer-driven, industry-specific workforce education and training to business, industry, and individuals.
6. To provide human resources, financial resources, instructional resources, and physical facilities necessary to offer quality instruction.

(Board Policy)
February 12, 2013

COMPLIANCE POLICY

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College has adopted this policy assuring that no one shall, on the grounds of race, color, age, national origin, or sex, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, age, color, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the College.
The Section 504 and Title IX Coordinator is David Robbins, Dean of Students, Ramsey Hall (662.720-7235).

**Representation Of Status Statement**

Northeast Mississippi Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Arts degree, Associate of Applied Science degree, and certificate. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4098 or call 404-679-4500 for questions about the accreditation of Northeast Mississippi Community College.

**Equal Opportunity Statement**

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College has adopted this policy assuring that no one shall, on the grounds of race, color, age, national origin, or sex, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, color, age, creed, national origin or sex. This policy includes the qualified handicapped and extends to all programs and activities supported by the College.

(Board Policy)

The Section 504 and Title IX Coordinator is David Robbins, Dean of Students, Ramsey Hall (662)720- 7235
Section 200

LOCAL GOVERNANCE
## NORTHEAST BOARD OF TRUSTEES

### TERMS OF APPOINTMENT

<table>
<thead>
<tr>
<th>NAME</th>
<th>COUNTY</th>
<th>EXPIRATION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ken Basil</td>
<td>Union</td>
<td>January 2015 *</td>
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<tr>
<td>Alvia Blakney</td>
<td>Tishomingo</td>
<td>March 2016**</td>
</tr>
<tr>
<td>Bill Breedlove</td>
<td>Prentiss</td>
<td>March 2015</td>
</tr>
<tr>
<td>John Cunningham</td>
<td>Prentiss</td>
<td>March 2015</td>
</tr>
<tr>
<td>Randle Downs</td>
<td>Prentiss</td>
<td>January 2015*</td>
</tr>
<tr>
<td>Tonya Butler-Farris</td>
<td>Alcorn</td>
<td>February 2016</td>
</tr>
<tr>
<td>Troy Holliday</td>
<td>Tippah</td>
<td>December 2014</td>
</tr>
<tr>
<td>Douglas Jackson</td>
<td>Tippah</td>
<td>December 2016</td>
</tr>
<tr>
<td>Ben McClung</td>
<td>Tishomingo</td>
<td>December 2016</td>
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<tr>
<td>Tracie Langston</td>
<td>Prentiss</td>
<td>March 2014</td>
</tr>
<tr>
<td>Sam McCoy</td>
<td>Prentiss</td>
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<td>Jack Ramsey</td>
<td>Tishomingo</td>
<td>December 2013</td>
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<tr>
<td>Gina Rogers Smith</td>
<td>Alcorn</td>
<td>January 2015 *</td>
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<td>Luzene Triplett</td>
<td>Prentiss</td>
<td>December 2016</td>
</tr>
<tr>
<td>Vance Witt</td>
<td>Union</td>
<td>February 2018</td>
</tr>
</tbody>
</table>

*Term concurrent with term of County Superintendent

** Member at Large (Appointed March 2011)
Harmony With Law

Equal Opportunity

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College has adopted this policy assuring that no one shall, on the grounds of race, color, age, national origin, or sex, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, age, color, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the College.

(Board Policy)

The Section 504 and Title IX Coordinator is David Robbins, Dean of Students, Ramsey Hall (662)720-7235.
SECTION 300

HUMAN RESOURCES/PERSONNEL
EMPLOYMENT OBJECTIVES AND CONDITIONS

Equal Opportunity

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College has adopted this policy assuring that no one shall, on the grounds of race, color, age, national origin, or sex, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, age, color, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the College.

(Board Policy)

The Section 504 and Title IX Coordinator is David Robbins, Dean of Students, Ramsey Hall (662) 720-7235.

SEXUAL HARASSMENT

College Position Re: Charges Of Sexual Harassment

Northeast Mississippi Community College does not condone, from its employees or students, any form of sexual harassment, including offensive gestures, inappropriate physical contact, and language with sexual connotations directed toward other individuals.

• The College holds its employees responsible for students, under their direct supervision, who may harass other students or employees.
• Each employee or student is responsible for his/her actions and language and, if found guilty of sexual harassment, will be subject to appropriate discipline which may include termination.

Due Process For Charges Of Sexual Harassment

1. If an employee or student believes he/she is sexually harassed by a member of the College community, or has direct knowledge of sexual harassment of another employee or student by a member of the College community, the individual should immediately report the incident to the President or his designee.
2. The individual will be referred to appropriate female or male personnel who will record the incident(s) and request that the charge be made in writing.
3. An investigation will be conducted by an individual or committee appointed by the President to determine if cause exists for a formal hearing.
4. The plaintiff and accused (defendant) will be informed in writing of the investigation's findings within five days after the investigation is completed.
   • Should sufficient evidence of sexual harassment be present against the defendant, the College may suspend a student or an employee until the charges are dismissed or the defendant is found not guilty.
5. If the investigation finds sufficient evidence to warrant a hearing, a formal hearing of the case will be held before a Sexual Harassment Committee. (The plaintiff, however, may
request in writing a formal hearing before the Sexual Harassment Committee and will be granted the request.)

6. The sexual harassment hearing will be conducted within ten days after the investigative report is filed or after the plaintiff submits a written request for a hearing.

7. The plaintiff and defendant will be notified in writing of the time, place, and date of hearing and each will receive a copy of the investigative committee's report.
   - Both the plaintiff and defendant may be represented by counsel for advice only.
   - The plaintiff and defendant may present witnesses and other evidence related to the case.
   - Each may cross-examine witnesses and give summary statements.
   - The proceedings will be taped and will have minutes recorded.

8. The Sexual Harassment Committee will report its finding within five working days to the plaintiff, the defendant, and the President of the College.

9. If either the plaintiff or defendant wishes to appeal the Sexual Harassment Committee's decision to the Northeast Mississippi Community College Board of Trustees, a written request for the appeal must be received by the President of the College within ten days after receipt of the Sexual Harassment Committee's decision.

Committee
The Sexual Harassment Committee, which is appointed by the President of the College, will consist of three female and three male employees and will be chaired by the Executive Vice President, or if not available, by someone appointed by the President.

Appeal
In event of an appeal, the plaintiff and defendant will receive a written notice of the Board of Trustees' hearing, giving place, time, and date.
   - The plaintiff and defendant may be represented by counsel for advice only.
   - The plaintiff and defendant may present witnesses and other evidence that are related to their case.
   - Both may cross-examine witnesses and give summary statements.
   - The proceedings will be taped and minutes will be recorded.
   - Within five working days after the Board of Trustees' hearing, the plaintiff, the defendant, and the President of the College will receive a written decision.
   - The Board of Trustees' decision will be final.
GENERAL POLICY OF EMPLOYMENT – CONTRACT

Contracts And Salaries

Administration, Professional, and Other Staff
Non-teaching full-time employees are employed by contracts or salary agreements. The supervisor with approval of the College President arranges the working hours. Salaries are based on education, assignment, and tenure.

Faculty
Full-time teaching faculty are employed by annual contracts. The length of the contract (9 – 12 month) depends on the subject matter taught and the source of funding for the salaries. Salaries are based on academic preparation and teaching experience.

Part-time faculty are employed by salary agreements. The agreements are issued for each semester and normally are limited to 6 to 8 credit hours. The agreement is conditional on the student number being sufficient to “make” the class.

External Grant Funding of Employees
Employees whose positions are funded by grants or federal programs are employed by salary agreements. They perform the duties as specified within the grant and contract.

Since such positions are dependent on grant funding, termination of funding may result in the termination of the positions. If partial reduction of the funding occurs, any terminations will be based on the terms and conditions of the grant.

Such employees will sign and receive a "Statement of Understanding" at time of employment that outlines the terms, conditions and anticipated length of the grant based employment.

CREDENTIALS REQUIRED

Transfer Faculty
• All full-time and part-time faculty teaching transfer courses must, at a minimum, have a master's degree which includes a minimum of 18 graduate semester hours in their teaching discipline. Northeast’s goal is to employ at least one-third of the faculty with 30 graduate semester hours in their teaching discipline.

Technical Faculty
• All full-time and part-time technical faculty must possess academic preparation and demonstrate/document technical competence.
• The minimum academic preparation is an associate's degree (master's degree preferred) in the teaching field.
• All technical faculty must stay current in field of study and maintain state competency plan in conjunction with Division Head.

Career Faculty
• Both full and part-time career faculty must possess a high school diploma and demonstrate or document occupational competency in teaching area.
• College work and/or specialized training are preferred.
• All career faculty must stay current in field of study and maintain state competency plan in conjunction with Division Head.
EMPLOYEE STATUS DEFINITION

The College will employ instructional, administrative and support personnel for efficient provision of services to students and the community. The following are types of employees.

- **Regular full-time**: An employee is hired for an indefinite period of time or specified contract period in excess of 4.5 months and scheduled to work at least 20 hours per week. Employees in this category will be covered by insurance benefits.

- **Regular part-time** (more than 20 hours per week): An employee hired for an indefinite period of time and is regularly scheduled to work more than 20 hours per week. Employees in this category will be covered by insurance benefits, will be members of PERS, and will be entitled to prorated leave and/or vacation benefits as applicable to the employee classification. Employees in this class will be issued a regular salary agreement or contract and will be subject to all published salary scales and employment procedures and guidelines of regular full-time employees.

- **Regular part-time** (less than 20 hours per week): An employee hired for an indefinite period of time and is scheduled to work not less than fifteen and no more than 19 hours per week. Employees in this category will not be covered by insurance benefits and will not be entitled to employee benefits such as leave or vacation time. Employees in this class will be issued a regular salary agreement or contract form.

- **Supplemental Personnel**: A part-time or temporary worker employed under a supplemental salary agreement for a specific assignment for a definite period of time. Employees in this class will be covered by insurance benefits and will be members of PERS if they are regularly scheduled to work more than 20 hours per week. Employees in this class are not entitled to benefits of regular employees such as leave or vacation. Employees considered full-time or regular part-time (more than 20 hours per week) should not be placed under supplemental agreements.

- **Grant Based Personnel**: A fulltime or more than 20 hours per week part-time employee hired from a specific funding source with employment contingent on an outside funding source. The compensation and work schedule are to be mandated by Northeast in accordance with current policies and procedures, and in conjunction with the guidelines of the grant funding. Northeast policies, procedures and guidelines take precedent over all grant guidelines; however, employment must meet mandated grant requirements. Employees in this category will be covered by insurance benefits, will be members of PERS, and will be entitled to leave and vacation benefits as applicable to the length of the contract (9, 10, or 12 month) and to the assignment being full-time or part-time. Employees in this class will be issued a regular salary agreement or contract form or a supplemental agreement as applicable.

- **Occasional**: An employee hired for an indefinite period and scheduled to work not more than 14.5 hours per week. Occasional employees are not covered by insurance benefits.

- **Temporary or seasonal**: An employee hired to work not more than ninety (90) days. The work assigned is seasonal in nature or required by a short-term operational need. Insurance benefits are not applicable to employees in this category.

- **Hourly**: An employee hired to work with payment of wages made on an hourly basis. The assignment can be for full-time or part-time employment; can be for an indefinite period of time or for a specific assignment over a definite period of time; and can be for a grant
based program. Employees in this category will be covered by insurance benefits and will be members of PERS as applicable to the assignment being full-time or part-time (more than 20 hours a week). Hourly employees working no more than 19 hours per week will not be covered by insurance benefits. Hourly employees are not entitled to leave or vacation time regardless of the length of the assignment. Employees in this class are issued a regular salary agreement or a supplemental salary agreement form as applicable.

- **Student Worker:** A student worker is employed for an indefinite period, but must be currently enrolled for at least 6 credit hours or equivalent in order to continue working in this status. A student worker is regularly scheduled to work 18 hours or less per week. Interim employment is allowed and may continue between semesters when there is an intent to reenroll. Student workers are not covered by the benefit package.

- **Adjunct Faculty:** An instructor hired to work one semester or less and assigned less than half the normal teaching load. Adjunct faculty are appointed each semester subject to overall class enrollments. Adjunct faculty are not covered by insurance benefits.

- **Volunteer Services:** Northeast Mississippi Community College may accept volunteer services from qualified individuals in the community. All volunteer services must be recommended by the department head for which services will be utilized and must be approved by the college President. Recommendations should be made on the college’s “Volunteer Services Agreement” form (See Appendix O – Volunteer Services Agreement) and should specify services to be volunteered. Volunteers must agree to the stipulations in the services agreement.

  Volunteers receive no remuneration from the college for the services rendered. The volunteer will receive no benefits, scholarship, insurance, workers’ compensation, leave time, or other benefit from the college for their services. The volunteer may not represent himself or herself as an employee, agent, representative, or contractor for the college. Volunteers within any health instructional environment must maintain and provide evidence of personal Malpractice Insurance.

- **Retirees as Volunteers:** PERS Regulation 34 mandates that a former employee who has retired from a Mississippi Community College may not provide any service to that institution within 90 days of their retirement. Therefore, retirees may adversely affect their retirement status should they volunteer services to Northeast within 90 days of their retirement from the College. After the initial 90 days of separation from the college, a retiree may volunteer services without affecting their retirement benefits. Notification must be provided to PERS within five days of employment or re-employment of a retired PERS participant.

- **Employment of Retirees**

  Individuals who have retired from Northeast Mississippi Community College (or other State of Mississippi Service) may be reemployed in accordance with the Public Employees Retirement System of Mississippi, PERS, Regulation 34. (See [www.pers.state.ms.us/pdf/reg34.pdf](http://www.pers.state.ms.us/pdf/reg34.pdf))

  All previously retired individuals reemployed under Public Employees Retirement System of Mississippi, PERS, Regulation 34 must provide a Certification/Acknowledgment of Reemployment of Retiree (PERS Form 4b). Personnel that are reemployed after retirement from State of Mississippi service will be employed under the policies and procedures of Northeast Mississippi Community College effective at the date of
reemployment. Employees must complete PERS Form 4b within 5 days of re-employment. An “Adjunct Faculty/Employee Retirement Acknowledgement” form will be included in the initial employment packet. Each prospective employee will complete and submit this form to the Human Resource Office to be filed as part of the initial employment packet. Division/Department heads will submit the names of their prospective retired faculty/employees to the Human Resources Office, prior to official employment. Upon receipt of this list, the Human Resources officer will send the PERS form 4-B to the prospective employee for completion. The Human Resources officer will notify the respective division/department head when the signed form has been received in the Human Resources Office.

Updated August 1, 2012

TENURE POLICY

There is no formal policy governing tenure for Northeast employees.

CONDITIONS OF EMPLOYMENT

Faculty

1. Each faculty member must adhere to the course syllabus developed by the division and approved by the Division Head and Dean of Instruction.
2. Each faculty member should plan to meet the full class period/semester and provide instruction that is commensurate with collegiate standards.
3. Each faculty member is expected to arrive in the building 15 minutes prior to the beginning of class and begin class on time.
4. Each faculty member will advise a limited number of students and participate in planned advising activities, including summer orientation.
5. Each faculty member must arrange a daily out-of-class office conference period.
6. Each faculty member is expected to provide the flexibility of class schedule described in the faculty contract.
7. Each faculty member must attend all divisional and general faculty meetings.
8. Graduation participation is required.
9. Each faculty member is expected to remain abreast of current changes in his or her discipline.
10. Each faculty member is expected to use appropriate language to communicate thoughts and ideas; however, he or she is also expected to avoid the use of vulgar and inappropriate language.
11. Full-time faculty are expected to avoid supplemental employment that conflicts with the duties of full-time faculty.
12. Full-time faculty are required to be at their assigned duty location from 8:00 to 3:00 Monday through Friday unless granted approval by the Administration.

Nine and Ten-Month Faculty
Breaks in the work schedule (holidays, etc.) will be published on the official College Calendar or announced by the President of the College.

**Twelve-Month Faculty**

The faculty must agree to teach summer school when the need exists. Faculty members are granted ten days of vacation time. Breaks in the work schedule (holidays, etc.) will be published on the official College Calendar or announced by the President of the College. The Dean of Instruction or his designee makes all summer work assignments.

**NON-TEACHING ASSIGNMENTS OF FACULTY**

**Advising**

In addition to teaching, each faculty member is assigned a limited number of student advisees or a responsibility in registration.

**Committee Assignments**

The Executive Vice President makes a maximum of three committee assignments. All committee members are expected to participate in assigned committee meetings.
Institutional Decision-Making

The college recognizes the faculty’s voice in determining the future of the college and values the faculty’s thoughts and suggestions in the decision-making process.

- Committee work – most standing committees have a majority of faculty representation.
- Faculty determine the breadth, depth, scope, and nature of the curricula and the course content within the curricula.
- Northeast faculty members are encouraged to submit planning proposals to recommend operational changes.

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS

Promotion, Job Posting, And Classification

The College is committed to fill positions with the most qualified persons available.

- New or vacant job positions may be posted at all appropriate College sites as well as at external sites.
- Consistent with this commitment, the College attempts to promote qualified employees from within the College.
- Credentials and experience may be verified and background checks may be completed on new hires.
- Employees are required to be employed in their current position for a minimum of one year before requesting a transfer or applying for a position in another department on campus.
- The College may transfer employees to a new position within the College as warranted to ensure the best operation of the College.
- All employees of the college with the exception of Federal and Northeast work-study students must be a minimum of 18 years of age.

EMPLOYEE SELECTION PROCESS

Faculty

1. A centralized applicant file is maintained by Northeast. When a vacancy occurs, the applications in the active file are reviewed. The active file contains applications that are 1 year or less old.
2. The position may be advertised through Mississippi and regional universities and community colleges and in regional and/or local newspapers for possible candidates, and openings are announced on the college's Web Page.
3. A selection committee determines the applicants to be interviewed.
   - The Selection Committee consists of the Executive Vice President, Dean of Instruction, the Division Head, and selected faculty.
   - The Executive Vice President serves as Chair of the selection process.
4. The Executive Vice President recommends finalists to the President of the College.
5. The President of the College recommends the candidate to the Board of Trustees.
6. The Board of Trustees vote determines the employment of the candidate.
7. When the Board approves the recommendation, the President of the College issues a contract for employment.
8. The contract states the position, time frame, salary, and requires the signatures of the employee, President of the College, and Chairman of the Board of Trustees.

Administration And Staff

1. A centralized applicant file is maintained by Northeast. When a vacancy occurs, the applications in the active file are reviewed. The active file contains applications that are 1 year or less old.
2. The position may be advertised through Mississippi and regional universities and community colleges and in regional and/or local newspapers for possible candidates, and openings are announced on the college's Web Page.
3. A selection committee determines the applicants to be interviewed.
   • The Selection Committee consists of the divisional vice president, and other selected personnel.
   • The divisional vice president chairs the selection process.
4. The Selection Committee Chair recommends finalists to the President of the College.
5. The President determines the final selection and employs the individual.

DRUG-FREE WORKPLACE POLICY

Policy

It is the policy of the Board of Trustees that the Northeast Mississippi Community College campus, centers and workplaces be drug-free. The administration is directed to develop appropriate rules and procedures to assure that the policy is enforced. Under the policy, employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance, as defined in state or federal law, in any Northeast facility during working hours or at college-related events outside usual working hours. Employees in violation of this policy will be subject to disciplinary action. Discipline may include mandatory drug rehabilitation, suspension or dismissal.

Procedure
Northeast Mississippi Community College supports the following:
• Aid in prevention of alcohol and other drug abuse through educational efforts.
• Use of counseling services and rehabilitation programs
• Appropriate discipline for those who engage in substance abuse and related behaviors.

Educational Efforts – Northeast Mississippi Community College shall provide educational programs aimed at preventing the abuse of alcohol and other drugs. Educational efforts shall be directed toward all members of the college community and will include information about the incompatibility of the abuse or sale of alcohol and other drugs with the goals of Northeast Mississippi Community College; the health hazards associated with the abuse of alcohol and other drugs; the incompatibility of alcohol and other drug abuse with the maximum achievement
of educational, career, and other goals; and the potential legal consequences of involvement with alcohol and other drugs.

**Counseling and Rehabilitation Services** – Those students, faculty, or staff who seek assistance through the college for an alcohol or drug-related problem shall be provided with information about counseling and rehabilitation services available through college and/or community resources. Professional standards of confidentiality shall be observed at all times. For those working in good faith and in treatment or rehabilitation agencies, every attempt will be made to return the individual to full employment or student status.

**Disciplinary Actions** – Students, faculty members, administrators, and other employees are responsible, as citizens, for knowing about and complying with the provisions of Mississippi law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances” in Section 41-29-113 et seq of the Mississippi Statutes. The following minimum penalties shall be imposed for the particular offenses described—

**COLLEGE REGULATIONS GOVERNING ILLEGAL DRUGS**

Possession, sale, or consumption of illegal drugs on campus or at off-campus sponsored activities is prohibited.

**Trafficking in Illegal Drugs**

1. For the illegal manufacture, sale, or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules I and II of Section 41-29-113 and Section 41-29-115 of the Mississippi Statutes, (including, but not limited to heroine, cannabis, mescaline, lysergic acid diethylamide, or LSD, opium, cocaine, amphetamine, MDMA, or ecstasy, methaqualone), any student shall be expelled and any faculty member, administrator, or other employee should be discharged.

2. For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through V of Section 41-29-117, Section 41-29-119, Section 41-29-121 of the Mississippi Statutes (including, but not limited to steroids, diazepam, Phenobarbital), the minimum penalty shall be suspension from enrollment or from employment. For a second offense, any student shall be expelled and any faculty member, administrator, or staff employee shall be discharged.

**Illegal Possession of Drugs**

1. For a first offense involving the illegal possession of any controlled substance identified in Schedules I or II of Section 41-29-113 and Section 41-29-115 of the Mississippi Statutes, the minimum penalty shall be suspension from enrollment or from employment.

2. For a first offense involving the illegal possession of any controlled substance identified in Schedules III through V of Section 41-29-117, Section 41-29-119, and Section 41-29-121 of the Mississippi Statutes, the minimum penalty shall be probation for a period to be determined on a case-by-case basis. A person on probation may be required to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions, as the appropriate college official deems appropriate.
3. Refusal or failure to abide by the terms of probation on second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed including expulsion of students and discharge of faculty members, administrators, or employees.

**Possession, Sale, or Consumption of Alcoholic Beverages**
1. Possession, sale, or consumption of alcoholic beverages on campus, or at off-campus college sponsored activities is prohibited.
2. State laws are outlined as follows:
   a) Drinking Age—The legal drinking age in Mississippi is 21. Selling, giving, or serving alcoholic beverages to persons under 21 is unlawful. In Mississippi, this law extends to possession of alcoholic beverages by anyone under 21. It is unlawful for any person to misrepresent or misstate his or her age in order to obtain alcoholic beverages. This includes the manufacture or use of false identification. Any person who does either of these things for the purpose of obtaining alcohol shall be fined a maximum of $200, and on failure to pay such fine and all costs shall be imprisoned for up to 30 days in jail. Section 67-1-91.
   b) D.U.I. (Driving while under the influence of alcohol or other drugs) Section 63-11-30 provides: A mandatory suspension of licenses for a period not to exceed one year for the first conviction. Fines of up to $1,000 and/or 14 hours in jail for the first offense. Attend and complete an alcohol safety education program as provided in Section 63-11-32.
3. In addition to the legal requirements and penalties above, students found to be in violation of this college policy will be subject to penalties under the student Code of Conduct. Faculty and Staff in violation of this college policy will be subject to disciplinary actions as outlined and as deemed appropriate by the college authorities. Mandatory participation in rehabilitation and education programs will be regulated by State and Federal statutes.

**Conditions for Immediate Suspension**
When a student, faculty member, administrator, or other employee has been charged by the college with a violation of policies concerning alcohol and other drugs, he or she may be suspended from enrollment or employment before initiation or completion of other disciplinary proceedings, if the responsible authority concludes that the person’s continued presence within the college community would constitute clear and immediate danger to the health or welfare of other members of the college community.

**Civil Conviction for Drug and Alcohol Offenses**
If employees of Northeast Mississippi Community College, in performance of college duties within the scope of their employment, are convicted of an offense related to drugs, they will be subject to the same penalties, as the offense would warrant if the offense were committed on college property or at a college-sponsored event. The term “conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of Federal or State criminal drug statutes. The individual involved is required to notify the college of the conviction or incident within five (5) working days following said conviction or incident.
TOBACCO-FREE ENVIRONMENT

In order to promote a healthy environment for students, staff, faculty and visitors, Northeast Mississippi Community College will become tobacco-free on all campuses beginning January 1, 2012. The use of tobacco and smoking products is not permitted on any Northeast Mississippi Community College-owned property, which includes but is not limited to buildings, grounds, parking areas, walkways, recreational and sporting facilities and college-owned vehicles. The use of tobacco, including smoking, is prohibited in college facilities, outdoor areas and college-owned vehicles, including Booneville, Corinth and New Albany campuses.”

Updated July 1, 2011
PERSONNEL RECORDS

Prior to assuming duty all employees must:

- Sign an employment contract or salary agreement.
- File an IRS withholding tax form (W-4), Mississippi income tax withholding form and an I-9
- Complete an Employee Identification Form in the Human Resource Office. This includes a permanent mailing address, telephone number, and name of emergency contact person. Mailing address should NOT be the employee’s assigned college office.
- Complete the appropriate forms for becoming a member of the Public Employees Retirement System.
- Complete appropriate forms for participation in the insurance plans as desired.
- Insurance under COBRA: It is the responsibility of the employee to notify the Human Resource office of an event that qualifies the employee or employee’s dependent for insurance under COBRA. Examples of such events are change in marital status, child becoming 28 years of age, termination of medical coverage for a dependent, or termination of employment. Additional information can be found in the appendix of Northeast Procedures Manual.
- File with the Human Resource Office official transcripts of all college credits and other appropriate documents verifying training and experience.

Confidentiality of Personnel Records

- The Human Resource officer is the official custodian of Personnel Records.
- Any employee may have access to the information in that employee’s permanent personnel file, except to confidential placement or reference data secured prior to employment. This access is available in the Human Resource Office only.
- In the event an employee wishes to amend or correct an inaccurate record, the employee may do so by addressing such a request to the President and attaching the corrected or amended information for inclusion in the personnel file.
- No information about an individual will be disclosed to anyone outside the College without the employee’s consent, except as required by law.
- Copies of materials in the personnel files will be provided to the employee upon request.
- Permanent personnel files are available for review by the employee’s supervisors.

Change of Address

It is the responsibility of the employee to complete a revised Employee Identification Form in the Human Resource Office in the event of any change in address, telephone number, or other information on the initial form. Employees should keep information correct.

Post-Employment Data

All post-employment data will be collected by the Human Resource Office. All regular full-time and part-time employees may have an exit interview conducted by the President or designated representative.
EMPLOYEE PRIVACY

Employee ID Number
Northeast employees are identified by an employee identification number generated through the College’s administrative software. Employees should use their Generated ID Number on campus forms.

Social Security Number Protection
Northeast employees shall take steps as may be reasonable and necessary to prevent the inadvertent disclosure of an individual’s social security number to anyone other than those persons or agencies having a legitimate and lawful need to know the individual’s social security number for the performance of required duties.

- Social security numbers of Northeast employees may be disclosed only when required by law, or required by an agency or person having a legitimate and lawful need for the information in order to perform required duties of the agency. Example: IRS, PERS, payroll deducted insurances, etc.
- Internal lists of employees should include social security numbers only when necessary to allow required work to be completed. Example: list of employees for payroll
- Northeast employees may not distribute any personal information on other employees in order to receive personal or political gain.

Financial Information
Northeast employees shall take steps necessary to prevent the disclosure of an individual’s personal information and financial information in accordance with the Gramm-Leach-Bliley Act (GLB ACT). Financial information may not be accessed without a valid work related reason to do so. The identifying financial information of employees should not be shared.

Gramm-Leach-Bliley ACT – GBL ACT

1. Northeast Mississippi Community College has designated the chief records officers as the employee responsible for the coordination and executive of the information security plan as it relates to the college’s students. The President is designated as the officer responsible for the coordination and execution of employee information.
2. The following have been identified as relevant areas to be considered when assessing the risks to customer information. Customers are defined primarily as students, students’ families, and employees.
   - Admissions
   - Records Office
   - Financial Aid Office
   - Student Residential Life
   - Security
   - Continuing Education
   - College Information Systems
   - Computer Services
   - Business Office
3. The GLB Act states that the college is considered to be in compliance with the privacy provisions of the GLB Act if it is compliant with the Family Educational Rights and Privacy Act (FERPA). The Records Office will provide guidance in complying with all privacy regulations in regards to student records. The Records Office will provide college personnel with information needed to be informed of the requirements of FERPA. Student records are confidential and are also governed by the policies listed in Section 541 of the Board of Trustees Policy Manual.

Each college employee is responsible for maintaining the privacy and confidentiality of student records and employee records. Employees are charged with the responsibility of only accessing records that are needed for their specific job duties and for maintaining the confidentiality of those records at all times.

The President and the Human Resource Manager will provide guidance in complying with all privacy regulation in regards to employee records. Employee records are confidential and are governed by the policies listed in Section 316 of the Board of Trustees Policy Manual.

4. Northeast Mississippi Community College requires that all service providers that are given access to customer information in the normal course of business provide adequate safeguards to ensure the protection of the student or employee information and compliance with the GLB Act. During the process of selecting any service provider, college personnel will ensure that the provider is aware of the requirement to protect customer information; is committed to protecting the privacy of the information; has procedures in place that provide for the protection of the information; and agrees that the protection of the information survives the termination of the service agreement.

5. The College shall periodically evaluate the security to ensure compliance with requirements and regulations of current laws.

**HIPPA**

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

Supervision Restriction
When Northeast employs two or more members of the same family full-time, neither member of the family shall be in a position to have direct supervision over the other without prior approval of the President of the College. (Board Policy 300)

Supplemental Employment Outside of Northeast

1. Supplemental, outside employment for fulltime employees of the college does not conflict with the mission and/or needs of Northeast Mississippi Community College.

2. All outside, supplemental assignments, including supplemental on-line instruction, are conducted off-campus without the aid of college owned materials and supplies and outside of the regular work schedule of the employee. For full-time instructors of the college, the normal work schedule is 8:00 a.m. until 3:00 p.m. Monday through Friday of the period covered by the individual contract, unless otherwise specified.

3. The employee regularly informs the college, in writing, of the duties, schedule and nature of the supplemental assignments outside the college.

4. The employee agrees to cooperate with college administration whenever occasional conflicts occur between duties to the college and outside supplemental assignments.

The Board of Trustees authorizes the President of the College to use reasonable means to counsel and correct the actions of fulltime employees who violate this policy.

Students Employed By Faculty Or Staff
Students may not be employed by a Northeast faculty member while enrolled in the faculty member's classes or enrolled in a faculty member's division.
- The definition of employment includes supervision by the faculty member for the purpose of the faculty member's personal financial gain.
- The prohibition of employment also applies to the summer following the student’s last semester of enrollment.

Faculty and staff should avoid relationships with students that create conflict of interest for the faculty, staff or Northeast.

Relationship To A Member Of The Board
Members of the Board of Trustees have accepted, as a condition of public trust, a commitment to avoid any conflict of interest that will provide personal gain either directly or indirectly. The following guidelines are provided to college staff as an understanding of this
issue in employment of persons related to a member of the Board of Trustees. The following guidelines are meant to cause college personnel to seek the opinion of the college attorney who may seek an opinion from the Attorney General or the Ethics Commission.

- No member of the family of a Trustee (while in office or during the calendar year after withdrawing from the office) may be hired in a position at the college when the following conditions exist.
  - If the individual is a member of the family within the third level.
    o Level I – The Trustee’s children (see Emancipated below) and spouse.
    o Level II – The Trustee’s father, mother, brothers and sisters.
    o Level III – The Trustee’s grandparents, aunts and uncles.

**Conditions of Hire of Emancipated Offspring**

Emancipated Children – The children of the Trustee may be hired when

- They are acknowledged by the Board to have met the conditions of emancipation
- The Trustee recuses himself or herself during votes on hiring, promotion, salary adjustments, and
- When the position is not “an officer, clerk, stenographer, deputy or assistant.”

**An Emancipated Child**

The Mississippi Supreme Court defines Emancipation as follows:

Emancipation, as employed in the law of parent and child, means the freeing of a child for all the period of its minority from the care, custody, control, and service of its parents; the relinquishment of parental control, conferring on the child the right to its own earnings and terminating the parent's legal obligation to support it.

Mississippi Code defines Emancipation as: The duty of support of a child terminates upon the emancipation of the child. The court may determine that emancipation has occurred and no other support obligation exists when the child:

- Attains the age of twenty-one (21) years, or
- Marries, or
- Discontinues full-time enrollment in school and obtains full-time employment prior to attaining the age of twenty-one (21) years, or
- Voluntarily moves from the home of the custodial parent or guardian and establishes independent living arrangements and obtains full-time employment prior to attaining the age of twenty-one (21) years.

**EMPLOYEES’ STANDARDS OF CONDUCT**

**Needs Assessment for Personnel**

Northeast strives to provide for the needs of employees that qualify for American Disabilities Act (ADA). In order to meet this goal, the College requires all employees to notify their supervisor, or respective Vice President, of any condition for which the employee may need assistance. The employee and the employee’s supervisor will conduct the “Needs Assessment for Personnel Procedures” process. Employees should self-report their needs for accommodation to the College.
The “Needs Assessment for Personnel Procedures” forms and a complete description of the process are available from the Human Resource Office and the President’s office.

ANTICIPATED WORK ETHIC

Administration, Staff/Faculty
- Perform assignments at a high level.
- Be punctual and conscientious regarding the work assignment.
- Treat students and guests with respect.
- Maintain work area that is appropriate and effective.
- Be supportive of the College.
- Practice a positive, supportive, and cooperative attitude.
- Make suggestions that will strengthen and improve Northeast.

DISCIPLINARY PROCEDURES FOR EMPLOYEES

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

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

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

1. Fact-finding or counseling – to be used as a first step in correcting unsatisfactory performance. Supervisor should follow up the counseling session with written documentation; however, this is not filed in the employee’s personnel file.

   Note: If the supervisor suspects that an employee is encountering performance problems or violating work rules because of non-job-related situations such as poor health, family problems, alcoholism, or emotional disturbances, the supervisor is encouraged to refer the worker for counseling or to obtain professional help.

2. Formal written warning – documented meeting between the employee and the supervisor at which time the supervisor shall review the facts and inform the employee of failure to meet acceptable standards of performance and/or of not following college rules and regulations. The employee may be placed on probation for a period of time to monitor more closely corrective action and improvements gained. More severe disciplinary measures will result if standards of performance are not met or if rules continue to be violated. Documentation should be placed in the employee’s personnel file with approval from divisional vice president and/or president. (See Appendix X)
3. Suspension – following counseling and written warnings, an employee may be required to remain off the job in a non-pay status for a specified period of time for disciplinary purposes; and, without warning, for more serious offenses. Immediate suspension may be ordered when circumstances make attendance at work dangerous to the employee or others, when an investigation is needed, or when circumstances may seriously impair the employee’s effectiveness on the job. Written documentation is required for the employee’s personnel file. Supervisor should discuss action with divisional vice president and/or president. (See Appendix Y)

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

If an employee feels that the discipline has violated college policy or is unwarranted, the employee can file a grievance under the Grievance Appeal Procedure.
DEPENDENT CHILDREN ON CAMPUS

In normal circumstances, faculty and staff should avoid having their dependent children on campus during the usual hours of school operation. In the event that such a need arises, the employee should make acceptable arrangements with his or her direct supervisor. Supervisors should maintain an appropriate work environment and be flexible when the need arises for an exception.

EMPLOYEE DRESS CODE

Northeast employees are expected to dress and groom in a manner that promotes a positive image of the institution and is appropriate to the profession and to the region. Employees should dress in a conservative manner that is professional and businesslike. The standard dress at Northeast is business attire.

Business attire is described as a minimal of

- Dress slacks, skirts, dresses, or suit
- Dress shirt/sport shirt with collar for men
- Dress shoes or dress sandals

However, some positions and occasions require a more formal appearance and may require a tie, sports coat or suit. Dresses and skirts should be an appropriate length.

It is the responsibility of the employee to ensure the appropriate dress is worn. It is the responsibility of the immediate supervisor to counsel the individual if an apparent lapse in observation of the dress code occurs.

For your reference, the following attire is not considered appropriate:

- Jeans, shorts, athletic wear
- T-shirts worn as outerwear
- Beach sandals, flip-flops, sneakers
- Suggestive, revealing clothing

In some areas of campus, safety and the work environment will require specific uniforms. Additionally, on occasion the job assigned for the day may require the employee dress in a manner more conducive to the work assignment, such as inventory, cleaning closets, etc.

On special occasions, division/department heads, vice-presidents, or the president may, at their discretion, give specific exceptions to this procedure for employees under their direction.

EMPLOYEE IDENTIFICATION CARDS

A Northeast identification card is issued to each employee. The card is designed to be worn as a badge and each Northeast employee should wear their identification card/badge with the name and photograph at all times during the normal work day.

Identification cards must be returned to the employee’s supervisor or the Human Resource Office at the time the employee ceases to be employed by the college.
EMERGENCY NOTIFICATION SYSTEM – TIGER ALERT

Northeast Mississippi Community College utilizes a state-of-the-art rapid alert and notification system called Tiger Alert. Tiger Alert provides students, faculty and staff members with an advanced rapid communication solution to be used by the College during emergency situation.

The Tiger Alert system is used to notify students, faculty, and staff of weather related events and other emergencies that may occur on campus. Through the use of Tiger Alert, Northeast is able to reach all members of our college community, whether on campus or not, within moments of an alert being sent. Tiger Alert allows Northeast to inform employees of important decisions and safety procedures in the event of an emergency on campus.

Employees and students should sign up for the Tiger Alert system. Tiger Alert messages may be sent via text messages, cell phone calls, land line calls, and other mechanisms. Additional information on the Tiger Alert system may be obtained from the Chief of Campus Police in the Haney Union Building, or the Dean of Student Services in Ramsey Hall.

PERSONAL CELL PHONES

Use of personal cell phone is restricted during the work day. Employees should limit personal calls during the scheduled work day. Cell phones should not be used in the classroom except in cases of emergency that involve the safety of a student or college employee.

Faculty and staff may keep cell phones on vibrate in order to receive emergency notifications via the Tiger Alert System.

COMPENSATION AND BENEFITS

Tuition Policy For Northeast Employees

Northeast regular full-time employees, as defined in the employee status definition section of Northeast Procedures Manual, may enroll, at no cost, in classes taught by Northeast personnel. Employees should plan to take classes at times other than traditional work days. If enrollment is requested during working hours, the class time must not interfere with the work schedule or the teaching assignment. The Vice President or President may grant permission for employees to take a maximum of one class per semester during the work day. Non-teaching employees may be asked to make up work missed during the time spent in class.

Tuition Waiver For Dependents Of Full-Time Employees

1. Dependent children and spouses of Northeast regular full-time employees as defined in the employee status definition section of Northeast Procedures Manual are entitled to a tuition waiver for a maximum of eight (8) semesters of fulltime enrollment or a combination of fulltime and part-time enrollment equivalent to eight (8) semesters
2. Dependent status is determined by the federal financial aid regulations for qualifying dependents.
3. Employees must complete tuition waiver forms in the Financial Aid Office for tuition privileges.
4. The tuition waiver is applied to full and part-time students enrolled in credit hour programs.
5. Tuition waivers will be granted for students attending part-time during the summer months.
6. Tuition waivers may be stacked with other institutional aid provided the total does not exceed tuition and dormitory cost. Payment of meal tickets and/or textbooks is excluded from the institutional aid.
7. Dependent tuition waivers are available for dependents of active employees.
8. Dependent children of retirees from Northeast may qualify for tuition waiver. The President is charged with establishing guidelines for the administration of the “Retired Dependent Tuition Waiver.”

INSURANCE

Cafeteria Plan
The Cafeteria Plan at Northeast Mississippi Community College is managed by a third party administrator and allows employees to make pre-tax payment of qualifying insurance premiums, qualifying medical expenses, and/or qualifying child care expenses.

Participation in the cafeteria plan is voluntary and each employee should evaluate the potential savings/benefits to determine the benefit to him/her. Employees’ election to participate in the plan is made annually in August or September, and the plan year is October 1 through September 30.

Insurance premiums that qualify for payment before tax are health and dental insurance.

Employees Insurance
The State of Mississippi provides health insurance at a minimal cost to each full-time employee. One-half premium expenses for a life insurance policy is also provided for all full-time employees. Employees may add family members to the health insurance at the premium rate established by the State. Other insurance programs are optional with premiums paid by the employee. (See Appendix H for COBRA information.)

Retirees Insurance
Any retiring employee has the option of, with the State of Mississippi, continuing health insurance coverage and life insurance coverage at their own expense. The employee must indicate this choice at the time of retirement and must pay the full insurance rate.

PAYROLL INFORMATION

Payroll Checks And Deductions
Employee paychecks are issued monthly. Salaries are paid according to the terms of the contract or salary agreement on a twelve-month basis.

Four (4) regular deductions are made: Federal income tax, state income tax, social security, and state retirement. A group health insurance plan is provided by the State of Mississippi. Dependent health coverage is optional at each employee's expense. Employee life
insurance is provided with the State of Mississippi paying one-half of the total premium and the employee paying the remaining one-half. Other insurance and annuities are optional at each employee’s expense.

Employee paychecks will be distributed monthly as defined in Appendix C, Payroll Information.

**Direct Deposit of Payroll Check**

Employees are encouraged to have their payroll direct deposited each month. Funds may be direct-deposited into only one selected bank account per employee.

Individual employee monthly payroll and deduction information for direct deposited checks is available for review on line through WEB for Employees section of Tiger Line. WEB for Employees through BANNER provides secure, password protected access to individual employee information and may be accessed through the Northeast webpage. Instruction and/or assistance in the use of WEB for Employees are available from the campus Computer Services Department.

Printed payroll checks are available for those employees who elect that method of payment. However, direct deposit is the recommended method for payroll distribution. Employees may make their selection of method for payroll payment by completing a Selection of Payroll Distribution Method form. Forms are available in the Business Office.

**Salary Paid Over Twelve Months**

The College requires full-time employees be paid over a twelve month period. Faculty and staff who have full-time contracts or salary agreements for nine, ten, or eleven months will be paid that salary over a twelve month period. If there is separation from employment, the earned and accrued salary of the employee will be paid in full at the time of separation. Separation of service may be due to death, disability, voluntary or involuntary termination, or an unforeseeable emergency.

This policy is established in an effort to ensure that funds are available to pay the costs of insurance and other fringe benefits selected by the employee without a break in the employee’s coverage. Because the payment of full-time salaries over a twelve month period is required for all employees, the employee is not subject to an excise tax for having a non-qualified deferred compensation plan.

Part-time employees, adjunct faculty, and faculty overload salary agreements will be paid as earned. Pay for adjunct faculty and faculty overloads will be paid at the end of the semester in which the course is taught.
MEAL PLAN

Noon Meal Plan

The College offers a noon meal plan for purchase by any faculty or staff member. The meal plan is active for one semester and is authorized for use in the campus cafeteria. The meal plan may be purchased at the Business Office in Ramsey Hall.
COMPENSATION

Faculty

Northeast Board of Trustees has approved two salary schedules for faculty. These schedules represent the Board’s intent to maintain its position of providing a salary schedule and average faculty salary that is above average among Mississippi’s community colleges and be fiscally responsible to the citizens of Mississippi and Northeast’s district counties.

The Faculty Salary Schedule is updated annually or as needed. See Appendix G

Definitions

**Hours Beyond Degree** – When a degree is determined to be the basis of the original hire, the faculty member is encouraged to continue his or her education. Hours counted for salary adjustment must have prior approval of the Executive Vice President. Normally only course work directly related to the teaching discipline will be counted. Evaluation of other related courses is the responsibility of the Executive Vice President.

**Experience Increment** – This term applies to the sum added to base salary for each year of experience. It is the responsibility of the Executive Vice President to evaluate the experience and make a recommendation to the President at the point of hire.

**Northeast Experience** – Each year of experience at Northeast up to 30 is counted.

**Other Experience** – Experience prior to employment at Northeast is evaluated and the Executive Vice President makes a recommendation to the President.

**Calculation of Appropriate Coursework**

The scale referenced is used to establish the base salary for persons who hold degrees in their teaching discipline. (eg - English instructors with degrees in English.) In the instance of an "Education Degree" or a degree in a related field with hours in the teaching discipline, the College, using the following guideline, will establish degree equivalency at the point of hire or prior to the course being undertaken. Prior approval by the College President is required for new or planned “related” courses.

**Masters Degree Base**

Must have a Masters Degree in the field or a related field with a minimum of 18 hours of graduate credit in the teaching field.

**Masters Degree +30 or Educational Specialist with Hours in the Teaching Field**

Must have a Masters Degree in the field or a related field. The Educational Specialist Degree will satisfy this requirement when the employee possesses adequate hours of graduate credit in the teaching field.
Doctoral Degree
Must have an earned Doctorate in the field or a related field for which the person is employed.

Persons who possess graduate hours in the field above the minimum but insufficient to achieve the next level will not be paid for those hours of credit earned as part of the base salary. Employees hired prior to 2001 will be paid $125 per three hour course which will begin with the first course completed after the person is employed by the college provided the credit was approved by the Executive Vice President in advance. Employees hired on the 2001+ Salary Scale will be paid $250 per three hour course above the minimum.

Staff and Administrators
The base salaries for staff and administrators are based on the position. Experience increments are $225 for each year of employment at Northeast to a maximum of 30 years.

SALARY SCHEDULE FOR PART-TIME AND OVERLOAD CLASSES
Part-time and overload instruction are assigned on per class basis per semester basis. The salary scale for part-time and overload classes is $600.00 for each semester credit hour. Such classes are taught by regular and/or adjunct faculty members and are assigned contingent on the class making as determined by college instructional administration. Labs attached to the classes do not affect the level of pay.

<table>
<thead>
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<th>Number of Semester Credit Hour Class</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$600.00</td>
</tr>
<tr>
<td>3</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>4</td>
<td>$2,400.00</td>
</tr>
</tbody>
</table>

LEAVE POLICY

Absences
Employees should submit a leave form for all days absent from work. Any absence not reported by an employee should be reported by the employee’s division/department head at the time of absence or before the end of the month in which absence occurred.

Faculty
All faculty absences are recorded in the Human Resource Office and are reported back to the faculty monthly.

Un-anticipated Absence
- When a faculty member is absent from a class(es), he or she must submit a Leave Form to the appropriate Division Head.
• The Division Head will make emergency arrangements for classes missed.
• The Division Head must notify the Dean of Instruction by telephone and submit a copy of the absentee form to the Dean of Instruction.

Anticipated Absence
• The instructor must submit a plan to the Division Head to ensure that the students receive instruction during the class(es) missed.
• If the faculty member anticipates absence for more than one week, substitutes may be employed as replacements.

Extended Absence
Faculty members who are absent for five or more days (for sickness, personal, or professional reasons) during one semester may be denied additional professional leave within the same semester.

Staff and Administration
If a staff member/administrator is absent, a Leave Form should be submitted to his/her immediate supervisor.

Un-anticipated Leave
• The immediate supervisor should be notified at the beginning of the absentee period.
• A Leave Form should be submitted to the supervisor when the staff/administrator returns to work.

Anticipated Leave
• Should be submitted a minimum of 72 hours prior to the absences.

Leave Forms
Leave forms are available in the Human Resource Office and on-line on the Tigger server.

LEAVE DEFINED

Accrual of leave
• Leave will be accrued one day per calendar month of the contract/agreement period up to 12 days per fiscal year.
• Unlimited leave may be accrued on continuous employment. (An employee must work five consecutive days during a month in order to receive the "one-day" credit for the month.)
• Full-time (9-10 month) faculty members will receive credit for summer school classes (day or evening) taught.
• Leave with pay may be granted to full-time employees whose contract is for two semesters or more per academic year.
• Permanent part-time personnel will accrue leave based on the pro-rata time worked.

Maternity, Personal, and Sick Leave
Leave may be used for bona fide reasons (maternity, illness, illness or death of a member of the immediate family of the employee or spouse - children, parents, grandparents, grandchildren, or persons standing in Loco Parentis). Leave may be taken for funerals provided prior and proper approval is requested.
**Personal Business**

Employees are encouraged to limit the use of leave time for personal business to three days per year. Such use of leave time will require prior approval by the respective division head and vice president.

**Extended Leave**

- Excluding maternity, no leave in excess of ten (10) days will be granted without an assessment by the divisional vice president. A committee appointed by the President of the College will hear any appeal of the vice president’s decision.
- After all benefits have been used, salaries will be suspended. The college will negotiate for replacement personnel.
- The position of the individual on leave will be retained for the remainder of the semester or for a period of 3 months whichever is the most advantageous for the employee.
- In the event an employee is on extended leave, the total financial responsibility of the college shall not be more than 100% of the employee's two-semester contractual commitment.
- Employees on extended leave for medical reasons must submit a “fitness for duty” certification to return to work.

**Accumulated Leave – Retirement or Termination**

Upon voluntary termination or retirement, an employee with more than five years of service will be paid his/her accumulated leave, not to exceed ten days. If an employee has at least twenty (20) years of service to Northeast they would be paid for one day for every year worked beyond twenty (20) with a cap at thirty (30), provided the employee leaves in good standing, with proper notice. Any leave time or vacation time certified to the Public Employees Retirement System for credit toward retirement will not be subject to payment.

Employees may be granted no more than ten days of leave during the last sixty days of employment except for documented, verifiable medical reasons. Leave prior to termination of employment may be taken only with approval of the employee’s divisional vice president and may be denied if such leave causes a problem in the workload distribution within the unit. Unused vacation days will be forfeited by the employee if not taken prior to separation of service.

**Vacation**

- All full-time (twelve-month) employees, professional and buildings and grounds, will be allocated one day of paid vacation for each full month of employment per fiscal year (July – June) not to exceed ten days per year.
- Any unused vacation at the end of a fiscal year will be considered accrued vacation. Any accrued days not taken within the next fiscal year will be forfeited. An employee must work five consecutive days during a month in order to receive the “one-day” credit for the month. Maximum of ten vacation days accrued per year.
- All vacation must have prior approval by the division head and divisional vice president.
- Vacation/leave forms are available in the Human Resource or Vice President’s office or online from the Tigger Server.

**Leave Without Pay**
Leave of absence without pay up to one year may be granted to faculty for good cause as determined by the Board of Trustees. Faculty members receiving a leave of absence for additional training or degree work will be offered reemployment; all others will be offered reemployment if there is a vacancy.

**Jury Duty Leave**

Employees who are selected for jury duty are granted official leave time for days missed. A copy of the jury duty summons should be submitted with the employee's absentee form. While serving as a juror, the employee should periodically inform the college about the duration of jury service.

**On-the-Job Injury Leave**

Employees injured in the course of their employment and eligible for Workers’ Compensation benefits may use accrued leave or vacation leave to supplement payment received from Workers’ Compensation Insurance.

Workers’ Compensation Insurance will pay in accordance with statutory requirements of Mississippi. The insurance will begin paying an injured employee after five consecutive days of work have been missed due to a medically documented work related injury. The rate of pay is two-thirds (2/3) of the employee’s regular pay. The college allows the injured employee to utilize a combination of leave time and workers’ compensation payments to provide total compensation equal to the employee’s normal rate of pay. Injured employees receiving workers’ compensation insurance payments may choose to:

- Accept the workers compensation insurance benefits as their total pay for their leave period and submit no leave time to the college for time off due to work related injury.
- Accept the workers compensation insurance benefits for the two-thirds (2/3) of normal pay and utilize college leave time as needed to equal the remaining one-third of normal pay during the time off from the work related injury.
- Utilize college leave time for pay for the entire leave due to injury and submit any checks received from the workers compensation insurance company to the college.

Total compensation received from both the college and the insurance company during a work related injury may not exceed the employee’s normal rate of pay.

Employees who have exhausted all accrued leave time and vacation time, or who do not wish to use accrued leave, may request Family and Medical Leave for the period of time that they are away from work due to an on-the-job injury or illness.

**Leave Transfer Program**

Northeast Mississippi Community College's Leave Transfer Program permits Northeast employees to donate accrued leave for the use of other Northeast employees for certain medical or family emergency or other hardship situations.

The President of the College appoints a Leave Transfer Committee. This committee will consist of three (3) administrative/staff personnel, two (2) faculty members, (1) secretarial/office personnel, and one (1) maintenance/security personnel. The committee will determine the validity of requests for leave transfer and will make sure that all criteria of the Leave Transfer Program are met.
**Definition of Terms**

Any Northeast employee who has been affected by a **personal emergency** may make application to the Leave Transfer Committee to become a leave recipient after all his/her accrued time has been used. If an employee is not able to make application on his/her behalf, the immediate supervisor may make application on behalf of the potential leave recipient.

- A **personal emergency** is defined as a medical or family emergency or other hardship situation that is likely to require an employee's absence from duty for a **prolonged period** of time and to result in a substantial loss of income to the employee because of the unavailability of paid leave.
- For the purpose of this procedure, an absence from duty without available paid leave that is expected to be at least ten working days is deemed a **prolonged period** of time.

When the personal emergency affecting a leave recipient terminates, the employee or his/her immediate supervisor should promptly notify the Leave Transfer Committee. Once the personal emergency ends, no more transfers of leave can be made. The recipient can retain no leave in excess of the time used for the personal emergency. Leave will be credited on a first donated basis. Any donated time not used will be credited back to the employee(s) donating the time. The use of donated leave is subject to all of the conditions and requirements of the published Employee's Leave Policy.

**Limitations**

- A maximum number of thirty (30) days can be received per single emergency; and an employee can only receive donated leave two (2) times for personal emergencies during a fiscal year.
- A limit of five (5) days is placed on the amount of time that an employee can donate to another individual (per emergency).
- A maximum number of twelve (12) days can be donated per employee, per fiscal year.
- Donated leave cannot be used retroactively for any period of leave without pay prior to January 1, 1993.
- Leave may only be donated to employees of Northeast Mississippi Community College.

**Request**

- To request donated leave time, a Leave Transfer Request Form should be completed. This includes the employee's name, position, and a brief description of the nature, severity and anticipated duration of the personal emergency affecting the employee.
- To donate leave, a Leave Transfer Authorization Form should be completed.
- The Leave Transfer Program is voluntary. An employee may not directly or indirectly solicit contributions of donated time or attempt to intimidate any other employee for the purpose of receiving leave days.

**Evaluation of Request**

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

**Family & Medical Leave (FMLA)**

a. Northeast Mississippi Community College and the College leave policies adhere to all requirements of the FMLA.

b. The college president is charged with establishing and reviewing the college’s leave procedure and guidelines to insure compliance with FMLA.

c. Paid leave taken by an employee and FMLA leave will run concurrent for all conditions qualifying for FMLA.

**National Guard Leave**

Employees who are active members of the National Guard or the U.S. Reserves will be allowed ten days each contract year for official National Guard duty. All days taken in excess of ten days will be deducted from annual vacation time.

**Professional Leave**

Professional leave time is considered as a workday and no leave time is charged to the employee. Faculty members, however, must submit a **Travel Authorization** form to the Division Head and Executive Vice President for approval. Other employees must gain approval from their immediate supervisor and respective vice president. Normally professional leave time will not be granted if a faculty member has been absent a total of five days during the semester.

**Reemployment Policy for Northeast Personnel Activated into Full-Time Military Service**

Any employee of Northeast Mississippi Community College who is called to active military duty by the President of the United States is entitled to the following:

1. The employee is entitled to leave of absence from his/her respective duties for periods not to exceed fifteen (15) working days, without loss of pay, time, annual leave, or sick leave when ordered to military duty.

2. When duty is in excess of fifteen (15) days the employee is entitled to leave of absence without loss of time, annual leave, and sick leave until released from duty. In addition to the 15 days of leave time with pay, the employee is entitled to pay for acquired personal leave time.

3. An employee called to active duty must apply for reemployment within ninety (90) days after release from active duty. Reservists and guard ordered to initial active duty for training (IADT) of not less than twelve (12) consecutive weeks must apply for reemployment within thirty-one (31) days after release from such training. Upon release from active duty, the employee will be reemployed in same or like position and at the same status, pay, and seniority if the employee is physically and mentally competent. Should the employee return disabled from active duty and not be qualified to perform the duties of the same or like former position, the college will offer other employment which is consistent with the employee's potential. In such case, the salary will be commensurate with the job. After reemployment, an employee may not be discharged within one (1)
year without cause. An employee returning from initial active duty for training (IADT) may not be discharged within six (6) months without cause. Reemployment protection applies to individuals performing active duty for up to four years, and for five years if requested to remain on active duty for the convenience of the government. Reemployment protection is not available to an employee dishonorably discharged.

4. An employee ordered into active duty will retain medical insurance benefits afforded by the college until the last day of the month in which the employee was activated. After reemployment, the employee will be entitled to medical insurance without proof of insurability. If applicable, the same policy applies for the employee's family members.

**COMPENSATORY LEAVE – OVERTIME**

The minimum wage and overtime provisions of the Fair Labor Standard Act, as amended, cover college employees. All employee positions are identified in accordance with this standard as either exempt or non-exempt. The Fair Labor Standard Act designates faculty, executive, administrative, and other professional staff as exempt from these provisions. (See Section 346 Exempt and Non-Exempt Positions)

College employees who hold non-exempt positions shall be granted compensatory time off at a rate of one and one-half hours for each hour of overtime worked in excess of forty (40) hours per workweek. On occasion overtime pay may be paid in lieu of compensatory time off and will be calculated at one and one-half times the employee’s regular rate of pay.

Employees should take accrued compensatory leave time within 60 days of accrual. Compensatory leave time must be utilized prior to the use of normal college leave. Employees may not accrue more than 80 hours of compensatory leave time.

All overtime hours worked must be pre-approved by the department head. Each department head is charged with keeping overtime hours worked to a minimum and should consider budgetary resources before approving overtime work. Department heads and their respective vice presidents may wish to coordinate efforts with other departments or divisions to help minimize overtime hours.

The cost of compensatory leave time and overtime pay will be charged to the respective department’s budget. Therefore, all department heads should strive to ensure that non-exempt employees do not work more than forty (40) hours within any workweek.

Overtime work is defined as those hours actually worked beyond the standard forty (40) hours during a workweek. A workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on the following Saturday.

Department heads are responsible for reporting all compensatory time earned and/or taken by employees to their respective vice president on the appropriate forms from Appendix N - Overtime/Compensatory Report. The vice president will forward the information to the Human Resource Office.
TRAVEL

Travel Request

A travel request form must be completed and approved before any official or reimbursable travel may be made. Completed form is forwarded to immediate supervisor, then to divisional vice president, and then to Executive Vice President for filing. Permission to travel must be received before any expenditure may be made for specific trip.

Travel Policy - Per Diem

All official travel by faculty, administration, staff and students at Northeast must be approved by the appropriate Division Head before submission to the divisional vice president for approval. Forms for this purpose are available in the various vice presidents’ offices and on the campus server.

The assignment of campus vehicles for faculty, staff and student travel is processed through the office of the Executive Vice President. Persons requesting the use of Northeast vehicles for travel are responsible for assuring that the vehicles are available on the date(s) requested. Northeast vehicles may be used for approved travel only. A Northeast trip ticket must be completed for each vehicle used and each trip taken. Failure to complete a trip ticket may result in an employee being suspended from driving a Northeast vehicle and receiving reimbursement for use of a private vehicle. Northeast vehicles must not be taken without prior approval. Employees should only take the vehicle assigned to them.

In order to receive per diem for authorized travel, an in-state or out-of-state reimbursement voucher and travel summary must be submitted to the Division Head for verification and then to the Director of Finance for approval. Any fees charged for attending official meetings that include a meal are excluded from the daily maximum. Meal reimbursement should not be claimed for a meeting at which the meal was provided as part of the registration cost. Per diem for meals will be as follows: (including tips) A copy of the agenda for meetings/conferences must be included with the travel reimbursement request.

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Currently, there are no In-state High Cost areas designated in the Federal Register. For out-of-state travel, please call the Administrative Assistant to the Director of Finance to determine if high cost rates apply to your travel location.

All travel rates are subject to change during the year. The Director of Finance will give notification by e-mail of any rate changes.

Meal Reimbursement
Meals for travel are reimbursable only if the trip involves an overnight stay. (Returning home after midnight is considered overnight. The reimbursement form must indicate the two days of travel.) Breakfast on the day of departure is not reimbursable.

Mississippi Department of Audit regulations require proof of overnight stay before meals may be reimbursed. A copy of the hotel receipt for all overnight trips must accompany claims for reimbursement of meals.

Reimbursement for departure and return travel days will be limited to two meals. An evening meal will be reimbursed if the return to campus is after 12 midnight.

**Mileage Reimbursement**

Reimbursement for mileage for personal vehicles will be at the federal reimbursement rate.

- Currently the mileage reimbursement rate is 0.565 cents per mile. This rate is subject to change during the fiscal year. The Director of Finance will give notification by e-mail of any change in the federal reimbursement rates.
- Mileage for travel in college owned vehicles will be charged to the department’s budget. A trip ticket must be submitted for all travel in college vehicles. Forms are available on the college’s Tigger server or in the office of the Vice President
- Reimbursement for travel in private vehicle will be made only when Northeast vehicle is not available and with prior approval of divisional vice president.
- Reimbursement for mileage (to and from classes taught) for day and evening college faculty is disallowed.

**Advance Payment**

Advance payments for hotel/motel lodging and registration fee(s) will be provided if requested seven days in advance of travel time. However, advance payment for lodging will be provided only when two or more nights are involved in the trip.

**TRANSPORTATION**

The college maintains a transportation fleet to provide vehicles for travel by employees and students, as well as, the general operation of the college. The fleet is composed primarily of mini-vans and 15-passenger vans. Vehicles are to be used for official travel only. The assignment of campus vehicles for faculty, staff and student travel is processed through the office of the Executive Vice President.

General liability automobile insurance is maintained on each of the college’s vehicles. Effective August, 2002, the insurance carrier requires that the college ensure that only drivers with a current, valid driver license drive the college’s vehicles.

Employees who drive personal vehicles on official college business must provide proof of insurance to the office of the Director of Finance.

**General Requirements for Drivers**

Vehicles will only be released to employees that have been pre-approved as “Authorized College Drivers.” Employees who anticipate traveling on college business should request to be designated as an Authorized College Driver in advance of requesting the use of a college vehicle.
Some college employees, by virtue of their positions, are required to drive college vehicles; therefore, they are required to be certified as authorized drivers.

A motor vehicle record (MVR) search may be conducted on each employee requesting certification as an Authorized College Driver. The motor vehicle record may be used solely to determine if the college’s automobile insurance will cover the employee as an authorized driver. A third party firm that has no affiliation with any law enforcement agency will conduct the searches for the college.

Students may be approved to drive college vehicles only when extenuating circumstances make it necessary. Students must be designated as an Authorized College Driver and the college employee requesting permission for the student to be designated as a driver must ensure that the student has been approved as an authorized driver. The employee is responsible for the vehicle. Students may not drive 15-passenger vans. Following the initial MVR search, the College will complete the motor vehicle record on college drivers annually. Employees are encouraged to notify the Director of Finance if a change is made in the status of their driver’s license.

**Process to be Designated as an Authorized College Driver**

**The process to become approved as an Authorized College Driver is**

- Complete the Authorized College Driver request for approval form
- Submit completed form along with a copy of current driver’s license to Director of Finance and Operations a minimum of five (5) days before planned trip

**Additional steps required to be designated as an Authorized Driver of a 15-passenger van**

- Review the on-line training session on 15-passenger vans. The on-line training session is located on the ”Administration” link on Northeast homepage entitled “15-passenger van training.”
- Complete survey/certification at the conclusion of training session
- Submit completed survey/certification to the Director of Finance.

Employees that anticipate driving a Northeast vehicle at any time during the year may request to be designated as an Authorized College Driver (see Appendix R) at the beginning of the school year. Failure to request authorization as a college driver, or the inability to be approved as an authorized driver does not automatically grant the employee permission to be reimbursed for travel made in his/her private vehicle.

**Driving Regulations**

The college requires that all vehicles be driven in accordance with current state motor vehicle laws.

- Drivers must ensure that passengers wear seat belts at all times
- Drivers must refrain from the use of cell phone while driving Northeast vehicles.
- Drivers must refrain from texting while driving Northeast vehicles.
- College vehicles must not be operated while under the influence of any alcoholic beverage or controlled substance.
- College vehicles may not be used for any personal trips or personal business.
- Drivers of college vehicles should be 25 years old or older.
- Use of tobacco products is prohibited in college vehicles.
Travel in Employee’s Personal Vehicle

Northeast employee’s that are approved for travel in their personal vehicle must maintain insurance coverage on that vehicle as required by law. In accordance with requirements of college’s vehicle and liability insurance, employee must provide a copy of current insurance coverage to the Director of Finance before driving a personal vehicle for official college business.

**PURCHASING FUEL FOR COLLEGE VEHICLES – FUELMAN PROCEDURES**

Fuelman is a fuel-purchasing card that may be used at over 1,000 service stations within the state of Mississippi and several thousands of stations throughout the nation. A location guide for stations has been placed in each college vehicle and is available from Amanda Downs or Traci Murphy.

All gasoline and diesel for college vehicles will be purchased with the Fuelman cards. Fuel will no longer be purchased and stored by the Transportation Department.

Under the Fuelman system, each vehicle has been issued an identifying card. This card is associated with a specific vehicle and must stay in that vehicle. Each college employee is issued a PIN number to be used for approval of the fuel purchase. The instructions for utilization of the Fuelman system are printed on each vehicle’s card holder, an accompanying “Fuelman Plus Procedures” sheet located in each vehicle, and on the back of each employee’s PIN number card.

The vehicle cards and your PIN may only be used to purchase fuel for Northeast vehicles. Northeast trip tickets must be submitted for all travel in college vehicles. Use of Fuelman card to purchase gas does not replace the trip ticket requirement.

Procedures for Purchasing Fuel with the Fuelman Cards are:
Refer to our location guide for the address and hours of operation for each site. Diesel availability is also listed per location. To fuel, you will need a **vehicle card, a five-digit Personal Identification Number (PIN), and the odometer reading from the vehicle.**

1. Fuel your vehicle as normal
2. Record your odometer reading without tenths.
3. Go inside the store and find the Fuelman equipment.
4. With the magnetic stripe down and facing left, run your vehicle card through the reader.
5. Key in your odometer reading, followed by the <ENTER> key in the lower right hand corner.
6. Key in your five-digit PIN, followed by the <ENTER> key in the lower right hand corner.
7. The station attendant will verify your gallons and process your transaction.
8. When given your receipt, please check for a correct odometer entry, accurate gallons, and fuel type.

Northeast Fuelman Supervisors

Sheila Owens 720-7256
Misty DeVaughn 720-7406
MEETINGS

General college meetings involving the faculty, office personnel, staff, and administrators will be held periodically. Minutes of the meeting will be recorded. Attendance is compulsory.

Divisional

Division meetings should be held monthly. The time and location of the meetings are at the discretion of the Division Head. All full-time and part-time day employees are expected to attend each of the divisional meetings. Written reports of divisional meetings must be forwarded to the Office of the Executive Vice President.

1. Name of division
2. Date of meeting
3. Divisional members present
4. Topics discussed and conclusions reached
5. Problems which require the attention of the administration
6. Tentative agenda for next meeting
7. Signature of Division Head

Subdivisional meetings should also be held as appropriate. Minutes of the meetings must be submitted to the Division Head.

Division reports are due the last Wednesday of each month (December and May reports are due prior to the end of the semester).

Faculty

Faculty meetings may be called by the College President, the Executive Vice President, and/or Dean of Instruction. Such meetings will involve only the teaching faculty and will be pertinent to the needs of the entire faculty membership. Minutes of the meeting will be recorded. Attendance for the day faculty is compulsory.

Committee

The committee chair may call a committee meeting consistent with the committee’s charter.

ADMISSION TO COLLEGE-SPONSORED FUNCTIONS

Faculty And Staff

Unless specified, all faculty and staff members and immediate family are admitted to athletic events and most college-sponsored functions by presenting the school identification card. Faculty and staff identification cards are made annually at the beginning of the fall semester at no cost to school personnel. Replacement ID cards are made as needed at no charge.

Retirees

A lifetime pass to college-sponsored events is extended from the Office of the President to a faculty or staff member who has retired from service to the college. Unless specified, retired Northeast employees are admitted to college-sponsored functions by presenting the school identification card.
OFFICE ASSIGNMENTS AND FACILITY USAGE

Each professional employee at Northeast is assigned office space and is afforded the privilege of a telephone and a computer with internet and e-mail access.

- The Executive Vice President makes office assignments. College facilities may be made available for the use of civic, cultural, and similar public groups for meetings and programs which are non-controversial in nature.
- The Board of Trustees authorizes the administration of the college to develop a procedure whereby a formal request may be made to the Northeast Office of Event Planning. The written request must specify the particular facility to be used, the purpose for which it will be used, the date(s) and time(s) of the use; a summary of activities and such other information as may be required. The college reserves the right to deny requests that are deemed to be inappropriate for a college campus. The renting organization should specify a responsible person to be present during the event. The sponsoring organization will be responsible for security, supervision, liability, and damages that result from the event. The Board of Trustees may impose a reasonable charge for the use of the facility payable prior to the scheduled event. Extended leases of college property may be made when such property is not needed for immediate occupancy or use by the institution. Formal application for extended leases should be made to the Northeast Business Office. (See Appendix W)

RELOCATION OF CLASSES, OFFICES, AND/OR PROGRAMS

The extended relocation (beyond 3 consecutive days) of classes, offices, and or programs to other areas within buildings on campus must be approved by the Executive Vice President. Vacated buildings and or classrooms are to be occupied only with the approval of the Executive Vice President.

For temporary relocation (1 to 3 days) of classes, the instructor must notify the Division Head and post notice in the original room for information purposes.

Furniture and equipment are assigned to particular locations on campus. No furniture and/or equipment are to be moved from one location to another without the permission of the Executive Vice President. (See Section 800 Rental of Facilities)

RETIREE BENEFITS

Retirees of the college are entitled to the same privileges, as are full-time employees. The privileges include participation in the college sponsored insurance programs, free attendance at extracurricular functions, tuition fee waiver(s) for class(es) and employee meal rates in cafeteria. Tuition waiver(s) are provided to dependents of retired employees in accordance with established policy.
ACADEMIC FREEDOM AND RESPONSIBILITY

Academic freedom for faculty members is defined as

- the right to select and emphasize subject content,
- the right to determine the degree of difficulty of content and of evaluation methods
- the right to choose methods of delivery.

Corresponding responsibilities of faculty members are

- the responsibility to disseminate up-to-date information based on scholarly research that is pertinent to students’ potential for success in academia and the world of work.
- the responsibility to conform to professionally endorsed principles and practices
- by teaching and evaluating material outlined in the course syllabi (based on consensus of faculty members within the same discipline as well as contacts with instructors at two-year and four-year institutions), and
- the responsibility to provide a variety of methods of delivery that lead students to develop their own skills.

Faculty members are constrained by ethical behavior conforming to professionally endorsed principles and practices relative to subject area discipline. (NOTE: The faculty’s obligation to fulfill contractual duties outlined in the faculty job description found in the Northeast Procedures Manual is not included in the policy for academic freedom and responsibility.)

Complaint Process

Any member of the college community who feels that any one of the above rights and/or responsibilities has been violated should file a written complaint outlining the specific violation with the Executive Vice President. The Executive Vice President will appoint a committee of inquiry to address the complaint. If the Executive Vice President is a party to the complaint, the President of the college or his designee will assume the duties outlined here for the Executive Vice President. The committee of inquiry will be comprised of the Executive Vice President as non-voting standing chair:

- the dean of instruction
- one other mid-level or above administrator
- three faculty members from the discipline represented in the complaint or from the most closely associated discipline possible, and
- one faculty member from another discipline.

Complaints will fall into one of two categories: (1) violation of an instructor’s academic freedom or (2) an instructor’s failure to comply with the corresponding responsibilities.

Procedures For Ensuring Academic Responsibility

In the case of an instructor’s violation of his/her responsibilities as defined above, the complaint may be brought by any member of the college community as defined in this document. Both the complainant and the instructor in question will participate in the inquiry. The committee will recommend appropriate action.
The Executive Vice President will furnish copies of all committee inquiry findings, both positive and negative, to members of the Board of Trustees at the earliest possible regular meeting of the Board.

**GRIEVANCE**

**GRIEVANCE APPEAL PROCEDURES FOR FACULTY AND STAFF**

The Northeast Mississippi Community College grievance procedure is designed to assure a systematic method for resolving issues that may arise for an employee regarding the college and a superior. If a resolution cannot be reached, an employee may file a grievance regarding the issue.

A grievance is defined as a claim by an individual employee that there has been a violation, misinterpretation, or misapplication of an established practice, policy, or procedure.

**The Appeal Procedure**

1. The employee must submit a written appeal of a grievance to the immediate supervisor within five workdays of his or her awareness of the “failure to reach resolution.”
2. The immediate supervisor must respond in writing within ten workdays rendering a decision and justification.
3. If the employee is not satisfied with the immediate supervisor's decision, the employee may file a written grievance with the immediate supervisor's supervisor within ten workdays of receipt of the supervisor’s response.
4. The secondary supervisor must render a decision in writing with justification within ten workdays of receipt of the appeal.
5. If the employee is not satisfied with the second appeal, he or she may, within ten workdays of the response, request an appellant hearing before the Grievance Committee.

**The Grievance Committee**

- The Grievance Committee is composed of the Director of Guidance Services (Chair), one administrative staff member, two faculty members, one office professional worker, and one buildings and grounds employee.
- The appeal must be written and submitted to the chair of the grievance committee.
- The employee must be present when the grievance is submitted. He or she may personally present his or her case or may choose to have a representative present the grievance.
- The responsibility of the committee shall be limited to a review of the case to determine if Northeast established practices, policies, or procedures were followed or interpreted and if the appeal procedures were properly followed.

**GRADUATION PARTICIPATION FOR FACULTY AND STAFF**

Each full-time faculty member, staff member, and administrator is required to participate in spring graduation. For the faculty, the graduation exercise is considered as a full workday and an absence of participation will require the submission of an absentee form. Requests for
absences from graduation must be submitted to the Executive Vice President. Fulltime instructional and student services administrators and teaching faculty are required to participate in graduation. Others may participate at their discretion.

**WORK SCHEDULES**

**Administration and Staff** – The maximum official workweek for full-time 12-month staff is 40 hours.
- For those staff members who are non-exempt under the fair labor standards act (FLSA), overtime – hours beyond 40 per week – will be compensated either by time calculated as 1.5 times the hours worked over 40 or by payment valued as 1.5 times the calculated hourly amount.

**Teaching Faculty** – Full-time faculty are expected to be available for 35 hours per week, (8-3 Monday through Friday) which is a combination of:
- Teaching (15-20 hours),
- Office hours (minimum of 5 hours), and
- College Related Activity (flexible 10-15 hours).
- Other duties related to instruction/student support (10-15 hours)

**FAIR LABOR STANDARDS ACT**

**Exempt And Non-Exempt Positions**

All college positions are identified as exempt or non-exempt in accordance with the Fair Labor Standards Act of 1985, as amended, and the United States Department of Labor.

Exempt positions are excluded from the minimum wage and overtime provisions of the act and are generally identified as faculty, executive, administrative, managerial, and other professional staff. Non-exempt positions are generally identified as support staff, clerical, secretarial, technical, paraprofessional, skilled craft, service, and maintenance.

The distinctions reflected above are generalities and the complete criteria of the FLSA will be applied to each position to determine its status. Complete criteria for evaluation of college positions in accordance with the Fair Labor Standards Act are available from the Human Resource Office or the Business Office. The exempt/non-exempt status of a position will be communicated to an employee at the time of employment and will be reflected on the employee’s contract.

**MEAL AND BREAK PERIODS FOR STAFF**

**Meal Periods**
Non-exempt staff employees are authorized one unpaid meal period of sixty (60) minutes during each eight-hour workday. Department heads have the authority to schedule the meal period to accommodate the needs of the department. Employees will be relieved of all active work duties during the meal period.
Break Periods

Each workday, full-time, non-exempt staff employees will be authorized by their supervisor/department head to take a paid rest period of up to fifteen (15) minutes for each four-hour work period for a total of thirty (30) minutes during each workday. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted break period time.

Employees may not use break periods to offset late arrival or early departure from work, to extend the meal period or to accumulate paid time off from one day to the next.

PROFESSIONAL DEVELOPMENT

Faculty/Staff Development

The Northeast Board of Trustees and administration encourage professional growth for all Northeast employees. In addition to in-service training, limited financial support for travel to professional meetings is included in the college operational budget.

ADVANCED COLLEGIATE STUDY

Since the college encourages all employees to seek professional growth, an employee may be granted permission to schedule class during the normal working hours. Prior approval and alternate work schedule is required. Normally the work assignment must be re-scheduled.

For faculty, if a course(es) is taken in an approved Program of Study and is approved by the Executive Vice President, a salary supplement is added to the succeeding year's salary. Courses approved must be within the discipline (or related) that the instructor is assigned to teach.

WORKSHOPS

Northeast employees and others present Faculty/Staff workshops, covering a variety of topics, annually. The workshops are coordinated by a committee of college employees and are designed for professional and personal growth.

LEAVE FOR OFF-CAMPUS SUMMER STUDY

Full-time (12-month) Personnel

Full-time instructional or administrative employees may request leave for educational purposes during the summer. Such employees shall be required to enter an agreement with the college to return the following session and fulfill the contract with the college or repay such salary received while on leave. Such requests are subject to the approval and/or recommendation of the Executive Vice President and the President.

Full-time (10-12 month) Faculty

The deadline for applying for summer school or work experience leave is April 15. Instructors may receive up to six weeks of leave over a two-year period of time. Priority will be
given to those who need work experience or coursework for license renewal. Study or work must be in the field of teaching in which the instructor is engaged.

Approval for the work experience to apply for credit for Career-Technical faculty must be secured from the instructor's state supervisor in advance of the training.

Any faculty member applying for work experience must submit a suitable itinerary of work activities, a completed work experience form, and a letter of acceptance from the organization where the work is to occur. The Division Head, the Dean of Instruction and the Executive Vice President must grant final approval for the work experience.

The application forms for work experience are available in the office of the Executive Vice President.

CONFERENCES AND WORKSHOPS

Employees of the college are encouraged to attend professional meetings that will provide professional growth. A copy of the program agenda and a travel request must be submitted to the immediate supervisor at least 72 hours prior to the date of the meeting. The supervisor and the divisional Vice President will determine the value of the meeting to the institution and will grant or deny permission to attend. The divisional Vice President will determine reimbursement for expenses to attend the meeting.

PROFESSIONAL MEMBERSHIP

Faculty, staff, and administrators are encouraged to hold memberships and participate in professional organizations. While Northeast is not responsible for an individual's professional membership dues, the institution may pay part or all of the expense to attend professional meetings. The Division Head and the appropriate Vice Presidents base such expenditure on available funds and prior approval.

EMPLOYEE EVALUATION PROCESS

EVALUATIONS

Administrative

Administrative/Non-teaching personnel will be evaluated annually. This evaluation will be conducted by the immediate supervisor of the employee as well as a self-evaluation by the employee. After a discussion by the employee and the supervisor, the employee and supervisor will agree on a development plan for improving the performance level, if such a plan is appropriate. (See Appendix D - Evaluation of Administrative & Non-Teaching Personnel) (see Appendix D-3 for Self-Evaluation Form)
Faculty Evaluations

Northeast Mississippi Community College values quality teaching and the importance of a shared commitment by the faculty and institution to creating a positive learning environment. A comprehensive faculty evaluation process is designed to continually assess this shared commitment and use the results to continuously improve instruction and the learning environment.

The primary goal of the evaluation system is to enhance the contributions of all faculty to the institution and promote and recognize excellence. To accomplish this goal, Northeast’s evaluation process has the following objectives:
1) Promote communication between the faculty and administration
2) Ensure that instruction is meeting the institution’s adopted purpose statement
3) Identify the means for the institution to support quality instruction
4) Evaluate accountability and performance

It is from this perspective, then, that Northeast Community College embraces a formative/summative, developmental and continuous improvement approach toward faculty evaluation.

Northeast’s faculty evaluation process has been designed and implemented in consultation with faculty, administrators, and instructional staff. It will continually evolve and have a built-in process of ongoing evaluation of its effectiveness.

Multiple means are used to evaluate faculty annually. Information collected on faculty is used to improve teaching techniques and instructors’ relationships with students. The methods used to evaluate faculty include:

1. Annual Evaluation of Faculty by Students. Both full and part-time faculty are evaluated using an approved instrument. A minimum of two classes per faculty are chosen by the Division Head for student evaluations. The results of student evaluations are summarized on an analysis sheet for each faculty member.

2. Annual Evaluation of Faculty by Division Heads. The Division Heads annually evaluate the teaching performance of all part and full-time faculty within their division using the approved instrument(s). (See Appendix F2 and F3)


4. Faculty Improvement Conference. In concert, the Division Head and each part or full-time faculty member, using all collected information from evaluation instruments (students, Division Head, classroom observation and self-evaluation), establish an improvement program for the particular faculty member. Jointly the Division Head and faculty member choose three areas for improvement and develop goals for improvement to be accomplished during the following year.

5. Faculty Evaluation Schedule. Faculty members will be evaluated according to the following schedule: (1) new faculty members will be evaluated using the complete process as indicated in the Procedures Manual annually for five (5) years from the date of hire; (2) thereafter, faculty members will annually complete the Formative Evaluation Agreement (Appendix F.1) and the Division Head annually will complete the
Administrative Evaluation of Teaching Personnel (Appendix F.3). The Classroom Observation Form (Appendix F.2) will be completed on half the faculty annually; (4) evaluation of any faculty member may occur at any time if need is indicated, for example, information reflected by the Student Evaluation of Faculty, etc.; (5) any faculty member who has been required to devise an Improvement Plan will be evaluated using the full process each year while on improvement status.

Using the earlier criteria to evaluate individual faculty members, the institution will conduct evaluations to determine the successes of faculty in obtaining their individual improvement goals.

The supervisor should forward a completed Employee Performance Evaluation Verification Form to the Human Resource Office. The evaluation forms should be filed in the appropriate office as directed on the form. (See Appendix F.5)

**TERMINATION OF EMPLOYMENT**

**Involuntary Termination**

Any faculty or staff member who is involuntarily terminated shall be orally advised (or in writing, if requested) of the reason for termination.

- Anyone wishing to appeal termination shall apply in writing within three days for a review by a committee composed of the President, the respective Vice President, and the other vice presidents. The review committee shall consider any evidence and give its opinion or recommendation to the President.
- Further review will be before the Board of Trustees at the next regular or special meeting if requested in writing within five days of the report of the review committee.
- Exercise of appeal shall not stay termination. An appellant may be represented by counsel before the Board provided notice representation is given.
- Terminated employees must return keys and other Northeast property and must remove all personal belongings from the campus within a period of three days from the termination date.

**Voluntary Termination**

An employee of the college who voluntarily terminates employment with the college or retires must do so in writing.

- The written notification should be submitted in the form of a request to be released from the current contract (unless the termination is planned for the end of the contract). The request should be submitted to the employees’ supervisor at least two working weeks prior to the requested termination date. The termination is defined as the last date the employee plans to report to work. Leave and/or vacation may not be used during the two-week notice period.

NOTE: Employment contracts are binding for the contract period. The President of the College may refuse the request for release if the termination adversely affects the operation of the college.
• Employees working under “Faculty” contracts must provide sufficient notice to allow the Board of Trustees to approve the resignation prior to the last day of work. Failure to provide sufficient and proper notice of resignation may result in the loss of payment of unused leave.
• The college respectfully requests that individuals desiring to terminate employment at the end of the contracted period make their intention known by March 15, in a formal letter of resignation.
• On the last day of employment, the employee must turn in all college keys to the appropriate Vice President.
• All personal property must also be removed from the college by the last working day.
Section 400

INSTRUCTION
Calendar

Activities Calendar
An Activities Calendar is maintained in the Office of the President and Office of the Executive Vice President and the Director of Event Planning. In order to avoid conflicts in school activities, club presidents and/or event sponsors should review this calendar to select an available date. The final date should be cleared through the Director of Event Planning and the Office of the Executive Vice President and entered in the calendar.

College Calendar
Board of Trustees policy (Board Policy - 401.01) requires that a College Calendar be planned and published by the President or his designee. The calendar is published in the annual catalog and as Appendix A in this Procedures Manual.

Non-Instructional Personnel Holiday Procedures
Non-instructional employees of the college will work a minimum of two days after the final examinations end in December. Regular workdays will resume January 2 or on the first weekday after the New Year’s Day is observed. In all cases, the minimum number of Christmas holidays will be eight (8) and the maximum number of days will be ten (10).

Other Holidays
Other holidays observed by the non-instructional employees will be July 4 (1); Labor Day (1); Thanksgiving (5); Martin Luther King Day (1); Spring Break (5); Easter (1); and Memorial Day (1). The total “other” holidays to be observed are fifteen (15).

Guideline
All holiday leave is subject to change at the discretion of the President. The observation of holidays may be altered if circumstances prevent closure of the college. Payment of wages for emergency work performed on closed holidays may be permitted.

An official Holiday Schedule for Non-Instructional Personnel is developed by the President or his designee (Board Policy - 401.01) each spring. It is published early each spring. See Appendix B in this Procedures Manual.

TEACHING RESPONSIBILITIES

Faculty Instructional Load
The faculty instructional load is comprised of three major elements – Teaching Load, Office Hours, and College Related Activity. (See Section 346.01 - Work Schedules)
Full-time faculty are expected to be accountable for 35 hours per week which is a combination of:
• Teaching (15-20 hours),
• Office hours (minimum of 5 hours), and
• College Related Activity (flexible 10 –15 hours).
• Other duties related to instruction/student services (flexible 10-15 hrs.)
Teaching Load

The teaching load for academic faculty is based on a minimum 15 semester hours of academic instruction for the fall and spring semesters. These 15 semester hours may be assigned per semester in either day, evening or online programs at any location within the Northeast Mississippi Community College District.

The teaching load for technical faculty is based on 20 contact hours per regular semester or the number of hours required to teach the program curriculum.

The teaching load for Career faculty is based on the number of contact hours required to teach the program curriculum.

Office Hours

All faculty members will schedule at least one hour per weekday for office hours. The faculty member will post the office hours and is expected to meet those hours. Faculty are encouraged to schedule one of the five office hours in the Student Success Center to provide tutoring for students. Additionally all faculty members must schedule time for student conferences and academic advising.

Related Instructional/Student Services Activity

This time is designed to provide the flexibility that is inherent in the faculty role. It is in the interest of the college to acknowledge this need/reality and to recognize the appropriateness of not establishing a monitoring system for these hours. Included in this time may be class preparation, grading, advising, professional development or sponsoring student activities.

CLASS MEETING REQUIREMENT

The academic calendar for all semesters at Northeast is developed using the minimum number of minutes required by the Mississippi Community College Board. Each semester hour must have “minimum student-teacher contact of 750 minutes (2250 minutes for 3 semester hours credit) and 1500 minutes for laboratory. This does not include time for passing between classes, registration, nor final examinations.” (Mississippi Community/Junior College Standard VII, B2)

To meet this requirement classes must meet for the entire class period and for the duration of the scheduled semester. If an instructor must be absent from class, he or she should notify the appropriate Division Head and provide a written plan detailing how the students will receive the required instruction during the absence. In the event of an emergency or unanticipated absence, the Division Head shall make arrangements to ensure that the students receive the required instruction.
YEAR-END FACULTY PROCEDURES

Prior to their last contract day each year, all nine, ten and twelve-month faculty must:

1. Make certain all final grades have been properly recorded in the Records Office and copies of final exams have been turned in to the Division Head.
2. Complete the Summer Repairs Form and return to office of the Dean of Instruction.
3. Arrange office, storage rooms, laboratories and classroom in an orderly manner.
4. Leave a summer address and telephone number with the Executive Vice President.
5. Update voice mail and e-mail to inform students and others of a summer phone number(s) and/or expected return to campus schedule.

SUMMER TEACHING ASSIGNMENTS

The summer hours for full-time teaching faculty on ten and twelve-month contracts are from 8:30 a.m. until 3:00 p.m. Work assignments will be at the discretion of the immediate supervisors, Executive Vice President, and/or President of the College.

All faculty employed on a 12-month contract must be willing to teach one or more classes during the summer terms. No additional payments will be granted for summer teaching assignments.

CAREER EDUCATION LIVE WORK POLICY

Live work is a significant teaching strategy that enables students to gain practical experience within a discipline. To ensure that live work supports the program objectives, it must be:

1. performed by students enrolled in the program.
2. directly related to the module upcoming or presently in progress unless prior approval is obtained from the program’s Division Head
3. scheduled far enough in advance to allow the instructor to incorporate the project into his/her instructional plan.

Under no circumstances shall any work performed or services rendered in a career education facility be in direct competition with the commercial market.

Property, such as storage houses, trailers, portable buildings, cabinetry, etc., resulting from lab construction which uses supplies and materials purchased with public funds, shall be inventoried and shall become the property of the state or the college, or shall be disposed of in a manner consistent with state law.

Priority in accepting live work will be given to students, faculty/staff, board members, and college retirees in that order. Any work coming from off-campus, other than the personal property of retirees, must be approved in advance by the program’s Division Head.

All expenses for parts, materials, supplies, etc. will be the responsibility of the person requesting the work. Advance arrangements for repair parts, materials, and supplies must be made with the program instructor.
EXTERNAL ACTIVITIES FOR EMPLOYEES

The college encourages employees to participate in off-campus, community, district, and state activities that enhance their professional development program. Such activities must not conflict with work responsibilities.

A travel form for employees must be presented and approved prior to acceptance of off-campus invitations.

INSTRUCTIONAL RESOURCES

Library

The purpose of the Learning Resources/Library is to serve as a catalyst by providing information in various formats to support the instructional programs of the community colleges; to provide instruction in literacy by providing instruction in the skills needed to seek, evaluate, and use information effectively; and to provide assistance to the community beyond the confines of the college. Faculty members should carefully plan all library work to ascertain that the assignments will foster the attainment of each course’s objectives.

Faculty are responsible for seeing that the main library contains appropriate holdings relating to the courses they teach. Periodic inspection should be made to determine student utilization.

LIBRARY HOURS

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<th>Monday – Thursday</th>
<th>Tuesday – Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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<tbody>
<tr>
<td>Open</td>
<td>7:30 a.m.</td>
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<td>7:30 a.m.</td>
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<td>6:30 p.m.</td>
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<tr>
<td>Close</td>
<td>9:30 p.m.</td>
<td>4:00 p.m.</td>
<td>CLOSED</td>
<td>9:00 p.m.</td>
<td>9:00 p.m.</td>
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Northeast at New Albany Library Hours – Monday, Tuesday and Thursday – 5:00 p.m. – 9:00 p.m.

Northeast at Corinth Library Hours – Monday-Thursday -5:00 – 9:00 p.m.

Library Use By Instructional Staff

Each student enrolled in English Composition will receive orientation in using the library; in addition, the professional library staff will assist all students in locating library materials. The following policy for faculty must be adhered to in library use:

• With the exception of English, speech and career education classes, no classes may be dismissed to go to the library.
• In scheduling English, speech, or career education classes for library assignments, faculty must e-mail the Director of the Library at least one week prior to the visit. Instructors must accompany classes during library visits.
• Instructors are encouraged to place materials on “Reserve” for class use. Reserve materials should be meaningful to the course and should increase student learning. The Director of the Library will assist the faculty in selecting the “Reserve” materials.
• Each faculty member should periodically check the library holdings within his/her discipline to determine the adequacy of materials. Faculty are responsible for suggesting materials that will enhance the library holdings.
• If a faculty member must be absent from class at a time when library assignments are in progress, students may be encouraged to use the library during the missed class period. However, the faculty member must personally notify the Director of the Library 48 hours in advance of the class time in order to determine if seating is available.
• Faculty members are encouraged to expand their scholarly preparation by periodically making personal use of the library.

Library Weeding Policy

Weeding is a process essential to collection development and maintenance and should be done on a continuing basis. Removal of obsolete material is a very necessary part of the organizational plan leading to an effective collection that is alive and up-to-date.

The process of weeding is based on the following factors: General knowledge of the collection and the needs of the patron, subjective judgment, and circulation of the material (non-circulation is not an absolute factor. For example, classics are kept in the collection, and some items are used in the Library and not checked out)

Following are criteria that should guide the initial pulling of a library item. Items are then reviewed by the Director of the Library, the head of the related division, and at least one faculty representative to help determine the value to the collection of any particular item.

I. Criteria for weeding books
   A. Physical condition
      1. Books in poor physical condition, including damaged, yellowed or brittle pages, mutilated or missing pages, broken backs, destroyed or frayed bindings, and badly marked items.
      2. Books with very fine print, narrow margins which prevent the reading of the entire text, and translucent pages
   
   B. Excess materials
      1. Excess duplicate copies of seldom used titles.
      2. Old editions which have been superseded by revised editions

   C. Content
      1. Outdated information
      2. Incorrect materials

   D. Age of material (use only as arbitrary guides, considering the worth of each item)
      1. Items to be considered for weeding after 10 years: textbooks, medical books, technology, business, travel, economics, science, social science, inexpensive geographical sources, and almanacs.
2. Items that need to be checked annually include directories and other references that have significant yearly changes.
3. Encyclopedias that need to be weeded when replaced by an updated edition.

II. Policies for weeding periodicals
   A. Bound volumes are rarely weeded.
   B. Loose-issue titles are kept 5 years
   C. Un-indexed and/or free titles are weeded after 1 year
   D. At the end of December each year, the oldest year of all printed unbound titles is deleted.
   E. Microfiche copies are permanent to the collection.

III. Deletion of newspapers
   B. Microfilm of The New York Times from 1851-1996 are permanent to the collection.

IV. Vertical file weeding
   A. Any material with historical or literary value is kept if it is in good condition.
   B. Subjects no longer in demand are deleted.

V. Audio-visual materials
   A. Audio-visual materials for courses/programs no longer offered are considered for weeding.
   B. Extremely dated, obsolete audio visuals are removed.
   C. Inaccurate materials are discarded.
   D. Poor visual or sound quality usually warrants removal.

VI. Request for Reconsideration of Library Materials Procedure
The Eula Dees Memorial Library welcomes expression of opinion by patrons, but will be governed by the Materials Selection Policy in deleting items from the collection.

If a patron objects to the presence of any library material, the staff member will refer the matter to the library director who will discuss the concern with the complainant. The director will explain that the library supports The Library Bill of Rights, The Freedom To Read, and The Freedom to View endorsed by the American Library Association and thereby attempts to provide materials for all people. If the patron wishes, he/she may then put the complaint in writing. A “Request for Reconsideration of Library Materials” form is available if he/she wishes. (See Appendix S) The Library Director will schedule a meeting of the Library Committee during regular school terms. During summer sessions, a committee of four will meet to determine what action, if any, will be taken to withdraw or restrict the material in question. The written complaint and all pertinent information regarding the material in question will
be provided for the committee members. The request will be reviewed, and the complainant will be notified of the decision as soon as it has been made. Material subject to complaint will be removed from use pending final action.

In the event that the person who initiated the request is not satisfied with the decision, he/she may appeal to the President of the College. All appeals must be made in writing within seven days of the President’s decision.
INTELLECTUAL PROPERTY RIGHTS

The Board of Trustees for Northeast Mississippi Community College encourages faculty and staff to publish, copyright, invent, and patent materials and objects of their own creation that will contribute to the advancement of learning. While encouraging this activity, the College must protect its and the employee’s interest in regard to publications, inventions, discoveries, trade secrets disclosures, and other work that has potential monetary value.

GENERAL GUIDELINE

The policy governing intellectual property rights shall apply to all persons employed full-time by Northeast and to anyone using college facilities either with or without supervision by college personnel. The policy shall apply to intellectual property creation of all types, regardless of whether it can be patented, except written work that is not produced as a part of the regular work responsibilities of the author. (Example: Northeast has no claim on a novel written at home; it is the sole property of the author.)

DISCLOSURE

Any faculty or staff member who plans to create materials or objects developed wholly or partially using Northeast time, equipment, materials, or facilities, and who intends to copyright, patent, or otherwise merchandise those materials or objects shall through the Executive Vice President inform the President of that intent.

a. The Board of Trustees charges the President of the College to develop procedures to establish ownership rights of the employee and/or College and appropriate legal protection.

b. Final approval of the resulting agreement rests with the President

OWNERSHIP

The following guidelines shall apply to ownership:

a. All classes of intellectual property, scientific and technological developments, materials or objects created or produced by a faculty or staff member on personal time without the assistance of Northeast resources, personnel, equipment, materials, or facilities, shall be the exclusive property of the individual.

b. All classes of intellectual property, as defined above, created or produced by a faculty or staff member using Northeast resources, time, personnel, equipment, materials, and/or facilities, shall be the property of the college.

c. Northeast, in return for unrestricted license to use and reproduce original work without royalty payment, shall transfer to the creator of that work full ownership of any present or subsequent copyright/patent in accordance with the following paragraph:

In the event that materials or objects are sold to entities outside the college, all income will go to the college until all developmental expenditures incurred by Northeast for that project, including stipends paid to the developer (over and above contract salary), prorated support staff salaries, supplies, and other expenses
related to the creation of the materials or objects, are recovered. Thereafter, all remuneration as a result of copyright, publication or patented sale, will go to the creator(s) of the materials or objects.

d. Copyright ownership or patents on all material, including inventions, disclosures, trade secrets, and computer software, that is developed through a “sponsored research agreement” (grant) shall be determined by the terms of the grant.

EQUITY

In the event that the ownership of the intellectual property is shared by the College and the employee/creator (partnership), the employee/creator will share in the equity (right, claim or interest) resulting from an intention or copyright. Further, the employee/creator will be entitled to participate in the management of a business related to development of his/her intellectual property. Finally, the employee/creator may share in the equity of a company designed to market for profit the created product.

LICENSING

License agreements made with third parties under this policy should contain all provisions as are determined to be in the best interests of both Northeast Mississippi Community College and the employee/creator and shall be submitted for confirmation to the Northeast President.

ROYALTY PARTICIPATION

It is the intention of the Board of Trustees of Northeast Mississippi Community College that any faculty or staff member developing materials under the terms of this section will be permitted to participate in any royalties received. Authors of intellectual works that are not partially owned by the College (See 425.03c) own the copyrights of their works and are free to publish them, register the copyright, and receive any revenues, which may result. The staff member and/or College may market the intellectual property upon written notification to the other party at which time an agreement on the division of any royalties received shall be made between the staff member and the college. The division of any royalties received shall be contingent on the approximate amount of participation in the project by each party as determined by the President of the College.

TEXTBOOK SELECTION

The same textbook must be used for all classes that have the same course number. The selection of a particular textbook for a course is left to the discretion of the faculty members who teach the course. The selected textbook must be submitted to the appropriate Division Head for review and approval. Textbook orders are placed with the bookstore manager by the respective division heads. For fall classes, textbooks must be placed on order by April 1, and for spring classes, textbooks must be ordered by November 1. Faculty members that do not place textbook orders by the appropriate deadline may not have books available for start of semester.
AUDIO VISUAL EQUIPMENT

Audio-visual equipment (projectors, audio equipment) may be obtained from the Director of Event Planning at extension 7306. Any repair or maintenance required should be reported when the equipment is returned.

CURRICULUM

Under the direct supervision of the Division Heads, the quality and quantity of the instructional program reside with the faculty. Programs of study must continually be reviewed by the faculty and the Instructional Council. Any program of study considered for adoption must support the purpose and philosophy of the college.

Curriculum Establishment And Revision

The curriculum is established and administered by the faculty and its committees. To establish a curriculum or to alter a curriculum within a division, a curriculum proposal form (submitted by a faculty member or a group of faculty members) must be presented to the division’s Division Head. Upon receipt of the proposal, the Division Head submits the proposal to the division’s faculty for review and evaluation. If the proposal is found acceptable by the division’s faculty by a simple majority vote, the proposal is forwarded to the Instructional Council that is composed of the Division Heads of the various academic divisions, the Associate Dean of Student Services, and the Distance Learning Coordinator. The Dean of Instruction chairs the committee. The proposal, if approved by the Instructional Council, is forwarded to the Board of Trustees for final approval.

University-parallel programs are designed for transfer students. Courses within a program or curriculum are determined by the universities’ requirements and state uniform curriculum and local needs. To ensure that curriculum and courses are equated to those of the universities, articulation conferences are held regularly with university deans and Northeast Division Heads. Periodically, the Division Heads and faculty must review the program of study and recommend curriculum changes to the curriculum committee. The Dean of Instruction serves as the liaison to the senior colleges and universities and links Northeast with these institutions.

Career and technical programs are in keeping with the demands of local enterprises. These curriculums are under constant review and evaluation by local advisory committees and the faculty. Although seventy-five percent of the vocational-technical curriculums are established by the Bureau of Career-Technical Education and State Department of Education, the remaining twenty-five percent are under local control. Therefore, as changes occur in local and regional enterprises, compatible changes are made in the locally controlled portion of the vocational-technical curriculum. The career-technical curriculums are reviewed annually by the advisory committee. Additionally, various accrediting agencies may exert some influence on the course content of various programs of study.
Curriculum Review And Evaluation

Each curriculum is assigned a full-time faculty member who has some expertise in the field and who has assigned responsibilities for curriculum coordination. The curriculum coordinator is listed first on the advisor list for each program of study in the College Catalog.

In order to assure students that the curriculums offered by Northeast are current, appropriate and complete, evaluation of the degree programs of study must be completed regularly. Each fall, faculty assigned as curriculum coordinators, along with faculty advisors, will review the particular curriculum for depth and breadth. (See Appendix I - Curriculum Review Request)

Upon completion of the curriculum evaluation form, the responsible faculty curriculum coordinators and faculty advisors present the form to respective division heads. The division heads will refer the form to the proper standing advisory committee (academic, technical/vocational) for review and advice. The recommendations of the faculty and the advisory committees will be the basis of curriculum recommendations presented at the annual curriculum meeting of the Instructional Council. The Instructional Council submits changes to the Board of Trustees for final approval.

A Curriculum Review Committee that is composed of Northeast and non-college personnel will evaluate curricula yearly. Each division will have its curricula reviewed on a rotating basis. During the evaluation, each curriculum will be reviewed in the following areas:

1. Past successes of major/grades.
2. Relevance of courses within curriculum.
3. Documented need for the curriculum.
5. Credentials of faculty to adequately teach curriculum.
6. Financial support for the curriculum.

All curriculum recommendations from the Curriculum Review Committee will be forwarded to the Instructional Council. Actions by the Instructional Council will be forwarded to the Board of Trustees for final action.

Curriculum Changes

Forms to add or delete a course or a program of study are available in the office of the Dean of Instruction. To make any curriculum change, the correct form must be completed and submitted to the Dean of Instruction five days prior to the announced Instructional Council meeting. Curriculum changes usually commence with the curriculum advisors and/or Division Heads.

Curriculum Termination

Each program of study must maintain an adequate number of student majors to justify the continuation of the program as a degree offering. A university-parallel program of study in which the major courses do not serve as general education courses must maintain a minimum of fifteen students who are majoring in the program. A vocational or technical program must maintain a minimum of ten students who are majoring in the program.* If the student enrollment drops below the minimum level, the following steps will be taken:
1. At the conclusion of two consecutive years with below minimum student enrollment, the curriculum coordinator for the program of study must submit and execute a plan for recruiting students.

2. If the student enrollment in the program of study in question continues below the acceptable level for a third consecutive year, a review committee consisting of the Executive Vice President, Dean of Instruction and Division Head of the program in question, will review the program and will determine the program’s destiny.

3. If the review committee reinstates the program of study, the student enrollment during the reinstated year must exceed the minimum. Should the student enrollment decrease below the acceptable level, the program will be terminated at the conclusion of the reinstated year.

*Career or technical programs will be cancelled if funding from the State Board for Community & Junior Colleges or Mississippi Department of Education is terminated.

**Syllabus**

A committee of faculty who teach each course within a curriculum is responsible for the development of course syllabi which consist of course content, assignments, course supplements, research, and the grading scale. Once syllabi are developed and approved, faculty are expected to follow the syllabi. The methods of presenting the subject matter and the illustrations used in teaching a particular course are at the discretion and freedom of the faculty. Textbooks for all courses are selected by faculty committees.

Each discipline must have an approved copy of a syllabus on file in the office of the Dean of Instruction. Instructors must use the syllabi as guides for teaching, grading, and other instructional activities. Activities and discussion outside the approved syllabi are not acceptable.

The syllabus must include sufficient information to ensure a fair evaluation of the quantity and quality within the course. Each syllabus outline must contain the following categories:

- Course Title and Number:
- Course Description (Catalog Description):
- Course Objectives (Enumerated and Measurable):
- Course Outline:
- Activities to Accomplish Objectives (Book reviews, displays, lab manuals, etc.):
- Competencies Required to Complete Course (Standards):

**Program of Study**

A program of study is defined as a concentration of coursework within a particular discipline. The program of study is designed to produce entry-level competencies for specific career fields.

Each curriculum listed in the catalog is assigned a curriculum coordinator and advisors. The curriculum coordinator is listed first on the advisor list for each program of study.
The courses offered within the various curriculums are determined by the faculty subject to the approval of the curriculum committee and the Board of Trustees. Additions to and deletions from the curriculum originate with the faculty. In career-technical programs of study, an advisory committee assists faculty in career-technical curriculum matters.

GRADING AND EXAMINATIONS

Grading Policy

At the beginning of the semester, each student will be given a clear and detailed explanation of how grades are determined and what standards must be met for each course.

Within each division, the grading scale will be standardized for each course.

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<tr>
<th>Grade</th>
<th>Description</th>
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<tr>
<td>A</td>
<td>Superior</td>
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<tr>
<td>B</td>
<td>Good</td>
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<tr>
<td>C</td>
<td>Satisfactory</td>
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<td>D</td>
<td>Poor</td>
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<td>F</td>
<td>Failure</td>
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<td>I</td>
<td>Incomplete</td>
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<td>W</td>
<td>Official Withdrawal</td>
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<tr>
<td>N</td>
<td>Audit</td>
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<tr>
<td>Z</td>
<td>Pass without grade points</td>
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</tbody>
</table>

The temporary grade “I” may be submitted only in the following cases:

- Whenever the student was absent from the final examination for an acceptable reason
- Whenever the student has failed, because of acceptable reasons, to complete all assignments

It is the responsibility of the student to initiate action to remove an “I” that he has received. If the “I” is not resolved by the end of the following semester, it automatically becomes “F.”

Grades submitted at the end of each term are considered final, unless the instructor, Division Head and Dean of Instruction agree.

To be in compliance with federal legislation, no grades may be posted in public view by initials, registration number or otherwise.

Repeat Policy

Effective Fall 2005, a student will be permitted to retake up to two different courses (limited to Northeast courses only), not to exceed eight semester hours, in which he or she made a “D” or “F”, with the original grade remaining on the transcript but not counted toward the student’s institutional GPA. Only the higher grade will be computed in the institutional GPA. A student may retake a course only once under this policy and it must be taken at Northeast. Some courses may not be eligible for this policy. Students may not retake a course in which an “F” was received as a sanction for academic misconduct. This Repeat Course Policy is only in effect for Northeast and may not apply at other institutions.

Students must secure signatures of their advisor and the Dean of Instruction before being allowed to repeat the course. Forms are available in the Records Office in Estes Hall.
Examinations

Final examinations (which must be comprehensive) are given at the end of each semester. A written final examination will be given to each student in each course on the class schedule. No exceptions will be made.

Early final examinations must not be given to classes or individuals by day or evening instructors. Appeals from students requesting to take early finals should be referred to the Dean of Instruction. The final grade of a student, who is absent from a final examination, except in cases of unusual emergency, is automatically construed and recorded as a failure. If for reasons acceptable to the Dean of Instruction and the instructor, a student is unable to take a final examination at the regularly scheduled time, the student will be expected to make immediate arrangements to remove the deficiency.

A file copy of all final examinations will be turned in to the Division Head. Grades must be recorded by the instructor into Tigerline no later than 24 hours after an examination has been administered. An exam schedule is developed and distributed by the Dean of Instruction.

PROCEDURES FOR GRADE CORRECTION

In the event of an inadvertent grade entry, the instructor should obtain a Correction of Grade Form from the Office of Admissions or from the Northeast Mississippi Community College documents folder. The completed form should be submitted to the Office of Admissions and Records. The Office of Admissions and Records will make the correction to the grade.

Instructors may initiate a correction of grade for a period of one year after the course is completed. After one year, the grade correction will require approval from the Dean of Instruction. (See Appendix V – Correction of Grade Form)

ACADEMIC HONESTY GUIDELINES

Academic honesty is a fundamental attribute of higher learning. Students who violate the principle of honesty deny themselves an opportunity to master the skills that they are credited to possess, cheat their classmates of deserved recognition, and demean the college and its degrees. It is a matter of great concern that all members of the college community strive for high standards of personal integrity.

Evaluation of each student’s level of knowledge and understanding is a vital part of the teaching process, and requires tangible measures such as reports, examinations, and homework. Any act that interferes with the process of evaluation by misrepresenting the relationship between the work being evaluated and the student’s actual state of knowledge is an act of academic dishonesty. These acts of dishonesty include but are not limited to: fraud, cheating, plagiarism, forgery and facilitating dishonesty.

Definitions
For the purpose of this policy the following definitions are in effect:
• **Fraud**: Acts of dishonesty, which include falsification of documents, fabrication of data and altering exam solutions to be resubmitted for grade are considered fraudulent.

• **Cheating**: Any deceptive act that involves the submission of academic work purported to be one’s own when in fact the work was obtained from someone else is considered cheating. These acts may include copying or attempting to copy from another person’s test and/or assignment, allowing someone else to copy from a test and/or assignment, attempting to use unauthorized aids to complete an assignment and multiple submission of the same work to be graded as different assignments.

• **Plagiarism**: Misrepresenting someone else’s words, ideas or data as one’s own original work is plagiarism. Students may avoid plagiarism by fully and consistently crediting the person or persons responsible for the original work.

• ** Forgery**: Any attempt to misrepresent another person’s signature, initials, computer login or other identifying mark is a forgery.

• **Facilitating Dishonesty**: Actions that are intended to assist another person to commit a dishonest act will be considered facilitating dishonesty.

**Procedure**

1. Faculty should immediately report all incidents of academic dishonesty to the appropriate division head and the Dean of Instruction in writing. The report will include the date, time and place of the event, names of students involved, and a summary of the infraction.

2. The Dean of Instruction and the Division Head will review the written report and consult with the instructor to determine an appropriate course of action. Actions taken could include a reduction in grade for the assignment, refusal to accept the work with a grade of zero, assignment of the grade of “F” for the course or referral to the Academic Discipline Committee.

3. In extreme cases of academic dishonesty, the division head and instructor may elect to pursue formal disciplinary action by providing a written summary of the incident to the Dean of Instruction. The Dean of Instruction will review the incident report, consider the seriousness of the event and may refer the matter to the Academic Discipline Committee of the college if appropriate.

4. The Academic Discipline Committee will follow existing Northeast policy to consider the case and render a decision. Disciplinary action in cases where the charges are found to be true may include removal from the class with a grade of “F” or removal from the college for repeated offenses.

5. Appeal of the action of the Academic Discipline Committee must be made in writing to the Executive Vice President within 10 week days of the announcement of the Disciplinary Committee’s decision.
WITHDRAWAL PROCEDURES

At the beginning of each semester, students may make class schedule changes with their advisor’s approval. During the fall and spring semesters, students may add a class through the end of the first week of classes. Students may drop a class through the end of the second week of classes. During the summer sessions, students may add a class through the third day of class.

Northeast Mississippi Community College strongly supports activities that promote student success in classes and degree programs. With this goal in mind, the college provides a means for students to withdraw from individual classes and from the College. Students are encouraged to maintain their enrollment in all courses for the full semester. In cases where the academic load is too great to maintain, the student may reduce his/her load by withdrawing from one or more classes. Students are strongly encouraged to maintain fulltime status (12 hours or more) if practical. The class withdrawal period begins with the ninth week of class (or equivalent period in summer and intersession) and continues up to one week prior to final exams. The last day to withdraw from classes is November 27, 2012, for the fall semester and April 26, 2013, for the spring semester. The student who desires to withdraw from class should contact the instructor of the individual course. Students who stop attending class or are cut out (CO) and do not withdraw from the class will receive a grade of “F” for the class.

After the dates listed above, special permission must be obtained from the Dean of Instruction in order to withdraw from a class. In classes that do not extend throughout the semester, students may withdraw at any time up to one week prior to the final examination. In summer school a student may withdraw from a course at any time up to two days prior to the final examination. Students may appeal to the Dean of Instruction all withdrawal and class attendance decisions.

College withdrawal is available for students who can no longer attend any classes due to personal hardship. College withdrawal and class withdrawal result in a grade of “W” being recorded on the student’s transcript. Withdrawals (W’s) are not used in the computation of a student’s semester or cumulative grade point average (GPA). However, withdrawals are used by the Financial Aid Office in the computation of attempted hours for financial aid eligibility.

Students with excessive withdrawals (12 or more hours) during their degree program will be referred to the Counseling Center for academic counseling/advising and/or tutoring. In addition, these students may be restricted in the number of semester hours of total class load they are allowed to take during subsequent semesters. The student’s total class load will be based upon the student’s past academic records. The Dean of Instruction or the Director of the Counseling Center may consider the extenuating circumstances offered by the student in determining the total class load.

Class Or College Withdrawal

1. The student will contact the instructor for assistance to initiate a withdrawal from a class. To initiate a college withdrawal the student should contact their advisor. (If the instructor/advisor is not available, the student may seek assistance from the Academic Division Head that supervises the student’s advisor or a member of the Counseling Staff.)
Section 400: Instruction

2. The instructor/advisor will select the appropriate withdrawal form and assist the student to record the required information on the withdrawal form. Note: The last date of attendance must be obtained from the instructor of the class(es).

3. The student will verify that all information on the form is correct and sign the form and the advisor will determine that the form is complete and sign the form.

4. For a class withdrawal the student will submit the completed form to a counselor in the Counseling Center in Waller Hall. The counselor will verify the completeness and accuracy of the information and will refer any student with problems or special needs to the Dean of Instruction. The Counseling Center will submit completed forms to the Records office daily.

5. For a college withdrawal, the student will deliver the form to the appropriate offices for approval in the following order:
   a. Financial aid if the student receives scholarship, Pell Grant, or Student Loans. Note: The Financial Aid office will verify the last date of attendance on class withdrawals only if the withdrawal could create a change in the student’s financial aid status.
   b. Director of Housing, if the student resides in campus housing.
   c. The Business Office will collect a withdrawal fee of $10.00 for each withdrawal form submitted. The form will be collected at the Business Office and delivered in bulk to the Records Office.

6. The Records Office will record in BANNER a “W” for each class listed on the withdrawal form. A copy of the form will be provided to each of the following:
   a. The student’s permanent record.
   b. The Financial Aid office, if appropriate
   c. The Housing office, if appropriate
Students Activated Into Full-Time Military Service

Any student who has been activated into any component of the armed forces of the United States, may be allowed to withdraw as a student of the college with full tuition refund, out-of-state fees (if applicable), and/or student fees or any special fees, with room and board fees prorated with the approval of the Executive Vice President.

This includes members of the Mississippi National Guard, or one or more units of the Mississippi State Guard, or any of the reserve components of the armed forces of the United States who are placed in active duty status by orders of the President of the United States.

Any student who withdraws from Northeast Mississippi Community College under this policy will not receive any grades. The student record will show evidence of the withdrawal with documentation on file.

Any student who has completed at least three-fourths of the semester in good standing who needs to take only the final examination to complete the semester has the option to leave the college pursuant to this policy, without his class standing affected and without refund of any of the above fees or tuition. Within ninety (90) days after release from active duty, the student must make arrangements to take the final examination. The score on the final exam plus the completion of any unfinished semester’s work will constitute the student’s final grade.

A student who is within three weeks of completing a semester when activated may receive a final grade based on the average of completed assigned work and previously taken examinations.

ACADEMIC DISMISSAL PROCEDURES

The procedures outlined below will be followed in the process of a dismissal hearing for a student due to an act committed which is of an academic nature or while in a clinical or training setting that is not in compliance with the standards taught or not within the role of the student.

The instructor of the student and the division head of the division in which student is enrolled will serve as a screening committee to determine if a dismissal hearing is appropriate. This committee will submit written charges against the student to include time and place where the offense occurred. These charges will be presented to the Dean of Instruction immediately. The student may be suspended from class(es) until a hearing is held.

The Dean of Instruction will then assemble the Academic Disciplinary Committee to review the charges brought against the student. The Dean of Instruction will notify the student in writing of specific charges brought against him/her within three (3) working days of notification from the screening committee. The letter will include time and place of said offense and time and place of a formal hearing before the Academic Disciplinary Committee. The letter will also notify the student that he/she may be accompanied by a legal advisor at his/her own expense. The student will receive notification three working days in advance of the hearing. The student will be informed that witnesses may appear in his/her behalf. The student charged may confront and
question witnesses testifying against him/her at the hearing. The chairman of the committee will take necessary action to maintain an orderly hearing.

A recommendation for dismissal will require 2/3 of the Academic Disciplinary Committee membership voting against the student. A record of the vote will become a part of the record of the hearing.

The Dean of Instruction will notify the student in writing within three (3) working days from the date of the hearing of the committee’s findings and of the action to be taken. By means of this letter, the student will be informed that he/she may appeal to the Appellant Review Committee provided the appeal is in writing and presented to the Executive Vice President no later than three (3) working days of receipt of the letter. A copy of this letter will be placed in the student’s permanent record in the College’s Records Office.

The Appellant Review Committee will determine if due process was afforded the student and if the outlined appeal procedure was followed. The committee will select those individuals (including the student) who will be called to testify. The student will be notified within three (3) working days regarding the decision of the Appellant Review Committee. No additional appeals are provided.

If this issue is a “critical incident,” the student may not attend clinical until the situation has been resolved.

The record of the hearing will be kept on file in the Offices of the Executive Vice President, Dean of Instruction and the Division Head in the division in which the student is enrolled.

EVENING AND SUMMER CLASSES

The purpose of the evening and summer college classes is to provide expanded educational opportunities to residents of the college district. Students have the opportunity to participate in individual classes to improve their skills or participate in a comprehensive program designed to permit a student to receive the associate’s degree in a timely manner. The Office of Dean of Instruction is responsible for evening and summer classes. The Director of Distance Learning is responsible for distance learning and internet classes. Faculty credentialing will be approved by the Dean of Instruction.

- All evening, weekend, and summer college classes must be scheduled and/or canceled through the Office of the Dean of Instruction.
- Evening and summer college faculty are assigned by the Dean of Instruction.
- Students who are at least twenty-one years of age and have less than twelve semester hours may enroll as unclassified.
- Evening and summer college instructors and all adjunct faculty members are evaluated in accordance with the college’s evaluation process.
- Evening and summer college instructors must adhere to all policies and procedures contained within this document and other official documents of the college.
- Evening and summer college personnel must adhere to the procedures set forth in the Adjunct Faculty Handbook
**e-LEARNING**

Northeast recognizes the needs of students who, because of various time or space barriers, cannot attend courses in the traditional classroom setting. Through the use of the Internet, Northeast offers students the opportunity to receive classes at their home or office. Northeast is an active participant in the Mississippi Virtual Community College (MSVCC), a joint online effort between the Community Colleges within the State of Mississippi and the Mississippi Community College Board. This partnership increases the number of Internet-based courses that are available to Northeast students.

Faculty and students participating in e-learning courses interact through phone, e-mail, discussion boards, and chat rooms. Our online courses meet the same educational requirements as traditional classroom courses.

Admissions/registration procedures for distance learning courses are the same as outlined for the traditional classes. Textbooks for e-learning students are available for Northeast-originated courses in the Northeast Bookstore located in the Frank Haney Union. Northeast Bookstore staff will assist students in obtaining books for courses originating from other schools.

Additional information regarding the Northeast e-Learning program can be obtained by following the e-Learning link from the NEMCC website at [http://www.nemcc.edu](http://www.nemcc.edu). In addition, a copy of the e-Learning Procedures Manual may be obtained from the Office of e-Learning located in Hargett Hall.
Section 500

STUDENTS
DORMITORY GUESTS

Prior approval from the Director of Residential Student Services is required for guests to reside in the dormitories during non-occupancy periods. Overnight guests may stay in the dormitory ($5.00 is charged per person) as guests of Northeast students. Residents must receive approval prior to guest arriving.

TUITION GRANT (FEE WAIVER)

As a tool for recruitment and enrollment, the Northeast Board of Trustees authorizes the institution to establish and administer a Tuition Grant (fee waiver). The total amount to be expended must be defined in the operational budget and be approved by the Board of Trustees.

To qualify, students must apply for federal and state financial aid programs and must meet the financial aid satisfactory progress guidelines.
• Potential recipients should be recommended by a member of the Northeast Board of Trustees or a college administrator.
• The maximum amount of the grant per semester is limited to the college’s tuition.
• The Tuition Grant is available only to Mississippi residents.

STUDENT IDENTIFICATION

Northeast students are assigned a generated identification number. Students shall use their generated ID number for identification at Northeast. The student’s ID number shall be used for enrollment, fee payment, housing and cafeteria meals.

MANAGEMENT OF STUDENT RECORDS

Student Records

Northeast maintains student records for both credit and non-credit classes. The Director of Enrollment Services/Registrar is responsible for maintenance, accuracy, and security of records.

The initial student records consist of: applications for admission, ACT profile sheets, high school transcripts, class withdrawal/college withdrawal forms, official collegiate transcripts of grades, and other information pertinent to the students’ enrollment. The initial students’ records are maintained in a fireproof vault. As a backup, student grades on a semester basis are entered into the campus computer system for permanent storage. All student files and computer records are secured and are made available according to the published Student Rights and Privacy Act.

Individual Student Records

Records on individual students may be disclosed under the following circumstances:

Student Requests

Any student enrolled at the College has the right to request the opportunity to examine his or her record as maintained in any of the offices on the College campus. The request must
be made in writing and the office concerned has 45 days in which to assemble the data and make provisions necessary for the student to examine the record. Examination of the record must either take place in the presence of a college official or, for a reasonable fee; the student may receive a copy of the record. The following records will not be disclosed to students:

(1) Financial records of the parents of the student or any information contained therein;
(2) Confidential letters and statements or recommendations that were placed in the file prior to January 1, 1975, so long as those letters and/or statements are used solely for the purpose for which they were specifically intended.
(3) Letters of recommendation to which the student has waived his or her right of access.

After examination of the records it is possible for the student to challenge entries and add factual, explanatory information to the records. This challenge does not give the student the right to question the appropriateness of a grade, but instead, does allow for the examination of the correctness of the recording of the grade that has been given by an instructor. If the College does not amend a record as requested, the student will be notified and informed of the right to a hearing. Results of hearings will be given in writing to eligible students according to procedures which shall include:

A. Hearings will be conducted within a reasonable time frame;
B. Parents and/or eligible students will be given notice of date, place, and time of hearing;
C. The hearing will be conducted by an official of the institution, named by the President of the College, who does not have a direct interest in the outcome of the hearing;
D. Parents and/or eligible students can present evidence relevant to the issue and may be represented by individuals including attorneys; and
E. Decisions will be given in writing in a reasonable period of time and will be based solely on evidence presented at the hearing.

Requests by Parents

The Family Education Right to Privacy Act (FERPA) allows parents of dependent students age 17 and under the right to examine the record of their dependent students. Parents must come to the Records office with a picture ID in order to view the record. Student records will not be shared via telephone, fax or e-mail. Parents who wish that their dependent student record be kept confidential must follow the same procedure as independent students. If a parent wishes to obtain copies of their dependent student record, those requesting the record must bear the cost of reproducing the record. No parent may see a record that his or her dependent child is not entitled to view. Parents of independent students are not allowed to view their student’s records without the written, verifiable permission of the student.
Section 500: Students

Request by Agencies and Institutions
In addition, without first obtaining the permission of the student or the parents, student records are available to certain individuals, agencies, and institutions. These are:

- College officials including instructors who have legitimate educational interest in reviewing the record;
- “Authorized representative of (i) the Comptroller General of the United States, (ii) the Secretary, (iii) an administrative head of an education agency...” and “State education authorities...;”
- The Financial Aid Office or any other appropriate office of person in connection with application for or receipt of financial aid;
- Organizations that conduct validation studies on predictive tests, administering student aid programs, and improving instruction. Such studies must be conducted to assure that the personal identification of the individual students or parents cannot be made public;
- Accrediting organization in order to carry out their accrediting functions;
- The courts by court order or subpoena on the condition that the student is notified of the order or subpoena in advance of sending the records; and
- Appropriate persons in emergency situations, if the knowledge of the records is necessary to protect the health and safety of the student or other persons. The following factors will be taken into account in determining whether information will be given in emergency situations;

(a) The seriousness of the threat to health or safety of the student or other individuals.

(b) The need for the information to meet the emergency;

(c) Whether the parties to whom the information is disclosed are in a position to deal with the emergency; and

(d) The extent to which time is of the essence in dealing with the emergency.

The College must keep a log of all parties, other than College employees, who have requested or obtained access to a student’s records. This log will contain the reason why access was requested. The log will not be made available to anyone other than the student and the College employees.

Any time information concerning the student is transmitted to a third party, the party must be notified that it is illegal under the Family Educational Rights and Privacy Act of 1974 to share the information with anyone else without written permission from the student.

Student records, prior to fall 1993, are digitally imaged with students’ initial files being purged of all information with the exception of hard copy of transcript that is retained in the file. Purged information is shredded and destroyed. Backup computer tapes containing students’ transcripts, from fall 1993 forward, are placed on permanent tape/disk in the computer system.
Section 500: Students

This institution adheres to the American Association of Collegiate Registrars and Admissions Officers (AACRAO) Retention of Records policies.

A transcript will be issued only upon written and signed request from the student. Students may request transcripts by presenting a signed transcript request to the Records Office in person; via the college website at www.nemcc.edu; by fax to (662) 720-7405 or by mail. E-mail requests will not be honored. Forms may be obtained by visiting the Records Office, calling (662) 720-7187, or downloading from the college’s website. Transcripts are released to students who have met all financial obligations to the college and do not have any HOLDS on their record. A $5 fee is required for all transcripts. If the student orders the transcript from the college website, the company charges a handling fee in addition to the $5 fee.

Directory Information

Directory Information can be made available on college students without the previous consent of the student.

Data defined as directory information are student’s name, address, telephone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

A student who does not want information released, must provide written notice to the Records Office prior to the close of registration for the current term of college. This request to withhold disclosure will be in effect until rescinded by the student in writing.

Custodian Of Records

Northeast students are notified annually regarding college policies concerning student academic records. The Records Office strives to follow guidelines set forth by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) in compliance with the Family Educational Rights and Privacy Act (FERPA). Students are given information regarding:

- Cost of Issuance of Transcripts
- Name and Location of the College’s Registrar
- Policies for Reviewing Records
- Procedures for Accessing Student Records
- Procedures in Challenging a Record
- What is Considered Directory Information

STUDENT PRIVACY

Northeast employees shall take steps as may be reasonable and necessary to prevent the inadvertent disclosure of a student’s social security number to anyone other than those persons or agencies having a legitimate and lawful need to know the individual’s social security number for the performance of required duties.
• Social security numbers of Northeast students may be disclosed only when required by law, or required by an agency or person having a legitimate and lawful need for the information in order to perform required duties of the agency. Example: financial aid processing, IRS, student payroll, etc.
• Internal lists of students should not include social security numbers. Student names and social security numbers should not be posted when setting appointments, listing advisees, posting announcements, etc.
• Social security numbers of students should not be provided to other students.
• Student’s personal information may not be distributed for personal or political gain.

RED FLAG IDENTITY THEFT PREVENTION PROGRAM

Northeast Mississippi Community College establishes and Identity Theft Prevention (Program) to comply with the Red Flag Identity Theft Prevention Program (commonly called “Red Flags Rule”) as required by the Federal Trade Commission (FTC). The Identity Theft Prevention Program is designed to detect, prevent, and mitigate identity theft and to thereby reduce the possible threat to the well-being of the college community.

The College’s Identity Theft Program has been established in accordance with the “Red Flag Rule” requirements set forth in the FTC’s implementation of Section 114 and 315 of the Fair and Accurate Credit Transaction Act of 2003, and amendment to the Fair Credit Reporting Act (FCRA) pursuant to U. S. C. 161s(a)(1).

Rule:
The Red Flags Rule requires institutions that hold “covered accounts” (accounts to which a person makes repeat payments) or that process student loans to develop and implement an Identity Theft Prevention Program for new and existing accounts. The College has established procedures to ensure compliance with the Red Flags Rule requirements. In accordance with the Red Flags Theft Prevention requirements these procedures include reasonable steps to:

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

The Board of Trustees directs the President to establish such steps as necessary to ensure the College maintains compliance with the FTC’s Red Flags Identity Theft Prevention Program and to mitigate the risks for identity theft. The President, or designated representative, will ensure development and implementation of the policy and procedures required to maintain compliance. The President and the Director of Finance will function as Program Administrators.
STUDENT COMMUNICATIONS

Announcements

• Announcements of general interest to the campus community may be posted as written bulletins, on the campus webpage, or on the campus e-mail system.
• Announcements may be made via intercampus mail, e-mail or voice mail.
• Announcements concerning severe weather or other campus emergency will be made via the Tiger Alert System. Students and employees are encouraged to sign up for the Tiger Alert System.

Effective Fall 2008 Semester

Student E-Mail

Students are required to check their Northeast-provided e-mail accounts regularly. Official information originating from Northeast offices and faculty will be sent to students via the NEMCC e-mail account.

STUDENT INTELLECTUAL PROPERTY RIGHTS

• The policy governing intellectual property rights of students shall apply to all persons enrolled as students of The Northeast Mississippi Community College.
• Students will retain full ownership of all classes of intellectual property, including, but not limited to, scientific and technological developments, art work, written and oral compositions, music compositions/arrangements, and all other objects, items, or content that may be deemed “intellectual property” that they create or produce, both individually and collaboratively.
• The College will retain an unrestricted license to use and reproduce the students’ intellectual property for educational and nonprofit purposes, including, but not limited to, publicity, promotion, and marketing. In no way will the College profit from the sale of the students’ intellectual property.

STUDENT ORGANIZATIONS

Clubs And Organizations

Student clubs and organizations are an important complement to a student’s academic experience. Northeast Mississippi Community College intends to have a variety of extracurricular activities available to enhance student life. All student clubs, organizations and student initiated activities must have a current Northeast faculty or staff sponsor.

Charter

To establish a club or organization, sponsoring faculty or staff members must submit a club charter to the Dean of Student Services. Upon approval, the name of the organization will be included in the College Catalog. Student initiated activities must have a faculty sponsor to be recognized by the college.
Activities

Any activity planned by a club or organization must be approved by the sponsor and the Dean of Students Services. An activity involving time away from class, away from school, or requiring school transportation, must be approved by the Executive Vice President. The utilization of college facilities for a student activity requires approval by the Executive Vice President or the Director of Event Planning.

The responsibility of the sponsor of a club or organization is to see that activities correspond to the stated purpose of the club or organization.

National Competition Winners

Northeast Mississippi Community College encourages students to participate in intercollegiate academic and athletic events at the state, regional, and national levels. For national competition, the College will provide travel, food, and lodging cost for state (regional) first place subject matter and athletic winners only provided funds are available. In addition, the College will provide travel, food, and lodging cost for one sponsor to accompany and coach the first place winner(s). Expenses will be reimbursed at the rate approved by the College.

FUND RAISING ACTIVITIES

Approval for all fund raising activities must be secured through the Dean of Students prior to initiating any activity.

Fund raising is limited to club activities and must be for one of the following:

- Direct product sales and advertisement
- Admission ticket sales to fund raising programs
- Ticket sales for specific items to be given away at a random drawing

Direct solicitation of cash from individuals and/or businesses is not permitted. Liabilities incurred during fund raising activities are the responsibility of the student organization. Northeast will not accept responsibility for any liability incurred by student organization during fund raising. All sales tax liability must be paid by the organization conducting the fund raising.

EXTERNAL ACTIVITIES FOR STUDENTS

The college encourages students to participate in off-campus, community, district, and state activities that enhance their program. Such activities must not conflict with class responsibilities.

A correct travel form for students must be presented and approved prior to acceptance of off-campus invitations.

STUDENT SUCCESS

The College is committed to student success. The Counseling Center is located in Ramsey Hall and offers:

- Personal and career counseling
- Academic tutorial services
• Developmental studies
• Testing and assessment services
• Job placement

Faculty members are encouraged to refer students to the Counseling Center for any of the services noted above. Appointments are not necessary for faculty members or students; however, referrals and appointments may be set by calling the Counseling Center, ext. 7313.

All counseling sessions are confidential.

STUDENT INVOLVEMENT

The college recognizes the student’s voice in determining the future of the college and values the student’s thoughts and suggestions in the decision-making process. The governance for the student body is through an active Student Government Association. The SGA is presided over by a president, a vice president, a secretary-treasurer, and various student representatives.

The SGA and its committees provide a wide range of activities for improved student life. Its officers and representatives serve on various college committees to help determine the direction of the institution. Students are appointed to college standing committees by the SGA President. In addition, the SGA officers hold membership on the Strategic Planning Council, which serves as a front-line committee to assess the current status of the college and to establish priorities for the college’s future.

Students at Northeast are encouraged to participate in planning and decision making for the institution through the appropriate procedures. Any Northeast student who desires change(s) in the college’s operation or structure may submit a planning proposal to the SGA. In addition, planning proposals may originate with the SGA. After approval by the SGA, the planning proposal is forwarded to the appropriate Dean or Director for approval and submission to the Administrative Council.

CLASS ATTENDANCE

Students are required to attend all classes. Absences from class should be the result of unavoidable circumstances such as sickness, family deaths, hazardous road conditions, and so forth. Absences due to unavoidable circumstances will entitle the student to reasonable opportunities to complete make-up assignments or exams. (These absences will not protect the student from the consequences of excessive absences.)

Students who are absent from class more than 14% of the scheduled class meetings will be reported to the Records Office for excessive absences. The instructor of the class will inform the student of the existence of excessive absences upon the student’s return to class and by email. Students who are removed from class for non-attendance will have a status of CO(cut-out) and a grade of “F” recorded for the courses. Classes for which a student is listed as CO(cut-out) count as enrollment under federal financial aid regulations and are used by the Financial Aid Office in
the computation of attempted hours for financial aid eligibility. Students who are cut-out of class should process a class withdrawal for that class by the posted deadline in order to prevent a grade of “F” being recorded. A student who has been cut-out of class may appeal to be readmitted in the Dean of Instruction’s Office.

Faculty will report excessive absences for students by entering a “CutOut” warning in the attendance-retention program - DropGuard. A CutOut email, generated by DropGuard, will be sent to Financial Aid, the Records office, and the student informing them of the CutOut.

A student has the right to request reinstatement to class from the Dean of Instruction for absences due to extenuating circumstances and may continue to meet class without penalty while seeking reinstatement. The Dean of Instruction will confer with the instructor and render a decision on reinstatement to class. Students can request an appeal of a reinstatement decision. The request for appeal must be in writing, in the form of a letter, to the Dean of Instruction. The Attendance Committee will be comprised of the Dean of Instruction, a member of the counseling staff, the instructor from whose course the student is being dropped, and an additional instructor from another academic division appointed by the Dean of Instruction. The student will receive, in writing, the decision of the committee.

DRESS POLICY FOR STUDENTS

Northeast students are expected to dress in apparel that is acceptable by current standards of decency both in the classroom and at all college-sponsored activities. Shirts and shoes are mandatory for all students when in classrooms, cafeteria, library, auditorium, and the Frank & Audrey Haney Union.

STUDENT CONDUCT

As citizens of local, state and national governments, Northeast students are expected to adhere to all applicable laws and regulations. Students enrolled at Northeast Mississippi Community College assume an obligation to conduct themselves in a manner compatible with the college’s function as an institution of higher education.

WEAPONS

Northeast Mississippi Community College prohibits the possession of pistols, firearms, or other weapons in any form by any person other than duly authorized enforcement officials, and others specifically identified in Board policy, on the college premises or at college functions, regardless of whether any such person possesses a valid permit to carry such pistols, firearms, or other weapons.

• This prohibition includes weapons in vehicles on college premises.
• “College premises” does not include private business or the private residences of faculty or staff.

CELLULAR TELEPHONES IN CLASSROOMS
Instructors should advise students that cellular telephones should be turned off when entering classrooms. Students and faculty will not be allowed to use cellular phones during class periods.

**STUDENT DISCIPLINE**

Disturbance of any nature is not acceptable within the classroom. Each instructor must maintain control of the classroom and has the responsibility to ensure that order does exist. In cases of student disorder, an instructor, in a polite manner, should ask the student(s) to refrain from disorderly behavior. Should the disorderly behavior persist, the student(s) should be asked to leave the classroom. If the disturbance occurs again, the student(s) should be dismissed from class and not readmitted until directed by the disciplinary committee. After the second dismissal, the Dean of Instruction should be informed, on the same day and in writing, of the reasons for dismissal. If an unruly student refuses to leave the classroom after he has been requested to do so, the instructor involved should immediately contact the Dean of Instruction or Campus Law Enforcement.

The following are some acts of classroom misconduct that are subject to disciplinary action by the college authorities:
- Cheating in any form
- Destruction or damage to college property
- Unnecessary disturbances
- Disrespectful attitudes, behavior or language

Penalties administered for such actions may include severe reprimand, disciplinary probation (which may be recorded on the student’s permanent record), suspension, or exclusion. Serious offenses should be reported to the Dean of Instruction immediately.

Disciplinary Process and Complaint/Grievance Procedures for Students are located in the Student Handbook & Planner and on the student link on the Northeast Website.
Section 600

EDUCATIONAL SUPPORT
SUBSTANTIVE CHANGE PROCEDURE

A substantive change is a significant modification or expansion of the nature and scope of an accredited institution. It is the responsibility of Northeast Mississippi Community College to follow the substantive change procedures of the Commission on Colleges and inform the Commission of such changes. Any of the following must be reported six months to one year before implementation:

a. Initiating coursework or programs at a more advanced level than currently approved.
b. Expanding a current degree level.
c. Initiating programs at a lower degree level.
d. Initiating a branch campus.
e. Initiating off-campus sites.
f. Adding a significantly different program at an approved site.
g. Initiating programs/courses offered through contractual agreement or consortium.
h. Initiating distance learning.
i. Initiating a merger/consolidation
j. Altering significantly the educational mission of the institution.
k. Relocating a campus.
l. Changing governance, ownership, control, or legal status.
m. Altering significantly the length of a program.
n. Initiating degree completion programs.
o. Closing an institution/program; initiating teach-out agreements.

In order to comply with this requirement, Northeast requires the SACS Liaison to attend all Instructional Council meetings, Curriculum Committee meetings and Curriculum Review meetings and to archive copies of the minutes of these meetings.

COMPUTER SERVICES

Computer Services And Resources Policies

Computer services are available for all employees and students of Northeast Mississippi Community College. Recent purchases of computer equipment and software packages allow reasonable computer access by the campus community and assure the user groups that balance for computer time is afforded to all.

The computer department staff is charged with coordinating the processes of purchasing computers and related items, of maintaining computer hardware and software, and of assisting college personnel with computer usage. The Technology Committee serves as an advisory group for campus-wide computer services. Computer requests (institutional research, student data, programming, etc.) to central computing should be submitted via the “Work Order Processing System” a minimum of forty-eight hours prior to the time the information is needed. For information on how to access the Work Order Processing System, please contact the Computer Center. All requests are prioritized according to the official college policy. Consultation requests that relate to computer services must be made at the convenience of the computer department staff.
Priority for Computer Services

All computer requests for assistance from the computer department and for usage of the
mainframe are granted on a priority basis. Priority and balance for computer services and usage
is established as policy by the College. Computer services and usage are rendered according to
the following priorities:

1. Business Operations of the College
2. Registration and Student Data
3. Institutional Research
4. Advising and Counseling
5. Faculty and Staff Use
6. Other

Financial Resource Allocation For Computers

The plan of the college is to have a fully automated campus. To achieve this plan, an
annual allocation of funding is budgeted for the purchase of computers and related computer
items. Requests by employees for purchasing computers and related items should be made to
the Computer Center Director and to the Computer/User Committee. College approval for
purchase of computers is granted through the Computer/User Committee. Plans approved by
the Computer User Committee will be submitted to the President and to the Board of Trustees to
receive final approval. The purchase of computers and related computer items is on a priority
basis as follows:

1. Administrative Hardware and Software
2. Classroom Computers
3. Computers for Laboratories and Library
4. Computer Aided Instruction Laboratory

All computer requests must be included in the college’s “Five-Year Planning Document”
and the “Five Year Computer Plan for ITS” prior to purchase.

Computer Security Measures

In order to protect confidentiality and integrity of academic systems, administrative
systems and institutional networks, Northeast employees:

- Must complete and sign Banner Statement of Accountability (See Appendix T)
- Must abide by the Northeast Mississippi Community College Appropriate Computer
  Use Policy
- Must adhere to Password Change Procedures for BANNER
- Must protect privacy of students and employees
- Must not use any information for personal gain
- Must utilize BANNER Access Request Form to request BANNER Form. (See Appendix
  U)
**Evaluation Of Computer Services**

College employees conduct an annual evaluation of computer services through the Campus Climate Survey and the Administrative Council evaluates policies.

**COPYRIGHTED WORKS**

Northeast recognizes the importance of protecting the owner’s copyright to printed material, music, electronic data and images. Duplicating of materials by any means must be in adherence with the Copyright Law of the United States of America, Title 17 of the U.S. Code and the Digital Millennium Copyright Act of 1998. For assistance in determining the applicability of copyright law to a specific project, employees should contact the Head Librarian in the college library.

The following notice should be posted at all duplicating machines on campus:

*Copyright Notice*

Copying, displaying and distributing copyrighted works may infringe the owner’s copyright. Any use of computer or duplicating facilities by students, faculty, or staff for infringing use of copyrighted works is subject to appropriate disciplinary action as well as those civil remedies and criminal penalties provided by federal law. Title 17 of the U.S. Code can help you determine whether your use of a copyrighted work may be infringement.

Lab books and other type materials, whether printed or electronic, that are duplicated for sale in the bookstore, must be either original material or must have a current authorization for use of the material from the author on file in the Institutional Printing Office.

It is the responsibility of the individual faculty or staff member to learn about copyright and to make decisions concerning copyright materials.

A summary of the civil and criminal penalties for violation of Federal copyright laws is as follows:

- Infringer pays the actual dollar amount of damages and profits; or
- The law provides a range for $750 to $30,000 for each work infringed, unless the court finds the infringement was willful. In such cases, the maximum penalty is increased to $150,000.
- The court may award attorneys’ fees and court costs.
- The court can issue an injunction to stop the infringing acts.
- The court can impound the illegal works.
- The infringer can be sent to jail for up to 10 years.

Additional information may be obtained about the copyright laws from [www.copyright.gov](http://www.copyright.gov).

**COLLEGE COMMITTEES**
Committees play an important role in policy and decision-making at Northeast. Participation in committees provides faculty and staff the opportunity to help shape the future of the college and its programs. The college has designated committees by three categories (1) standing, (2) Ad Hoc and, (3) Special. A list of committees is posted on Northeast’s web page.

- Standing – A committee that has defined goals and meets on a regular basis.
- Ad Hoc – A committee that has a definite time and task.
- Special – A committee that has a defined task and meets only when necessary.

**Committee Membership**

All faculty, administrators, and most staff serve on a maximum of three standing committees. As the primary function of the college is to provide quality instruction, the majority of the standing committee membership is generally assigned to faculty. At the beginning of the fall semester, faculty and staff have the opportunity to select the committees that they wish to serve on in the coming year. The President or Division Vice-President may choose additional members to fill a particular need (i.e. not enough volunteers or specific expertise required). Membership in some committees is determined by virtue of an individual’s position (i.e. President’s Cabinet or Administrative Council). A list of committees and their membership is maintained in the Office of the Executive Vice President.

**Committee Processes**

Each committee has an assigned chair and a recording secretary chosen by the membership. All committee decisions are based on a simple majority vote. Committees are free to explore, question, and make suggestions and recommendations. All committee recommendations must be forwarded, first, to the Administrative Council and then to the President’s Cabinet. Committees must function within the policies as stated in the Northeast Procedures Manual.

**Role Of Faculty In Committee Work**

Each faculty member at Northeast is assigned, annually, to serve on a maximum of three standing committees. Each committee has an assigned chair while recording secretaries are chosen by the membership. In addition, faculty are assigned to ad hoc committees and task forces that have short-range goals. All committee decisions are based on a simple majority vote.

The direction and operation of the college, to a degree, are determined by committee suggestions. As the primary function of the college is to provide quality instruction, the majority of the standing committee membership, in most cases, is assigned to faculty.
INSURANCE RELATED TO INSTRUCTION

Nursing Insurance And Licensure

All nursing instructors must have adequate malpractice insurance coverage and a current license to practice in the State of Mississippi. Evidence of fulfilling these requirements must be on file in the office of the Division Head of the Division of Health Sciences prior to the effective date for the contract period, and the cost of both prerequisites for employment is to be paid by the instructor.

RESEARCH AND PLANNING

Institutional Planning Proposal Procedure
(Revised/July 2001)

The planning procedure for Northeast Mississippi Community College has broad-based involvement for students, faculty, staff, and administration. Ideas for change and/or improvement (proposals) may originate with students, individual employees, or with divisions and departments. Proposals for change are recorded on the appropriate form and presented to the Division Head (See Appendix J - Institutional Planning Proposal). Proposal forms proceed from the Division Head to the appropriate Vice President and then to the Administrative Council. If the Administrative Council approves the proposals, the proposals proceed to the President’s Cabinet and then to the President who may approve or reject the proposals and/or pass proposals to the Board of Trustees.

Any proposal may be rejected at any level and sent back to the originator. Rejected proposals may be reworked and resubmitted for further consideration.

Planning proposals must be presented to the Administrative Council Chair one week prior to the official meeting date.

EMERGENCY CLOSING PROCEDURE

General Information

In the event of an emergency situation adversely affecting college operations, the health, well being, or safety of students, faculty, and staff of the college, the President or the president’s designee may suspend the operation of any or all units of the institution. Emergency situations include, but are not limited to: severe weather conditions, natural disasters, fire, or related hazards, and mechanical or equipment failure.

Essential Personnel

Each Vice-President will recommend to the President those operations and/or employees within their organization responsible to provide essential services during a closure. Notification of essential employees will be made by the Vice Presidents or their designees. If the emergency occurs outside working hours, essential employees will be contacted by telephone.

Media

The Associate Vice President for Public Information will maintain a current list of contacts at local radio and television stations which will include phone, fax, and e-mail
information. The Associate Vice President for Public Information will use this list to notify the media of closure.

**Decision To Close**

The Executive Vice President in consultation with the President will determine when to close the college due to an emergency situation.

**Closure During Operating Hours**

1. Any decision to suspend operations during normal operating hours will be communicated by the Executive Vice President to the Deans for subsequent notification of all persons within their units.
2. The Executive Vice President will notify the Associate Vice President for Public Information who will in turn provide appropriate information to radio and TV stations.

**Closure After Operating Hours**

When severe weather threatens after normal operating hours the following procedure will be implemented to determine closing for the next usual day of operation.

1. By 5:00 a.m. of the next day of operation, the Executive Vice President will consult with Campus Security, and local law enforcement officials to determine local weather and road conditions. Area school districts will be contacted to determine their plans for operation.
2. By 5:15 a.m., the Executive Vice President will contact the President to confer on the conditions.
3. Prior to 5:30 a.m., the Executive Vice President will contact the Associate Vice President for Public Information who will in turn contact local radio and TV stations.
4. The Executive Vice President will notify the appropriate personnel of suspended operations after normal working hours.
5. The Executive Vice President will verify that closure information is provided through a recorded message on the telephone system. When notified by the Executive Vice President of an emergency closing, the Switchboard Operator will activate a recorded message after hours telling the public which local media to consult for closure information.
ANNUAL OPERATING BUDGET

BUDGETING

The institutional budget is a statement of estimated revenues and expenditures. The budget insures that each program shall be supported.

The budget planning process begins with each division completing the Institutional Planning System Needs Survey Part I and Part II: Needs by Priority Rank to list basic needs from supplies to personnel. The Division then prioritizes those needs. Divisions work as groups with their respective faculty and staff members to prepare their responses/recommendations, thus allowing broad input into budget considerations. Then, the departmental and division personnel prepare their budget proposals on the appropriate forms (Summary of Division Budget Request Form and the Budget Planning Form). After budget hearings with the appropriate personnel, the preparation of the budget is finalized by the Budget Committee and submitted to the President and the Board of Trustees for final approval. Each division’s vice president receives notification of the budgeted allocation for his/her division. Balances within divisions should be reviewed periodically on BANNER for guidance in staying within budgetary allocations. Budget revisions may be made by submitting budget revision forms.

Budget Revisions

Divisional and departmental budgets should be adequately developed in order to cover all necessary expenditures. However, when budgetary allocations are not adequately appropriated to cover necessary costs, a budget revision may occur. Budget revisions may occur only when actual conditions require such changes. In this case(s), a budget revision form is initiated by the departmental head and forwarded to the department’s respective vice president for preliminary approval. The Director of Finance must grant final approval. The form must indicate the line item where funding is to be deducted and the line item where funding is to be added. The budget revision request should include an explanation of the transfer. Budget Revision Forms are available on the college server or from the Vice President’s office. (See Appendix K - Budget Revision Form.)

PURCHASING

Policy

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The acquisition of services, equipment, and supplies at the district level shall be centralized under the supervision of the Director of Purchasing through whose office all purchasing transactions will be conducted.

All purchases of Northeast Mississippi Community College will be made in accordance with generally accepted accounting procedures, State of Mississippi Department of Audit
regulations and guidelines, and the purchasing laws of the state of Mississippi as set forth in the Mississippi Code.

**PROCEDURE**

The purchasing of goods begins with the college employee. All purchase requests must be reflected within the college budget and must relate to the dictates of the Five-Year Planning Document. When purchasing, each employee is legally responsible for using good judgment and for following the purchasing procedure described in the Purchasing Manual. The Purchasing Manual is available from the Director of Purchasing. All Purchase Requests must be entered and complete before goods or services are ordered and/or delivered. Making a request to purchase or preparing a requisition is not permission to order goods and services. All college orders are made with approved, signed purchase orders. Following is a synopsis of the purchasing policy based on the cost of goods to be purchased.

**$0.01 - $5,000.00 Purchases**

All requests for such purchases must be submitted to immediate supervisors for approval. The request must include all necessary descriptive, budgetary, and ordering information. If approved, the immediate supervisor, or his/her superior, will enter the purchasing data into the computer. Upon approval by appropriate individuals, as required by the college's purchasing procedures, the purchase order will be forwarded to the appropriate vendor.

**$5,000.01 - $50,000.00 Purchases**

All such requests for purchases must be submitted to immediate supervisors for approval. The request must include all necessary descriptive, budgetary, and ordering information. In addition, the request must include a minimum of two (2) quotations, which must be original with signatures of vendors, and be on vendor's quotation forms. If approved, the immediate supervisor, or his/her superior, will enter the purchasing data into the computer.

After entering purchase request into the computer, all quotations and other "attachments" must be attached to a routing sheet and immediately forwarded to the Director of Purchasing. When the requisition is entered into the computer, the computer assigns a request number, which becomes the requisition number. The requisition number must be recorded on the attachments and stapled to the routing sheet. The routing sheet and attachments must immediately be forwarded to the Director of Purchasing. A delay in forwarding the routing sheet will delay the placement of ordering the goods.

Upon approval by appropriate individuals, and the receipt of the Routing Sheet, the purchase order will be issued to the appropriate vendor.

**$50,000.01 and Over Purchase**

All purchase requests totaling $50,000.01 and above must receive the approval of the College's Board of Trustees before receiving bids or purchasing. To submit a request for purchasing, the requester must prepare a written description of the item(s), which includes an approximate cost, and submit it to the immediate supervisor. If approved, the request is submitted to the President of the College and a copy to the Director of Purchasing, who, in turn,
will place the request on the board's agenda. Request for bids will be issued to vendors. Bids will be reviewed using the Bid Procedures and a recommendation will be made to the Board of Trustees. If the Board of Trustees approves the bid, the purchase then may be processed by the requesting division via the normal Banner process.

**Central Supply Purchase**

To purchase from Central Supply, the individual must complete the college's requisition form and submit it to the immediate supervisor for approval. The approved requisition is forwarded to The N-Zone. Requested items may be picked up at The N-Zone a minimum of 36 hours after the request is submitted.

**Bookstore Purchases**

All Bookstore purchases must follow the same procedure as for Central Supply Purchases.

**Receiving Report**

When an item(s) is ordered, a green Receiving Report will be forwarded to the person making the purchase request. Upon receiving the item(s), inspect for complete shipment and for possible damage and content. If item(s) is satisfactory, return green Receiving Report to the Accounts Payable Specialist for payment. If item(s) is damaged or if shipment is not complete, notify the Director of Purchasing.

In case of partial delivery, make a copy of green receiving report and indicate partial items received and forward to the Accounts Receivable Specialist. Forward the original green receiving report when complete shipment is received.

**Bid Procedures**

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

**ACCOUNTING**

**Fixed Asset Accountability**

**Equipment Lost, Stolen, Or Damaged**

College personnel are responsible for equipment assigned to them. Equipment damaged in use should be reported to the immediate supervisor. If equipment is lost or stolen, Campus Police must be contacted immediately by telephone. An Inventory Control Form must be submitted to the Inventory Specialist or Director of Purchasing on the day the property is missed. The State of Mississippi’s Department of Audit regulations state that “should the person
responsible for the property be found negligent and/or irresponsible for the security of the equipment, that individual must pay the replacement cost” and the college does adhere to that mandate. (For complete procedures, see the Fixed Asset Accountability - Policies and Procedures available from the Director of Finance).

**Board Policy**

*Fixed Asset Accountability Policy*

The college will maintain all fixed assets in accordance with the laws of the state of Mississippi, the regulations and guidelines of the State of Mississippi Department of Audit, and generally accepted accounting procedures. The college strives to insure accountability and security of all college fixed assets.

**RESOURCE DEVELOPMENT**

**NORTHEAST MISSISSIPPI COMMUNITY COLLEGE DEVELOPMENT FOUNDATION**

The Northeast Mississippi Community College Development Foundation exists to serve Northeast Mississippi Community College by resources and gifts not fully provided by other sources.

The Foundation, which is a non-profit corporation, offers a comprehensive program of giving opportunities through its office on the campus at Northeast.

The Foundation is specifically responsible for gift programs involving estate planning, real estate, insurance, endowments, annuities, trusts, pooled income funds or other special gifts that require ongoing management or binding agreements.

Equally important, the Development Foundation manages and invests all private gifts to the Foundation. The Development Foundation is governed by a Board of Directors that establishes policy for its functions of fund raising, public relations, administration, and accounting and investments.

The donor determines the disposition of his or her gift. Unrestricted gifts assist the college in funding its priority needs. The donor for specific departments or functions defines restricted gifts uses.

Typical uses of gifts to the Foundation are -

- To provide a number of academic scholarships.
- To support faculty and staff development.
- To finance building renovations and new construction.
- To assist in the development of grants.

Foundation staff also serve in the role of coordinator of grants sought by college staff and coordinates the Northeast Mississippi Alumni Association.
External Financial Resources

All fund raising activities must relate directly to Northeast’s Purpose Statement. Financial support gained through fund-raising activities is used to supplement funds received from state and local revenue. Institutional financial resource development is coordinated and managed through the Northeast Development Foundation. (See Section 553.02 - Fund Raising Activities)

BUILDINGS, GROUNDS, AND EQUIPMENT

Maintenance Program

Maintenance Request Procedure

Requests for maintenance repairs or assistance should be submitted through the on-line Facility and Maintenance Work Order System.

Maintenance requests fall into two major categories: (1) Maintenance that can be accomplished by Northeast personnel internally; and, (2) Maintenance that must be performed by persons not associated with the college. In both cases, the request for maintenance should proceed through the normal reporting channels. Personnel from the Facilities and Maintenance Division perform the majority of in-house maintenance.

Individuals who determine that maintenance is needed should coordinate that decision with their respective department/division head first. After the request has been approved by the department head, the request should be submitted to the Facility and Maintenance Department via an on-line work order.

Work order requests will be monitored daily and assigned to appropriate personnel for completion based on the immediacy of the need and the expertise required to complete the request.

In cases of emergency, the Director of Facilities and Maintenance should be contacted directly at Northeast Extension 7270.

TIMELY WARNING PROCEDURES

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Police, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through the college e-mail systems to students, faculty, staff and the college’s website, www.nemcc.edu and via the Tiger Alert System.

Depending on the particular circumstances of the event, especially in all situations that could pose an immediate threat to the community and individuals, the Campus Police will inform the alert list as soon as possible. Building Supervisors would warn faculty, staff and students to remain in classrooms and work areas. Doors should be locked if appropriate. Campus police may also post a notice on the college’s website, www.nemcc.edu providing the college community with more immediate notification. In such instances, a copy of the notice is posted in each residence hall and at the front door of the student union.
Anyone with information warranting a timely warning should report the circumstances to the Campus Police office, in person or by phone at ext. 6687.

SAFETY REGULATIONS

Accident Notification Procedure

1. Once an accident occurs, notify the Executive Vice President to assess needs and call for emergency assistance, if required.
2. The Executive Vice President or Dean of Student Services, will notify the Safety Officer.
3. The Safety Officer may establish an investigative team, which may consist of the Safety Officer and two Safety Committee members. In the event the Safety Officer is not available, the Vice-Chairman of the Standing Safety Committee may serve in her absence.

Safety Discipline Policy

Any employee observing a safety violation should inform the immediate supervisor. The supervisor should notify the campus Safety Officer. If the employee fails to correct the violation or receives a second notification within twelve months, the supervisor should place a memo in the personnel file of said employee and forward a copy to the Chairman of the Safety Committee and to the respective Vice President.

If an employee does not correct a situation or has a third incident within twelve months, the Safety Committee should be notified. The employee may then be asked to appear before the Safety Committee to explain his/her actions. If the Committee feels that the employee has acted in a negligent manner, the Committee has the right to recommend to the President of the College a three-day suspension without pay. The employee has the right to appeal this recommendation to the College’s overall Grievance Committee.

If an employee has a fourth safety violation within twelve months, he/she may be asked to appear before the Safety Committee for a formal hearing. The Committee, upon reviewing the information submitted by all interested parties, may recommend to the President of the College termination of said employee. The employee has the right to appeal any decision to the College’s overall Grievance Committee.

ACCIDENTS AND ILLNESSES

The general health and safety of all students, faculty and staff is of prime importance at Northeast Community College. Any person suffering an accident or illness on school property shall be provided immediate and temporary care until the services of a medical professional can be obtained.
**Reporting Accidents/Illnesses - Day**

During school hours, all student accidents should be reported to the Executive Vice President at extension 7302 or the Dean of Student Services at extension 7235. The Dean of Student Services or another member of Student Affairs will make the determination to call an ambulance, call parents or provide first aid treatment. Baptist Memorial Hospital will treat students, faculty, staff or visitors at the emergency entrance. The hospital is located at 100 Hospital Street in Booneville.

**Reporting Accidents/Illnesses – Evening And Weekend**

Evening college students and dormitory students should telephone security at extension 6687. College personnel will provide immediate first aid and call for an ambulance if necessary.

**Staff Safety Resources**

CPR and first aid training is available at no charge for faculty and staff during the Fall Semester. First aid kits are maintained in each building.
AUXILIARY ENTERPRISES

Bookstore

(Revised/July 2001)

Textbooks and Supplies
The Northeast Bookstore will stock all textbooks and supplies students will need for each course. To ensure the text and materials are available at class time, orders from instructors must reach the bookstore as follows:

<table>
<thead>
<tr>
<th>Semester Class will be taught</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td>April 1</td>
</tr>
<tr>
<td>SPRING</td>
<td>November 1</td>
</tr>
<tr>
<td>SUMMER</td>
<td>April 1</td>
</tr>
<tr>
<td>INTERSESSION</td>
<td>April 1</td>
</tr>
</tbody>
</table>

Instructors are required to submit textbook requests to the appropriate Division Head. Normally, the same text will be used in all sections of a course for the academic year. Order forms are available by accessing the bookstore web site, www.nemccbookstore.com or by accessing www.facultycenter.net. Paper order forms are available from the Bookstore upon request.

Textbook adoption order forms are posted on the bookstore web page and are available for faculty review. Faculty should review the book adoption information for accuracy.

Division Heads are responsible for notifying the Bookstore in writing of textbook adoptions prior to dates listed above.

If you have any questions, please see the Bookstore at Northeast extension 7243 or 7322.

OFFICE AND INSTRUCTIONAL SUPPLIES

All bookstore purchases utilizing funds distributed by Northeast must be made through the requisition process utilized for Central Office Supply purchases. Purchases for office and instructional supplies may be requisitioned from the central supply in The N-Zone by a requisition approved by the respective Division Head or Departmental Director.

Materials And Supplies

Most supplies can be purchased on campus directly from Central Office Supply located in the The N-Zone. All supplies from Central Office Supply and/or the college Bookstore must be requisitioned and processed through the respective Division Head. Orders from N-Zone will be filled within 36 hours of receipt of approved requisition.
DUPLICATING SERVICES

Institutional Printing (Duplicating)

Duplicating services and equipment for college personnel are decentralized in various locations on campus. Decentralized copiers are recommended for the smaller, simpler duplicating jobs. For larger, multiple copying jobs, and for more complex copying, the print shop provides such services. Print shop services must be requested 24 hours in advance of time copies are needed. Additional time must be allowed for copies that are to be bound. Please check with Print Shop personnel to determine time requirements for specific jobs. All copies are charged to the respective campus budget at a rate of $.05 per copy. Color copies are charged to budgets at a rate of $1.00 per copy.

Personal copies should not be charged to departmental budgets.

MAIL

The Campus Post Office is located in the Nzone. A mailbox is provided at no cost to each instructor and administrator. The mail clerk assigns boxes and issues keys.

All mail, intra-campus and outgoing mail, should be deposited directly at the Campus Post Office in the Nzone. All packages to be weighed or films to be returned must be brought directly to the Nzone. The college utilizes the services of United Parcel Service on a daily basis. Packages up to 70 lbs. may be brought to the Nzone and shipped via UPS. Packages to be picked up by UPS need to be in the Nzone by 1:00 p.m.

Postage expenditures are recorded and charged back to the respective departments; therefore, it is necessary that the appropriate form be completed in the Nzone when depositing outgoing mail.

Outgoing mail to be processed by the college staff for delivery the same day to the Booneville Post Office should be brought to the Nzone not later than 2:30 p.m. each day.

Personal mail may not be charged to departmental budgets. All personal mail must have adequate postage before it can be forwarded to the Booneville Post Office.
Section 800

COMMUNITY AND GOVERNMENTAL RELATIONS
PUBLIC INFORMATION PROGRAM

Media Access

Media Access to Northeast Mississippi Community College, its administration, faculty staff, students and/or facilities, is gained by arrangement between the media organization and the Northeast Public Information Office or the college administrator empowered to act as a liaison with the media on behalf of the college.

Information regarding events taking place on campus (Booneville, Corinth, New Albany), including events currently under investigation, will be handled by the Public Information Office, preferably in the form of written press releases. Requests to interview Northeast administrators, faculty members and staff should be arranged by the Public Information Office.

When covering official Northeast Mississippi Community College business, at no time should a representative of a media organization be on campus without an escort from the Public Information Office or its designee. Administrators, faculty and/or staff who become aware of a media representative on campus unescorted, should report the information to the Northeast Public Information Office or the college administrator empowered to act as a liaison with the media on behalf of the college.

Official contact with the media from Northeast Mississippi Community College should be initiated only by the Public Information Office. A form is provided on NE Docs to aid administrators, faculty and staff in this process.

Access to classroom buildings and the five student residence halls (on the Booneville campus) and the parking lots associated with those halls is strictly prohibited unless approved by the Executive Vice President or the President.

Public Information
(Revised December 2004))

The Public Information Office (PIO) at Northeast is responsible for the broad spectrum of communications as it concerns Northeast Mississippi Community College. Media relations, publicity, publications and advertising should be coordinated through the Public Information Office.

All publications should be referred to the PIO for review prior to being produced and released. Media releases may also require approval by the President of the college. Only requests for college-related activities will be accepted.

In order to maximize the activities of the PIO, the following information provides an outline of services performed by and available through the PIO.

Deadlines for area weekly papers are Tuesday at noon. However, information should be submitted to the Public Information Office two weeks prior to an event and immediately following an event (not more than one week after it has taken place). Public service
announcements (PSAs) are sent to radio/tv stations as deemed appropriate. PSAs must be sent out two weeks in advance for proper coverage.

**Special Events Coverage**

The PIO provides coverage of special events on campus such as the fine arts productions, science fair, math/science tournaments, etc. At least one week prior notice is required for coverage of a special event. A form is provided for convenience in scheduling such coverage (See Appendix M – Request for Coverage). Requests should be made to the PIO using the appropriate form or by e-mail, not by telephone message. Requests for television coverage should be made as far in advance as possible.

**Sports Coverage**

Sports press releases and radio/tv public service announcements are distributed to all local and regional media. Following all home athletic events, scores and statistics are reported to the newspaper and television station in Tupelo. The Associated Press is also called for each home event. Press releases are sent to hometown newspapers of out-of-district and out-of-state athletes.

Coaches are responsible for securing the assistance of student workers who maintain statistics and other data on each sporting event. The PIO is responsible for disseminating any statistical information to the public. Information related to individual players such as scholarship offers, outstanding performance, etc. is provided to the news media through the PIO.

**Photography**

Photographs are made of student events, special awards, sports events, etc. to send to the area newspapers for publicity purposes. Photos of out-of-district and out-of-state students will be sent to the appropriate newspaper. At least two days’ (48 hours) notice is required for scheduling photography services. Only requests for college-related activities will be accepted.

The instructor must schedule photographs of students graduating from programs of study requiring photographs for licensure examination applications at least seven (7) working days prior to the postmark deadline. The entire class will be photographed on the same scheduled date at the same time.

A camera is available from the PIO Office for club pictures, trips, etc.

**Clearinghouse**

All college materials and information for dissemination to the public should be channeled through the PIO for assistance with the communication process.

**Advertising**

Advertising for the college is prepared and/or approved by the PIO. Divisions requesting advertising must first obtain approval from the Executive Vice President

**College Publications (commercial printing)**

The PIO is available to assist with copy writing, layout and design and production of college publications for divisions, departments, and special events. The PIO will arrange production details with the printer. Divisions requesting commercial printing must first obtain approval from the Executive Vice President.
Special requests for publicity needs should be discussed with the Associate Vice President of Public Information.

USE OF FACILITIES

Employee Use Of Facilities And Equipment

Each employee of the college must assume responsibility for maintaining the facilities and equipment. The quality of the facilities and equipment enhances the educational environment. To maintain the beauty of the campus and the proficiency of the equipment, each employee should:

- Maintain a clean and attractive work place.
- Encourage students and others to assist in maintaining an attractive campus.
- Properly instruct those under supervision in the care and use of equipment and in emergency procedures.
- Report repair or safety problems.
- Use proper safety precautions when operating college equipment and machinery.
- Close and secure the doors and windows of facilities at appropriate times.
- Students and/or non-Northeast employee should not be allowed to use college facilities or equipment without direct supervision from a Northeast employee.

Facilities And Equipment

The facilities and equipment of Northeast Mississippi Community College are not to be used at anytime for private profit.

Facility and Equipment Loans

All use of college facilities must be scheduled and approved by the Office of Event Planning. This policy includes staff, non-staff, and students. The relocation of all equipment must follow the procedures as set forth in the Fixed Asset Accountability – Policies and Procedures and notification must be sent to Director of Purchasing.

Facility Operation

- Drinking beverages, eating, and smoking is not permitted in the classrooms.
- The classroom should be made as attractive as possible and the bulletin boards should be utilized to stimulate the interest of students.
- Classroom doors should not have coverings placed over the door windows.
- The windows of each classroom should be closed and locked, the blinds closed and adjusted accordingly, and the instructor should turn off the lights before leaving in the afternoon.
- If an instructor prefers that a designated classroom be locked, the maintenance personnel should be asked to secure it after the cleaning chores have been completed.
- The instructor at the close of each day should arrange faculty offices in an orderly manner.
Rental Of Facilities

College facilities may be rented periodically by community groups for purposes other than a for profit activity. The Board of Trustees approves rental rates annually. If a group wishes to use college facilities for non-college use, the group’s representative should contact the Office of Event Planning and follow guidelines as set forth by that office. The Director of Event Planning will provide cost information and is authorized to extend a contract for rental of the facilities.

BUILDING USAGE

Keys To Campus Buildings

Each employee of the college is issued keys for passage into his/her work area(s). All keys remain the possession of the college and must not, under any circumstances, be duplicated. In addition, keys are not to be loaned to any non-Northeast employee, including students, for any reason or any length of time.

If campus keys are lost, Campus Police should be contacted immediately. No keys will be duplicated or issued without the permission of the Executive Vice President.

When a person ceases employment with the college, keys are to be returned to the divisional vice president.

RECRUITMENT & SOLICITATION ON CAMPUS

Any person or agency may make a request to the Executive Vice President to conduct solicitation or recruitment activities on campus. If approval is granted, visitors must adhere to the following guidelines:

1. Conduct the activities only on the assigned date, during the assigned hours and in the assigned location.
2. No more than two full-time representatives of the visiting agency will be permitted to make contacts at one time.
3. Contacts may be made only by official representatives from the agency.
4. The contacts will be completely voluntary and initiated by the faculty member/student.
5. Persons or agencies making contact may not encourage students to discontinue educational efforts before graduating.
6. The college will use appropriate means to inform the respective faculty/students of the visiting agencies presence on campus.

No outside agency will be allowed to interrupt a class(es) or interfere with an instructor’s role in providing services to the students. Persons found in violation of this visitation policy will be asked to leave the campus and will be denied permission for any future campus privileges.
The college reserves the right to refuse any agency personnel the privilege of soliciting on campus. College personnel must report violators immediately to the Executive Vice President.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic dismissal</td>
<td>72</td>
</tr>
<tr>
<td>Academic freedom</td>
<td>46</td>
</tr>
<tr>
<td>Academic honesty</td>
<td>68</td>
</tr>
<tr>
<td>Accident notification</td>
<td>99</td>
</tr>
<tr>
<td>Accrual of leave</td>
<td>34</td>
</tr>
<tr>
<td>Accumulated leave -- retirement</td>
<td>35</td>
</tr>
<tr>
<td>Activities calendar</td>
<td>55</td>
</tr>
<tr>
<td>Admission to college-sponsored functions</td>
<td>44</td>
</tr>
<tr>
<td>Advertising</td>
<td>105</td>
</tr>
<tr>
<td>Audio visual equipment</td>
<td>64</td>
</tr>
<tr>
<td>Authorized college driver</td>
<td>42</td>
</tr>
<tr>
<td>Bid procedures</td>
<td>96</td>
</tr>
<tr>
<td>Bookstore</td>
<td>101</td>
</tr>
<tr>
<td>Break periods</td>
<td>48</td>
</tr>
<tr>
<td>Budget revisions</td>
<td>94</td>
</tr>
<tr>
<td>Budgeting</td>
<td>94</td>
</tr>
<tr>
<td>Building usage</td>
<td>107</td>
</tr>
<tr>
<td>Buildings, grounds, and equipment</td>
<td>98</td>
</tr>
<tr>
<td>Cafeteria plan</td>
<td>29</td>
</tr>
<tr>
<td>Cellular telephones</td>
<td>85</td>
</tr>
<tr>
<td>Central supply</td>
<td>96</td>
</tr>
<tr>
<td>Change in procedure</td>
<td>iii</td>
</tr>
<tr>
<td>Change of address</td>
<td>20</td>
</tr>
<tr>
<td>Class meeting requirement</td>
<td>56</td>
</tr>
<tr>
<td>Class or college with</td>
<td>70</td>
</tr>
<tr>
<td>Closing</td>
<td>91</td>
</tr>
<tr>
<td>Clubs and organizations</td>
<td>81</td>
</tr>
<tr>
<td>College committees</td>
<td>89</td>
</tr>
<tr>
<td>College publications</td>
<td>105</td>
</tr>
<tr>
<td>Committee membership</td>
<td>90</td>
</tr>
<tr>
<td>Compensation</td>
<td>32</td>
</tr>
<tr>
<td>Compensatory leave</td>
<td>39</td>
</tr>
<tr>
<td>Compliance policy</td>
<td>2</td>
</tr>
<tr>
<td>Computer</td>
<td></td>
</tr>
<tr>
<td>Security measures</td>
<td>88</td>
</tr>
<tr>
<td>Computer services</td>
<td>87</td>
</tr>
<tr>
<td>Conferences and workshops</td>
<td>50</td>
</tr>
<tr>
<td>Contracts and salaries</td>
<td>10</td>
</tr>
<tr>
<td>Credentials required</td>
<td>10</td>
</tr>
<tr>
<td>Curriculum</td>
<td>64</td>
</tr>
<tr>
<td>Curriculum changes</td>
<td>65</td>
</tr>
<tr>
<td>Curriculum establishment and revision</td>
<td>64</td>
</tr>
<tr>
<td>Curriculum review</td>
<td>65</td>
</tr>
<tr>
<td>Decision-making</td>
<td>15</td>
</tr>
<tr>
<td>Definition of, ii</td>
<td></td>
</tr>
<tr>
<td>Dependent children on campus</td>
<td>27</td>
</tr>
<tr>
<td>Direct deposit of payroll check</td>
<td>30</td>
</tr>
<tr>
<td>Directory information</td>
<td></td>
</tr>
<tr>
<td>Students</td>
<td>79</td>
</tr>
<tr>
<td>Dormitory guests</td>
<td>76</td>
</tr>
<tr>
<td>Dress policy</td>
<td></td>
</tr>
<tr>
<td>Students</td>
<td>84</td>
</tr>
<tr>
<td>Duplicating services</td>
<td>102</td>
</tr>
<tr>
<td>Emancipated child</td>
<td>24</td>
</tr>
<tr>
<td>Emergency closing procedure</td>
<td>91</td>
</tr>
<tr>
<td>Employee privacy</td>
<td>21</td>
</tr>
<tr>
<td>Employee selection process</td>
<td>15</td>
</tr>
<tr>
<td>Employee status</td>
<td>11</td>
</tr>
<tr>
<td>Employees insurance</td>
<td>29</td>
</tr>
<tr>
<td>Employees’ standards of conduct</td>
<td>25</td>
</tr>
<tr>
<td>Equal opportunity statement</td>
<td></td>
</tr>
<tr>
<td>Compliance policy</td>
<td>3</td>
</tr>
<tr>
<td>Equipment</td>
<td>96</td>
</tr>
<tr>
<td>Evaluation process</td>
<td>50</td>
</tr>
<tr>
<td>Evening, summer and weekend classes</td>
<td>73</td>
</tr>
<tr>
<td>Examinations</td>
<td>68</td>
</tr>
<tr>
<td>Exempt</td>
<td>48</td>
</tr>
<tr>
<td>Experience increment</td>
<td>32</td>
</tr>
<tr>
<td>External activities for employees</td>
<td>58</td>
</tr>
<tr>
<td>External activities for students</td>
<td>82</td>
</tr>
<tr>
<td>External financial resources</td>
<td>98</td>
</tr>
<tr>
<td>Facilities</td>
<td>106</td>
</tr>
<tr>
<td>Rental</td>
<td>107</td>
</tr>
<tr>
<td>Facility operation</td>
<td>106</td>
</tr>
<tr>
<td>Faculty evaluations</td>
<td>51</td>
</tr>
<tr>
<td>Fair labor standards act</td>
<td>48</td>
</tr>
<tr>
<td>Fee waiver</td>
<td>76</td>
</tr>
<tr>
<td>Foundation</td>
<td>97</td>
</tr>
<tr>
<td>Fund raising activities</td>
<td></td>
</tr>
<tr>
<td>Student organizations</td>
<td>82</td>
</tr>
<tr>
<td>Grading policy</td>
<td>67</td>
</tr>
<tr>
<td>Graduation participation</td>
<td>47</td>
</tr>
<tr>
<td>Grievance appeal</td>
<td>47</td>
</tr>
<tr>
<td>Guests</td>
<td>76</td>
</tr>
<tr>
<td>Dorm</td>
<td>76</td>
</tr>
<tr>
<td>Holiday schedule</td>
<td>55</td>
</tr>
<tr>
<td>Hours beyond degree</td>
<td>32</td>
</tr>
<tr>
<td>Institutional planning</td>
<td>91</td>
</tr>
<tr>
<td>Instructional load</td>
<td>55</td>
</tr>
<tr>
<td>Insurance</td>
<td>29</td>
</tr>
<tr>
<td>Insurance related to instruction</td>
<td>91</td>
</tr>
<tr>
<td>Intellectual property rights</td>
<td>62</td>
</tr>
</tbody>
</table>
Involuntary termination, 52
Jury duty, 36
Keys, 107
Leave policy, 33
Leave transfer program, 36
Leave without pay, 35
Library, 58
Library hours, 58
Live work policy, 57
Mail, 102
Maintenance request, 98
Maternity, personal, and sick leave, 34
Meal plan, 31
Meal reimbursement, 41
Meetings, 44
Membership, 50
Mileage, 41
Military service, 38
Military service
Student activated, 72
National guard leave, 38
Nepotism, 23
Non-exempt, 48
Non-teaching assignments of faculty, 14
Northeast experience, 32
Nursing insurance, 91
Nzone, 102
Office and instructional supplies, 101
Office assignments, 45
Office hours, 56
On-the-job injury, 36
Operating budget, 94
Other experience, 32
Overtime, 39
Payroll checks, 29
Per diem, 40
Personal business, 35
Personal emergency, 37
Personal vehicle, 43
Personnel records, 20
Photography, 105
Plagiarism, 69
Planning, 91
Policy development, ii
Professional development, 49
Professional leave, 38
Professional membership, 50
Promotion, job posting, and classification, 15
Public information, 104
Purchasing, 94
Purpose statement, 2
Relationship to a member of the board, 23
Relocation of classes, 45
Rental of facilities, 107
Research and planning, 91
Retiree benefits, 45
Retirees, 44
Retirees insurance, 29
Safety, 99
Sexual harassment, 8
Smoke-free environment, 19
Social security number protection, 21
Solicitation on campus, 107
Sports coverage, 105
Student communications, 81
Student conduct, 84
Student discipline, 85
Student involvement, 83
Student organizations, 81
Student records, 76
Student success, 82
Students employed by faculty or staff, 23
Summer teaching assignments, 57
Syllabus, 66
Teaching load, 56
Tenure, 13
Termination, 52
Termination of employment, 52
Textbook selection, 63
Textbooks, 101
Travel, 40
Tuition grant, 76
Tuition policy for northeast employees, 28
Tuition waiver for dependents of full-time employees, 28
Use of facilities, 106
Vacation leave, 35
Vocational live work, 57
Voluntary termination, 52
W-4, 20
Weapons, 84
Withdrawal procedures, 70
INDEX

Work ethic, 25
Work schedules, 48

Workshops, 49
Year-end faculty procedures, 57
List of Appendices

College Calendar – 2013-2014 Appendix A
Holiday Schedule for Non-Instructional Personnel Appendix B
Payroll Distribution and Calendar – 2013-2014 Appendix C
Performance Evaluation of Administrative and Non-Teaching Personnel Appendix D-1
Librarian/Division Head Formative Evaluation Agreement Appendix D-2
Performance Evaluation of Administrative & Non-Teaching Personnel (Self-Evaluation) Appendix D-3
Student Evaluation of Faculty Appendix E
Faculty Member/Division Head Formative Evaluation Agreement Appendix F-1
Classroom Observation Form Appendix F-2
Administrative Evaluation of Teaching Personnel Appendix F-3
Faculty Member/Division Head Final Conference Form Appendix F-4
Employer Performance Evaluation Verification Form Appendix F-5
2001 PLUS — Faculty Salary Schedule Appendix G
Faculty Salary Schedule – Prior to Fall 2001 Appendix G-1
COBRA Information Appendix H
Curriculum Review Request Appendix I
Institutional Planning Proposal Appendix J
Budget Revision Request Appendix K
Maintenance Request Form Appendix L
Request for Coverage – Public Information Appendix M
Overtime/Compensatory Report Appendix N
Volunteer Services Agreement Appendix O
College Organization Charts (5) Appendix P1-5
Distance Learning Forms (6) Appendix Q1-6
Authorized College Driver Request Appendix R
Statement of Concern Regarding Library Resources Appendix S
BANNER Statement of Accountability Appendix T
BANNER Access Request Form Appendix U
Grade Correction Form Appendix V
Event Request Form Appendix W
Sample of Employee Disciplinary Warning Form Appendix X
Sample of Employee Disciplinary Suspension Form Appendix Y
NORTHEAST MISSISSIPPI COMMUNITY COLLEGE

2013-2014 College Calendar

**Fall Semester 2013**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day(s)</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 5</td>
<td>Monday</td>
<td>College In-Service (Office Closed)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Registration at Corinth and New Albany (3:30 p.m. – 6:30 p.m.)</td>
</tr>
<tr>
<td>August 6,7</td>
<td>Tuesday, Wednesday</td>
<td>Registration Day/Evening/Distance Learning Classes</td>
</tr>
<tr>
<td>August 8</td>
<td>Thursday</td>
<td>Day/Evening Classes Begin</td>
</tr>
<tr>
<td>August 14</td>
<td>Wednesday</td>
<td>Last Day to Register/Add Day/Evening Classes</td>
</tr>
<tr>
<td>August 16</td>
<td>Friday</td>
<td>Last Day to Register for Distance Learning Classes</td>
</tr>
<tr>
<td>August 19</td>
<td>Monday</td>
<td>Distance Learning Classes Begin</td>
</tr>
<tr>
<td>August 21</td>
<td>Wednesday</td>
<td>Last Day to Drop Classes</td>
</tr>
<tr>
<td>September 2</td>
<td>Monday</td>
<td>Labor Day Holiday – (College Closed) – Evening Classes Meet</td>
</tr>
<tr>
<td>September 11</td>
<td>Wednesday</td>
<td>Last Day to Apply for December Graduation</td>
</tr>
<tr>
<td>October 7 – 11</td>
<td>Monday – Friday</td>
<td>Mid-Term Exams</td>
</tr>
<tr>
<td>November 1</td>
<td>Friday</td>
<td>Last Day to Withdraw for Distance Learning Classes</td>
</tr>
<tr>
<td>November 5</td>
<td>Tuesday</td>
<td>Advising Day (No Day Classes) Evening Classes Meet</td>
</tr>
<tr>
<td>November 5 – 8</td>
<td>Tuesday – Friday</td>
<td>Pre-Registration for Spring 2014</td>
</tr>
<tr>
<td>November 22</td>
<td>Friday</td>
<td>Last Day to Withdraw for Day/Evening Classes</td>
</tr>
<tr>
<td>November 22</td>
<td>Friday</td>
<td>Thanksgiving Holidays Begin 4:00 p.m.</td>
</tr>
<tr>
<td>November 25 – 29</td>
<td>Monday – Friday</td>
<td>Thanksgiving Holidays – (College Closed)</td>
</tr>
<tr>
<td>December 3</td>
<td>Tuesday</td>
<td>Last Regular Class Meeting – Evening Classes</td>
</tr>
<tr>
<td>December 4</td>
<td>Wednesday</td>
<td>Last Regular Class Meeting - Day Classes</td>
</tr>
<tr>
<td>December 6</td>
<td>Friday</td>
<td>Distance Learning Grades Due</td>
</tr>
<tr>
<td>December 4 – 10</td>
<td>Wednesday – Tuesday</td>
<td>Final Exams – Evening Classes</td>
</tr>
<tr>
<td>December 5 – 10</td>
<td>Thursday – Tuesday</td>
<td>Final Exams – Day Classes</td>
</tr>
<tr>
<td>December 11 – 18</td>
<td>Wednesday – Wednesday</td>
<td>Administrative Offices Open</td>
</tr>
</tbody>
</table>

**Spring Semester 2014**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day(s)</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2 – 3</td>
<td>Thursday – Friday</td>
<td>Administrative Offices Open – Faculty Report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Registration Day/Evening/Distance Learning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Registration at Corinth and New Albany (Thursday, January 2 from 3:30 p.m. – 6:30 p.m.)</td>
</tr>
<tr>
<td>January 6</td>
<td>Monday</td>
<td>Day/Evening Classes Begin</td>
</tr>
<tr>
<td>January 10</td>
<td>Friday</td>
<td>Last Day to Register for Distance Learning Classes</td>
</tr>
<tr>
<td>January 10</td>
<td>Friday</td>
<td>Last Day to Register/Add Classes Day/Evening</td>
</tr>
<tr>
<td>January 13</td>
<td>Monday</td>
<td>Distance Learning Classes Begin</td>
</tr>
<tr>
<td>January 17</td>
<td>Friday</td>
<td>Last Day to Drop Classes Day/Evening</td>
</tr>
<tr>
<td>January 17</td>
<td>Friday</td>
<td>Last Day to Apply for May Graduation</td>
</tr>
<tr>
<td>January 20</td>
<td>Monday</td>
<td>Martin Luther King Holiday – (College Closed)-Evening Classes Meet</td>
</tr>
<tr>
<td>March 3-7</td>
<td>Monday – Friday</td>
<td>Mid-Term Exams</td>
</tr>
<tr>
<td>March 10 -14</td>
<td>Monday – Friday</td>
<td>Spring Holidays – (College Closed)</td>
</tr>
<tr>
<td>March 28</td>
<td>Friday</td>
<td>Last Day to Withdraw for Distance Learning Classes</td>
</tr>
<tr>
<td>April 1</td>
<td>Tuesday</td>
<td>Advising Day (No Day Classes) Evening Classes Meet</td>
</tr>
<tr>
<td>April 1-7</td>
<td>Tuesday–Monday</td>
<td>Pre-Registration for Inter session, Summer I, and Fall 2014 Semesters</td>
</tr>
<tr>
<td>April 18</td>
<td>Friday</td>
<td>Easter Holiday</td>
</tr>
<tr>
<td>April 25</td>
<td>Friday</td>
<td>Last Day to Withdraw for Day/Evening Classes</td>
</tr>
<tr>
<td>April 25</td>
<td>Friday</td>
<td>Distance Learning Grades Due</td>
</tr>
<tr>
<td>May 1</td>
<td>Thursday</td>
<td>Last Regular Class Meeting – Evening Classes</td>
</tr>
<tr>
<td>May 2</td>
<td>Friday</td>
<td>Last Regular Class Meeting – Day Classes</td>
</tr>
<tr>
<td>May 5 – 8</td>
<td>Monday – Thursday</td>
<td>Final Exams, Evening Classes</td>
</tr>
<tr>
<td>May 5 – 8</td>
<td>Monday – Thursday</td>
<td>Final Exams, Day Classes</td>
</tr>
<tr>
<td>May 14</td>
<td>Wednesday</td>
<td>Graduation Rehearsal</td>
</tr>
<tr>
<td>May 15, 16</td>
<td>Thursday–Friday</td>
<td>Graduation</td>
</tr>
</tbody>
</table>
### Summer Session 2014

#### Intersession 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 12</td>
<td>Monday</td>
<td>Last Day to Register for Intersession Classes</td>
</tr>
<tr>
<td>May 12</td>
<td>Monday</td>
<td>Intersession Classes Begin</td>
</tr>
<tr>
<td>May 26</td>
<td>Monday</td>
<td>Memorial Day Holiday (College Closed)</td>
</tr>
<tr>
<td>May 29</td>
<td>Thursday</td>
<td>Last Regular Class Meeting – Intersession Classes</td>
</tr>
<tr>
<td>May 30</td>
<td>Friday</td>
<td>Final Exams-Intersession</td>
</tr>
</tbody>
</table>

#### First Term Summer 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 29, 30</td>
<td>Thursday, Friday</td>
<td>Summer I Registration Day/Evening Classes</td>
</tr>
<tr>
<td>June 2</td>
<td>Monday</td>
<td>Day/Evening Classes Begin</td>
</tr>
<tr>
<td>June 4</td>
<td>Wednesday</td>
<td>Last Day to Register Day/Evening Classes</td>
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<tr>
<td>June 26</td>
<td>Thursday</td>
<td>Last Regular Class Meeting – Day/Evening Classes</td>
</tr>
<tr>
<td>June 27</td>
<td>Friday</td>
<td>Final Exams – Day/Evening Classes</td>
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#### Second Term Summer 2014

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<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>July 2, 3</td>
<td>Wednesday, Thursday</td>
<td>Registration Day/Evening Classes</td>
</tr>
<tr>
<td>July 4</td>
<td>Friday</td>
<td>Independence Day Holiday (College Closed)</td>
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<tr>
<td>July 7</td>
<td>Monday</td>
<td>Day/Evening Classes Begin</td>
</tr>
<tr>
<td>July 9</td>
<td>Wednesday</td>
<td>Last Day to Register Day/Evening Classes</td>
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<tr>
<td>July 31</td>
<td>Thursday</td>
<td>Last Regular Class Meeting – Day/Evening Classes</td>
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<tr>
<td>August 1</td>
<td>Friday</td>
<td>Final Exams – Day/Evening Classes</td>
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</table>
HOLIDAY SCHEDULE
NON-INSTRUCTIONAL PERSONNEL

2013-2014

(July 1, 2013 – June 30, 2014)

<table>
<thead>
<tr>
<th>HOLIDAY</th>
<th>Begins</th>
<th>Resume Work</th>
<th>Total Days</th>
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<tr>
<td>Independence Day</td>
<td>July 4</td>
<td>July 5</td>
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<tr>
<td>Labor Day</td>
<td>September 2</td>
<td>September 3</td>
<td>1</td>
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<tr>
<td>Thanksgiving Day</td>
<td>November 25</td>
<td>December 2</td>
<td>5</td>
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<tr>
<td>Christmas/New Year’s</td>
<td>December 19</td>
<td>January 2</td>
<td>10</td>
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<tr>
<td>MLK Holiday</td>
<td>January 20</td>
<td>January 21</td>
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<tr>
<td>Spring Holidays</td>
<td>March 10</td>
<td>March 17</td>
<td>5</td>
</tr>
<tr>
<td>Easter</td>
<td>April 18</td>
<td>April 21</td>
<td>1</td>
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<tr>
<td>Memorial Day</td>
<td>May 26</td>
<td>May 27</td>
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PERFORMANCE EVALUATION OF
ADMINISTRATIVE & NON-TEACHING PERSONNEL

Employee Name ____________________________________________

SS# ______________________________________________________

Title _____________________________________________________

Division/Department _______________________________________

Evaluation Period From (mm/yyyy) ___________________________ To (mm/yyyy) ______________________

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

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

5 Superior indicates outstanding performance and contributions to the organization on a continuous basis during the evaluation period. Work being completed is at the highest level of performance and far exceeds the job requirements.

4 Commendable indicates consistent performance at a level higher than expected and exceeds the job requirements.

3 Satisfactory indicates an acceptable level of performance on the job. Goals and performance standards have been accomplished and job requirements have been met.

2 Needs Improvement indicates that not all work is at an acceptable level and some but not all of the job requirements are being met. Considerable guidance and development of skills are needed.

1 Unsatisfactory indicates an unacceptable level of performance. Immediate improvement is required. Continued failure to meet position requirements may be grounds for disciplinary action.

I. SKILLS EVALUATION

JOB KNOWLEDGE
The demonstration of practical/technical skills and information required to complete assignments or tasks associated with this position along with the degree to which the employee understands and complies to the Northeast Procedures Manual. Items to consider include job knowledge compared to length of time in current position and effort to acquire pertinent additional job related knowledge as well as employee standard of conduct, anticipated work ethics, appropriate work attire, leave policy, etc.

COMMENTS:

☐ 5 Superior
☐ 4 Commendable
☐ 3 Satisfactory
☐ 2 Needs Improvement
☐ 1 Unsatisfactory
☐ Not Applicable

QUALITY OF WORK
The accuracy, thoroughness, and acceptability of work completed. Items to consider include completeness, appearance, and degree to which the finished work meets its intended purpose.

COMMENTS:

☐ 5 Superior
☐ 4 Commendable
☐ 3 Satisfactory
☐ 2 Needs Improvement
☐ 1 Unsatisfactory
☐ Not Applicable

QUANTITY OF WORK
The volume of acceptable work produced by the employee. Items to consider include the level of difficulty as it relates to volume produced and consistency of output.

COMMENTS:

☐ 5 Superior
☐ 4 Commendable
☐ 3 Satisfactory
☐ 2 Needs Improvement
☐ 1 Unsatisfactory
☐ Not Applicable

PLANNING
The degree to which the employee determines, organizes, and implements assignments/tasks. Items to consider include the utilization of resources and time, establishment of priorities, and consideration of organizational objectives, such as divisional goals.

COMMENTS:

☐ 5 Superior
☐ 4 Commendable
☐ 3 Satisfactory
☐ 2 Needs Improvement
☐ 1 Unsatisfactory
☐ Not Applicable

INTERPERSONAL SKILLS
The degree to which the employee cultivates and maintains productive relationships with supervisor, co-workers, and others in completing assignments/tasks. Items to consider include the ability to effectively convey and receive pertinent information, the employee's receptiveness to new ideas, and the degree of cooperation.

COMMENTS:

☐ 5 Superior
☐ 4 Commendable
☐ 3 Satisfactory
☐ 2 Needs Improvement
☐ 1 Unsatisfactory
☐ Not Applicable

COMMUNICATION
The degree to which the employee communicates with supervisor, co-workers, students, and customers served.

COMMENTS:

☐ 5 Superior
☐ 4 Commendable
☐ 3 Satisfactory
☐ 2 Needs Improvement
☐ 1 Unsatisfactory
☐ Not Applicable
PERFORMANCE EVALUATION OF ADMINISTRATIVE & NON-TEACHING PERSONNEL

INITIATIVE
The degree to which the employee identifies, begins, and completes appropriate tasks. Items to consider include problem-solving ability, creativity, task follow through, ability to originate ideas and procedures in light of changing work requirements.
COMMENTS:

DEPENDABILITY
The degree to which the employee can be depended upon to be available to work and to fulfill position responsibilities. Consider whether the employee reports to work on time, communicates schedule changes promptly to supervisor, and maintains regular attendance.
COMMENTS:

CUSTOMER SERVICE (as in students, parents, NE Personnel, Industry, etc.)
The degree to which the employee takes the extra step in extending service to each customer and employee. Items to consider include courtesy, responsiveness, professionalism, and the ability to solve customer problems and meet their needs, and projects positive image of the college in the community.
COMMENTS:

OTHER
(List any other pertinent factor not previously considered)
COMMENTS:

II. Complete section II if the Employee supervises personnel or has budget responsibilities. Otherwise proceed to Section III.

LEADERSHIP
The demonstration of supervisor clearly articulating division/department's vision, gains employee commitment to college goals, has the confidence and respect of colleagues and subordinates.
COMMENTS:

SUPERVISORY SKILLS
The degree of training and directing subordinates, planning and organizing work, decision making ability to communicate.
COMMENTS:

MANAGEMENT SKILLS
The degree of developing and maintaining reasonable, well defined needs assessments and budgets. Effectively manage the department budget. Achieves expected results, IE indicators, and uses results to make management decisions.
COMMENTS:

III. OVERALL PERFORMANCE RATING

Total of All Ratings / Number of Applicable Factors Rated =

Page 2
IV. **EMPLOYEE'S GOALS:**
List the employee's performance/professional goals:


V. **DEVELOPMENT PLAN:**
Plan to achieve performance/professional goals or factors that have been rated as needing improvement or unsatisfactory, list development plan below for steps for improvements.

<table>
<thead>
<tr>
<th>Goals/Factors</th>
<th>Specific action to be taken</th>
<th>Date to be completed</th>
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</tr>
</tbody>
</table>

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

Evaluator's Signature ___________________________ Date ________________

Employee Comments: (Additional sheets may be attached)

Employee's Signature ___________________________ Date ________________

(Employee signature does not indicate agreement with evaluation. It only acknowledges that the employee was given the opportunity to discuss the evaluation with the evaluator.)
LIBRARIAN/DIVISION HEAD FORMATIVE EVALUATION AGREEMENT

Librarian's Name _____________________________________________

Division ____________________________________________________

For each primary faculty role, indicate the agreed percentage to be assigned based on the individual teaching assignment, as well as the expected and planned activities in each role (be specific).

I. Information Management and Related Activities (70 - 90%)

A. __________________________________________________________

B. _________________________________________________________

C. _________________________________________________________

II. Advising and Related Activities (5 - 20%)

A. _________________________________________________________

B. _________________________________________________________

C. _________________________________________________________

III. Service/Scholarly Activities (5 - 20%)

A. _________________________________________________________

B. _________________________________________________________

C. _________________________________________________________

Note: It is not necessary to list three items in each category. See attachment for suggested activities.

Faculty Member's Signature ____________________________ Date ____________

Division Head's Signature ____________________________ Date ____________
Possible Activities for Improvement of Instruction

I. Information Management and Related Activities
   • Provide formal and informal, individual and group instruction and guidance, as needed, in using and locating information resources
   • Select new materials and act as liaison to assigned academic departments
   • Organize and manage information resources
   • Maintain discipline with respect for all patrons
   • Assist in revising library instructional materials
   • Maintain current knowledge about electronic resources available to libraries
   • Exhibit a positive attitude toward work and individuals

II. Advising and Related Activities
   • Develop an outline for advising conferences
   • Develop a plan for increasing contact with advisees
   • Maintain accurate records of student progress and implement procedures to enhance retention
   • Develop or update a checklist of required courses for your advising area (perhaps one for each school to which your students commonly transfer)
   • Develop a multimedia presentation for your initial Orientation advisor’s conference

III. Service/Scholarly Activities
   • Serve on faculty, division, or college committees
   • Assist in developing division policies or procedures
   • Attend professional development activities, including conferences and workshops, to stay abreast of current educational trends and innovations
   • Participate in local, state, or national civic activities and organizations related to your discipline or as a representative of the college
   • Participate in educational or scientific research projects
Performance Evaluation of Administrative & Non-Teaching Personnel
Self Evaluation

Employee Name_________________________________________  ID#__________________________
Title__________________________________________________  Division/Dept__________________

For each of the following factors indicate your perception of your performance using the following five levels of performance:
5- Superior
4-commendable
3-Satisfactory
2-Needs Improvement
1- Unsatisfactory

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

Comments__________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
STUDENT EVALUATION OF FACULTY

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

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

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

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

Faculty Member’s Name

Division

For each primary faculty role, indicate the agreed percentage to be assigned based on the individual teaching assignment, as well as the expected and planned activities in each role (be specific).

I. Teaching and Related Activities (70 – 90%) %
   A.
   B.
   C.

II. Advising and Related Activities (5 – 20%) %
   A.
   B.
   C.

III. Service/Scholarly Activities (5 – 20%) %
   A.
   B.
   C.

Note: It is not necessary to list three items in each category. See attachment for suggested activities.

Faculty Member’s Signature _____________________________ Date __________________

Division Head’s Signature _____________________________ Date __________________
CLASSROOM OBSERVATION FORM

Date of Observation: ____________________________
Class Observed: ________________________________
Division Head: ________________________________
Instructor: ________________________________

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

1. What was the purpose of the lesson you observed?

2. What parts of the class seemed to particularly enhance the learning process? What strengths does the teacher exhibit?

3. Are there elements of the instructional process that need improvement?

4. What instructional techniques were discussed as a result of the observations? (What options would the teacher like to explore?)

Faculty Member’s Signature: ____________________________ Date: ________
Division Head’s Signature: ____________________________ Date: ________
ADMINISTRATIVE EVALUATION OF TEACHING PERSONNEL

Employee Name ____________________________________________ SS# __________________________

Division __________________________ Evaluation Period From (mm/yyyy) ____________ To (mm/yyyy) ____________

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

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

5 Superior indicates outstanding performance and contributions to the organization on a continuous basis during the evaluation period. Work being completed is at the highest level of performance and far exceeds the job requirements.

4 Commendable indicates consistent performance at a level higher than expected and exceeds the job requirements.

3 Satisfactory indicates an acceptable level of performance on the job. Goals and performance standards have been accomplished and job requirements have been met.

2 Needs Improvement indicates that not all work is at an acceptable level and some but not all of the job requirements are being met. Considerable guidance and development of skills are needed.

1 Unsatisfactory indicates an unacceptable level of performance. Immediate improvement is required. Continued failure to meet position requirements may be grounds for disciplinary action.

I. TEACHING AND RELATED ACTIVITIES

SUBJECT KNOWLEDGE
The demonstration of knowledge of the subject matter commensurate with the requirements of the courses being taught. Items to consider include subject knowledge compared to length of time in current position, efforts to acquire pertinent additional subject related knowledge, and willingness to share their professional knowledge and expertise with other educators.

COMMENTS:

COURSE PREPARATION
The degree to which the instructor adequately prepares for instruction. Items to consider include reviewing and revising course syllabi, student goals, objectives, and course expectations; preparing and administering relevant learning experiences, using a variety of instructional methods (lectures, discussions, illustrations, etc.) to encourage student participation and independent learning.

COMMENTS:

INSTRUCTIONAL MANAGEMENT
The degree to which the instructor adequately manages instruction. Items to consider include the communication of course goals and expectations to the students and assigning grades on the basis of these expectations; the construction and administration of student assessments and evaluations; timely feedback on student work; the use of assessment results to improve learning and the instructional process.

COMMENTS:

STUDENT/FACULTY RELATIONSHIPS
The degree to which the instructor establishes and maintains good student/faculty relationships. Items to consider include whether the instructor relates to students in a professional manner, maintains a classroom environment conducive to learning, encourages students, and implements procedures that enhance retention.

COMMENTS:
ADMINISTRATIVE EVALUATION OF TEACHING PERSONNEL

RECORDS MANAGEMENT
The degree to which the instructor maintains adequate records for instructional and administrative use. Items to consider include timely and efficient management of student records such as gradebooks, attendance, class withdrawals, withdrawal vanished forms, audit rolls, midterm and final grade reports.
COMMENTS:

INTERPERSONAL SKILLS
The degree to which the instructor cultivates and maintains productive relationships with supervisor, co-workers, and others in completing assignments/tasks. Items to consider include the ability to effectively convey and receive pertinent information, the employee’s receptiveness to new ideas, and the degree of cooperation.
COMMENTS:

DEPENDABILITY/INITIATIVE
The degree to which the instructor can be depended upon to be available to work and to fulfill position responsibilities, including initiation of new projects. Consider whether the faculty member reports to work on time, communicates schedule changes promptly to supervisor, maintains regular attendance, meets all classes promptly and regularly, and maintains regular office hours.
COMMENTS:

II. ADVISING AND RELATED ACTIVITIES

PREPARATION FOR ADVISING
The degree to which the instructor participates in orientation and provides advisees with current information regarding their particular program of study. Items to consider include required coursework, transfer requirements, scholarship opportunities, career opportunities and information.
COMMENTS:

REVIEW OF ADVISEE RECORDS AND PROGRESS
The degree to which the instructor adequately reviews the advisee’s records and checks on their academic progress. Items to consider include whether the instructor reviews records (ACT scores transcripts, placement scores, etc.) and uses this information to help students plan their curriculum; and whether the instructor periodically reviews the advisee’s academic progress and implements procedures to enhance student success and retention.
COMMENTS:

ADVISEE/FACULTY RELATIONSHIPS
The degree to which the instructor develops and maintains good advisee/faculty relationships. Items to consider include whether the instructor is available to advisees for advising conferences, shows concern/patience in assisting students with unfamiliar tasks, maintains student confidentiality, enhances retention of advisees, makes advisees aware of college clubs and organizations, encourages graduation, and assists with recruiting of prospective students in their advising area by letters, phone calls, etc.
COMMENTS:

III. SERVICE/SCHOLARSHIP ACTIVITIES

SERVICE ACTIVITIES
The degree to which the instructor fulfills the service role. Items to consider include whether the instructor participates in faculty, division, and college committee meetings; sponsors student organizations; participates in faculty orientation, advisor meetings, recruitment/retention efforts, summer orientation, registration, and other college events.
COMMENTS:
ADMINISTRATIVE EVALUATION OF TEACHING PERSONNEL

SCHOLARSHIP ACTIVITIES
The degree to which the instructor fulfills the scholarship role. Items to consider include whether
the instructor stays abreast of current educational innovations through professional development
activities including conferences and workshops, pursues special funding through grant writing,
pursues scholarly activities to enhance learning, and presents/publishes original research.
COMMENTS:

CUSTOMER SERVICE (as in students, parents, NE Personnel, industry, etc.)
The degree to which the employee takes the extra step in extending service to each customer
and employee. Items to consider include courtesy, responsiveness, professionalism, and the
ability to solve customer problems and meet their needs, and projects a positive image of the
college in the community.
COMMENTS:

OTHER
(List any other pertinent factor not previously considered)
COMMENTS

☐ 5 Superior
☐ 4 Commendable
☐ 3 Satisfactory
☐ 2 Needs Improvement
☐ 1 Unsatisfactory
☐ Not Applicable

IV. OVERALL PERFORMANCE RATING

Total of all Ratings / Number of Applicable Factors Rated = ________________________

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

<table>
<thead>
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<th>Goals/Factors</th>
<th>Specific action to be taken</th>
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Evaluator Comments: (Additional sheets may be attached)

Evaluator’s Signature ______________________ Date ______________________

Employee Comments: (Additional sheets may be attached)

Employee’s Signature ______________________ Date ______________________

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

Page 3
FACULTY MEMBER / DIVISION HEAD FINAL CONFERENCE FORM

Faculty Member's Name: _______________________________ Date: ____________

Division: ___________________________ Academic Year __________________

1. Did the instructor complete a Formative Evaluation Agreement in collaboration with their division head? ________ yes ________ no

2. Did the division head and instructor discuss the results of the Student Evaluation of Faculty? ________ yes ________ no

3. Did the division head and instructor discuss the results of the Administrative Evaluation of Teaching Personnel? ________ yes ________ no

4. Did the division head complete a classroom observation? ________ yes ________ no ________ NA

5. Did the division head and instructor discuss the classroom observation? ________ yes ________ no

6. Based on your participation in the classroom observation and the student evaluations, identify the strengths you bring to the classroom:

7. Based on the same sources, identify one or two areas you would like to target for development.

8. Indicate any supplies, equipment or resources that might help you improve instruction.

9. Identify ways in which your supervisors could help you improve instruction, develop professionally, and/or increase job satisfaction. (You may use the back of this form to continue your response.)

Faculty Member's Signature _______________________________ Date ____________

Division Head’s Signature _______________________________ Date ____________
Northeast Mississippi Community College
EMPLOYEE PERFORMANCE EVALUATION
Verification Form

I have completed the annual Employee Performance Evaluation on the following employee. The evaluation has been shared with the employee.

Employee Name ________________________________

Employee SSN ________________________________

Employee Position ________________________________

Employment Year ________________________________

Date of Evaluation ________________________________

Office where Evaluation is on File ________________________________

Supervisor’s signature ________________________________

Supervisor’s name (please print or type) ________________________________

NOTES:
- Employee evaluations are conducted annually. The evaluation is completed by the supervisor and is shared with the employee.
- Employee evaluation should be conducted on forms approved for the position; i.e., Faculty, Administrative and Non-Teaching Personnel, Librarians, Facilities and Maintenance staff.
- Employee evaluation is filed in the office of the division, department head, or dean. Faculty evaluations are filed in the Dean of Instruction’s office.
- Employee Evaluation Verification Forms should be forwarded to the Human Resource Office.

Effective: 2006-07 Evaluation
### FACULTY SALARY SCHEDULE 2013-2014

**2001 PLUS Schedule**
Faculty Salary Schedule of Hires Effective Fall 2001 or Later (Based on 9-Month Contract)

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### Appendix C

**Step** -- Each Step represents a year of Northeast experience. Each year is awarded an increment. An increment, when approved by Board action, is added for each year.

**Maximum Total Steps equals 30.**

**Value of each Increment -- 2001 PLUS**
- **Category I** -- $400 for each year at Northeast for years 1 through 3 and 5 through 30
- **Category II** -- $400 for each year at Northeast for years 1 through 3 and 5 through 30
- **Category III** -- $450 for each year at Northeast for years 1 through 3 and 5 through 30
- **Category IV** -- $500 for each year at Northeast for years 1 through 3 and 5 through 30
  - $800 for the fourth year at Northeast

**External Experience** -- External experience must be converted to Northeast Steps.
- Each 2 years of K-12 teaching experience is equal to one Northeast Step.
- Each year of college teaching experience is equal to one Northeast Step.

**Total Maximum External Steps = 12**

**Placement within the salary range will be determined in the President's Office at the point of hire.**

**Hours Beyond Degree -- 2001 PLUS**
- $250 for each three hours of approved graduate work.

**Contracts greater than 9 months are calculated on the monthly times the number of months of the contract.**

**Entry** -- The level at which faculty are normally hired.

**High Demand** -- Entry level for faculty in high demand disciplines.
- (for example - Master Degree Nurses)

**2001 Plus FY 2014**
Effective July 1, 2013
## NORTHEAST MISSISSIPPI COMMUNITY COLLEGE

### FACULTY SALARY SCHEDULE FOR HIRES PRIOR TO FALL, 2001

### SALARY SCHEDULE

**Instructors**

<table>
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<tr>
<th>Degree &amp; Contract Length</th>
<th>Base Salary for 2011-2012</th>
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**Experience Increments:**

- $300 for each year at Northeast to a maximum of 30 years. (Rev. 2007)
- $175 for each year elsewhere to a maximum of 30 years.
- Any combination of the above to a maximum of 30 years.

**Hours Beyond Degree:**

- $125 for each three hours of graduate credit earned in an approved program, beyond last degree. Graduate hours are to be part of an approved program, and the instructor must receive approval from the Dean of the College before enrolling in a course.

- Maximum - Above B.S. - - 30 hours
- Maximum - Above M.S. - - 30 hours
- Maximum – Above Ed. Sp. - - 30 hours

*To receive salaries for degree(s), the degree(s) must be in the teaching field with the appropriate coursework within the teaching discipline.*
Appendix H

COBRA INFORMATION

IMPORTANT INFORMATION
ABOUT YOUR COBRA CONTINUATION COVERAGE RIGHTS

What is continuation coverage?
Federal law requires that most group health plans (including this Plan) give employees and their families the opportunity to continue their health care coverage when there is a “qualifying event” that would result in a loss of coverage under an employer’s plan. Depending on the type of qualifying event, “qualified beneficiaries” can include the employee (or retired employee) covered under the group health plan, the covered employee’s spouse, and the dependent children of the covered employee.

Continuation coverage is the same coverage that the Plan gives to other participants or beneficiaries under the Plan who are not receiving continuation coverage. Each qualified beneficiary who elects continuation coverage will have the same rights under the Plan as other participants or beneficiaries covered under the Plan, including open enrollment and special enrollment rights.

How long will continuation coverage last?
In the case of a loss of coverage due to end of employment or reduction in hours of employment, coverage generally may be continued only for up to a total of 18 months. In the case of loss of coverage due to an employee’s death, coverage may be continued for up to a total of 36 months. In the case of loss of coverage due to a divorce or legal separation, an employee becoming entitled to Medicare benefits or a dependent child ceasing to be a dependent under the terms of the Plan, coverage may be continued for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. This notice shows the maximum period of continuation coverage available to the qualified beneficiaries.

Continuation coverage will be terminated before the end of the maximum period if:
• any required premium is not paid in full on time;
• a qualified beneficiary becomes covered, after electing continuation coverage, under another group health plan that does not impose any pre-existing condition exclusion for the pre-existing condition of the qualified beneficiary;
• a covered employee becomes entitled to Medicare benefits (under Part A, Part B, or both) after electing continuation coverage, or
• the employer ceases to provide any group health plan for its employees.

Continuation coverage may also be terminated for any reason the Plan would terminate coverage of participant or beneficiary not receiving continuation coverage (such as fraud).

How can you extend the length of COBRA continuation coverage?
If you elect continuation coverage, an extension of the 18-month period of coverage may be available if a qualified beneficiary is disabled or a second qualifying event occurs. You must notify Blue Cross & Blue Shield of Mississippi of a disability or a second qualifying event in order to extend the period of continuation coverage. Failure to provide notice of a disability or second qualifying event may affect the right to extend the period of continuation coverage.

Disability
An 11-month extension of coverage may be available if any of the qualified beneficiaries is determined by the Social Security Administration (SSA) to be disabled. The disability has to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of continuation coverage. You must make sure that Blue Cross & Blue Shield of Mississippi is notified of the Social Security Administration’s determination within 60 days of the date of the determination and before the end of the 18-month period of COBRA continuation coverage. This notice should be sent to Blue Cross & Blue Shield of Mississippi, P O Box 23734, Jackson, MS 39225. Each qualified beneficiary who has elected continuation coverage will be entitled to the 11-month disability extension if one of them qualifies. If the qualified beneficiary is determined by SSA to no longer be disabled, you must notify the Plan of that fact within 30 days after SSA’s determination.
Second Qualifying Event

An 18-month extension of coverage will be available to spouses and dependent children who elect continuation coverage if a second qualifying event occurs during the first 18 months of continuation coverage. The maximum amount of continuation coverage available when a second qualifying event occurs is 36 months. Such second qualifying events may include the death of a covered employee, divorce or separation from the covered employee, the covered employee’s becoming entitled to Medicare benefits (under Part A, Part B, or both), or a dependent child ceasing to be eligible for coverage as a dependent under the Plan. These events can be a second qualifying event only if they would have caused the qualified beneficiary to lose coverage under the Plan if the first qualifying event had not occurred. You must notify Blue Cross & Blue Shield of Mississippi within 60 days after a second qualifying event occurs if you want to extend your continuation coverage.

How can you elect COBRA continuation coverage?

To elect continuation coverage, you must complete the Election Form and furnish it according to the directions on the form. Each qualified beneficiary has a separate right to elect continuation coverage. For example, the employee’s spouse may elect continuation coverage even if the employee does not. Continuation coverage may be elected for only one, several, or for all dependent children who are qualified beneficiaries. A parent may elect to continue coverage on behalf of any dependent children. The employee or the employee’s spouse can elect continuation coverage on behalf of all of the qualified beneficiaries.

In considering whether to elect continuation coverage, you should take into account that a failure to continue your group health coverage will affect your future rights under federal law. First, you can lose the right to avoid having pre-existing condition exclusions applied to you by other group health plans if you have more than a 63-day gap in health coverage, and election of continuation coverage may help you not have such a gap. Second, you will lose the guaranteed right to purchase individual health insurance policies that do not impose such pre-existing condition exclusions if you do not get continuation coverage for the maximum time available to you. Finally, you should take into account that you have special enrollment rights under federal law. You have the right to request special enrollment in another group health plan for which you are otherwise eligible (such as a plan sponsored by your spouse’s employer) within 30 days after your group health coverage ends because of the qualifying event listed above. You will also have the same special enrollment right at the end of continuation coverage if you get continuation coverage for the maximum time available to you.

How much does COBRA continuation coverage cost?

Each qualified beneficiary is required to pay the entire cost of continuation coverage. The amount a qualified beneficiary is required to pay may not exceed 102 percent (or, in the case of an extension of continuation coverage due to a disability, 150 percent) of the cost to the group health plan (including both employer and employee contributions) for coverage of a similarly situated participant or beneficiary who is not receiving continuation coverage. The required payment for each continuation coverage period for each option is described in this notice.

When and how must payment for COBRA continuation coverage be made?

First payment for continuation coverage

If you elect continuation coverage, you do not have to send any payment with the Election Form. However, you must make your first payment for continuation coverage not later than 45 days after the date of your election. (This is the date the Election Notice is post-marked.) If you do not make your first payment for continuation coverage in full not later than 45 days after the date of your election, you will lose all continuation coverage rights under the Plan. Coverage will not be reinstated until the initial payment is received. This payment must include all premiums due for the coverage period beginning with your COBRA coverage effective date through the current month. You are responsible for making sure that the amount of your first payment is correct. You may contact Blue Cross & Blue Shield of Mississippi to confirm the correct amount of your first payment. If you wish to have your monthly premium paid by bank draft, contact Blue Cross & Blue Shield of Mississippi at 1-800-709-7881.

Periodic payments for continuation coverage

After you make your first payment for continuation coverage, you will be required to make periodic payments for each subsequent coverage period. The amount due for each coverage period for each qualified beneficiary is shown in this notice. The periodic payments can be made on a monthly basis. Under the Plan, each of these periodic payments for continuation coverage is due on the first day of the month for that coverage period. If you make a periodic payment on or
before the first day of the coverage period to which it applies, your coverage under the Plan will continue for that coverage period without any break. The Plan will send periodic notices of payments due for these coverage periods.

**Grace periods for periodic payments**
Although periodic payments are due on the dates shown above, you will be given a grace period of 30 days after the first day of the coverage period to make each periodic payment. Your continuation coverage will be provided for each coverage period as long as payment for that coverage period is made before the end of the grace period for that payment.

If you fail to make a periodic payment before the end of the grace period for that coverage period, you will lose all rights to continuation coverage under the Plan. Your first payment and all periodic payments for continuation coverage should be sent to:

Blue Cross & Blue Shield of Mississippi  
P O Box 23734  
Jackson, MS 39225

MAKE CHECKS/MONEY ORDERS PAYABLE TO: STATE/SCHOOL INSURANCE FUND

NOTE: NSF and other returned checks will be assessed a $30 handling fee and must be satisfied immediately to avoid coverage termination.

**For more information**
This notice does not fully describe continuation coverage or other rights under the Plan. More information about continuation coverage and your rights under the Plan is available in your Plan Document. If you have any questions concerning the information in this notice, your rights to coverage, or if you want a copy of your Plan Document, you should contact Blue Cross & Blue Shield of Mississippi at 800-709-7881.

For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA website at www.dol.gov/ebsa. (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA’s website.)

**Keep Blue Cross & Blue Shield Informed of Address Changes**
In order to protect your and your family’s rights, you should keep the Blue Cross & Blue Shield of Mississippi informed of any changes in your address and the addresses of family members. You should also keep a copy, for your records, of any notices you send to Blue Cross & Blue Shield of Mississippi.
State and School Employees' Health Insurance Plan
CONTINUATION COVERAGE ELECTION NOTICE

To: ___________________________________________ Date Notified ______________________

Name of Employee or Qualified Beneficiary(ies)

This notice contains important information about your right to continue your health care coverage in the State and School Employees' Health Insurance Plan (Plan). Please read the information contained in this notice very carefully. To elect COBRA continuation coverage, follow the instructions on the next page to complete the enclosed Election Form and submit it to Blue Cross & Blue Shield of Mississippi.

If you do not elect COBRA continuation coverage, your coverage under the Plan will end on __________ due to:

☐ End of employment  ☐ Involuntary ☐ Voluntary
☐ Divorce or legal separation
☐ Death of employee
☐ Entitlement to Medicare
☐ Reduction in hours of employment
☐ Loss of dependent child status

Each person ("qualified beneficiary") in the category(ies) checked below is entitled to elect COBRA continuation coverage, which will continue group health care coverage under the Plan for up to ____ months:

☐ Employee or former employee
☐ Spouse or former spouse
☐ Dependent child(ren) covered under the Plan on the day before the event that caused the loss of coverage
☐ Child who is losing coverage under the Plan because he is no longer a dependent under the Plan

If elected, COBRA continuation coverage will begin on ______________ and can last until ______________. If the qualifying event is for 36 months, a new Application for Coverage form must be completed. This Election Form must be completed and returned by mail to the address listed on the form. It must be post-marked no later than ____________________.

COBRA continuation coverage will cost:

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Select Coverage</th>
<th>Base Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Only</td>
<td>$368</td>
<td>$349</td>
</tr>
<tr>
<td>Participant and Spouse</td>
<td>$760</td>
<td>$695</td>
</tr>
<tr>
<td>Participant, Spouse, and Children</td>
<td>$942</td>
<td>$877</td>
</tr>
<tr>
<td>Participant and Child</td>
<td>$505</td>
<td>$440</td>
</tr>
<tr>
<td>Participant and Children</td>
<td>$644</td>
<td>$579</td>
</tr>
</tbody>
</table>

You do not have to send any payment with the Election Form. Important additional information about payment for COBRA continuation coverage is included in the pages following the Election Form.

If you have any questions about this notice or your rights to COBRA continuation coverage, you should contact Blue Cross & Blue Shield of Mississippi at 800-703-7881.
**COBRA CONTINUATION COVERAGE ELECTION FORM**

**INSTRUCTIONS:** To elect COBRA continuation coverage, complete this Election Form and return it to Blue Cross & Blue Shield of Mississippi. Under federal law, you must have 60 days after the date of this notice to decide whether you want to elect COBRA continuation coverage under the Plan.

Send completed Election Form to:  
Blue Cross & Blue Shield of Mississippi  
P O Box 23734  
Jackson, MS 39225

If you do not submit a completed Election Form by the due date shown on the previous page, you will lose your right to elect COBRA continuation coverage. If you reject COBRA continuation coverage before the due date, you may change your mind as long as you furnish a completed Election Form before the due date.

Read the important information about your rights included in the pages after the Election Form.

---

I (We) elect COBRA continuation coverage in the State and School Employees' Health Insurance Plan (Plan) as indicated below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Relationship to Employee</th>
<th>ID Number</th>
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<td>d.</td>
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</table>

Signature

Date

Print Name

Relationship to individual(s) listed above

Print Address

Telephone number
NORTHEAST MISSISSIPPI COMMUNITY COLLEGE
CURRICULUM REVIEW INSTRUMENT

Curriculum (Major) ____________________________

Purpose of the Program Transfer ☐ Employment Skills ☐

Reviewed by ____________________________ Date ____________________________

Circle the appropriate response

1. The curriculum is sequenced in a manner that is Acceptable Unacceptable

2. The curriculum fully satisfies the respective general education core. Acceptable Unacceptable

3. The curriculum contains sufficient and appropriate numbers and types of elective courses. Acceptable Unacceptable

4. The curriculum fully satisfies the educational needs of students in this major. Acceptable Unacceptable

5. Students who complete this curriculum are ready for transfer and/or immediate employment in the field. Acceptable Unacceptable

RECOMMENDATIONS
Provide, in writing, recommendation for improvements for each item circled as “Unacceptable.”
NORTHEAST MISSISSIPPI COMMUNITY COLLEGE
Institutional Planning Proposal
to
Administrative Council

Proposal Title/Subject: _____________________________________________

Presented by: _____________________________________________________
Division: _________________________________________________________

Council Meeting Date: _____________________________________________

Brief narrative of proposal (or attach):

Approximate cost to implement proposal: $ __________________________

Signatures:
*Proposal Originator _____________________________________________

*Division Head ____________________________________________ ( ) Approved ( ) Rejected
*Vice President ____________________________________________ ( ) Approved ( ) Rejected
Chairman, Administrative Council _____________________________ ( ) Approved ( ) Rejected

* (Required prior to proposal being presented to the Administrative Council.)
Proposals approved by the Administrative Council will be submitted to the President’s Cabinet.

Revised 2001
NORTHEAST MISSISSIPPI COMMUNITY COLLEGE

BUDGET REVISION REQUEST

DIVISION

PROGRAM

Request to transfer from Fund _______ Orgn_________ Acct_________

To Fund _______ Orgn_________ Acct ________ in the amount of $__________.

COMMENTS:


Requested by:_________________________ Date ________________

Approvers:

Division Head _________________________ Date ________________

Vice President for Finance & Operations ______________________ Date ________________

President ___________________________________ Date ________________
NORTHEAST MISSISSIPPI COMMUNITY COLLEGE
MAINTENANCE REQUEST FORM

Person Making Request __________________________ Date __________________

Building Needing Maintenance Work _____________ Room ________________

Description of Work Requested:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Signature of Division/Department Supervisor ______________________________________

<table>
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<tr>
<th>ADMINISTRATIVE APPROVAL</th>
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<tr>
<td>Priority 1, Urgent</td>
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<tr>
<td>Priority 2, (within 2 days)</td>
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<tr>
<td>Priority 3, (within 2 weeks)</td>
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<tr>
<td>Priority 4, (between jobs)</td>
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</table>

INSTRUCTIONS (if any)

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Completion Verification

Job Number Assignment __________________ Date Completed __________________

Person Assigned _______________________________________________________

Director of Buildings and Grounds _________________________________________
NORTHEAST MISSISSIPPI COMMUNITY COLLEGE
Office of Public Information
Request for Coverage

Event

Date of Event _________________ Time of Event _________________

Location ______________________________________________________

Contact Person ________________________________________________

Phone # __________________________ Division _____________________

Brief Description of Event
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Faculty Involved ________________________________________________

Students Involved (Please list hometowns, not high schools)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Photo Requested ______ yes ______ no

Exact Time ____________________ Exact Location _______________________

If you want event publicized on college message board (marquee), please give exact
information you want on board (please be as succinct as possible).
________________________________________________________________________

Signed __________________________ Date _______________________

E-mail to the PUBLIC INFORMATION OFFICE
Please attach or e-mail any additional pertinent information

Revised 05-2004
# NORTHEAST MISSISSIPPI COMMUNITY COLLEGE
Overtime Worked (Compensatory)

Employee’s Name ________________________________

Employee ID number ________________________________

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME (AM/PM)</th>
<th>Overtime Time Begin</th>
<th>Overtime Time Ended</th>
<th>Hours Worked</th>
<th>Employee’s Signature</th>
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I certify that all hours reported above were worked during the periods reported.

__________________________________________
Employee’s Signature

All compensatory time or overtime must be pre-approved by the employee’s immediate supervisor and reviewed by the department’s respective vice president. The cost of overtime/compensatory time will be charged to the respective departments budget.

Refer to the *Northeast Procedures Manual* for complete description and definition of Overtime (compensatory time) and its applicability to individual positions and jobs on campus.

**To be completed by supervisor:**

Total Hours Worked beyond Forty (40) for Week ________________________________

Total Overtime Hours Accrued ________________________________

(otal hours worked beyond forty times 1.5)

Explanation of need for Overtime Hours to be Worked: ________________________________

__________________________________________
Supervisor’s Signature

__________________________________________
Vice President’s Signature

Complete forms should be forwarded to the office of Human Resources.
Northeast Mississippi Community College
VOLUNTEER SERVICES AGREEMENT

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

NAME: ___________________________  SSN: ________________

ADDRESS: _________________________________________

___________________________________________________

The volunteer services of __________________________ (description of services to be provided)
will be provided to the College for the period from ____________ to

____________ in college department ________________________.

Volunteer Recommended by: ______________________ Date: __________

Department/Division Head

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

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

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

VOLUNTEER’S SIGNATURE  COLLEGE OFFICIAL’S SIGNATURE

DATE _____________  DATE _____________

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

Copy to Volunteer, Business Office, President’s Office, Department requesting Volunteer  Effective July 18, 2001
NORTHEAST'S PRESIDENT'S CABINET

Board of Trustees

President

Director of Finance

Administrative Assistant & Secretary to Board of Trustees

Executive Vice President

Vice President of Workforce Training & Economic Development

Associate Vice President of Planning & Research

Executive Director of NEMCC Alumni & Foundation

Associate Vice President of Public Information

Revised July 2011
WORKFORCE ECONOMIC DEVELOPMENT ORGANIZATION

Board of Trustees

President

Executive Vice President

Vice President of Workforce Training and Economic Development

Workforce Training

Adult Basic Education

Workforce Investment Act

GED Testing

Continuing Education

Revised July 2009
DIVISION OF FINANCE
NEMCC Disabilities Application for Services

Name ___________________________ Date __________________

Social Security # _______________ Date of Birth ___________ Gender ___________

Current Home Address ____________________________________________ Street ______

Apt # ____________________________

City ___________________________ State ______ Zip ____________

Phone # __________________________

School Address (if different)

Dorm ____________________________ Room # ____________

PO Box __________________________ Phone # __________________

Classification: _____ Freshman _____ Sophomore

Are you a new student? _____ Yes _____ No

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Are you a citizen of the United States? _____ Yes _____ No

Schools attended:

Name of School __________________________ Address __________________________

Date Attended __________________________

Name of School __________________________ Address __________________________

Date Attended __________________________

PLANNING INFORMATION

Type of Disability

_____ Deaf/Head of hearing

_____ Learning disabled

_____ Blind/Visually impaired

_____ Mobility impaired

_____ Other __________________________

Brief description of disability: __________________________

__________________________
Brief description of the documentation of disability:
(Include professional who made diagnosis and year diagnosis was made. Please request that this professional submit proper information to document disability)

Brief description of how your disability affects a major life activity. (Limitations imposed by disability)

Academic strengths and weaknesses

Are you a client of Vocational Rehabilitation (VR) Services? ___Yes ___No
If yes, is attendance at NEMCC part of your Rehabilitation plan? ___Yes ___No

Name & Address of VR Counselor:

Name

Address

Phone #

State Zip

In case of emergency contact:

Name

Phone #

I hereby authorize Northeast Mississippi Community College’s ADA Compliance Officer or Counseling Center to communicate with the following: (please check)

_____ Parents
List exclusions:

_____ NEMCC Faculty/Staff, On Campus Services (i.e. Student Services, Housing, etc.)
List exclusions:

_____ Off Campus Services (i.e. Professionals, Schools, Vocational Rehab, etc.)
List exclusions:

Communication as denoted above may include obtaining and/or releasing student’s historical and/or current information regarding assessment, diagnosis, needs, recommendations, treatment, prior services, academic records, performance, or information that may relate to accommodating student’s needs on the NEMCC campus.

Signature_________________________ Date_________________________

Witnessed by_________________________ Date_________________________

This application will be valid until revoked by student.  
A photocopy of the original application shall be as valid as the original release form.
NEMCC Disabilities Accommodation Plan

Name: ____________________________ Date: ______________

Last First Middle

Problem Area Identified By the Application: (See attached application)

Action by Student to Accommodate Problem:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Modification of Instruction by Teacher: ___YES ___NO
If yes, please indicate the modification below.

Modification of Equipment or Facility needed: ___YES ___NO
If yes, please indicate the modification below.

Modification of Class Schedule needed: ___YES ___NO
If yes, please indicate the modification below.

For Resident (Dorm) Students Only:
Modification or accommodations for housing needed: ___YES ___NO
If yes, please indicate the modification below.

Action to be taken by Disabilities Counselor:

Disabilities Counselor's Signature ____________________________ Date __________

Distance Learning Procedures Manual 6/19/02
Student Learning Outcomes and Distance Learning Course Evaluation Form

(This form is to be used to determine Distance Learning Course Outcome/Content comparability to traditional on-campus courses.)

Instructions: Please evaluate the course site with regards to the criteria below for course equivalency. By circling Yes as being compliant, No for non-compliance, or Undetermined. If no or Undetermined is selected, please prove a recommendation.

Course Equivalency

COURSE: ___________________________ INSTRUCTOR: ___________________________ COLLEGE SITE: _____________

CRITERIA

1. Course description is clearly stated. Yes No Undetermined
2. Student learning outcomes, goals and objectives are clearly and specifically stated. Yes No Undetermined
3. Student assessment tools and methods are used that provide objective data on student performance. Yes No Undetermined
4. Specific learning activities are structured and sequenced to assist learners in achieving the intended outcomes, objectives, and goals. Yes No Undetermined
5. A syllabus containing required information is made available electronically to the student. Yes No Undetermined
6. Equipment, labs, and other necessary resources are provided for both students and faculty involved in distance learning. Yes No Undetermined
7. Course content is appropriate to the intended outcomes, objectives, and goals. Yes No Undetermined
8. Grading policies are clearly stated. Yes No Undetermined
9. Learners can easily contact the instructor. Yes No Undetermined
10. As a whole, the course site creates a comprehensive learning community. Yes No Undetermined

Comments: ____________________________________________

_____________________________________________________

_____________________________________________________

Final Review of Course

( )APPROVED ( )DISAPPROVED

Department Evaluator: ___________________________________________
Distance Learning Coordinator: _______________________________________
Vice President for Academic Programs: ________________________________ Date: _____________
Listed to Schedule for Semester: ________________________________ Date: _____________

MSVGC Faculty Evaluation

( )APPROVED ( )DISAPPROVED

Vice President for Academic Programs: ________________________________ Date: _____________

MSVGC Faculty Credentials

( )APPROVED ( )DISAPPROVED

Vice President for Academic Programs: ________________________________ Date: _____________

Distance Learning Procedures Manual 2008 Revision
PROPOSAL:

Distance Learning Course/Teaching Development

Instructor: ___________________________________________ SS#: ______________________

Division: ____________________________________________________________

Development Format:

( ) Supplemental Materials to Regular Classroom

( ) Distance Delivery

Course(s) To Be Developed/Taught:
1) ________________________________________________________________
2) ________________________________________________________________
3) ________________________________________________________________

Medium Desired: ( ) Internet ( ) Video ( ) Compressed Video ( ) Cable/Broadcast ( ) Other __________________________

Desired/Anticipated Delivery Date: ______________________ (Development Approval does not insure placement on schedule) (Distance Learning Courses must meet final approval by the Dean of Instruction.)

Attach a brief description of course requirements and components: (You may substitute a course syllabus)

( ) APPROVED ( ) DISAPPROVED

Division Chair: ___________________________________________ Date: _____________

Comments: __________________________________________________________________

( ) APPROVED ( ) DISAPPROVED

Distance Learning Coord.: ___________________________________________ Date: _____________

Comments: __________________________________________________________________

( ) APPROVED ( ) DISAPPROVED

Dean of Instruction: ___________________________________________ Date: _____________

Comments: __________________________________________________________________
Faculty Credentials Certification

(This form will be obtained from the on-line MSVCC Central Repository and approval will be done by the appropriate personnel as stated in the Faculty Credential Review Procedure-page 8.)

In accordance with the Southern Association of Colleges and Schools (SACS) faculty requirements, this statement is provided to assist community college districts participating in the Mississippi Virtual Community College (MSVCC) with verification and authentication of faculty credentials.

Originating College: ________________________________

Faculty Name: ___________________________ Faculty ID #: ________________________________

Faculty Status: ___________________________ Area: ________________________________________

  (F/T) (P/T)  (Academic) (Vocational) (Technical)

From: ___________________________

List MSVCC Teaching Area(s) with 18 Graduate Hours: (1) ___________________________

(2) ___________________________

List the Graduate Course, 18 Semester Hours, and Institution for each MSVCC Teaching Area:

<table>
<thead>
<tr>
<th>(Area 1) Course #</th>
<th>Hrs.</th>
<th>Institution</th>
<th>(Area 2) Course #</th>
<th># Hrs.</th>
<th>Institution</th>
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</table>

Total Hrs.: __________________ Total Hrs.: __________________

Original Transcript on File: (Y) (N) Date of Employment: ___________________________

Highest Degree Earned: ____________________________________________________________

Other Degrees Earned: ____________________________________________________________

Date of last review of official documentation: _________________________________

Comments: ______________________________________________________________________

I, ____________________________, as the Chief Academic Officer of Northeast Mississippi Community College certify to the above faculty credential statements and state that the attached copies of transcripts represent the referenced faculty member's original documents on file in the Executive Vice President's office of this college.

__________________________ / ________________
Chief Academic Officer Date

__________________________ / ________________
Notary Officer Date
Northeast Mississippi Community College
Authorized College Driver
Request for Approval

Northeast Mississippi Community College’s auto fleet insurance carrier requires that all drivers of college vehicles be designated as Authorized College Drivers and that full motor vehicle records (MVR) search has been conducted on each authorized driver. In order to process this request, a copy of your driver’s license must be attached.

Request for approval must be submitted a minimum of five (5) days before the employees planned trip in a college vehicle.

Submit completed form and a copy of current driver’s license to the Vice President of Finance and Operations office.

EMPLOYEE NAME

Social Security Number

Driver’s License Number
(Driver’s license number may be different than SSN)

State from which Driver’s License was issued

Any information you may wish to provide concerning your MVR may be listed below. If an explanation of past driving record is needed, it should be provided here.

Employee Signature Date

NOTE:
Information will be used to ensure that the college’s automobile insurance will cover you as an authorized driver. Disclosure of the above requested information is optional. The information will be used only to determine insurance coverage for drivers of Northeast vehicles. An employee may choose not to provide the requested information. However, Northeast will not be able to issue you a college vehicle for business travel and you will not be covered as an insured driver under the college’s fleet insurance.
NORTHEAST MISSISSIPPI COMMUNITY COLLEGE
STATEMENT OF CONCERN REGARDING LIBRARY RESOURCES

The Library values your opinion if you have an objection to library material(s), please complete this form, indicating as clearly as possible the nature of your concern. A librarian will contact you in the near future to discuss the problem.

YOUR NAME ________________________________

ADDRESS ________________________________

CITY ___________________ STATE __________ ZIP _______

PHONE _________________ (Home) ______________________ (Work)

LIBRARY MATERIAL(S) CONCERNED:

_____ Book

_____ Magazine

_____ Newspaper

_____ Video

_____ Other A-V Material

_____ Library Program

_____ Computer Program

_____ Other

Title _______________________________________

Author or Producer _________________________

What brought this title to your attention?

Please comment on the material as a whole, as well as being specific about those matters that concern you. (Use other side of this form if necessary.)

Optional:
What other materials do you suggest to provide additional information on this subject?

Your Signature ___________________________________

Date: __________________________________________
BANNER STATEMENT OF ACCOUNTABILITY

* As an employee of NEMCC, I understand that I am gaining access to the BANNER system, and I understand that access to this system includes the responsibility for maintaining the privacy of any personal data (including, but not limited to, the SSN) stored in the system.

* I further understand that I may have access to confidential financial information of students and/or the College and I should protect the confidentiality of that information and I should use the information for official College business purposes only.

* Computer Services should be notified of any change in personnel that affects a system account.

* All Staff and Faculty users having access to information should review statutory requirements of the Family Educational Rights and Privacy Act (FERPA) and subsequent amendments.

* Departmentally approved student workers are required to adhere to same accountability.

* A user should log-off the BANNER system anytime a computer will be left unattended for an extended period of time. Do not leave a student or faculty record displayed on an unattended computer.

* Workstations should be so students and visitors cannot see the screen to help prevent unauthorized viewing of records.

* Reports and printouts containing any information that should be confidential should be properly stored (not left on plain view). When you no longer have user for reports or printouts, please dispose of them promptly. Student records and reports should be shredded before disposal.

* Any questions concerning access or release of student academic information should be referred to the Registrar's Office. Questions concerning access or release of financial information should be referred to the Business Office.

I have read the guidelines for using the BANNER system and understand all of the above requirements.

Printed Name: ____________________  Login: __________
Signature: ________________________  Date: __________

Revised 02/22/08
Applicable for Banner, Tigerline, and self-service forms.
NORTHEAST MISSISSIPPI COMMUNITY COLLEGE

BANNER ACCESS REQUEST FORM

User Information

Name: ____________________________________________________________

Department: _______________________________________________________

NEMCC ID Number: __________________________ Current User? ___Yes ___No

* Employees using Banner must sign a Statement of Accountability

Type of Access Needed Revoke Access ___Yes ___No

Forms/Data needed:

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________

Or

Same access as: ________________________________________________

Department Head Data/Form Access Approval

Signature: _______________ Date: _______________ Signature: _______________ Date: _______________

Forward completed form to Banner DBA in Computer Services Department

FOR INTERNAL USE ONLY

Access granted by: __________________________ Date: __________________________

Revised 02/22/08
BANNER ACCESS REQUEST
INSTRUCTIONS

This form will be used to add, change or revoke access to Banner screen information.

ADD ACCESS

Complete the form as follows:

Name: - Name of person to add access.
Department: Name of user's department, such as Financial Aid
NEMCC ID Number: User's Northeast Generated ID
Current User? – Check No
Revoke Access: Check No
Forms/Data needed: - List the forms and type of access being requested. Such as SPAIDEN-I (Inquiry Only)
                          SOAHAHOLD-U (Update Mode)

Or:
Complete same access as: Such as Jan Taylor
Department Head Signature: & Date: Dated signature of user's Department Head
Data Form/Data Access Approval Signature: & Date:
    For example: If access is for someone in Financial Aid and they want access to Financial data then the individual that heads the Finance department must approve access to their information. i.e. VP Finance

REVOC ACCESS

Complete the form as follows:

Name: - Name of person to revoke access.
Department: Name of user's department, such as Financial Aid
NEMCC ID Number: User's Northeast Generated ID
Current User? – Check Yes
Revoke Access: Check Yes
Forms/Data needed: - List the forms and type of access being revoked. Such as SPAIDEN
If all access is being revoked, show ‘Revoke All’ in Forms/Data needed area.

Department Head Signature: & Date: Dated signature of user’s Department Head
Data Form/Data Access Approval Signature: & Date:
If Finance is revoking access to information under their control then the individual over the area will sign and date their approval for revoking access from the designated user.

CHANGE ACCESS

Complete the form as follows:

Name: - Name of person’s access that is being changed.
Department: Name of user’s department, such as Financial Aid
NEMCC ID Number: User’s Northeast Generated ID
Current User? – Check Yes
Revoke Access: Check No
Forms/Data needed: - Briefly describe what change is being requested such as change SPAIDEN access to update.
Department Head Signature: & Date: Dated signature of user’s Department Head
Data Form/Data Access Approval Signature: & Date:
Obtain approval for any change that requires approval from another department. For example: If someone is in Financial Aid and has had inquiry only access to SPAIDEN and now is requesting update capability for SPAIDEN, then the controlling department must approve change. In this case, as in Registrar’s Office.

Forward completed form to Computer Services, Stringer Hall.
NORTHEAST MISSISSIPPI COMMUNITY COLLEGE
101 Cunningham Boulevard; Booneville, Ms 38829

OFFICE OF ENROLLMENT SERVICES

GRADE CORRECTION FORM

Student Name: ____________________________________________
Student ID #: ____________________________________________
Course Name and Number: __________________________ CRN: ________
Semester: ____________________________________________

Present Grade: ______ Grade Correction: ______

Reason for correction: ____________________________________________

Instructor: ____________________________________________
Date: ____________________________________________
EVENT REQUEST FORM

Forward completed form and questions to Rod Coggin at (662) 720-7306 or rbcoggin@nemcc.edu

Space is not confirmed until contact has received a confirmation email.

Today's Date ___________________________ Proposed Date of Event ___________________________

Contact Name ___________________________ Phone _______________ Cell Phone: _______________

Contact Email ___________________________ Name of Event ___________________________

Sponsoring Organization ____________________ Sponsoring NEMCC Department _____________________

Description of Activities ________________________________________________________________

Projected Attendance ____________ Guarantee ________ (need # one week prior to event when meals served)

Start Time ____ AM/PM End Time ____ AM/PM Access Time (set-up) ____ AM/PM

Date for set-up (if available) ________________

Admission Charged? No _____ Yes _____ If so, amount: ________________

Type of Facility requested:

☐Banquet/Reception ________________________ Holliday Hall:
☐Auditorium ____________________________ ☐Multi-purpose Room
☐Conference Room _________________________ ☐Computer Lab
☐Coliseum _______________________________ ☐Training Room
☐Football Stadium _________________________ ☐Office
☐Tennis Courts ____________________________
☐Other (please specify) ____________________

Set-up Information

For set-up specifications, please see diagrams and check the appropriate box below:

☐Classroom   ☐Theater (no tables)   ☐Conference tables and chairs, where available
Haney Union only: ☐Banquet (round tables) ☐U-Shape   ☐Conference (long tables)
☐Special (please indicate):

________________________

Number of people at Head table
Number of extra tables for: _______ Registration _______ Display
Number of extra chairs for: _______ Registration _______ Display

Other Needs

☐Podium   ☐Table Lectern   ☐Baseline   ☐Piano (where available)   ☐Use of Stage Area

Please Specify location of the above needs: ____________________________________________

Audio Services

☐Podium Mic   ☐Table Lectern Mic
☐Mic on Stand   ☐Mic w/boom stand

Media (A/V) Services

☐TV/VCR   ☐A/V Projector
☐Projection screen   ☐Media table
☐Overhead Projector   ☐Laptop

Additional audio needs: ______________________________________________________________

Additional media (A/V) needs: ________________________________________________________

Request for Audio Equipment must be made 72 hours prior to the event setup.

Please designate locations for the audio services requested or contact Rod Coggin 662-720-7306 or email rbcoggin@nemcc.edu

Please continue to page two of Event Request Form
Complete following section if Food Service is requested.

Type of Food Service Requested:
(Available in Haney Union and Waller Hall Only)

☐ Reception  ☐ Buffet  ☐ Seated  ☐ Coffee & Drinks  ☐ Coffee, Drinks, & Donuts

After receiving confirmation for your event, please contact Sodexo Food Services for your catering needs at 662-720-7501, 662-720-7266, or 662-720-7260. All catering services held in the Frank and Audrey Haney Union will be handled by Sodexo Food Services. A catering guide is available at www.nemcc.edu.

- REQUEST MUST BE MADE 72 HOURS PRIOR TO THE EVENT SETUP

- Fifty Dollar ($50.00) Cleaning fee will be assessed if facility is left dirty and/or decorations have not been taken down and removed. GLITTER, NAILS, OR STAPLES SHOULD NOT BE USED IN DECORATION. WATER ITEMS SHOULD BE HELD TO MINIMUM USEAGE BECAUSE OF POSSIBLE DAMAGE TO THE FACILITY.

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Event Sponsor

Director of Event Planning & Housing

Facility Use Fee (rental rate):

☐ Governmental/Civic Agency $____________________

☐ Non-Governmental/Civic Agency $____________________

☐ Northeast Department $____________________

CONDITIONS OF APPROVAL:

- Persons requesting the use of Northeast facilities must agree to the following terms and conditions:
- The sponsoring agency/organization will have supervisory personnel sufficient for the audience present at all times.
- The agency/organization will provide Northeast with evidence of liability insurance.
- The agency/organization will pay the rental fee (if appropriate) prior to beginning the event.

Agreed (agency/organization representative): __________________________ (Signature)

Date: __________________________

Approved (Northeast representative): __________________________ (Signature)

Date: __________________________

Northeast Office Use Only:
Completed by: __________________________
Copies forwarded to: __________________________

Effective September 2009
SAMPLE OF WRITTEN WARNING

EMPLOYEE: ____________________________ Date: ____________________________

Division: ____________________________ Job Title: ____________________________

Re: Corrective Disciplinary Action – Written Warning

You are being given this written warning because:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

This situation is very serious and deserves immediate correction. More severe disciplinary action may result, including suspension or termination, if the following conditions are not met:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Issued by: ____________________________

Supervisor’s Signature

Received by: ____________________________

Employee’s Signature

Copy to: Employee
        Supervisor
        HR – Personnel File
SAMPLE OF SUSPENSION

EMPLOYEE:____________________________________ Date:_____________________

Division:___________________________________ Job Title:____________________

Re: Corrective Disciplinary Action – Suspension

You have not corrected the issues addressed in your written warning on _________, ___. Specifically, you failed to meet college standards or did not follow college rules and regulations because:

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

As a result of not correcting this problem, you are being suspended from your job for a period of _______ days, effective _________, ______.

It is regrettable that this measure has been made necessary, and no further disciplinary action will be necessary if the problem is corrected. However, continued failure to observe college policies or unsatisfactory work performance may result in further disciplinary action – up to and including discharge.

Issued by:__________________________

Supervisor’s Signature

Received by:________________________

Employee’s Signature

Copy to: Employee

Supervisor

HR – Personnel File