



NORTHEAST
MISSISSIPPI COMMUNITY COLLEGE

Procedures Manual

2024-2025

**Developed and coordinated by
the President's Cabinet**

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Introduction

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 Procedures. The second section is also Policy that describes how Policy is developed, adopted, and repealed.

DEFINITION OF POLICY AND PROCEDURE

The Board of Trustees define **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

Policies 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Through the adoption of these policies, all previous adopted policies are repealed and of no force or effect if in conflict with these policies.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 Mission Statement and Governance

NORTHEAST MISSISSIPPI COMMUNITY COLLEGE

Mission Statement

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

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

1. To provide accessible, high-quality, and cost-effective curricula that prepare students for continued studies, transfer to four-year institutions, or entry into the workforce.
2. To provide industry-focused career and technical curricula that is student-centered, comprehensive, and responsive to the employment needs of business and industry.
3. To provide a program of student services that will facilitate the educational, career, personal, and social growth of students.
4. To provide developmental studies within the curriculum to strengthen the basic skills of students.
5. To offer continuing education, community services, and adult education for individuals striving for personal and professional growth and/or personal enrichment.
6. To provide employer-driven, industry-specific workforce education and training to businesses, industries, and individuals.

To provide human resources, financial resources, instructional resources, and physical facilities necessary to offer quality instruction.

Revised September 13, 2022

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 Coordinator is Leigh Ann Stewart, Wright Hall (662)720-7192 and the Title IX Coordinator is Liz Calvery, Ramsey Hall (662)720-7443.

Representation of Status/Accreditation Statement

Northeast Mississippi Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) 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.

Mississippi Commission on College Accreditation Authorization

The Mississippi Commission on College Accreditation (MCCA) has statutory authority and duty to approve all colleges and universities or other entities that offer one or more postsecondary academic degrees and are domiciled, incorporated or otherwise located in the State of Mississippi. The College is authorized by the MCCA to provide postsecondary academic degrees.

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.

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(Board Policy)

The Section 504 Coordinator is Leigh Ann Stewart, Wright Hall (662)720-7192 and the Title IX Coordinator is Liz Calvery, Ramsey Hall (662)720-7443.

Substantive Change Process

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 Southern Association of Colleges and Schools Commission on Colleges and inform the SACSCOC of such changes, including:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation.
- A change from clock hours to credit hours

- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program.
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs.

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

Updated: January 15, 2020

Vision Statement

Northeast Mississippi Community College will be a student-centered, customer-driven, academic and technical training center that will provide a comprehensive, innovative atmosphere not bound by time or place. In essence, while maintaining traditional and social values, developing partnerships with business and industry, and networking global educational resources, this institution will be a state-of-the-art, cultural and technological center.

Added: 9-13-2022

Section 200

Local Governance

Northeast Board of Trustees

Terms of Appointment

<u>NAME</u>	<u>COUNTY</u>	<u>EXPIRATION DATE</u>
John Anderson	Alcorn	February 28, 2026
Larry Mitchell	Alcorn	January 1, 2025
Katie Moreland	Prentiss	February 2, 2025
Lonnie Murphy	Prentiss	May 31, 2025
Bubba Pounds	Prentiss	December 31, 2024
Kathy Shappley	Tippah	December 31, 2024*++
Douglas Jackson	Tippah	December 31, 2026
Christie Holly	Tishomingo	December 31, 2025*
Matt Murphy	Prentiss	February 28, 2029
Sam McCoy	Prentiss	February 28, 2028
Larry Greene	Tishomingo	December 31, 2028*++
Luzene Triplett	Prentiss	December 31, 2026
Vance Witt	Union	February 28, 2028
Ken Basil	Union	January 1, 2025
Mike Staten	Union	March 1, 2026**

*++Appointed to fill term of Mr. Jack Ramsey (Deceased 11/1/2022)

**Member at Large (Appointed March 2021 Rotates Every 5 Years)

*+ Appointed to fill term of Mr. Troy Holliday (Deceased 11/2015)

* Appointed to fill term upon resignation of Ben McClung 8/20/2014

Policy and by-Law Development

Harmony with Law

No policy or regulation, nor any portion thereof, shall be operative if it is found to be in conflict with applicable 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)

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SECTION 300

Human Resources

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 (Appendix W) 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 Human Resources Officer. The Human Resources Officer will appoint a committee of inquiry to address the complaint. If the Human Resources Officer is a party to the complaint, the President of the college or his designee will assume the duties outlined here for the Human Resources Officer. The committee of inquiry will be comprised of the Human Resources Officer as non-voting standing chair:

- the Vice President 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 Human Resources Officer 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.

Revised: 8-3-23

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.

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, a Program of Study form (Appendix V) must be completed and approved by the Vice President of Instruction for a salary supplement to be added to the succeeding year's salary. The Program of Study and coursework should be from a regionally accredited institution, and for faculty members, courses should be within the discipline (or related) that the instructor is assigned to teach.

Revised: 8-3-23

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.

College Regulations Governing Illegal Drugs and Alcohol

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 41-29-121, 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.

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 and can be referenced in the Human Resources office.

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 Vice President of Instruction. Normally only course work directly related to the teaching discipline will be counted. Evaluation of other related courses is the responsibility of the Vice President of Instruction.

Experience Increment- This term applies to the sum added to base salary for each year of experience. It is the responsibility of the Human Resources Officer 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 Human Resources Officer 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. (e.g. - 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, a related field with a minimum of 18 hours of graduate credit in the teaching field, or a related field with relevant experience.

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 Vice President of Instruction 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.

1 Semester Credit Hour Class	\$ 600.00
3 Semester Credit Hour Class	\$1,800.00
4 Semester Credit Hour Class	\$2,400.00

- Classes to be offered are determined by the Division Head and the Vice President of Instruction.
- The employment recommendations for faculty of part-time and overload classes will be made by the Vice President of Instruction and Academic Division Head.

Revised: 8-3-23

Compensation of Benefits

Employee Tuition Waiver

As a part of the benefits package for Northeast full-time employees, the employees and their dependents may receive a tuition and course materials fee waiver to enroll in classes taught by Northeast.

Northeast will provide tuition and course material fee waiver for dependent children of retired Northeast employees. The tuition benefit is limited to the equivalent of six full-time

semesters of enrollment for children who are dependents of the employee at the time of retirement. Employees should plan to take classes at times other than the employee's traditional work day. The Departmental Director shall approve the employee's request and forward to the appropriate Vice President for approval. The appropriate Vice President and President may, at their discretion, grant special permission for an employee to take a maximum of one-class per semester during the workday provided all missed work time is made up at a time acceptable to the College.

Dual Credit instructor's and their dependents may qualify for tuition and course materials fee waiver for dual enrollment classes.

Revised: 8-3-23

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 and course materials fee waiver for the equivalent of six full time semesters of enrollment.
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 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.

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

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 overload salary agreements will be paid monthly. Pay for adjunct faculty and faculty overloads will be paid at the end of the semester in which the course is taught.

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.

Health and Wellness

Northeast Mississippi Community College is committed to the health and wellness of its students, faculty, and staff by providing the use of a fitness/wellness center and wellness education.

Condolence Announcements

All condolence information shall be forwarded to the President's office. The President's assistant will release official condolence announcements.

Effective: 07-01-2018

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.

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.

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 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 R**)
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 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 S**)
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.

Drug-Free Work 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 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-time 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 minimum penalties shall be imposed for the particular offenses described in the section labeled “College Regulations Governing Illegal Drugs”.

Email Policy

I. Purpose

Electronic mail (email) is a primary means of communication both within Northeast Mississippi Community College (“NEMCC”, “Northeast”, “College”) and externally. Email provides a quick and efficient means to conduct business, but, if not used properly, it carries the risk of harm to the NEMCC and members of its community.

The purpose of this policy is to establish the eligibility, expectation, and parameters for college-provided email addresses.

II. Scope

This Policy applies to all email accounts maintained, provided, and offered by the College. This Policy applies to all nemcc.edu email addresses and all sub-domains.

A. Faculty and Staff

NEMCC provides email accounts to all current faculty and staff to conduct College business.

B. Students

NEMCC provides email accounts to all currently enrolled students at Northeast. In addition to the policies applicable to all members of the Northeast community, student use of email is subject to the Student Code of Conduct.

III. Information Classification Restrictions

Although the College will make every attempt to ensure email message security, it’s essential to understand that email is generally not considered a secure means of communication. Therefore, NEMCC email accounts must not be utilized for transmitting or storing Personally Identifiable Information (PII).

IV. Ownership of Northeast Email Accounts

NEMCC owns all college-provided email accounts. Subject to underlying intellectual property rights under applicable laws and NEMCC policies, NEMCC also owns the information transmitted or stored using Northeast email accounts.

V. Passwords

To help safeguard your identity and privacy, do not share your passwords with anyone or give your password to anyone.

See the NEMCC Password Security Policy for more information on creating a safe and acceptable password.

VI. Authorized Users and Termination of Services

The following outlines the authorized users of email at the College, as well as the termination of services provisions:

Authorized Users	Termination of Northeast Email Service
Students	Access to Northeast email ends 120 days after graduation or separation from the College and may be terminated immediately for misconduct, schedule cancellations, “no-shows”, or in the best interest of the College.
Faculty (Full-time, Part-time, and/or Adjunct)	Access to Northeast email ends 90 days after separation from the College. Access may be terminated immediately for misconduct, termination with cause, or in the best interest of Northeast.
Staff (Full-time, and/or Part-time)	Upon separation, staff emails in the @nemcc.edu domain will be forwarded to a current employee to ensure operational continuity.
Retirees (Faculty and Staff)	Retirees may opt-in to keep a college email address, although the email will use the College’s secondary email domain (@tigers.nemcc.edu)

Once email services have been terminated, Northeast will no longer provide and/or restore email, unless required by law to do so.

VII. Acceptable Use of Northeast Email Accounts

Members of the College community must comply with all College Policies and must comply with applicable state and federal laws when using Northeast email accounts to conduct College business.

VIII. Northeast Email Forwarding

Northeast email is an official means of communication for the College. Faculty, staff, and students are required to conduct Northeast business from their college-assigned email address containing the nemcc.edu domain.

IX. Exceptions

Exceptions to, or exemptions from, any provision of this policy must be approved by the Director of the Computer Center.

X. Violations

Violations of this policy by faculty, staff, or students may be subject to disciplinary action.

XI. Revisions

This policy is subject to revision. It is the user’s responsibility to ensure that the use of the NEMCC computing and communication facilities conforms to current policies. Questions related to this policy should be addressed to the Director of Information Technology.

Revised: 8-16-24

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.

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, landline 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 Vice President of Student Services in Ramsey Hall.

Employee Dress Code

Northeast employees are expected to present a professional image to students, other employees, and the general public by dressing in a manner that promotes a positive image of the institution and is appropriate to the profession and the region. Employees should dress in a conservative, professional manner. The standard dress at Northeast is business attire.

Business attire is described as a minimal of:

- Dress slacks (or khaki pants), skirts, or dresses; skirts and dresses should be an appropriate length.
- Dress shirts/sport shirts with a collar and a tie for men
- Blouses, separates, or sweaters for women
- Leggings may be worn under a dress; however, they should not be worn as pants.
- Dress shoes or dress sandals with a closed back (Sling-backs are considered “closed back.”)

Some positions and occasions require a more formal appearance and may require a sport coat or suit.

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

- Denim – regardless of the color and/or the piece of clothing. Jeans, denim jackets, chambray shirts, etc. are not professional attire.
- T-shirts worn as outerwear
- Clothing more appropriate for leisure, sports activities, or social functions
- Flip-flops, sneakers, slides, or open-heeled shoes
- Suggestive, revealing, or tight-fitting clothing

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

On special occasions, the President may, at his discretion, give specific exceptions to this policy. On days where he indicates casual dress is acceptable, employees are allowed to wear khakis, collared polo/golf shirt, or a pullover.

It is the responsibility of the employee to follow the dress code policy; however, should the employee fail to do so, it is the responsibility of the immediate supervisor to counsel the employee. Should an employee have a medical and/or religious requirement to wear something that may not

conform to these guidelines, he/she should contact his/her supervisor to discuss accommodations.
Effective December 6, 2016

Employee Drug Testing Policy

General Statement of the College's Policy on Drug and Alcohol Use

The College will provide a safe work environment and to foster the well-being and health of its employees. Compliance with the College's Drug and Alcohol-Free Workplace Policy is a condition of employment. The College strictly prohibits the unlawful manufacture, possession, use, abuse, sale, transfer, distribution, solicitation or possession, including possession with the intent to sell or distribute any controlled substances, including illegal drugs, alcohol, prescription drugs (used contrary to a legitimate prescription), nonprescription drugs (used in a manner contrary to the directions or for a purpose other than that for which the drugs are offered by the manufacturer) or any other controlled substances or drug paraphernalia at any time, whether on College or personal time, including but not limited to any time on the College's premises, in the College's vehicles, when performing College business or when otherwise acting as an employee of the College.

An applicant for employment may be required to submit to a drug and alcohol test as a condition of the job applicant's employment application.

An employee may be required to submit to a drug and alcohol test as a condition of employment when the College has a reasonable suspicion that an employee is in violation of the College's Drug and Alcohol-Free Workplace Policy or as part of neutral selection drug and alcohol testing. The College may refuse to hire a job applicant or may discipline any employee, up to and including discharge, on the basis of a positive confirmed drug and alcohol test result, a refusal to submit to a drug or alcohol test, or any other violation of the College's Drug and Alcohol Free Workplace Policy. Further, conviction for a drug-related offense may result in discipline up to and including discharge.

Statement of Mississippi Law

You are hereby advised that the College has implemented a drug and alcohol policy and conducts a testing program, pursuant to House Bill No. 84 of 1994, codified at Miss. Code Ann. § 71-7-1, et seq. (hereinafter "the Act"), and you are hereby advised of the existence of said Act. You are hereby advised that the College has also implemented a drug and alcohol policy and conducts a testing program pursuant to the Drug-Free Workplace Workers' Compensation Premium Reduction Act, codified at Miss. Code Ann. §§71-3-201 to 71-3-225, and you are hereby advised of the existence of said law.

Confidentiality

All information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the College through its drug and alcohol-testing program are confidential communications, except under certain circumstances as allowed by the Act.

Procedures for Confidentially Reporting Prescription or Nonprescription Medication

An employee or job applicant shall be allowed to provide notice to the College of currently or recently used prescription or nonprescription drugs at the time of the taking of the specimen to be tested, and such information shall be noted prior to initial testing.

When Drug and Alcohol Testing May Occur

Drug and alcohol testing may occur under the following circumstances:

- a) Job applicants may be required to submit to a drug and alcohol test as a condition of employment.
- b) All employees may be required to submit to reasonable suspicion drug and alcohol testing. Reasonable suspicion means a belief that an employee is using or has used drugs in violation of the College's Drug and Alcohol Free Workplace Policy when such belief is drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Reasonable suspicion may be based on, but is not limited to, the following:
 1. observable phenomena such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug or alcohol;
 2. abnormal conduct or erratic behavior while at work, absenteeism, tardiness, or deterioration in work performance;
 3. a report of drug or alcohol use provided by reliable and credible sources and which has been independently corroborated;
 4. evidence that an individual has tampered with a drug or alcohol test during his employment with the College;
 5. information that an employee has caused or contributed to an accident while at work; or
 6. evidence that an employee is involved in the use, possession, sale, solicitation or transfer of drugs while working or while on the College's premises or operating the College's vehicle, machinery or equipment.
- c) An employee may be required to submit to neutral selection drug and alcohol tests.

Consequences of Refusing to Submit to a Drug and Alcohol Test

The College may refuse to hire any job applicant who refuses to submit to a drug and alcohol test. The College may discipline any employee for refusing to submit to a drug and alcohol test authorized under the College's Drug and Alcohol Free Workplace Policy, and such discipline may include discharge.

Contesting the Accuracy of a Positive Confirmed Drug and Alcohol Test Result

An employee who has received a positive confirmed drug and alcohol test result may contest the accuracy of that result or explain it to the College.

List of Drugs for Which the College May Test

The College may test for marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP), and alcohol.

Federal Drug-Free Workplace Notice

The College provides a drug-free workplace under the provisions of the Federal Drug-Free Workplace Act.

The College also has established a drug-free awareness program to inform employees about the dangers of abuse in the workplace, the College's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties, which may be imposed upon employees for drug abuse violations.

Further, the College has made it a requirement that each employee as a condition of employment will be given a copy of the College's Drug and Alcohol Free Workplace Policy, setting

out the items identified above as required by the Federal Drug-Free Workplace Act. The College has further notified each employee that as a condition of employment the employee must:

- a) abide by the terms of the College's Drug and Alcohol Free Workplace Policy and the Federal Drug Free Workplace Act, including those requirements set out above; and
- b) notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.

Effective December 2015

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 D1 Evaluation of Administrative & Non-Teaching Personnel) (See Appendix D2 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 Mississippi 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 performance is used to improve teaching techniques and instructors' relationships with students. The methods, processes and schedule utilized to evaluate faculty are found below:

Method	Who Performs	Documentation Used	Timeframe
Classroom Observation	Division Head completes an observation on half the faculty within the division annually*	Classroom Observation Form (Page 2 of Administrative Evaluation of Teaching Personnel and Self-Evaluation)	New Faculty- annually for three years* All other faculty observed every other year

Student Evaluation of Faculty	Students evaluate both full and part-time faculty	Course Evaluation deployed through Canvas (Learning Management System)	All courses receive a Course Evaluation each term
Self-Evaluation by Faculty	All full and part-time faculty perform self-evaluation	Administrative Evaluation of Teaching Personnel and Self-Evaluation	Annually
Annual Evaluation by Division Head	Division Head evaluates both full and part-time faculty within their division	Administrative Evaluation of Teaching Personnel and Self-Evaluation	Annually
Faculty Conference	<p>Division Head and faculty member (full and part-time) meet, review results from all evaluation methods, and establish a plan for professional growth by:</p> <ol style="list-style-type: none"> 1. Reviewing professional learning participation from the year (documentation will be attached to evaluation materials- both Division Head and Faculty will receive a cumulative report of all activities as report through Earning Your Stripes via email at end of each reporting period) 2. Identification of at least 3 Goals for Growth for the upcoming year (including plans for professional learning) <p>**See below for Improvement Plan process</p>	Administrative Evaluation of Teaching Personnel and Self-Evaluation	Annually

****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 (Sample of Written Warning). The Improvement Plan is initiated by the faculty member's supervisor and encompasses steps 1 and 2 of the Disciplinary Procedures for Employees (see Human Resources, Disciplinary Procedures for Employees; see also Sample of Written Warning). The length and conditions of the Improvement Plan will be indicated in writing and provided to the faculty member at the time the Improvement Plan is implemented. If conditions of the Improvement Plan are not met, step 3 of the Disciplinary Procedure for Employees (Suspension) will be enacted (see Sample of Suspension).**

Evaluation of any faculty member may occur at any time if need is indicated- for example, information reflected on the Student Evaluation of Faculty, etc.

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.

Revised December 5, 2019

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 workday.

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.

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-Bailey 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-Bailey Act – GBL ACT

1. Northeast Mississippi Community College has designated the chief records officer 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.
 - a. Admissions
 - b. Records Office
 - c. Financial Aid Office
 - d. Student Residential Life
 - e. Security
 - f. Continuing Education
 - g. College Information Systems
 - h. Computer Services
 - i. Business Office
 - i. Accounts Receivable

ii. Payroll

j. Human Resources

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 Officer 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.
6. 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 WebPage.
3. A selection committee determines the applicants to be interviewed.
 - a. The Selection Committee consists of the Vice President of Instruction, the Division Head, and selected faculty.
 - b. The Vice President of Instruction serves as Chair of the selection process.
4. The Vice President of Instruction 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 WebPage.
3. A selection committee determines the applicants to be interviewed.
 - a. The Selection Committee consists of the divisional vice president and other selected personnel.
 - b. 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.

Revised: 8-3-23

Employees' Standard 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.

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 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/Intern: A student worker/intern 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 L – 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.ms.gov/content/documents/regulations/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

Probationary Period for New Hires

All new employees are subject to a ninety (90) day probationary period.

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 Coordinator is Leigh Ann Stewart, Wright Hall (662)720-7192 and the Title IX Coordinator is Liz Calvery, Ramsey Hall (662)720-7443.

Employment Outside of Primary Northeast Contract

The President shall request that all full-time employees of the college to accept that Northeast is their primary employment with all other work obligations as secondary. All full-time employees of Northeast are permitted to seek supplemental professional and work opportunities outside the primary Northeast contract, provided the following conditions are met:

- a. Supplemental employment for full-time employees of the college does not conflict with the primary job duties of the employee and mission and/or needs of Northeast Mississippi Community College.
- b. 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 primary job duties of the employee.
- c. The employee shall not enroll current Northeast students in classes offered by other institutions in which employee is being compensated.
- d. The employee must inform the immediate supervisor and agree to cooperate with college administration whenever occasional conflicts occur between primary 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.

Revised: 05-09-2017

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.
 - Level I – The Trustee's children (see Emancipated below) and spouse.
 - Level II – The Trustee's father, mother, brothers and sisters.
 - 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, establishes

independent living arrangements, and obtains full-time employment prior to attaining the age of twenty-one (21) years.

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.

General Policy of Employment – Contracts

Contract 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 years of service.

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 or relevant experience. 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).
- All technical faculty must stay current in field of study and maintain state competency plan in conjunction with the division head.
- All technical faculty must hold the national certifications required by MCCB to reach in a specific subject area or obtain required national certification within 2 calendar years of hire.

Career Faculty

- Both full-time 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 the Division Head.
- All career faculty must hold the national certifications required by MCCB to reach in a specific subject area or obtain required national certification within 2 calendar years of hire.

Revised: 07-01-2018

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.

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 Success Center(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

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 Vice President of Instruction. Fulltime instructional and student services administrators and teaching faculty are required to participate in graduation. Others may participate at their discretion.

HIPAA

Under normal and usual operation practices, college personnel would not have access to health information of employees. However, in the event that health information is available, college personnel are charged with protecting the health information of college employees in accordance with HIPAA. HIPAA, Health Insurance Portability and Accountability Act of 1996, is United States legislation that provides data privacy and security provisions for safeguarding medical information. Under normal and usual operation practices, college personnel would not have access to health information of employees. However, in the event that health information is available, college personnel are charged with protecting the health information of college employees in accordance with HIPAA. Visit the U.S. Department of Health & Human Services' website to learn about HIPAA.

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 Vice President of Instruction 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. 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 and the Vice President of Instruction must grant final approval for the work experience.

The Request of Leave for Off- Campus Study form is available on the Northeast website under shared documents. (See Appendix T)

Revised: 8-3-23

Leave Policy

Absences

Employees should submit a leave form for all days absent from work. The employee's division/department head should report any absence not reported by an employee at the time of absence or before the end of the month in which the 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 Vice President of Instruction by telephone and submit a copy of the absentee form to the Vice President 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 anticipated 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 absence.
- 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 Resources Office and on-line through shared documents.

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.
- Full-time (9-10-11-12 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 termination or retirement, an employee with five (5) or more years of service will be paid, upon request, his or her accumulated leave based on the following schedule, provided the employee leaves in good standing, with proper notice:

- Employees with five (5) to twenty (20) years of service to Northeast will be paid up to the number of accumulated leave days or ten (10) days, whichever is less.
- Employees with more than twenty (20) years of service to Northeast will be paid up to the number of accumulated days or ten (10) days plus one (1) day for each year of service over twenty (20) years [up to a maximum of thirty (30) days], whichever is less.

Any leave 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 (10) days of leave and no more than ten (10) days of vacation 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.

The President shall report all employees who have used all available leave and continue to be absent from work without pay. The Board will consider the reasons for the extended leave on the college before determining to continue or discontinue employment. The employee is expected to provide complete and detailed medical information to the President within 10 days of the written request.

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.
- Vacation does not expire and is unlimited.
- At termination, any unused vacation days may be certified as leave days to the Public Employees Retirement System of MS.

Revised: 07-01-2019

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 worker's 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 worker's 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 worker's 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 medical or family emergency or other hardship situations.

Definition of Terms

Any Northeast employee who has been affected by a **personal emergency** may make application to the Human Resources Office 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 Human Resources Office. 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 receiving leave days.

Evaluation of Request

The Human Resources Office 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 Human Resources Office 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.

Revised: 07-01-2019

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 Vice President of Finance 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.

Revised: 8-3-23

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. Reservist 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 K**

- **Overtime/Compensatory Report.** The vice president will forward the information to the Human Resource Office.

Death of Active Employee

If an active employee dies and has not met the vesting requirements of PERS, the beneficiary of deceased employee will receive payment for all accumulated leave (Leave & Vacation) that has not been used by employee. The beneficiary designated with PERS will receive this payment unless another beneficiary has been designated.

If an active employee dies and has met the vesting requirements of PERS, a leave payment, in accordance with NEMCC's Accumulated Leave Policy, will be made to the beneficiary on file with PERS unless another beneficiary has been designated. Any remaining leave will be certified to PERS for applicable service credit.

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.

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 Vice President of Instruction and the Library for archival purposes.

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

Sub divisional 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).

Revised: 8-3-23

Faculty

Faculty meetings may be called by the College President and/or Vice President 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.

Nepotism

Supervisor Restriction

When the College 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)

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

Faculty are expected to sign up for one to three committees. In some cases, faculty may be assigned additional committees, such as Appeals.

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 offaculty 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.

Revised: 8-3-23

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

- Supervisors for respective departments/divisions make office assignments. College facilities may be made available for the use of civic, cultural, and similar public groups for meetings and programs that 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 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 S)

Personal Device(s) Use

Personal business should be limited during work hours. Most members of the college community will use personal devices (cell phones, tablets, laptops, etc.) for college-related tasks. The usage of such devices can range from convenience (e.g., checking email) to necessity (e.g. using a phone for two-factor authentication). Regardless of the purpose, using personal devices poses certain risks, particularly when accessing or storing sensitive information. These risks may involve the confidentiality, integrity, or availability of data.

The risk is higher in the following scenarios:

1. Data is stored on the device instead of accessed through it (e.g. syncing OneDrive files).
2. A large amount of data is stored (e.g. several months of emails).
3. The device has a large storage capacity (e.g. a laptop vs. a phone).
4. The device is shared among multiple users.
5. The device is connected to an unmonitored network (e.g. a home or public WiFi).

To mitigate risks, follow these best practices:

1. Use college-owned and managed devices, especially when handling Critical or Restricted data, as defined by the college's data policies.
2. Units may establish rules limiting the use of personal devices. The ISPO can assist in developing these rules.
3. Data Trustees and Stewards may limit the use of personal devices for accessing or storing data they oversee.
4. The college may set limits on personal device use based on job roles.
5. Personal device users should follow basic safeguards: screen locks, encryption, updates, antivirus software, and replacing outdated technology.
6. Personal devices should not be shared. If sharing is necessary, configure separate accounts to prevent unauthorized access to college data.
7. College-owned devices receive better support. Units may have different guidelines for supporting personal devices, depending on the role (faculty, staff, student). Certain software, like ChatGPT, does not protect data confidentiality. Devices with such software should not be used for accessing confidential data.

These guidelines may be updated periodically to reflect new compliance requirements.

Revised: 12-11-24

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.
- 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 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.

Professional Development

Employee 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.

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.

Reasonable Accommodations for Pregnant Workers

Purpose

As required by the federal Pregnant Workers Fairness Act (PWFA), Northeast Mississippi Community College (NEMCC) will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth or related medical conditions, unless the accommodation will cause undue hardship to NEMCC's operations.

Policy

An employee or applicant may request an accommodation due to pregnancy, childbirth or a related medical condition by submitting the request in writing to human resources (HR). The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable.

Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, HR will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.

While the reasonableness of each accommodation request will be individually assessed, possible accommodations include allowing the individual to:

- Sit while working.
- Drink water during the workday.
- Receive closer-in parking.
- Have flexible hours.
- Receive appropriately sized uniforms and safety apparel.
- Receive additional break time to use the bathroom, eat and rest.
- Take time off to recover from childbirth.
- Be excused from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, NEMCC will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

NEMCC prohibits any retaliation, harassment or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

Effective: 6-27-2023

Relocation of Classes, Offices, and Programs

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

For temporary relocation (1 to 3 days) of classes, the instructor must notify the 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 appropriate Vice President. **(See Section 800 Rental of Facilities)**

Revised: 8-3-23

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.

Sexual Harassment/Bullying

College Position Re: Charges of Sexual Harassment/Bullying

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.
- Northeast does not condone bullying or any form of harassment toward other individuals.

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.
 - a. 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 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.
 - a. Both the plaintiff and defendant may be represented by counsel for advice only.
 - b. The plaintiff and defendant may present witnesses and other evidence related to the case.
 - c. Each may cross-examine witnesses and give summary statements.
 - d. 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 females and three male employees and will be chaired 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.

Revised: 8-3-23

Tenure

There is no formal policy governing tenure for NE 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 Vice President 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 Thursday. Friday duties will be assigned as set forth in an activities calendar developed by the Vice President of Instruction.

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 Vice President of Instruction or his designee makes all summer work assignments.

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.

Tobacco-Free Environment

Northeast Mississippi Community College is committed to providing a safe and healthy working and learning environment for the students, faculty and staff on its campuses. Electronic Smoking Devices, Hookah and all forms of tobacco are banned. The complete Tobacco Free Policy is published in the Board of Trustees Policy Book.

Revised May 12, 2020

Travel

Travel Request

A travel request form must be completed and approved before any official or reimbursable travel may be made. Completed form should be signed by the immediate supervisor and the Department Head or Vice President. Once these signatures are obtained, the completed form should be sent to the Travel Coordinator. The left side of the form should be filled out if travel requires overnight

lodging. The right side of the form should be filled out detailing the date, time, and travel destination needed to pick up and return vehicle. If this is a conference or meeting, an agenda should be attached to the travel form. The assignment of campus vehicles for faculty, staff, and student travel is processed through the Travel Coordinator. 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 privileges.

Travel Policy – Per Diem

In-State and Out-of-State Travel Reimbursement forms should be submitted upon completion of your overnight stay. Forms are available on shared documents. Make sure both sides of the form are completed and signed. A copy of your hotel receipt showing a zero balance should be attached to the form.

Mileage Reimbursement

Reimbursement for mileage will be at the federal reimbursement rate, if a NE vehicle is not available. Reimbursement for mileage in a private vehicle when a NE vehicle is available will be at the current rate as mandated by the Department of Finance and Administration, which is lower than the federal reimbursement rate. Please contact the Travel Coordinator for current rates.

Meal Reimbursement

Meals for travel are reimbursable only if the trip involves an overnight stay. Returning home after 9:00pm is considered overnight. The reimbursement form must indicate the two days of travel. Breakfast on the day of departure is not reimbursable unless you leave before 6:00am. Meal reimbursement should not be claimed for a meeting at which the meal was provided as part of the registration cost. Ask the Travel Coordinator for current applicable reimbursement rates, as these are subject to change during the year.

If several members of the college are travelling to the same meeting or event, only one NE vehicle will be assigned and all attending are expected to travel together. If you choose to go by yourself in your own vehicle, no reimbursement will be given.

Drivers shall be responsible for any and all violations while in possession of a college vehicle. Offending driver is subject to having driving privileges revoked.

Revised: 8-3-23

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 sedans, 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 Travel Coordinator.

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 Vice President 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 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 Vice President 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 Drivers:

- Complete the Authorized College Driver request for approval form
- Submit completed form along with a copy of current driver’s license to Vice President 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 Vice President 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 O**) 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 employees 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 Vice President of Finance before driving a personal vehicle for official college business. When no College vehicle is available, travel in a personal vehicle is reimbursable.

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 can be found in the Fuelman app.

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. Follow the on-screen instructions at the pump or in selected station, fuel your vehicle as normal and follow the steps below.
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
Shannon Tucker 720-7453

Chris Murphy 720-7280

Revised: 8-3-23

Whistle Blower

1. This policy applies to all employees and students of Northeast or members of the public.

2. This policy documents Northeast's commitment to maintaining an open and supportive work environment in the following manner:
 - a. Northeast is committed to a culture of ethical behavior and honest business practices;
 - b. Whistleblowers may report matters of concern and suspected wrongdoings which constitute Reportable Conduct within the internal structures of the college;
 - c. Whistleblowers may be guaranteed protection against reprisals, discrimination, harassment or victimization for making a report.
3. The Northeast Whistleblower Policy includes the following provisions:
 - a. Whistleblower – For the purpose of this policy, a Whistleblower is any Northeast employee, student, or member of the public who, whether anonymously or not, makes, attempts to make, or wishes to make a report in connection with Reportable Conduct, as defined in the following section.
 - b. Reportable Conduct is conduct by a person or persons connected with Northeast which, in the view of a Whistleblower acting in good faith, is
 - i. Dishonest;
 - ii. Fraudulent;
 - iii. Corrupt;
 - iv. In breach of federal or state legislation or regulations, or Northeast policy;
 - v. Unethical or representing a breach of Northeast's code of conduct, Northeast policy;
 - vi. Serious improper conduct;
 - vii. Results in an unsafe work practice which involves substantial risk to the health and safety of students, employees or the public;
 - viii. Bullying or harassment;
 - ix. Gross mismanagement or gross negligence;
 - x. Serious and substantial waste;
 - xi. Repeated instances of breach of administrative procedures;
 - xii. Any other conduct which may cause financial or non-financial loss to Northeast or be otherwise detrimental to the interests of Northeast; or
 - xiii. Any deliberate concealment relating to any of the above.
 - c. Protected Disclosure
 - i.A Whistleblower will be protected under this policy from disciplinary action, reprisals, discrimination, harassment or victimization arising from the disclosure of Reportable Conduct, provided the disclosure is:
 1. made in good faith;
 2. based on reasonable grounds; and

3. made in accordance with the procedures outlined in clause 4-d or 4e

ii. The Whistleblower will not be protected under this policy if:

1. the Whistleblower is involved in Reportable Conduct, to the extent of reasonable consequences flowing from their involvement (although an admission may be a mitigating factor when considering disciplinary or other action); or
2. the Whistleblower knowingly makes a false report regarding alleged Reportable Conduct.

iii. If a Whistleblower knowingly makes a false report regarding alleged Reportable Conduct, the Whistleblower may be subject to disciplinary proceedings, including termination of employment.

d. Disclosing Reportable Conduct

- i. A Whistleblower who is aware of any Reportable Conduct is encouraged to report it to the Human Resources Officer.
- ii. Reports of any Reportable Conduct can also be made anonymously in writing to the Human Resources Officer. The use of email to disclose Reportable Conduct is discouraged due to the lack of appropriate security.
- iii. If the Reportable Conduct involves either of the above listed officers, the Whistleblower should report the matter to the Chairman of the Board of Trustees through the Administrative Assistant to the President.

e. Investigation Process

- i. The Human Resources Officer is responsible for conducting investigations into reports received from a Whistleblower to determine whether there is evidence in support of the matters raised or alternatively, to refute the report made.
- ii. Upon receipt of a report from a Whistleblower, the Human Resources Officer must ensure that:
 1. the matter is investigated in a timely manner;
 2. a written report is prepared (and retained) upon completion of the investigation;
 3. appropriate action is taken to correct the Reportable Conduct; and
 4. a report is made to the President and the Chairman of the Board of Trustees on matters investigated.
- iii. The Human Resources Officer will use reasonable effort to follow best practices in investigations and be fair and independent of the Whistleblower or any person who is the subject of the Reportable Conduct.
- iv. The Human Resources Officer shall have direct, unfettered access to

independent financial and legal advisers as required.

f. Communication with the Whistleblower

i. The Whistleblower will be provided with:

1. An acknowledgement that their report has been received within 2 business days of receipt of the report; and
2. Notification that their report is being investigated or rejected within 2 business days of the decision being made to either investigate or reject the report.

ii. The Human Resources Officer must ensure that the Whistleblower is notified of the outcome of the investigation of the Whistleblower's report, subject to the considerations of confidentiality, privacy under Northeast policy, and legal professional privilege of those against whom the allegations are made.

g. Confidentiality

i. Whistleblowers must maintain their duties of confidentiality regarding institutional information of Northeast and must not disclose confidential information of Northeast to persons outside the institution.

ii. The Human Resources Officer must ensure that information received from a Whistleblower is held in the strictest confidence and must only be disclosed to a person not connected with the investigation of the matters raised if the Disclosure Clause 4-i applies.

iii. Northeast will ensure that all records relating to a report about Reportable Conduct are stored securely.

iv. Information disclosed regarding personal or sensitive information will be treated in accordance with applicable local, state, and federal laws, as well as Northeast's Employee Privacy Policy, subject to any disclosure which may reasonably be required to be made to investigate the Whistleblower's report.

h. Protection of the Whistleblower

i. A Whistleblower who reports or seeks to report a Reportable Conduct shall be guaranteed anonymity (if anonymity is desired by the Whistleblower) subject to any requirement on Northeast to disclose the identity of the Whistleblower in the circumstances specified in the Disclosure Clause 4-i.

ii. The Human Resources Officer is required to take whatever action is possible to ensure that the Whistleblower is not personally disadvantaged (for example, by disciplinary action, dismissal, demotion, termination of contract, harassment, discrimination or any form of bias against them in respect of their employment prospects with Northeast, whether currently or in the future) by reason solely of having made a report regarding Reportable Conduct.

iii. A Whistleblower will not be dismissed from their employment with Northeast, demoted or otherwise disadvantaged due to the disclosure of Reportable

Conduct, provided the disclosure is made in accordance with clause 4-d.

- iv. The protections afforded to the Whistleblower under clause 4-h-ii and clause 4- h-iii will apply equally to the Whistleblower's colleagues or relatives, provided that the relevant colleagues or relatives are not involved in any Reportable Conduct.
- v. Neither the Human Resources Officer has the power to grant the Whistleblower or their colleagues or relatives immunity from criminal proceedings.
- i. Disclosure Clause – Northeast will make a concerted effort to protect the identity of the Whistleblower. However, if necessary, Northeast reserves the right to disclose:
 - i. The identity of the Whistleblower;
 - ii. The information disclosed by the Whistleblower; and/or
 - iii. information that may lead to the identification of the Whistleblower, where: the Whistleblower has been consulted and consents in writing to the disclosure;
 - iv. the disclosure is required by law;
 - v. the disclosure is necessary to prevent or lessen a serious threat to a person's health or safety; or
 - vi. it is necessary to protect or enforce legal rights or interests or to defend any claims.
- j. Reporting to the President and the Board of Trustees
 - i. The Human Resources Officer or the Vice- President investigating the Reportable Conduct shall report directly to the President and/or the Chairman of the Board of Trustees.
 - ii. The officer investigating the Reportable Conduct shall make a weekly report summarizing activities (if any) under this policy to the President, but without the identity of the Whistleblower unless required under the Disclosure Clause 4-i.
 - iii. The President of the College and/or the Chairman of the Board of Trustees shall determine whether further action if any, is to be taken to correct the Reportable Conduct.

Revised: 8-3-23

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.

- Work schedule for staff shall be 8:00 a.m. until 4:00 p.m. Monday – Thursday and 8:00 a.m. until 12:00 p.m. on Friday. Maintenance staff and campus police hours will be set by their respective department head.
- The President is directed to establish procedures for call back duties, approving overtime, accounting for it, and assuring compensation.
- During certain times of the year, employees will be required to work hours beyond normal work hours as directed by the President or his designee.

Teaching Faculty – Full-time faculty are expected to be present and accountable 8:00 a.m.-3:00 p.m. Monday through Thursday. Full-time faculty must participate in division meetings, college committee work, and professional development. Due to the four-day instructional schedule, Fridays are extremely important for pursuing all these activities. In order to create a balance between these activities and respect the faculty's need to donate to classes and advising, the following schedule will be followed:

The first Friday of each month shall be used for division meetings, faculty development, and committee meetings.

The third Friday must be kept open on an "as needed" basis. If no meetings are scheduled that require attendance on campus, then a faculty member will have the option of working from home or office.

Other Fridays will be used by faculty working from home or office.

Faculty are required to be present and actively involved with recruitment and other special activities of the college. These include Northeast Now, the Science Fair, and Priority Registration day. An effort will be made to schedule all special activities on the college calendar at least four weeks in advance.

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.

Section 400

INSTRUCTION

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, program director and the division head of the division in which student is enrolled determine if an academic dismissal is appropriate. This committee will submit written charges against the student to include time and place where the offense occurred and a written decision for or against academic dismissal. Students may appeal to the Vice President of Instruction. The Vice President of Instruction will render a decision in writing within three (3) working days. The student may be suspended from class(es) until a decision is reached.

If a student chooses to appeal further, the student needs to notify the Vice President of Instruction or the Vice President of Student Services. The Vice President of Instruction and Vice President of Student Services will then assemble the Student Appeal Committee to review the charges brought against the student. The Vice President of Student Services will notify the student in writing of specific charges brought against him/her within three (3) working days of notification from the Vice President of Instruction. The letter will include time and place of said offense and time and place of a formal hearing before the Student Appeal 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 Student Appeal Committee membership voting against the student. A record of the vote will become a part of the record of the hearing.

The Vice President of Student Services 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 be taken. The decision of the Student Appeals Committee is considered final.

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 office of the Vice President of Student Services, Vice President of Instruction and the Division Head in the division in which the student is enrolled.

Revised 8-3-23

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 Vice President 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 Vice President 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.
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 Vice President of Instruction. The Vice President of Instruction will review the incident report, consider the seriousness of the event and render a decision.
4. If a student chooses to appeal further, the student needs to notify the Vice President of Instruction or the Vice President of Student Services within three (3) working days. The Vice President of Instruction and Vice President of Student Services will assemble the Student Appeal Committee. The Student Appeal 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. The student Appeal Committee's decision is considered final.

Revised 8-3-23

Calendar

Activities Calendar

An Activities Calendar is maintained in the Office of the President and Office of Instruction and the Associate Vice President of Student Services. 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 Office of Instruction and the Associate Vice President of Student

Services 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.

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.

Revised: 8-3-23

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 program’s Division Head must approve the personal property of retirees, in advance.

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.

Class Meeting

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’s hours’ credit) and 1500 minutes for laboratory. This does not include time for passing between classes or

registration.” (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.

Classroom Locked Door Policy

In the event of an emergency situation, Northeast Mississippi Community College is committed to protecting the lives and safety of students, faculty, and staff. To help ensure the ability to shelter in place quickly and thus increase the safety of students and employees in the event of an emergency situation on campus, a locked door policy for classrooms and labs should be considered.

In a locked door policy, the classroom or lab door would remain closed and locked for the duration of the class period. Not only would this practice safeguard our students and employees, but locked doors would facilitate effective classroom management.

As part of the locked door policy, we must also address tardy policies on campus. It is proposed that instructors will close and lock the classroom door after the first five minutes of class. This would give instructors time to take roll, give class procedural instructions and finish technology setup before closing and locking the door. This also provides a time cushion for the tardy student to arrive in class before the door closes and locks.

After the door closes, it is at the discretion of the instructor to decide whether or not to let a tardy student into the room. Instructors should therefore include their locked door policy in their syllabi.

Effective: March 2, 2016

Copyright Infringement Policy

I. Purpose

The Higher Education Opportunity Act (HEOA) of 2008 was signed into law by President George W. Bush in August 2008. Proposed regulations were issued by the Department of Education in August 2009, and final regulations were issued in October 2009. Several sections of the HEOA deal with unauthorized file sharing on campus networks, imposing three general requirements on all U.S. colleges and universities:

- An annual disclosure to students describing copyright law and campus policies related to violating copyrighting law.
- A plan to “effectively combat” copyright abuse on the campus network using a “variety of technology-based deterrents.”
- To the extent practicable, offer alternatives to illegal downloading of peer-to-peer copyrighted material.

This policy is to outline Northeast Mississippi Community College’s (“NEMCC”, “Northeast”, “College”) response to the requirements of the HEOA of 2008 regarding copyright infringement.

II. Annual Disclosure

Northeast Mississippi Community College respects the intellectual property rights of others and holds its students, faculty, and staff to the highest level of integrity. As such, the College strictly prohibits the unauthorized distribution of any copyrighted material, including peer-to-peer file sharing and illegal downloading. Individuals that participate in such activity via Northeast’s

computer system and network may subject themselves to civil and criminal liabilities as well as discipline as outlined in college policies. NEMCC's *Appropriate Computer Use Policy*, adopted by the Board of Trustees, permits the use of the College's computer resources in accordance with college policies as well as any applicable federal, state, and local laws. The College strictly prohibits illegal activities on its computer systems and network. All users consent to monitoring for certain purposes and if monitoring reveals evidence of criminal activity or misuse of state resources, this evidence will be referred to the appropriate legal and law enforcement agencies. The College reserves the right to limit, restrict, or deny access to users who engage in illegal activities. Further, users may be subject to disciplinary sanctions which include, but are not limited to, reprimand, suspension, and involuntary dismissal.

Students and prospective students may obtain a copy of the College's Appropriate Computer Use Policy from the college website at <https://www.nemcc.edu> and the Student Code of Conduct from the College's Catalog at <https://catalog.nemcc.edu>.

III. Federal Penalties for Copyright Infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. See Title 17, United States Code, Sections 504, 505 for details. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Website of the U.S. Copyright Office at <https://www.copyright.gov>, especially their FAQs at <https://www.copyright.gov/help/faq>.

IV. Deterring Copyright Infringement

A. Educational Deterrents

Provide a "Notice to Students, Faculty & Staff" email every semester outlining federal law, College policy, campus practices, and the potential internal and external sanctions applicable to copyright infringement, including unauthorized P2P file sharing via the campus network.

Information on copyright violations will be posted on the Information Technology Services webpage, the Student Conduct section of the College Catalog under the heading DMCA Violations.

Notice of this policy and violation will also be presented during student orientation sessions along with a Disclosure Statement on all College Course Syllabi.

B. Policy Enforcement Deterrent

- Create, maintain, and enforce a campus computer use policy clause prohibiting the unauthorized duplication, use, or distribution of copyrighted digital materials (including software, music, video, graphics, etc.).
- Document, publicize, and adhere to campus procedures for addressing notices and other communications pursuant to the Digital Millennium Copyright Act (**DMCA**)
- Maintain a historical record of policy violators for use in applying progressive discipline to repeat offenders.

C. Technology-Based Deterrent

To the extent practicable, configure the College's intrusion prevention and firewall systems to block and/or otherwise disrupt transmissions employing the P2P networks and protocols that are used

almost exclusively for illegal file sharing.

Utilize Network Access Control and Wireless Network Control systems to prevent offending computers from accessing the campus network until such time as any allegedly infringing materials are removed or otherwise made unavailable from those systems.

V. Legal Alternatives for Acquiring Copyrighted Materials

Northeast Mississippi Community College encourages members of its family to utilize legitimate sources for obtaining digital information.

There are many legal options for downloading digital media such as music and movies. The most up-to-date sources are maintained by industry associations such as the RIAA and MPA

- Educause: <https://www.educause.edu/legalcontent>
- Music: <https://www.whymusicmatters.com/>
- Movies and TV: <https://www.mpaa.org/what-we-do/fostering-innovation/#where-to-watch>

VI. Exceptions

Exceptions to, or exemptions from, any provision of this Policy must be approved by the Director of Information Technology.

VII. Violations

Violations of this Policy by faculty, staff, or students may be subject to disciplinary action.

VIII. Revisions

This policy is subject to revision. It is the user's responsibility to ensure that the use of the NEMCC computing and communication facilities conforms to current policies. Questions related to this policy should be addressed to the Director of Information Technology.

Revised: 8-15-24

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 Print Shop.

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.

Revised: 8-3-23

Credit Hour Policy Definition

Federal Definition Of a Credit Hour

According to federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

- a) Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or;
- b) At least an equivalent amount of work as outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, studio work, and other academic work leading to the award of credit hours.

Application of Credit Hour Policy

This credit hour policy applies to all courses that award academic credit (i.e. any course that appears on an official transcript issued by the College) regardless of the mode of delivery including, but not limited to, self-paced, online, hybrid, lecture, and laboratory. Credit hours are awarded only for work that meets the requirements outlined in this policy. Each division is responsible for ensuring this standard is met.

The expectation of contact time inside the classroom and student effort outside the classroom is the same in all formats of a course whether it be fully online, a hybrid of face-to-face contact with some content delivered by electronic means, or one delivered in a lecture (face-to-face) format. Courses that have less structured classroom schedules, studio work, or any other academic work leading to the award of credit hours, at a minimum, should state clearly learning objectives and expected outcomes and workload expectations that meet the standards set forth above.

Campus Processes – Academic Calendar

Northeast Mississippi Community College adheres to the Carnegie unit for contact time (750 minutes for each credit awarded). The Vice President of Instruction, as Chief Academic Officer, chairs the Academic Calendar Committee that prepares and recommends the annual Academic Calendar for

approval by the President and Board of Trustees no less than 12 months in advance of the planned academic year. The Academic Calendar must have a minimum of 750 minutes of instruction per credit hour. The standard meeting times for courses are a 75-minute, Monday-Wednesday schedule and a 75-minute, Tuesday-Thursday schedule. For the standard 3-credit hour course, 2,250 minutes of instruction are required. The calendar is planned with a minimum of 30 Monday-Wednesday or Tuesday-Thursday meeting days. The calculation for summer sessions follows this same standard of 750 contact minutes for each unit of credit, which means longer class meeting times over the course of the two summer terms. The official Academic Calendar is maintained on the College's website; in addition, the Academic Calendar is published in the Student Catalog.

Campus Processes - Hours

Each instructional division within the College is charged with following the policy on credit hours in their review and approval of all courses and for certifying that the expected student learning for the course meets the credit hour standard. The determination of credit hours is made when a new course or a revision to an existing course is proposed. The submitted syllabus is examined for contact time as well as for assignments and assessments. Instructional division heads are responsible each semester for ensuring the course schedule offerings maintain the credit hour standards.

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 Instruction 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 Instruction Council that is composed of the Division Heads of the various academic divisions, Director of Enrollment Services/Registrar, Director of Financial Aid, Director of Counseling, Vice President of Institutional Planning and Research, and eLearning Coordinator. The Vice President of Instruction chairs the committee. The proposal, if approved by the Instruction 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 Vice Presidents 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 Vice President 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 G - 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 Instruction Council. The Instruction 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.
4. Compatibility of curriculum and institutional purpose.
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 Instruction Council. Actions by the Instruction Council will be forwarded to the Board of Trustees for final action. will be forwarded to the appropriate division for consideration. If approved by the divisional faculty, the curriculum proposals will be forwarded to the Instruction Council.

Annually, the College evaluates at least one instructional division through a formal curriculum review process. Each faculty member in the division evaluates the courses in their respective program of study or programs to ensure the curriculum matches the curriculum articulation agreement between the Mississippi Community College Board and the Mississippi Institutions of Higher Learning.

Curriculum Changes

Forms to add or delete a course or a program of study are available in the office of the Vice President of Instruction. To make any curriculum change, the correct form must be completed and submitted to the Vice President of Instruction five days prior to the announced Instruction 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 Vice President 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 Mississippi Community College Board 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 Division Head. 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 program of study listed in the Northeast Student Catalog is assigned major advisors who have experience and/or knowledge in the field and who have assigned responsibilities for curriculum coordination.

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.

eLearning

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 Cartwright Hall. 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>. In addition, a copy of the e-Learning Procedures Manual may be obtained from the Office of e-Learning located in Cartwright Hall.

eLearning Course Development

Divisions are encouraged to identify new courses to be included in the online course offerings. Student demand, pedagogical advantages, and other such criteria should be used when selecting new courses to be offered online. The design and development of creating a new online course should begin a minimum of one semester prior scheduling the course for student registration. Courses will adhere to the Northeast College and division policies and the online requirements found in the eLearning Procedures Manual.

***Procedures**

1. Divisions determine new course to be offered online according to college procedures.
2. Notification to teach the course is submitted to the Division Chair.
3. Course is designed and built.
4. Course is reviewed by Division Chair for compliance with college and eLearning policies.
5. Course recommendations are provided and course is approved for online offerings.

*Procedures assume that any new online course has followed the procedures for approval through Instruction Council to be included in the college curriculum.

eLearning Course Evaluations

Northeast Mississippi Community College follows the MSVCC Core Evaluation Guide for standards for online course design. Annual evaluations of online courses will utilize the Northeast eLearning Annual Report and Northeast Faculty Evaluation to review course standards. MSVCC Core Evaluation Guide for standards of online course design are reported in the eLearning Policies and Procedures Manual.

Revised: 8-3-23

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 Vice President of Instruction is responsible for evening and summer classes. The Director of eLearning Learning is responsible for distance learning and internet classes. Faculty credentialing will be approved by the Vice President of Instruction.

- All evening, weekend, and summer college classes must be scheduled and/or canceled through the Office of the Vice President of Instruction.
- Evening and summer college faculty are assigned by the Vice President 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*
-

External Activities for Employees

The college encourage 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.

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.

A	Superior	I	Incomplete
B	Good	W	Official Withdrawal
C	Satisfactory	N	Audit
D	Poor	Z	Pass without grade points
F	Failure		

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 Vice President of Instruction agree.

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

Instructors must use the learning management system to post and maintain grades regularly.

Revised: 4-20-2021

Repeat Policy

Repeated courses are automatically excluded by Banner at the end of each semester, leaving only the highest grade to count into the student’s GPA. This excludes all Health Science program classes: DHT, MET, MLT, NUR, PNV, RCT, and RGT.

Revised: 10-23-2017

Examinations

Final examinations (which must be comprehensive) are given at the end of each semester. A written (paper or Canvas) 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 Vice President 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 Vice President 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.

Grades must be recorded by the instructor into the official student information system no later than 24 hours after an examination has been administered. An exam schedule is developed and distributed by the Vice President of Instruction.

Forgiveness Grade

Can only be used for coursework after 1993. Grades before this period are archived and cannot be changed.

Academic Forgiveness offers a fresh start to students who have been separated from the college for at least two (2) consecutive semesters and wish to re-enroll. Under this policy, the student may receive W’s for any courses with F’s or D’s within a single semester. The student will retain credits for any courses in which a grade of C or better was earned.

Academic Forgiveness can be granted only once during a student’s career at NEMCC.

By federal regulation, the Financial Aid Office must include all course attempted in evaluating a student’s satisfactory academic progress. There will be no “automatic” eligibility for aid based on academic forgiveness.

A student receiving benefits from Veterans Administration will not be reimbursed for repeating courses which had been passed.

This policy applies to NEMCC records only. In case of transfer to another institution, students

will be bound by that college's terms and conditions for accepting transfer credits. All past grade appeals will be kept and a forgiveness grade will not be allowed.

Revised: 8-3-23

Grade Appeal

Grade Appeals must be initiated within five years of the posting of the course grades for a semester. Access to the records by students and parents of dependent students may be gained by written request, specifying the records to be released, the reason for their release, and to whom. The request must be signed and dated. 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 (grades earned by taking the final examination), but instead does allow for the examination of the correctness of the recording of the grade which has been given by an instructor. Students begin the process by discussing grades with the instructor, program director or division head for the course. 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 the procedures that shall include:

1. Hearings will be conducted within a reasonable time frame;
2. Parents and/or eligible students will be given notice of date, place, and time of hearing;
3. The hearing will be conducted by the Student Appeal Committee.
4. Parents and/or eligible students can present evidence relevant to the issue and may be represented by individuals including attorneys; and
5. Decisions will be given in writing in a reasonable period of time and will be based solely on evidence presented at the hearing.

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.

When information concerning a student is requested by a third party, they must be notified that the Family Educational Rights and Privacy Act of 1974 prohibits the college from sharing information with any outside party without written permission from the student.

A complete copy of the Family Educational Rights and Privacy Act of 1974 is available in the Records Office.

Revised: 2-27-2025

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 Vice President of Instruction.

Instruction Technology

Instructional technology may be obtained from the respective Division Head. Any repair or

maintenance required should be reported when the equipment is returned.

Revised: 8-3-23

Instructional Resources

Library

The purpose of the library is to serve as a catalyst by providing information in various formats to support the instructional programs of the community college, to promote information 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.

Library Hours – Main Campus

Monday- Thursday	7:30 a.m. – 9:00 p.m.
Friday	8:00 a.m. – 12:00 p.m.
Saturday	Closed
Sunday	6:30 p.m. – 9:00 p.m.

Summer Hours:

Monday – Thursday	8:00 a.m. – 4:00 p.m.
Friday	8:00 a.m. – 12:00 p.m.

Updated June 21, 2022

Library Use by Instructional Staff

Each student enrolled in English Composition I 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. 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.

III. 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 P)** 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.

Updated June 21, 2022

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.

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 Vice President of Instruction 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 invention 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.

Review of Self-Study Proposals and Instructional Division Audits

In order to give adequate time for administrative review and editing of programmatic self-studies and instructional division audits such as the Perkins audit, narratives and documentation should be submitted to the appropriate division head 45 days BEFORE the submission deadline. The division head will select a review team for final read-throughs and forward to administrative units responsible for Instruction and Accreditation.

May 24, 2022

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, Vice President of Instruction, 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.

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. Deadlines for textbook adoptions will be set by the Vice President of Instruction. Faculty members that do not place textbook orders by the appropriate deadline may not have books available for start of semester.

Withdrawal Procedures

Students may make class schedule changes at the beginning of each semester 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 withdrawal period opens the day following the last day to add/drop and closes the Monday before final exams begin. These dates are determined by which part of the term the class is taught. Online classes will follow the MSVCC calendar withdrawal ending dates. 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 Vice President of Instruction 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 all withdrawal and class attendance decisions to the Vice President of Instruction.

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, the Financial Aid Office uses withdrawals to compute attempted hours for financial aid eligibility.

Class Withdrawal

1. Student meets/discusses withdrawal with instructor, Division Head, Center for Student Success, or Office of Instruction. (Online classes may talk to eLearning Office)
2. Student & Instructor complete form together.
3. Upon submission of the form, it is electronically sent to the Records Office for immediate processing.
4. A process runs to automatically apply the fee (\$10 per class or a maximum of \$25 total) to the student’s account and apply a withdrawal hold. The hold will be removed once the Business Office receives payment for the withdrawal.
5. Financial Aid and Housing receive email notifications, if their services are applicable to the student.

College Withdrawal

1. Student meets/discusses withdrawal with instructor, Division Head, Center for Student Success, or Office of Instruction. (Online classes may talk to eLearning Office)
2. Student & Instructor complete form together.
3. Upon submission of the form, it is electronically sent to the Records Office for immediate processing.
4. A process runs to automatically apply the \$25 college withdrawal fee to the student’s account and apply a withdrawal hold. The hold will be removed once the Business Office receives payment for the withdrawal.
5. Financial Aid and Housing receive email notifications, if their services are applicable to the student.

Revised: 8-3-23

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 Vice President of Finance.

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.

Teaching Responsibilities

Faculty Instructional Load

Full-time faculty are expected to be accountable (8:00 a.m. – 3:00 p.m. Monday through Thursday). Friday duties will be assigned as set forth in an Activities Calendar developed by the Vice President of Instruction.

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. 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.

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 Division Head.
3. Arrange office, storage rooms, laboratories and classroom in an orderly manner.

4. Leave a summer address and telephone number with the Division Head.
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.

Section 500

STUDENTS

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. Excused absences will entitle the student to reasonable opportunities to complete make-up assignments or exams. However, it is student's responsibility to see the instructor before activity to make-up work. Attendance also includes official college activities. Students on an official college activity, as noted by the EVP office, will not be counted absent. (Excused absences are those incurred as a result of **attending a school-sponsored activity or short-term military active duty.**)

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 their respective faculty member's office. If instructor agrees to reinstate, the student and instructor fill out an online reinstatement form together. Student will then contact the Business Office to pay the reinstatement fee. Lastly, the student will contact the Instruction Office to process the reinstatement.

The student must complete the reinstatement process prior to the next class meeting. If reinstating an online class, reinstatement must be completed within 24 hours, or by Monday if it occurs over a weekend.

Faculty will report excessive absences for students by entering a "Cutout" warning in the attendance-retention program –Faculty Attendance Tracking. A Cutout email, generated by Faculty Attendance Tracking, 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 Vice President of Instruction for absences due to extenuating circumstances and may continue to meet class without penalty while seeking reinstatement. The Vice President 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 Vice President of Instruction. The Attendance Committee will be comprised of the Vice President 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 Vice President of Instruction. The student will receive, in writing, the decision of the committee.

Revised: 10-23-2017

Communication with Students National Origin Minority Students or the Hearing Impaired

For students classified as national origin minority, student services staff will initiate communication through digital translation software until adequate interpretation services are secured. The Office of Disability Accommodations will be responsible for securing resources to meet the needs of the individual student.

For students classified as hearing impaired, student success staff will initiate communication

through written format/dictation software. The Office of Disability Accommodations will be responsible for securing resources to meet the needs of the individual student.

Effective August 17, 2021

Disability Accommodations for Students

Students wishing to receive reasonable accommodations for a disability must follow specific steps to do so. First the student must self-identify with the ODA. Self-identification entails registering with the ODA, submitting appropriate documentation, and making accommodation requests. Second, students must complete a Disabilities application and provide documentation of the disability. ODA personnel then review and approve the documentation and application and assess appropriate accommodations for the student. The ODA then coordinates the implementation of appropriate accommodations for the student.

Accommodations involving exam modification include, but are not limited to, extended test-taking time, use of assistive technology, minimal distraction testing environment, oral examination, use of readers, and the use of scribes. ODA will assist in providing these accommodations.

Additional details for accommodation services may be found in the Office of Disability Services & Accommodations Handbook.

Effective August 17, 2021

Disciplinary Process

Northeast Mississippi Community College will address any incident, which is disruptive to the operation of the college or in violation of state, federal, and local laws. When disciplinary action is necessary, judgement will be determined fairly, reasonably, and in respect to due process. The aim of disciplinary action is to redirect the student's behavior toward the achievement of academic goals.

The Vice President of Students oversees the disciplinary process. When a student is charged with violation of conduct regulations, disposition of the student's case shall be according to the due process regulations of the institution.

There are three steps to the discipline process at Northeast:

1. An initial interview is held with the Vice President of Students for misconduct related to the incident. The Vice President of Students may determine the appropriate disciplinary action.
2. If a student wishes to appeal the disciplinary action of the Vice President, he/she may submit an appeal in writing through the Vice President of Students Office within three (3) business days after notice of the action is received. The appeal will be brought before the Student Appeal Committee. The student affected shall be notified in writing by mail or by memorandum of the specific charge(s) made against him/her and of the time and place where the hearing will be held. This letter will be hand-delivered to the student or mailed to the student three (3) days prior to the hearing date. The letter of notification will inform the student that witnesses may appear at the hearing to testify on his/her behalf. The letter will also inform the student that an adviser may accompany them at their own expense. At a student's request, a hearing may be held earlier. The decision of the Student Appeal Committee is final.

The following procedures for initiating due process shall apply for all hearings:

- The student shall be permitted to confront and question witnesses testifying against

him/her at the hearing.

- The record of the hearing will be placed on file in the office of Vice President of Students.
- The Vice President of Students will notify the student in writing of the committee's decision immediately after the decision is reached.

Added: 8-3-23

Dormitory Guests

Prior approval from the Director of Event Planning and Housing 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.

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.

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.

Protest Policy/Freedom of Speech Policy

Northeast Mississippi Community College will protect the rights of freedom of speech, expression, petition, and peaceful assembly as set forth in the U.S. Constitution.

Procedures

College property is not a place of unrestricted public access. Reasonable time, place, and manner restrictions will be enforced. However, the enforcement will not depend, in any way, on the subject matter involved in an expressive activity. All activities, whether by an individual or a group, must be registered with the Vice President of Student Services office 48 hours in advance in order to make adequate arrangements for safety and security and to insure the space desired is available. Registration should be completed at the Vice President of Student Services office located in Ramsey Hall.

Northeast Mississippi Community College provides forums for the expression of ideas and opinions, such as the following:

1. Traditional public forums include outside spaces such as the college's public streets, sidewalks, and similar common areas such as the fountain area in front of Ramsey Hall and the Alumni Pavilion located in front of the Eula Dees Memorial Library. These areas are generally available for expressive activity, planned or spontaneous, for the individual or groups at any time without the need for reservation or prior approval. Due to the presence of classroom buildings on Cunningham Boulevard, other public forums will be used during campus operating hours, while classes/testing are in session.
2. Designated public forums include other parts of the campus that may become temporarily available for expressive activity as designated by the college. Examples of designated forums include parking lots and practice/athletic fields. Recommended forums would be the band practice field on the east side of campus, the football field, and baseball/softball complex.
3. Non-public forums are areas that are not traditional public forums or designated public forums. These locations will be restricted to use for their intended purpose and are not available for public expressive activity. Examples include, but are not limited to, classrooms, residence hall rooms, faculty and staff offices, academic buildings, administration buildings, libraries, classroom and computer labs, and private residential housing on campus. Additionally, security considerations may affect the availability of spaces that would otherwise be available.

Guidelines

1. Registered college clubs and/or organizations and college departments may display signs and banners at designated locations on campus. For information regarding these designated locations, contact the Vice President of Student Services' office located in Ramsey Hall.
2. Literature can be distributed in public forums. However, the party distributing the literature is responsible for cleaning up any discarded paper and restoring the campus to its previous condition. Literature may not be distributed in non-public forums.
3. No amplification equipment may be used, not audible disturbances that affect instruction or testing.
4. Use of campus land is on a temporary basis.
5. Flyers may be placed on open bulletin boards inside or outside college buildings.
6. No activity will be permitted that blocks access to college building, streets, sidewalks, or facilities.
7. All activities must occur between daybreak and dusk.
8. All people participating in activities are expected to provide a form of college issued or government issued identification upon request from a College official.
9. The following items are prohibited: weapons, flames, incendiary devices, animals, masks, disguises, protective gear, body armor, paint, permanent sidewalk chalk, painted sand, banners/signs attached to sticks of any kind.
10. No structures, temporary or permanent, can be erected on campus without written approval from the Vice President of Student Services. A college official must be

present during the setup of structures.

11. Counter protests must be registered with the Vice President of Student Services and may be scheduled for a different public forum space.

November 5, 2024

Fund Raising Activities

The President shall have ultimate oversight of all institutional fundraising, and he or she may delegate fundraising duties at his or her discretion.

Approval for all fund raising activities must be secured through the Associate Vice President 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.

Revised: July 14, 2020

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 is 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 timeframe;
- 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 maybe 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.

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.

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 order is 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.

The law allows "directory information" about students to be made public without specific permission. The FERPA Compliance Office considers the following items to be directory information:

- Name
- Degrees and awards received
- Most recent previous institution attended
- Participation in officially recognized activities/sports
- Date of birth *released only for legitimate educational purposes
- Dates of attendance
- Major Fields of Study
- Weight and height of individuals on athletic teams

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.

Revised: 8-15-24

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

Red Flag Identity Theft Program

Northeast Mississippi Community College establishes an 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 Vice President of Finance will function as Program Administrators.

Sexual Misconduct Policy and Procedures

(Includes sexual harassment, sexual assault, sexual exploitation, stalking, dating violence, and domestic violence)

I. PURPOSE

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

hereby adopts a policy assuring that no one shall, on the grounds of race, sex, color, age, creed or national origin be excluded from participation 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, color, age, creed, or national origin. This policy includes the qualified disabled and extends to all programs and activities supported by the college. (Board Policy)

The purpose of this policy is to comply with Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in the course of any federally funded educational program or activity, and to provide procedures for the prompt and equitable resolution of complaints of sexual misconduct.

Sexual misconduct, as defined in this policy, includes both sexual harassment and sexual violence, which are forms of sex discrimination prohibited by Title IX. This policy also covers domestic violence, dating violence, and stalking in accord with the Violence Against Women Act Amendments to the Celery Act.

Northeast Mississippi Community College has developed its policy on Sexual Misconduct in accordance with Title IX of the Education Amendments and the Violence Against Women Act to reaffirm the College's commitment to address sexual misconduct and take steps to prevent its reoccurrence and remedy its effects. NEMCC will not tolerate and prohibits sexual assault and all forms of sexual misconduct including intimate partner violence, stalking, dating violence, sexual violence, sexual harassment, and domestic violence offenses. These acts are against Mississippi State Law.

II. SCOPE

The NEMCC Sexual Misconduct Policy applies to all members of the College community, including students, faculty, staff, employees, contractors, vendors, and visitors, and to all programs and activities sponsored by the College whether conducted on or off campus.

III. POLICY

NEMCC is committed to maintaining an environment free from sexual harassment, sexual violence, domestic violence, dating violence, and stalking. In accord with the provisions of Title IX, NEMCC prohibits discrimination on the basis of sex and/or gender, including sexual misconduct. NEMCC has an affirmative duty pursuant to Title IX to take immediate and appropriate action once it knows, or reasonably should have known, of any act of sexual misconduct in any of its educational programs or activities. NEMCC will act on any complaint of sexual misconduct in order to resolve such complaints promptly and equitably.

NEMCC policy is intended to make students, faculty, staff, employees, contractors, vendors, and visitors aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual violence.

While activities covered by the laws of the community and those covered by the College's policies may overlap, the community's laws and the College's policies operate independently and do not substitute for each other. The College may pursue enforcement of its own policies whether or not legal proceedings are underway and may use information from law enforcement agencies and the court to determine whether College policies have been violated.

Individuals reporting an incident regarding Sexual Misconduct and/or making

inquiries concerning the application of Title IX at Northeast Mississippi Community College may contact:

Vice President of Students
Ray Scott
216 Ramsey Hall
101 Cunningham Blvd.,
Booneville, MS 38829
662.720.7241
jrscott@nemcc.edu

Title IX Coordinator Liz Calvery
210 Ramsey Hall
101 Cunningham Blvd,
Booneville, MS 38829
662.720.7443
lrcalvery@nemcc.edu

Disciplinary action resulting from sexual misconduct may include dismissal from the College or termination of employment with the College. College disciplinary action is separate from, and may be in addition to, any criminal or civil penalties. Retaliation against a complainant or witnesses for filing or participating in the investigation of a sexual misconduct complaint is prohibited under this policy and Title IX.

Retaliation is any overt or covert act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against one or more individuals for exercising their rights (or supporting others for exercising their rights) under this policy. The College will investigate any reports of retaliation and take appropriate disciplinary action.

Individuals may also file a report with the Office of Civil Rights:

Headquarters:	Regional Office:
Office for Civil Rights	Office of Civil Rights
U.S. Dept. of Health & Human Services	U.S. Dept. of Health & Human Services
200 Independence Avenue, S.W.	Sam Nunn Atlanta Federal Center, Suite 16T70
Room 509F HHH Bldg.	61 Forsythe Street S.W.
Washington, D.C. 20201	Atlanta, GA 30303-8909 800-368-1019

IV. COLLEGE DEFINITIONS

- A. College:** College refers to Northeast Mississippi Community College.
- B. Student:** Student refers to an individual enrolled at Northeast Mississippi Community College.
- C. Responsible Employee:** A “responsible employee” is a College employee who has the authority to redress sexual violence, who has been given the duty to report to appropriate school officials about incidents of sexual violence or any other student misconduct, or whom a student could reasonably believe has this authority or duty.
- D. Sexual Misconduct:** As used in this policy, sexual misconduct is an umbrella term that

includes sexual harassment, sexual violence, domestic violence, dating violence and stalking, all of which are defined below.

E. Sexual Harassment: Unwelcome sexual advances, requests for sexual acts or favors, and other gender-based verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic advancement, evaluation, or grades; or
- Submission to or rejection of such conduct by an individual is used as a basis for employment, academic advancement, evaluation, or grading decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to unwelcome sexual attention; to punish a refusal to comply with a sexual-based request; to condition a benefit on submitting to sexual advances; or gender-based bullying. Sexual harassment can occur regardless of the relationship, position or respective sex and/or gender of the parties. Same-sex harassment violates this policy, as does harassment by a student of a faculty member or a subordinate employee of his/her supervisor.

F. Intimidating, Hostile, or Demeaning Environment: Intimidating, Hostile, or Demeaning Environment can be defined as any unwelcome action, verbal expression, usually repeated or persistent, or series of actions or expressions that have either the intent, or are reasonably perceived as having the effect, of creating an intimidating, hostile, or demeaning educational, employment, or living environment for a student or College employee, either by being sexual in nature or by focusing on a person's gender, sexual orientation, gender identity, or gender expression. An intimidating, hostile, or demeaning environment is defined as one that is so severe, pervasive, or objectively offensive that it interferes with a person's ability to learn, exist in living conditions, work (if employed by the College), or have access and opportunity to participate in all and any aspect of campus life.

G. Sexual assault: Sexual assault is the nonconsensual sexual contact with the accuser by the accused, or the accused by the accuser when force or coercion is used to accomplish the act, the sexual contact is accomplished without consent of the accuser, and the accused knows or has reason to know at the time of the contact that the accuser did not or could not consent. Sexual contact includes, but is not limited to, the intentional touching of the accuser's, the accused's, or any other person's intimate parts, or the intentional touching of the clothing covering the immediate area of the accuser's, the accused's, or any other person's intimate parts, if that intentional touching can be reasonably construed as being for the purpose of sexual arousal or gratification.

- a. **Non-consensual sexual contact** means sexual contact that occurs without effective consent. Sexual contact as used in this policy includes without limitation deliberate sexual touching, however slight, or using force to cause another to engage in sexual touching. Sexual contact also may include contact of a sexual nature with an object.
- b. **Non-consensual sexual intercourse** means sexual intercourse or penetration, however slight with any object or body part without effective consent.

H. Domestic Violence: A pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner, which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner

of the victim. An “intimate partner” is defined as a current or former spouse of the complainant, a person with whom the complainant shares a child in common, or a person who is cohabitating with or has cohabitated with the complainant as a spouse. It also includes any person covered under the current domestic or family violence laws applicable to the jurisdiction of the infraction. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person.

- I. Dating violence:** The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship.
- J. Sexual Exploitation:** Sexual Exploitation occurs when a person takes non-consensual, unfair, or abusive sexual advantage of another for his/her own advantage or benefit; or to benefit or advantage anyone other than the one being exploited. This behavior must not otherwise constitute a violation of sexual assault or sexual harassment. Examples of sexual exploitation include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, presentation or unauthorized viewing of such recordings, going beyond the boundaries of consent (such as letting your friends watch you having consensual sex without the knowledge or consent of your sexual partner), engaging in act of a peeping tom.
- K. Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his, her, or others’ safety or to suffer substantial emotional distress. Such conduct includes two or more acts by which the stalker directly, or indirectly, or through third parties follows, monitors, observes, surveys, threatens or communicates about a person or interferes with his or her property.
- L. Retaliation:** Retaliation is taking materially adverse actions against someone because the individual has engaged in legally protected activities. For instance, terminating or expelling an individual because the individual has in good faith complained of conduct raised under this policy could be an example of retaliation. The College will not tolerate members of its community taking adverse actions towards anyone who, in good faith, alleges discrimination or harassment. Nor will the College tolerate retaliation against individuals for cooperating with an investigation related to the individual’s complaint or another individual’s discrimination complaint. Just as if an individual is determined to have violated this policy by engaging in discrimination or harassment, if the College determines that any individual has engaged in retaliation in violation of this policy, that individual may be subject to disciplinary action up to and including immediate termination of employment or association with NEMCC.
- M. Intimidation:** Intimidation is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- N. Complainant:** a person that makes a complaint or alleges that a violation has occurred
- O. Respondent:** a person against whom a complaint is brought, or who is alleged to have committed a violation
- P. Consent:** Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable, clear permission regarding willingness to engage in sexual activity.
 - Consent to any one form or condition of sexual activity cannot automatically imply

consent to any other forms or conditions of sexual activity.

- Current and/or previous relationships or prior consent cannot imply consent to future sexual acts.
- Consent can be withdrawn at any time.
- In order to give effective consent, one must be of legal age, which is 16 years.
- Someone who is incapacitated cannot give consent. Sexual activity with someone known to be – or based on the circumstances, should reasonably have known to be – mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this policy.
 - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction)
 - This policy also covers a person whose incapacity results from mental disability, sleep, or involuntary physical restraint.
 - Coercion, force, or threat of either, invalidates consent

V. REPORTING

If an individual has knowledge of or has experienced Sexual Misconduct, it is particularly important, for the protection of both the complainant and the College community, that the incident be reported to the NEMCC Police or local law enforcement immediately. NEMCC Police can assist the individual in getting medical attention and in notifying the proper local law enforcement authorities, if the complainant so chooses. The sooner an incident is reported, the easier it is to preserve and collect the evidence necessary for a criminal prosecution. Reporting the incident to the police does not mean the complainant must press charges against the accused, but it does help assure that the individual received assistance in deciding how to proceed.

- A. Formal Reporting Options:** Anyone in the NEMCC community who feels that they have been subjected to, or is aware of someone else being subjected to, sexual violence, sexual harassment, domestic violence, dating violence or stalking is encouraged to immediately report the incident to one of the following College representatives: Responsible Employee, Vice President of Students, Title IX Coordinator, or Campus Police.

The complainant is encouraged to complete a “Sexual Misconduct Report Form.” The written complaint will be submitted to the Campus Police and the Title IX Coordinator.

Any College representative receiving a report of the initial incident should document details and contact campus police, who are required to maintain records of such incidents for the purpose of reporting campus crime statistics.

Complainants will be informed of their right to notify law enforcement officials, including College and/or local police, and will be assisted in doing so if they so choose. Complainants may also decline to notify such authorities.

1. **Online reporting** - Silent Witness: The college’s website for online reporting (which allows for anonymous reporting) provides options for anyone to report a Title IX concern relating to students, faculty, staff, employees, contractors, vendors, and visitors. Silent Witness goes to NEMCC Campus Police. Reports also may be emailed to lrcalvery@nemcc.edu
2. **In-person reporting** - providing a written report in person.
Police Chief, Anthony Anderson
Frank & Audrey Haney Union, Room 145

NEMCC Booneville Campus 662.720.7576 or
662.720.6687

Vice President of Students, Ray Scott
Ramsey Hall, Room 216
NEMCC
Booneville Campus 662.720.7241

Title IX Coordinator, Liz Calvery
210 Ramsey Hall
NEMCC Booneville
Campus
662.720.7443

Director of NE @ Corinth/WIOA Office Coordinator , Bonnie Bell
NEMCC Corinth Campus
662.696.2303

Director of NE @ New Albany/Assistant WIA Team Leader, David Goode
NEMCC New Albany Campus
662.692.1508

Vice President of Satellite Campuses, Ben Shappley
NEMCC Ripley Campus
662.502.6201

3. Paper reporting - providing a written report by mail or email:

Title IX Coordinator, Liz Calvery lrcalvery@nemcc.edu
Northeast Mississippi Community College
101 Cunningham Boulevard
Booneville, MS 38829

NEMCC Chief of Police, Anthony Anderson
waanderson@nemcc.edu
Northeast Mississippi Community College 101
Cunningham Boulevard
Booneville, MS 38829

- 4. Anonymous reporting options** - Although the College encourages victims to talk to someone, the College provides for anonymous as well as partial disclosure reports of incidents involving students, faculty, staff, employees, contractors, vendors, and visitors at www.nemcc.edu; Silent Witness.

Anonymous reports may be filed physically using the secure drop box located in the Frank & Audrey Haney Union Lobby.

5. Reporting for criminal prosecution - Reporting to the police

Sexual assault and some other forms of sexual misconduct are crimes, and may be reported to law enforcement for investigation. Students, faculty, staff, employees, contractors,

vendors, and visitors may report to the police and also report internally. You do not need to choose one or the other.

- NEMCC Police generally have jurisdiction over incidents occurring on Northeast MS Community College campus.
- The Booneville Police generally have jurisdiction over incidents occurring in the city of Booneville, MS.
- The Prentiss County Sheriff's Department generally have jurisdiction over incidents occurring in Prentiss County MS

If the sexual assault occurs on campus, **call 911 or 662.720.6687** to contact the NEMCC Police. Although an assault may occur off campus, the victim may report the incident to Campus Police that will assist the victim with contacting the appropriate law enforcement agency.

In cases involving potential criminal conduct, consistent with state and local law, the College will determine whether appropriate law enforcement or other authorities should be notified.

- B. Alternative to reporting:** In many cases, informal actions can be taken that will effectively stop the misconduct. The complainant may choose to resolve the complaint informally, except that informal processes are not appropriate for cases involving alleged sexual assault. At any time, the complainant may choose to end the informal process in favor of the formal process.

NEMCC Counseling Center provides information and support to student survivors of sexual assault and others who have questions or want to learn more. The Counseling Center can coordinate support services and accommodations to help students who have experienced the trauma of sexual assault. These services and accommodations are available regardless of whether a student files a formal report.

- C. Confidentiality:** NEMCC will endeavor to maintain confidentiality in all informal and formal proceedings, except as otherwise specified in these statements of procedure. All documents relating to the alleged incident of sexual misconduct will be maintained as confidential. Participants are authorized to discuss the case only with those persons who have a genuine need to know.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College's response to the report. A responsible employee should not share information with law enforcement without the complainant's consent or unless the survivor has also reported the incident to law enforcement.

If a complainant discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the survivor.

Although rare, there are times when the College may not be able to honor a complainant's request in order to provide a safe, non-discriminatory environment for all students, faculty, staff, employees, contractors, vendors, and visitors. If the College determines that it cannot maintain a complainant's confidentiality, the College will inform the complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible

for handling the College's response. If the College determines that it can respect a complainant's request for confidentiality, the College will also take immediate action as necessary to protect and assist the survivor.

- D. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)):** is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on-or off- campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. The information to be shared includes the date, the location of the incident (using Cleary location categories), and the Cleary crime category. This reporting protects the identity of the victim and may be done anonymously. NEMCC's Cleary Report is published in the student handbook and may be accessed at www.nemcc.edu; Department of Campus Law Enforcement.
- E. Anonymous and Third-Party Reporting:** If the complainant does not wish to pursue a formal hearing and/or requests that his or her complaint remain anonymous, federal legislation nevertheless requires the College to investigate and take reasonable action in response to the complainant's request. The Vice President of Students/Title IX Coordinator will inform the complainant the College's ability to respond may be limited if the complainant is not a participant in the investigation.

NEMCC expects all community members to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Taking action may include direct intervention (if it is safe to do so), calling law enforcement, or seeking assistance from a person in authority. Community members who choose to exercise this positive moral obligation will be supported by the College and protected from retaliation.

- F. Retaliation:** Pursuant to Title IX, retaliation against the individual who initiates a sexual misconduct complaint, participates in an investigation, or pursues legal action, is prohibited. Independent action may be taken against anyone engaging in retaliation including individuals who are acting on behalf of the accused, with or without the knowledge of the accused. Retaliation may occur in person or electronically.

In an effort to avoid retaliation, prevent recurrence of any discrimination or discriminatory effects, and provide for the safety of the victim(s) and others, NEMCC will implement all necessary remedies during an investigation period and/or the conclusion of an investigation. These remedies may include, but are not limited to: mutual "no contact" letters, changes in course schedules and changes in housing assignments.

- G. Amnesty from Student Discipline for the Reporting Party and Witnesses:** Assisting students who are reporting sexual misconduct is the College's primary interest. In order to facilitate reporting, the Vice President of Students/Title IX Coordinator does not charge students who report sexual misconduct and any material witnesses with Code of Conduct violations for behavior that would otherwise be considered violations (for example consuming alcohol underage or consuming illegal drugs).

TIMELY WARNING: 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.

VI. INVESTIGATION

NEMCC Campus Police Investigator
Frank & Audrey Haney Union 145
NEMCC Booneville Campus 662.720.7576
or 662.720.6687

Vice President of Students, Ray Scott jrscott@nemcc.edu
Ramsey Hall 216
101 Cunningham Boulevard,
Booneville, MS 38829
662.720.7241

Title IX Coordinator, Liz Calvery lrcalvery@nemcc.edu
102 Ramsey Hall
101 Cunningham Blvd.
Booneville, MS 38829
662.720.7223

Title IX Coordinator Duties: The duties and responsibilities of the Title IX Coordinator include training, education, and overseeing the policies and procedures that apply to complaints alleging sex discrimination (including sexual harassment, sexual assault, and sexual violence) by employees, students or third parties.

- Assist with the academic-related needs of students who have experienced sexual misconduct;
- Provide changes to academic and living situations and notify the student as to what changes are reasonably available when necessary;
- Provide information about student conduct process, legal and criminal options, and other possible remedies;
- Provide information about rights and responsibilities concerning discriminatory behavior, including the application of Title IX;
- Answer questions about the College's compliance with Title IX.
- Oversee the investigation and resolution of all reports of sexual misconduct;
- Meet with any individual, whether a Complainant, a Respondent, or a third party, to discuss interim measures, resources, and procedural options on and off campus;
- Ensure prompt and equitable resolutions that comply with all requirements and

- timeframes specified in the complaint procedures;
- Conduct on-going and annual climate checks, tracking, and monitoring of sexual misconduct allegations on campus; and,
- Coordinate training, education and prevention efforts.
- The Title IX Coordinator will maintain records of investigations into alleged sexual misconduct in a central database.
- The Title IX Coordinator is authorized to make minor, technical amendments to this policy, such as to update contact information.

Title IX Team is composed of College faculty/staff/administration. This team is coordinated by the Title IX Coordinator and Vice President of Students. This team is trained as “responsible employees” and assists with Title IX training, education, and prevention efforts.

Vice President of Students oversees the disciplinary process. When a student is charged with violation of conduct regulations, disposition of the student’s case shall be according to the due process regulations of the institution. (Student Code of Conduct)

PRESERVING EVIDENCE

Complainants are encouraged to make every effort to preserve evidence, even if he or she has not made a decision regarding whether to report the violation. A medical exam, preferably by a Sexual Assault Nurse Examiner (SANE), is an important way for a health provider to properly collect and preserve evidence in order to assist with this process the complainant should not: bathe or shower, use the restroom, change clothes, comb hair, clean up the area where the incident occurred or move anything the alleged perpetrator may have touched. While the emergency room and/or a Sexual Assault Nurse is obligated to report the alleged assault to police, the complainant may choose whether he or she wishes to press charges.

GRIEVANCE PROCEDURES

STEP 1: REPORT IS MADE

Once an individual complainant reports an alleged incident of Sexual Misconduct to a College employee, that College employee must immediately notify his or her supervisor, and/or contact the Vice President of Students or designee (herein after referred to simply as the Vice President of Students) if the accused individual (respondent) is a student or the Human Resources Director or designee (herein after referred to simply as HR Director) if the accused individual (respondent) is an employee. The Vice President of Students will then notify the Title IX Coordinator of the complaint. The report may also be filed directly with the Title IX Coordinator or Campus Police.

The complainant will be encouraged to seek out immediate medical care, offered counseling support, and provided the opportunity to file an official report with either campus or local police. However, the complainant has the right to decline to notify the police at this time. Whether the complainant wishes to speak with the police or not, an intake meeting with the Title IX Coordinator or the Vice President of Students will be scheduled as soon as possible. If a complainant is under the age of 18, the circumstances surrounding the report will be evaluated in order to determine whether contact will be made with the parents, legal guardian, and/or emergency contact person.

STEP 2: INTAKE MEETING

Meeting with the Complainant - Upon receipt of notice of any allegation of Sexual Misconduct, the Vice President of Students/ Title IX Coordinator will schedule an individual intake meeting with the

complainant in order to provide to the complainant a general overview of this Policy. This intake meeting should involve the following:

- The complainant is advised in writing of his or her rights and options under Title IX and offered the opportunity to report the case to law enforcement (with assistance from the College). The complainant is notified that by doing so, the complainant is not obligated to pursue charges against the respondent.

The complainant is advised of the importance of preserving and collecting evidence for a criminal prosecution.

A discussion of the interim measures that can be taken to protect the complainant from contact and/or potential retaliation from the respondent or any related organization (see Interim Measures) including his or her right to seek a protective order, a restraining order, a no contact order, or similar lawful order from a criminal, civil or tribal court, and the College's obligation to help enforce any protective order.

If the complainant does not wish to share any information involving the case at this time, a follow-up meeting should be scheduled after the complainant has had adequate time to process the intake meeting information and their options. The Title IX Coordinator, Vice President of Students and/or HR Director obtains written verification of this decision.

Interim Measures - The College will undertake effective action as is reasonably practical under the circumstances to support and protect the complainant from retaliation and/or contact with the respondent or related organizations.

Accordingly, NEMCC Police and/or the Vice President of Students may impose a "no-contact" order, which typically will include a directive that the parties refrain from having any contact with one another, directly or through third parties, whether in person or via electronic means, pending the investigation and, if applicable, the hearing. The Vice President of Students, in consultation with the Title IX Coordinator, may take further protective action that he or she deems appropriate concerning the interaction of the individuals, including, but not limited to, directing appropriate College officials to alter the student's academic schedule, campus housing, and/or College employment arrangements. When taking steps to separate the complainant and the respondent, the Vice President of Students will seek to minimize unnecessary or unreasonable burdens on either party. Note, however, that this obligation does not preclude the College from evaluating and implementing an interim suspension, if deemed warranted.

When appropriate interim measures are determined, and a respondent is identified, the Vice President of Students or Title IX Coordinator will schedule an initial intake meeting with the respondent to provide a general overview of this policy, as well as details regarding applicable respondent rights at this stage.

STEP 3: THE INVESTIGATION

If the College determines that there is sufficient information on which to conduct an investigation and the complainant wishes to proceed with the grievance procedure, the Vice President of Students and/or HR will notify both parties on the status of proceeding with the investigation. Upon following up with the complainant and respondent, the Vice President of Students and/or HR will reiterate the College's obligation under Title IX and explain the investigative options being utilized.

The investigative options include the following:

Law Enforcement Related Investigation - If the complainant requests or the College determines to

have the case investigated for criminal violations, the case will be immediately forwarded to the appropriate law enforcement agency for review. However, a trained investigator will be assigned to the case by the College to monitor, evaluate, and/or conduct a separate investigation, as necessary, for student or employee violations based on the “preponderance of the evidence” standard set forth by the College.

The investigator will write up a summary presented in a written report to the Vice President of Students for cases involving student respondents, and the HR for cases involving employee respondents. Investigations will be completed as quickly as possible, and reasonable attempts will be made to comply with the Title IX timeline of a 60-day resolution. The length of the process may vary depending on the complexity of the case and the number of witnesses. A copy of the investigative report will be sent to the Title IX Coordinator.

Non-Law Enforcement Related Investigation - If the complainant declines to have the case investigated by law enforcement for criminal violations, the College is still obligated under Title IX to investigate the case based on the “preponderance of the evidence” standard set forth by the College. In such circumstances, a trained investigator will be assigned to the case. The trained investigator will notify both parties of the investigation and will conduct a full review of the allegations, including interviewing all available relevant witnesses and evidence presented by both the complainant and the respondent. If the complainant wishes to have the case investigated without his/her identity disclosed, the investigator will discuss the parameters of the investigation and limits for institutional response with the complainant before proceeding. In either case, the investigator will write up a summary presented in a written report to the Vice President of Students for student cases, and HR Director for cases involving employees. Typical investigations will be completed within 60-90 days, but may vary depending on the complexity of the investigation. A copy of the investigative report will be sent to the Title IX Coordinator.

STEP 4: RESOLUTION

Based on the information available from the investigation (either directly from law enforcement and/or via the trained investigator), the Vice President of Students in consultation with the Title IX Coordinator for student cases, and the Human Resources Officer for employee cases, will review the summary and make a decision on how to proceed. A request may be made by the Vice President of Students or EVP for further information or clarification by law enforcement or the trained investigator before making this determination. This may include additional interviews or statements. The following options are available at this stage for the Vice President of Students or EVP:

- H. No Further Action** - Based on the entirety of the circumstances, the College may choose to take no further action. If no action is taken, both the complainant and respondent (except in cases where the respondent is unknown, is not covered by this policy, or the complainant has asked to remain anonymous) will be notified in writing and a copy of the investigation and documentation supporting this decision will be sent to the Title IX Coordinator.
- I. Informal Resolution** - A complainant who wishes to file a complaint, but does not wish to pursue Formal Resolution, may request a less formal proceeding, known as "Informal Resolution." Whether this request for an informal instead of formal resolution is granted is at the discretion of the Vice President of Students. Mediation is not an option for Sexual Misconduct cases. Informal Resolution will be handled by the Vice President of Students for student cases, and by the HR Director for employee cases, and may include a formal warning about the respondent's behavior, stipulations on contact, educational activities, or other actions as determined by the Vice President of Students/HR Director. Informal Resolutions will be held as part of the student's or employee's disciplinary record, subject to student and

employee confidentiality laws.

The Title IX Coordinator must review any Informal Resolution before being finalized. The terms of the Informal Resolution will be communicated to both the complainant and the respondent in writing; and, if either party does not agree with the outcome and/or stipulations during the Informal Resolution process, the case may be referred for review under the Formal Resolution process.

J. Formal Resolution - A review is conducted by the appropriate disciplinary process applicable to the respondent(s) (student or employee):

For Employees: Within 30 days of receipt of the report of the investigation, the Human Resources Officer will implement appropriate disciplinary action, up to and including termination, for the employee. The Human Resources Officer retains the right to request additional information deemed necessary to clarify any questions or issues, and to determine responsibility. The decision of the Human Resources Officer will be shared simultaneously with both the complainant and respondent. A copy will be sent to the Title IX Coordinator for review. If the Human Resources Officer recommends dismissal of a faculty member, faculty members may exercise their rights as outlined in the NE Policy and Procedures Manual.

For Student Respondents: The case is forwarded for charges and processing under the Student Code of Conduct procedures. For detailed information on how to file charges,

options for adjudication, procedures, and complainant and respondent rights, consult the Student Code of Conduct.

In the Formal Resolution process for students, both the complainant and respondent should be offered the opportunity to be present during the hearing; to make any statements they wish to make prior to concluding the hearing; to have an advisor of their choice present at the hearing or any related meetings; and to submit impact statements. The complainant and the respondent will be given similar and timely notice of meetings and access to materials that will be used in meetings or proceedings.

The hearing body retains the right to request additional information deemed necessary to clarify any questions or issues, and to determine responsibility. The final results of this hearing body will be shared simultaneously with both the complainant and respondent. A copy will be sent to the Title IX Coordinator for review.

If a violation of this Sexual Misconduct Policy is found, the determination of sanctions is made in light of the unique facts and circumstances surrounding each individual case and the previous conduct history of the student. Students found responsible for violations(s) of the Student Code of Conduct will be subject to sanctions that include, but are not limited to, one or more of the following:

Category I These would include any violation of the Student Code of Conduct

- **Warning:** Issued for minor infraction of policy. Further violations will result in more serious sanctions.
- **Fine:** Student is fined for violation of policy; amount of fine will vary depending upon the nature and severity of offense.
- **Restriction:** Student is restricted from entering certain facilities or from specified student privileges.
- **Supervised Work:** Specified work hours with a campus office or community service.
- **Mandatory Counseling/Educational Sessions:** Behavioral counseling or educational

sessions as deemed necessary by the Vice President of Student Services or the discipline committee.

- **Disciplinary Probation:** Student is no longer considered in good standing in terms of conduct. Further violation of regulations during this probation period may result in suspension, dismissal, or expulsion. Certain student privileges may be suspended during a probationary period. Example: scholarships, representing the college in activities, seeking elected office, may lose elected office.
- **Residence Hall Dismissal:** Required to vacate a residence hall for violations of residence hall policies and/or institutional policies. Students are not allowed to visit any residence hall when assigned this sanction. Residential students appealing the sanctions of expulsion, dismissal, suspension, modified suspension, or residence hall dismissal may be required to temporarily vacate the residence hall while the appeal is pending.
- **Modified Suspension:** All privileges except to attend classes are suspended for a specified period of time. The student is allowed to attend classes only. Student must leave campus no later than 3:30 p.m. each day.
- **Suspension:** Separation from Northeast Mississippi Community College for a specific period of time. The student is not allowed on college premises without specific permission from the Vice President of Student Services.

Category II These would include felonies or misdemeanor charges as described by federal and state laws.

- **Modified Suspension:** All privileges except to attend classes are suspended for a specified period of time. The student is allowed to attend classes only. Student must leave campus no later than 3:30 p.m. each day.
- **Suspension:** Separation from Northeast Mississippi Community College for a specific period of time. The student is not allowed on college premises without specific permission from the Vice President of Student Services.
- **Withdrawal:** Student is withdrawn from school for the remainder of the semester. No entry is made on official records other than withdrawal. Student may return to school at the end of specified time.
- **Expulsion:** Dismissal from Northeast Mississippi Community College for a specified period of time, with the denial of rights for the student to participate in any academic or other activity. Student is not allowed on campus.
- **Dismissal:** Permanent separation from Northeast Mississippi Community College, with the student not allowed to reapply for admission. The student is not allowed on college premises without permission from the Vice President of Student Services.
- **Interim Suspension:** Any student charged with or convicted of a violation of the law, or college regulation involving injuries to the health and welfare of the college community shall be subject to immediate administrative suspension, with or without prejudice, depending upon the nature and circumstances of the case, by the President of the College or his delegates. A hearing regarding the student's conduct will be held as soon as practical in accordance with Northeast policies. The conviction of a student for a criminal offense which interferes with the orderly education and operation of the college or of a nature that, if the student were allowed to remain enrolled, would endanger the health, safety, or property of the college community shall be sufficient grounds for disciplinary action consistent

with the college's policies and procedures.

STEP 5: APPEAL

Either party may appeal the results of the resolution process. Both parties will be informed simultaneously, in writing, of the procedures for appealing the results. If both the complainant and the respondent are students, appeals should be handled in accordance with the Student Code of Conduct.

Appeal Procedure for Non-Academic Matters – Students

- A. The student will submit a written appeal of the complaint/grievance to the immediate supervisor of the college employee within ten (10) workdays of his or her awareness of the "failure to reach resolution."
- B. The immediate supervisor must respond in writing within ten (10) workdays rendering a decision and justification.
- C. If the student is not satisfied with the immediate supervisor's decision, the student may file a written grievance with the immediate supervisor's supervisor within ten (10) workdays of the receipt of the supervisor's response.
- D. The secondary supervisor must render a decision in writing with justification within ten (10) workdays of receipt of the appeal.
- E. If the student is not satisfied with the second appeal, he or she may, within ten (10) workdays of the response, request an appellant hearing before the Student Appeal Committee.

Grievance Committee for Non-Academic Matters – Students

- A. The Student Appeal Committee is composed of the Vice President of Student Services or Vice President of Instruction (Co-Chair), two faculty members (one male, one female), two staff members (one male, one female), one academic division head, and one student services director.
- B. The appeal must be written and must be submitted to the chair of the Student Appeal Committee.
- C. The Vice-President chairing the committee will notify the student of the time, date, and location of the Student Appeal Committee hearing.
- D. The student must be present when the grievance is heard. The student may have an advisor present during the hearing.
- E. The responsibility of the committee shall be limited to a review of the case to determine if established Northeast policies, procedures, or practices were followed or interpreted correctly or to determine if discrimination and/or sexual harassment occurred.

The Student Appeal Committee will respond in writing to the grievance within ten (10) business days by certified mail. (Note: in the event a grievance is filed against both Vice President co-chairs, the President of the College will name a replacement/chairman.)

- A. If the student remains unsatisfied he/she may appeal through a signed, written statement to the President of the College and the members of the Board of Trustees' Grievance Committee. In an attempt to resolve the grievance, the committee shall meet with the student and his/her representative within thirty (30) business days of the receipt of the appeal. A copy of the response of the Board's Grievance Committee will be mailed by certified mail to the student within ten (10) business days following the meeting. All copies of documentation will be housed in the Vice President of Student's Office.
- B. If the student has not been satisfied by the above procedures, the student may contact the

regional office of the Office of Civil Rights, U.S. Department of Education.

Revised 8-3-23

Appeal Procedure – Employee

If the respondent is an **employee**, appeals from either the complainant or respondent should be directed to the Human Resources Officer within ten (10) working days after receipt of the written results. The Human Resources Officer sends the appeal to the President.

Any such appeal shall be in writing and shall state the grounds for the appeal. Grounds for appealing the results are:

- A. An error in procedural due process, which prejudiced the accused to the extent that they were denied a fundamentally fair hearing as a result of the error. Procedural flaws alone are not grounds for an appeal? Significant procedural errors that may have affected the outcome will be considered.
- B. The emergence of new evidence that could not have been previously discovered and that, had it been represented at the initial hearing, would have substantially affected the original decision.
- C. The imposition of sanctions, which are disproportionate to the offense. For cases where the respondent is an employee, the President or President's appointee shall make a decision within 30 working days of receipt of the appeal. The President's or appointee's decision is final.

Both parties will be notified simultaneously, in writing, about any changes that occur prior to the time the results become final and the outcomes of any appeal. A copy will be sent to the Office of Human Resources for faculty and staff, and to the Title IX Coordinator. The College will follow the law in protecting the complainant's and respondent's confidentiality. The College will protect complainant confidentiality, including publicly available records, and will withhold complainant identity to the extent permissible by law.

Revised: 8-3-23

RESOURCES AND SUPPORT

As an immediate priority, care will be taken to ensure the safety and well-being of the complainant, and to exercise all precautionary measures to prevent a repeat of the alleged sexual misconduct. Complainants will be provided information about appropriate college or local area resources, including law enforcement, legal services, medical services, and counseling and victim advocacy/support. Complainants will be informed in writing about options for, and available assistance in, changing academic, living, transportation, and working situations if requested and if reasonably available. Complainants will be advised of the importance of preserving evidence that may be necessary to prove sexual assault.

Professional, licensed counselors who provide mental-health counseling to members of the college community are not required to report any information about an incident to the Title IX coordinator without a victim's permission.

Law Enforcement - Important Telephone Numbers Emergency:

911

Booneville Campus

NEMCC Campus Police: 662.720.6687

Frank & Audrey Haney Union, Room 145 101

Cunningham Boulevard
Booneville, MS 38829

Booneville Police Department: 662.728.5611

1901 E Chambers Drive Booneville,
MS 38829

Prentiss County Sheriff's Department: 662.728.6232

1901 E Chambers Drive #B
Booneville, MS 38829

NEMCC Corinth Campus

City of Corinth Police: 662.286.3377

300 Childs Street
Corinth, MS 38834

Alcorn County Sheriff's Department: 662.286.5521

2833 S Harper Road
Corinth, MS 38834

NEMCC New Albany Campus

City of New Albany Police: 662.534.2222

110 E Bankhead Street New
Albany, MS 38652

Union County Sheriff's Department: 662.534.1943

300 Carter Avenue
New Albany, MS 38652

NEMCC Success Center

Director of Counseling/Special Populations Director, Title
III, Leigh Ann Stewart
Wright Hall, Room 113
662.720.7192
lastewart@nemcc.edu

Legal Counsel

It is the complainant's and the respondent's decision whether to seek the advice and assistance of an attorney at their own expense if they need legal advice. Although anyone has the right to seek legal advice, neither the complainant nor the respondent may be represented by legal counsel at investigatory interviews, informal resolution processes, or a college administrative hearing.

Medical Services

Baptist Memorial Hospital 100

Hospital Drive
Booneville, MS 38829
662.720.5000

Magnolia Regional Health Center (SANE Nurse Available)
611 Alcorn Drive
Corinth, MS 38834
662.293.1000

Baptist Memorial Hospital – Union County 200
Hwy 30 W
New Albany, MS 38652
662.538.7631

Tippah County Hospital
1005 City Avenue North
Ripley, MS 38663
662.837.9221

**Additional Behavioral Health/Area Resources Region IV-
Timber Hills**

Booneville/Prentiss County
2100 East Chambers Drive
Booneville, MS 38829
662-728-3174

Alcorn County Chemical Dependency Center
401 New Hope Road
Corinth, MS 38834
662-287-7199

Corinth/Alcorn County
601 Foote Street
Corinth, MS 38834
662-287-4424

Iuka/Tishomingo County
1213 Maria Lane
Iuka, MS 38852
662-423-3332

Ripley/Tippah County
2441-A CR 501
Ripley, MS 38663
662-837-8154

Behavioral Health in Tupelo, MS

Behavioral Health Clinic
4577 South Eason Boulevard, Suite A
Tupelo, MS 38801
662-377-7590

Miller Psychiatry Clinic INC
110 Union Belle Boulevard
Saltillo, MS 38804

Life light Counseling Center

Sheehan Counseling Center, PA 431

West Main Street, Suite 404
Tupelo, MS 38804
662-690-4007

1040B South Madison Street
Tupelo, MS 38801
662-844-4364

Another Resources & Private

Parkwood Behavioral Health System
8135 Goodman Road
Olive Branch, MS 38654
662-895-4900

Hope Family Ministries
2754 Mattox Street
Tupelo, MS 38801
662-842-HOPE (4673)
hopefamilyministries.com

Psychological Services Center Oxford
(Ole Miss)
382 Kinard Hall
University, MS 38677
662-915-7385

Jonathan Harrison, LPC & Nationally Certified / Mental Health Counselor
Freed-Hardeman U and Private Practice
641 E. Poplar Avenue
Selmer, TN 38375
731-608-2590

Holly Smith Barnett, LPC
Noyes Family Care Center
2000 E. Shiloh Rd.
Corinth, MS 38834
662-287-6999

Pregnancy/Abortion/Miscarriage:

Oasis Medical Center

“Anyone who needs to talk about any pregnancy-related issue is welcome. While we don’t have professional counselors on staff, many of our clients have suffered miscarriages, and we have some good materials available. Sometimes it helps just to talk to someone who is removed from the situation and is willing to listen. We also offer a Bible study called “Threads of Hope: Pieces of Joy” for those who have been through pregnancy loss.”

Monday-Thursday from 10am - 3:00pm
Friday from 9am - 1:30pm
2421 Proper St
Corinth, MS 38834
(662) 287-8001
www.myoptionsmychoice.com

S.A.F.E., Inc. (Shelter and Assistance in Family Emergencies)
1- 662-841-CARE (2273)
1-800-527-7233

24 hour-a-day support for victims of domestic violence and sexual assault.

- S.A.F.E., Inc. Mission Statement

S.A.F.E. Inc. believes that everyone has the right to live a life free from violence. We strive to eliminate this social problem and its causes through education and community awareness. To assist victims of domestic violence and sexual assault and their children, S.A.F.E., Inc. provides shelter, counseling, advocacy and continued support.

Additional Information and Resources

Northeast Mississippi Community College takes the issue of sexual, domestic, and dating violence seriously; and annually offers a variety of prevention, training, and education programs aimed at creating awareness and increasing safety for our community. For information on these programs, as well as information and resources related to bystander intervention programs, warning signs of abusive behavior, and other safety tips, contact the Vice President of Students at 662.720.7241 or the Title IX Coordinator at 662.720.7443. It is imperative that complainants of any of the above offenses take immediate steps to preserve evidence after an incident occurs, and report the violation immediately.

Effective September 1, 2015

Statement of Student Responsibility

Student responsibility occurs when students take an active role in their learning by recognizing they are accountable for their academic success.

Responsible students take ownership of their actions by exhibiting the following behaviors. They:

- demonstrate academic integrity and honesty.
- attend and participate in classes, labs, and seminars, prepared and on time.
- complete the assigned work in a timely manner with attention to quality of work.
- avoid making excuses for their behavior.
- communicate in a careful and respectful manner with instructors, peers, and other members of the college community.
- are engaged learners who dedicate sufficient time outside of class to college work.
- act in a civil manner that respects the college learning/social environment and complies with college policies outlined in the student catalog.
- utilize college resources and seek help when needed.
- respect diverse ideas and opinions.
- identify, develop, and implement a plan to achieve their educational goals.
- become familiar with the academic policies, curriculum requirements, and associated deadlines as outlined in the catalog.
- Are responsible for any communication disseminated through the College website, the official College email address, or Canvas, the Learning Management System.

Effective: January 15, 2020

Student Communications

Announcements

- Announcements of general interest to the campus community may be posted as written bulletins, inter campus mail, on the campus webpage, campus email systems, CANVAS, or campus social media.
- 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 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, cafeteria meals, bookstore, library, entrance to Burgess Activity Center, and admission to college sponsored activities/events.

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, artwork, 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 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, and freshmen and sophomore student representatives and dorm 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. The SGA President appoints students to college standing committees. In addition, the SGA officers hold membership on the Strategic Planning Council, which serves as a front-line committee to assess the 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 Vice President or Director for approval and submission to the Administrative Council.

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.

Bylaws

To establish a club or organization, sponsoring faculty or staff members must submit a club by-laws to the Associate Vice President of Student Services. Upon approval, the name of the organization will be included in the Student Catalog. Student initiated activities must have a current Northeast faculty/staff sponsor to be recognized by the college.

Activities

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

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.

Student Rights

Students have the right to an encouraging classroom environment. Students and instructors should work together to create an environment of trust and mutual respect.

All students at Northeast Mississippi Community College have the following rights:

- **Students have the right of respect** from all instructors and staff at the College, regardless of their race, creed, color, national origin, age, sex, disability, sexual orientation, gender identity, or any other classification (Civil Rights Compliance).
- **Students have the right to expect certain practices from their instructors.** These include establishing clear course objectives and requirements through the use of the syllabus, clearly stating grading scales and criteria, evaluating students fairly, holding regularly scheduled office hours, acknowledging student contributions to an instructor's academic work, and protecting students' intellectual freedom.
- **Students have the right to file complaints.** Complaints may concern inappropriate instructor conduct, incompetence in oral communication, scheduling of exams other than at the authorized examination times, failure to provide disability accommodations, grading grievances, and other such issues. Students should bring any complaints to the attention of the instructor, departmental head, and/or the Vice President of Instruction (academic matters) or Vice President of Students (non-academic matters) (see process below) **as soon as possible**.
- **If you are a student who has a concern about unwelcome sexual behavior or sexual harassment,** disregard the steps outlined below and immediately schedule an appointment with the Title IX Coordinator or with any College administrative officer (non-confidential resources), or for confidential resources, with the Counseling Center to discuss your concerns and identify possible courses of action.

If a student has a complaint about any other aspect of a course, such as a classroom environment, the instructor, the course's grading system, or class activities (including online and out-of-class activities), please follow the procedure outlined in the Student Catalog under the section "Complaints & Grievances".

Student Responsibilities

Student responsibility occurs when students take an active role in their learning by recognizing they are accountable for their academic success.

Responsible students take ownership of their actions by exhibiting the following behaviors. They:

- demonstrate academic integrity and honesty.
- attend and participate in classes, labs, and seminars, prepared and on time.
- complete the assigned work promptly with attention to quality of work.
- avoid making excuses for their behavior.
- communicate carefully and respectfully with instructors, peers, and other members of the college community.
- are engaged learners who dedicate sufficient time outside of class to college work.
- act in a civil manner that respects the college learning/social environment and complies with college policies outlined in the student catalog.
- utilize college resources and seek help when needed.
- respect diverse ideas and opinions.
- identify, develop, and implement a plan to achieve their educational goals.
- become familiar with the academic policies, curriculum requirements, and associated deadlines as outlined in the catalog.

- are responsible for any communication disseminated through the College website, the official College email address, or Canvas, the Learning Management System.

Student Pregnancy Rights

- Pregnant students cannot be barred from activities enjoyed by fellow students, including but not limited to: club memberships, academic programs, and intramural activities.
- Pregnant students should not be barred from utilizing campus housing and upon the birth of her child, should be permitted to make her own decisions about off-campus housing.
- Pregnant students cannot have their academic or athletic scholarships revoked due to pregnancy or be subject to penalties regarding any other types of financial aid.
- Professors and other staff may not punish pregnant students as a result of a medically necessary absence. Concessions must be made to re-take tests and complete other assignments if necessary.
- Instructors cannot penalize a student because of his or her parenting status.
- Recipients of scholarships, athletic or otherwise, are to be fully informed of their Title IX rights. Coaches or other school officials who fail to fully inform students are to be deemed negligent.
- Athletic directors or coaches may not bully students into abortion threatening loss of future or present opportunity.
- Campus Title IX offices are responsible for ensuring this law is followed.
- Student problems and concerns must be addressed in a timely manner to ensure an uninterrupted education.
- Failure to provide these protections to students must be reported.

Students may conduct the following personnel regarding pregnancy rights:

Title IX Coordinator - Liz Calvery 662.720.7334 lrcalvery@nemcc.edu

Director of Counseling Services - Leigh Ann Stewart 662.720.7192 lstewart@nemcc.edu

VP of Student Services - Ray Scott 662.720.7235 jrscott@nemcc.edu

Revised: 8-16-24

Student Success

Students are successful at Northeast Mississippi Community College as they recognize their potential, overcome challenges, and achieve their educational and career goals. The Center for Student Success helps students as they build relationships, provide support, and empower them to achieve their goals. This shared mission is accomplished through the Three Pillars of Student Success:

The Center for Student Success is located in Wright Hall and offers a variety of services that include:

1. Academic Advising
2. Success Coaching
3. Counseling

Academic Advisors are interested in:

- Helping students define academic goals
 - Degree planning: long term
 - Course schedule planning: short term
- Providing essential information
 - Transfer planning
 - Career planning
 - NEMCC policy and procedure (registration, withdrawal, etc.)
- Establishing relationships
- Empowering students to make informed decisions (We advise, you decide)

Success Coaches are interested in:

- Helping students make concrete plans to achieve academic goals
- Helping students move toward independence
- Providing proactive and reactive interventions to at-risk populations
- Connecting students to resources
- Establishing relationships
- Empowering critical thought

Counselors are interested in:

- Mental health wellness
- Disability accommodations
- Support services (workshops and groups)
- Interventions (disciplinary and substance abuse)
- Affirmation
- Career assessment and counseling
- Building relationships
- Developing coping skills
- Developing interpersonal skills
- Faculty and staff consultancy and seminars
- Community professional development and growth opportunities

Specific information for each department is available on the NEMCC website.

Updated June 21, 2022

Veterans

An individual may attend or participate in a course of education if the individual provides a certificate of eligibility under chapter 31 or 33. The student may attend the course, beginning on the date the student provides a COE until the earlier date VA provides payment to the school or 90 days after the school certifies tuition and fees. The school does not impose any penalty, including assessing late fees, denial of access to classes, libraries, or school facilities, or require the student to borrow additional funds due to the inability to meet his or her financial obligations to the institution as a result of delayed payments for education assistance under Chapter 31 or 33, unless the student is less than 100% covered.

- (1) Northeast MS Community College refrains from providing commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid

(including Tuition Assistance funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.

- (2) Northeast MS Community College refrains from high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, e-mail, or in-person, or engage in same-day recruitment and registration for the purpose of securing Service member enrollments.

NEMCC will comply with these requirements for the return of TA funds:

- a. Return any TA Program funds directly to the Military Service, not to the Service member.
- b. Up to the start date, return all (100 percent) TA funds to the appropriate Military Service when the Service member does not:
 - i. Begin attendance at the institution; or
 - ii. Start a course, regardless of whether the student starts other courses.
- c. Return any TA funds paid for a course that is cancelled by the educational institution.
- d. Northeast will return any unearned TA funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided. TA funds are earned proportionally during and enrollment period, with unearned funds returned based upon when a student stops attending. In instances when a Service member stops attending due to a military service obligation, NEMCC will work with the affected Service member to identify solutions that will not result in a student debt for the returned portion.

Readmissions policy for Service Members

The college must admit the student with the same academic status, which means

- To the same program to which the student was last admitted or, if that exact program is no longer offered, the program that is most similar to that program, unless student chooses a different program;
- At the same enrollment status, unless the student wants to enroll at a different enrollment status;
- With the same number of credit hours or clock hours previously completed, unless the student is readmitted to a different program to which the completed credit hours or clock hours are not transferable, and
- With the same academic standing (e.g., with the same satisfactory academic progress status) the student previously had.

The college follows the guidelines set forth in Chapter 3 of Volume 2 of the Federal Student Aid Handbook <https://ifap.ed.gov/sites/default/files/attachments/2020-01/1920FSAHbkVol3Ch3.pdf>

Updated: December 10, 2020

Section 600

BUSINESS AND SUPPORT SERVICES

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 *Needs Assessment* 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 form (***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 Vice President 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. (See **Appendix I - Budget Revision Form**.)

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 in shared documents.

- ☐ 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 and non-administrative staff serve on a maximum of three standing committees. Administrative staff might serve on more than three committees due to the nature of their positions.

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 Planning and Research.

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.

Revised: 07/01/2018

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. eLearning Instruction Laboratory

Computer Security Measures

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

- ☐ Must complete and sign Student Information Systems Statement of Accountability
- ☐ 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

Evaluation Of Computer Services

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

Appropriate Computer Use Policy

I. General Principles

This policy governs the use of all computers, computer-based communications networks, and all related equipment administered by NEMCC. This includes the centralized facilities of NEMCC, and all computers and networks administered by NEMCC. Under the federal statutes and the sections of the Mississippi code that regulate the use of these resources, NEMCC is required to ensure that this equipment is used properly and for the purpose for which state funds were

expended. The intent of this policy is to allow maximum freedom of use consistent with state and federal law, NEMCC policy, and a productive learning and working environment.

Any restriction of use contained within this statement is intended to protect the NEMCC resource for its intended use and for which funding is appropriated.

Appropriate use reflects academic honesty and ethical behavior and demonstrates consideration in the consumption of shared resources. It shows respect for intellectual property, ownership of data, system security mechanisms, and the rights of others to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.

The user bears the primary responsibility for the material that he or she chooses to access, send, or display. Those who do not adhere to this statement may be subject to suspension of computing or communications privileges or disciplinary actions.

II. Authorized Use

Individuals may use NEMCC centralized and departmental computing facilities only with the express authority of the system manager responsible for the facility. Using an account that belongs to another individual or giving an individual other than the owner access to a NEMCC account is prohibited. Each user is responsible for all activity originating from his or her account. All usage is for the benefit of enrolled students at NEMCC.

Information Technology Services (ITS) authorize system accounts and the use of the facilities. In certain cases, ITS may designate an appropriate agent to authorize accounts. Authorized users of NEMCC computing and communications facilities generally include the faculty, staff, administration, board, and students of NEMCC.

Individuals found using NEMCC computing facilities without express authorization are subject to disciplinary action and criminal prosecution. Individuals found assisting others in gaining unauthorized access to NEMCC computing facilities are subject to the suspension or revocation of computing privileges, disciplinary action, and criminal prosecution.

Access to networks connected to NEMCC facilities must follow the acceptable use policies of those networks

III. Appropriate Use

Appropriate use of NEMCC computing facilities includes these functions:

- The facilitation of official work of college offices, departments, and sanctioned campus organizations.
- The support of instructional activities.
- The support of independent study and research by authorized users.
- The exchange and pursuit of information via the Internet on computers designated for that purpose.

Priority and balance for computer services and usage are established by the Computer User Committee and are adopted as policy by the College. Computer services and usage are rendered according to the following priorities:

- Business operations of the college
- Registration and student data
- Institutional research
- Advising and Counseling
- Faculty and staff use
- Other

Because NEMCC computing facilities serve diverse purposes and diverse constituencies, rules for use may vary somewhat across systems and labs. Activities with valid benefits that are not specifically tied to routine work assignments are generally allowed; however, they may be

limited or banned on certain systems at the discretion of ITS, according to system load and system function. For example, recreational game playing on NEMCC computing facilities is strictly prohibited. System-dependent policies are to be communicated to users through online messages, news items, and postings. Compliance with the NEMCC Appropriate Computer Use Policy requires compliance with all system and lab-dependent policies. Whenever there is a question as to whether a specific activity is appropriate, the primary consideration should be whether such action or conduct would be consistent with that expected of the post-secondary student as viewed by parents, faculty, and staff of NEMCC. Contact ITS with any questions regarding appropriateness.

NEMCC computing facilities are not to be used for individual commercial purposes or financial gain. NEMCC computing facilities are not to be used for partisan political purposes.

IV. Computer Software Usage

NEMCC computing facilities utilize many software applications with a wide range of license and copyright provisions. Users are responsible for availing themselves of appropriate information and complying with the software's license and copyright provisions. NEMCC prohibits the unauthorized copying or electronic transmission of copyrighted computer software, computer data, and software manuals using the facilities of NEMCC unless appropriate written consent is obtained from the software vendor or licensor.

Such unauthorized duplication is grounds for disciplinary action by management and is subject to criminal prosecution under Mississippi Computer Statutes (Section 97-45-1 through 97-45-13 of the Mississippi Code of 1972 [1994]), as well as under the Federal Computer Fraud and Abuse Act of 1986.

According to the U.S. Copyright Statutes, illegal reproduction of software can be subject to civil damages of \$50,000 or more and criminal penalties, including fines and imprisonment. Under the Mississippi Computer Crimes Law, the maximum fine is \$10,000 and the maximum imprisonment sentence is 5 years.

V. User Responsibilities

Respect the integrity of the NEMCC computing environments and computing environments reachable by NEMCC network connections.

No individual shall, without authorization, access, use, destroy, alter, dismantle, or disfigure NEMCC technologies, properties, or facilities. If an individual encounters or observes a vulnerability in the system or network security, then that individual should report the vulnerability to Information Technology Services as soon as possible.

No individual shall use NEMCC computing facilities to access other computers illegally. NEMCC users must follow any policies (which may be more restrictive than this policy) governing the use of any remote hosts accessed.

Publishing information that enables or encourages unauthorized access to any computer system is prohibited.

Illegal, fraudulent, or malicious activities are expressly prohibited, as are partisan political activities, religious lobbying or proselytizing, and political lobbying. Activities for the purpose of personal or commercial gain are expressly prohibited.

VI. Respect the Privacy of Others

Any use of NEMCC computing and network resources, which violates the privacy of any other individual, is prohibited.

The creation or transmission of defamatory material is expressly prohibited.

Files belonging to individuals are to be considered private property unless the owner of the files gives explicit authorization. That a user can read a file does not mean that a user may read a file. The ability to alter a file does not give a user the right to alter a file.

VII. Respect the Capacity of Systems

No individual shall monopolize or hoard resources (including PCs, workstations, and terminals), network bandwidth, printing facilities, dial-in connections, limited-use software licenses, and system resources such as CPU, disk, and memory.

No individual may request an account to make it available to another user.

Computer systems and networks promote the free exchange of ideas and information, thus enhancing the network environment. Individuals should not use electronic communications systems such as e-mail, list servers, news groups, interactive talk or chat messages, or individual home pages to harass or offend others or to interfere with their work.

Other examples of misuse include:

- Sending unsolicited messages, mail, or communications of any kind to persons who have not requested it or who cannot be reasonably expected to welcome such communications,
- Printing or displaying materials (images, sound, messages) that are unsuitable for public display or that could create an atmosphere of discomfort or harassment for others,
- Representing personal opinions as official NEMCC statements.

NEMCC computing facilities are not to be used in a wasteful or frivolous manner (e.g., sending trivial or excessive messages, printing excess copies of documents, running grossly inefficient programs when efficient alternatives are available, etc.).

Individuals may not use NEMCC computing resources to create, distribute, or download pornographic or obscene content. Individuals must comply with all applicable laws concerning copyright, patent, trademark, and licensing agreements in their use of NEMCC computing resources. They must not infringe on the intellectual property of others. Individuals must not attempt to circumvent or subvert system security measures.

VIII. Protect Your Account

Even the best computer systems cannot protect the individual who fails to conceal his or her password.

- To prevent abuse of your account,
- Physically protect your session.
- Never record a password where it could be found.
- Never reveal your password.
- Follow NEMCC guidelines for password selection and change your password often.
- Inform NEMCC system managers when you leave the institution so that your account may be properly closed.

IX. Electronic Mail

The college's electronic mail system ("e-mail") is provided for use in connection with college business. Occasional personal use of e-mail is permitted, but personal messages will be treated no differently from messages relating to the college's business.

Employees should recognize that e-mail messages are not necessarily protected from disclosure. It is possible for messages protected by a password to be accessed by others under certain circumstances. Persons to whom they are not directed either intentionally or inadvertently can always read messages that are not protected by passwords.

All e-mail messages are considered college records. The college reserves the right to access and disclose all messages sent over the e-mail system for any purpose, including the right to disclose e-mail messages to law enforcement officials without prior notice. You should treat e-mail like any other shared filing system with the expectation that messages will be available for

review by college representatives for any purpose related to college business.

The college may monitor e-mail messages on a random basis or as a routine matter. Supervisors may review e-mail communications to determine whether there have been any breaches of security, violations of college policy, or breaches of duty of employees. The college may also use computer programs that monitor e-mail messages electronically for purposes of assuring system security and compliance with college policies.

It is a violation of college policy for any employee to use the e-mail system without the college's authorization to obtain access to communications between others. Employees found to have engaged in such "eavesdropping" will be disciplined appropriately and may be terminated.

X. World Wide Web Pages

NEMCC, in order to encourage mutual sharing of information, creativity, diversity, and technical knowledge within the student body and beyond, offers to authorize users of NEMCC computing resources the use of its facilities for publishing information on the World Wide Web. Certain restrictions as to platforms available for WWW publishing and resources allotted may be necessary due to system limitations.

Web page Publishers must avoid using inflammatory or offensive language and symbols on their individual home pages. Due to the public nature of Web publishing and the increasing number of K-12 students who are accessing it, individual home pages must not contain violent or erotic material to provide links to sites that contain such material.

Individual home pages are subject to all applicable provisions contained in this Appropriate Computer Use Policy. NEMCC may provide resources for WWW pages, but it takes no responsibility for the individual opinions expressed therein. However, it reserves the right to monitor content and terminate access to any pages that do not comply with this policy.

All effort should be made to ensure that any published pages comply with ADA standards

XI. NEMCC Rights and Responsibilities

Acknowledgement of this policy statement authorizes Information Technology Services to examine user files, mail, and individual home pages and monitor computer activities, if necessary. However, no such monitoring or inspection will take place without the approval of the Director of the Information Technology.

While individual privacy will be respected to the extent possible, not guarantee of complete privacy is made, NEMCC reserves the right to stop any process, restrict any individuals use, inspect, copy, remove, or otherwise alter any data, file, WWW page, or system resource that may undermine or adversely affect the overall performance or integrity of the computing facilities or is otherwise in violation of this policy.

Information Technology Services will take reasonable precautions to ensure that potentially offensive materials do not reside on local facilities; however, NEMCC cannot be held responsible for materials residing on remote sites or individual home pages. Individuals are cautioned to exercise judgement in accessing such materials and should be aware that such access can be traced back to the individual.

XII. Consequences

Violation of the NEMCC Appropriate Computer Use Policy may result in the following penalties:

- Limiting or prohibiting public access to files or directories on servers.
- Suspension for varying amounts of time or the permanent revoking of computing and communications privileges. The College reserve the right to immediately restrict the computing privileges of individuals who have violated this policy until suitable, comprehensive disciplinary action is

determined.

- Reporting the violation to the appropriate disciplinary organizations for users not directly associated with NEMCC.
- Referral to the appropriate law enforcement agency in cases of violations of state or federal law.

Information Technology Services may take immediate action to protect employee and student data in any case of suspected violation of this policy. The affected user will be notified when such action is taken and may file any resulting grievance.

XIII. Revisions

This policy is subject to revision. It is the user's responsibility to ensure that the use of the NEMCC computing and communication facilities conforms to current policies. Questions related to this policy should be addressed to the Director of Information Technology.

Revised: 8-15-24

Electronic and Information Technology Accessibility

I. Purpose

This policy established the standards for Electronic Information and Technology (EIT) accessibility in compliance with application local, state, and federal regulation and laws. Northeast Mississippi Community College is committed to providing equal access to its services, programs, and activities for all users. An accessible EIT environment enhances usability for everyone.

II. Policy

The College adopts the World Wide Web Consortium's standard: Web Content Accessibility Guidelines (**WCAG**) version 2.1, Level AA as the minimum accessibility standard for all electronic information, and Guidance on applying WCAG 2.1 to Non-Web Information and Communications Technologies (**WCAG21CT**). In addition, all electronic information shall comply with federal and state laws including the **Americans with Disabilities Act of 1990** (ADA), as amended, and **Sections 504** and **508** of the 1973 Rehabilitation Act, as amended.

III. Scope

This policy applies to all EIT acquired, developed, distributed, used, purchased, or implemented by or for the College and used to provide College programs, services, or activities. This includes but is not limited to all technology related to college business, academic and outreach, including web pages that represent the College, electronic documents and any multimedia created or obtained.

IV. Responsible Parties

All administrators, instructors, or staff involved in the development and delivery of courses, programs or services through electronic information or technology must ensure access to everyone.

V. Guidelines

- Institutional Web Presence** – All web content and systems developed or managed by Northeast Mississippi Community College must comply with current Web Content Accessibility Guidelines. Web Content Administrators are responsible for maintaining accessible content on their respective pages. Information Technology Services will be responsible for identifying, correcting, and maintaining global accessibility errors. ITS, the Office of Instruction, and the Office of eLearning has the authority to audit and request changes or remediation for any NEMCC managed web presence, create deadlines for compliance, and enforce those deadlines by

removing non-compliant content from the CMS or LMS.

- B. **Instructional Materials** – Instructional materials shall be compliant to the standard. Instructional materials included, but are not limited to documents, syllabi, textbooks, presentations, handouts, electronic instructional materials delivered within the College’s learning management system, face-to-face classes, or an alternate method, and electronic instructional activities such as online collaborative writing, web conferencing, and other similar activities.
- C. **Procurement** – All technology procured including business processes, software and applications should include an accessibility evaluation.

VI. Revisions

This policy is subject to revision. Questions related to this policy and any instructional materials should be addressed to the Directors of Distance Education (LMS), or the Vice President of Instruction (LMS). All other questions should be addressed to the Director of Information Technology.

December 11, 2024

College Provided Email

Purpose

Electronic mail (email) is a primary means of communication both within Northeast Mississippi Community College (“NEMCC”, “Northeast”, “College”) and externally. Email provides a quick and efficient means to conduct business, but, if not used properly, it carries the risk of harm to the NEMCC and members of its community.

The purpose of this policy is to establish the eligibility, expectation, and parameters for college-provided email addresses.

Scope

This policy applies to all email accounts maintained, provided, and offered by the College. This policy applies to all nemcc.edu email addresses and all sub-domains.

Faculty and Staff

NEMCC provides email accounts to all current faculty and staff to conduct College business.

Students

NEMCC provides email accounts to all currently enrolled students at Northeast. In addition to the policies applicable to all members of the Northeast community, student use of email is subject to the Student Code of Conduct.

Information Classification Restrictions

Although the College will make every attempt to ensure email message security, it’s essential to understand that email is generally not considered a secure means of communication. Therefore, NEMCC email accounts must not be utilized for transmitting or storing Personally Identifiable Information (PII).

Ownership of Northeast Email Accounts

NEMCC owns all college-provided email accounts. Subject to underlying intellectual property rights under applicable laws and NEMCC policies, NEMCC also owns the information transmitted or stored using Northeast email accounts.

Passwords

To help safeguard your identity and privacy, do not share your passwords with anyone or give your password to anyone.

See the NEMCC Password Security Policy for more information on creating a safe and

acceptable password.

Authorized Users of NEMCC-Provided Email Accounts and Termination of Services

The following outlines the authorized users of email at the College, as well as the termination of services provisions:

Authorized Users	Termination of Northeast Email Service
Students	Access to Northeast email ends 120 days after graduation or separation from the College and may be terminated immediately for misconduct, schedule cancelations, “no-shows”, or in the best interest of the College
Faculty (Full-time, Part-time, and/or Adjunct)	Access to Northeast email ends 90 days after separation from the College. Access may be terminated immediately for misconduct, termination with cause, or in the best interests of Northeast.
Staff (Full-Time and/or Part-time)	Upon separation, staff emails in the @nemcc.edu domain will be forwarded to a current employee to ensure operational continuity.
Retiree (Faculty and Staff)	Retirees may opt in to keep a college email address, although the email will use the College’s secondary email domain (@tigers.nemcc.edu).

Once email services have been terminated, Northeast will no longer provide and/or restore email, unless required by law to do so.

Acceptable Use of Northeast Email Accounts

Members of the College community must comply with all College Policies and must comply with applicable state and federal laws when using Northeast email accounts to conduct College business.

Northeast Email Forwarding

Northeast email is an official means of communication for the College. Faculty, staff, and students are required to conduct Northeast business from their college-assigned email address containing the nemcc.edu domain.

Exceptions

Exceptions to, or exemptions from any provision of this Policy must be approved by the Director of the Computer Center.

Violations

Violations of this Policy by faculty, staff, or students may be subject to disciplinary action.

Effective: 8-3-23

Password Security Policy

I. Purpose

The purpose of this document is to provide a set of minimum-security standards governing the use of passwords for Northeast Mississippi Community College’s (“NEMCC”, “Northeast”, “College”) information technology systems. This document is intended to offer minimum standards for system and application administrators and developers.

All parties are encouraged to apply more stringent controls than those outlined below in accordance with the security needs of the system and the information being stored or accessed.

II. Standards

This section is intended to provide guidance for systems and applications that utilize a username and password for authentication and authorization. For many systems, these settings are customizable and must be configured before a system goes into production or stores institutional information.

Systems that utilize a Northeast Mississippi Community College account for authentication

can assume these requirements are met as part of the service provided.

A. Password requirements for standard accounts

- Passwords should never be stored in plain text. Passwords should be stored using industry-standard hashing and salting methodologies.
- Passwords should be encrypted and/or hashed while in transit to the authenticating system.
- Passwords should not be displayed in plain text as they are being entered.
- Passwords must adhere to the following complexity rules:
- Passwords must be at least twelve (12) characters long.
- The password must contain the following four categories:
- Upper Case: A B C...
- Lower Case: a b c...
- Numbers: 1 2 3...
- Symbols: + - _ = . @ ? !...
- Accounts must use Multi-Factor Authentication (MFA) where possible.

B. Password Requirements for Service Accounts

Service-based accounts are those used for automation, monitoring, and other non-interactive tasks not performed by an individual.

In addition to the requirements for standard accounts:

- Passwords must be at least 16 characters.
- User IDs and passwords shall never be used through an interactive login mechanism except for testing/setup purposes.
- Service accounts must have a responsible point of contact or sponsor.
- Service accounts must be reviewed annually to ensure they are properly used, secured, and necessary.

C. Shared Accounts

To ensure that accounts remain secure, shared accounts where users share a password to access a single account should be avoided. Where applicable, Information Technology Services (ITS) will create a “shared mailbox” that users will be able to access using their own credentials and MFA.

III. Password Protection

To ensure that the intended account holder is the authorized holder of a password or credential, distribution or reset should occur only after a reasonable effort has been made to verify the identity of the account holder.

Individuals should be confirmed as the intended recipient by contract via an authorized phone number, verification of personal data, photo I.D., or similar means.

Where possible, passwords should be maintained by the individual through automated means that leverage either pre-existing answers to a set of questions or by a secondary channel meant to confirm someone’s identity, such as a one-time password sent to a registered person’s device. If an automated process is not available, initial or reset passwords may be communicated via:

- Mail (sealed envelope)
- Encrypted file transfer
- Verbal conversation (phone call to an authorized telephone number or in-person)

IV. Exceptions

It is recognized that software applications offer many varied capabilities with respect to

authentication, authorization, role-based access control, password complexity, account management, and auditing of these components. Many examples of software exist that will not be able to conform to some aspects of the prescribed standards.

Despite these deficiencies, such software may be necessary for performing critical functions for the College. Reasonable efforts should be made to improve the security posture of such software by enhancing system configurations over time, engaging with vendors, and developing auditing capabilities when possible and feasible.

V. Revisions

This policy is subject to revision. It is the user's responsibility to ensure that the use of the NEMCC computing and communication facilities conforms to current policies. Questions related to this policy should be addressed to the Director of Information Technology.

Effective: 8-16-24

Responsible and Ethical Use Policy

I. Purpose

Northeast Mississippi Community College uses Banner by Ellucian for our Student Information Systems (SIS). The SIS includes Banner Admin Pages (Application Navigator), and associated self-service applications (Employee Self-Service, Faculty Self-Service, etc.) The purpose of this policy is to guide employees on how to handle data that is accessible through the SIS. This policy would also apply to any system connected to Banner such as Document Management, Communication Manager, Workflow, Experience (MyNEMCC), Degree Works, Canvas, Penji, and all Evisions applications. This list is not exclusive and would also apply to any other application that may be connected later.

II. General Provisions

By accessing any of these systems, I agree to abide by policy and understand that access to these systems includes the responsibility for maintaining the privacy of any personal information stored in the system.

Access to confidential financial information of students, employees, and the College should be protected and kept confidential, all information should be used of official College business purposes only.

Information Technology Services should be notified of any change in personnel that affects a system account.

All employees should review the statutory requirements of the Family Educational Rights and Privacy Act (FERPA) and subsequent amendments along with the Gramm-Leach-Bliley Act (GLBA) and its requirements.

All student workers are required to adhere to the same policy standards.

III. System Protection and Privacy

Users should log off all systems anytime a computer will be left unattended for an extended period. Do not leave a student or faculty record displayed on an unattended computer. This includes when leaving for the day. Unattended workstations that are left logged in pose an inherent security risk to data.

Workstations should be located so students and visitors cannot see the to help prevent the unauthorized viewing of records.

Reports and printouts containing any information that should be confidential should be properly stored and protected. When you no longer have use for reports or printouts, please dispose of them promptly and properly. 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.

IV. Violations

Violations of this policy may result in the following penalties:

- Limiting or prohibiting access to files or directories on servers.
- Suspension for varying amounts of time or the permanent revoking of access to Student and Institution Data. Restriction of computing privileges of individuals who have violated this policy until suitable, comprehensive disciplinary action is determined.
- Reporting the violation to the appropriate disciplinary organizations for users not directly associated with NEMCC
- Referral to the appropriate law enforcement agency in cases of violations of state or federal law.

V. Revisions

This policy is subject to revision. It is the user's responsibility to ensure that the use of the NEMCC computing and communication facilities conforms to current policies. Questions related to this policy should be addressed to the Director of Information Technology.

Effective: 8-16-24

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 Vice President for Public Information will maintain a current list of contacts at local radio and television stations. The Vice President for Public Information will use this list to notify the media of closure.

Decision To Close

The Vice President of Finance, Vice President of Instruction, and Vice President of Student Services 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 President to the Vice Presidents for subsequent notification of all persons within their units.
2. The President will notify the 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., the President will consult with the Vice President of Instruction and Vice President of Student Services, Vice President of Finance, Vice President of Workforce, and Campus Police to determine if conditions justify closure.
2. By 5:15 a.m., the Vice President of Student Services will contact the President to consider the conditions relative to closure
3. By 5:30 a.m., the President will contact the Vice President of Public Information who will contact radio and TIV stations with the decision regarding closure. Additionally, the information will be communicated through the College's phone system, e-mail, and Tiger Alert System.

Revised: 8-3-23

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.

Purchasing 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. Refer to Purchasing Manual for State Quote & Bid Laws.

Central Supply and Bookstore Purchases

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 bookstore. Requested items may be picked up at the bookstore a minimum of 36 hours after the request is submitted.

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 Vice President 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.

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 H – 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.

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.

Safety Regulations

Accident Notification Procedure

1. Once an accident occurs, call 911 for emergency assistance. Notify the Vice President of Student Services.
2. The Vice President of Student Services will notify Campus Police.
3. Vice President of Student Services may establish an investigative team, which may consist of the Campus Police and two Safety Committee members. In the event the Vice President of Student Services 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 their 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 VicePresident.

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 GrievanceCommittee.

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 GrievanceCommittee.

Accidents and Illnesses

The general health and safety of all students, faculty and staff is of prime importance at Northeast Mississippi 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 Vice President of Student Services at extension 7235. The Vice President 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 course materials and supplies students will need for each course.

The same textbook must be used for all classes that have the same course number, including all dual enrollment, unless approved by the Division Head or Vice President of Instruction. 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 online with the 13 digit ISBN along with book title, edition, course and course prefix. This will then be delivered electronically to the appropriate personnel for approval.

Textbook orders must be placed using the online form before the deadline, email is not accepted for textbook adoptions. Deadlines for textbook adoptions will be set by Vice-President of Instruction. Faculty members that do not place textbook orders by the appropriate deadline must find alternative means such as OER.

Revised: 10-23-2017

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 also be requisitioned from the bookstore by a requisition approved by the respective Division Head or Departmental Director.

Materials And Supplies

Most supplies can be purchased on campus directly from the bookstore. All supplies from Central Office Supply and/or the college Bookstore must be requisitioned and processed through the respective Division Head.

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 48 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 and current costs of copies.

Personal copies should not be charged to departmental budgets.

Mail

The Campus Post Office is located in the *N*zone. 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 *N*zone. All packages to be weighed or films to be returned must be brought directly to the *N*zone. The college utilizes the services of United Parcel Service on a daily basis. Packages up to 70 lbs. may be brought to the *N*zone and shipped via UPS. Packages to be picked up by UPS need to be in the *N*zone by 1:00p.m.

Postage expenditures are recorded and charged back to the respective departments; therefore, it is necessary that the appropriate form be completed in the *N*zone 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 *N*zone 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 700

Community and Governmental Relations

Office of Public Information

Media Access

Media access to Northeast Mississippi Community College, its employees (administration, faculty, staff and Board of Trustees), students and/or the college's facilities is arranged through Northeast Office of Public Information, the college's Marketing and Community Relations Specialist or by a college administrator empowered to act as a liaison with the media on behalf of Northeast Mississippi Community College.

Information regarding events taking place on any Northeast campus (Booneville, Corinth, Iuka, New Albany and/or Ripley) including those events that are currently under investigation (in conjunction with Campus Police and the Vice President of Student Services, are overseen by the Office of Public Information, preferably in the form of written press releases.

Requests to interview Northeast employees (administration, faculty, staff and Board of Trustees) should be arranged through the Public Information Office with ample time given to arrange such interviews.

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 Office of Public Information or its designee.

Employees (administration, faculty, staff and Board of Trustees) who become aware of a media representative on campus unescorted, should report the information to the Northeast Office of Public Information or a college administrator empowered to function as a liaison with the media on behalf of the college.

Official contact on behalf of Northeast Mississippi Community College with any member of the media should be initiated only by members of the Office of Public Information, the college's Marketing and Community Relations Specialist or by a college administrator empowered to function as a liaison with the media on behalf of Northeast Mississippi Community College.

For those wishing to contact the media for an upcoming event, a form is provided within the college's SharePoint folder to aid employees in this process.

Access to classroom buildings and all five of the student residence halls (on the college's Booneville campus) and the adjoining parking lots associated with the residence halls is prohibited unless approved by the President or their designee

Revised: 8-24-23

Public Information

Northeast Mississippi Community College's Office of Public Information (OPI) strives to communicate the news of the college to the community by informing the public of happenings related to the college. The OPI acts as a clearinghouse for all official college information disseminated to the public through traditional media and social media platforms in a credible fashion that will accurately inform the college community. All media coverage of any event related to the college is arranged by the Office of Public Information and often in conjunction with the Marketing and Public Relations Specialist.

Northeast's Office of Public Information is staffed with a Vice President, Public Information Specialist, Graphic Artist/Designer, Sports Information Director, Sports Information Specialist and a part-time NEMCCTV producer/AV associate. Staff assists with arrangements for and publicize college events. The office promotes Northeast's program of intercollegiate athletics and manages the school's athletics website. It also coordinates all live internet streaming and radio broadcasts of college events and all the college's graphic art and design activities.

Due to the nature of the office, Northeast's Office of Public Information manages a broad

array of communications as it concerns Northeast Mississippi Community College, its employees, students and the Northeast community. Media relations, requests for publicity, publications and all advertising for the college should be coordinated through the Office of Public Information.

All outward-facing publications should be referred to the Office of Public Information for review prior to being produced and released to the public. On occasion, media releases may also require the approval by the President of the college or their designee. Only requests for college-related activities will be accepted by the Office of Public Information.

In order to maximize the effectiveness of the Office of Public Information, the following information provides an outline of the services performed and/or provided by the Office of Public Information.

Deadlines for area weekly newspapers are Fridays at noon. However, information should be submitted to the Office of Public Information two weeks prior to an event and immediately following an event (no more than one week – seven days – after the event has taken place). Public Service Announcements (PSAs) are sent to newspapers, radio stations and television stations as deemed appropriate by Office of Public Information personnel. Public Service Announcements must also follow the two weeks in advance of an event deadline to receive proper coverage.

Revised 8-24-23

Special Events Coverage

Northeast's Office of Public Information strives to provide coverage of unique events on campus such as Fine Arts productions, the Region IV Science Fair, math/science tournaments and a myriad of other special events throughout the year at Northeast Mississippi Community College. Organizers should provide at least a two week notice for coverage of a special event. A form is provided in the college's SharePoint folder to help in scheduling such coverage. Requests should be made to the Office of Public Information using the appropriate form or by e-mail; not by telephone message or text message.

Requests for television coverage should be made as far in advance of an event as possible.

Revised: 8-24-23

Sports/Athletic Coverage

Sports press releases and radio/television public service announcements are distributed to all local and regional media. Following all Northeast athletic events, the Sports Information Director, Sports Information Specialist and/or their designee will report scores and statistics to the National Junior College Athletics Association (NJCAA), the Mississippi Association of Community College Conference and all media outlets in the college's five-county service area of Alcorn, Prentiss, Tippah, Tishomingo and Union counties as well as regional media outlets in Tupelo. Press releases are sent to hometown newspapers and media outlets of out-of-district and out-of-state athletes. Coaches are responsible for communicating effectively with the Sports Information Director, Sports Information Specialist and/or their designee about any changes or updates concerning each sporting event. Northeast's Office of Public Information handles disseminating any statistical information to the public. Information related to individual players such as outstanding performances is provided to the news media through the Office of Public Information by the Sports Information Director, Sports Information Specialist and/or their designee.

Revised: 8-24-23

College Photography

Photographs are made of student events, special award, sporting events, campus life and other happenings around campus to send to area media outlets for publicity purposes. Photographs of out-of-district and out-of-state students will be sent the student's appropriate media outlet.

At least three days' (72 hours) notice is needed for scheduling photographic services from the Office

of Public Information. Only requests for college-related activities will be accepted due to the number of events that the college hosts throughout the year.

For those needing to schedule photographs of students graduating from a program of study that requires a photograph for licensure examination applications, requests should come as early as possible but no less than five (5) working days prior to the postmark date on the application. *The entire class will be photographed on the same day at the same scheduled time to expedite the process.*

With the college embracing a 1:1 technology initiative and welcoming the iPad onto campus, instructors are encouraged to take photos of their off-campus field trips and class photos via the iPad and submit them to the Office of Public Information for dissemination.

Photographs taken by members of the Office of Public Information can be found at <http://nemcctigers.smugmug.com>

Revised: 8-24-23

Clearinghouse

All college materials and information generated for dissemination to the public should be channeled through the Office of Public Information for assistance with the communication process with the media and other public venues.

Revised: 8-24-23

Advertising

Advertising for Northeast Mississippi Community College is prepared and/or approved by members of the Office of Public Information, the Marketing and Public Relations Specialist and/or their designee. Divisions requesting advertising must first obtain approval from their division head and their respective vice president in the approval process.

Revised: 8-24-23

College Publications (commercial printing)

Northeast's Office of Public Information prides itself on assisting with copy writing, layout and design and the production of college materials for divisions, departments and unique events that the college may hold. The Office of Public Information will aid in arranging production details with respected printers. Divisions requesting commercial printing projects must first obtain approval from their division head and their respective vice president in the approval process.

Revised: 8-24-23

Special requests for publicity needs should be discussed with the 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 any time 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 Associate Vice President of Student Services.

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

Recruitment and Solicitation on Campus

Any person or agency may make a request to the Vice President of Student Services 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.

Weapons

- a) Northeast Mississippi Community College acknowledges that the possession of pistols, firearms, or other weapons on the college premises or at college functions by persons other than duly authorized enforcement officials creates an unreasonable and unwarranted risk of injury or death to college employees, students, visitors, and guests and further creates an unreasonable risk of damage to properties.
- b) Because of such dangers, Northeast Mississippi Community College Board of Trustees hereby prohibits the possession of pistols, firearms, or other weapons in any form by any person, including those who hold enhanced carry licenses, in areas where the general public is not allowed except:
 - Certified law enforcement officers employed by the college for official duty.
 - Certified law enforcement officers of other agencies who are on campus to perform their official duties.
 - Participants in official training activities which are conducted by the college and which requires a firearm as part of the instructional program (Reserve Officer Training, State Approved Enhanced Concealed Carry Training)
 - Employees of the college who meet qualifications determined by the President who need a firearm to carry out specific duties when assigned by the President, the Vice President of Student Services and/or Northeast Chief of Police.
- c) This prohibition includes weapons in vehicles on college premises. "College premises" does not include private business or the private residences of faculty or staff.
- d) State Statute extends protection to those who legally possess weapons inside their personal

- vehicle, provided that these are not brandished or displayed in a threatening manner.
- e) Northeast employees who hold enhanced carry licenses, as well as all other employees, are prohibited from possessing weapons on any and all Northeast campus or off-campus site.

Statutory

LEGAL REF.: 97-37-17

2013 WL 5975600 (Miss.A.G.)

Effective: 07-01-2018

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NORTHEAST

**PROCEDURES
MANUAL**

APPENDIX

2024-2025

Board Approved March 19, 2024

NORTHEAST MISSISSIPPI COMMUNITY COLLEGE**2024-2025 College Calendar****Fall Semester 2024**

March 19– August 16		Registration Day/Evening/E-Learning Classes
August 14	Wednesday	College In-Service (Offices Closed)
August 16	Friday	Extended Registration Hours (All Campuses, until 3:00pm)
August 19	Monday	Full Term Seated Classes Begin
September 2	Monday	Labor Day Holiday – (College Closed) Evening Classes Meet
September 20	Friday	Last Day to Apply for December Graduation
October 14-15	Monday-Tuesday	Fall Break
November 4-7	Monday-Thursday	Advising Week for Summer and Spring 2025
November 8	Friday	Priority Registration Day
November 25-29	Monday-Friday	Thanksgiving Holidays - (College Closed)
December 5	Thursday	Last Day of Full Term Seated Classes
December 9-12	Monday-Thursday	Final Exams for Full Term Seated Classes
December 12	Thursday	December Commencement Ceremony
December 16-19	Monday-Thursday	Administrative Offices Open
December 20-January 3	Friday-Monday	Winter Break – (College Closed)

Spring Semester 2025

November 8-January 10		Registration Day/Evening/E-Learning
January 6	Monday	Administrative Offices Open
January 10	Friday	Extended Registration Hours (All Campuses, until 3:00pm)
January 13	Monday	Full Term Seated Classes Begin
January 20	Monday	Martin Luther King, Jr. Holiday – (College Closed)
		Evening Classes Meet
February 7	Friday	Last Day to Apply for May Graduation
March 10-14	Monday-Friday	Spring Holidays - (College Closed)
Feb 17 – Mar 19	Monday-Thursday	Advising Month for Summer and Fall 2025
March 18	Tuesday	Priority Registration Day
April 18	Friday	Holiday - (College Closed)
May 1	Thursday	Last Day for Full Term Seated Classes
May 5-8	Monday-Thursday	Final Exams for Full Term Seated Classes
May 15-16	Thursday-Friday	76 th Annual Commencement Ceremonies

Summer Session 2025**First Term Summer 2025**

March 18-May 30		Summer I Registration Day/Evening Classes
June 2	Monday	Day/Evening Classes Begin
June 3	Tuesday	Last Day to Register Day/Evening Classes
June 26	Thursday	Last Regular Class Meeting – Day/Evening Classes
June 27	Friday	Final Exams – Day/Evening Classes

Second Term Summer 2025

March 18-July 3		Registration Day/Evening Classes
July 4	Tuesday	Independence Day Holiday - (College Closed)
July 7	Monday	Day/Evening Classes Begin
July 8	Tuesday	Last Day to Register Day/Evening Classes
July 31	Thursday	Last Regular Class Meeting – Day/Evening Classes
August 1	Friday	Final Exams – Day/Evening Classes

**HOLIDAY SCHEDULE
NON-INSTRUCTIONAL PERSONNEL**

2024-2025

(July 1, 2024 – June 30, 2025)

HOLIDAY	Begins	Resume Work	Total Days
Independence Day 2024	July 4	July 8	2
Labor Day	September 2	September 3	1
Fall Break	October 14	October 16	2
Thanksgiving Break	November 25	December 2	5
Winter Break	December 20	January 6	11
Holiday	January 20	January 21	1
Spring Holidays	March 10	March 17	5
Holiday	April 18	April 21	1
Memorial Day	May 26	May 27	1
Independence Day 2025	July 4	July 7	1

Exhibit C

CHECK DATE
July 31, 2024
August 30, 2024
September 30, 2024
October 31, 2024
November 21, 2024
December 19, 2024
January 31, 2025
February 28, 2025
March 31, 2025
April 30, 2025
May 30, 2025
June 30, 2025



Employee Name _____ Employee ID # _____

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:

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

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:

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

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:

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

OTHER _____

(List any other pertinent factor not previously considered)

COMMENTS:

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

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:

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

SUPERVISORY SKILLS

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

COMMENTS:

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

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:

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

III. OVERALL PERFORMANCE RATING

Total of All Ratings / Number of Applicable Factors Rated = _____

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 needs improvement or unsatisfactory, list development plan below for steps for improvements.

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

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.)

**To 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 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
2. Quality of Work	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
3. Quantity of Work	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
4. Planning/Organization	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
5. Interpersonal Skills	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
6. Communication	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
7. Initiative	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
8. Dependability	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
9. Customer Service	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
10. Leadership/Supervisory Skills/ Management Skills (if applicable)	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/> NA

Comments _____



NORTHEAST

MISSISSIPPI COMMUNITY COLLEGE

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.

Instructor-Specific Questions

1. The instructor presented course objectives and content in an organized manner.
2. The instructor demonstrated knowledge and enthusiasm in the subject.
3. The instructor encouraged student questions and participation.
4. The instructor provided useful feedback on assignments.
5. The instructor was helpful and responsive when I had difficulties or questions.
6. The instructor was a good representative of instruction in higher education.
7. Students are encouraged to learn independently and think critically.

Course-Specific Questions

1. Course requirements and instructor policies were clearly explained and followed.
2. I know more about this subject than I did prior to taking this course.
3. In comparison to other courses, the workload in this course was:
 - Much more than expected
 - More than expected
 - Same as expected
 - Less than expected
 - Much less than expected
4. On average, how many hours per week did you spend on this course outside of the normal class time (reviewing notes, assigned readings, writing papers, and/or any other course-related work)?
 - None outside of attending class
 - 30 minutes-1 hour outside of class
 - 1-2 hours outside of class
 - 2+ hours per week outside of class

Open-Ended Questions

1. Please identify what you consider to be the strengths of this course and its instructor.
2. Please identify anything you would change about this course.
3. Please identify advice you would give students considering taking this course.



NORTHWEST

MISSISSIPPI COMMUNITY COLLEGE

Administrative Evaluation of Teaching Personnel and Self-Evaluation

Employee Name _____ ID# _____

Division _____ Evaluation Period from (mm/yyyy) _____ to (mm/yyyy) _____

Date of Hire _____ Date of Last Classroom Observation _____

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 Needs Improvement. The form must be signed by the evaluator and the employee.

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

1. **Advanced** indicates consistent performance at a level higher than expected and exceeds the job requirements.
2. **Acceptable** indicates an acceptable level of performance on the job. Goals and performance standards have been accomplished and job requirements have been met.
3. **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.

Division Heads annually evaluate the performance of all full-time and part-time faculty within their division, using the following methods:

- Classroom Observation,
- Student Evaluation of Faculty (Course Evaluation),
- Self-Evaluation by Faculty,
- Annual Evaluation by Division Head, and
- Faculty Conference.

Before the Classroom Observation, the Division Head will discuss specific aspects of the class or teaching style on which the instructor would like to receive feedback.

Please note any details of the pre-observation conversation:

Administrative Review Classroom Observation Form

INSTRUCTOR		DATE			
COURSE & SECTION		DURATION OBSERVED			
OBSERVER		TYPE OF CLASS	LECTURE		LAB
INADEQUACIES OF ROOM/EQUIPMENT					

BEHAVIOR/METHOD	ADVANCED Pts: 5 or 4	ACCEPTABLE Pts: 3	NEEDS IMPROVEMENT Pts: 2 or 1	N/A	COMMENTS (ADDITIONAL COMMENTS MAY BE ADDED ON BACK OF FORM) Comment are required for items marked as Needs Improvement
Begins on Time					
Links to Bigger Picture					
Logical Content Sequence					
Effective Transitions					
Review Prior Classes					
Periodic Summaries					
Appropriate Examples					
Appropriate Visuals as Needed					
Voice Clear & Audible					
Active Learning/Encourages Participation					
Checks for Understanding					
Asks Questions					
Entertains Questions					
Encourages Critical Thinking					
Pacing Appropriate					
Sufficient Knowledge of Subject					
Material Current & Relevant to Course Objectives					
Utilizes Technology Appropriate to Course And Content					

Level of Performance	Advanced 5 -4; Acceptable 3; Needs Improvement 2-1		
I. COURSE MANAGEMENT	Self - Evaluation	Division Head Evaluation	Comments: Required for items marked as Needs Improvement
Instructor contact information posted			
Classroom conduct and academic dishonesty statements are clear			
Syllabus with course objectives/outcomes is posted			
Course grading system is defined			
Test/Quiz/Assignment grades are posted and updated in a timely manner			
Assessments are aligned to learning objectives & fairly & adequately measure student.			
Opportunities for instructor interaction & feedback are provided			
II. ADVISING	Self - Evaluation (Level of Performance)	Division Head Evaluation Faculty's Level of Performance	Comments: Required for items marked as Needs Improvement
Participates in orientation and priority registration			
Faculty schedule posted			
Provides advisees with current information			
Adequately reviews advisee records and checks on academic progress.			
Develops and maintains good advisee relationships			
III. OTHER DUTIES			
Attends and participates in required professional development (see attached documentation)			
Participates in other college activities			
Follows leave policy			
Meets classes regularly			
Maintains regular office hours			
Works cooperatively with colleagues			
Communicates effectively with college personnel			

Submits accurate midterm and final grades according to schedule			
Submits accurate records of attendance, withdrawals, and audit rolls according to schedule			
Handles student issues appropriately			
Assists with department duties as assigned (curriculum development/ revision, maintenance of supplies and equipment, etc.)			

- ☐ Student evaluations were reviewed. (This will include current academic year Fall term and prior academic year Spring term. Example: Spring/Fall 2018)

IV. FUTURE GROWTH PLAN:

Plan to achieve discussed and identified performance/professional goals or factors for the next academic year. Faculty member should complete before the final conference with Division Head.

Goals for Growth for Following School Year

- 1.
- 2.
- 3.

- ☐ Improvement Plan required. (If an Improvement Plan is required, attach Memo to this form.)

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.)

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.”



**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

Admin Council Chair _____ () Approved () Rejected

Date _____

* (Required prior to proposal being presented to the Administrative Council.)

Proposals approved by the Administrative Council will be submitted to the President's Cabinet.

BUDGET REVISION REQUEST

DIVISION _____

PROGRAM _____

Request to transfer from Fund _____ **Orgn** _____ **Acct** _____

To Fund _____ **Orgn** _____ **Acct** _____ **in the amount of \$** _____.

COMMENTS:

_____.

Requested by: _____

Date: _____

Approvals:

Division Head _____

Date: _____

Director of Finance & Operations _____ **Date** _____

President _____ **Date** _____

Print Form

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)
For Non-Exempt Personnel

Employee's Name _____

Employee ID number _____

DATE	TIME (AM/PM)	Overtime Time Begin	Overtime Time Ended	Hours Worked	Employee's Signature

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 _____

(total hours worked beyond forty times 1.5)

Explanation of need for Overtime Hours to be Worked: _____

Supervisor's Signature

Completed 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 _____

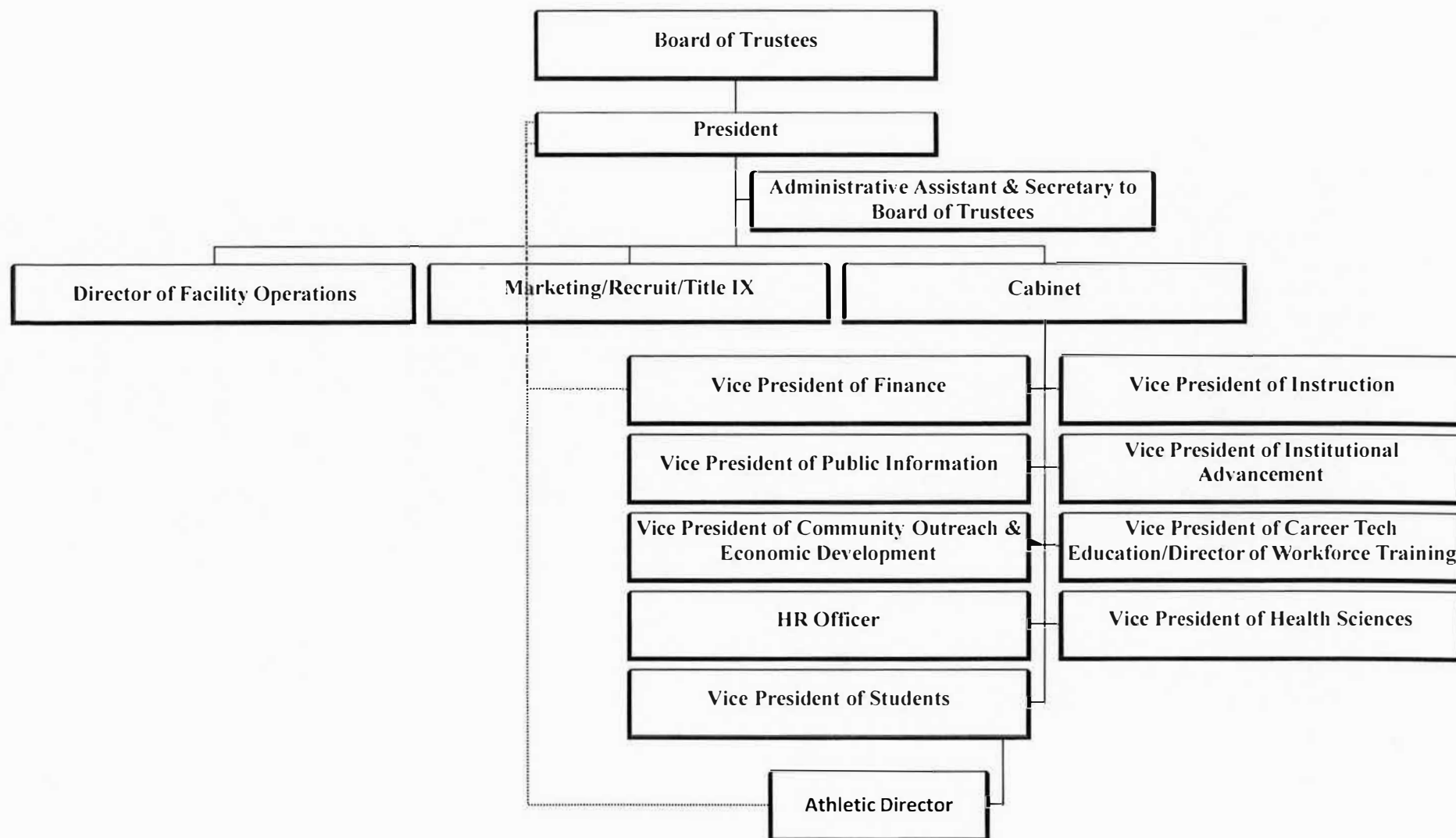
DATE _____

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.

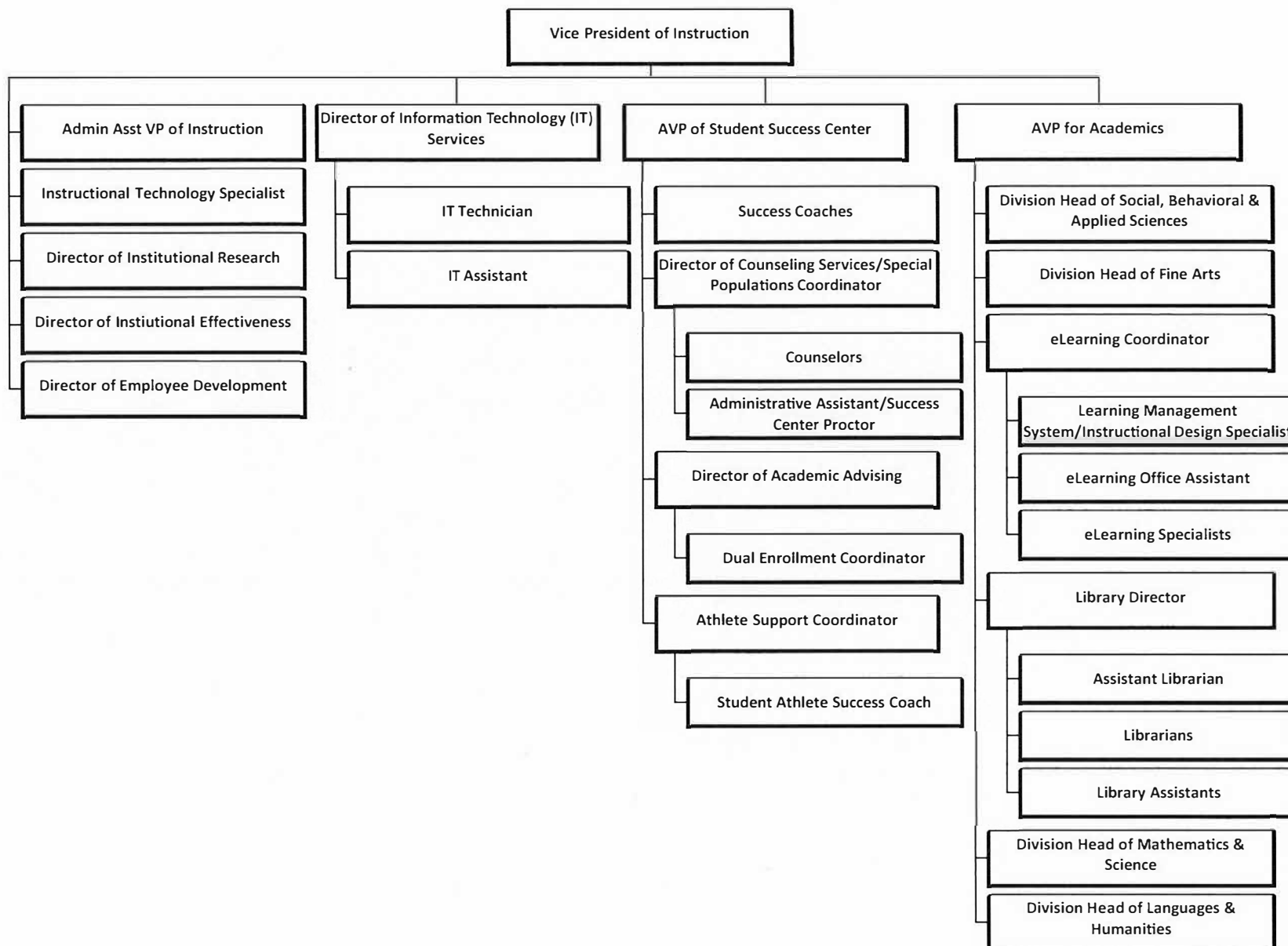


President



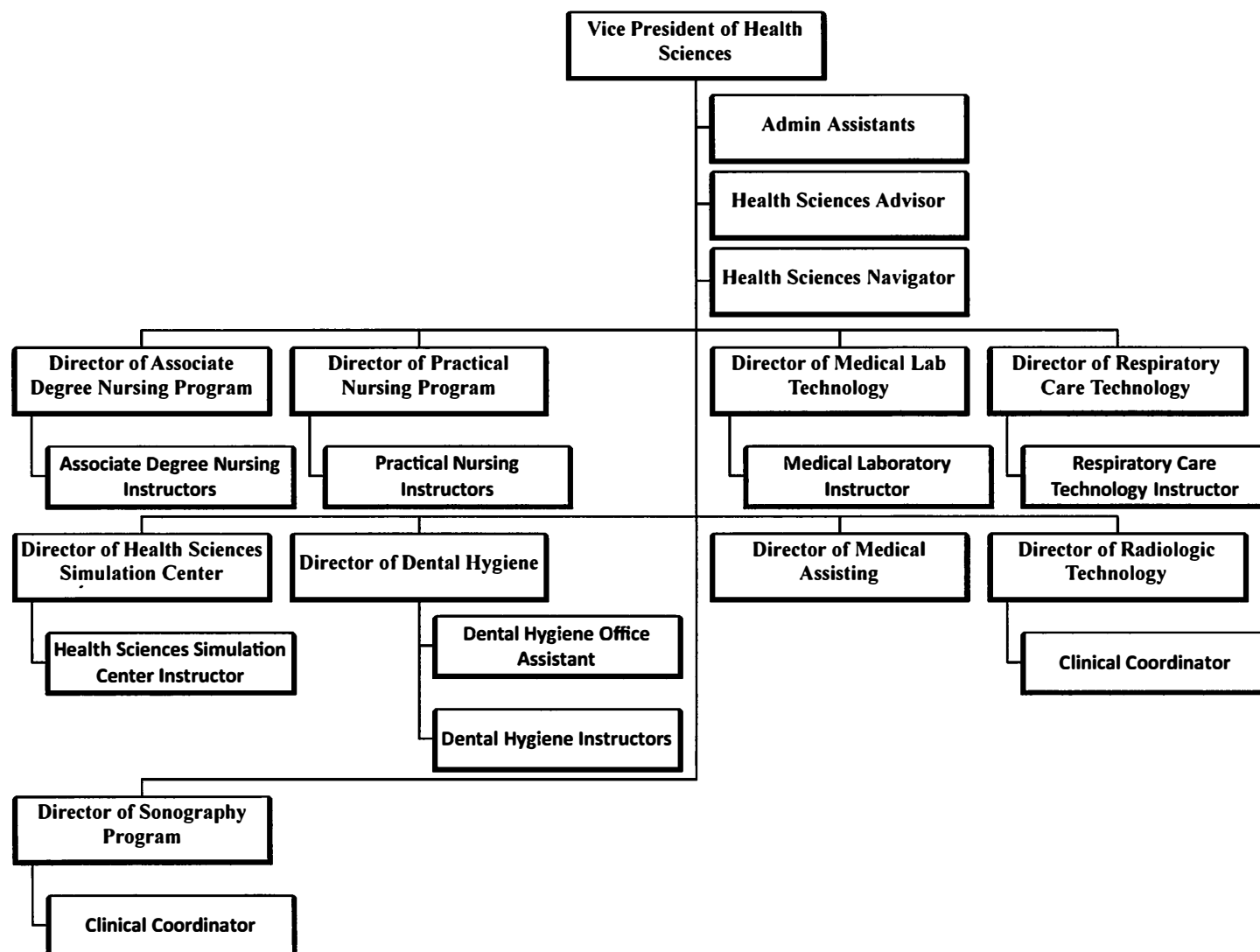


Instruction



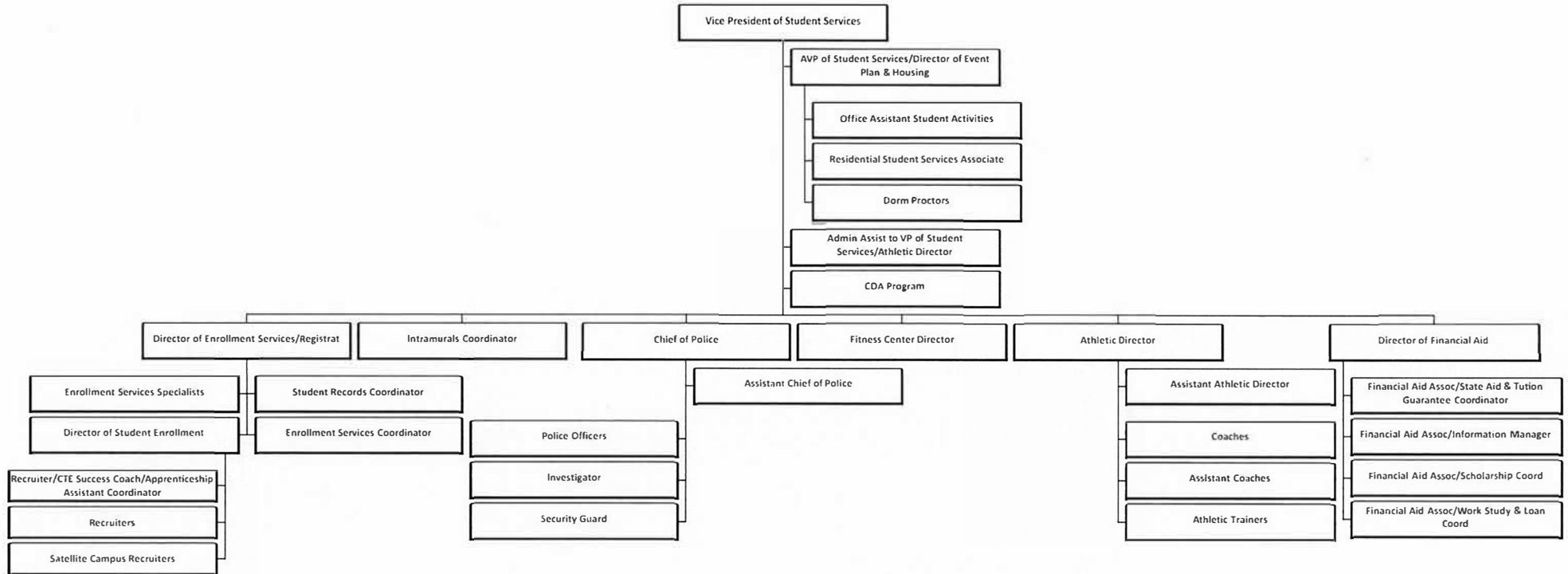


Health Sciences



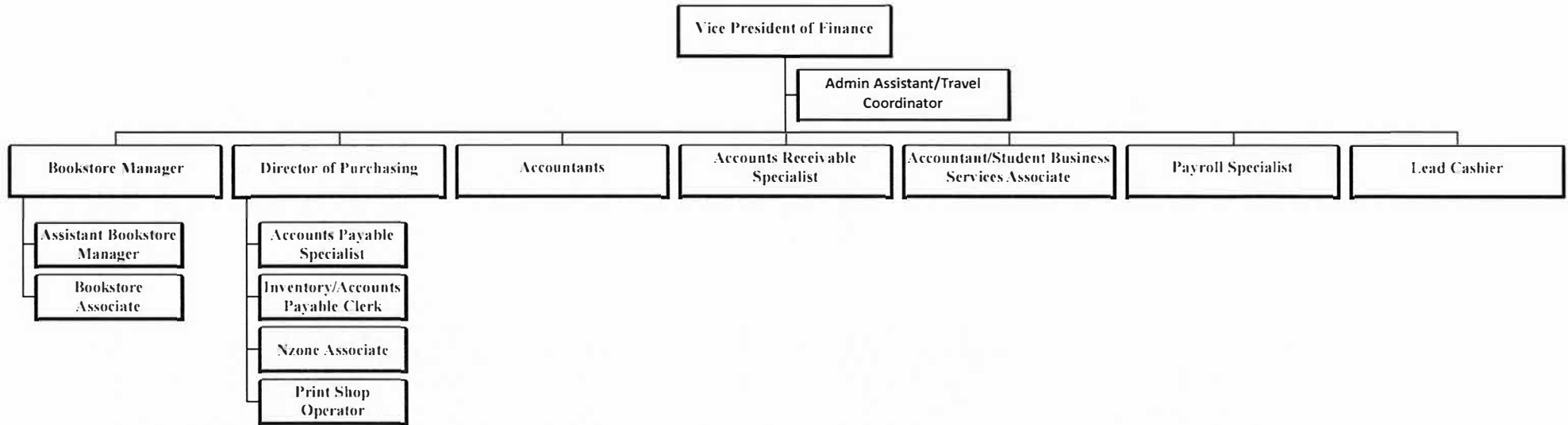


Student Services



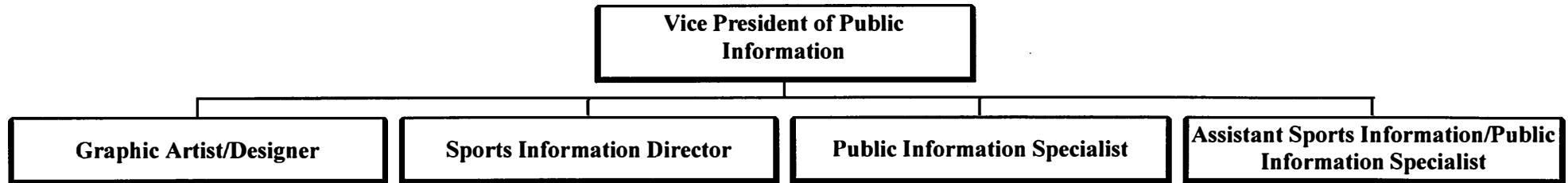


Finance



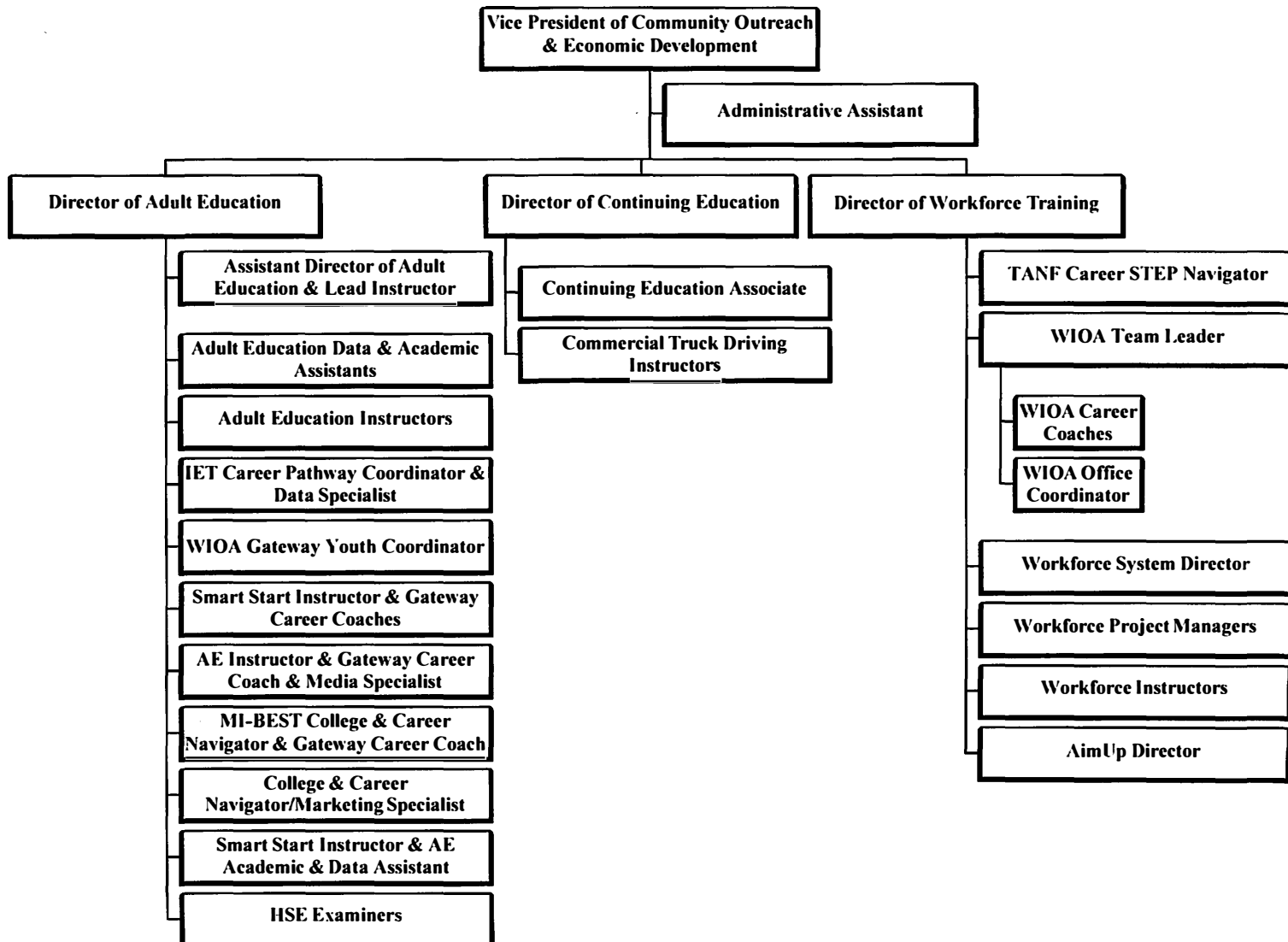


Public Information

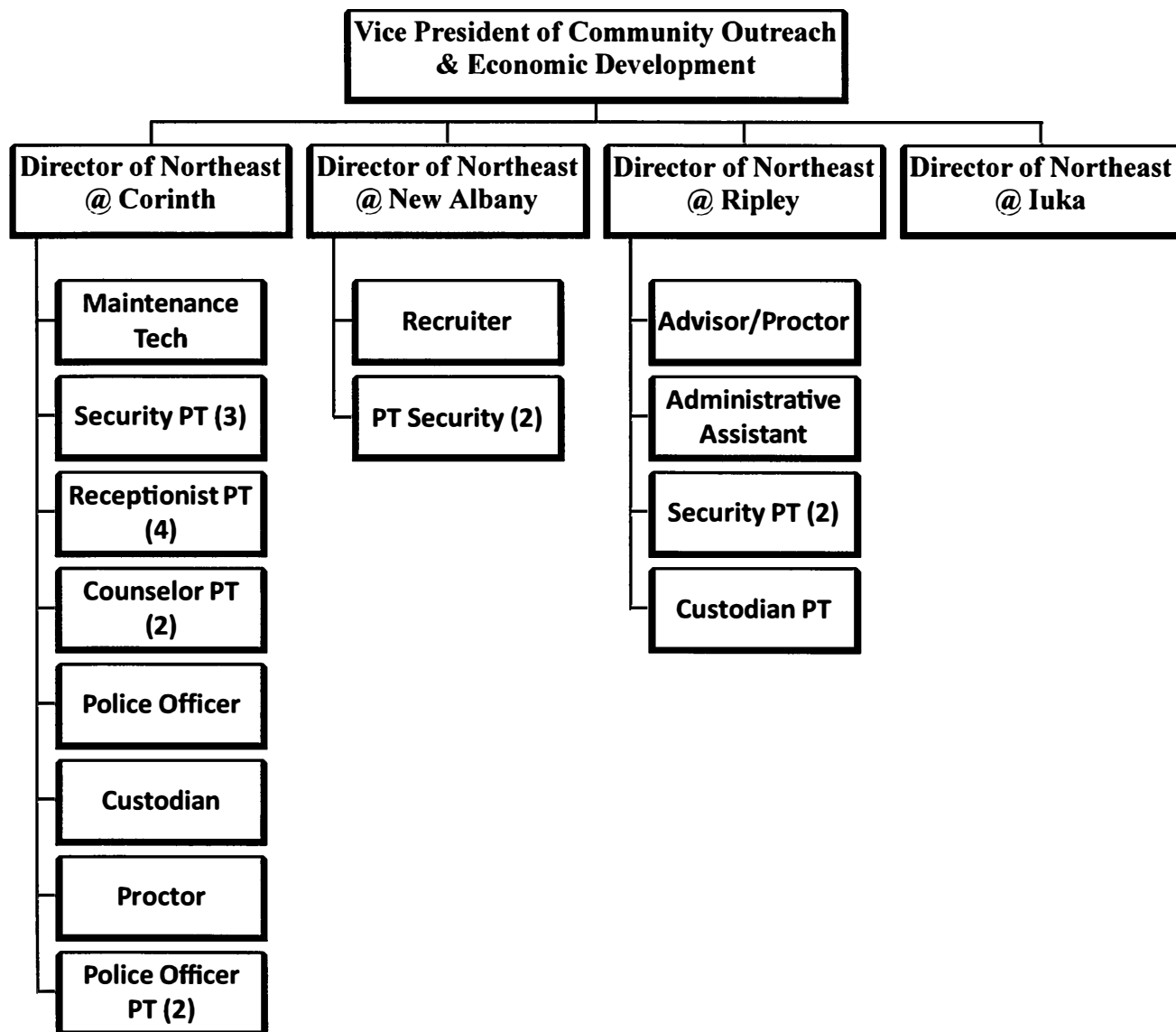




Community Outreach & Economic Development

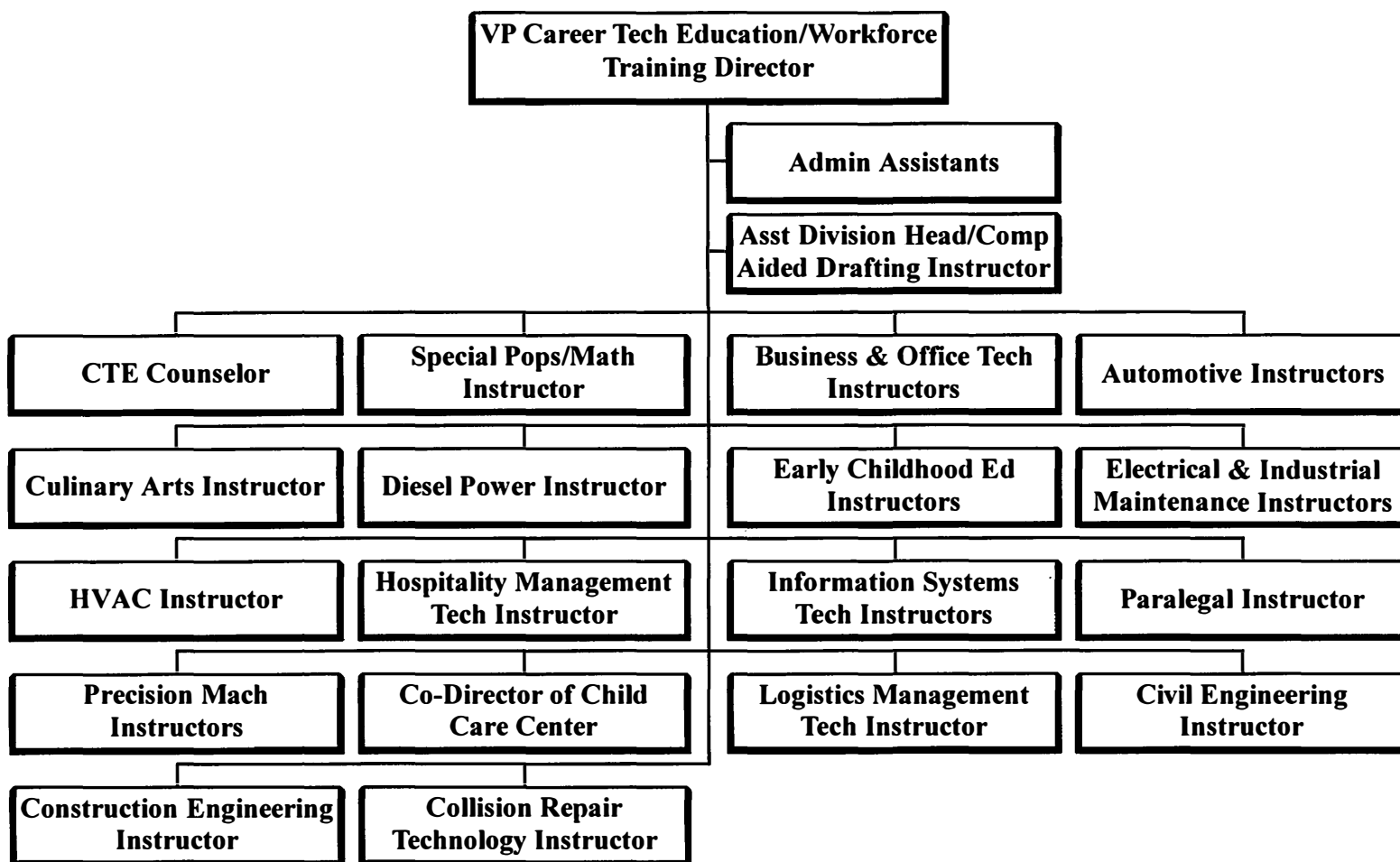


Satellite Campuses



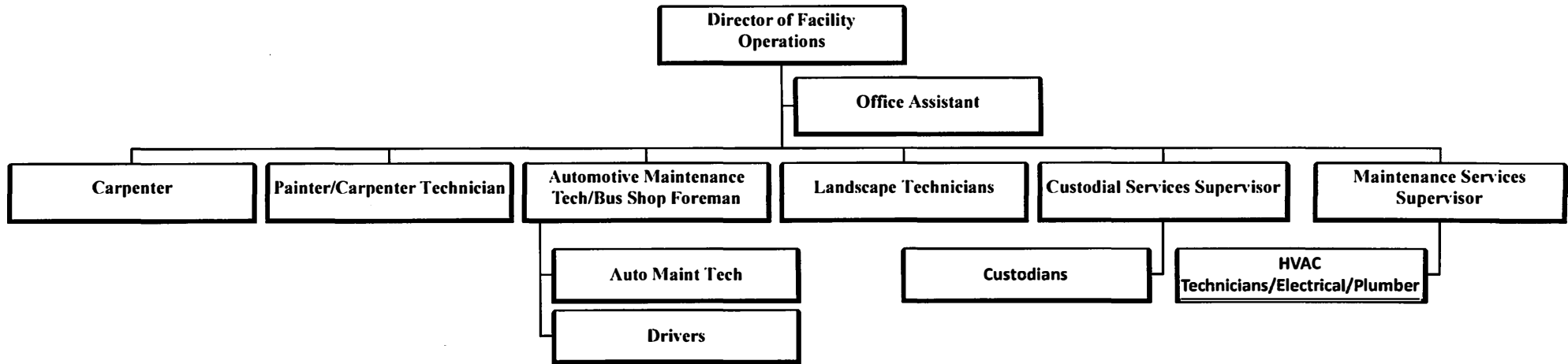


Career Technology Education



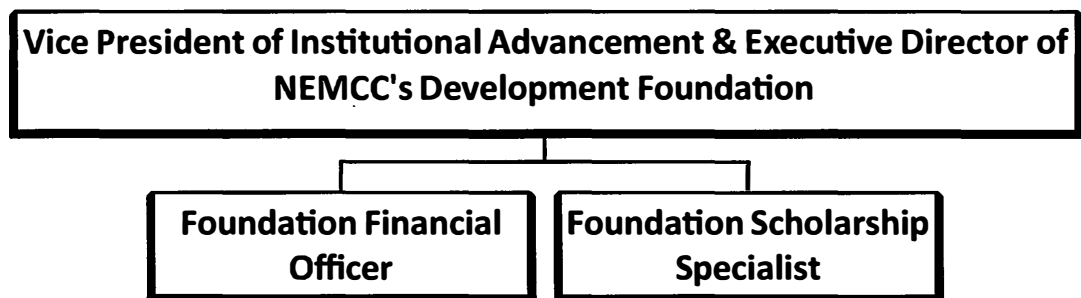


Facilities & Maintenance





Institutional Advancement & Development Foundation



Disabilities Application for Service - Formstack**Name**

ID #

Northeast Student Email

Your Phone

Date of Birth

Gender

Home Address

Do you live in a dorm?

Dorm Address

Classification

New Student

Are you a citizen of the United States?

Name of Last School Attended

Emergency Contact

Emergency Contact Phone

Type of Disability

When were you diagnosed with a disability?

Brief description of disability:

Brief description of how your disability affects a major life activity (Limitations imposed by disability):

Academic Strengths and Weaknesses:

Please describe the accommodations you believe you will need at Northeast Mississippi Community College:

List all medications you are currently taking, with side effects:

Are you a client of Vocational Rehabilitation (VR) Services?

Name of VR Counselor

Address of VR Counselor

Signature

Northeast Mississippi Community College
Disabilities Application Consent Form - Formstack

Name

ID Number

Date of Birth

**I hereby authorize NEMCC's Office of
Disability Accommodations to
communicate with the following:**

**Are there any communication
exclusions?**

Please list any exclusions:

**Signature of Student Requesting
Services:**

Signature of Witness:



NORTHEAST

MISSISSIPPI COMMUNITY COLLEGE

101 Cunningham Boulevard
Booneville, MS 38829
Phone: (662) 728-7751 Fax: (662) 728-1165

I, (print full name) _____, being age 18 or older, understand and agree that my use of any Northeast Mississippi Community College vehicle shall be exclusively for official business of the College. **I understand and agree that personal use of the College owned vehicle is strictly prohibited.** I agree to operate this vehicle in a safe, prudent and lawful manner at all times. Seat belts shall be worn by all vehicle occupants when the vehicle is in motion (I also agree to abide by this statement when operating a personal vehicle for valid college business purposes). I will not permit any other person to operate a college vehicle while it is in my control, unless the person is also an authorized user of college vehicles. I do truthfully state that I have a valid, non-conditional driver's license and that my privilege to drive is not currently under suspension. I grant permission to the College to verify my license information and motor vehicle driving record at any time during my employment and willingly offer my license information below. For drivers of the College's passenger buses, this authorization includes verification of my health card in addition to my license information.

I understand that falsifications or the use of a college owned vehicle not permitted by this agreement will result in disciplinary action and require me to assume the full legal and financial consequences of my actions.

Date of Birth: _____

License No.: _____ (If SSN, use last 4 digits)

State Issued: _____

Drivers Signature: _____

Date: _____

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	_____ Video
_____ Magazine	_____ Other Audiovisual Material
_____ Newspaper	_____ 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 _____

EVENT REQUEST FORM

Forward completed form and questions to Rod Coggin at (662) 720-7306 or rbccoggin@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 _____
☐ Auditorium _____
☐ Conference Room _____
☐ Coliseum _____
☐ Football Stadium _____
☐ Tennis Courts _____

- Holliday Hall:
☐ Multi-purpose Room
☐ Computer Lab
☐ Training Room
☐ Office

☐ 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 ☐ Easel ☐ 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

Additional audio needs: _____

Media (A/V) Services

- ☐ TV/DVD ☐ A/V Projector
☐ Projection screen ☐ Media table
☐ Overhead Projector ☐ Laptop

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 rbccoggin@nemcc.edu

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 Sodexho 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 Sodexho 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 USAGE BECAUSE OF POSSIBLE DAMAGE TO THE FACILITY.**

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: _____

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 this 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

Request of Leave for Off-Campus Study

Northeast Mississippi Community College

Complete this form and return it to the office of the Executive Vice President. Requests are subject to the approval and/or recommendation of the Executive Vice President and the President. For the complete procedure, see Leave for Off-Campus Study in Section 300 of the Northeast Procedures Manual. The maximum amount of leave shall be no more than six (6) weeks over a two-year period.

Name _____

NEMCC ID Number_____

Title_____

Department/Division_____

Date of Request_____

Dates of Requested Leave From (dd/mm/yy) _____
To (dd/mm/yy) _____

Detailed Description of Educational Purpose of Leave:

Person making request

Vice President of Instruction

President

In accordance with the Southern Association of Colleges and Schools (SACSCOC) 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:** ☐ (F/T) ☐ (P/T)
☐ Technical**Area:** ☐ Academic ☐ Career**Highest Degree Earned:****From:****Comments:****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:**

(Area 1) Course # # Hrs. Institution

(Area 2) Course # # Hrs. Institution

Total Hrs.:

Total Hrs.:

Original Transcript on File: ☐ (Yes) ☐ (No)**Date of Employment:****Date of last review of official documentation:**

I, _____, as the Chief Academic Officer of _____ 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 Human Resources office of this college.

Chief Academic Officer_____
Date

REQUEST FOR APPROVAL TO ENROLL IN
ADDITIONAL HOURS
TO ADVANCE TO A HIGHER STEP ON SALARY SCHEDULE

In order to receive salary credit for hours beyond last degree or to advance to a higher step on the salary schedule, the graduate hours are to be part of an approved program. I am requesting approval to enroll in additional hours as outlined in the attached program of study.

Name of Instructor_____

Degree Program_____

Instructor Signature

Date

☐

This request is approved to enroll in additional hours per the attached program of study.

☐

This request is not approved.

Comments:

Vice President of Instruction

Date

Faculty Job Description

The individual instructor is the key component in accomplishing the educational goals of the college. The instructor's attitude, personality, knowledge, skills, and motivation contribute to the creation of an effective learning environment. The three primary roles of the faculty are distributed across teaching, advising, and service/scholarship functions. The percentage of time spent in each role will vary based on the individual teaching assignment. The teaching, advising, and service/scholarship roles have core components that delineate specific responsibilities and attributes necessary for quality instruction. Some of these components are listed as follows.

TEACHING

In order to provide effective teaching, the faculty member will:

1. Consistently display knowledge of the subject matter commensurate with the requirements of the course being taught.
2. Regularly review and revise student goals, objectives, and course expectations; and ensure that these agree with published documents (syllabi, college catalog, etc.).
3. Communicate course goals and expectations to the students and assign grades on the basis of these expectations.
4. Maintain a classroom environment that is conducive to learning.
5. Prepare and administer relevant learning experiences, using a variety of instructional methods (lectures, discussions, illustrations, rehearsals, laboratory work, etc.) to encourage student participation and foster independent learning.
6. Construct and administer assessments and evaluations of student outcomes. The assessment results will be used to improve learning and the instructional process.
7. Encourage students and implement procedures that enhance retention.
8. Meet all classes regularly and promptly and manage student records (e.g., grades and attendance) for instructional and administrative use.
9. Maintain regular office hours and be available for individual student conferences.
10. Relate to students in a professional manner.
11. Continue professional development and education in their discipline and share their professional knowledge and expertise with other educators.
12. Help review and revise library holdings (both hard copy and electronic) in their area of expertise.

ADVISING

In order to advise students effectively, the faculty member will:

1. Provide advisees with current information regarding their particular program of study, including required coursework, degree requirements, transfer requirements, job placement, scholarships, and career opportunities.
2. Be available to advisees during posted conference periods or for scheduled appointments.
3. Review student academic records and learning history (ACT scores, transcripts, placement scores, learning problems, etc.) and use this information to help the student plan their curriculum and schedule their courses in order to complete the planned course of study.
4. Periodically review student academic progress and provide academic counseling and/or referral services for students who require academic intervention - (Student Success Center).
5. Show concern/patience in assisting students with unfamiliar tasks and maintain student confidentiality.
6. Maintain accurate records of student progress and implement procedures to enhance retention.
7. Assist with recruiting prospective students by letters, phone calls, etc.
8. Make students aware of college and professional clubs and organizations, particularly those that are related to their major.

SERVICE/SCHOLARSHIP

In order to fulfill the service/scholarship role, the faculty member may engage in some or all of the following activities:

Appendix W

- Participate in faculty, division, and college committee meetings.
- Sponsor and advise student organizations/clubs as needed.
- Keep abreast of current educational trends and innovations through professional development activities including conferences, workshops, and memberships in professional organizations.
- Evaluate and revise the instructional goals of the division and/or college in order to ensure continued educational progress and maintain accreditation of programs.
- Participate in faculty orientation, advisor meetings, recruitment/retention efforts; summer orientation, registration, and other college events.
- Pursue funding for special programs and/or innovations by writing grant proposals at the local, state, and federal level.
- Function as an effective NEMCC public relations representative to community, the local area high schools, and four-year educational institutions.
- Pursue scholarly activities and/or studies designed to enhance learning, instructional methods, and teaching philosophy in order to provide the most effective teaching for our students.
- Present and/or publish original research at professional conferences or in professional journals or books.

FACULTY SALARY SCHEDULE 2024-2025**2001 PLUS Schedule**

2001 Plus FY25

Effective July 1, 2024

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

STEP	Category I Bachelor's Degree or Equivalent					Category II Master's Degree					Category III Master's Degree + 30 Hours					Category IV Doctor's Degree				
	Value	Entry	Monthly	High Demand	Monthly	Value	Entry	Monthly	High Demand	Monthly	Value	Entry	Monthly	High Demand	Monthly	Value	Entry	Monthly	High Demand	Monthly
0		39,104	4,345	44,310	4,923		43,159	4,795	48,699	5,411		47,018	5,224	53,059	5,895		51,807	5,756	57,957	6,440
1	400	39,504	4,389	44,710	4,968	400	43,559	4,840	49,099	5,455	450	47,468	5,274	53,509	5,945	500	52,307	5,812	58,457	6,495
2	400	39,904	4,434	45,110	5,012	400	43,959	4,884	49,499	5,500	450	47,918	5,324	53,959	5,995	500	52,807	5,867	58,957	6,551
3	400	40,304	4,478	45,510	5,057	400	44,359	4,929	49,899	5,544	450	48,368	5,374	54,409	6,045	500	53,307	5,923	59,457	6,606
4	600	40,904	4,545	46,110	5,123	600	44,959	4,995	50,499	5,611	600	48,968	5,441	55,009	6,112	600	53,907	5,990	60,057	6,673
5	400	41,304	4,589	46,510	5,168	400	45,359	5,040	50,899	5,655	450	49,418	5,491	55,459	6,162	500	54,407	6,045	60,557	6,729
6	400	41,704	4,634	46,910	5,212	400	45,759	5,084	51,299	5,700	450	49,868	5,541	55,909	6,212	500	54,907	6,101	61,057	6,784
7	400	42,104	4,678	47,310	5,257	400	46,159	5,129	51,699	5,744	450	50,318	5,591	56,359	6,262	500	55,407	6,156	61,557	6,840
8	400	42,504	4,723	47,710	5,301	400	46,559	5,173	52,099	5,789	450	50,768	5,641	56,809	6,312	500	55,907	6,212	62,057	6,895
9	400	42,904	4,767	48,110	5,346	400	46,959	5,218	52,499	5,833	450	51,218	5,691	57,259	6,362	500	56,407	6,267	62,557	6,951
10	400	43,304	4,812	48,510	5,390	400	47,359	5,262	52,899	5,878	450	51,668	5,741	57,709	6,412	500	56,907	6,323	63,057	7,006
11	400	43,704	4,856	48,910	5,434	400	47,759	5,307	53,299	5,922	450	52,118	5,791	58,159	6,462	500	57,407	6,379	63,557	7,062
12	400	44,104	4,900	49,310	5,479	400	48,159	5,351	53,699	5,967	450	52,568	5,841	58,609	6,512	500	57,907	6,434	64,057	7,117
13	400	44,504	4,945	49,710	5,523	400	48,559	5,395	54,099	6,011	450	53,018	5,891	59,059	6,562	500	58,407	6,490	64,557	7,173
14	400	44,904	4,989	50,110	5,568	400	48,959	5,440	54,499	6,055	450	53,468	5,941	59,509	6,612	500	58,907	6,545	65,057	7,229
15	400	45,304	5,034	50,510	5,612	400	49,359	5,484	54,899	6,100	450	53,918	5,991	59,959	6,662	500	59,407	6,601	65,557	7,284
16	400	45,704	5,078	50,910	5,657	400	49,759	5,529	55,299	6,144	450	54,368	6,041	60,409	6,712	500	59,907	6,656	66,057	7,340
17	400	46,104	5,123	51,310	5,701	400	50,159	5,573	55,699	6,189	450	54,818	6,091	60,859	6,762	500	60,407	6,712	66,557	7,395
18	400	46,504	5,167	51,710	5,746	400	50,559	5,618	56,099	6,233	450	55,268	6,141	61,309	6,812	500	60,907	6,767	67,057	7,451
19	400	46,904	5,212	52,110	5,790	400	50,959	5,662	56,499	6,278	450	55,718	6,191	61,759	6,862	500	61,407	6,823	67,557	7,506
20	400	47,304	5,256	52,510	5,834	400	51,359	5,707	56,899	6,322	450	56,168	6,241	62,209	6,912	500	61,907	6,879	68,057	7,562
21	400	47,704	5,300	52,910	5,879	400	51,759	5,751	57,299	6,367	450	56,618	6,291	62,659	6,962	500	62,407	6,934	68,557	7,617
22	400	48,104	5,345	53,310	5,923	400	52,159	5,795	57,699	6,411	450	57,068	6,341	63,109	7,012	500	62,907	6,990	69,057	7,673
23	400	48,504	5,389	53,710	5,968	400	52,559	5,840	58,099	6,455	450	57,518	6,391	63,559	7,062	500	63,407	7,045	69,557	7,729
24	400	48,904	5,434	54,110	6,012	400	52,959	5,884	58,499	6,500	450	57,968	6,441	64,009	7,112	500	63,907	7,101	70,057	7,784
25	400	49,304	5,478	54,510	6,057	400	53,359	5,929	58,899	6,544	450	58,418	6,491	64,459	7,162	500	64,407	7,156	70,557	7,840
26	400	49,704	5,523	54,910	6,101	400	53,759	5,973	59,299	6,589	450	58,868	6,541	64,909	7,212	500	64,907	7,212	71,057	7,895
27	400	50,104	5,567	55,310	6,146	400	54,159	6,018	59,699	6,633	450	59,318	6,591	65,359	7,262	500	65,407	7,267	71,557	7,951
28	400	50,504	5,612	55,710	6,190	400	54,559	6,062	60,099	6,678	450	59,768	6,641	65,809	7,312	500	65,907	7,323	72,057	8,006
29	400	50,904	5,656	56,110	6,234	400	54,959	6,107	60,499	6,722	450	60,218	6,691	66,259	7,362	500	66,407	7,379	72,557	8,062
30	400	51,304	5,700	56,510	6,279	400	55,359	6,151	60,899	6,767	450	60,668	6,741	66,709	7,412	500	66,907	7,434	73,057	8,117

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: 30

Value of each Step (based on a 9 month contract) --

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

\$600 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 scale will be determined in the President's office at the point of hire

Hours Beyond Degree -- \$250 for each 3 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).

Nursing Faculty -- Add \$10,500 supplement to the above annual amounts

FACULTY SALARY SCHEDULE 2024-2025**2001 PLUS Schedule**

Faculty Salary Schedule of Hires Effective Fall 2001 or Later (10-Month Contract)

STEP	Category I Bachelor's Degree or Equivalent				Category II Master's Degree				Category III Master's Degree + 30 Hours				Category IV Doctorate Degree			
	Entry	Monthly	High Demand	Monthly	Entry	Monthly	High Demand	Monthly	Entry	Monthly	High Demand	Monthly	Entry	Monthly	High Demand	Monthly
0	43,391	4,339	49,170	4,917	47,894	4,789	54,051	5,405	52,179	5,218	58,900	5,890	57,504	5,750	64,333	6,433
1	43,831	4,383	49,620	4,962	48,344	4,834	54,491	5,449	52,679	5,268	59,400	5,940	58,054	5,805	64,893	6,489
2	44,281	4,428	50,060	5,006	48,784	4,878	54,941	5,494	53,179	5,318	59,900	5,990	58,614	5,861	65,443	6,544
3	44,721	4,472	50,510	5,051	49,224	4,922	55,381	5,538	53,679	5,368	60,400	6,040	59,174	5,917	66,003	6,600
4	45,391	4,539	51,170	5,117	49,894	4,989	56,051	5,605	54,349	5,435	61,060	6,106	59,834	5,983	66,673	6,667
5	45,831	4,583	51,620	5,162	50,344	5,034	56,491	5,649	54,849	5,485	61,560	6,156	60,394	6,039	67,223	6,722
6	46,281	4,628	52,060	5,206	50,784	5,078	56,941	5,694	55,349	5,535	62,060	6,206	60,944	6,094	67,783	6,778
7	46,721	4,672	52,510	5,251	51,224	5,122	57,381	5,738	55,849	5,585	62,560	6,256	61,504	6,150	68,333	6,833
8	47,171	4,717	52,950	5,295	51,674	5,167	57,831	5,783	56,349	5,635	63,060	6,306	62,054	6,205	68,893	6,889
9	47,611	4,761	53,400	5,340	52,114	5,211	58,271	5,827	56,849	5,685	63,560	6,356	62,614	6,261	69,443	6,944
10	48,051	4,805	53,840	5,384	52,564	5,256	58,721	5,872	57,349	5,735	64,060	6,406	63,174	6,317	70,003	7,000
11	48,501	4,850	54,280	5,428	53,004	5,300	59,161	5,916	57,849	5,785	64,560	6,456	63,724	6,372	70,563	7,056
12	48,941	4,894	54,730	5,473	53,454	5,345	59,601	5,960	58,349	5,835	65,060	6,506	64,284	6,428	71,113	7,111
13	49,391	4,939	55,170	5,517	53,894	5,389	60,051	6,005	58,849	5,885	65,560	6,556	64,834	6,483	71,673	7,167
14	49,831	4,983	55,620	5,562	54,344	5,434	60,491	6,049	59,349	5,935	66,060	6,606	65,394	6,539	72,223	7,222
15	50,281	5,028	56,060	5,606	54,784	5,478	60,941	6,094	59,849	5,985	66,560	6,656	65,944	6,594	72,783	7,278
16	50,721	5,072	56,510	5,651	55,224	5,522	61,381	6,138	60,349	6,035	67,060	6,706	66,504	6,650	73,333	7,333
17	51,171	5,117	56,950	5,695	55,674	5,567	61,831	6,183	60,849	6,085	67,560	6,756	67,054	6,705	73,893	7,389
18	51,611	5,161	57,400	5,740	56,114	5,611	62,271	6,227	61,349	6,135	68,060	6,806	67,614	6,761	74,443	7,444
19	52,051	5,205	57,840	5,784	56,564	5,656	62,721	6,272	61,849	6,185	68,560	6,856	68,174	6,817	75,003	7,500
20	52,501	5,250	58,280	5,828	57,004	5,700	63,161	6,316	62,349	6,235	69,060	6,906	68,724	6,872	75,563	7,556
21	52,941	5,294	58,730	5,873	57,454	5,745	63,601	6,360	62,849	6,285	69,560	6,956	69,284	6,928	76,113	7,611
22	53,391	5,339	59,170	5,917	57,894	5,789	64,051	6,405	63,349	6,335	70,060	7,006	69,834	6,983	76,673	7,667
23	53,831	5,383	59,620	5,962	58,344	5,834	64,491	6,449	63,849	6,385	70,560	7,056	70,394	7,039	77,223	7,722
24	54,281	5,428	60,060	6,006	58,784	5,878	64,941	6,494	64,349	6,435	71,060	7,106	70,944	7,094	77,783	7,778
25	54,721	5,472	60,510	6,051	59,224	5,922	65,381	6,538	64,849	6,485	71,560	7,156	71,504	7,150	78,333	7,833
26	55,171	5,517	60,950	6,095	59,674	5,967	65,831	6,583	65,349	6,535	72,060	7,206	72,054	7,205	78,893	7,889
27	55,611	5,561	61,400	6,140	60,114	6,011	66,271	6,627	65,849	6,585	72,560	7,256	72,614	7,261	79,443	7,944
28	56,051	5,605	61,840	6,184	60,564	6,056	66,721	6,672	66,349	6,635	73,060	7,306	73,174	7,317	80,003	8,000
29	56,501	5,650	62,280	6,228	61,004	6,100	67,161	6,716	66,849	6,685	73,560	7,356	73,724	7,372	80,563	8,056
30	56,941	5,694	62,730	6,970	61,454	6,828	67,601	7,511	67,349	7,483	74,060	8,229	74,284	8,254	81,113	8,111

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: 30

Value of each Step (based on a 9 month contract) --

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

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\$600 for the fourth year at Northeast

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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 scale will be determined in the President's office at the point of hire

Hours Beyond Degree -- \$250 for each 3 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).

Nursing Faculty -- Add \$10,500 supplement to the above annual amounts

FACULTY SALARY SCHEDULE 2024-2025**2001 PLUS Schedule****Faculty Salary Schedule of Hires Effective Fall 2001 or Later (11-Month Contract)**2001 Plus FY25
Effective July 1, 2024

STEP	Category I Bachelor's Degree or Equivalent				Category II Master's Degree				Category III Master's Degree + 30 Hours				Category IV Doctorate Degree			
	Entry	Monthly	High Demand	Monthly	Entry	Monthly	High Demand	Monthly	Entry	Monthly	High Demand	Monthly	Entry	Monthly	High Demand	Monthly
0	47,675	4,334	54,033	4,912	52,628	4,784	59,403	5,400	57,342	5,213	64,735	5,885	63,200	5,745	70,713	6,428
1	48,159	4,378	54,528	4,957	53,123	4,829	59,887	5,444	57,892	5,263	65,285	5,935	63,805	5,800	71,329	6,484
2	48,654	4,423	55,012	5,001	53,607	4,873	60,382	5,489	58,442	5,313	65,835	5,985	64,421	5,856	71,934	6,539
3	49,138	4,467	55,507	5,046	54,091	4,917	60,866	5,533	58,992	5,363	66,385	6,035	65,037	5,912	72,550	6,595
4	49,875	4,534	56,233	5,112	54,828	4,984	61,603	5,600	59,729	5,430	67,111	6,101	65,763	5,978	73,287	6,662
5	50,359	4,578	56,728	5,157	55,323	5,029	62,087	5,644	60,279	5,480	67,661	6,151	66,379	6,034	73,892	6,717
6	50,854	4,623	57,212	5,201	55,807	5,073	62,582	5,689	60,829	5,530	68,211	6,201	66,984	6,089	74,508	6,773
7	51,338	4,667	57,707	5,246	56,291	5,117	63,066	5,733	61,379	5,580	68,761	6,251	67,600	6,145	75,113	6,828
8	51,833	4,712	58,191	5,290	56,786	5,162	63,561	5,778	61,929	5,630	69,311	6,301	68,205	6,200	75,729	6,884
9	52,317	4,756	58,686	5,335	57,270	5,206	64,045	5,822	62,479	5,680	69,861	6,351	68,821	6,256	76,334	6,939
10	52,801	4,800	59,170	5,379	57,765	5,251	64,540	5,867	63,029	5,730	70,411	6,401	69,437	6,312	76,950	6,995
11	53,296	4,845	59,654	5,423	58,249	5,295	65,024	5,911	63,579	5,780	70,961	6,451	70,042	6,367	77,566	7,051
12	53,780	4,889	60,149	5,468	58,744	5,340	65,508	5,955	64,129	5,830	71,511	6,501	70,658	6,423	78,171	7,106
13	54,275	4,934	60,633	5,512	59,228	5,384	66,003	6,000	64,679	5,880	72,061	6,551	71,263	6,478	78,787	7,162
14	54,759	4,978	61,128	5,557	59,723	5,429	66,487	6,044	65,229	5,930	72,611	6,601	71,879	6,534	79,392	7,217
15	55,254	5,023	61,612	5,601	60,207	5,473	66,982	6,089	65,779	5,980	73,161	6,651	72,484	6,589	80,008	7,273
16	55,738	5,067	62,107	5,646	60,691	5,517	67,466	6,133	66,329	6,030	73,711	6,701	73,100	6,645	80,613	7,328
17	56,233	5,112	62,591	5,690	61,186	5,562	67,961	6,178	66,879	6,080	74,261	6,751	73,705	6,700	81,229	7,384
18	56,717	5,156	63,086	5,735	61,670	5,606	68,445	6,222	67,429	6,130	74,811	6,801	74,321	6,756	81,834	7,439
19	57,201	5,200	63,570	5,779	62,165	5,651	68,940	6,267	67,979	6,180	75,361	6,851	74,937	6,812	82,450	7,495
20	57,696	5,245	64,054	5,823	62,649	5,695	69,424	6,311	68,529	6,230	75,911	6,901	75,542	6,867	83,066	7,551
21	58,180	5,289	64,549	5,868	63,144	5,740	69,908	6,355	69,079	6,280	76,461	6,951	76,158	6,923	83,671	7,606
22	58,675	5,334	65,033	5,912	63,628	5,784	70,403	6,400	69,629	6,330	77,011	7,001	76,763	6,978	84,287	7,662
23	59,159	5,378	65,528	5,957	64,123	5,829	70,887	6,444	70,179	6,380	77,561	7,051	77,379	7,034	84,892	7,717
24	59,654	5,423	66,012	6,001	64,607	5,873	71,382	6,489	70,729	6,430	78,111	7,101	77,984	7,089	85,508	7,773
25	60,138	5,467	66,507	6,046	65,091	5,917	71,866	6,533	71,279	6,480	78,661	7,151	78,600	7,145	86,113	7,828
26	60,633	5,512	66,991	6,090	65,586	5,962	72,361	6,578	71,829	6,530	79,211	7,201	79,205	7,200	86,729	7,884
27	61,117	5,556	67,486	6,135	66,070	6,006	72,845	6,622	72,379	6,580	79,761	7,251	79,821	7,256	87,334	7,939
28	61,601	5,600	67,970	6,179	66,565	6,051	73,340	6,667	72,929	6,630	80,311	7,301	80,437	7,312	87,950	7,995
29	62,096	5,645	68,454	6,223	67,049	6,095	73,824	6,711	73,479	6,680	80,861	7,351	81,042	7,367	88,566	8,051
30	62,580	5,689	68,949	6,268	67,544	6,140	74,308	6,755	74,029	6,730	81,411	7,401	81,658	7,423	89,171	8,106

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: 30

Value of each Step (based on a 9 month contract) --

- 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
- \$600 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 scale will be determined in the President's office at the point of hire

Hours Beyond Degree -- \$250 for each 3 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).

Nursing Faculty -- Add \$10,500 supplement to the above annual amounts

FACULTY SALARY SCHEDULE 2024-2025**2001 PLUS Schedule****Faculty Salary Schedule of Hires Effective Fall 2001 or Later (12-Month Contract)**

STEP	Category I Bachelor's Degree or Equivalent				Category II Master's Degree				Category III Master's Degree + 30 Hours				Category IV Doctorate Degree			
	Entry	Monthly	High Demand	Monthly	Entry	Monthly	High Demand	Monthly	Entry	Monthly	High Demand	Monthly	Entry	Monthly	High Demand	Monthly
0	51,961	4,330	58,896	4,908	57,364	4,780	64,754	5,396	62,508	5,209	70,573	5,881	68,897	5,741	77,092	6,424
1	52,489	4,374	59,436	4,953	57,904	4,825	65,282	5,440	63,108	5,259	71,173	5,931	69,557	5,796	77,764	6,480
2	53,029	4,419	59,964	4,997	58,432	4,869	65,822	5,485	63,708	5,309	71,773	5,981	70,229	5,852	78,424	6,535
3	53,557	4,463	60,504	5,042	58,960	4,913	66,350	5,529	64,308	5,359	72,373	6,031	70,901	5,908	79,096	6,591
4	54,361	4,530	61,296	5,108	59,764	4,980	67,154	5,596	65,112	5,426	73,165	6,097	71,693	5,974	79,900	6,658
5	54,889	4,574	61,836	5,153	60,304	5,025	67,682	5,640	65,712	5,476	73,765	6,147	72,365	6,030	80,560	6,713
6	55,429	4,619	62,364	5,197	60,832	5,069	68,222	5,685	66,312	5,526	74,365	6,197	73,025	6,085	81,232	6,769
7	55,957	4,663	62,904	5,242	61,360	5,113	68,750	5,729	66,912	5,576	74,965	6,247	73,697	6,141	81,892	6,824
8	56,497	4,708	63,432	5,286	61,900	5,158	69,290	5,774	67,512	5,626	75,565	6,297	74,357	6,196	82,564	6,880
9	57,025	4,752	63,972	5,331	62,428	5,202	69,818	5,818	68,112	5,676	76,165	6,347	75,029	6,252	83,224	6,935
10	57,553	4,796	64,500	5,375	62,968	5,247	70,358	5,863	68,712	5,726	76,765	6,397	75,701	6,308	83,896	6,991
11	58,093	4,841	65,028	5,419	63,496	5,291	70,886	5,907	69,312	5,776	77,365	6,447	76,361	6,363	84,568	7,047
12	58,621	4,885	65,568	5,464	64,036	5,336	71,414	5,951	69,912	5,826	77,965	6,497	77,033	6,419	85,228	7,102
13	59,161	4,930	66,096	5,508	64,564	5,380	71,954	5,996	70,512	5,876	78,565	6,547	77,693	6,474	85,900	7,158
14	59,689	4,974	66,636	5,553	65,104	5,425	72,482	6,040	71,112	5,926	79,165	6,597	78,365	6,530	86,560	7,213
15	60,229	5,019	67,164	5,597	65,632	5,469	73,022	6,085	71,712	5,976	79,765	6,647	79,025	6,585	87,232	7,269
16	60,757	5,063	67,704	5,642	66,160	5,513	73,550	6,129	72,312	6,026	80,365	6,697	79,697	6,641	87,892	7,324
17	61,297	5,108	68,232	5,686	66,700	5,558	74,090	6,174	72,912	6,076	80,965	6,747	80,357	6,696	88,565	7,380
18	61,825	5,152	68,772	5,731	67,228	5,602	74,618	6,218	73,512	6,126	81,565	6,797	81,029	6,752	89,224	7,435
19	62,353	5,196	69,300	5,775	67,768	5,647	75,158	6,263	74,112	6,176	82,165	6,847	81,701	6,808	89,896	7,491
20	62,893	5,241	69,828	5,819	68,296	5,691	75,686	6,307	74,712	6,226	82,765	6,897	82,361	6,863	90,568	7,547
21	63,421	5,285	70,368	5,864	68,836	5,736	76,214	6,351	75,312	6,276	83,365	6,947	83,033	6,919	91,228	7,602
22	63,961	5,330	70,896	5,908	69,364	5,780	76,754	6,396	75,912	6,326	83,965	6,997	83,693	6,974	91,900	7,658
23	64,489	5,374	71,436	5,953	69,904	5,825	77,282	6,440	76,512	6,376	84,565	7,047	84,365	7,030	92,560	7,713
24	65,029	5,419	71,964	5,997	70,432	5,869	77,822	6,485	77,112	6,426	85,165	7,097	85,025	7,085	93,232	7,769
25	65,557	5,463	72,504	6,042	70,960	5,913	78,350	6,529	77,712	6,476	85,765	7,147	85,697	7,141	93,892	7,824
26	66,097	5,508	73,032	6,086	71,500	5,958	78,890	6,574	78,312	6,526	86,365	7,197	86,357	7,196	94,564	7,880
27	66,625	5,552	73,572	6,131	72,028	6,002	79,418	6,618	78,912	6,576	86,965	7,247	87,029	7,252	95,224	7,935
28	67,153	5,596	74,100	6,175	72,568	6,047	79,958	6,663	79,512	6,626	87,565	7,297	87,701	7,308	95,896	7,991
29	67,693	5,641	74,628	6,219	73,096	6,091	80,486	6,707	80,112	6,676	88,165	7,347	88,361	7,363	96,568	8,047
30	68,221	5,685	75,168	6,264	73,636	6,136	81,014	6,751	80,712	6,726	88,765	7,397	89,033	7,419	97,228	8,102

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