

MISSISSIPPI COMMUNITY COLLEGE BOARD



Policies and Procedures Manual

Updated January 20, 2012

POLICIES AND PROCEDURES

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SECTION 1

BOARD OPERATIONS

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

POLICIES AND PROCEDURES MANUAL

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

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

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

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

ESTABLISHMENT OF THE BOARD

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

- (1) From and after July 1, 1986, there shall be a Mississippi Community College Board which shall receive and distribute funds appropriated by the Legislature for the use of the public community and junior colleges and funds from federal and other sources that are transmitted through the state governmental organization for use by said colleges. This board shall provide general coordination of the public community and junior colleges, assemble reports and such other duties as may be prescribed by law.
- (2) The board shall consist of ten (10) members of which none shall be an elected official and none shall be engaged in the educational profession. The Governor shall appoint two (2) members from the First Mississippi Congressional District, and one (1) who shall serve an initial term of two (2) years; and one (1) who shall serve an initial term of (5) years; two (2) members from the Second Mississippi Congressional District, one (1) who shall serve an initial term of five (5) years and one (1) who shall serve an initial term of three years; and two (2) members from the Third Mississippi Congressional District, one (1) who shall serve an initial term of four (4) years and one (1) who shall serve an initial term of two (2) years; two (2) members from the Fourth Mississippi Congressional District, one (1) who shall serve an initial term of three (3) years and one (1) who shall serve an initial term of four (4) years; and two (2) members from the Fifth Mississippi Congressional District, one (1) who shall serve an initial term of five (5) years and one (1) who shall serve an initial term of two (2) years. All subsequent appointments shall be for a term of six (6) years and continue until their successors are appointed and qualified. An appointment to fill a vacancy which arises for reasons other than by expiration of a term of office shall be for the unexpired term only. No two (2) appointees shall reside in the same junior college district. All members shall be appointed with the advice and consent of the Senate.
- (3) There shall be a chairman and vice-chairman of the board, elected by and from the membership of the board; and the chairman shall be the presiding officer of the board. The board shall adopt rules and regulations governing times and places for meetings and governing the manner of conducting its business.
- (4) The members of the board shall receive no annual salary, but shall receive per diem compensation authorized by Section 25-3-69, Mississippi Code of 1972, for each day devoted to the discharge of official board duties and shall be entitled to reimbursement of all actual and necessary expenses incurred in the discharge of their duties, including mileage as authorized by Section 25-3-451, Mississippi Code of 1972.
- (5) The board shall name a director for the state system of public and community colleges, who shall serve at the pleasure of the board. Such director shall be the chief executive officer of the board, give direction to the board staff, carry out the policies set forth by the board, and work with the presidents of the several community and junior colleges to assist them in carrying out mandates of the several boards of trustees and in functioning within the state system and policies established by the Mississippi Community College Board. The Mississippi Community College Board shall set the salary of the Director for the Mississippi Community College Board. The Legislature shall provide adequate funds for the Mississippi Community College Board, its activities and its staff.
- (6) The powers and duties of the Mississippi Community College Board shall be:
 - (a) To authorize disbursements of state appropriated funds to community and junior colleges through orders in the minutes of the board.
 - (b) To make studies of the needs of the state as they relate to the mission of the community and junior colleges.
 - (c) To approve new, changes to and deletions of vocational and technical programs to the various colleges.
 - (d) To require community and junior colleges to supply such information as the board may request and compile, publish and make available such reports based thereon as the board may deem available.
 - (e) To approve proposed new attendance centers (campus locations) as the local boards of trustees should determine to be in the best interest of the district. Provided, however, that no new community/junior branch campus shall be approved without an authorizing act of the Legislature. (Amended by H.B. 832 (1988))
 - (f) To serve as the state approving agency for federal funds for proposed contracts to borrow money for the purpose of acquiring land, erecting, repairing, etc., dormitories, dwellings or apartments for students and/or faculty, such loans to be paid from revenue produced by such facilities as requested by local boards of trustees.
 - (g) To approve applications from community and junior colleges for state funds for vocational-technical education facilities.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 1: Board Operations
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Revision Date:	Code Number: 1.2 Page: 2 of 2

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

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

BOARD MEETING SCHEDULE

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

- A. The third Friday of each month at 9:00 a.m. at 3825 Ridgewood Road, Room 501, Jackson, Mississippi 39211.
- B. The Thursday evening prior to the third Friday of each month at 6:00 p.m. at a location to be designated by staff and timely announced to the Board Members, media, college, and public.

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

In the event the chairman determines that it is necessary or desirable to conduct a meeting through teleconference or video means, the chairman may direct the staff to issue notice of such meeting in accordance with the manner provided by law.

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

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

SPECIAL CALLED MEETINGS

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

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

BOARD AGENDA

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

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

NOTICES TO BOARD MEMBERS

1. All notices to members shall be mailed postage prepaid to members at their official mailing address shown in the office of the Board.
2. Each member shall submit in writing to the Executive Director of the Board any change in the member's mailing address for receipt of official mail.

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

BOARD MEMBERS' VOTING

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

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

BOARD MINUTES

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

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

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

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

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

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

BOARD OFFICERS AND THEIR SELECTION

1. There shall be the following officers for the Mississippi Community College Board;
 - a. Chairman, based on seniority
 - b. Vice Chairman, based on seniority

2. Officers of the Board shall be elected annually in the April meeting for a term of one year, with terms to commence on July 1.

The Vice Chairman of the Board shall automatically succeed to the office of Chairman.

The intent of this policy is to permit each member of the Board the opportunity to serve as Vice Chairman and/or Chairman based on seniority. In instances in which more than one member shares the highest seniority with other members, it is expected that those members will determine the order of rank among themselves and nominations for office will be made accordingly. Any member entitled to nomination for office by virtue of seniority may decline the nomination and the entitlement to nomination will pass to the next senior member of the Board. Any member declining a nomination will remain eligible for nomination in succeeding years and such member may accept or decline a subsequent nomination at his or her option.

This amendment shall become effective from and after July 1, 2011 and will apply to the elections to be held in April 2012 for the term of office beginning July 1, 2012 and thereafter.

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

BOARD EXECUTIVE SESSIONS

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

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

ADMINISTRATIVE PROCEDURES

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

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

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

BOARD MEMBERS' COMPENSATION/REIMBURSEMENT

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

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

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

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

BOARD'S POLICY ON SPENDING

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 1: Board Operations
	Title: Standing Committees
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: November 19, 1999	Code Number: 1.13 Page: 1 of 2

STANDING COMMITTEES

1. The chairperson shall appoint members to standing committees to serve during the term of office of the chairperson.
2. The chairperson may appoint ad hoc Committees to deal with matters not covered within the purview of existing committee structure.
3. There shall be the following standing committees:
 - A. Finance Committee
 - B. Program Committee
 - C. Workforce Education Committee
4. Meetings of the respective committees will be initiated by the committee chairperson upon his or her initiative or notification by the Executive Director of the receipt of a concern (e.g., complaint, request, proposal, etc.) within one committee's area of concern. Investigation, analysis of data/information, committee meeting, and subsequent reports and recommendations(s) to the Board will be determined by the committee chairperson and communicated to the Board chairperson for proper reflection in subsequent Board meeting agenda(s).
5. Chairperson and vice-chairperson shall serve as ex-officio of all standing committees.
6. Executive Director shall be involved with the activities of all standing committees and ad hoc committees.

Finance Committee

The finance committee shall be responsible for the fiscal integrity, development, implementation and maintenance of fiscal policies, procedures and controls, and shall exercise monitoring and oversight powers over the fiscal affairs of the community college system.

The committee shall meet as needed but shall report to the full Board at least once per quarter.

Program Committee

The program committee shall be responsible for the development, implementation, and maintenance of educational related policies, procedures and controls. Educational related matters shall include but not be limited to community and junior college campuses, centers and extensions; university off-campus lower level courses, articulated with universities and public schools; access and opportunities; special programs, academic, technical and vocational programs.

The committee shall meet, report and recommend positions to the board as needed.

Workforce Education Committee

The Workforce Education Committee shall be responsible for coordinating board activities related to education of the workforce, serving as a liaison to the State Workforce Council, and working with other state agencies and educational institutions as required to assure effective workforce program delivery.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 1: Board Operations
	Title: Standing Committees
Initial Date of Adoption: October 17, 1991	Reference:
Revision Date: November 19, 1999	Code Number: 1.13 Page: 2 of 2

Ad Hoc Committees

Ad Hoc Committees are special committees appointed to serve in the event of non-routine issues and problems which are not normally dealt with by one of the standing committees. Upon completion of an assignment, the ad hoc committee shall be automatically dissolved.

The members of an ad hoc committee shall be appointed by the Board for a term which shall conclude upon termination of the special assignment.

The meetings of an ad hoc committee shall be determined by the committee chairperson.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 1: Board Operations
	Title: Official MCCB Seal and Letterheads
Initial Date of Adoption: December 17, 1992	Reference:
Revision Date: November 19, 1999	Code Number: 1.14 Page: 1 of 1

PUBLIC ACCESS TO MCCB RECORDS

Except where prohibited by law, any person will have the right to inspect or obtain reproduction of any public record of the Mississippi Community College Board .

The right to inspect public records will be acquired by a written request. Within five working days after the receipt of the request, notification of the time, place and method of access will be provided.

The right to obtain reproduction of a public record will be acquired by written request. The request must specify which records are to be reproduced and whether the reproductions are to be mailed or received in person. Copies of public records will be available at a rate of 25 cents per page or an established fee per document plus postage.

The financial provisions of this section may be waived by the Executive Director for requests from official representatives of community and junior colleges, colleges and universities, and state and federal agencies.

Denial of a request for access to or copies of Mississippi Community College Board public records will be in writing and will contain a statement of the specific reasons for the denial.

All written requests must be submitted to:

Executive Director
Mississippi Community College Board
3825 Ridgewood Road
Jackson, MS 39211

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

POLICY AND PROCEDURE FOR INVENTORY AND TRANSFER OF WORKFORCE TRAINING EQUIPMENT

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

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

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

OFFICIAL MCCB SEAL AND LETTERHEADS

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

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



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

SECTION 2

STAFF EMPLOYMENT

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

HIRING

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

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

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

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

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

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

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

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

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964

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

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

AGE DISCRIMINATION IN EMPLOYMENT ACT

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

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

EQUAL PAY ACT

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

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

AMERICANS WITH DISABILITIES ACT (ADA) POLICY

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

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

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

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

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

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 and will not be tolerated at the Mississippi Community College Board . Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to, or rejection of, this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

If an employee wishes to file a complaint of sexual harassment, the following grievance process should be followed:

1. The victim should document the occurrence and inform the harasser that the conduct is unwelcome and must stop.
2. If offenses continue, the victim should report the harassment to one of the following for investigation and corrective action within 30 days. The individual to whom the occurrence is reported need not be the immediate supervisor of either party.

Associate Executive Director of Finance and Administration
Associate Executive Director of Programs
Associate Executive Director of Accountability and Support Services
Executive Director

3. A report concerning the findings will be given to the complainant.
4. The Executive Director/Associate Executive Director's decision may be appealed.

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

TERMINATION OF EMPLOYMENT

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

Exit Interview:

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

SECTION 3

STAFF - WORKPLACE

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

DRUG-FREE WORKPLACE

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

Duties and Responsibilities of the Employer

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

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

Duties and Responsibilities of the Employee

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

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

Federal Enforcement Regulations

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

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

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

ACKNOWLEDGMENT

MISSISSIPPI COMMUNITY COLLEGE BOARD
DRUG-FREE ENVIRONMENT POLICY

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

NAME _____

DATE _____

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

SMOKING LIMITATIONS

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

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

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

SAFETY POLICY

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

To achieve the desired results, the Executive Director shall:

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

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

RISK MANAGEMENT POLICY

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

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

RISK MANAGEMENT POLICY STATEMENT

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

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

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

Dr. Eric Clark, Executive Director

Date

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

FLOWER AND GIFT FUND POLICY

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

The flower and gift fund committee will be composed of four (4) persons participating in the fund. The Finance Director will serve as the chairman of the committee and the Accountant will serve as the secretary/treasurer. The other members will be appointed by the Executive Director. Committee members will each serve a two year term which will commence in May.

Each participating employee will make monthly contributions of \$1.50. The monthly contribution will be collected through payroll deductions and turned over to the secretary/treasurer no later than the fifth working day of the succeeding month. Any changes regarding the payroll deduction for the flower and gift fund must be submitted in writing to the Director of Accounting on or before the 12th of each month in order for the change to be effective for that month.

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

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

(1) Flowers or Memorials for Funerals

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

(2) Flowers or Gifts for Hospitalization:

When eligible recipients are confined to a hospital, flowers shall be sent with the cost not to exceed \$35.00 for the metro area and \$45.00 (including FTD charge) for out-of-town delivery. Eligible recipients shall include employees and immediate family, board members and immediate family, and community college officers and their spouse. Cards may be sent to other non-immediate family members.

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

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

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

SOCIAL ACTIVITIES FUND

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

(1) Social Committee

The Social Committee will be composed of persons appointed by the Executive Director who are participating in the Social Fund. The committee will be responsible for scheduling and planning all social activities. Committee members will serve a two-year term which will commence in May.

(2) Participation

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

(3) Payroll Deductions

Each participating employee will make monthly contributions of \$1.50. The monthly contribution will be collected through payroll deductions and turned over to the secretary/treasurer no later than the fifth working day of the succeeding month. Checks will be signed by the secretary/treasurer and co-signed by the Executive Director or his/her designee. An accountant at MCCB will serve as secretary/treasurer.

(4) Activities/Occasions

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

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

SECTION 4

**EMPLOYEE PERFORMANCE/
GRIEVANCE PROCEDURE**

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

STANDARDS OF CONDUCT AND PERFORMANCE

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

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

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

EMPLOYEE PERFORMANCE APPRAISALS

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

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

SECTION 5

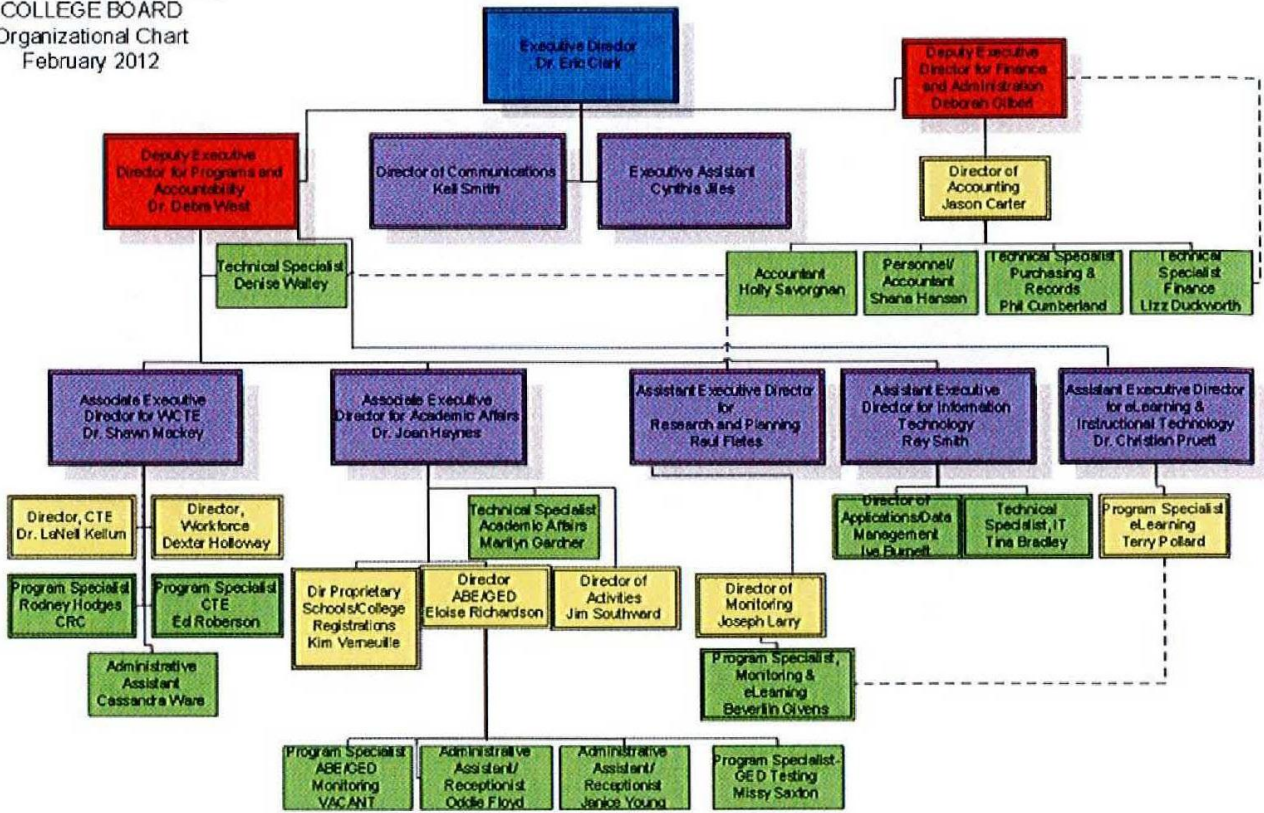
STAFF POSITIONS

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Organizational Chart
Initial Date of Adoption: August 6, 1986	Reference:
Revision Date: July 1, 1999; November 20, 2009; March 2011; September 2011	Code Number: 5.1 Page: 1 of 2

ORGANIZATIONAL CHART

The Mississippi Community College Board is organized into four divisions (Executive, Finance and Administration, Accountability and Support Services, and Programs).

MISSISSIPPI COMMUNITY COLLEGE BOARD
Organizational Chart
February 2012



MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Salary Schedule
Initial Date of Adoption: July 1, 1998	Reference:
Revision Dates: Nov 19, 2004; May 19, 2006; May 18, 2007; July 10, 2009; November 20, 2009	Code Number: 5.2 Page: 1 of 1

SALARY SCHEDULE

SALARY RANGE

<u>Position</u>	<u>START</u>	<u>END</u>
Administrative Secretary	\$22,000	\$40,000
Executive Assistant	\$35,000	\$60,000
Accountant/Personnel Manager	\$35,000	\$80,000
Accountant	\$35,000	\$70,000
Technical Specialist	\$27,000	\$80,000
Program Specialist	\$30,000	\$80,000
Director	\$60,000	\$90,000
Assistant Executive Director	\$65,000	\$100,000
Associate Executive Director	\$65,000	\$130,000
Deputy Executive Director	\$65,000	\$130,000
Executive Director	\$150,000	\$250,000

Notes:

EDUCATIONAL BENCHMARK

A benchmark supplement for attainment of advanced degrees or certification shall be awarded up to 5% of the current salary, if funds are available.

TECHNICAL SPECIALIST

Title includes: 1) Distance Education Specialist; 2) LAN/WAN Administrator; 3) Database Administrator; 4) Systems Support Specialist; 5) Finance; 6) ABE/GED; 7) Purchasing & Records; 8) Proprietary Schools & Colleges/Distance Education; 9) Accountability; 10) Career and Technical Education; and 11) Publications/Programs.

PROGRAM SPECIALIST

Title includes: 1) Program Specialist of Career & Technical Education; 2) Program Specialist for Adult Basic Education; 3) Program Specialist for Workforce Education; 4) Program Specialist for Mississippi Career Readiness Certificate; 5) Program Specialist for Grants/Quality Programs; and 6) Program Specialist for eLearning.

DIRECTOR

Title includes: 1) Director of ABE/GED; 2) Director of Affiliated Activities; 3) Director of Research and Planning; 4) Director of Career & Technical Education; 5) Director of Workforce Education; 6) Director of Information Services; 7) Director of eLearning; 8) Director of Accounting; and 9) Director of Grants Activity.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Executive Director
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date:	Code Number: 5.3 Page: 1 of 1

EXECUTIVE DIRECTOR

Characteristics of Work:

This is an administrative position which involves directing, organizing, planning, and supervising the operation of the Board office in executing the policies of the Board and the statutes of Mississippi. The Executive Director is responsible for recommending and implementing policies and administrative procedures for the proper conduct of the mission and purposes of the Board. The incumbent must be able to provide leadership and guidance to the community college system and work with the presidents of the community and junior colleges to assist them in carrying out mandates of their respective boards of trustees and in functioning within the state system and policies established by the Board. This leadership includes analysis of problems that affect the various campuses within the community college system and interpretation of statutes and regulations that affect community colleges. Public relations is an integral part of the Executive Director's work and as such, the incumbent must employ diplomacy, tact, and vision in the pursuit of his/her duties.

Examples of Work:

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

1. Reports to the Board on specific assignments and tasks;
2. Maintains an efficient, functional office for the Board;
3. Recruits, hires/terminates, supervises, and directs staff activities;
4. Develops programs and program concepts;
5. Develops and presents information to the public and the State Legislature;
6. Coordinates with other government agencies;
7. Plans and supports Board activities;
8. Serves on other boards, councils, and commissions as appropriate;
9. Confers with the State Superintendent of Education, the Commissioner of Institutions of Higher Learning, and MACJC; and
10. Represents the Board before legislative committees and other governmental bodies.

Minimum Requirements:

An earned doctorate degree from an accredited college or university in education, school administration, or a related field. Eight (8) years of experience in education, five (5) of which must have been in educational administration, is required.

Special Experience:

Public relations and applications of state laws regarding public education and educational institutions.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Director of Affiliated Activities
Initial Date of Adoption: May 1, 1997	Reference:
Revision Date: October 2, 1998	Code Number: 5.4 Page: 1 of 2

DIRECTOR OF AFFILIATED ACTIVITIES

General Statement of the Function:

The Director of Affiliated Activities serves as the state-level coordinator for all MACJC sanctioned athletics and activities programs. The Director of Affiliated Activities reports directly to the Executive Director for the Mississippi Community College Board and works in liaison with the community and junior college presidents and other appropriate community and junior college personnel.

Duties and Responsibilities:

1. Serves as the Executive Secretary for the Mississippi Association of Community and Junior Colleges
 - a. Attends all MACJC meetings
 - b. Handles all arrangements for all MACJC meetings
 - c. Prepares thorough and accurate minutes for all MACJC meetings
 - d. Coordinates the enforcement of all MACJC rules and regulations with regard to inter-district relations, e.g., student recruiting, etc.
2. Serves as the Commissioner of Athletics for all MACJC sanctioned sports programs:
 - a. Certifies all MACJC athletes with regard to all NJCAA and all MACJC rules and regulations
 - b. Coordinates the scheduling of all MACJC athletic contests with the final authority to resolve all conflicts
 - c. Coordinates and supervises all MACJC athletic appeals
 - d. Maintains administrative liaison between all MACJC sanctioned athletic programs and the NJCAA
 - e. Coordinates all MACJC athletic playoff and championship games
3. Serves as liaison between the MACJC and the following subsidiary organizations. The responsibilities in this role include but are not limited to the following:
 - the collection, filing, and maintenance of minutes, financial records and requests, and other relevant information generated by the subsidiary organizations
 - the coordination of subsidiary organizational activities with appropriate MCCB staff members to assure effective communications and mutual support
 - the coordination of the schedules of the events of the subsidiary organizations to assure efficiency and to avoid conflicts
 - the generation of reports to fully apprise the community/junior colleges and MCCB personnel of pertinent matters
 - a. Community and Junior College Deans Association
 - b. Community and Junior College Band Directors Association
 - c. Community and Junior College Business Managers Association
 - d. Community and Junior College Choral Directors Association
 - e. Community and Junior College Deans of Student Personnel Association
 - f. Community and Junior College Press Association
 - g. Community and Junior College Student Council Association of Mississippi
 - h. Community and Junior College Intercollegiate Athletic Associations for
 - (1) Football
 - (2) Basketball-men and women
 - (3) Baseball
 - (4) Golf
 - (5) Tennis
 - (6) Track
 - (7) Softball
 - (8) Soccer
 - i. Community and Junior College Football and Basketball Officials Associations
 - j. Community and Junior College Trustees Association
 - k. MACJC Athletic Council
 - l. Community and Junior College Art Association
 - m. Community and Junior College Registrars/Directors' of Admissions Association
 - n. Community and Junior College Student Activity Directors Association
 - o. Community and Junior College Counselors Association
 - p. Community and Junior College Financial Aid Directors Association
 - q. Community and Junior College Computer Center Directors Association
 - r. Community and Junior College Continuing Education Directors Association
 - s. Community and Junior College Public Relations Directors Association

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Director of Affiliated Activities
Initial Date of Adoption: May 1, 1997	Reference:
Revision Date: October 2, 1998	Code Number: 5.4 Page: 2 of 2

DIRECTOR OF AFFILIATED ACTIVITIES (continued)

- t. Community and Junior College Librarians Association
 - u. Community and Junior College Creative Writing Association
 - v. Post-Secondary Vocational-Technical Directors Association
 - w. Community and Junior College Campus Security Directors Association
 - x. Community and Junior College Physical Plant/Maintenance Directors Association
 - y. Community and Junior College Athletic Directors Association
 - z. Community and Junior College Inter-Alumni Association
4. Coordinates the planning for the Annual Meeting of the Mississippi Community and Junior College Trustees Association
 5. Represents the MACJC on the Board of Directors of the Mississippi Association of School Administrators; and
 6. Other duties as assigned by the Executive Director of the Mississippi Community College Board .

Minimum Requirements:

A master's degree from an accredited college or university with five years related work experience. Related experience may be substituted on an equal basis for the educational requirement or related education may be substituted on an equal basis for work experience.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Assistant Executive Director for Technology
Initial Date of Adoption: May 1, 1999	Reference:
Revision Date: October 15, 2010	Code Number: 5.5 Page: 1 of 1

ASSISTANT EXECUTIVE DIRECTOR FOR TECHNOLOGY

Characteristics of Work:

The Assistant Executive Director for Technology position has responsibility for managing professional and support staff in two or more core functions (e.g. infrastructure, operations and support and systems delivery, data administration) or where there are professional and technical staff working in areas of systems delivery and integration. His/her primary focus is providing the Agency with optimal systems and services to support their business needs. In this role the Director of Informational Services is a key member of the management team for the Agency.

Examples of Work:

1. Manages various technical and personnel resources that support core agency functions related to complex information systems which may include applications and infrastructure such as systems engineering, network engineering, and database administration
2. Manages the technology resources (infrastructure, operations, support, and systems delivery) of the agency to meet business needs.
3. Provides technical leadership and expertise to assigned staff in deploying the technologies and/or platforms utilized by other State agencies and institutions.
4. Make recommendations to improve and enhance the Agency's infrastructure environment.
5. Leads efforts in dealing with technology trends and makes recommendations that enhance the agency's business applications to ensure program objectives are met.
6. Leads technical research efforts with respect to new technologies that may be of benefit to the MCCB, colleges and state agencies.
7. Coordinates the resolution of technical and complex systems problems with vendors and technical staff members.
8. Recommends and enforces standards and guidelines to ensure consistency in systems delivery
9. Performs related or similar duties as required or assigned.

Essential Functions:

1. Manages the strategic activities of the technical staff to ensure that adequate systems delivery and problem resolution, which may be statewide in scope.
2. Manages the technical environment to ensure adequate resources and expertise are available to meet the business needs of the agency and to ensure future growth.
3. Provides leadership and makes recommendations regarding the planning, budgeting, and effective use of existing and new technology resources.
4. Coordinates the maintenance of existing systems and the deployment of new systems.

Minimum Requirements:

A bachelor's degree from an accredited college or university in computer science, data processing, business information systems, or a directly related field, or other as requested or defined in special qualifications and ten (10) years experience in a similar technical environment or other as requested or defined in special qualification.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Director of Applications and Data Management
Initial Date of Adoption: May 20, 2010	Reference:
Revision Date:	Code Number: 5.6 Page: 1 of 1

DIRECTOR OF APPLICATIONS AND DATA MANAGEMENT

Characteristics of Work:

The Director of Applications and Data Management has the responsibility for overall tactical planning and leadership for application development, data collection and data storage within the Information Services Division. The incumbent must be able to perform at a highly advanced level in enterprise databases and business application systems. Incumbent is responsible for designing, implementing and maintaining new applications systems and upgrading and/or maintaining existing systems. The incumbent will work with senior management to define long-range direction for application systems, the data environment, provide project leadership for key technology initiatives, and/or conduct research regarding the future direction of data trends and emerging technologies. The incumbent will work with senior management to establish data and reporting standards, and will be responsible for the development of application standards; monitoring user usage, performance, and resource utilization; and ensuring database security. This position requires a high degree of technical proficiency in the design of database applications and must be fully knowledgeable of database administration, data reporting and operating interrelationships among databases and the application systems. This position requires good communication and writing skills and the ability to work both independently and effectively with others.

Examples of Work:

The following examples are intended only as illustrations of the various tasks performed by the incumbent in this position. Examples of work performed in this classification include but are not limited to, the following:

1. Designs, creates and maintains databases and database system applications.
2. Interfaces with senior management concerning innovative solutions to meet State/Agency objectives.
3. Provides subject matter expertise in design methodologies and/or specific complex applications.
4. Performs database performance monitoring and tuning, and implements efficiency improvements as required.
5. Designs and implements database backup and recovery procedures.
6. Designs, implements, and enforces database security standards and policies.
7. Provides technical expertise on the database management system to user and technical personnel.
8. Provides data for funding disbursement, federal, state, and local government requirements, as well as the compilation and publication of annual reports.
9. Responds to all internal and external data requests.
10. Assists the enrollment monitoring staff to ensure accurate data are generated for fund disbursement.
11. Performs related or similar duties as required or assigned.

Minimum Educational Requirements:

A Bachelor's Degree from an accredited four year college or university in computer science, data processing, business information systems, or a related field. The position requires experience in business systems analysis and/or software development, specifically in database design. The position requires seven (7) years or more of directly related experience in a technology related field including project management and information technology planning.

Special Experience:

Knowledge of the principles, practices, and techniques of software development and systems design; of computer operations, systems, and procedures; of project control and cost estimating techniques; of software development languages; of data processing flowcharting techniques; of data modeling techniques; of database structures and theories; of current database technologies; of data analysis techniques; of RDMS (Related Database Management Software), of implementing and maintaining an enterprise database (database of large scale). Must have a working knowledge of ASP.NET, VB.NET ADO.NET, MS SQL Server development and administration, Structured Query Language (SQL), web services, HTML, VB Script, Java or JavaScript, C#; graphic design skills; LAN/WAN protocols TCP/IP, HTTP, HTTPS, FTP; web-based development in Visual Studio.NET. Ability to identify and define user task needs; to process information logically; to conduct short-range and long-range project planning studies; to perform mathematical calculations; to plan, organize, and coordinate work assignments; to assess future information needs so that the databases can evolve in an appropriate manner; and to develop reports and cross references from the data dictionary.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Technical Specialist/Network Administrator
Initial Date of Adoption: July 1, 1999	Reference:
Revision Date: October 15, 2010	Code Number: 5.7 Page: 1 of 1

TECHNICAL SPECIALIST- NETWORK ADMINISTRATOR

Characteristics of Work:

Performs advanced work overseeing activities associated with a local area network or wide area network (LAN and WAN) and management functions for data telecommunications networks. Work involves project planning, network maintenance and installation; policy development; training; monitoring, and analysis of existing hardware and software; and evaluation of potential network enhancements.

Examples of Work:

2. Administers network workstations utilizing TCP/IP protocols.
3. Evaluate and/or recommend purchases of computers, network hardware, peripheral equipment, and software.
4. Obtain vendor quotes and initiate requisitions for technology related purchases.
5. Investigates user problems, identify their source, determine possible solutions, test and implement solutions.
6. Installs, configure and maintain personal computers, file servers, Ethernet networks, network cabling and other related equipment, devices and systems.
7. Maintain site licenses for department and Agency.
8. Troubleshoot networks, systems, and applications to identify and correct malfunctions and other operational difficulties.
9. Develop and conduct various training and instruction for system users on operating systems, relation databases, and other applications.
10. Assists users in maximizing use of networks and computing systems.
11. Anticipate communication and networking problems and implement preventive measures.
12. Establish and perform maintenance programs following company and vendor standards.
13. Investigate, recommend and install enhancements and operating procedures that optimize network availability.
14. Document network problems and resolutions for future reference.
15. Analyzes existing network and system procedures for efficiency and effectiveness.
16. Analyzes and assists in defining agency disaster recovery responsibilities and procedures.
17. Confers with management, defines the bounds and aims of network implementations, and advises management of the status and progress of work being conducted.
18. Helps develop goals and objectives for the development and use of an efficient and cost-effective network for agency users.
19. Helps develops policies and procedures designed to ensure the integrity of the agency LAN and WAN environment.
20. Keeps informed on latest developments and standards in the LAN/WAN management field.
21. Monitors the preparation and analysis of statistics on network utilization and availability.
22. Communicates with vendors, users, management, and network programming staff.
23. Performs related work as assigned.

Minimum Requirements:

Experience in local or wide area networks. Graduation from an accredited four-year college or university with major course work in computer science, data processing, or related field is generally preferred. Education and experience may be substituted for one another.

Special Experience Preferred:

Knowledge of network facilities and data processing techniques, of personal computer hardware and software, of network operating system and security software, and of performance monitoring and capacity management tools. Direct experience with Internet/Web technology, supporting multiple servers in a data center environment is preferred. The incumbent should possess a strong knowledge of Internet skills and trends. Related work should include experience with PC based applications and networks, Windows servers and email systems. Ability to recognize, analyze, and resolve network problems.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Executive Secretary
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: November 2004	Code Number: 5.8 Page: 1 of 1

EXECUTIVE SECRETARY

Characteristics of Work:

This is professional senior level work in which the incumbent functions as the principal clerical support to the Executive Director and the Assistant to the Executive Director. The incumbent also must exercise independent judgment in accomplishing assigned duties and tasks within limits of standard operating procedures.

Examples of Work:

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

1. Organizes and maintains a filing system for classifying, retrieving, and disposing of materials that include correspondence, records, reports, and other documents;
2. Composes correspondence and routes with other pertinent correspondence and materials to appropriate destinations;
3. Ensures routing of materials in a timely manner;
4. Places local and long distance telephone calls upon request to various officials, the news media and other parties, refers incoming telephone calls and visitors to the appropriate person(s) or functional areas;
5. Locates and assembles information for various reports, briefings, meetings, and conferences;
6. Provides immediate assistance to the Executive Director and the Assistant to the Executive Director;
7. Performs photocopying, dictation, transcription, and typing of correspondence and reports;
8. Makes travel arrangements for the Executive Director and/or the Assistant to the Executive Director;
9. Makes travel arrangements for the Board Members and serves as Board Liaison;
10. Attends MCCB meetings as directed; takes and transcribes, and maintains minutes;
11. Assists other clerical staff with information;
12. Tracks MCCB contracts by amount, name, program, and other identifying characteristics;
13. Assists administrative staff as approved by the Executive Director;
14. Maintains the Executive Director's calendar; and
15. Performs other duties as assigned.

Minimum Requirements:

Graduation from an accredited high school or a GED certificate and demonstrated clerical and secretarial competence, including dictation skills, or three years demonstrated experience via resume or other documented history and appropriate skills.

Special Experience:

Typing proficiency, computer skills particularly in Microsoft Word and Excel software, and good communication skills.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Administrative Secretary
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: September 17, 2010	Code Number: 5.9 Page: 1 of 1

ADMINISTRATIVE SECRETARY

Characteristics of Work:

This is upper level secretarial work in which the incumbent provides clerical and other programmatic support to MCCB staff. The incumbent also must exercise independent judgment in managing the affairs of a professional office within limits of standard operating procedures.

Adult Basic Education Federally Funded Salary:

*AE10 – 100%

*Monthly estimated time

Examples of Work:

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

1. Organizes, designs, and maintains files for classifying, retrieving, and disposing of such materials as correspondence, records, reports, and other documents;
2. Composes correspondence and routes with other pertinent correspondence and materials to appropriate destinations. Correspondence may include memos, letters, minutes, reports, mailing labels, forms, etc.;
3. Ensures routing of materials in a timely manner;
4. Places local and long distance telephone calls upon request. Refers incoming telephone calls and visitors to the appropriate person(s) or functional area(s);
5. Locates and assembles information for various reports, briefings, meetings, and conferences;
6. Performs photocopying, dictation, transcription, and typing of correspondence and reports;
7. Makes travel arrangements as requested;
8. Assists other clerical staff as needed;
9. Attends meetings as directed, takes and transcribes minutes;
10. Acts as office receptionist as needed;
11. Processes mail, both incoming and outgoing;
12. Monitors and/or routes faxes to and from office personnel;
13. Assists in preparation of meetings including but not limited to scheduling, setup, clean up and assuring that proper equipment and materials are on hand;
14. Orders supplies for immediate supervisors; and
15. Assists in project administration including tracking, reviewing, and processing programmatic reports, contracts, and materials.

Minimum Requirements:

Graduation from an accredited high school or a GED certificate and demonstrated clerical and secretarial competence, or three years demonstrated experience via resume or other documented history and appropriate skills.

Special Experience:

Typing proficiency, computer word processing/software, proficiency in a data base system, and office management skills.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Deputy Executive Director for Finance and Administration
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: August 1995; December 1, 2009; September 17, 2010	Code Number: 5.10 Page: 1 of 1

DEPUTY EXECUTIVE DIRECTOR FOR FINANCE AND ADMINISTRATION

Characteristics of Work:

This is managerial and administrative work which involves highly professional oversight of the financial matters of the community and junior college system. The position requires considerable ability for independent judgment, application of financial management policies which include a sound knowledge of fund accounting, grant accounting and state purchasing laws, and the ongoing implementation of generally accepted accounting principles. The incumbent in this position is also responsible for close coordination and communication with other state agencies, the Executive Director, the Board, and the college presidents and business managers.

Examples of Work:

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

1. Directs, plans, budgets, and coordinates financial matters for the Board;
2. Interprets and applies policies and procedures for carrying out policies;
3. Serves as staff advisor in matters relating to college financial matters;
4. Supervises and directs staff responsible for the general ledger, monthly reconciliation, financial statements and GAAP Packets of the Board;
5. Manages and supervises the accounts receivable, accounts payable, payroll, contracts, purchasing, and grants accounting functions of the Board;
6. Supervises the research and distribution of financial information requests;
7. Supervises and directs the development, coordination, editing, and preparation of budget request (MBR) materials for the community and junior college system and the Board administrative office for the Legislative Budget Office and Governor's office;
8. Receives, reviews, and executes tasks resulting from Board actions;
9. Prepares allocation and disbursements of support funds based on community and junior college funding formula and appropriation bill;
10. Prepares allocation of career and technical funds;
11. Prepares financial reports, surveys and information for the legislature, PEER, legislative hearings, SREB, IPEDS, and other entities;
12. Conducts or assists in enrollment audits of the various community and junior colleges; and
13. Other duties as assigned.

Minimum Requirements:

A master's degree in accounting from an accredited college or university and four years of professional work experience in finance at the managerial level, or a bachelor's degree in accounting from an accredited college or university, a certified public accountant certificate, and four years professional work experience in finance at the managerial level.

Special Experience:

Governmental accounting experience, community college business office experience, grant accounting experience, experience in working with the legislature, strong personal computer skills, proficiency in the use of Microsoft Excel, ten-key calculator proficiency, and good communication skills.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Director of Accounting
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: July 1, 1999; July 1, 2003; September 17, 2010	Code Number: 5.11 Page: 1 of 1

DIRECTOR OF ACCOUNTING

Characteristics of Work:

This is managerial and administrative work which involves highly professional oversight of the financial matters of the Mississippi Community College Board . The position requires considerable ability for independent judgment, application of financial management policies which includes a sound knowledge of fund accounting, grant accounting and state purchasing laws, and the ongoing implementation of generally accepted accounting principles. The incumbent in this position will report to the Deputy Executive Director for Finance and Administration and will be responsible for coordination and communication with the workforce programs and other state agencies.

Examples of Work:

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

1. Plans, budgets, and coordinates financial matters for the Board;
2. Interprets and applies policies and procedures for carrying out policies;
3. Prepares and reconciles budgets, payroll, financial statements, outside agency forms for the MCCB;
4. Initiates and coordinates the day-to-day accounting transactions for the MCCB and supervises the MCCB staff responsible for accounts receivable, accounts payable, payroll, contracts, purchasing, and grant accounting;
5. Researches and distributes financial information requests;
6. Coordinates, edits, and prepares budget request (MBR) materials for the MCCB administrative office and the community college system in accordance with instructions of the Legislative Budget Office and Governor's Office;
7. Receives, reviews, and executes tasks resulting from MCCB actions;
8. Assists or conducts enrollment audits of community and junior colleges;
9. Tracks workforce projects and prepares various financial reports for the workforce programs; and
10. Other duties as assigned.

Minimum Requirements:

A bachelor's degree in accounting from an accredited college or university and four years of professional work experience in accounting at the managerial level, or a bachelor's degree in accounting from a college or university, a certified public accountant certificate, and one year professional work experience in accounting at the managerial level.

Special Experience:

State governmental (fund) accounting experience, working knowledge of the State Automated Accounting System (SAAS), experience in accounting for grants, strong personal computer skills, proficiency in the use of Microsoft Excel, ten-key calculator proficiency, and good communication skills.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Accountant/Personnel Manager
Initial Date of Adoption: July 1, 1997	Reference:
Revision Date: July 1, 1999; September 17, 2010	Code Number: 5.12 Page: 1 of 1

ACCOUNTANT/PERSONNEL MANAGER

Characteristics of Work:

The individual in the Accountant position is responsible for financial matters relating to federal programs that are administered by the Mississippi Community College Board and duties related to personnel within the overall office. The position requires the application of financial management policies which include a sound knowledge of fund accounting, grant accounting, and the ongoing implementation of generally accepted accounting principles.

Adult Basic Education Federally Funded Salary:

- *ADED – 69%
- *PROP – 31%
- *Monthly estimated time

Examples of Work:

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

1. Communicates with Subgrantee of federal/state funds;
2. Performs accounting and budgeting functions for all federal grants;
3. Prepares federal and state reports related to federal grants;
4. Prepares indirect cost proposal;
5. Responsible for semi-annual conversion to GAAP for federal/state reporting;
6. Responsible for the maintenance of cash receipts;
7. Assists in MBR Budget preparation for the agency;
8. Conducts or assists in enrollment audits of community or junior colleges;
9. Performs record keeping and administrative duties related to personnel;
10. Keeps MCCB staff informed with information regarding state health insurance, state life insurance, public employees retirement system, and deferred compensation of Mississippi;
11. Ensures agency compliance with Family Medical Leave Act of 1993, COBRA, Worker's Compensation, American Disabilities Act, and Section 125 cafeteria plans;
12. Acts as the contact for Equal Employment Opportunity Act and/or American Disabilities Act complaints, concerns or questions;
13. Maintains staff personnel files;
14. Provides orientation to new employees and conducts exit interviews upon employee termination;
15. Investigates accidents and conducts workplace safety inspections;
16. Ensures that job vacancies are posted at specified sites;
17. Collects and, as requested, screens applications for job vacancies and unsolicited applications;
18. Assists in maintaining, updating, and revising policies and procedures manual;
19. Maintains personal leave records for agency; and
20. Other duties as assigned.

Minimum Requirements:

A bachelor's degree in accounting from an accredited college or university, and one year professional work experience in accounting and/or personnel.

Special Experience Preferred:

State governmental (fund) accounting experience, experience with SAAS and SPAHRS, experience in accounting for grants, personal computer skills, proficiency in the use of Microsoft Excel, ten-key calculator experience, and good communications skills.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: technical Specialist- Purchasing and Records
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: July 1, 1999; January 1, 2007; September 17, 2010	Code Number: 5.13 Page: 1 of 1

TECHNICAL SPECIALIST- PURCHASING AND RECORDS

Characteristics of Work:

The Technical Specialist - Purchasing and Records functions as the purchasing technician within the organization. The work is generally routine and standardized, but involves a choice of action within limits defined by purchasing policies and state laws. Information from customer departments must be processed using independent judgment to obtain cost for commodities and contract services. Contacts within and outside the organization are necessary for the purpose of information exchange.

Examples of Work:

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

1. Processes purchase requisitions by obtaining quotes or identifying state contract items for approval by the finance office and Executive Director;
2. Prepares bid packets for advertisement of solicitation of bids when required by law;
3. Processes purchase orders for distribution to vendors;
4. Matches receiving reports and invoices with purchase orders and forwards them to the Technical Specialist - Finance for processing;
5. Maintains stock supply of commonly used office supplies and transfers cost to appropriate cost centers;
6. Purchases and sets up food for agency's business meetings;
7. Prepares and maintains agency property records submitted to the State Department of Audit Property Office;
8. Prepares daily attendance and maintains leave records;
9. Prepares vendor maintenance forms for new vendors and makes updates for current vendors whose information changes;
10. Organizes, designs, and maintains a filing system for classifying, retrieving, and disposing of such materials as correspondence, records, reports, and other documents following the guidelines of the MS Department of Archives and History; and
11. Other duties as assigned.

Minimum Requirements:

High school diploma or GED and three years of related purchasing experience. Two years of higher education in a related field may be substituted for one year of purchasing experience.

Special Experience Preferred:

Strong computer skills with a comprehensive knowledge of Microsoft Word and Excel, experience maintaining property records and purchasing experience in Mississippi state government, experience and/or education in accounting and good communication skills.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Assistant Executive Director for Research and Planning
Initial Date of Adoption: July 1, 1996	Reference:
Revision Date: December 18, 2009	Code Number: 5.14 Page: 1 of 1

ASSISTANT EXECUTIVE DIRECTOR FOR RESEARCH AND PLANNING

Characteristics of Work:

This is a professional administrative position that requires independent judgment, a high level of initiative, and the ability to plan, organize, and direct operations and activities related to the research and planning function at a state educational agency. Incumbent must demonstrate the ability to conduct quality institutional research, interpret findings, and disseminate results in narrative or graphic form. The position is responsible for ensuring the integrity of all agency data and for developing and administering survey instruments and research, as required, to support external and internal data requests, federal and state reporting, and agency decision-making processes.

Examples of Work:

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

1. Plans and conducts research for use by the Board in the formulation and establishment of policy.
2. Responds to all internal and external data requests.
3. Responsible for federal and state reporting requirements, as well as the compilation and publication of annual reports.
4. Maintains the Research and Planning webpage, providing up-to-date and accessible information of relevance to the Colleges, the Legislature, the Public, and the Board.
5. Maintains a Research and Planning Procedures Manual and a reporting calendar.
6. Works closely with IT staff in the retrieval and management of data.
7. Works closely with the enrollment and monitoring staff to ensure accurate data are generated for fund disbursement.
8. Prepares and delivers clear and effective oral and written presentations for internal and external constituents.
9. Maintains knowledge of current issues in higher education and recommends review of problems for investigation, analysis, and research.
10. Assists with the planning functions of the Agency.
11. Other duties as assigned.

Minimum Requirements:

A master's degree (doctorate preferred) from an accredited college or university and nine (9) graduate semester hours in research or experimental methodology and statistics.

Special Experience:

Experience with data and statistical analysis and interpretation, research methods and designs, and survey methodology. Previous higher education experience a plus. Ability to utilize a variety of software, including those relating to data analysis, database management, and customized report programming. Knowledge of SAS, SPSS or other statistical software required. Advanced computer skills, including a facility with SQL programming for data retrieval and proficiency in Word, Excel, Access, and PowerPoint. Advanced analytical and organizational skills, including a high level of accuracy and attention to detail. Excellent multitasking skills. Ability to meet deadlines. Effective oral and written communication skills. Ability to work independently, but possessing the interpersonal skills necessary to work with teams of various college personnel or other internal or external constituencies.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Director of Communications
Initial Date of Adoption: May 20, 2011	Reference:
Revision Date:	Code Number: 5.15 Page: 1 of 1

DIRECTOR OF COMMUNICATIONS

Characteristics of Work:

This is a highly professional position that requires the individual to possess both knowledge of media sources with the ability to reach the appropriate markets and a broad knowledge or the ability and commitment to acquire such knowledge of the MCCB system. The individual creates, develops, coordinates, and manages communications and informational materials that present all MCCB programs and initiatives to a varied audience and reflect and record the image of the entire system as it exists and as it transforms. The Director of Communications also serves as a registered lobbyist during the legislative session.

Examples of Work:

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

1. Create (print and non-print) statewide media initiatives;
2. Design and write monthly agency newsletter;
3. Write press releases supporting MCCB activities;
4. Write presentation and promotional materials to support the MCCB staff;
5. Network with community college public relations staffs to acquire best practices and other articles;
6. Design publications as needed;
7. Create working relationships with print and non-print media;
8. Organize and manage public information program;
9. Assist media with inquiries relating to functions of the agency and community colleges;
10. Write annual five-year Strategic Plan for both the agency and community colleges;
11. Write and distribute Annual Report;
12. Create Legislative Budget books to be used during the budget hearing and legislative session;
13. Assist with legislative duties including tracking bills relating to community colleges, attending committee meetings, and communicating legislative positions to key groups;
14. Coordinate Phi Theta Kappa day at the Mississippi Capitol;
15. Maintain the agency Policies and Procedures Manual;
16. Update agency website as needed;
17. Assist with constituent issues; and
17. Engage in other duties as assigned.

Minimum Requirements:

A master's degree from an accredited college or university in marketing, business, or any other appropriate field with work experience related to writing, production and managing public relations responsibilities. Knowledge of service bureau and printing procedures. Related experience and/or education may be substituted equally.

Special Experience:

Proficiency in Word, Excel, Access, and PowerPoint. Advanced analytical and organizational skills, including a high level of accuracy and attention to detail. Excellent multitasking skills. Ability to meet deadlines. Effective oral and written communication skills. Ability to work independently, but possessing the interpersonal skills necessary to work with teams of various personnel and other internal or external constituencies.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Associate Executive Director for Academic and Student Affairs
Initial Date of Adoption: July 1, 2006	Reference:
Revision Date: December 19, 2010	Code Number: 5.16 Page: 1 of 2

ASSOCIATE EXECUTIVE DIRECTOR FOR ACADEMIC AND STUDENT AFFAIRS

Characteristics of Work:

This is professional administrative work that requires providing oversight and direction for the overall management and coordination of the Academic and Student Affairs Division. The position works with the Deputy Executive Director to create and develop strategies and activities to enhance the agency's and the colleges' ability to deliver quality academic programs and student support. Responsibilities include but are not limited to planning, directing, and coordinating the academic and student affairs functions within the agency, as well as assessing and reporting of activities in a manner that assures quality results.

Examples of Work:

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

1. Provides vision and leadership for a system-wide commitment to student success through academic programs and student support services;
2. Serves as a liaison with the MDE, the IHL, and the Colleges on academic and student affairs issues, including but not limited to retention, graduation, articulation and transfer;
3. Serves as liaison with the Chief Academic Officers, the Chief Student Affairs Officers, and the 15 public community colleges in all areas related to academic and student affairs, including but not limited to Uniform Course Numbering, faculty development, recruiting, advising, and diversity;
4. Directs and supervises the activities and personnel of the Division of Academic and Student Affairs, including but not limited to Athletics and Activities and ABE/GED;
5. Provides agency leadership related to the Commission on Proprietary Schools and College Registration, including but not limited to the review of applications and fees, working with the Commission, and acting as the liaison on all proprietary schools information, complaints and questions;
6. Provides agency leadership related to the Commission on College Accreditation;
7. Ensures adherence to MCCB policies and procedures for state-supported academic and student affairs projects and programs, as well as proprietary schools where applicable;
8. Maintains a working knowledge of the state and federal laws applicable to academic affairs, student affairs, and proprietary schools;
9. Maintains broad understanding of current and emerging issues in higher education;
10. Maintains broad understanding of regional and programmatic accreditation, including SACS, both nationally and at system institutions and proprietary schools;
11. Maintains strong and coordinated working relationships with internal staff, including but not limited MSVCC and Workforce, Career & Technical Education staff, in order to provide seamless instructional and student support to the colleges;
12. Maintains a strong working relationship with other state agencies and various external constituents by serving on various boards, councils, and task forces, including but not limited to the Education Achievement Council and the ACT Council;
13. Represents the agency, as needed, through oral and written communications and reports, and serves as agency point of contact for questions related to academic and student affairs issues;
14. Conducts or assists in agency enrollment audits, OCR reviews, and proprietary school monitoring, as needed; and
15. Carries out other duties as assigned by the Deputy Executive Director or Executive Director.

Minimum Educational Requirements

A doctorate (preferred) or a master's degree from a regionally accredited college or university and five (5) years related work experience. Related work experience may be substituted on an equal basis for the educational requirements or related education may be substituted on equal basis for work experience.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Associate Executive Director for Academic and Student Affairs
Initial Date of Adoption: July 1, 2006	Reference:
Revision Date: December 19, 2010	Code Number: 5.16 Page: 2 of 2

Special Experience:

Previous higher education administrative and instructional experience in the areas of Academic and or Student Affairs. Proficiency in Word, Excel, Access, and PowerPoint. Advanced analytical and organizational skills, including a high level of accuracy and attention to detail. Excellent multitasking skills. Ability to meet deadlines. Effective oral and written communication skills. Grant writing ability helpful. Ability to work independently, but possessing the interpersonal skills necessary to work with teams of various college personnel and other internal or external constituencies.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Director of Workforce Education
Initial Date of Adoption: July 1, 1999	Reference:
Revision Date: August 3, 2005	Code Number: 5.17 Page: 1 of 1

DIRECTOR OF WORKFORCE EDUCATION

Characteristics of Work:

This is professional administrative work that requires providing oversight and direction for the overall management and coordination of the Workforce Education programs, including but not limited to, projects funded through state, federal and /or local monies. Workforce Education programs may be funded through a variety of sources and may change as funding becomes available. This position reports directly to the Assistant to the Executive Director. The Director must establish and maintain an effective interface with the State Workforce Investment Board and the 15 Community and Junior College Career Centers. The incumbent will be responsible for ensuring project management, oversight, and approval in a manner that assures the best use of resources and compliance with MCCB policy and state law. The incumbent in this position is also responsible for close cooperation and coordination with other state agencies, the Executive Director, members of the Mississippi Community College Board and college presidents. Administrative duties include planning, directing, assessing, and reporting of activities in a manner that assures quality results.

Examples of Work:

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

1. Oversees the administration, coordination, and operation of state, federal, and/or locally funded Workforce Education programs offered through the community and junior college system;
2. Serves as liaison to MCCB staff in other divisions, college personnel, other state agencies and the general public related to the coordination of Workforce Education programs;
 - a. Employee/Employer Training Programs
 - b. Project Development
 - c. Partnership Development
 - d. Project Assessment and Evaluation;
 - e. Budgeting
3. Receives, reviews, and ensures tasks from the MCCB and the State Workforce Development Council are acted on;
4. Supervises Workforce Education personnel;
5. Represents the agency through oral and written communications and reports;
6. Develops and/or maintains thorough working knowledge of all levels of state and federal statutes and related guidelines which pertain to the operation of the workforce education program;
7. Assures the operational compliance with all applicable state and federal statutes and guidelines; and
8. Establishes and maintains data collection system required to document and justifies resource utilization.

Minimum Requirements:

A bachelor's degree from an accredited college or university with a minimum of four years related experience.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Program Specialist - Workforce Education
Initial Date of Adoption: September 16, 1996	Reference:
Revision Date: July 1, 2003	Code Number: 5.18 Page: 1 of 1

PROGRAM SPECIALIST - WORKFORCE EDUCATION

Characteristics of Work:

This position reports directly to the Director of Workforce Education. The specialist must establish and maintain an effective interface with the State Workforce Development Council and the 15 Community and Junior College Career Centers. The incumbent will be responsible for project management, oversight, and approval in a manner that assures the best use of resources and compliance with MCCB policy and state law. The incumbent in this position is also responsible for close cooperation and coordination with other state agencies, the Executive Director, the Mississippi Community College Board Board and Presidents, and is responsible for providing support and staffing for the State Workforce Development Council. Responsibilities include planning, directing, assessing, and reporting of activities in a manner that assures quality results.

Examples of Work:

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

1. Directs, plans, budgets, and provides oversight of Career Center projects;
2. Advises MCCB staff and Career Centers related to the coordination and development of:
 - a. Employee/Employer Training Programs
 - b. Project Development
 - c. Partnership Development
 - d. Project assessment and evaluation using quantifiable Measures of Effectiveness (M.O.E.'s);
3. Drafts contracts for use of consultants;
4. Receives, reviews, and executes tasks from the MCCB and the State Workforce Development Council actions;
5. Provides financial management by developing and monitoring budget;
6. Develops and/or maintains thorough working knowledge of all levels of state and federal statutes and related guidelines which pertain to the operation of the workforce and education program;
7. Assures the operational compliance with all applicable state and federal statutes and guidelines; and
8. Establishes and maintains data collection system required to document and justify resource utilization.

Minimum Requirements:

A bachelor's degree from an accredited college or university with a minimum of four years related experience. Related experience and/or education may be substituted equally.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Director of Adult Education/GED
Initial Date of Adoption: July 1, 1997	Reference:
Revision Date: September 17, 2010	Code Number: 5.19 Page: 1 of 1

DIRECTOR OF ADULT EDUCATION/GED

Characteristics of Work:

The Director of Adult Education/GED is responsible for providing oversight and direction for the ABE/GED program, including but not limited to the following: project approval, coordination, standards development, and support for the State Workforce Development Council. Responsibilities include planning, directing, assessing, and reporting of activities in a manner that assures quality results. The Adult Basic Education (ABE)/ General Equivalency Diploma (GED) director is the person with whom the U.S. Department of Education and the GED Testing Service have regular contact regarding policies, procedures, issues, and problems.

Adult Basic Education Federally Funded Salary:

*AE10 – 92%

*GEDT – 8%

* Monthly estimated time

Examples of Work:

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

1. Administers the GED testing and ABE program within jurisdiction in conformity with the GED Examiner's Manual and federal guidelines from the U.S. Department of Education;
2. Directs overall operation of program;
3. Directs, plans, budgets, and coordinates all financial matters of the program;
4. Designs programs to meet the needs of potential students and GED examinees;
5. Reviews and approves memoranda of agreement and project applications;
6. Identifies locations for GED testing centers at appropriate institutions;
7. Appoints chief and alternate examiners, and proctors;
8. Oversees essay scoring for jurisdiction in cooperation with GEDTS;
9. Ensures that accurate and complete test and credential records of GED examinees are kept;
10. Recommends to Associate Executive Director of Programs reasonable and equitable GED testing fees;
11. Provides technical assistance to local programs and other agencies delivering services for adults;
12. Provides training for examiners, local ABE directors, instructors, aides, and volunteer tutors;
13. Gathers and reports data for the U.S. Department of Education and GEDTS, as requested;
14. Monitors contracts, test administration, and storage of secure materials;
15. Directs all public relations and marketing of the program;
16. Provides local programs information related to ADA and other federal and state accessibility requirements to enhance accessibility of classes and GED testing for diverse populations, including racial minorities, ethnic minorities, and adults with disabilities;
17. Closes GED Testing Centers when a violation of security occurs or whenever circumstances warrant such action; and
18. Oversees investigations of security violations through on-site visits.

Minimum Requirements:

A master's degree from an accredited college or university with a minimum of 3 years experience in administration, counseling, testing, or adult education. Related experience and/or education may be substituted equally.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Program Specialist – Adult Basic Education
Initial Date of Adoption: August, 1995	Reference:
Revision Date: September 17, 2010; January 20, 2012	Code Number: 5.20 Page: 1 of 1

Program Specialist – Adult Basic Education

Characteristics of Work:

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

Adult Basic Education Federally Funded Salary:

*ABE LEAD – 100%

*Monthly estimated time

Examples of Work:

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

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

Minimum Requirements:

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICY AND PROCEDURE MANUAL	Section 5: Staff Positions
	Title: Director of Career and Technical Education
Initial Date of Adoption: January 2004	Reference:
Revision Date: December 18, 2009	Code Number: 5.21 Page: 1 of 1

DIRECTOR OF CAREER AND TECHNICAL EDUCATION

Characteristics of Work:

The Director for Career and Technical Education serves as the state-level coordinator for all Postsecondary Career and Technical Education programs. The Director for Career and Technical Education reports directly to the Associate Executive Director for Workforce, Career and Technical Education and works in liaison with the community and junior college Career and Technical Deans and other appropriate community and junior college personnel.

Examples of Work:

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

1. Serves as the contact person for postsecondary Career and Technical Deans in matters relating to Career and Technical Education.
 - a. Attend all Chief Career-Technical Officers and Deans Association (CCTODA) meetings.
 - b. Attend all Mississippi Association of Community/Junior Colleges (MACJC) meetings as required by the Executive Director.
 - c. Attend all Mississippi Community College Board (MCCB) meeting as required by the Executive Director.
2. Serves as liaison to the State Department of Education, Office of Vocational and Technical Education on issues relating to postsecondary Career and Technical Education to include: writing the state plan; funding, reporting requirements, articulation and qualifications for Career and Technical personnel.
3. Serves as a liaison with the Research and Curriculum unit to: develop, review, and modify Postsecondary Career and Technical curricula; arrange for staff development training for Postsecondary Career and Technical personnel to include Best Practices; and to assist RCU personnel in coordinating all activities involving Postsecondary Career and Technical Education.
4. Reviews Postsecondary Career and Technical program requests to include: new programs, modifications, revisions and deletions, and recommend action to MCCB (Board).
5. Assist with issues regarding funding and reimbursement for Postsecondary Career and Technical programs.
6. Promotes Postsecondary Career and Technical programs/activities and events.
7. Responsible for reviewing and updating the Qualification Manual for Career and Technical personnel, the Equipment Manual, the Practical Nurse Accreditation Manual, and assist the Articulation Committee in developing an articulation process for secondary students to Matriculate to a community/junior college.
8. Responsible for coordinating practical nurse accreditation visits to include selection of site team members.
9. Assist the Associate Executive Director for Workforce, Career and Technical Education with legislative issues involving Postsecondary Career and Technical Education.
10. Other duties as assigned.

Minimum Requirements:

A master's degree (doctorate preferred) from an accredited college or university with twelve (12) semester hours of graduate credit in school administration, supervision, leadership or it's equivalent;

Special Experience:

Three years of full-time work experience in postsecondary Career and Technical Education administration. Proficiency in Word, Excel, Access, and PowerPoint. Advanced analytical and organizational skills, including a high level of accuracy and attention to detail. Excellent multitasking skills. Ability to meet deadlines. Effective oral and written communication skills. Ability to work independently, but possessing the interpersonal skills necessary to work with teams of various college personnel and other internal or external constituencies.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICY AND PROCEDURE MANUAL	Section 5: Staff Positions
	Title: Director of Monitoring
Initial Date of Adoption: January 15, 2010	Reference:
Revision Date:	Code Number: 5.22 Page: 1 of 1

DIRECTOR OF MONITORING

Characteristics of Work:

This administrative position in the Academic Affairs Division involves highly professional oversight of workforce monitoring and enrollment verifications. The incumbent is responsible for directing, organizing, coordinating and conducting monitoring and enrollment verifications to ensure compliance with the MCCB mission, policies, and state and federal laws including the 2004 Workforce and Education Training and Consolidation Act. Work is subject to review of the Associate Executive Director of Academic Affairs, to whom the incumbent is responsible. Responsibilities include planning, directing, assessing and reporting of activities in a manner that assures quality results.

Examples of Work:

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

1. Direct staff as required to accomplish assigned responsibilities
2. Work cooperatively with community college registrars, admissions directors, workforce directors, and workforce specialists to ensure compliance with MCCB policies and state and federal laws
3. Organize and conduct workforce monitoring visits and enrollment verifications with appropriate community college staff
4. Complete comprehensive written reports identifying financial programmatic discrepancies observed during monitoring visits
5. Provide monitoring-related technical support to community and junior college staff
6. Review workforce project applications submitted to MCCB to support training initiatives with industries in the 15 community and junior college districts
7. Provide guidance with questions regarding workforce, admissions and attendance issues
8. Assure MCCB staff receive training required to complete enrollment verifications
9. Randomly select a sample representative of large, small and midsize projects approved for workforce training
10. Help coordinate and conduct annual comprehensive meetings with community and junior college staff to inform them of audit statutes and process
11. Perform other job related duties as needed and assigned

Minimum Requirements:

A Masters degree from an accredited college or university with a minimum of five years related experience.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICY AND PROCEDURE MANUAL	Section 5: Staff Positions
	Title: Program Specialist- Monitoring
Initial Date of Adoption: December 18, 2009	Reference:
Revision Date:	Code Number: 5.23 Page: 1 of 1

PROGRAM SPECIALIST FOR MONITORING AND eLEARNING

Characteristics of Work:

The Program Specialist for Monitoring and eLearning will provide a full range of administrative support to the Directors for Monitoring and eLearning. The incumbent must exercise independent judgment in a dynamic environment with conflicting priorities requiring a high degree of flexibility, discretion, and tact.

Examples of Work:

The following examples are intended only as illustrations of the various tasks performed by the Program Specialist for Monitoring and eLearning. These examples are not meant to be exhaustive; they are representative of the general function of this position.

1. Schedule and confirm monitoring visits with the community/junior colleges and MCCB Staff.
2. Forward enrollment samples to colleges prior to arrival of audit team at respective colleges.
3. Provide monitoring-related technical support to community/junior colleges and MCCB staff.
4. Provide information to assist the upload, validation, and finalization of enrollment audit files.
5. Ensure that enrollment audit visits are conducted in a timely manner.
6. Communicate with third party service providers to ensure the technology required for enrollment audits functions smoothly.
7. Communicate with the Department of Research and Planning to ensure that this department has access to all relevant enrollment audit data.
8. Advise college Admissions staff regarding MCCB student attendance and admissions policy.
9. Keep accurate and up-to-date records on the locations of for-credit classes.
10. Provide user and content management support in Blackboard, Desire2Learn and the Statewide eLearning Enrollment System (Enrollment Tool) for students, faculty and staff.
11. Assist in providing training in Blackboard, Desire2Learn and Wimba.
12. Collaborate with System Developer to provide updates and enhancements to the Enrollment Tool.
13. Collaborate with MCCB eLearning Staff and College Distance Learning Coordinators to help develop, facilitate, and manage the MSVCC Academy.
14. Serve on the eLearning Quality Committee.
15. Perform other duties as assigned.

Minimum Requirements:

A Bachelors Degree from a four-year college or university with experience in understanding of curriculum, instruction and the use of technology in instruction. Related experience may be substituted on an equal basis for the educational requirement or advanced related education may be substituted on an equal basis for work experience.

Preferred Qualifications:

A working knowledge of Blackboard, CourseInfo, Wimba, D2L, Office, and other software packages.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Director of Grants Activities – Division of Workforce, Career & Technical Education
Initial Date of Adoption: October 2006	Reference:
Revision Date:	Code Number: 5.24 Page: 1 of 1

DIRECTOR OF GRANTS ACTIVITIES – DIVISION OF WORKFORCE, CAREER & TECHNICAL EDUCATION

Characteristics of Work:

The position of Director of Grants Activities falls within the division of Workforce, Career and Technical Education and reports directly to the Associate Executive Director for Workforce, Career and Technical Education. The position shall provide support, oversight and leadership to activities funded via grant mechanisms with public, state, federal, private or other funds. The Director must establish and maintain an effective relationship with the 15 community college workforce development centers, the State Workforce Investment Board and related entities, federal funding agencies and other potential partners. The Director’s primary responsibility will be ensuring that project management, accountability and approval occurs in compliance with awarded grants and laws and in a manner that assures the best use of resources.

Examples of Work:

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

1. Act as a liaison between the agency, the state’s community colleges and any grantor agencies;
2. Review, research and approve as necessary any training initiatives requesting grant funds;
3. Establishes and maintains data systems in order to ensure accountability on all grants activities;
4. Actively seeks out and writes proposal to acquire additional grant resources;
5. Provides training/professional development to the colleges as needed to promote usage of grant funds;
6. Manages all fiscal aspects of grants;
7. Manages all grant audits and close outs, for both fiscal and programmatic aspects;
8. Supervises program specialists and other agency support personnel;
9. Develops and/or maintains thorough working knowledge of all levels of state and federal statutes and related guidelines which pertain to grants administration; and
10. Performs other related and implied duties as may be assigned by the Associate Executive Director for Workforce, Career and Technical Education.

Minimum Requirements:

A bachelor’s degree from an accredited college or university with a minimum of four years related experience. Experience in fiscal management inclusive of federal grants and subgrantee management is preferred. A working knowledge of the community and junior college system of Mississippi is also desired.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5:
	Title: Administrative Assistant-Workforce, Career and Technical Education
Initial Date of Adoption:	Reference:
Revision Date: July 9, 2010	Code Number: 5.25

ADMINISTRATIVE ASSISTANT- WORKFORCE, CAREER AND TECHNICAL EDUCATION

Characteristics of Work:

The Administrative Assistant for the Division of Workforce, Career and Technical Education reports directly to the Associate Executive Director for Workforce, Career and Technical Education for the purposes of workload management and personnel issues. The position shall provide support for the workforce, career and technical education division by carrying out duties as assigned by the Director of Career and Technical Education (CTE), the Director of Workforce Education, and the Associate Executive Director of the Division.

Examples of Work:

1. Serve as the initial point of contact for the Workforce, Career and Technical Education Division.
2. Assist in maintenance and management of a system of CTE data collection, in order to provide electronic access to CTE program information, statewide trends in CTE enrollment and graduation rates, Perkins accountability data, matriculation data (through articulation), PN NCLEX pass rates, and other CTE related data needs identified by the agency.
3. Coordinate activities, as needed, for statewide meetings, conferences, and training sessions including securing locations, materials, supplies and assisting with the facilitation of such events.
4. Provide support for research and report/grant writing activities, such as administering surveys and conducting research as needed to provide information on workforce, career and technical programs and services to internal and external constituents.
5. Provide administrative support for the Workforce, Career and Technical Education Division, such as coordinating division travel and providing communications support (letters, telephone, electronic), maintaining the events calendar, generating reminders as appropriate, and organizing and maintaining files.
6. Work with appropriate SBJCJ staff, the MS Department of Education (MDE), the Chief Career & Technical Officers and Deans Association, the Workforce Directors Association, and the Research and Curriculum Unit, as needed to develop promotional items for post-secondary Workforce or Career-Technical programs and events.
7. Participate in agency audits and reviews, as needed, such as enrollment audits, office of civil rights compliance visits, and workforce monitoring visits.
8. Assist Division with the compilation and submission of state and federal reports, including follow-up on project management milestones.
9. Coordinate and maintain agency CTE documents, such as the Qualifications Manual, CTE Course Numbering System, Practical Nursing Accreditation Manuals, and CTE Equipment Manual.
10. Other duties as assigned by the Associate Executive Director for Workforce, Career and Technical Education.

Minimum Requirements

Five years of executive level experience in administrative support is required. Proficiency in Word, Excel, Access, and PowerPoint. Advanced analytical and organizational skills, including a high level of accuracy and attention to detail. Excellent multitasking skills. Ability to meet deadlines. Effective oral and written communication skills. Ability to work independently, but possessing the interpersonal skills necessary to work with teams of various college personnel and other internal or external constituencies. Experience in data collection/research in program areas and in organizing/planning meetings and conferences is preferred. A working knowledge of the community and junior college system of Mississippi is also desired. Experience and education may be substituted for one another.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Technical Specialist- Finance
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: September 1, 1999; January 1, 2007; September 17, 2010	Code Number: 5.26 Page: 1 of 1

TECHNICAL SPECIALIST- FINANCE

Characteristics of Work:

The incumbent functions as the principal clerical support to one or more individuals within the organization. The work is generally routine and standardized, but involves a choice of action within limits defined by sound clerical practices and standard operating procedures. When required, comprehensive detailed instructions are received from the immediate supervisor. Contacts are necessary both within and outside the organization for the purpose of information exchange.

Examples of Work:

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

1. Responsible for accounts payable and processes payment vouchers;
2. Prepares accounts receivable invoices;
3. Files, types, and routes correspondence;
4. Answers, receives, and delivers telephone messages, receives visitors and directs them to appropriate personnel;
5. Assists in budget preparation;
6. Performs word processing, spreadsheet creation, and data entry;
7. Converts spreadsheets to web format and sends to webmaster for addition to web page;
8. Records usage of copiers (2) to distinguish program usage and breakout of charges;
9. Processes finance agenda for board meetings (email and books) and prepares legislative budget hearing booklets for distribution during legislative sessions;
10. Verifies and processes travel reimbursements for staff employees as well as outside vendors;
11. Serves as travel coordinator for agency and books airfare for staff;
12. Reconciles GED, MCCB flower and gift fund, and Cafeteria bank accounts;
13. Assists in tracking equipment; and
14. Other duties as assigned.

Minimum Requirements:

Graduation from an accredited high school or a GED certificate with a minimum of two years related work experience in accounting or associate degree in related field. Computer word processing and spreadsheet proficiency. Strong organization skills and the ability to handle details.

Special Requirements Preferred:

Strong computer skills with comprehensive knowledge of Microsoft Word, Powerpoint, and Excel. Knowledge of the State Automated Accounting System (SAAS).

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Accountant
Initial Date of Adoption: August 15, 2010	Reference:
Revision Date: September 17, 2010	Code Number: 5.27 Page: 1 of 1

ACCOUNTANT

Characteristics of Work:

The individual in the Accountant position is responsible for financial matters relating to federal grants, workforce training, and other programs administered by the Mississippi Community College Board . The position requires the application of financial management policies which include a sound knowledge of fund accounting, grant accounting, and the ongoing implementation of generally accepted accounting principles.

Examples of Work:

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

1. Communicates with Subgrantee of federal/state funds;
2. Performs accounting and budgeting functions for federal grants;
3. Prepares federal and state reports related to federal grants;
4. Responsible for semi-annual conversion to GAAAP for federal/state reporting;
5. Responsible for the maintenance of cash receipts;
6. Assists in enrollment audits of community and junior colleges;
7. Reviews workforce sub-grants for compliance with state law and agency policy;
8. Works with customized on-line sub-grant system and assists college personnel with system problems;
9. Prepares monthly reconciliations;
10. Prepares reimbursements and tracks expenditures related to ARRA (American Recovery and Reinvestment Act) funds;
11. Performs accounting duties related to the construction and equipping of a new state headquarters;
12. Reviews contracts for compliance with federal and state laws; and
13. Other duties as assigned.

Minimum Requirements:

A bachelor's degree in accounting from an accredited college or university, and two years professional work experience in accounting.

Special Experience Preferred:

State governmental (fund) accounting experience, with SAAS, experience in accounting for grants, personal computer skills, proficiency in the use of Microsoft Excel, and good communications skills.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Director of Training and Professional Development
Initial Date of Adoption: September 17, 2010	Reference:
Revision Date:	Code Number: 5.28 Page: 1 of 1

DIRECTOR OF TRAINING AND PROFESSIONAL DEVELOPMENT

Characteristics of Work:

This is a professional position that will work with the Assistant Executive Director for eLearning and Instructional Technology. The position is charged with developing and maintaining a system of support, training, and professional development programs in the areas of eLearning. The position will assist with systems and software management and development, work closely with college eLearning personnel, work to integrate and expand the interactivity of all distance education methodologies, and will assist in project implementation. The position will be responsible for creating and delivering training to the 15 colleges on software applications, distance education pedagogy, and other programmatic developments. The position is also charged with maintenance and design of many MCCB eLearning websites. Responsibilities also include planning, directing, assessing, and reporting of activities in a manner that assures quality results.

Examples of Work:

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

1. Identifies, develops, coordinates, and provides necessary statewide faculty, administrative, and/or support staff training pertaining to eLearning and online pedagogy.
2. Develops new support mechanisms for peer-to-peer faculty sharing and best practices for instruction.
3. Works closely with the colleges' eLearning Trainers in developing and supporting new professional development programs, methodologies, and modes for delivery.
4. Works with and supports the colleges' eLearning Coordinators.
5. Assists in maintaining and enhancing the learning management systems used to support the 15 community colleges and the Mississippi Virtual Community College (MSVCC) consortium.
6. Researches, analyzes, and articulates short-term and long-term vision internally, and externally with the colleges, to sustain and grow programs of quality.
7. Recommends procurement of software applications utilized for eLearning.
8. Creates, maintains, and distributes all training materials that will be delivered face-to-face and online to college personnel.
9. Represents the agency through oral and written communications and reports.
10. Performs other duties as assigned.

Minimum Requirements:

A masters degree from a regionally accredited four-year college or university with a minimum of 5 years experience in a community college environment with experience in distance education and a passion for curriculum, instruction, and effective uses of technology in education.

Preferred Qualifications:

A thorough knowledge of learning management systems such as Blackboard and Desire2Learn, three years experience teaching online courses, certification in online instruction, experience in the development and delivery of training materials, and a high comfort level with databases, spreadsheets, PowerPoint, and web publishing.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Program Specialist – GED Testing
Initial Date of Adoption: January 21, 2011	Reference:
Revision Date:	Code Number: 5.29 Page: 1 of 1

Program Specialist – GED Testing

Characteristics of Work:

This position will assist in the overall coordination and oversight of the GED Testing Program, professional development and technical assistance for all GED testing centers and staff. This position will also assist with all facets of the operation of the ABE and GED Testing Programs Division.

Examples of Work:

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

1. Assists in development and oversight of all aspects of the GED Testing Program, which includes local contract approval, technical assistance, staff development, and monitoring of all GED testing centers.
2. Assists in administering the GED Testing Program in conformity with all policies and procedures as stated in the Policy and Procedures Manual from the GED Testing Service through the American Council on Education as well as all imposed state laws and procedures through the Mississippi Community College Board .
3. Assures through technical assistance and contractual negotiations that local testing centers are made aware of all the GED Testing Service and state regulations and guidelines used to support the program.
4. Coordinates staff development with local testing centers. Plans and provides training of all new Chief Examiners and Examiners.
5. Assures GED Testing Service that all GED contracts with local testing centers are accurate before approval and that entire contractual packet is sent. Assures that all Examiners and Chiefs sign the Test Security Memo and thoroughly knows the contents thereof.
6. Designs the monitoring schedule for all GED Testing Centers and conducts follow-up visits regarding any discrepancies between what the testing center is doing versus what the manual states must be done.
7. Manages responsibilities as a member of the MCCB team(s).
8. Oversees daily operation of transcript requests.
9. Represent the GED Testing Division in daily issues to gather, clarify, and disseminate information.
10. Interact frequently with all levels of management, internal and external to the Agency as it relates to GED testing.
11. Other duties as assigned by the Director for Adult Education/GED Testing.

Minimum Requirements:

A Bachelor’s degree from an accredited college or university with two years related experience.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Administrative Secretary II
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: September 17, 2010	Code Number: 5.30 Page: 1 of 1

ADMINISTRATIVE SECRETARY

Characteristics of Work:

This is upper level secretarial work in which the incumbent provides clerical and other programmatic support to MCCB staff. The incumbent also must exercise independent judgment in managing the affairs of a professional office within limits of standard operating procedures.

Adult Basic Education Federally Funded Salary:

*AE10 – 50%

*GEDT – 50%

*Monthly estimated time

Examples of Work:

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

1. Organizes, designs, and maintains files for classifying, retrieving, and disposing of such materials as correspondence, records, reports, and other documents;
2. Composes correspondence and routes with other pertinent correspondence and materials to appropriate destinations. Correspondence may include memos, letters, minutes, reports, mailing labels, forms, etc.;
3. Ensures routing of materials in a timely manner;
4. Places local and long distance telephone calls upon request. Refers incoming telephone calls and visitors to the appropriate person(s) or functional area(s);
5. Locates and assembles information for various reports, briefings, meetings, and conferences;
6. Performs photocopying, dictation, transcription, and typing of correspondence and reports;
7. Makes travel arrangements as requested;
8. Assists other clerical staff as needed;
9. Attends meetings as directed, takes and transcribes minutes;
10. Acts as office receptionist as needed;
11. Processes mail, both incoming and outgoing;
12. Monitors and/or routes faxes to and from office personnel;
13. Assists in preparation of meetings including but not limited to scheduling, setup, clean up and assuring that proper equipment and materials are on hand;
14. Orders supplies for immediate supervisors; and
15. Assists in project administration including tracking, reviewing, and processing programmatic reports, contracts, and materials.

Minimum Requirements:

Graduation from an accredited high school or a GED certificate and demonstrated clerical and secretarial competence, or three years demonstrated experience via resume or other documented history and appropriate skills.

Special Experience:

Typing proficiency, computer word processing/software, proficiency in a data base system, and office management skills.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Assistant Executive Director for eLearning and Instructional Technology
Initial Date of Adoption: February 18, 2011	Reference:
Revision Date:	Code Number: 5.31 Page: 1 of 2

ASSISTANT EXECUTIVE DIRECTOR FOR eLEARNING AND INSTRUCTIONAL TECHNOLOGY

Characteristics of Work:

This is professional administrative work that requires providing oversight and direction for the overall management and coordination of the Mississippi Virtual Community College. In addition, this position serves as the liaison for Mississippi's Community and Junior Colleges in using technology in the learning process for online, traditional academic, career and technical, and workforce education classes. This position reports to the Deputy Executive Director for Programs and Accountability. The Assistant Executive Director must establish and maintain an effective interface with designated contacts at the state's 15 public community and junior colleges. The incumbent will be responsible for ensuring project management, oversight, and approval in a manner that assures the best use of resources and compliance with MCCB policy, state law, and Mississippi Virtual Community College operational procedures. The person selected for this position is also responsible for close cooperation and coordination with students taking distance learning courses through the MVCC, other state agencies, members and staff of the Mississippi Community College Board, college presidents, Academic and Vocational/Technical Deans and other interested college personnel. These administrative duties include planning, directing, assessing, and reporting of activities in a manner that assures quality results.

Examples of Work:

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

1. Serves as the MCCB's liaison with college faculty, professional staff and administrators by providing information, support and guidance either individually or by participating on various councils, and committees required in the development and delivery of online instructional offerings;
2. Manages the statewide MVCC, including tasks as follows:
 - a. Development of MVCC operational procedures in compliance with the MACJC and MCCB adopted MSVCC goals and objectives
 - b. MCCB Request(s) for Proposal and Project Development
 - c. Project evaluation
 - d. Identification, scheduling and provision of necessary statewide faculty, administrative and/or support staff training
 - e. Contract negotiations with new and current strategic partners
 - f. Budgeting;
3. Represents eLearning efforts as the a liaison to the Academic Deans' Association; Career and Technical Deans' Association, Workforce Directors, and the MACJC Presidents' Association;
4. Represents the agency through oral and written communications and reports;
5. Develops and/or maintains thorough working knowledge of all levels of state and federal statutes and related guidelines which pertain to the operation of the online programs and assures compliance;
6. Establishes and maintains electronic data collection system required to document and justify resource utilization;
7. Provides overall vision and system administration for eLearning and Instructional Technology efforts;
8. Assess accuracy of data mapping between MCCB Enrollment System and campus systems and communicate necessary corrections to campuses;
9. Consult with MCCB Database Administrator to develop new database-driven systems that will allow MCCB to offer additional modes of delivery for eLearning and m-Learning.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Assistant Executive Director for eLearning and Instructional Technology
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Minimum Requirements:

A Master's Degree from an accredited college or university with experience in program coordination/administration and an understanding of curriculum, instruction and the use of technology in instruction. Related experience may be substituted on an equal basis for the educational requirement or advanced related education may be substituted on an equal basis for work experience.

Preferred Qualifications:

A working knowledge of Blackboard and Desire2Learn, experience teaching a course online and a high comfort level with multiple applications such as Office products, building blocks and other software plug-ins that are used to enhance teaching and learning.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Director, Proprietary Schools and College Registration
Initial Date of Adoption: May 20, 2011	Reference:
Revision Date:	Code Number: 5.32 Page: 1 of 1

DIRECTOR FOR PROPRIETARY SCHOOLS AND COLLEGE REGISTRATION

Characteristics of Work:

The Director for Proprietary Schools and College Registration serves as the state-level coordinator for proprietary schools. The Director for Proprietary Schools and College Registration reports directly to the Associate Executive Director for Academic and Student Affairs. This administrative position involves highly professional oversight of Proprietary Schools and College Registration.

Examples of Work:

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

1. Serves as the agency contact for issues or questions related to Proprietary Schools and College Registration;
2. Coordinates and conducts on-site visits for proprietary schools;
3. Responsible for reviewing all application packets for college registration and agent permits and making appropriate recommendations to the Associate Executive Director for Academic and Student Affairs;
4. Responsible for reviewing all faculty credentials in accordance with the Commission on Proprietary School and College Registration (CPSCR) Rules and Regulations;
5. Responsible for reviewing and ensuring the timely and accurate fee payments of proprietary schools;
6. Responsible for maintaining and updating proprietary school and agent databases;
7. Responsible for reviewing state and local media and maintaining relationships with registered proprietary schools, the community/junior colleges and other constituents to identify potentially unregistered proprietary schools;
8. Responsible for reviewing, updating and maintaining CPSCR website information;
9. Responsible for proprietary school registration and renewal process, agent permit process, and update/change process for Proprietary Schools and College Registration;
10. Responsible for reviewing and updating the CPSCR Rules and Regulations, Initial and Renewal Applications, Agent Applications, New Course Applications and New Program of Study Applications;
11. Coordinates and schedules CPSCR bi-monthly meetings;
12. Compiles and maintains financial reports for the CPSCR;
13. Assists the Associate Executive Director for Academic and Student Affairs with legislative issues involving Proprietary Schools and College Registration; and
14. Performs other job related duties as needed and assigned.

Minimum Requirements:

A master's degree from a regionally or nationally accredited college or university in a related field with a minimum of five years related experience.

Special Experience:

Proficiency in Word, Excel, Access, and PowerPoint. Advanced analytical and organizational skills, including a high level of accuracy and attention to detail. Excellent multitasking skills. Ability to meet deadlines. Effective oral and written communication skills. Ability to work independently, but possessing the interpersonal skills necessary to work with teams of various personnel and other internal or external constituencies.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 5: Staff Positions
	Title: Internships
Initial Date of Adoption: October 20, 2006	Reference:
Revision Date:	Code Number: 5.33 Page: 1 of 1

INTERNSHIP POLICY

Prerequisites for admission to internship or individual study with outside agency

- Recommendation and approval by appropriate College/University personnel and/or appropriate Agency personnel.

Student responsibilities

- Develop a written list of tasks to be performed which are agreed-upon by the intern and the agency. This list should include goals and objectives of each task, specific responsibilities of student, date of completion, duties performed, etc.
- Complete all work with high standards and professionalism.

Agency responsibilities

- Provide facilities adequate to meet task objectives.
- Designate a supervisor, who will:
 - coordinate agency support as outlined above;
 - give initial and periodic consultation to student, along with academic advisor from university (the initial consultation should set written goals and expectations, credits to be awarded, student responsibilities, date of completion, etc.) ;
 - assist in advising student throughout each task; and
 - provide the university with a letter of evaluation , commenting upon the student's tasks, completion of those tasks, professionalism, etc.

University responsibilities

- Provide an academic advisor, chosen on basis of availability and expertise;
- Take responsibility for final grading of intern;
- Establish academic expectations, including report, exams, etc.
- Serve as liaison between the Agency and the university.

SECTION 6

LEAVES AND ABSENCES

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 6 - Leaves And Absences
	Title: Personal Leave
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: November 19, 1999	Code Number: 6.1 Page: 1 of 1

PERSONAL LEAVE

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

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

Other leave policies are as follows:

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 6 – Leaves And Absences
	Title: Major Medical Leave
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: November 19, 1999	Code Number: 6.2 Page: 1 of 2

MAJOR MEDICAL LEAVE

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

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

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

Other major medical leave policies are as follows:

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 6 - Leaves And Absences
	Title: Major Medical Leave
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: November 19, 1999	Code Number: 6.2 Page: 2 of 2

MAJOR MEDICAL LEAVE (Continued)

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 6 – Leaves And Absences
	Title: Maternity Leave
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date:	Code Number: 6.3 Page: 1 of 1

MATERNITY LEAVE

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

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 6 - Leaves And Absences
	Title: Military Leave
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date:	Code Number: 6.4 Page: 1 of 1

MILITARY LEAVE

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

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 6 - Leaves And Absences
	Title: Leave Without Pay
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date:	Code Number: 6.5 Page: 1 of 1

LEAVE WITHOUT PAY

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 6 - Leaves And Absences
	Title: Administrative Leave
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date:	Code Number: 6.6 Page: 1 of 1

ADMINISTRATIVE LEAVE

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 6 - Leaves And Absences
	Title: Family and Medical Leave Act of 1993
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: November 19, 1999	Code Number: 6.7 Page: 1 of 1

FAMILY AND MEDICAL LEAVE ACT OF 1993

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

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

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

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

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 6 - Leaves And Absences
	Title: Compensatory Time
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: August 16, 2002	Code Number: 6.8 Page: 1 of 1

COMPENSATORY TIME

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

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

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

Use of compensatory leave is subject to prior approval of the Executive Director.

Compensatory leave may be used for those purposes for which personal leave may be used except that compensatory leave may not be used in lieu of personal leave or leave without pay for the first day of an illness of an employee.

2. All employees covered by the Fair Labor Standards Act will be granted compensatory time off at a rate of time and one-half for all hours worked over 40 hours in a work-week. Employees may accrue up to 240 hours of compensatory time. If an employee who is covered by the Fair Labor Standards Act accrues more than 240 hours of compensatory time, the additional hours will be paid.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 6 - Leaves And Absences
	Title: Donor Leave
Initial Date of Adoption: November 19, 2004	Reference: S. B. 2639, Regular Session 2004
Revision Date:	Code Number: 6.9 Page: 1 of 1

DONOR LEAVE

During the 2004 Regular Legislative Session Senate Bill 2639 was passed creating the Mississippi Living Organ Donor Leave Act. Paid time off is available to permanent full time and part time employees after six months of continuous service to donate an organ, bone marrow, blood or blood platelets.

Other donor leave policies are as follows:

1. Donor leave must be approved in advance.
2. Employees may receive up to 30 days (240 hours) for organ donation and up to 30 days (240 hours) for bone marrow donation in a twelve month period. Prior to being granted organ or bone marrow donor leave, the employee must furnish the Executive Director a written statement from the attending physician stating the employee is a candidate to be an organ or bone marrow donor.
3. Blood platelet donations are eligible for up to two hours of donor leave with a maximum of 48 hours in a twelve month period. Blood donations are eligible for up to one hour of leave every 56 calendar days. Both blood platelet and blood donations require a form to be signed by the phlebotomist taking the donation. The form should indicate name of employee, what type of donation was made and the date and time the donation occurred.
4. A MCCB donor leave form will be used for organ, bone marrow, blood and blood platelet donations.
5. Employees will not be required to take personal leave or major medical leave prior to taking donor leave.
6. Donor leave is earned when used. There is no accumulation of this type of leave.

SECTION 7

EMPLOYEE BENEFITS

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Employee Benefits
	Title: Holidays
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date:	Code Number: 7.1 Page: 1 of 1

HOLIDAYS

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Employee Benefits
	Title: Health and Life Insurance
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date:	Code Number: 7.2 Page: 1 of 1

HEALTH AND LIFE INSURANCE

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Employee Benefits
	Title: Workers' Compensation
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date:	Code Number: 7.3 Page: 1 of 1

WORKERS' COMPENSATION

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Employee Benefits
	Title: Social Security
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date:	Code Number: 7.4 Page: 1 of 1

SOCIAL SECURITY

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Employee Benefits
	Title: Public Employees Retirement System
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date:	Code Number: 7.5 Page: 1 of 1

PUBLIC EMPLOYEES RETIREMENT SYSTEM

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Employee Benefits
	Title: Credit Union
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date:	Code Number: 7.6 Page: 1 of 1

CREDIT UNION

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Employee Benefits
	Title: Unemployment Compensation
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date:	Code Number: 7.7 Page: 1 of 1

UNEMPLOYMENT COMPENSATION

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 7: Employee Benefits
	Title: Deferred Compensation Plan
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date:	Code Number: 7.8 Page: 1 of 1

DEFERRED COMPENSATION PLAN

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section: Personnel Policies
	Title: Supplemental Insurance
Initial Date of Adoption: November 18, 1992	Reference:
Revision Date: November 19, 1999	Code Number: 7.9 Page: 1 of 1

SUPPLEMENTAL INSURANCE

Cancer, intensive care, accidental death and dismemberment, long-term disability and dental insurance coverage's are available at the employee's expense.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section: Personnel Policies
	Title: MPACT
Initial Date of Adoption: July 1, 1996	Reference:
Revision Date	Code Number: 7.10 Page: 1 of 1

MPACT

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section: Personnel Policies	
	Title: COBRA	
Initial Date of Adoption: November 18, 1992	Reference:	
Revision Date: November 19, 1999	Code Number: 7.11	Page: 1 of 1

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT OF 1986 (COBRA)

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

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

Eligibility for COBRA coverage includes the following provisions:

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

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

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

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

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

SECTION 8

BUSINESS MANAGEMENT

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Business Management
	Title: Purchasing Procedures - General
Initial Date of Adoption: November 18, 1993	Reference:
Revision Date: April 20, 2007; October 21, 2011	Code Number: 8.1 Page: 1 of 2

PURCHASING PROCEDURES - GENERAL

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

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

Request for Purchase

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

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

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

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

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

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

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

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

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

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

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Business Management
	Title: Purchasing Procedures – General
Initial Date of Adoption: November 18, 1993	Reference:
Revision Date: April 20, 2007; October 21, 2011	Code Number: 8.1 Page: 2 of 2

Receiving Goods

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

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

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

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

Payment

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Business Management
	Title: Purchasing Policy
Initial Date of Adoption: October 19, 1995	Reference:
Revision Date: August 16, 2002, April 20, 2007	Code Number: 8.2 Page: 1 of 1

PURCHASING POLICY

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

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

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

Purchases of more than \$50,000

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Business Management
	Title: Purchase of Food/Meals for Business Meetings
Initial Date of Adoption: August 15, 1996	Reference:
Revision Date: November 19, 1999	Code Number: 8.3 Page: 1 of 1

PURCHASING FOOD/MEALS FOR BUSINESS MEETINGS

In addition to all standard MCCB purchasing procedures, the following procedures will be followed for all purchases of food and drinks for business meetings.

1. A purchase requisition (MCCB form #3.12) will be completed by the requester. In the event a meal is being requested, the requisition must clearly state the reason it would be more efficient to provide the food on site rather than leave the premises. The Executive Director or his designee will approve the requisition if he/she determines the activity is reasonably related and incident to achieve a particular goal or perform a particular function which has been imposed by legislative enactment(s).
2. Once the requisition has been approved, the food and/or drinks will be ordered. A list (MCCB form #3.14) will be passed around at the meeting for all attendees to sign. This list includes the name and business or agency of the attendees and the location, time and date of the meeting. This list and agenda will be forwarded to the Purchasing and Records Technician upon conclusion of the meeting. The MCCB must furnish to DFA the information listed above with the purpose and agenda for the meeting when the invoice is submitted for payment.
3. Finance personnel will be responsible for assuring that no request for reimbursement on any travel voucher for meals which were provided as part of a business meeting will be processed or paid.
4. No expenditure for alcoholic beverages will be reimbursed for business meetings or personal travel.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Business Management
	Title: Admin. of State Bonds and Appropriations for Capital Improvements
Initial Date of Adoption: July 20, 1990	Reference:
Revision Date: November 19, 1999	Code Number: 8.4 Page: 1 of 2

ADMINISTRATION OF STATE BONDS AND APPROPRIATIONS FOR CAPITAL IMPROVEMENTS

The Mississippi Community College Board shall allocate bond funds and appropriations to each community and junior college district for capital improvements.

The local boards of trustees of the district shall submit one or more projects to the MCCB for approval. The projects shall be consistent with current capital improvements plans or justification must be provided. The appropriate form shall be used and shall provide the following information:

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

The MCCB will consider the project requests. The MCCB shall approve or disapprove all project requests and provide the Bureau of Buildings and Grounds (BBG) with a listing of the approved projects.

The BBG will conduct project conferences at each district. Project scope, budget, etc., will be confirmed or adjusted.

The MCCB staff, in cooperation with BBG, shall prepare and submit a quarterly progress report to the MCCB for each project by district. The progress report shall include, but not be limited to, the following sequence of steps as prescribed by the Planning and Construction Manual Procedures of BBG:

- Professional selection
- Professional contracts
- Project conferences
- Schematic phase by professionals
- Design phase by professionals
- Construction phase by professionals
- Bidding
- Contracts
- Construction progress
- Change orders
- Acceptance of project, convey title to district

The BBG shall be owner of projects through the acceptance of the projects.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Business Management
	Title: Guidelines For Expending Capital Improvement Funds Senate Bill 3135 – FY 2000
Initial Date of Adoption: July 20, 1990	Reference:
Revision Date: November 19, 1999	Code Number: 8.4 Page: 2 of 2

GUIDELINES FOR EXPENDING CAPITAL IMPROVEMENT FUNDS SENATE BILL 3135 – FY 2000

In Section 14 of S.B. 3135, the Legislature appropriated \$1,500,000 to the Mississippi Community College Board for the purpose of making capital improvements to the grounds and facilities of the community and junior colleges for FY 2000.

Allocation

The funds appropriated for capital improvements shall be allocated as follows:

1. one-half (1/2) divided equally among the fifteen (15) public community and junior colleges, and
2. one-half (1/2) divided upon the basis of the number of full-time academic, technical and vocational public CJC students actually enrolled and in attendance on the last day of the sixth week of the fall semester or its equivalent of the preceding year counting only those students who reside within the State of Mississippi.

Purpose

The funds appropriated for capital improvements may be expended for improvements to land, buildings, and other facilities. The expenditure must benefit a program for more than one year and the cost must be \$500 or more.

If there is a question about the purpose for expending capital improvement funds under S.B. 3135, please consult with the MCCB office prior to encumbering those funds.

Due to the fact that the \$1,500,000 appropriated through S.B. 3135 for capital improvements may lapse back into the Education Enhancement Fund if not spent at the end of the fiscal year, this office strongly encourages the use of these funds as early in F Y 2000 as reasonably possible.

These non-recurring funds from H.B. 400 to reimburse community colleges for capital improvements will be available through the state treasury from October 1, 1999, to June 30, 2000. If you foresee needing these funds prior to October 1, 1999, then you may submit, in writing, the amount and description of your need to Deborah Gilbert by June 16, 1999, and we will request that DFA make some funds available on July 1, 1999.

Accountability

For reimbursement at project completion, the college must submit to the State Board the following information:

1. a copy of the local board’s authorization for the capital expenditure that is spread on the official minutes,
2. a copy of the invoice relating to # (1) above, and
3. a copy of the check/warrant to various vendors relating to the capital expenditure in # (1) above.

All state statutes in regard to purchasing must be strictly followed.

One-half (1/2) of a district’s contractual commitment or encumbered commitment for allowable capital expenditures will be reimbursed after October 1, 1999, upon request, and the remaining portion will be disbursed based upon the criteria set forth in items (1), (2) and (3) above on a reimbursement basis.

The deadline for submission of the copy of minutes, the invoices, and checks for final reimbursement of capital improvements is June 30, 2000.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Business Management
	Title: Five-Year Capital Improvements Plan
Initial Date of Adoption: June 28, 1990	Reference: MS Code, Section 31-11-27
Revision Date: November 19, 1999	Code Number: 8.5 Page: 1 of 1

FIVE-YEAR CAPITAL IMPROVEMENTS PLAN

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

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

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Business Management
	Title: Administration Of State Education Technology Funds
Initial Date of Adoption: July 1, 1996	Reference: MS Code, Section 31-11-27
Revision Date:	Code Number: 8.6 Page: 1 of 4

ADMINISTRATION OF STATE EDUCATION TECHNOLOGY FUNDS

The MCCB shall allocate bond funds and appropriations to each community and junior college district for education technology. Guidelines for disbursement of the funds are revised annually.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Business Management
	Title: Appropriate S.B. 2945 Bond Expenditures
Initial Date of Adoption: February 26, 1996	Reference: MS Code, Section 31-11-27
Revision Date:	Code Number: 8.6 Page: 2 of 4

APPROPRIATE S.B. 2945 BOND EXPENDITURES

In trying to develop a requested list of appropriate items to be expended from S.B. 2945, we have quoted the following sentences from Sections 1 and 2 of the bill that emphasize the intended use of these bond funds. Section 1 states that “(t)he plan shall focus on the technology requirements of classroom instruction, literacy laboratories, student record management, financial and administrative management, distance learning and communications as they relate to the state’s performance goals for students.” Section 2 states that “(t)he network shall be capable of providing two-way voice, video and data communications in order to effect an integrated telecommunications interconnect among the community colleges, libraries, government agencies, business partners and other educational institutions. It shall also be capable of providing instructional programming, broadcast programming, staff development programming, and administrative voice, video and data exchange.”

After reviewing S.B. 2945, the memorandum dated January 16, 1996, from the Council for Education Technology, and the letter from David Litchlitter of ITS dated January 9, 1996, we have composed the lists that follow. These lists are not inclusive and are intended to provide guidance in developing plans and purchasing commitments.

Items or Services that may be purchased form S.B. 2945 Bond Funds

Contractual obligations as a result of Campus Certified Network Engineering Surveys & Design and/or IT Planning (subject to ITS Approval)
Supplies, Equipment and Contractual Labor relating to inside and outside fiber optics backbone and copper wiring.
LAN routers, Hubs, CSU/DSUs, File Servers, Operation System Software, Web/E-Mail Servers hardware and software, etc. relating to campus local area and wide area networking electronics
Purchases or upgrades of personal computers for administrative and laboratory use
CD-ROM Server/Tower
Upgrade of administrative computing systems
Upgrade of voice/data communications systems (PBX, ESSX) to support faculty, staff, and student needs (includes modems)
Electronic Classrooms, Video upgrades, Video switching equipment for college branches.
Voice, Video, Data Networking Hardware/Software
Contractual labor, materials, and equipment relating to required building renovations to accommodate technology expansion (not subject to ITS approval)
Charges from ITS to process CP-1’s, etc., relating to S.B. 2945.

Items that shall not be purchased with S.B. 2945 Bond Finds:

Computer desks
Tables
Chairs
Access to the Internet (recurring technology appropriation)
Other non-technology related equipment, supplies or services

Please refer to the Procedures for the Disbursement/Reimbursement of the Community/Junior College Telecommunications Network Bonds that were approved by the MCCB on January 18, 1996, for forms, necessary documentation, and certification needed prior to disbursement of the bond proceeds.

We encourage all participating entities to spend the bond proceeds on big-ticket items so that much of the necessary paperwork will be alleviated.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Business Management
	Title: Procedures For The Disbursement/Reimbursement Of The Community/Junior College Telecommunications Network Bonds Senate Bill Number 2945 - Regular Session 1995
Initial Date of Adoption: February 26, 1996	Reference: MS Code, Section 31-11-27
Revision Date:	Code Number: 8.6 Page: 3of 4

PROCEDURES FOR THE DISBURSEMENT/REIMBURSEMENT OF THE COMMUNITY/JUNIOR COLLEGE TELECOMMUNICATIONS NETWORK BONDS SENATE BILL NUMBER 2945 - Regular Session 1995

In the 1995 Regular Session, the Legislature approved S.B. 2945 which created a special fund in the State Treasury to be designated the "Mississippi Community College Board Statewide Telecommunications Network Fund." Proceeds of the Community/Junior College Telecommunications Network Bonds which may be issued from time to time shall be placed in this fund. The total amount authorized in this legislation for the community colleges, the Mississippi Library Commission and the Mississippi Community College Board is \$29,950,000.

Community and Junior colleges, Mississippi Library Commission, and Mississippi Community College Board are required to submit a plan for the use of S.B. 2945 bond funds to Information Technology Services (ITS).

Community/Junior Colleges Telecommunications Network Bond money shall be expended in accordance with the approved telecommunications network plan and all other specific requirements identified in S.B. 2945, particularly stated in sections 1 and 2.

The Mississippi Community College Board is authorized in S.B. 2945 to allocate the funds provided from the proceeds of the Community/Junior College Telecommunications Network Bonds. The allocation was approved at the Board's November 17, 1995 regular meeting. (See Attachment A.)

For reimbursement from time to time on any particular project, the participating entities must submit to the State Board the following information:

1. A completed **MCCB Reimbursement Form;** (See Attachment B.)
2. a.) **A copy of an approved Form CP-1 and/or written authorization from ITS to make purchases when using the Express Products Lists (EPLs) - (if goods or services are under the jurisdiction of ITS);** Because S.B. 2945 requires that "all contracts, requests for proposals and bid awards shall be subject to the approval of the Central Data Processing Authority," all requests for S.B. 2945 funds must contain an ITS approved Form CP-1 with "S.B. 2945" listed as the "fund number" in the lower right block of the form for the equipment or contractual service requested or written authorization from ITS when Express Product Lists (EPLs) are utilized.
- b.) If goods or services are **not** under the jurisdiction of ITS, **provide written evidence of compliance with state purchasing procedures and laws.** For example, a copy of the two written quotes, a copy of the Board minutes accepting a bid, or a copy of the service contract(s).
3. **A copy of all invoices that support all approved purchases and services.**
Invoices for technological products or services dated prior to the adoption of the resolution of the Bond Commission will not be honored.

All state and federal statutes in regard to (1) purchasing, and (2) use of the bond funds must be strictly followed.

Once the bond proceeds are available, they will be disbursed based upon the criteria set forth in items 1), 2) and 3) above on a reimbursement basis. A minimal amount of an entity's allocation may be withheld to cover ordinary bond expenses.

Please submit no more than one disbursement request per month per district.

The State Board reserves the right to review each request for reimbursement and approve or reject any portion or all of the request and to request additional information. Each request must be submitted on the MCCB Reimbursement Form with supporting detail attached.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Business Management
	Title: Guidelines For Disbursement Of Education Technology Funds - FY 2006
Initial Date of Adoption: June 18, 1999	Reference: MS Code, Section 31-11-27
Revision Date: June 17, 2005	Code Number: 8.6 Page: 4 of 4

GUIDELINES FOR DISBURSEMENT OF EDUCATION TECHNOLOGY FUNDS - FY 2006

In Senate Bill 2050, the Legislature appropriated out of the state general fund a total of \$3,599,160 to the MCCB for the purpose of defraying the cost of the Education Technology Program at the public community and junior colleges for FY 2006. The Education Technology Program consists of recurring technology costs identified in the Evans Technology Study for Community Colleges and the Mississippi Community College Board, together with funding for technology positions. The combination of recurring technology and technology positions was done to provide more flexibility to our districts in the education technology area.

The Mississippi public community and junior colleges utilize the following set of guidelines to provide a shared network architecture that accesses a set of centralized services and resources, which generate significant economies of scale savings:

1. Available funds appropriated in S.B. 2050 will be used to pay line costs for a 3Mbps ATM circuit for the community and junior college system. This circuit will provide data and video transmission for internet access and distance learning transport service.
2. Data and video network line charges will be distributed based on estimates provided by BellSouth in April of 2004 for 15 sites for the fiscal year. The estimated cost is for bandwidth of 3 megs.
3. Of the \$3,599,160 appropriated in S.B. 2050, the sum of \$1,500,000 will be divided evenly (\$100,000) among the 15 districts for technology positions (\$50,000 X 2 positions per district.)
4. Of the \$3,599,160 appropriated in S.B. 2050, the amount of \$88,847.00 will be transferred to ITS for the community and junior colleges= share of backbone costs.
5. The balance of funds available after line charges, technical positions, backbone costs, and after the Mississippi Community College Board receives its share of S.B. 2050 recurring costs will be distributed to the 15 community and junior college districts based upon the following formula:
 - a) one-half evenly among districts, and
 - b) the remaining one-half based upon 2/5 headcount enrollment and 3/5 full-time equivalent (fte) enrollment for FY 2005.
6. "Other Recurring Costs" may include the following:
 - a) Maintenance on computer hardware and/or software (including parts to maintain existing computer equipment that is purchased under the account number 705 - Repairs and Maintenance),
 - b) Technology training needs for faculty and staff (including travel related to technology training),
 - c) One-time non-recurring line installation costs,
 - d) Other line charges related to voice, video and data, and
 - e) Equipment upgrades.
7. The MCCB will disburse education technology funds on a schedule of 1/2 in July 2005 and 1/2 in January 2006.
8. If there is a question about the purpose for expending Education Technology funds under S.B. 2050, please consult with the MCCB office prior to encumbering those funds.
9. Funds appropriated for recurring technology needs must be spent in accordance with S.B. 2050 and the above guidelines.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Business Management
	Title: Administration Of Associate Degree Nursing (And) Support
Initial Date of Adoption:	Reference: MS Code, Section 31-11-27
Revision Date: April 16, 1999	Code Number: 8.7 Page: 1 of 2

ADMINISTRATION OF ASSOCIATE DEGREE NURSING (and) SUPPORT

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Business Management
	Title: Guidelines For Administration Of Associate Degree Nursing (And) Support - FY 2000
Initial Date of Adoption:	Reference: MS Code, Section 31-11-27
Revision Date: April 16, 1999, June 8, 2004	Code Number: 8.7 Page: 2 of 2

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

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

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

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Business Management
	Title: Adequate Insurance
Initial Date of Adoption: October 16, 1998	Reference:
Revision Date:	Code Number: 8.8 Page: 1 of 1

ADEQUATE INSURANCE

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Business Management
	Title: Foundation Policy Statement
Initial Date of Adoption: March 9, 1994	Reference:
Revision Date:	Code Number: 8.9 Page: 1 of 1

FOUNDATION POLICY STATEMENT

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

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Business Management
	Title: Travel Policies
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: November 19, 1999	Code Number: 8.10 Page: 1 of 3

TRAVEL POLICIES

In-State Travel

1. Mileage shall be charged from the employee's official duty station to the points of destination. This policy also applies on the return trip.
2. Meals and lodging shall be allowable according to Section 25-3-41 of the Mississippi State Code. Employees shall refer to the State Travel Information Handbook published by the Department of Finance and Administration for further restrictions and/or policies.
3. Reimbursement of meal expenses for travel which does not include an overnight stay, is considered to be nondeductible compensation and is subject to state and federal taxation. Subsequent IRS rulings make such reimbursement of taxable meal expenses subject to FICA, FUTA and withholding and are subject to applicable employer match payments.

Out-of-State Travel

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

Travel in Privately-Owned Vehicles

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

Travel by Public Carrier

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Business Management	
	Title: Travel Policies	
Initial Date of Adoption: June 18, 1992	Reference:	
Revision Date: November 19, 1999	Code Number: 8.10	Page: 2 of 3

TRAVEL POLICIES (Continued)

Meals, Lodging, and Other Necessary Expenses

- An employee shall be reimbursed for the cost of meals, lodging, and other necessary expenses incurred in the course of official travel subject to the approval of the Executive Director. The combined total for meals shall be reimbursed as follows:

All Areas Except High Cost Areas	\$31.00/ day
*High Cost Areas	\$36.00/ day - \$41.00/day

*In-state and out-of-state high cost areas are those cities designated in the Federal Register as having a prescribed maximum per diem daily rate of \$100 or higher. The Department of Finance and Administration Bureau of Financial Control (BFC) will reimburse actual meal cost in those cities on a sliding scale not to exceed the following rates

Federal Register Ma. Per Diem rate	State Reimbursement
\$ 0- \$ 99	\$31.00
\$100-\$124	\$36.00
\$125 & above	\$41.00

- Reimbursement for lodging shall be made when overnight travel is required. In no case shall an employee be reimbursed for lodging at his/her residence. Reimbursement for lodging expenses shall be made for the amount actually paid when supported by a receipt. When an employee has a choice, professional and mature judgment should be exercised in the selection of lodging to ensure that the cost for lodging is within reason. Only single room rates are allowable. Government rates should be requested for both in-state and out-of-state lodging. Employees are encouraged to make hotel arrangements with those hotels and motels with which the State Fiscal Management Board has made official State Travel Agreements. All expenses for lodging shall be billed to the employee, not the agency and marked paid when submitted with the travel expense report.
- Taxicab charges shall be allowed from the point of approved origin to the air terminal or from the air terminal to the official destination. The State Auditor's Office requires that all taxicab charges must be accompanied by a receipt if over \$10.00. Charges shall be allowed from the air terminal at destination to the hotel, place of business, or between points of official duty and return.
- Charges for rental cars shall be allowed only when there is a demonstrated cost savings or when another means of public transportation is not available nor feasible. When anticipated, car rental should receive prior approval by the Executive Director.
- Necessary travel expenses do not include personal expense items such as entertainment and trip insurance. Reasonable expenses incurred for tips to porters, baggage persons, maids, waiters, etc., are allowable and should be itemized when reported. Charges for registration fees are allowable as other authorized expenses if accompanied by a receipt. Meals shall not be claimed as a separate item of expense on the travel voucher when included in the registration fee.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Business Management
	Title: Travel Policies
Initial Date of Adoption: June 18, 1992	Reference:
Revision Date: November 19, 1999	Code Number: 8.10 Page: 3 of 3

Travel Voucher

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

TRAVEL IN STATE-OWNED VEHICLES

The following procedures shall apply when using state-owned vehicle:

1. Use shall be for official business purposes only.
2. An employee must receive approval from the Executive Director before travel commences.
3. Employees who use the state-owned vehicle must present proper documentation of travel expenses and use when submitting travel expense report.
4. Reimbursement will be for actual expenses only.
5. Use of state-owned vehicles shall be limited to Board staff and/or other approved state agencies.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Business Management
	Title: Acceptable Use Policy for Technology
Initial Date of Adoption: June 8, 2004	Reference:
Revision Date: September 2006; October 15, 2010	Code Number: 8.11 Page: 1 of 2

Acceptable Use Policy for Technology

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

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

SOFTWARE:

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

HARDWARE:

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

PRACTICES:

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 8: Business Management
	Title: Acceptable Use Policy for Technology
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- Information contained on the agency network and workstations is strictly proprietary to the State of Mississippi and MCCB. Copying or disseminating any of this information for any purpose other than state business is strictly prohibited. Access to this information must be considered confidential.
- Employees are expected to report violations of this policy which he/she observes to his/her supervisor or, in the event that the violation involves the supervisor, the MCCB Executive Director. Likewise, if he/she is a witness to a violation he/she is required to cooperate in any investigation of the violation.

CONSEQUENCES:

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

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

REVISION:

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

SECTION 9

PROGRAMS

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
	Title: Five-Year Strategic Plan
Initial Date of Adoption: November 19, 1999	Reference:
Revision Date:	Code Number: 9.1 Page: 1 of 1

FIVE-YEAR STRATEGIC PLAN

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

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
	Title: Standards for Quality and Accountability
Initial Date of Adoption: November 19, 1999	Reference:
Revision Date:	Code Number: 9.2 Page: 1 of 4

STANDARDS FOR QUALITY AND ACCOUNTABILITY

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
	Title: Standards for Quality and Accountability
Initial Date of Adoption: October 19, 1995	Reference:
Revision Date: July 18, 1997; July 16, 2004	Code Number: 9.2 Page: 2 of 4

STANDARDS FOR QUALITY AND ACCOUNTABILITY

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

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

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

1. Faculty teaching via distance learning (cable, CCN, ITFS, PBS, satellite, etc.) will be compensated within the existing compensation policies of the institution. Where travel is involved, the existing travel policies of the institution will be applied.
2. Receive Sites must be supervised by monitors. Monitors must be staff-level personnel. Credentials do not need to be instructor-level for purposes of monitoring classes. Compensation for the monitors should be compatible with the institution's compensation policies for staff-level personnel. (Student workers are not staff-level personnel.)
3. The Receive Sites will pay a per-student fee to the originating site. This amount will be determined by the source of the programming in the case of satellite or PBS telecourses.
4. Students enrolled in courses where instruction is delivered via distance learning technologies will be counted for audit purposes, the same as that for students enrolled via traditional delivery methods, with the following stipulation. State appropriations will be awarded only for Internet (on-line) courses that are offered through the Mississippi Virtual Community College using the common software platform. Internet courses may be defined as those that are not classroom based, content is delivered on-line, do not require regular campus attendance, can be accomplished from a remote site, and are distinguished from hybrid courses, which are merely Internet enhanced. Colleges will be compensated according to their roles as host and/or provider institutions for students and courses.
5. To evaluate properly the institution's distance learning activities, a separate and distinct budget should be maintained. Costs related to distance learning can then be evaluated in terms of institutional mission and goals. Further, accountability can be established more easily when one office has budget responsibility.
6. Grades will be assigned by the Originating Site instructor of record who is also considered an adjunct instructor at the Receive Site. The originating institution will provide the Receive Site with a copy of the faculty member's credentials, verified by the Originating Site institution and so stated in the file at the Receive Site.
7. Institutions should make appropriate plans to budget sufficient amounts to cover maintenance and operational costs. User fees for community service activities should be set at a level to cover the costs associated with community service programs. Also, if state and/or federal funds are not appropriated for distance-learning activities, an institutional assessment may be required to cover state-wide system costs.

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(continued)

8. Priority for scheduling on CCN is as follows:
- a. Rural Health (First priority based on requirements of the funding source)
 - b. Community College Credit Instruction
 - c. Workforce Act activities and other non-credit business and industry training
 - d. Other training activities and institutional needs
 - e. State agencies

CCN must be used solely for educational/training purposes to maintain the \$7 per mile educational tariff. Within that constraint, time frames should be established by priority groups. If the priority group does not utilize the time completely, the schedule should be opened to the next priority group. Displacing must be avoided except under unavoidable circumstances.

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

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

1. A semester credit hour is defined as a minimum student-teacher contact of 750 minutes for lecture and 1500 minutes for laboratory. (This does not include time for passing between classes, registration, nor final examinations.)
2. The minimum load for a full-time student is 12 semester credit hours per semester.
3. The normal load for a full-time vocational student shall be 25 clock hours per week. (Some specific programs may require more hours as approved by the Mississippi Community College Board .)
4. The standard teaching load in semester credit hours is recognized to be 16. The maximum teaching load is generally recognized to be 18 semester credit hours. The teaching schedule of each instructor should ordinarily be arranged so that a typical teaching load per week may vary from 450 to 600 student clock hours, depending on the type of class. A minimum of two hours of laboratory work shall be counted as one semester credit hour.
5. The Board recognizes only those academic courses included in the Uniform Course Numbering System for allocation of state funds.

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

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(continued)

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

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

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

Vocational students must meet one of the following criteria for admissions:

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

In addition to meeting the admissions requirements, all students must meet the attendance requirements, which are prescribed by law. In attendance shall mean that the student's last day of attendance occurred on or after the last class meeting of the sixth week or its equivalent. Students with the equivalent of two absences (per one credit hour course) by the end of the sixth week shall be deemed not in attendance unless that student attends class thereafter.

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
	Title: Enrollment Audits
Initial Date of Adoption: July 30, 1993	Reference:
Revision Date: November 19, 1999; July 16, 2004	Code Number: 9.3 Page: 1 of 2

ELECTRONIC ENROLLMENT AUDIT (*e-AUDIT*)

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

Pre-Audit Phase

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

Upload & Validation Phase

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

Sample Testing Phase

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

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

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

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

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Follow-up and Evaluation Phase

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
	Title: Notice of Substantive Change
Initial Date of Adoption: June 18, 1993	Reference:
Revision Date:	Code Number: 9.4 Page: 1 of 1

NOTICE OF SUBSTANTIVE CHANGE

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

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

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs	
	Title: Establishing A Campus Or Center	
Initial Date of Adoption: June 18, 1993	Reference:	
Revision Date: September 24, 2001; April 23, 2004	Code Number: 9.5	Page: 1 of 5

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

Introduction

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

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

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

Definitions

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

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

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

Off-Campus Site: An off-campus site is a location, which provides a very limited selection of course offerings (usually academic) that support the instructional mission of a campus or center. Such a site provides minimal library and student support services. Facilities generally are not owned by the college, but may be leased. The existence of an off-campus site does not imply commitment to maintain or to continue operation. A community or junior college must obtain approval from the State Board on a semester-by-semester basis to offer courses at an off-campus site in accordance with § 37-29-69 of the Mississippi Code of 1972, Annotated.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
	Title: Establishing A Campus Or Center
Initial Date of Adoption: June 18, 1993	Reference:
Revision Date: September 24, 2001; April 23, 2004	Code Number: 9.5 Page: 2 of 5

Criteria For The Establishment of A New Campus:

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

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

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

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

Criteria For The Establishment of a New Permanent Facility

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

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

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

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

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

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

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

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

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

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

- A. A college's request for a change in status must include proof of approval from the local board of trustees.
- B. Decisions to change the instructional mission at a center or extension site shall be interpreted to mean that both the short-range and long-range educational needs of the specific area can be met best through this change.
- C. Each district must clearly delineate the long-range development potential of the comprehensive center or center.
- D. A current Educational Master Plan for the district must exist, and the district must show adherence to the plan. If vocational and technical programs are projected, these must be evident in annual vocational and educational plans. A minimum of five (5) approved vocational-technical programs shall be required for vocational-technical centers. As a requirement for an academic center, evidence must be shown that supports an institution's ability to offer adequate labs (learning, language, science, etc.) to support that academic mission.
- E. A sufficient pool of potential clients must be evident. The need for such an expansion may be supported by community requests and /or college surveys. Generally, approximately 600 FTE students would be recommended for a comprehensive center. The 600 FTE's can consist of a combination of academic, technical and vocational student semester credit hours. Approximately 300 FTE students in either area (academic or technical and vocational) would be recommended for a center.
- F. Evidence of community support and local revenue sources must be present.
- G. Programs and services must be planned without duplication and without competition of existing programs available within the proposed service area. Historically, centers have not been established within twenty-five miles or thirty minutes commuting time of other campuses and centers capable of offering similar programs; however, the extent of the need for the program will be an important determining factor in relation to the distance. Consideration must be given to all existing postsecondary educational institutions (including universities), both public and private, in the proposed geographic area. Programs and services at proposed locations that would exist in close proximity to existing colleges and universities, both public and private, shall take into consideration existing programs offered by existing institutions and shall also consider the best use of resources.
- H. The college must ensure the common use of resources at all locations, including but not limited to staffing, computer services, financial aid, registration, etc.
- I. Land and facilities are the primary responsibility of the college district. Increased funding for operations must be proportional to those within the current district budget or the system norm. Written pledges of increased tax support from taxing authorities are recommended. Letters of support from community and business/industry leaders may be helpful. Proposed budgets for facilities and for operation during the first three years are also required.
- J. The State Board will assign weights to the above criteria in order to evaluate the proposal from the community or junior college.
- K. Formal comments will be solicited for a period of at least thirty days after the State Board considers a proposal for a change in the instructional mission at an extension center or an off-campus site and action of the board will be forthcoming within 90 days.

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Criteria For Requesting The Operation of A Off-Campus Site

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

Definition of Off-Campus Site: An off-campus site is a location, which provides a very limited selection of course offerings, (usually academic) that support the instructional mission of a campus or center. Such a site provides minimal library and student support services. Facilities generally are not owned by the college, but may be leased. The existence of an off-campus site does not imply commitment to maintain or to continue operation. A community or junior college must obtain approval from the State Board on a semester-by-semester basis to offer courses at an off-campus site in accordance with § 37-29-69 of the Mississippi Code of 1972, Annotated.

- A. A community or junior college shall request State Board approval for the course offerings at an off-campus site.
- B. A letter of request from the President of the college must be sent to the Executive Director of the State Board at least two (2) weeks prior to a State Board meeting for immediate action of the State Board. The letter must include:
 1. Evidence of local Board of Trustee approval of the expansion
 2. The exact name and location of the requested off-campus site
 3. Course or courses to be offered
 4. Expected number of students to be served
 5. The dates the course offerings are to begin and end.
- C. The Executive Director will inform the college president of the State Board's action immediately following the State Board's next regular monthly meeting.

Funding

Once all preceding criteria have been documented to the State Board in the form of a proposal or letter as required, recommended to the State Board by the Executive Director, considered by the State Board, sent out on Administrative Procedures for at least thirty days (comprehensive center and extension center), and, subsequently, approved by a majority vote of those members present and voting, the State Board will disburse funding to colleges for students who are enrolled and in attendance on the last day of the sixth week (or its equivalence) at all approved college locations, according to the weights and percentages prescribed by State Board policy and legislative action, under the funding formula.

Full-time status may be achieved by a student enrolling in 12 or more semester credit hours at any combination of locations within a district. For a college to receive the highest possible reimbursement, a student must be enrolled in at least one course at the site assigned the highest weight. For example, if a student is enrolled in three semester credit hours at a comprehensive center and nine semester credit hours at an extension site, he/she will be a full-time student and the college will be reimbursed at 95%. Part-time funding will be provided for academic, vocational and technical hours generated by students taking fewer than twelve hours during the summer, fall and spring on a full-time equivalency basis. (Note: Vocational and technical program approvals will continue to be site specific.)

Specific Weights:

- a. Academic Campuses at a weight of 1.0
- b. Academic Comprehensive Centers at a weight of 0.95
- c. Academic Extension Centers at a weight of 0.85
- d. Academic Off-Campus Sites at a weight of 0.75
- e. Part-time Academic, Vocational and Technical weights at 0.55

Fiscal year 2003 will be the first year of a four-year phase-in of technical and vocational weights. Over the four-year period, technical and vocational weights will be phased in as follows:

- a. Technical weights will be phased in from 1.19 to 1.0.
- b. Vocational weights will be phased in from 0.38 to 1.0.

See Attached Chart.

NOTE: No existing location will be diminished in status with the adoption of this criteria.

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**Mississippi Public Community and Junior Colleges
Conversion of Technical and Vocational to Desired Weights over a Four Year Period
FY 2003 – FY 2006**

	Year 1 FY 2003	Year 2 FY 2004	Year 3 FY 2005	Year 4 FY2006
TECHNICAL:				
Campus	1.19	1.13	1.06	1.00
Comprehensive Center	1.19	1.11	1.03	0.95
Extension Center	1.19	1.08	0.96	0.85
Off Campus Site	1.19	1.04	0.90	0.75
VOCATIONAL:				
Campus	0.38	0.59	0.70	1.00
Comprehensive Center	0.38	0.57	0.76	0.95
Extension Center	0.38	0.54	0.69	0.85
Off Campus Site	0.38	0.50	0.63	0.75

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
	Title: Approval of Lower Division Courses For IHL
Initial Date of Adoption: June 20, 1991	Reference:
Revision Date: November 19, 1999, June 28, 2002	Code Number: 9.6 Page: 1 of 1

APPROVAL OF LOWER DIVISION COURSES FOR IHL

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

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
	Title: Junior College Name Change
Initial Date of Adoption: May 22, 1987	Reference: Section 37-29-67, MCA
Revision Date:	Code Number: 9.7 Page: 1 of 1

JUNIOR COLLEGE NAME CHANGE

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

The following procedures shall apply:

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
	Title: Application for New Voc./Technical Programs
Initial Date of Adoption: March 13, 1991	Reference:
Revision Date: November 19, 1999	Code Number: 9.8 Page: 1 of 1

APPLICATION FOR NEW VOCATIONAL/TECHNICAL PROGRAMS

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

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
	Title: Curriculum Changes to Voc./Technical Programs
Initial Date of Adoption: June 20, 1991	Reference:
Revision Date: November 19, 1999	Code Number: 9.9 Page: 1 of 1

CURRICULUM CHANGES TO VOCATIONAL/TECHNICAL PROGRAMS

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
	Title: Placing Voc/Tech Programs on Probation or Termination of Such Programs
Initial Date of Adoption: June 20, 1991	Reference:
Revision Date: November 19, 1999	Code Number: 9.10 Page: 1 of 1

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

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

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
	Title: GED State Policy
Initial Date of Adoption: July 1, 1992	Reference:
Revision Date: November 21, 1997, October 25, 2002	Code Number: 9.11 Page: 1 of 2

GENERAL EDUCATIONAL DEVELOPMENT (GED) STATE POLICY

1. Title of State Credential: High School Equivalency Diploma
2. Requirements for Issuance of GED Diploma. (Without Restrictions)
 - A. Minimum test scores: An average standard score of 45 on all five tests and a standard score of 40 on each of the five tests. (A total of 225)
 - B. Minimum age : 18
 - C. Residence: Resident of Mississippi for at least 30 days or on active duty in Armed Forces.
3. Minimum Requirements for Testing:
 - A. 18 years of age,
 - B. Not enrolled in secondary school, and
 - C. Out of school for three months with an official statement from the last school attended, giving date the applicant officially withdrew from school or regular high school class has graduated.

Exceptions for testing 16- or 17-year-olds:

- a. An applicant who is enrolled in an official alternative education program as stipulated in Senate Bill #2855. Assessment records must be presented at the time of registration following GED Testing Guidelines for Alternative Education Programs.
- b. An applicant who has completed a program of home study and has been enrolled for a minimum of two years with written documentation.
- c. An applicant with documentation verifying any one of the following conditions:
 - (1). incarcerated in a correctional institution, correctional youth center, training school for adjudicated youth, or similar institution;
 - (2). confined as a patient or resident of a state-operated hospital or alcoholic rehabilitation center;
 - (3). enrolled in or have completed a program of instruction provided by the Job Corps or other such agency, or an apprenticeship training program;
 - (4). married with minor status removed;
 - (5). a member of the United States Armed Forces; or
 - (6). an emancipated minor. (Court order with case number)
- d. An applicant with extenuating or extreme personal circumstances showing proper documentation. These include, but are not necessarily limited to, the following:
 - (1). an illness of long-range duration;
 - (2). sole support of family; or
 - (3). untenable situation at home which required the person to leave school to earn a livelihood.

Any situation in which local Chief Examiner can not render a determination on granting a waiver will be referred to the State GED Office for guidance.

4. Requirements for retesting: Applicants may retest the first time as soon as official scores are received from the Mississippi Community College Board . To retest a second time without a waiting period of 60 days, applicant must have obtained a standard score of 35 on each test or an average standard score of 40 on all five tests.
5. Method of Applying: Application must be on special form obtainable upon request from the Mississippi Community College Board , Official GED Testing Centers, and school districts or colleges. Identity must be verified using photograph identification which provides name, address, birth date, and signature (e.g., driver's license, resident alien cards, tribal cards, passports with English translations, military ID, and government ID cards).

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
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GED State Policy (continued)

6. Official Transcripts: Test scores are accepted as official only when reported directly by: (1) Official GED Testing Centers; (2) Transcript Service of the Defense Activity for Non-Traditional Education Support (DANTES); (3) Veterans Administration Hospitals and Centers; and (4) the GED Testing Service.

7. Fee:
 - a. Testing at Official GED Testing Centers: \$40.00
Retesting: \$12.00 for each test.
 - b. Issuance of diploma: Initial diploma will be mailed free to examinee. There will be a five dollar (\$5.00) charge for each additional request. Payment by individuals to be received by cashier check, certified check, or money order (no personal check). Business, corporate, and educational institution checks will be accepted; however, a \$30.00 processing fee will be incurred if said check is rejected by the bank.
 - c. Issuance of Official Transcript of GED Test results: Initial transcript will be mailed free to examinee. There will be a five dollar (\$5.00) charge for each additional request. Payment by individuals to be received by cashier check, certified check, or money order (no personal checks). Business, corporate, and educational institution checks will be accepted; however, a \$30.00 processing fee will be incurred if said check is rejected by the bank.
 - d. Replacement cost for any destroyed test material.

8. GED Administrator of the GED Testing Program is the Program Specialist - Adult Education/GED, Mississippi Community College Board , 3825 Ridgewood Road, Jackson, MS 39211. Telephone number: (601) 432-6338. Fax number: (601) 432-6365.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
	Title: GED Testing Guidelines for Alternative Ed. Prog.
Initial Date of Adoption: October 16, 1997	Reference:
Revision Date: November 19, 1999	Code Number: 9.12 Page: 1 of 1

GED TESTING GUIDELINES FOR ALTERNATIVE EDUCATION PROGRAMS

1. The Mississippi Community College Board is authorized by legislation to administer the General Educational Development (GED) Testing Program under the policies and guidelines of the GED Testing Service of the American Council on Education.
2. Existing GED testing centers located in a Community or Junior College, University, or Community-Based Organization will be allowed to administer the GED test to alternative school program students as approved. No secondary GED testing sites will administer the GED test to students enrolled in alternative education programs.
3. Allowable GED testing centers as defined in # 2 will submit a schedule for GED testing alternative school students to each superintendent in their district and to the GED State Office. Initially students will be required to take all five parts of the GED.
4. Only students who have demonstrated the ability to perform on the Test of Adult Basic Education (TABE) at an 8th grade level on the overall battery of Levels D or A or who demonstrate the ability to score a 45 on the Official GED Practice Test will be permitted to take the GED test. Dates that assessment information is due in the GED Examiner's office will be listed on the schedule for testing.
5. The local school district(s) will contract with the GED Testing Center at a Community and Junior College, University, or Community-Based Organization for testing services at a rate of \$500 per testing session. The \$500 may be shared between districts that are testing on the same date and site.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
	Title: Adult Education Act Public Law 100-297
Initial Date of Adoption: July 1, 1992	Reference:
Revision Date: November 19, 1999	Code Number: 9.13 Page: 1 of 3

ADULT EDUCATION ACT PUBLIC LAW 100-297

Statement of Purpose:

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

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

Definitions:

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

Use of Funds:

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

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

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

Limitations on Use of Funds:

- (1) Not more than 10 percent of the funds paid to a State under subsection (a) shall be used for corrections education and education for other institutionalized individuals in accordance with subpart 2
- (2) (2) Not more than 20 percent of a State’ allotment shall be used for programs of equivalency for a certificate of graduation from a secondary school.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
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Local Administrative Cost Limits:

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

State Administrative Responsibilities:

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

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

State Imposed Requirements:

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

Limitation of State Administrative Costs –

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

State Plan and Application:

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

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

Evaluation and State Plan Amendments –

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

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

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

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Special Experimental Demonstration Projects and Teacher Training:

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

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

Federal Share, Federal Administrative Responsibilities:

Payments

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

State policies are include in the ABE Supervisor’s Handbook.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
	Title: Workforce Projects General Rules Of Good Practice
Initial Date of Adoption: November 19, 1999	Reference:
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WORKFORCE PROJECTS GENERAL RULES OF GOOD PRACTICE

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

Instructor Salaries and Benefits

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

Preparation Time

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

Assessment Time

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

Course and Student Training Materials

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

Other Training Costs

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

Leased Equipment

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

Ownership of Equipment

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

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WORKFORCE PROJECTS GENERAL RULES OF GOOD PRACTICE (continued)

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

Equipment and Computer Up-Grades

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

Mobile Labs

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

Satellite Seminars/CCN Training

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

Curriculum Development

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

Instructional Training Aids

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

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
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WORKFORCE PROJECTS GENERAL RULES OF GOOD PRACTICE (continued)

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

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

One-on-One Training or OJT

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

State Licensed Programs

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

Accountability

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICY AND PROCEDURE MANUAL	Section 9: Programs
	Title: Policy and Procedure for the Inventory and Transfer of Workforce Training Equipment
Initial Date of Adoption: November 19, 1999	Reference:
Revision Date:	Code Number: 9.14.1 Page: 1 of 1

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

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

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

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
	Title: MCCB Workforce Project Guidelines FY 2005
Initial Date of Adoption: August 18, 2000	Reference:
Revision Date: July 16, 2004	Code Number: 9.14.2 Page: 1 of 4

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

Definitions

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

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

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

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

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

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

INSTRUCTOR SALARIES AND BENEFITS

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

PREPARATION TIME

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

ASSESSMENT TIME

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

EDUCATIONAL MATERIALS AND SUPPLIES

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

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Initial Date of Adoption: August 18, 2000	Reference:
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Basic skills projects will no longer receive the \$35 per person for materials. All materials must be specified and listed in the project.

LEASED EQUIPMENT

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

EQUIPMENT PURCHASES

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

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

MOBILE LABS

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

CONTRACTUAL SERVICES

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

SATELLITE SEMINARS/CCN TRAINING

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

ON-LINE WORKFORCE TRAINING

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

INSTRUCTIONAL TRAINING AIDS/CURRICULUM DEVELOPMENT

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

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the local community and junior college, IHL labs, or ETV. If the aforementioned cannot be accomplished, the Workforce Development Center Director may consider purchase of commercial materials. Justification must be a part of the project, submitted under the educational materials and supplies section, and must have prior approval from the MCCB.

In other circumstances, if training aids or curriculum is needed to be developed, curriculum development hours will be considered on a special needs basis with prior approval from the MCCB.

TRAIN-THE-TRAINER COST

Costs are allowed for individuals to attend train-the-trainer sessions. Approved training in this area should provide the company with a resource to train employees in a discipline not currently available through the community or junior college. No more than (2) individuals will be reimbursed to attend the same training in a non-production area. Cost associated with train-the-trainer sister plant training is limited to no more than (4) individuals per production training area. The Workforce Project Manager must include the justification on the project application. Travel cost for train-the-trainer training should be included in the travel section of the project application. In-state travel will be reimbursed for mileage at the current college rate but never to exceed the state rate. Out-of-state travel cost will be reimbursed for mileage at the current college rate but never to exceed the state rate for mileage for the use of a personal vehicle or for the price of a 7-day advance purchased, coach fare ticket, whichever is less. \$50 a night will be reimbursed for motel cost in the continental USA. A maximum of \$30 a day will be reimbursed for meals. Maximum duration for cost associated with meals and lodging will be limited to four (4) consecutive weeks per person, per production training area. If the person makes a trip home on weekends, then it is considered a 2nd trip. All state travel rules and regulations must be followed. The regulations can be accessed @ www.dfa.state.ms.us. Reimbursements per trainee will be limited to maximum of (4) out-of-state trips per fiscal year. All travel must be recommended and justified by the Workforce Development Center Director and approved by the MCCB prior to travel. The college will require the industry to maintain documentation for travel expenses for 5 years for audit purposes. Car rental fees, gas, and telephone calls are not considered allowable cost for reimbursement. The maximum reimbursement per company in this category will be \$10,000 per fiscal year.

International train-the-trainer travel cost is allowable for a 7-day advanced purchase, coach fare airline ticket. Reimbursement per trainee will be limited to no more than (3) round trips per individual, per fiscal year, up to a maximum of \$20,000 per company. No other cost will be reimbursed for international travel.

TRAVEL

The MCCB will consider paying travel for workforce training instructors under special circumstances. Travel cost will be reimbursed for an instructor that must travel a minimum of fifty (50) miles or more one-way. In-state travel will be reimbursed for mileage at the current college rate but never to exceed the state rate. In state travel must have points of travel and the number of miles listed in the MOU.

ONE-ON-ONE TRAINING OR OJT

Salaries for One-on-One or On-the-Job Training (OJT) must be documented and justified. Reimbursement will not exceed \$25 per hour. One-on-One and OJT training are defined as less than five (5) participants per instructor. The maximum number of trainees eligible for One-on-One and OJT training reimbursement shall not exceed the total number employed per industry location. The total reimbursement for this category will not exceed 10% of the total project cost or a maximum allowable amount of \$8,000 per industry location per year.

VENDOR TRAINING

Reimbursement for vendor training will be considered on an individual project basis. Vendor training is training provided by a third party that is not affiliated with the company receiving the training. Vendor training must be directly related to the production process. On-site vendor training will be reimbursed for one-half of the daily cost with a maximum of up to \$500 a day. There is a 10-day limit for reimbursement per training area. A copy of the invoice from the vendor must be furnished to the college for reimbursement. A vendor may not be a private trainer providing training to the college or the company.

Off-site vendor train-the-trainer cost will be reimbursed at a maximum of \$500 per person for training registration. Training will be obtained at the closest location to the industry. Off-site vendor training is limited to no more than (2)

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individuals per training area and it must be directly related to the production process. Travel cost for off-site vendor training will be reimbursed according to the set rates listed under the Train-the-Trainer Cost category.

PROPRIETARY PROGRAMS

AchieveGlobal, Plexus, ISO-9000, QS-9000, ISO-14000-01, Zig Ziglar, Phi Theta Kappa Leadership and Stephen Covey are training packages that require certified trainers. A company or business may receive a maximum of \$4,000 subsidy toward the instructor's payment based on actual instructional time and a maximum of \$5,000 subsidy toward the training materials to be utilized per program. A company may participate in multiple programs receiving the above allowance for each program. Colleges training more than 100 persons in any of the above programs may request additional financial assistance. Instructor salaries for these programs are reimbursed at a rate not to exceed \$50 per hour.

SHORT-TERM ADULT CLASSES

Instructional salaries are the only allowable cost for short-term adult classes. No prep time, assessment time, educational materials and supplies or equipment are eligible for reimbursement. These projects will be reimbursed at a rate not to exceed \$20 per hour. Each class must have a minimum enrollment of 10 participants. Projects must be submitted to MCCB for approval no later than 10 working days after the first class meeting. No credit courses will be reimbursed due to the new funding formula.

INMATE TRAINING CLASSES

Instructional salaries, which will consist of prep time and assessment time, and benefits, are the only allowable cost for vocational training for inmates. No educational materials and supplies or equipment are eligible for reimbursement. These projects will be reimbursed at a rate not to exceed \$20 per hour. Each class must have a minimum enrollment of 10 participants. Parole dates are checked in order to give priority to offenders with twenty-four (24) months or less to serve before parole eligibility or release date. Interested applicants are given the Tests of Adult Basic Education (TABE). Test results are evaluated for eligibility. Officials from the host organization must provide 6-month follow up information on the placement of completers of this program.

OTHER TRAINING NEEDS

Consideration for other training needs, determined by the Workforce Development Center Director as essential to the success of the project, will be considered by the MCCB on an individual project basis.

ANNUAL ACCOUNTABILITY

The Legislative Accountability Report (LAR) will remain the primary reporting document. The legislature also requires that the following information be collected: Name of training classes, number of classes, number of trainees per class, location of training, and cost of each class. The items specified will have to be tracked by each Workforce Development Center Director and submitted annually on the Workforce Accountability Summary Report.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
	Title: Standard For Non-Duplication of Upper-Level Programs
Initial Date of Adoption: August 18, 2000	Reference:
Revision Date:	Code Number: 9.14.3 Page: 1 of 1

STANDARD FOR NON-DUPLICATION OF UPPER-LEVEL PROGRAMS

The Mississippi Community College Board (MCCB) finds and declares, as a matter of public policy, that the public community and junior colleges have an obligation and opportunity to construct, implement and operate needed programs in the field of higher education by working cooperatively with the Board of Trustees of the State Institutions of Higher Learning and the eight state public universities. This cooperative opportunity is a function of the MCCB's duty to avoid unnecessary duplication of higher education programs and services and to assure that the community and junior colleges in no way usurp the responsibilities and prerogatives of the state's public universities. With this public policy in mind, the MCCB adopts the following Standard, effective immediately:

No public community or junior college may enter any agreement or implement any program or deliver any service that will unnecessarily duplicate any upper undergraduate level programs or services that are offered by one or more of the state's eight public universities within its/their existing programs or services.

Any community or junior college that takes any action that the MCCB, in its best judgment, finds to be inconsistent with this Standard shall be so advised as soon as is reasonably practicable after the action comes to the MCCB's attention. MCCB will afford the college the opportunity to show that its action is not inconsistent with this Standard. Thereafter, if the MCCB remains of the view that the action of the college is inconsistent with this Standard, no funding administered through the MCCB, direct or indirect, will be available for support of such duplicative programs and services.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
	Title: Procedures For Non-Duplication of Upper-Level Programs
Initial Date of Adoption: January 26, 2001	Reference:
Revision Date:	Code Number: 9.14.4 Page: 1 of 1

PROCEDURES FOR NON-DUPLICATION OF UPPER-LEVEL PROGRAMS

Found below are the procedures for colleges to follow in appealing a judgment made by the Mississippi Community College Board pertaining to the duplication of upper level programs with the state's public universities:

- Step 1: Within ten days of the date that the MCCB becomes aware that a college has undertaken an action that is inconsistent with the MCCB's Standard for Non-duplication of Upper Level Programs, the MCCB will notify the college of this judgment and as a result, in accordance with the policy, no funding administered through the MCCB, direct or indirect, will be available for support of such duplicative programs and services. Additionally, the notification will remind colleges of their opportunity to show that their action is not inconsistent with this procedure.
- Step 2: Colleges may appeal the MCCB's original judgment by submitting a written proposal within two weeks after the MCCB's written notification. The proposal must minimally provide the following information: (1) the name of program to be offered, (2) the reasons for offering such program, (3) an outline of steps taken to work cooperatively with the state's public Institutions of Higher Learning (IHL), (4) conclusions reached from working with the state's public IHL, (5) documentation used to determine the need for the duplicative program offering(s), and (6) a summary of other partnerships that the targeted institution has with other colleges or universities.
- Step 3: The proposal must be submitted to MCCB in writing at least two weeks prior to the next regular MCCB meeting. The proposal will be presented and reviewed at that meeting.
- Step 4: The MCCB will render its decision in writing as soon as is reasonable and practical, usually within four (4) weeks from the date of the presentation to the MCCB.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 9: Programs
	Title: Community/Junior College Students in Military
Initial Date of Adoption: November 19, 1999	Reference:
Revision Date:	Code Number: 9.15 Page: 1 of 1

COMMUNITY AND JUNIOR COLLEGE STUDENTS IN MILITARY

The MCCB urges the community and junior colleges to develop policies to give appropriate consideration to those students called to active military duty during a time of military conflict.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 10: CPSCR
	Title: CPSCR Rules and Regulations
Initial Date of Adoption: July 1, 1998	Reference: Mississippi Code 75-60
Revision Date: June 19, 1998	Code Number: 10.1 Page: 1 of 1

COMMISSION ON PROPRIETARY SCHOOL AND COLLEGE REGISTRATION (REGULATIONS)

Under the authority of Mississippi Code 75-60, which passed during the 1992 legislative session, the administration for Proprietary Schools and College Registration was transferred to the Mississippi Community College Board from the State Department of Education. The State Board's responsibilities include the appointment of a five-member commission pursuant to the aforementioned Mississippi Code; acquiring staff for the administration; and serving as the appellant organization for decisions rendered by the commission.

Refer to Commission on Proprietary Schools and College Registration Rules and Regulations (Revised 6-19-98) and Mississippi Code 75-60.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 10: CPSCR
	Title: Appeal Procedures (Proprietary Administration)
Initial Date of Adoption: September 16, 1993	Reference:
Revision Date:	Code Number: 10.2 Page: 1 of 1

APPEAL PROCEDURES (PROPRIETARY ADMINISTRATION)

Any organization or individual who disagrees with a decision rendered by the Commission on Proprietary School and College Registration after a hearing pursuant to Section 75-60-4(3) may file a signed written request for an appeal to the Mississippi Community College Board . The following provides important information regarding the Appeal Process.

Written Request:

- A. The written request must be filed within thirty (30) calendar days following the issuance of the Commission's decision.
- B. The written request must include, at a minimum, the following:
 - 1) A statement indicating that the complainant disagrees with the Commission's decision
 - 2) The specifics of the decision
 - 3) The facts on which the statement is based
 - 4) The date of the Commission's Hearing and Hearing Number

Appeal Procedure:

- A. Upon receipt of a written request for an appeal, the case will be assigned an Appeal Case Number.
- B. Within thirty (30) calendar days after receipt of the written request the Executive Director and Chairman of the Mississippi Community College Board will set a date, time and location and serve notice of such to all parties. Such appeal must be conducted within sixty (60) calendar days after receipt of the written request.
- C. Each party shall be afforded the opportunity to (1) present argument on the issues involved in the appeal; and (2) to present new factual evidence to be considered.
- D. The Mississippi Community College Board shall issue a written ruling, including findings of fact and reasons for the ruling within fourteen (14) calendar days following the decision.
- E. Any organization or individual who disagrees with the decision rendered by the Mississippi Community College Board may appeal the decision. This appeal must be filed in the Chancery Court of the First Judicial District of Hinds County, Mississippi.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 10: CPSCR
	Title: Fee Schedule
Initial Date of Adoption: July 1, 2011	Reference: Mississippi Code 75-60-1 et seq.
Revision Date:	Code Number: 10.3 Page: 1 of 1

The fees to be collected by the Commission, hereunder shall accompany a request for an application packet, an initial application for authorization to operate an institution, an annual renewal application to continue operation, an initial application for an agent's permit, a renewal application for an agent's permit or other application/special site visit required by these rules in accordance with the following schedule:

- | | |
|--|------------|
| (1) Application Packet Fee | \$25.00 |
| (2) Initial Application Fee | \$2,500.00 |
| (3) Renewal Application Fee (annually) | \$1000.00 |
- (Renewal Certificates are issued for two years, but fees are due annually for each previous year.)*

Plus

Fee Based on Gross Annual Tuition (for the previous year)

- If GAT is less than \$50,000, then \$500.00
- If GAT is greater than \$50,000, then \$1,000.00 or 25/100 of 1% (.0025) of GAT whichever is greater

- | | |
|---|------------|
| (4) Delinquent Fee | \$500.00 |
| (5) Reinstatement of Registration | \$1,000.00 |
| (6) New Course Approval | \$250.00 |
| (7) New Program of Study | \$250.00 |
| (8) Initial Agent Permit Fee | \$500.00 |
| (9) Renewal Agent Permit Fee | \$250.00 |
| (10) All other – to include but not limited to the following: | \$250.00 |
| a. Annex Registration Fee | |
| b. Change of address | |
| c. Change of ownership | |
| d. Name change | |
| (11) Special site visit –to include but not limited to the following: | \$500.00 |
| a. Accreditation visit | |
| b. Hearings for complaints | |
| c. Audit (other than regularly scheduled) | |
| d. Investigations | |

Plus

Fees to cover the actual expenses of visiting team (travel, meals, lodging, etc.)

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 11: Grant/Subgrantee
	Title: Grant/Subgrantee Manual
Initial Date of Adoption:	Reference:
Revision Date:	Code Number: 11.1 Page: 1 of 1

GRANT/SUBGRANTEE MANUAL

The Mississippi Community College Board is responsible for the oversight and administration of various federal programs and has therefore developed a grant/subgrantee manual to serve as a reference source and guide in the administration of federal monies. (Refer to the Grant/Subgrantee Manual).

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 12: MS Virtual Community College/Operational Policies, Procedures and Positions
	Title: Mississippi Virtual Community College/Operational Policies, Procedures and Positions
Initial Date of Adoption:	Reference:
Revision Date:	Code Number: 12.1 Page: 1 of 1

**MISSISSIPPI VIRTUAL COMMUNITY COLLEGE/OPERATIONAL POLICIES, PROCEDURES AND POSITIONS
MANUAL**

The Mississippi Community College Board is responsible for the implementation and administration of the Mississippi Virtual Community College (MSVCC) and has therefore developed an Operational Policies, Procedures and Positions manual to serve as a reference source and guide in the administration of the MSVCC. (Refer to the Operational Policies, Procedures, and Positions manual.)

AGENCY CODE OF ETHICS

SECTION 13

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 13: MCCB Employee Code of Ethics
	Title: Code of Ethics
Initial Date of Adoption: January 15, 2010	Reference:
Revision Date:	Code Number: 13.1 Page: 1 of 2

MCCB Employee Code of Ethics

General Ethical Policies

All employees of the Mississippi Community College Board are public servants and are compensated by the State of Mississippi. A high degree of public trust has been placed in each position and in each employee. All employees should be mindful of this trust and should conduct themselves with professionalism and in such a manner as to reflect this trust. Employees must avoid all actual or potential conflicts between their public responsibilities and duties and their private affairs. Every effort should be undertaken to minimize even the appearance of any such conflict.

In applying these guidelines, it is important to remember that they are designed to minimize the fact and the appearance of situations which may damage the integrity of the Mississippi Community College Board in the eyes of the general public and other governmental agencies. Any activity not specifically covered by these guidelines, but which might have the potential of undermining the credibility of the agency, should be avoided or be minimized.

Conflict of Interests

Employees are not to engage in any activity in either a private or official capacity where a conflict of interest may exist. All activities that could affect an employee's objectivity in job performance or in making job-related decisions should be avoided. Membership in professional and civic organizations is encouraged by the agency, provided the participation does not adversely affect the individual's role as a public servant. All participation in professional and civic organizations shall be conducted during an employee's personal time, unless that employee is acting in an official capacity for the agency. Situations which may involve a conflict of interest are detailed below.

Accepting Gratuities

Employees or member of their immediate families are not permitted to accept gratuities or favors from individuals and/or groups who conduct business with, or whose business interests are affected by, the agency or any of its functions. This provision includes vendors, consultants, owners of businesses which are regulated by the agency, community and junior colleges, proprietary schools, and others who have business connections with the agency.

Using Position for Personal Gain

Employees must not utilize their position to obtain benefits in the form of money, property, commercial interest, or any other economic gain for themselves, their relatives, or any family business interests. Employees should never disclose information obtained from their employment with the agency in any way which might result in any of these benefits. Employees must also guard themselves against the appearance of such conflicts.

If an employee has a question concerning involvement in any organization or about situations which may involve a conflict of interest, he or she should discuss it with his or her immediate supervisor.

Political Activity

Employees are provided a work environment free from political influence or coercion. To maintain this work environment, employees are prohibited from engaging in any political activities during normal working hours. Employees are also prohibited from participating in a political campaign which would directly imply that the Mississippi Community College Board has endorsed a particular candidate, such as making an endorsement of a candidate and using the employer's affiliation with the agency in connection with that endorsement.

MISSISSIPPI COMMUNITY COLLEGE BOARD POLICIES AND PROCEDURES MANUAL	Section 13: MCCB Employee Code of Ethics
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	Title: Code of Ethics
Initial Date of Adoption: January 15, 2010	Reference:
Revision Date:	Code Number: 13.1 Page: 2 of 2

Mississippi law states that employees of an agency cannot be coerced politically by state officials. The law contains the following provisions:

- Employees in state service positions are not obligated by reason of their employment to contribute to a political fund or render a political service. Employees may not be removed from their positions or be prejudiced in any way if they refuse to support a particular candidate.
- No state service employee or state official is allowed to directly or indirectly give, render, pay, offer, solicit, or accept any money, service, or other valuable in consideration for or on account of any appointment or promotion (actual or proposed) or any other employment advantage concerning a state service status position.

State employees whose principal employment is in connection with an activity financed in whole or in part by loans or grants from the United States or an agency thereof, must abide by the provisions of the Federal Hatch Act. This Act restricts political activities such as solicitation of contributions or utilization of the official position to influence or interfere with the outcome of an election or nomination.