

POLICY AND PROCEDURES GUIDE



HOLMES COMMUNITY COLLEGE

Revised Fall 2010

Table of Contents

SECTION I	ACCREDITATION AND COMPLIANCE	
1.1	Introduction	1
1.2	Accreditation	1
1.3	Membership in Accrediting Agencies and Other Organizations	1
1.4	Affirmative Action Plan	2
1.5	Privacy Rights of Parents and Students	2
1.6	Americans with Disabilities Act	3
1.7	Sexual Harassment Policy	3
1.8	Ownership of Material/Copyright	4
1.9	Substantive Change Policy	6
SECTION II	INSTITUTIONAL PURPOSE	
2.1	Vision Statement of Holmes Community College	7
2.2	Mission Statement of Holmes Community College	7
2.3	Strategic Initiatives	7
SECTION III	INSTITUTIONAL EFFECTIVENESS	
3.1	Organization and Management	8
3.2	Institutional Research	8
SECTION IV	EDUCATIONAL PROGRAM	
4.1	Admission Policies	9
4.1.1	Full-Time Students	9
4.1.2	Part-Time Students	9
4.1.3	Dual Enrollment of Advanced High School Seniors	10
4.1.4	Additional Enrollment Options.....	11
4.1.5	Probationary Admission	11
4.1.6	Admission of Foreign Born Students	11
4.1.7	Admission of Transfer Students	11
4.1.8	Admission into Specific Programs	12
4.2	Academic Policies and Regulations	12
4.2.1	Orientation Sessions	12
4.2.2	Academic Achievement	12
4.2.3	Academic, Technical, and Career Absences	12
	4.2.3.1 Reinstatement on Class Probation Policy	14
	4.2.3.2 Appeals Procedure for Class Cut Out	14
4.2.4	Changes in Class Schedule Through Drops and Adds.....	15
4.2.5	Class Standing	15
4.2.6	Examinations	15
4.2.7	Credit and Grades	15
	4.2.7.1 Grade Appeal	16
4.2.8	Transfer Credits	16
4.2.9	Institutional Credit	16
4.2.10	Course Repeats.....	16
4.2.11	Grade Reports	16

4.2.12	Student Load	16
4.2.13	Withdrawal from School	17
4.2.14	Degrees and Certificates	17
4.2.15	Graduation.....	17
4.2.16	Grade Recognition and Honors.....	17
4.2.17	Reverse Transfer Graduation	17
4.2.18	Earning a Second Degree from Holmes.....	18
4.2.19	Transcripts.....	18
4.2.20	Student Records	18
4.2.21	Change in Dormitory Status.....	18
4.2.22	Student Assistants	18
4.2.23	Program-Specific Handbooks	19
4.3	Credit for Non-Classroom Experiences	19
4.3.1	Advanced Placement Program.....	19
4.3.2	College Level Examination Program (CLEP)	20
4.3.3	Correspondence Courses.....	20
4.3.4	Military Service	20
4.3.5	eLearning Programs	20
4.3.5.1	Overview of the MVCC.....	21
4.3.5.2	Blackboard and Desire2Learn.....	21
4.3.5.3	Course Offerings	21
4.3.5.4	Faculty Credentials and Compensation	22
4.3.5.5	Student Registration.....	22
4.3.5.6	Services.....	22
4.3.5.6.1	Proctored Tests.....	22
4.3.5.6.2	Textbooks.....	22
4.3.5.6.3	Counseling	23
4.3.5.6.4	Learning Resources.....	23
4.3.5.7	Video Conference Operations Policy.....	23
4.3.5.7.1	Standard Hours of Operation	23
4.3.5.7.2	Priority and Acceptable Use Guidelines	23
4.3.5.7.3	Pay Rates for Instructors Using the Video Conf.....	23
4.3.5.7.4	Video Conf. Managers and Video Conf. Facilitators ..	24
4.3.5.7.5	Scheduling for the 5 Video Conference.....	24
4.3.5.7.6	Credit Coursework from other Ed. Entities	24
4.4	Instructional Policies.....	24
4.4.1	Curriculum	24
4.4.2	Instructional Affairs Council	25
4.4.3	Curriculum Changes	25
4.4.4	Course Syllabus	26
4.4.5	Textbook Selection	26
4.4.5.1	Selection of Textbook.....	26
4.4.5.2	Supplementary Materials	27
4.4.5.3	Optional Textbook Use.....	27
4.4.5.4	Ordering of Textbook	27
4.4.5.5	eLearning	27
4.4.5.6	Exceptions.....	27
4.4.6	Continuing Education	28

4.4.7	Credit and Grades	28
4.4.8	Reporting Grades	29
4.4.9	Faculty Accessibility.....	29
4.4.10	Final Examinations	29
4.4.11	Class Attendance.....	29
	4.4.11.1 Philosophy of the College on Attendance.....	30
	4.4.11.2 Responsibilities of a Faculty Member	30
	4.4.11.3 Requirements of the State Board for Comm. Colleges.....	30
4.5	Faculty.....	30
4.5.1	Faculty Responsibilities.....	30
	4.5.1.1 Retention of Academic Records	30
4.5.2	Faculty Selection.....	31
4.5.3	Full-Time Instructor Professional Preparation.....	32
	4.5.3.1 Academic Instructors	31
	4.5.3.1.1 Academic Instructors Minimum Requirements	31
	4.5.3.1.2 Academic Instructor Job Description.....	32
	4.5.3.2 Career/Technical Instructors.....	33
	4.5.3.2.1 Career/Technical Instructors Minimum Requirement	33
	4.5.3.2.2 Career/Technical Instructors Job Description.....	33
4.5.4	Adjunct Instructor Professional Preparation.....	34
	4.5.4.1 Instructor Minimum Qualification.....	34
	4.5.4.2 Instructor Job Description.....	34
4.5.5	Instructor Compensation.....	34
	4.5.5.1 Full-Time Instructors	34
	4.5.5.2 Adjunct Instructors.....	35
4.5.6	District Department Chairs	35
4.5.7	Academic Freedom	36
4.5.8	Professional Growth and Development	36
4.5.9	Faculty Committees	37
4.5.10	General Policies	37
	4.5.10.1 Academic and Technical Faculty.....	37
	4.5.10.2 Career Faculty.....	37
	4.5.10.3 LPN, ADN, Cosmetology, EMT Paramedic, Surgical Technology, OTA, Funeral Services Technology Programs	37
	4.5.10.4 Procedure for Determining Overload Assignment	38
4.5.11	Evaluation of Faculty	38
4.5.12	Employment Contracts.....	39
4.5.13	Library Regulations	39
SECTION V - EDUCATIONAL SUPPORT SERVICES		
5.1	Library Policies.....	41
	5.1.1 Mission Statement and Objectives.....	41
	5.1.2 Off-Campus Sites.....	41
5.2	Computer Resources	41
	5.2.1 Information Technology Use Policy.....	42
5.3	Student Development Services	45
	5.3.1 Academic Advising.....	45
	5.3.2 Guidance and Counseling	46
5.4	Special Services	46

5.4.1	Student Support Services	46
5.4.2	Health Services	46
5.4.3	Financial Aid.....	47
5.4.4	Scholarships	47
5.4.5	Student Housing.....	47
5.4.6	Vehicles on Campus	47
5.4.7	Books	47
5.4.8	Mail Service	47
5.4.9	Student Conduct.....	47
5.4.10	Veteran's Educational Benefits.....	48
5.4.11	Clubs and Organizations	48
5.4.12	Student Government Association	48
5.4.13	Student Publications.....	48
5.4.14	Campus and Activities Calendar.....	48
5.4.15	Activity Periods	49
5.4.16	Discipline and Appeal Procedure.....	49
5.4.17	Student Grievance/Complaint Procedure.....	50
5.4.18	Student Discrimination Complaint Procedure	51
5.4.19	Campus Police	51
5.4.20	Drug and Alcohol Policy	52
5.4.21	Student Contests.....	52
5.5	Intercollegiate Athletics	52

SECTION VI – ADMINISTRATIVE PROCESSES

6.1	Organization and Administration.....	53
6.1.1	Description.....	53
6.1.2	Governing Board.....	53
6.1.3	The College President	57
6.1.4	Advisory Committees	58
6.1.5	Official Policies	59
6.1.5.1	Employee Leave.....	59
6.1.5.1.1	Political Policy	59
6.1.5.1.2	Military Leave Policy	59
6.1.5.1.3	Jury Duty.....	59
6.1.5.1.4	Sick Leave.....	60
6.1.5.1.5	Annual Leave	68
6.1.5.1.6	Leave of Absence.....	69
6.1.5.1.7	Holiday Policy	69
6.1.5.2	Employment Procedures	70
6.1.5.2.1	Hiring Procedures	70
6.1.5.2.2	Probationary Period	70
6.1.5.2.3	Fringe Benefits.....	71
6.1.5.2.4	Retirement.....	71
6.1.5.2.5	Termination.....	71
6.1.5.2.6	Grievance and Appeal Procedures	71
6.1.5.2.7	Performance Evaluations	72
6.1.5.3	Public Records Policy	72
6.1.5.4	Drug-Free Workplace Policy	72

	6.1.5.5 Employee Travel.....	73
	6.1.5.6 School Vehicles	73
	6.1.5.7 Conferences, Workshops, etc.....	73
	6.1.6 Administrative Organization.....	73
6.2	Institutional Advancement	75
	6.2.1 Alumni Affairs	75
	6.2.2 Publications.....	75
	6.2.3 Communications	75
	6.2.4 Fund Raising	76
6.3	Financial Resources	77
	6.3.1 Budget Planning.....	77
	6.3.2 Budget Control.....	77
	6.3.3 Accounting and Auditing.....	77
	6.3.4 Purchasing Procedures	77
	6.3.5 Refund Policy.....	78
	6.3.6 Cashiering Policy	78
	6.3.6.1 Identity Theft Prevention Program	78
	6.3.7 Investment Policy.....	80
	6.3.8 Insurance	80
	6.3.9 Faculty/Staff Accounts.....	80
	6.3.10 Tickets - School Events	81
6.4	Physical Resources.....	81
	6.4.1 Care and Use of Facilities and Equipment.....	81
	6.4.2 Maintenance Request Procedure.....	81
	6.4.3 Inventory Procedure.....	81
	6.4.4 Safety Plan	83
	6.4.5 Rental of College Facilities.....	83
6.5	Externally Funded Grants and Contracts	83
6.6	Related Corporate Entities	84
APPENDICES		
	Organization Charts	85
	District Organization	
	Financial Services	
	Student Services	
	Academic Programs	
	Career Technical Education	
	eLearning	
	Ridgeland Campus	
	Grenada Center	
	Workforce Development	

SECTION I - ACCREDITATION AND COMPLIANCE

1.1 Introduction

The Policies and Procedures Manual is designed to serve as a guide for all employees of Holmes Community College to use in the customary operations of the college. This document serves to delineate the approved processes to be used and the institutional framework within which employees are expected to function.

Each of the policies and procedures contained within this document has been approved by the Board of Trustees of the college and is intended to enhance the efficient and effective operation of the college. The high performance standards herein described are intended to ensure a quality environment for the HCC community.

Each employee of Holmes Community College is bound by the policies and procedures contained in this document and is expected to function within this framework.

1.2 Accreditation

Holmes Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Holmes Community College.

Revised February 28, 2013

1.3 Membership in Accrediting Agencies and Other Organizations

Holmes Community College currently holds memberships in the following organizations: American Association of Community Colleges, Southern Association of Community, Junior and Technical Colleges, National Junior College Athletic Association, Mississippi Junior College Literary and Athletic Association, Mississippi Association of Colleges, and the Association of Community College Trustees.

HCC	Accrediting Agencies and Other Organizations
Cosmetology	Mississippi State Board of Cosmetology
Practical Nurse	Mississippi Community College Board
Occupation Therapy Assistant (OTA)	Accreditation Council for Occupational Therapy Education
Emergency Medical Technician (EMT)	Committee on Accreditation for Emergency Medical Services Professions
Funeral Service Technology	American Board of Funeral Service Education
Associate Degree Nursing	National League for Nursing Accrediting Commission, Inc. and by the Board of Trustees of Institutions of Higher Learning
Surgical Technology	Accreditation Review Committee on Education in Surgical Technology

1.4 Affirmative Action Plan

The Board of Trustees of Holmes Community College has adopted a policy that assures that no person in the United States shall, on the basis of sex, race, color or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity of the college. Further, this applies to any educational or employment opportunity associated with Holmes Community College. This policy extends to qualified persons with disabilities and to all programs and activities of the college.

The above described policy was adopted in response to the regulations of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973.

1.5 Privacy Rights of Parents and Students

Holmes Community College protects the privacy rights of parents and students as dictated by the 1974 General Education Provisions Act and all subsequent revisions.

The Office of Admissions and Records prepares and maintains a permanent scholastic record for each student. These records are treated with due regard to the personal nature of the information they contain. The records are the property of the college.

The Director of Admissions and Records will honor a student's written request that his official academic record not be released or information contained in his record not be disclosed. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools attended, campus organizations which require minimum scholastic averages for memberships and organizations awarded financial assistance (grants, scholarships and loans): name, date, place of birth, address, dates of attendance and major field of study.

Transcripts are released only at the written request of the student or as allowed by law.

Revised August 18, 2011

1.6 Americans with Disabilities Act

Holmes Community College does not discriminate on the basis of race, color, religion, national origin, gender, disability, or age in its educational programs and activities, employment, or admissions. The following person has been designated to handle inquiries and grievances regarding non-discrimination, compliance policies, and procedures for the College:

Compliance Officer, (662) 472-9429

Written inquiries may be emailed to: compliance@holmescc.edu or sent to:

Compliance Office

412 W. Ridgeland Avenue

Ridgeland, MS 39157

Revised September 24, 2012

1.7 Sexual Harassment Policy

Sexual harassment, like harassment on the basis of race or religion, is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964. With the adoption of this policy on sexual harassment, Holmes Community College demonstrates its continued commitment to upholding the right of individuals- whether students, faculty or staff- to study and work in a place free of intimidation, fear, reprisal or coercion. The College reaffirms this policy specifically as it pertains to prevention of sexual harassment and to the obligations of male and female students, faculty, administrators, and staff in their capabilities as teachers and colleagues in this regard.

It is the policy of Holmes Community College that no male or female member of the HCC community – students, faculty, administrators or staff – may sexually harass any other member of the community. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when:

1. Submission to such conduct is made or threatened to be made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or
3. Such conduct has the purpose of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would sense as an intimidating, hostile, or offensive employment, educational, or living environment.

Reporting Procedure:

1.Students who believe that he or she has been the victim of sexual harassment as defined above or who becomes aware of an incident of sexual harassment as defined above should bring any such matter to the attention of either an appropriate campus administrator or the district coordinator for the student services, as he or she prefers. A fellow student, staff member, or faculty member may accompany an individual who wishes to make a complaint as the complainant desires.

2.An employee who believes that he or she has been the victim of sexual harassment as defined above or who becomes aware of an incident of sexual harassment as defined above should bring any such matter to the attention of either their immediate supervisor or appropriate campus administrator. If the complaint involves an individual in the employee's direct line of authority, the complaint should be filed with the Executive Vice President or in his/her absence, the Director of Human Resources. A fellow student, staff member, or faculty member may accompany an individual who wishes to make a complaint as the complainant desires.

The president of the college, the executive vice-president of the college, and the district coordinator of student services are responsible for ensuring that there is timely and thorough investigation of all complaints.

The college will take appropriate steps to ensure that a person who in good faith brings forth a complaint of sexual harassment will not be subjected to retaliation. The college will also take appropriate steps to ensure that a person against whom such a complaint is brought is treated fairly, has adequate opportunity to respond to such accusations, and that findings, if any, are supported by clear and persuasive evidence. Complaints of sexual harassment shall be handled confidentially, with the facts made available only to those who need to know in order to investigate and resolve the matter. The complainant and the person complained against will be notified of the final disposition of the complaint.

If a complaint of sexual harassment is found to be substantiated, appropriated corrective action will follow, up to and including the separation of the offending party from the college, consistent with college procedures.

Revised July 10, 2009

1.8 Ownership of Material/Copyright

I. Intellectual Property

This policy is applicable to and shall be deemed to be a part of the contract between Holmes Community College and full-time, part-time, and adjunct faculty and other employees and students of the college.

Any employee who plans to create materials or objects developed wholly or partially using Holmes Community College time, equipment, materials or facilities, and who plans to copyright, patent, or otherwise merchandise those materials or objects shall inform the President of that intent prior to using any college resources. Final approval of the resulting agreement rests with the President.

A. College Ownership

Holmes Community College reserves the right of ownership of all intellectual property including but not limited to, books, web pages, electronic documents, programs, curricular, etc. written or otherwise created while using College materials or equipment and while working during time that is compensated by the College.

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

In the event that materials or objects are sold to entities outside the college, all income will go to the college until all developmental expenditures incurred by Holmes for that project, including stipends paid to the developer (over and above contract salary), prorated support staff salaries, supplies, and other expenses related to the creation of the materials or objects, are recovered.

Thereafter, all remuneration as a result of copyright, publication or patented sale, will go to the creator(s) of the materials or objects.

B. Individual Ownership

However, intellectual property created by an employee of Holmes Community College on their own time and without the use of college facilities, equipment, materials, or support shall be the sole property of the creator(s).

Holmes employees are free to benefit from royalties and monies accruing from books written; teaching aids developed including workbooks, laboratory manuals, transparencies, tapes, films, computer programs, and similar materials; and any equipment designed or invented provided the work to produce such creations is done on the employee's own time and without the use of college facilities, equipment, materials, or support.

No college employee may realize a profit from materials sold exclusively to Holmes Community College students.

C. Co-ownership by College and Individual

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

II. Copyright

Holmes Community College adheres to the principles set forth in the Copyright Law, 1976, and the Digital Millennium Copyright Act, 1998.

Since no employee of the college, acting as an employee of the college, may duplicate, distribute, and/or otherwise publish protected material without the written permission of the copyright holder, except under those circumstances in which use of copyrighted material qualifies under the fair-use provision of the copyright laws, therefore—

All persons wishing to copy and publish/distribute copyrighted material, including instructors wishing to use copyrighted material in their course handouts, syllabi, exams, etc., or publish such material through the Internet in online courses or otherwise transmit such material electronically or any other way, must obtain a copy of written permission to do so from the copyright holder.

HCC does not defend or accept responsibility for any employee who does not comply with copyright law or otherwise violates the above college procedure.

Revised February 16, 2006

1.9 Substantive Change Policy

Institutional integrity serves as the basic contract defining the relationship between the Commission on Colleges and Holmes Community College. The College is committed to operating with integrity and compliance in all matters. Holmes Community College has developed and implemented the following system to ensure that the institution maintains compliance with the Commission's Substantive Change Policy:

1. The following executive administrative officers serve on the institution's Substantive Change Committee: Accreditation Liaison (Chairperson), College President, and College Vice Presidents (Academic, Career-Technical, Ridgeland, and Grenada).
2. Changes are reported to the Chairperson of the Substantive Change Committee. The Substantive Change Committee meets as needed to review the Commission's Substantive Change policy, to discuss any possible changes planned for the College that might be substantive in nature, and to examine the institution's current offerings and operations to make certain that the College is in compliance with the Commission's Substantive Change Policy.
3. Proposed changes are reviewed by the committee to determine if they are substantive. If any of the changes are substantive, then the committee also determines the specific procedure for reporting the change to the Commission.
4. The President is responsible for notifying the Commission of any substantive changes.
5. If the Commission requires the institution to write a prospectus or prepare additional documentation beyond the notification letter, the Accreditation Liaison, with assistance from the Substantive Change Committee, is responsible for preparing the documentation and for organizing any onsite substantive change committee visits. Additional committees can also be organized to assist in these tasks.

Established January 19, 2012

SECTION II - INSTITUTIONAL PURPOSE

2.1 Vision Statement of Holmes Community College

Holmes Community College will be a leader in education by serving as a comprehensive, community-oriented institution delivering flexible, responsive programs of the highest quality.

2.2 Mission Statement of Holmes Community College

Holmes Community College, a comprehensive public institution located in Central Mississippi, provides innovative educational and cultural opportunities to its constituents through campus-based and distance education programs. The college seeks to prepare its students for university transfer, productive employment and lifelong learning by offering an Associate in Arts degree, Associate in Applied Science degree, technical certificates and career certificates as well as workforce training. Holmes, whose primary commitment is to excellence in all areas, offers affordable, equal access to higher education in an attractive, secure, multi-campus environment.

Revised February 16, 2012

2.3 Strategic Initiatives

1. Maintain an environment for continuous accessibility and improvement of the quality of education.
2. Continue to acquire and support appropriate emerging technologies from curricular, instructional and administrative processes.
3. Improve college personnel/student interactions to achieve a higher rate of student success.
4. Expand and improve the college's infrastructure in support of student services, instructional programs, administrative processes and community services.
5. Improve the college's image by enhancing public relations through communications.
6. Expand and improve educational partnerships with business/industry and appropriate agencies.

SECTION III - INSTITUTIONAL EFFECTIVENESS

3.1 Organization and Management

The comprehensive planning and assessment process involves all segments of the college community and addresses both short and long-term goals of the institution. The Planning, Budgeting and Evaluation Process is based on an overlapping twelve-month planning cycle that links with the academic and fiscal year activities. A review of assessment results and the establishment of annual objectives occur prior to the end of the planning cycle in time to have budget request channeled through the budget process for the upcoming year.

This results in the planning process being two pronged: ongoing Strategic Initiatives that support the institutional Mission Statement are long-ranged continuous activities and are reviewed/revised on a five year cycle. Annual departmental Strategic Plans are short-term activities developed to support the institutional Strategic Initiatives. Annual departmental plans represent the link to the budgeting process. Activities defined in the annual plan to support the institutional mission relate directly to discretionary funding for these projects.

Program planning assesses the success of HCC graduates in achieving specified student learning outcomes and demonstrating the knowledge, skills, attitudes, and abilities of degree/certificate programs. A cross-disciplinary process, program planning follows the same time lines as annual departmental planning, but may spill over to a second or third year in order to attain expected results. Program planning is directly linked to the overall strategic planning cycle through annual departmental plans.

The District Planning Council holds the primary responsibility for the implementation of the overall strategic planning process and its many activities. Chaired by the Chief of Financial Services, the members of the DPC are as follows: the President, the College's Vice-Presidents, the District Coordinator of Student Services, the District Director for Community and Workforce Development, the District Director Admissions and Records, the District Librarian, select academic faculty and career-technical faculty appointed by the President.

Additional information regarding the Planning, Budgeting, and Evaluation Process may be found in the institutional *Planning Process Manual*.

Revised January 20, 2011

3.2 Institutional Research

The Office of Institutional Research coordinates system-wide planning utilizing a variety of data sources and conducts research for departments and individuals. Research information gathered by this office is utilized extensively in institutional effectiveness planning as well as in daily operations. The office is evaluated on an annual basis via surveys completed by faculty, staff and administration.

In addition, the Office of Institutional Research coordinates and schedules planning activities of the District Planning Council, maintains records of all departmental and institutional planning documents, assists the DPC and departments in developing mission statements, objectives and annual plans, assists the DPC and departments regarding assessment activities, and assists all groups in compiling, analyzing, and presenting data.

SECTION IV – EDUCATIONAL PROGRAMS

4.1 Admission Policies

Holmes Community College embraces the philosophy that the student be provided with opportunities to enhance their education by providing campus-based and distance learning. HCC ascribes to an “open admissions” policy consistent with all appertaining laws. **All requirements for admission to Holmes Community College must be met within the first ¼ of the semester of initial enrollment. Failure to provide official documentation within that period will result in the student being administratively withdrawn, changed to audit, and/or placed on admissions hold.** Admission to the college is not the same as admission to a specific program with competitive enrollment. Prospective students who are applying to programs with competitive enrollment must apply to that program **in addition to** applying to the college.

For additional information see “Admission Requirements” in the HCC Bulletin

4.1.1 Full-Time Students

Students who enroll in 12 or more hours whether day, evening, online, or any combination thereof must meet the following admission requirements to be fully admitted to the college. A complete admissions file contains:

1. A current complete application for admission
2. First-time freshman must submit an official high school transcript from a regionally-accredited high school showing the graduation date, type of diploma, and signature of the high school official and it must be mailed from the high school to the Admissions Office or delivered in a sealed school envelope. **Students who complete high school with an Occupational Diploma, a Certificate of Attendance, or the equivalent will not be admitted into the College.** Students who obtain the General Educational Development (GED) credential must have an official GED transcript sent to the college from an official testing center or GED state office.
Revised February 17, 2011
3. Transfer students must submit an official transcript from any regionally accredited college attended or any documentation accepted for a first-time freshmen.
Revised August 17, 2012

It is STRONGLY RECOMMENDED that students submit ALL transcripts when enrolling initially at Holmes since some honors, scholarships, elections and awards are based on cumulative grades rather than the grades at Holmes alone. OFFICIAL TRANSCRIPTS FROM ALL REGIONALLY ACCREDITED COLLEGES ATTENDED MUST BE ON FILE IN THE ADMISSIONS OFFICE PRIOR TO EVALUATION FOR GRADUATION.

Revised August 17, 2012

4.1.2 Part-Time Students

Students enrolled in less than 12 hours whether day, evening, online, or any combination thereof must meet the following admission requirements to be admitted as a part-time student:

1. A current complete application for admission

2. First-time freshman must submit an official high school transcript from a regionally-accredited high school showing the graduation date, type of diploma, and signature of the high school official and it must be mailed from the high school to the Admissions Office or delivered in a sealed school envelope. **Students who complete high school with an Occupational Diploma, a Certificate of Attendance or the equivalent will not be admitted into the College.** Students who obtain the General Educational Development (GED) credential must have an official GED transcript sent to the college from an official testing center or GED state office.

Revised February 17, 2011

3. Transfer students must submit an official transcript from any regionally accredited college attended or any documentation accepted for a first-time freshmen.

Revised August 17, 2012

Students who enter part time and change later to full time must meet the admission requirements for full-time students during the first fourth of the semester in which they become full time.

It is STRONGLY RECOMMENDED that students submit ALL transcripts when enrolling initially at Holmes since some honors, scholarships, elections and awards are based on cumulative grades rather than the grades at Holmes alone. OFFICIAL TRANSCRIPTS FROM ALL REGIONALLY ACCREDITED COLLEGES ATTENDED MUST BE ON FILE IN THE ADMISSIONS OFFICE PRIOR TO EVALUATION FOR GRADUATION.

Revised August 17, 2012

4.1.3 Dual Enrollment of High School Students

The purpose of this program is to provide the opportunity for advanced high school students to earn college credit prior to graduation from high school.

Holmes Community College does not wish to encourage students to participate in this program if it conflicts with their high school activities. Therefore, students in this category will be considered for admission only when this program has the explicit endorsement of the high school principal.

Students who are currently enrolled in high school may take college classes if the following requirements are met.

1. The student must have earned fourteen core high school units such as English, mathematics, science, social science, or foreign language and/or have a high school junior status or the student must have scored a minimum composite ACT score of 30 or the equivalent SAT score.
2. The student must have an overall "B" average on all high school courses. Prerequisites and corequisites as stipulated in the Holmes Bulletin will be followed.
3. The student shall request that the high school principal send an official copy of his/her high school transcript to the Admissions and Records Office at least 10 days before the beginning of the enrollment period. A home-schooled student must submit a transcript prepared by a parent, guardian, or custodian with a signed, sworn affidavit.

Revised October 20, 2011

4. The principal or counselor of the high school must submit an unconditional recommendation supporting the student's enrollment in the program. The unconditional recommendation should verify that the student is academically advanced and has the maturity and self-discipline required to benefit from this type of program. This recommendation may be in the form of a list of all participating students and should be included with the high school transcripts.

A home-schooled student must submit a parent's, legal guardian's, or custodian's written recommendation.

Full credit will be granted but will be reserved until the student graduates from high school and submits a final high school transcript.

Special Condition: Students who have not completed 14 core high school units may be considered for dual enrollment if they have a minimum ACT composite score of thirty (30) or the equivalent SAT score and have the required grade point average and recommendations prescribed above.

4.1.4 Additional Enrollment Options - See HCC Bulletin

4.1.5 Probationary Admission

First-Time Students with ACT composite scores of less than 16 or SAT scores less than 770 will be admitted on probation. Students admitted on probation who fail to meet minimum standards of progress (1.75 GPA) at the end of their first semester will not be eligible to return to Holmes until they have remained out of school for at least one semester.

Transfer Students must have a 1.75 or greater GPA on the last semester of attendance in order to be admitted in Good Standing. Transfer students who have below a 1.75 on the last semester will be admitted on Probation. Transfer students who have below a 1.75 on the last two semesters of work at another college will not be admitted until they have remained out of school for at least one semester. A student who is on disciplinary probation or suspension from another institution must petition the Admission's Committee for a special hearing.

For more details see Academic Achievement 4.2.2.

For more information please see the HCC Bulletin.

4.1.6 Admission of Foreign Born Students - See HCC Bulletin

4.1.7 Admission of Transfer Students

A transfer student is defined as one who has hours attempted on his/her permanent record at another institution. A transfer student must have an official transcript sent from any regionally accredited institution attended or submit any documentation accepted for a first-time freshmen. A student who is on disciplinary probation or suspension at another institution must petition the Chief Student Services Officer for the respective campus for a special hearing and must meet the same academic achievement requirements as native students.

Revised September 24, 2012

Transient Summer School Admission

Students who are enrolled in another institution of higher learning during a spring semester and plan to return to the same school in the fall should submit the following:

1. A current and complete application for admission.
2. An official transcript from the last regionally accredited college attended.

TO REGISTER FOR COURSES THAT HAVE PREREQUISITES, STUDENTS MUST SUBMIT OFFICIAL TRANSCRIPTS WHICH SHOW THE PREREQUISITES.

4.1.8 Admission into Specific Programs

See “Specialized Admission Policies” in HCC Bulletin under Admission Requirements for the following programs:

Surgical Technology Cosmetology
Practical Nursing Welding
Associate Degree Nursing
Occupational Therapy Assistant
Emergency Medical Technology Program

4.2 Academic Policies and Regulations - See HCC Bulletin

4.2.1 Orientation Sessions

Students must complete orientation before registering for classes. Orientation will provide information about Holmes Community College, its rules and regulations, types of organizations, clubs, etc. Detailed information may be found in the HCC Bulletin.

Revised August 16, 2013

4.2.2 Academic Achievement

ACADEMIC ACHIEVEMENT

Students at Holmes Community College (HCC) are expected to achieve academic success. Every student must maintain a 1.75 or greater grade point average each semester in order to stay in Good Academic Standing. Should a student in Good Academic Standing have a semester in which his/her GPA falls below 1.75, the student is placed on Academic Probation. If his/her GPA for the next semester of enrollment is 1.75 or greater, the student is once again in Good Academic Standing. However, if the GPA for a second consecutive semester of enrollment is below 1.75 the student will be placed on Academic Suspension and will not be eligible to enroll at HCC until a semester has passed. Upon returning to HCC, the student will be removed from Academic Suspension and placed on Academic Probation.

Revised November 19, 2009

Detailed information may be found under “Admission Requirements” in the HCC Bulletin.

4.2.3 Academic, Technical, and Career Absences

Academic and Selected Technical Classes: Registration for a class makes the student responsible for attending that class until completed unless officially withdrawn. Once a student exceeds the number of allowable absences for a class, he/she is withdrawn from the class. Absences due to late registration and school business absences will be counted toward the cut-out number. Students who are not present when attendance is taken are counted absent. Absences are counted from the first official class meeting until completion of 75% of the term. After completion of 75% of the term, a student is no longer able to withdraw from or cut out of a class. Absences that are allowed for the various classes are as follows:

- M W F classes are allowed 6 absences
- T R classes or M W classes are allowed 4 absences
- M W F classes w/lab are allowed 8 absences
- T R classes w/lab or M W classes w/lab are allowed 6 absences
- Classes with or without labs that meet once a week are allowed 2 absences
- Classes with or without labs that meet twice a week are allowed 4 absences
- Classes with or without labs that meet three times a week are allowed 6 absences
- Accelerated day classes (MTWR) are allowed 4 absences
- Accelerated night classes (MTWR) are allowed 2 absences
- Summer day classes are allowed 3 absences
- Summer night classes are allowed 2 absences

E-Learning (online): These courses have their own specific absence policies.

Selected Technical and Career Programs: Automotive Technology, Collision Repair Technology, Heating & Air Conditioning Technology, and Welding have classes that are blended together on a daily basis, and students will be withdrawn from all curriculum courses at the cut-out point.

The school day is divided into two parts – morning and afternoon. A student who is absent in one part will be counted absent for one-half day. Any two one-half day's absences will constitute one complete day's absence. Instructors will attempt to warn students when they reach half of the allowed absences.

Automotive Technology and Heating, Ventilation, AC, & Refrigeration Technology: Three and half days of absences are allowed.

Collision Repair Technology and Welding & Cutting Technology: Four and half days of absences are allowed.

Cosmetology: when absences exceed 30 hours per fall or spring semester (10 hours for the summer semester), the student will be cut-out. Thirty minutes will be deducted from a student's time if he/she arrives to class 1-15 minutes late. If a student is more than 15 minutes late, the actual time rounded up to the next hour will be deducted.

Practical Nursing: Three absences are allowed in each fall and spring theory class; two absences are allowed in each spring clinical and each summer class. A student who is cut out of a class may complete the other classes for that semester although he/she will not be allowed to progress to the next

semester and will be required to retake all classes for that semester if he/she re-enters the PN program the following year.

Associate Degree Nursing Program: Absences for the ADN Program's clinical nursing courses are calculated by hours missed. Students should consult course syllabi for specific policies regarding clinical absences.

EMT-Paramedic Program: The EMT-Paramedic Program will allow a separate number of absences for each class. Absences must not exceed 1/8 of the total number of contact hours for the course. Any absence over that number will result in the student being withdrawn from class and removed from the program.

Revised February 17, 2011

4.2.3.1 Reinstatement on Class Probation Policy

When the instructor records the last absence that cuts the student out, he/she is automatically withdrawn.

When a student is cut out and wishes to be considered for reinstatement, he/she must present a written request for reinstatement along with documentation for absences to the CAO or CTE Director within 5 school days of the date of the cut-out email. During that time, the student must continue to attend class.

If a majority of the absences are for extenuating, documented circumstances, the CAO or CTE Director will decide if the student will be reinstated and placed on Class Probation for that class. If a majority of the absences **are not** for extenuating, documented circumstances, the student will not be reinstated. Once a student is placed on Class Probation, any future absence that is not due to extenuating, documented circumstances will result in an automatic administrative withdrawal from that class.

Examples of Extenuating Circumstances and Required Documentation:

- Sickness: Statement from Doctor or Dentist
- Death in Family: Newspaper Obituary or Funeral Program
- Legal Situation (Matters as a result of Someone Else's Negligence): Court Summons, Police Report, etc.
- Military Duty: Copy of Orders from Military Official
- School Business: Sponsor of Event Will Present CAO or CTE Director with Information

Revised February 17, 2011

4.2.3.2 Appeals Procedure for Class Cut Out

If a student is not satisfied with the ruling concerning his/her request for reinstatement, the student may initiate the Appeals Procedure below.

Appeals Procedure*:

1. If the student wishes to appeal the decision, he/she must submit a written appeal to the appropriate administrator within three (3) school days of the decision.
2. The student's appeal will be heard by an Appeals Committee comprised of three (3) HCC employees (administrators, professional staff and/or instructors).

3. If the student is not satisfied with the decision of the Appeals Committee, he/she may then appeal to the President. To initiate the process, the student must notify the President via email of his/her desire to appeal within three (3) school days of the Appeals Committee's decision.

***Please note the following:**

- Any student who fails to submit a written appeal by the appointed date forfeits any further consideration for appeal.
- The student may be suspended from activities during the appeals process.
- Any student who fails to contact the President by the appointed date of his/her desire to appeal forfeits any further consideration for appeal.
- The President's decision will be final.

Revised February 17, 2011

4.2.4 Changes in Class Schedule Through Drops and Adds—Drops and Adds During Registration

A student wishing to drop or add a course during the time of registration may make the drop or add through web registration under Drop or Add Classes in My Doghouse.

Withdrawal From Course(es) or School

After the deadline for registration, no courses can be added, but a student can drop (withdraw) a course by completing and submitting the electronic Withdrawl Request Form located in My Doghouse. A student who wishes to drop a course after the last day of registration may do so by completing and submitting the electronic Withdrawal Request Form located in My Doghouse. Once submitted, the instructor of the course will be notified of the request and must continue the process by electronically submitting the student's last date of attendance for the course. (The advisor will also receive a copy of the withdrawal request.) When the last date of attendance is received by the Administrative office, the request will be processed and the student will be removed from the course. Students who drop a course before the 75% mark will have a grade of "W" recorded on their record. After 75% of the class has been completed, students may not drop a class. Students who withdraw without ever attending any classes will have their classes erased and no grades recorded.

The college recognizes that occasionally after the 75% mark, students may have an extreme hardship; e.g. an extended hospitalization due to an accident. In this situation, the student or representative should contact the college immediately so that a decision can be made regarding the student's enrollment status.

Revised January 23, 2013

4.2.5 Class Standing

A student's classification is determined by the amount of work completed, as follows:

Freshman 0-23 Semester Hours

Sophomore 24 and above Semester Hours

4.2.6 Examinations

Examinations are scheduled at the end of each semester. The complete schedule of examinations is announced during the semester.

Revised February 17, 2011

4.2.7 Credit and Grades

A semester hour is defined as the unit of credit, which represents one class hour (750 minutes per semester).

A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's attendance in a course. For further information, see the HCC Bulletin.

Revised February 17, 2011

4.2.7.1 Grade Appeal

A student must initiate a grade appeal by the end of the next regular semester (fall or spring) after the grade is assigned. The final decision regarding the appeal will be made prior to the end of the regular semester following the appeal. Grades assigned to a student become final when the time limits of the appeal policy are met.

Revised July 10, 2009

4.2.8 Transfer Credits

Only credits transferred from an institution which is accredited by the Southern Association of Colleges and Schools (or other regional accreditation agency) will be accepted by Holmes Community College. The cumulative totals of hours attempted, hours passed, and quality point average will be reproduced on the permanent record of Holmes Community College for students with less than a bachelor's degree.

Transfer work is evaluated when an official transcript is received by the Holmes Community College Articulation Office.

Complete details regarding transfer credits may be found under "Transfer Credits" in the HCC Bulletin.

4.2.9 Institutional Credit

Holmes Community College offers a small number of courses that are of a "remedial" or "self-enrichment" nature. These courses earn "institutional" credit. Institutional credit will apply toward a Certificate of Graduation only and is not designed to transfer. **Credit in Pre-Core English will not satisfy the English requirement for any degrees or certificates.** Courses for which institutional credit is awarded will have a "0" in the course number.

4.2.10 Course Repeats

If two or more final grades are recorded for the same course, all grades received in that course (not including W's) will be used in the computation of the grade point average. The hours earned in a

course, which has been passed and then repeated will be stricken and the course will be noted as repeated on the student's permanent record.

Revised November 19, 2010

4.2.11 Grade Reports

A report of the student's work is made at midterm for classes that meet longer than 30 days and at the end of the semester for all classes. Midterm and Final grade reports are available to the students in My Doghouse.

4.2.12 Student Load

No student may take or receive credit for more than twenty-one hours in any one fall or spring semester or 18 hours in the summer without permission of the campus' Academic Dean or Career/Technical Director. **Summer school is considered one semester.**

Revised February 17, 2011

4.2.13 Degrees and Certificates

HCC awards the following degrees and certificates: Associate of Arts Degree (AA), Associate of Applied Science Degree (AAS), One- and Two-year Technical Certificates, One-Year Career Certificate and a Certificate of Graduation.

4.2.14 Graduation

All candidates for graduation must file an application for a diploma with the Vice President for Academic Programs. December graduates must file during the month of October. Any student graduating in May must complete an application for a diploma during the month of March.

A transfer student who plans to graduate from Holmes Community College must have an official transcript sent from each post-secondary institution previously attended.

See also additional requirements for degrees and certificates in the HCC bulletin.

Revised August 17, 2012

4.2.15 Grade Recognition and Honors

Academic and technical students with exemplary quality point averages are recognized at the end of the fall and spring semesters by being named to the President's or Dean's lists. To be eligible for such recognition, a student must be enrolled in at least twelve semester hours.

Additional honors are recognized at the May graduation ceremony. Valedictorian, Salutatorian, Highest Honors, and Honors designations are made based on cumulative quality point averages.

Detailed information about qualifications for honors may be found under "Grade Recognition and Honors" in the HCC Bulletin.

Revised March 11, 2010

4.2.16 Reverse Transfer Graduation

Former students may transfer work back to HCC to complete degree requirements subject to requirements listed under “Reverse Transfer Graduation” in the [HCC Bulletin](#).

4.2.17 Earning a Second Degree from Holmes Community College

A student may upgrade from a Certificate level to a Degree level. However, students may not receive both Certificates and Associate Degrees simultaneously. A student may earn a maximum of one AA Degree and multiple AAS Degrees either concurrently or subsequently if both degrees’ requirements are fully met. Each degree recognition requires a separate request for a transcript evaluation. .

4.2.18 Transcripts

Transcripts are available at the student’s written request and a processing fee may be required prior to the issuing of the transcript.

Revised August 19, 2010

4.2.19 Student Records

The Office of Admissions and Records prepares and maintains a permanent scholastic record for each student enrolled in credit courses. These records are treated with due regard to the personal nature of the information they contain. Complete information relating to the release of information may be found in the [HCC Bulletin](#).

The following items are a part of the students’ permanent records and will be retained in their files for five years after the student’s enrollment:

1. Applications for admission/readmission
2. Official high school and college transcripts
3. Official GED, ACT, and SAT scores

Items such as transcript request forms will be maintained in a separate file for at least one year and will then be shredded.

4.2.20 Change in Dormitory Status

Students who move out of a dormitory must complete a checkout form (available from the Dormitory Supervisor), clean their room, leave no damages, and return their room key before they are due any refund. Failure to comply with this process will result in a fine.

More information may be found in the [HCC Bulletin](#).

Revised October 21, 2010

4.2.21 Student Assistants

Students are employed as assistants in many departments. Arrangements for student assistants are made through the District Director of Financial Aid. Placement is determined through a regular application form on the basis of need, ability, and willingness to work.

Time sheets for each student must be kept by the supervisor of that particular student and turned in to the FAO at the end of each month. The supervisor must sign the time sheet certifying that this is a true statement of time/hours worked and that the work assigned has been performed in a satisfactory manner. Failure of student workers to satisfactorily perform assigned duties should be reported to the District Director of FA immediately.

A student worker is not allowed to work while in a scheduled class period. If the student worked while in a scheduled class period, the supervisor must explain on the time sheet the reason allowed and give the date and time.

Both the student and the supervisor must sign the time sheet when turned in to the FAO. The FAO will give a week's notice to all supervisors when time sheets are due.

Work-study checks will be given out at the Business Office about a week after time sheets are turned in.

4.2.22 Program-Specific Handbooks

The college operates under various program-specific handbooks. These handbooks outline rules and procedures explicit to these programs. Students are expected to follow all rules in these program specific handbooks. These handbooks are not designed to supplant the HCC Bulletin.

Revised November, 2008

Additionally, the college's Career/Technical programs operate under program-specific Technical Standards. These standards address the minimum skills students need for admission, progression, and graduation in the program. These standards are not designed to supplant the HCC Bulletin.

Revised August 19, 2010

4.3 Credit for Non-Classroom Experiences

Holmes Community College will accept credit earned through regionally accredited national examination programs, correspondence courses, and military service subject to the following requirements and limitations:

1. Credit is awarded only in areas which fall within the regular curricular offerings of HCC – i.e. HCC teaches an equivalent course – and must be appropriately related to the student's current educational goals.
2. Credit for non-classroom experiences will be evaluated using the same criteria as transfer work from other colleges. It requires the approval of the department chairman and Vice-President for Academic Programs. This credit cannot duplicate either credit already awarded or remaining courses planned for the student's academic program.
3. The maximum amount of credit for all non-classroom experiences which may be applied toward an associate degree from HCC is the same as for Transfer Credits (See HCC Bulletin). The student will not receive a letter grade or quality points and the credit will not be used to compute a student's quality point average.

Revised September 24, 2012

4.3.1 Advanced Placement Program

Credit awarded ranges from 3 to 8 semester hours per test.

Students should contact the Vice- President for Academic Programs, Goodman Campus, for further information. A student must earn academic or technical credit from this institution before credit earned through AP exams will be recorded on the permanent record.

Revised September 24, 2012

4.3.2 College Level Examination Program (CLEP)

Credit awarded ranges from 3 to 6 semester hours per test

Only “lecture” courses will be accepted – courses described in the HCC Bulletin as having a laboratory or clinical will not be accepted. Prior to registering for a CLEP exam, the student must contact the District Coordinator of Student Services, Goodman Campus. For further information, a student should contact the Vice President for Academic Programs, Goodman Campus. A student should check with his or her senior college before relying on transfer credit from a CLEP score.

Revised September 24, 2012

4.3.3 Correspondence Courses

HCC does not teach correspondence courses but will accept correspondence credit from regionally accredited universities and colleges.

Only “lecture” courses will be accepted - courses described in the HCC bulletin as having a laboratory or clinical will not be accepted. Prior to registration for a correspondence course for which a student wishes to receive HCC credit, the student must get the written approval of the Vice-President for Academic Programs or the Vice-President for Career/Technical Education, Goodman Campus.

Revised September 24, 2012

4.3.4 Military Service

HCC will award credit for military experience toward a degree or certificate according to the American Council of Education recommendations. For further information see HCC Bulletin “Military Service”

Revised September 24, 2012

4.3.5 eLearning Programs

Holmes Community College recognizes that emerging technologies are changing the methods of instructional delivery to include eLearning programs such as interactive classrooms, remote instruction, internet based courses, and other electronic-based teaching/learning activities. Holmes’ two primary means of delivering eLearning programs are through the use of the Video Conferencing and the Mississippi Virtual Community College (MSVCC).

The purpose of the eLearning Program of Holmes Community College is to improve student access to instruction through the use of electronic technology. The goals of the program are to:

1. To identify, provide, expand, and coordinate the development of quality courses and programs to meet the needs of eLearners.

2. To develop or modify procedures for providing support services to eLearners in areas such as testing, admissions, registration, counseling, library services, financial aid, and advising using such means as email, telephone, web pages, and mail.
3. To support and encourage the internal development of the eLearning program by promoting and providing guidelines for training, inclusion of eLearning courses in instructor workloads, and technical support.
4. To provide strategies for effective delivery of eLearning alternatives through the development of policies for consistency in eLearning.
5. To evaluate periodically and comprehensively every facet of the eLearning program and to use these results to restructure and improve the program.

In order to ensure that the goals of the College and the requirements of the Commission on Colleges of the Southern Association of Colleges and Schools are met, the Board of Trustees shall approve all new eLearning partnerships and degree programs prior to their implementation.

All eLearning courses and programs delivered for credit shall be approved by the Instructional Affairs Council to ensure compliance with accreditation agencies and to ensure equivalent course content and student outcomes.

eLearning has its own Policy and Procedure Manual in place, which is designed to serve as a guide for the operations of the distance learning programs.

Revised November 19, 2010

4.3.5.1 Overview of the Mississippi Virtual Community College

Holmes is a proud member of the Mississippi Virtual Community College. The MSVCC is a cooperative of 15 of Mississippi's community colleges and the Mississippi State Board for Community and Junior Colleges to provide internet-based courses statewide in Mississippi. Its mission is to provide educational opportunities to constituencies who live within the various community college districts in Mississippi and to others beyond those boundaries. Through the MSVCC, students may take courses from community colleges anywhere in Mississippi while getting support services from their local community college.

This cooperative makes it possible for MSVCC colleges to leverage their distance learning resources—including faculty, courses, support services, and technology—to benefit students throughout Mississippi and beyond.

The MSVCC has adopted a Policy and Procedures Guide. Holmes Community College has chosen to be a part of this statewide effort and has adopted this Policy and Procedures Guide. Within the spirit of this internet-based effort, this guide is located on the internet at the public MSVCC website. All policy and procedures not explicitly discussed here are contained on the website.

Revised November 19, 2010

4.3.5.2 Blackboard and Desire2Learn

The MSVCC has a contract with two companies called “Blackboard” (BB) and Desire2Learn (D2L) to provide both the platforms for the class via a website and the server itself that houses that website. The URL for the blackboard site is <http://holmescc.blackboard.com> and <http://msvcc/desire2learn.com>. All

courses offered via the MSVCC will use either platform. Training for Holmes instructors wanting to teach online courses will be provided either by the SBCJC or by Holmes before the instructor teaches any online course.

Revised November 19, 2010

4.3.5.3 Course Offerings

Holmes students are able to take online courses that are taught by Holmes instructors (provided courses), as well as courses that are taught by instructors from the other fifteen community colleges (hosted courses). Restrictions for hosted courses are that courses must be listed in the course description section of the Holmes catalog. Pre-core classes are not delivered through Holmes eLearning. Students are able to request and register for these courses through the Holmes' website. All courses, provided or hosted, are transcribed in the same manner as traditional courses.

Revised November 19, 2010

4.3.5.4 Faculty Credentials and Compensation

Instructors of online courses must meet the minimum SACS requirements and receive the necessary technical training associated with the delivery of instruction. Training is sponsored by the MSVCC and Holmes Community College. A MSVCC statewide repository of faculty credentials is maintained by the State Board of Community and Junior Colleges. Each MSVCC faculty member has a copy of his/her transcript and a certification form detailing degrees earned and teaching discipline housed in the repository.

An instructor teaching a course via the Internet and who falls into one or more of the following categories: adjunct, evening, summer, or overload, will be compensated.

Revised November 19, 2010

4.3.5.5 Student Registration

Each community college involved with the MSVCC establishes its own registration process. Holmes' students are able to complete the registration process online.

Revised November 19, 2010

4.3.5.6 Services

4.3.5.6.1 Proctored Tests

All online courses provided by Holmes must administer, at a minimum, two proctored tests per semester.

A secure proctoring facility, conducive to students taking tests, is provided at each of the three Holmes campuses. Proctors are responsible for the following:

- Scheduling and administering exams for MSVCC courses in a secure environment;
- Maintaining testing hours of six to nine hours in a typical week, with more hours during the mid-term and final exam periods;
- Checking the MSVCC enrollment tool for passwords and instructions;
- Copying and printing paper exams when necessary;
- Checking photo ID to verify student identity;
- Inputting passwords into Blackboard/Desire2Learn or other testing sites;

- Contacting MSVCC instructors as circumstances may warrant;
- Monitoring testing at all times to prevent cheating;
- Returning any paper exams to instructors.

Revised November 19, 2010

4.3.5.6.2 Textbooks

The Holmes Community College Bookstore provides textbooks for those courses that are taught by Holmes instructors. The student may secure the textbook for a class taught by another college for a hosted course from the Holmes bookstore through a “special order” or purchase books online. Textbook information is provided on the Holmes Community College website under eLearning.

Revised November 19, 2010

4.3.5.6.3 Counseling

Names of counselors and advisors are provided on the My Holmes Tab in My Doghouse under the Student Profile Channel. Names, email addresses and telephone numbers are also located on the Holmes Community College website under the Faculty/Staff Directory. All students are assigned an advisor based on their campus and major. Students are also welcome to physically visit a counselor or their advisor at one of the Holmes’ locations.

Revised November 19, 2010

4.3.5.6.4 Learning Resources

Students are able to acquire learning resources from Holmes’ libraries via the My Doghouse as well as through the Mississippi Electronic Library Online (MELO). Students may access MELO through the Holmes Web Site and Blackboard.

Revised November 19, 2010

4.3.5.7 Video Conference Operations Policy

4.3.5.7.1 Standard Hours of Operation

The Video Conference standard hours of operation are from 8:00 a.m. to 9:00 p.m. Central Standard time (CST), Monday through Thursday and from 8:00 a.m. to 3:30 p.m. on Friday. The Video Conference does not operate on Sunday. National and state holidays applicable to and observed by Holmes Community College are observed by Video Conference. Any hours outside of those designated above as Standard hours of operation are classified as Non-Standard hours of operation and are addressed later in this document.

Revised November 19, 2010

4.3.5.7.2 Priority and Acceptable Use Guidelines

The Video Conference operates for the express purpose of supporting the mission and objectives of the College and the people of the community. The transmissions of the Video Conference are required to be educational and instructional in nature, and or related to the administrative or mission-related functions of the College. The needs of the community, the College, and the State Board of Community and Junior Colleges hold the highest use priority for the Video Conference.

The College will primarily use Video Conference to teach community college credit courses among the three Holmes campuses and hold various meetings.

Revised November 19, 2010

4.3.5.7.3 Pay Rates for Instructors Using the Video Conference

If the Video Conference course is offered IN ADDITION to the instructor's regular course load, faculty will be compensated at 150% of the current rate for an overload the first time they offer/adapt a course for the Video Conference. Compensation will be at the rate of 125% of the overload rate for every time the course is offered thereafter. If the course is part of the instructor's regular course load, additional compensation will be 50% of overload pay for the first time: 25% of overload pay for each time thereafter. The first time a course is offered over the Video Conference, a facilitator will be offered at the origination site for 2 weeks. An instructor who wishes to continue to use a facilitator after that time will need to work out his or her own compensation rate with the facilitator.

Revised November 19, 2010

4.3.5.7.4 Video Conference Site Managers and Video Conference Facilitators

Holmes Community College has a Site Manager who is responsible for the management of the Video Conference facilities at Goodman, Grenada, and Ridgeland. The Video Conference Site Manager or his/her designated assistants can introduce first-time users to videoconferencing basics such as microphones, camera and audio controls, and can also answer questions about the functionality of the Video Conference. The Video Conference Site Manager or his/her designated assistant will make arrangements for the videoconferencing room to be open and operational at conference time. During standard hours of operation, the Video Conference Site manager or the designated assistant will generally be available for assistance in the event a conference participant is experiencing technical problems.

Revised November 19, 2010

4.3.5.7.5 Scheduling For the 5 Video Conference

The College has the exclusive right to schedule classes on the Video Conference for the fall, spring, and summer terms each year.

Revised November 19, 2010

4.3.5.7.6 Credit Coursework from Other Educational Entities

Any regularly scheduled educational offering to Video Conference sites which is not internally developed and delivered from another community college must be authorized in advance by the Vice-President of Academic Programs and confirmed with the Video Conference site manager, as with internally developed offerings. Educational entities seeking to use the Video Conference, such as public K-12 schools and universities will be responsible for securing this authorization from the requested site. The Vice-President for Academic Programs will contact the Video Conference site manager to schedule the College as a site in these instances.

Revised November 19, 2010

4.4 Instructional Policies

4.4.1 Curriculum

With the exception of certain courses in specialized areas, Holmes Community College will offer similar instructional programs on all campuses. Course numbers and descriptions, course outlines,

textbooks, and supplementary materials will apply to all campuses. Close departmental coordination among campuses will ensure optimum uniformity of instructional quality.

University-parallel programs are designed for transfer and are determined by the universities' requirements. Articulation agreements exist between the public community colleges and the state universities that ensure proper transfer. Periodic conferences are held with university deans and academic heads of community colleges to evaluate curricula and courses and to add/delete courses as programs change.

Career-Technical curricula are under the review of and annual evaluation by local advisory committees, the Bureau of Career-Technical Education and the State Board for Community and Junior Colleges (SBCJC). While seventy-five percent of career-technical curricula are established by the State Department of Education, twenty-five percent is under local control. Therefore, the college is able to adjust curricula to meet changing needs of local and regional businesses. All programs of study must support the stated mission and goals of the college.

See also HCC Bulletin.

4.4.2 Instructional Affairs Council

Instructional Affairs Council: The Instructional Affairs Council serves as the college-wide body for control and administration of the instructional program. Recommendations of the Council require the approval of the Executive Council, the President and the Board of Trustees. The Council is co-chaired by the Vice-President for Academic Programs and the Vice-President for Career Technical Education and meets once a semester, or more often as needed. This council is responsible for monitoring and recommending programs of study, academic standards, instructional procedures, and relationships with other institutions of higher learning.

The membership of the Instructional Affairs Council is as follows: District Librarian, e-Learning Coordinator, Pre-Core Studies Coordinator, all District Department Chairs, one at-large Academic and one at-large Career-Technical faculty member. Ex-Officio members are as follows: District Coordinator of Student Services, Vice-President for Academic Programs, Vice-President – Ridgeland Campus, Vice-President – Grenada Campus, District Director of Workforce Development, Vice-president for Career-Technical Education, Vice-President for Institutional Research and Development, Academic Dean – Grenada Campus, Academic Dean – Ridgeland Campus, Career Technical Director- Grenada Campus, and Career Technical Director – Ridgeland Campus.

Revised January 20, 2011

4.4.3 Curriculum Changes

The Instructional Affairs Council serves as the college-wide body responsible for establishing, reviewing, and evaluating the curriculum. The council reviews and approves all changes in the curriculum and instructional policies that cross departmental lines as well as significant changes within departments. Faculty members are expected to be continuously involved in the process of reviewing and evaluating their individual courses and programs and to initiate changes and improvements at the departmental level.

Additions or deletions to the curriculum, such as the addition of a new course, or changes in course descriptions are proposed at the departmental level using a standard form. When completed, the form

is submitted to the appropriate administrative office for review. Proposed changes are then reviewed and acted on by the Instructional Affairs Council. Proposed changes representing significant changes in school policy are reviewed and approved by the Executive Council and the President of the college. The Board of Trustees reviews and acts upon changes that affect school policy.

In the event that a curriculum issue involves long-term or in-depth study, an ad hoc subcommittee of the Instructional Affairs council will be appointed to execute this study and present its findings to the entire membership of the council.

4.4.4 Course Syllabus

The same course syllabi are to be used at all campuses/centers in order to ensure consistency in the instructional program. The Office of the Vice-President for Academic Programs maintains a complete file of academic course syllabi for courses that are currently in the HCC Bulletin. The academic syllabi are also posted in My Doghouse for use by faculty. The campus Career-Technical Directors will maintain a file of the career-tech course syllabi for their campuses.

Course syllabi for academic and career-tech credit courses are to be developed according to a standard format. “Guidelines for Preparing Course Syllabi” are available in My Doghouse. Syllabi will include the course descriptions, course objectives, methods of evaluation, resources, laboratory topics, and ADA statement.

All academic and career-tech course syllabi are to be reviewed and updated on an annual basis. It will be the responsibility of the Vice President for Academic Programs or the Vice-President for Career-Technical Education to ensure this review. This review is to be conducted by the appropriate faculty along with their respective department chairs.

For courses taught on more than one campus, provision is to be made for faculty members in all locations to have the opportunity for involvement in this development and revision.

Revised March 11, 2011

4.4.5 Textbook Selection

The textbook of a course is an invaluable tool for learning as it provides the student with an organizational outline of the contents of the course and materials for assignments. The textbook, when chosen properly, provides the instructor with current information and trends about the course, and it seeks to align and introduce the instructor with other instructors’ methods and standards.

Holmes Community College recognizes and encourages academic freedom as an essential element of an academically successful college. The instructional administration encourages instructors to use a variety of traditional and innovative methods in their teaching profession; however, for a given a course number and title, the course content and objectives must be the same regardless of location. To reinforce this consistency a textbook selection policy must be enforced.

When selecting a textbook for a given course, the directives will be followed:

4.4.5.1 Selection of Textbook (Directive I)

A single textbook will be selected for each course. All HCC full-time instructors within their department will have one vote. If there is a tie when selecting the textbook, the department chair will break the tie. If the department chair is an instructor of the course and a tie occurs, the Vice-President for Academic Programs or the Vice-President for Career/Technical Education will cast the deciding vote. If a course is taught only by adjunct or part-time instructors, these instructors will select the text in the same manner as described above. A “New Textbook Adoption” form must be completed for every textbook change and edition update. This form can be acquired in My Doghouse.

4.4.5.2 Supplementary Materials (Directive II)

Published supplementary materials (including lab manuals) are optional classroom resources and are to be used in addition - not in place of - the approved textbook. The supplementary materials must correspond to the approved textbook and course objectives. No instructor will be allowed to choose supplementary materials unrelated to the approved textbook or course objectives and use this material in place of the approved textbook. If the instructor does not require the student to purchase the approved textbook, then the instructor may not require the student to purchase supplementary materials. However, the teacher may use personally-created handouts or notes (may not charge students) in place of the approved textbook.

4.4.5.3 Optional Textbook Use (Directive III)

An instructor may choose not to use a textbook, although this practice is not encouraged. The instructor must demonstrate the rationale for not using the approved textbook to the Vice-President for Academic Programs or the Vice-President for Career Technical Education.

4.4.5.4 Ordering of Textbook (Directive IV)

After the textbook has been approved, the textbook must be ordered through E-books. The instructor is required to meet all deadlines as posted by the bookstore. At the beginning of each term the bookstore at each location is responsible for having all requested textbooks, supplementary materials, and supplies.

Revised March 11, 2011

4.4.5.5 e Learning

For online courses taught via the Mississippi Virtual Community College (MSVCC) and provided by Holmes, the instructor will complete the book information in the Enrollment Tool. The instructor must use the same textbook which has been adopted for the traditional class of the same course. Holmes bookstores are responsible for having the specified materials at all Holmes locations. The bookstore may special order textbooks for online courses that are hosted (Provided by other community colleges.) by HCC. The student is instructed via the College website about this option.

Revised August 18, 2011

4.4.5.6 Exceptions

There are three exceptions to the above directives:

1. An instructor who develops an Internet course with a team of instructors from other community colleges may choose the team's selection.
2. Once instructors select a new textbook for a given course, the instructors at a given location (with the department chair's approval and the appropriate Vice-President) may use the former textbook, if the bookstore at that location has an ample supply of this textbook. The instructors at this location must use the newly selected textbook when the supply is depleted. After the supply is depleted, the instructors cannot use a new edition of the former textbook.
3. An earlier or later edition of an approved textbook may be used on a given campus to correspond to particular versions of software.

4.4.6 Continuing Education

HCC provides non-credit courses in response to community interest and need on each campus as well as off-campus sites. Outreach and service activities are generally developed at the request of specific agencies and/or organizations. The organization of the continuing education program is directly related to the mission of the college. Responsibility for the coordination of continuing education activities rests with the Director of Workforce Development.

A wide variety of Workforce Development courses are offered to employers and businesses and industries within the district. These courses range from Adult Basic Education and GED Development to high-level technical skills. Customized curricula may be developed utilizing HCC resource personnel and the RCU at Mississippi State University.

4.4.7 Credit and Grades

A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's attendance in a course. Factors upon which the final grade may be based are attendance, recitation, written and oral quizzes, reports, papers, final examination, and other class activities. The evaluation will be expressed according to the following letter system:

A	Excellent	4 quality pts. per semester
B	Good	3 quality pts. per semester
C	Average	2 quality pts. per semester
D	Poor	1 quality pt. per semester
F	Unsatisfactory	0 quality pts. per semester
I	Incomplete	0 quality pts. per semester
AU	Audit	0 quality pts per semester
W	Withdrew	0 quality pts. per semester

Each department must establish standards expressed in percentages (a numerical grading scale). The standards must be approved by either the Vice-President for Academic Programs or the Vice-President for Career Technical Education. A copy of each department's grading scale must be on file in the office of the Vice President for Academic Programs or the Vice President for Career Technical Education and each student must be informed of these standards via the course syllabus.

I Grade

An incomplete grade may be assigned a student if, upon completion of a grading period, some unavoidable circumstance has kept the student from meeting a requirement of the course. An

incomplete grade is not allowed on the basis of course deficiencies not caused by unavoidable circumstance. A student has one month from the first day of classes of the next enrollment period to complete any make-up work or tests in order to receive a grade in place of an I (-or a grade of an “F” will be assigned. The appropriate administrator will decide if extenuating circumstances involving a prolonged illness will allow the student extra time. Students are expected to report for the final exams according to the published schedule. Students who fail to report without having notified the instructor of a conflict will be given a “0” on the final exam, and the final grade will be averaged. A student with a valid excuse will be given an “I” and will be given an opportunity to take a make-up exam.

Revised January 20, 2011

4.4.8 Reporting Grades

A report of the student's work is made at mid-term for classes that meet longer than 30 days and at the end of the semester for all classes. Mid-term and final grades are available to the students electronically.

Revised March 11, 2011

4.4.9 Faculty Accessibility

All faculty should be accessible to their students through various methods such as face-to-face, e-mail, learning management system, etc. A minimum of ten (10) office hours per week is expected for full-time faculty.

Revised August 16, 2013

4.4.10 Final Examinations

All courses that are described as lecture courses or have a lecture component will have a final examination. All instructors are expected to administer the final examination to all students according to the schedule issued by the administration. Each instructor may decide if the final examination is to be comprehensive in nature. However, all exams must be designed to require a minimum of 50 minutes to complete. Each instructor is expected to use a reasonable and appropriate range.

Courses described as pure laboratory courses may have final examinations at the discretion of the instructor. If a final examination is given, then the regular examination schedule is to be followed.

Instructors of online courses must also administer a final exam. The final exam must be administered in a proctored environment. However, instructors must administer at least two major proctored tests but not more than three in a given course. Proctored tests must be administered at state designated testing sites of the Mississippi Virtual Community College. The only exceptions are out-of-state students and/or physically impaired students. These students must call or email the e-Learning office to make special arrangements.

Activity courses normally would not have a written final exam and would conclude their assignments the week before final exams begin.

Students are expected to report for the final exams according to the published schedule. Students who fail to report without having notified the instructor of a conflict will be given a “0” on the final exam and the final grade will be averaged. A student with a valid excuse (i.e. death in the family, hospitalization due to illness or accident, or other extenuating circumstances which would prohibit an individual from being present) will be given an “I” and have the opportunity to take a “make-up”

exam. A student has one month from the first day of classes of the next enrollment period to complete any make-up work or tests in order to receive a grade in place of an "I". An absence from the exam cannot be used as the final cut-out absence for a student.

Revised February 17, 2011

4.4.11 Class Attendance

Classes shall be held the full scheduled period or periods except during final examinations and scheduled one-hour tests. The instructor is expected to meet all classes unless excused by the designated supervisor.

A student is not to be taken from class without approval of the appropriate administrator.

No student or instructor is to be called from class for a telephone call unless it is an emergency. No instructor has the right to hold a student out of class while giving him a test or make-up work. No student will be given an excuse from one class to take a test or make-up work for another instructor. No student is to be allowed to work on a test into the next period if he/she has another class scheduled for that period.

Revised March 11, 2011

4.4.11.1 Philosophy of the College on Attendance

Students are required to meet class on a regular basis in order to receive credit for a course. Class attendance and participation are two factors which may partially determine the class grade. The College reserves the right to administratively withdraw a student who reaches the cut-out point due to excessive absences.

Revised March 11, 2011

4.4.11.2 Responsibilities of a Faculty Member

The faculty members are to electronically record attendance daily and accurately. A copy of all attendance records will be reviewed by an official from the State Board for Community and Junior Colleges during enrollment audits. .

Revised March 11, 2011

4.4.11.3 Requirements of the State Board for Community and Junior Colleges: (Excerpt from state policy)

“Each junior college shall have and enforce a policy which will . . . identify any student who withdraws . . . in-fact by absence from a class. Such policy shall provide for prompt and systematic reporting of the name . . . and date of effective withdrawal to the proper college official.”

The college must, by state board policy, withdraw a student from a class if the student is a “no-show”, “walk-off,” or has excessive absences.

Revised March 11, 2011

4.5 Faculty

4.5.1 Faculty Responsibilities

4.5.1.1 Retention of Academic Records

Faculty should retain grade books and any other documents necessary to substantiate grades for one academic year following the assignment of final grades or until the resolution of any outstanding appeal, whichever time period is longer. Please note that accrediting organizations for some programs mandate that faculty retain records for a longer period of time.

4.5.2 Faculty Selection

All persons interested in applying for a faculty/staff position at Holmes Community College must complete an application for employment located at www.holmescc.edu . An individual will only be considered an applicant if they meet the minimum requirements as stated for the position for which they have applied.

When a vacancy occurs, the appropriate Vice-President/Director notifies Human Resources of the vacancy along with information regarding posting instructions. If there is an internal candidate pool, the position will be announced internally for five business days. If there are no internal candidates for consideration, the vacancy will then be announced externally until filled. Additional recruitment efforts including announcements with Career Placement Offices of in-state Universities, websites and publications will be utilized on an as-needed basis.

It is the philosophy of Holmes Community College to fill positions from within when the opportunity arises. The President reserves the right to initiate transfers of employees between departments and/or locations to meet the needs of the institution.

Complete applications of candidates who meet the requirements as set forth by SACS will be available for the hiring management to view. Selection is made after all materials requested are reviewed and a personal interview with appropriate officials (usually Department Chairman, Vice-President/Director, and select individuals as a part of the hiring committee) has been completed. The Selection Committee will make a recommendation to hire based on applicant's qualifications and interviews.

A background check will be initiated by Human Resources to check criminal records based on a social security number trace and verification. Upon receipt of favorable results of background screening, the recommendation for hire will move forward to the President.

The President recommends the person selected for employment to the Board of Trustees at their next regular meeting. After confirmation by the Board, the appointee is notified of the appointment. Upon receipt of the acceptance of the appointment, the college will notify others that the position is filled.

Holmes Community College does not discriminate on the basis of race, color, religion, national origin, gender, disability, or age in its educational programs and activities, employment, or admissions. The following person has been designated to handle inquiries and grievances regarding non-discrimination, compliance policies, and procedures for the College:

Compliance Officer, 662-472-9429

Written inquiries may be emailed to: compliance@holmescc.edu or sent to:
Compliance Officer
Holmes Community College
412 West Ridgeland Avenue
Ridgeland, MS 39157

September 20, 2012

4.5.3 Full-Time Instructor Professional Preparation

4.5.3.1 Academic Instructors

4.5.3.1.1 Academic Instructors Minimum Requirements

1. An instructor must have a Master's degree from an accredited college or university.
2. The major concentration of the graduate work (18 semester hours minimum) must be in the area of the teaching assignment. In some cases, instructor may substitute professional experience and demonstrated contributions to the teaching discipline in lieu of graduate work. Instructors are expected to meet the minimum requirements as established by the state laws and the Southern Association of Colleges and Schools.
3. In the Associate Degree Nursing Program, an instructor must have a minimum of one-year nursing practice.
4. In the Associate Degree Nursing Program, an instructor must hold a current license to practice nursing in Mississippi.

4.5.3.1.2 Academic Instructor Job Description

1. Plan and provide instruction based on approved course syllabi to maximize learning and assure course objectives are met.
2. Participate in curriculum development to ensure maximum student competency, district and departmental uniformity, and university transferability.
3. Employ appropriate instructional and learning strategies to communicate subject matter to students.
4. Provide appropriate assessments and inform students of their progress in a timely manner.
5. Follow established guidelines for the submission and maintenance of student records, local/state reports, and any other required documentation.
6. Serve as a faculty advisor within the college's advisement system and participate in registration sessions.
7. Be accessible to students.
8. Maintain familiarity with the college's vision, mission, and strategic initiatives.

9. Participate in the college's ongoing Institutional Effectiveness process for continued improvement, including annual evaluations and reviews, strategic planning, surveys, departmental planning, and professional growth and development.
10. Prepare and manage budget in coordination with other members of department.
11. Maintain and manage assigned inventory.
12. Participate in meetings and events required by the college, department, and program administrators.
13. Serve on college, department, and program committees as assigned.
14. Promote and participate in the college's extracurricular activities, organizations, and events.
15. Assist in development of standards for the admission, progression, and graduation of students.
16. Participate in recruitment and retention of students.
17. Adhere to and publicly support college policies and procedures.

Revised August 18, 2011

4.5.3.2 Career/Technical Instructors

4.5.3.2.1 Career/Technical Instructors Minimum Requirements

An instructor must meet the minimum requirements in his/her area of work as prescribed by the Qualification Manual for Postsecondary Career and Technical Personnel which is published by the SBCJC.

4.5.3.2.2 Career/Technical Instructors Job Description

1. Plan and provide instruction based on state-approved curriculum frameworks to maximize learning and assure course objectives are met.
2. Participate in curriculum development at the state level to ensure maximum student competency, district and departmental uniformity, and workplace readiness.
3. Employ appropriate instructional and learning strategies to communicate subject matter to students.
4. Provide appropriate assessments and inform students of their progress in a timely manner.
5. Follow established guidelines for the timely submission and maintenance of student records, local/state/federal reports, and any other required documentation.
6. Serve as a faculty advisor within the college's advisement system and participate in registration sessions each semester.
7. Be accessible to students.
8. Maintain familiarity with the college's vision, mission, and strategic initiatives.

9. Participate in the college's ongoing Institutional Effectiveness process for continued improvement, including annual evaluations and reviews, strategic planning, surveys, departmental planning, and professional growth and development.
10. Prepare and manage program budget.
11. Maintain and manage assigned inventory.
12. Participate in meetings and events required by the college, department, and program administrators.
13. Serve on college, department, and program committees as assigned.
14. Promote and participate in the college's extracurricular activities, organizations, and events.
15. Assist in development of standards for the admission, progression, and graduation of students.
16. Participate in recruitment, retention, and placement of students.
17. Follow established guidelines for tracking the employment of program graduates.
18. Prepare students to take state or national exam upon program completion.
19. Maintain and utilize an active advisory committee for the primary purpose of program improvement.
20. Adhere to and publicly support college policies and procedures.

Revised August 18, 2011

4.5.4 Adjunct Instructor Professional Preparation

4.5.4.1 Instructor Minimum Qualifications

Adjunct instructors must meet the same professional requirements as those of full-time instructors, both academic and career/technical.

4.5.4.2 Instructor Job Description

1. Plan and provide instruction based on approved course syllabi to maximize learning and assure course objectives are met.
2. Employ appropriate instructional and learning strategies to communicate subject matter to students.
3. Provide appropriate assessments and inform students of their progress in a timely manner.
4. Follow established guidelines for the submission and maintenance of student records, local/state reports, and any other required documentation.
5. Be accessible to students.

6. Maintain familiarity with the college's vision, mission, and strategic initiatives.
7. Participate in the college's ongoing Institutional Effectiveness process for continued improvement, including annual evaluations and professional development.
8. Participate in meetings and events required by the college, department, and program administrators.
9. Adhere to and publicly support college policies and procedures.

Revised August 18, 2011

4.5.5 Instructor Compensation

4.5.5.1 Full-Time Instructors

The compensation for full-time instructors is determined from a salary schedule based on experience and level of education. Contracts for full-time instructors are approved by the Board of Trustees.

4.5.5.2 Adjunct Instructors

The compensation for adjunct instructors is based on contact hours. Board Approval forms for adjunct instructors are approved by the Board of Trustees on a semester basis.

Revised August 18, 2011

4.5.6 District Department Chairs

Academic department chairs are responsible to the Vice-President for Academic Programs. Career/Technical department chairs are responsible to the Vice-President for Career Technical Education

ACADEMIC DIVISION	CAREER-TECHNICAL DIVISION
Associate Degree Nursing Business Administration English & Foreign Language Fine Arts History & Political Science Mathematics & Computer Science Natural Sciences Physical Education Pre-Core Studies Social & Behavioral Sciences Speech & Theater	Business & Office Technology Engineering Technology Practical Nursing

Revised August 18, 2011

Duties and Responsibilities:

1. Provides leadership within the department to create a positive and professional attitude on educational matters; interprets and implements the philosophy of the community college through the curriculum and instructional program; consults with administration and other departments in furtherance of the collegiate mission.

2. Teaches course loads, as assigned.
3. Advises the faculty of college policies; implements policies and procedures; and recommends policies and procedures, as needed, to achieve the objective of the college.
4. Regularly reviews and revises, as warranted, the departmental mission statement; maintains familiarity with the collegiate planning and instructional evaluation process; annually develops, with faculty, a list of departmental and individual objectives and goals.
5. Recommends to the Vice President for Academic Programs or the Vice President for Career-Technical Education new courses and programs and changes in existing programs to meet effectively the needs of the students and the community.
6. Regularly reviews and consults with the administration on the improvement of instruction as well as course and program offerings.
7. In conjunction with department members and other college departments, recommends to the administration the adoption of textbooks, syllabi, and materials.
8. Provides updated materials for the departmental website and college catalog related to courses, programs, and policies of the department.
9. Assists in screening and selection of new and/or replacement faculty through review of applications and service on interview committees (either in person or through a designated departmental member).
10. Conducts regular meetings of the faculty members of the department and maintains documentation of these meetings.
11. Encourages members of the department to develop professionally and assists them in identifying resources to support professional growth.
12. Prepares reports, as needed, on the activities of the departments; and advises the administration on ways to improve the effectiveness of the department and the college.
13. Performs such other duties that are directed by the Vice President for Academic Programs and the Vice President for Career-Technical Education.

4.5.7 Academic Freedom

Holmes Community College strives to keep to a minimum the regulations governing school procedures. This allows the instructor maximum academic freedom to utilize his or her personality and teaching techniques in a manner that will best achieve effective learning of the objectives as outlined by the SBCC Curriculum Alignment or the SBCC State Curriculum Frameworks. The conduct of faculty and staff should follow democratic principles and promote an atmosphere of free and unrestricted truth. Faculty are encouraged to be accurate, fair-minded, and respectful of other persons and their opinions. Appropriate distinctions should be made between statements of opinion and statements of fact.

4.5.8 Professional Growth and Development

All full-time faculty members are to work with their district department chairs and/or appropriate administrators to design their Professional Growth Plans as teachers, scholars, and practitioners in professional and occupational fields. The Student Evaluation of the Instructor is a component of the Professional Growth Plan.

In addition, Holmes Community College encourages professional development of employees, and full-time employees are required a minimum of 4 hours of Professional Development per school year. Requirements may be fulfilled by participating in graduate study, research, professional meetings or in-service training. Documentation of Professional Development activities is due to the Office of Institutional Research, Development and Planning by May 1 of each year.

Revised March 11, 2011

4.5.9 Faculty Committees

Faculty members serve on various committees of the college such as the District Planning Council and Instructional Affairs and, therefore, have a direct impact on the decision-making process of the college. Decisions reached as a result of faculty involvement in these committees directly influence basic policies of the college regarding students, faculty, and curriculum, as well as planning and assessment.

All faculty are encouraged to take an active part in college activities when called upon and participate in the planning and evaluation process. Faculty are also requested to serve on various ad hoc committees as needed and when appropriate time is available. In addition, the Faculty Association is encouraged by the Board of Trustees and Administration. This group is influential in local decision-making as well as in the state legislative agenda.

Revised March 11, 2011

4.5.10. General Policies

It is the intent of the administration to make the teaching assignments in the fairest and most equitable manner possible. Each faculty member is given the opportunity to make suggestions and requests about his/her teaching assignment, both individually and at the department level. Factors that will be considered when making teaching assignments are the number of semester hours, the number of class contact hours, the number of preparations, the weekly student load, the nature of the instruction, the time required for other duties, such as committee assignments, student activities, and administrative responsibilities. (The Vice-President for Academic Programs and the Vice-President for Career Technical Education are responsible for teaching assignments.) They will make every reasonable effort to ensure that assignments are within the generally accepted range for Mississippi public two-year colleges.

The primary responsibility of the faculty is to provide instruction. Therefore, research and/or publications are not considered in any way in determining or evaluating “work load.”

Accrediting and/or other regulatory parameters or criteria from external agencies that affect particular programs are considered major elements in “teaching load”.

The following is a description of the teaching duties of individual faculty members. It should be considered as a supplement to the individual’s contract and to the appropriate job description.

4.5.10.1 Academic and Technical Faculty

The normal teaching load is 15 to 17 semester hours. Faculty with a major portion of their assignment consisting of private/small group instruction or consisting of lab/studio instruction may have up to 24 contact hours per week.

4.5.10.2 Career Faculty

The standard teaching load is 30 contact hours per week. The maximum load is considered 40 hours.

4.5.10.3. LPN, ADN, Cosmetology, EMT Paramedic, Surgical Technology, OTA, Funeral Services Technology Programs

Certain programs that must meet external licensing requirement and/or other regulations may meet more hours per week than the categories of faculty outlined above.

4.5.10.4 Procedure for Determining Overload Assignment

When a faculty member is asked to teach the equivalent of one course in addition to what is considered the normal teaching load for his/her department, then his/her assignment would be reviewed to determine if overload pay is warranted. The location of the teaching assignment would be a consideration.

A Holmes Community College full-time employee may teach a maximum of two courses beyond his/her assigned contract duties. In exceptional cases, an employee may teach an additional course when there is a proven need. To ensure quality of instruction, the number of preparations (different courses), the experience of the individual and other factors will be considered in making the exception. For summer school, the same policy will apply to twelve-month employees. Nine and ten-month employees may carry a maximum of an 18-semester-hour teaching load for the summer. The appropriate administrator per campus will orchestrate approval and coordination of course overloads.

Final approval is granted by the President and Board of Trustees.

Revised January 20, 2011

4.5.11 Evaluation of Faculty

The primary purpose of faculty evaluation is the improvement of instruction. The college follows a two-year cycle of faculty evaluation which includes the Student Evaluation Survey, Department Chair review, Professional Growth Plans, and administrative oversight.

Evaluation of faculty by students is emphasized because they routinely experience all facets of an instructor's contribution to the learning process. Department Chair review and administrative oversight complete the evaluation process. The major purpose of evaluation is to provide feedback for the improvement of instruction and professional growth.

The following guidelines are to be observed regarding student evaluations of instructors:

1. A person other than the instructor for a particular course is to administer the student evaluations.
2. Survey proctors are to be trained in a consistent and standardized methodology of administration.
3. Confidentiality of student responses is to be insured.
4. The instructor is to be given a composite of the results after the end of the grading period.
5. The Department Chair and/or an administrator are to provide a post-evaluation conference with the instructor to provide any assistance/service needed for improvement of instruction or professional growth.
6. A standard survey form for student evaluations will be used district-wide.

Revised January 20, 2011

4.5.12 Employment Contracts

All full-time salaried employees receive written contracts that include the position title, beginning and ending dates for employment, salary, and other employment details. State law does not provide for contracts beyond twelve months except for the college president. Written contracts are not issued to part-time instructors.

The normal contract period coincides with the college's fiscal year of July 1 through June 30. However, some employees may have different dates because of the funding sources of various programs.

Holmes Community College requires that all salaried faculty and staff have main contract spread equally over a 12 month period. This policy is in accordance with IRS Section 409A for Deferred Compensation. Contract Addendums must be submitted to the Board of Trustees for approval. Once approved by the Board, Addendums will be paid in accordance with payroll processing schedules.

State law does not provide a tenure system for community and junior college faculty. There is not tenure, implied or otherwise.

Faculty members shall be offered re-employment upon the recommendation of the appropriate vice-president/director to the President. A letter of intent shall be issued to each faculty member by March 1 of each year. These documents are to be completed by the faculty member and returned to the appropriate administrator, where they are reviewed and passed on to the President. All employees must be approved by the Board of Trustees.

Revised October 19, 2012

4.5.13 Library Regulations

Faculty members are expected to observe the specific regulations on each campus, including the regular hours of operation for each campus library. In addition, the following regulations apply to all three HCC libraries:

1. Faculty or staff members who send a student to pick up books, equipment, or materials from the library must previously authorize each pickup by telephone or email.
2. Reference books may be checked out for one week as long as they are not currently in high demand. Newspapers and periodicals are not to be taken from the library.
3. Non-reference books may be checked out for one month and then renewed twice.
4. Audio-visual software may be checked out as needed during a semester. AV software items checked out by faculty are due by the end of the semester. Instructors who request AV software items for purchase are encouraged to preview the material before the request is made. The instructor is also expected to use the material within a twelve-month period. Audiovisual materials held by each library are available electronically through the Online Public Access Catalog.
5. Audio-visual equipment may be checked out as needed. Equipment and materials are to be returned as soon as the instructor has finished using them. Instructors must return all equipment by the last class meeting before the final exam.

Faculty must schedule classes and/or library orientation tours with the librarians. These should be scheduled in advance to avoid conflicts with other classes or groups. The instructor is expected to accompany and remain with the class.

Faculty members are encouraged to participate in the selection of library materials to enhance their subject area by submitting acquisition requests to the librarians.

Additional Library Regulations may be found in the Holmes Community College Library Systems Policy and Procedures Guide.

Revised March 11, 2011

SECTION V – EDUCATIONAL SUPPORT SERVICES

5.1 Library Policies

5.1.1 Mission Statement and Objectives

Through the provision of adequate collections and resources; ready access to these resources by all students, faculty, and staff; instruction in effectively using these resources; and other services provided by a professional staff to encourage the acquisition of knowledge, the Holmes Community College Library System supports the mission, curriculum, and programs of the College.

In striving to accomplish this mission, the library system has set forth the following goals:

1. To provide a comprehensive and current collection of instructional and informational resources chosen in compliance with sound selection guidelines.
2. To provide easy access to the three individual library collections through the online union catalog, and various databases.
3. To ensure the acquisition and technical processing of sources of information needed to support the curriculum and meet the individual needs of users.
4. To instruct library users in skills necessary to develop independence in using the library and its resources.
5. To provide library services to all students, faculty, and staff.
6. To cooperate with other libraries, institutions, and organizations to meet the informational needs of our community college area.

Additional information on Holmes Community College Library Policies may be found in the HCC Library Systems Policy and Procedure Guide.

Revised March 11, 2011

5.1.2 Off-Campus Sites

The Holmes Community College Library website and the Doghouse Portal provide information and services to distance learners through the OPAC (Online Public Access Catalog), online databases, e-books, and ILL (inter library loan) Mississippi Electronic Libraries Online (MELO), which supports distance learning provided through the MSVCC (Mississippi Virtual Community College), is also accessible via the HCC website and the Doghouse Portal.

Revised March 11, 2011

5.2 Computer Resources

Computer resources are essential to Holmes Community College's educational program; therefore, they are available to support the institution's management and administrative functions. These resources and services are located throughout the district and are under the supervision of the Director of Computer Services.

Allocation of computer equipment is handled by the Director of Computer Services and appropriate Vice-President. Funding limitations may affect decisions regarding the purchase of computer equipment.

Periodic surveys are conducted to ensure that academic and administrative computer needs are being met.

5.2.1 Information Technology Use Policy

A. General

Holmes Community College is dedicated to providing the best possible services to its employees and students and is committed to ensuring that the information system resources 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 (including Career/Technical equipment) administered by Holmes Community College, referred to hereafter as HCC. This policy is designed to help you understand the expectations for the use of the resources provided. Restrictions placed on use are to protect the resources and integrity of the network and to comply with all local, state, and federal laws and regulations. By using these facilities and equipment the user acknowledges consent to abide by this policy.

B. Authorized Users

An authorized user is defined as any employee, student, or guest that has been approved by computer services and/or has completed the Information Technology Use Agreement Form. The form can be found at www.holmescc.edu/policies/itup/form.htm. For students, the agreement form will be part of the enrollment application.

C. Appropriate and Acceptable Use

The computer facilities, equipment, and software of HCC are to be used only by authorized users. Appropriate use is defined as official business conducted by authorized users. However, occasional or incidental use by authorized users for personal, non-business purposes is acceptable, as is the case with personal phone calls, provided that all use is compliant with this policy. Users need to demonstrate a sense of responsibility and may not abuse the privilege. The user should be aware that any communications, files or use of HCC information systems resources are not to be considered private or confidential, regardless of passwords and deletions, and may be monitored, searched and/or archived at any time. HCC reserves the right to prohibit access to certain sites, material and programs. If questions arise as to whether a specific activity complies with appropriate and acceptable use, contact Computer Services, referred to hereafter, as CS. CS contact information is located at www.holmescc.edu/policies/itup/contactcs.htm

The following are some guidelines for appropriate and acceptable use:

- Be polite. Do not be abusive in your communications or emails to others.
- Use appropriate language. Do not use obscene language, vulgarities, sexually suggestive or any language that may be derogatory toward race, religion, ethnicity, or gender.
- Communications should be in a professional manner and not reflect negatively upon HCC.
- Proper email etiquette is recommended. www.holmescc.edu/policies/itup/etiquette.htm
- Email groups have been created to easily communicate business related information to faculty and staff. Refrain from using these addresses for non-business related material.

- Alternate means of delivery should be considered when sending large attachments especially to multiple recipients.
- Users are responsible for the physical condition of the equipment that they are operating. User shall not break, disassemble or otherwise cause damage to any computer or computer related equipment.
- Sharing of resources or access to resources between students, faculty and staff must be approved by CS.
- If you learn of a virus alert or security threat, report it only to CS for evaluation immediately. Do NOT take any other action.

The following are expressly prohibited:

- Violating any local, state or federal laws and regulations while using HCC facilities and equipment.
- Viewing, storing or distributing obscene, pornographic or objectionable material.
- Participating in gambling.
- Downloading or distributing or attempting to download or distribute pirated software or data.
- Deliberately propagating any virus, worm, Trojan horse, or trap-door program code.
- Disabling or overloading or attempting to disable or overload any system or network.
- Attempting to hide your identity or represent yourself as someone else when sending email or any other type of communication.
- Intentionally causing network congestion ¹or significantly hampering the ability of other users to access resources.
- Disclosing any confidential or HCC information unless granted by HCC.
- Violating copyright laws to include copy, retrieve, modify, or forward copyright materials except as permitted by the copyright owner.
- Using HCC information systems resources for soliciting, personal financial gain, partisan political activities or distributing “junk” email such as chain letters or spam.

¹ Network Congestion – An excessive amount of traffic on the network, to the point where messages or other electronic communications are slow or blocked causing network performance to be adversely affected.

- Engaging in any activity that may disrupt the use of resources for other users.
- Using the messenger service. This service is to be utilized only by Computer Services.
- Using programs that are detrimental to the performance, stability, and security of the network. Instant messaging, mass file searching, computer acceleration, and peer to peer file sharing have been banned. For a list of known programs go to www.holmescc.edu/policies/itup/prohibited.htm
- Installing servers, workstations, or notebook computers onto the network for any intention. Installations must be approved by CS prior to installation to insure the security and integrity of the network.
- Accessing or using any chat system either on the World Wide Web or by Internet Relay Chat software without approval from CS. Approved systems are located at www.holmescc.edu/policies/itup/approved.htm

Software

Software programs, including but not limited to, Internet downloaded programs, utilities, add-ins, shareware, freeware, Internet access software, patches, or upgrades, shall not be installed, removed or altered on any desktop, laptop, or server by anyone other than a representative of CS without prior approval from CS. The software on each computer will be inventoried on a regular basis to ensure

compliance. Software owned or licensed by HCC may not be copied to alternate media except for backup purposes, distributed by email, transmitted electronically, or used in its original form on other than the equipment it was licensed for. In no case is the license agreement or copyright to be violated. Software licensed to HCC is to be used for its intended purpose according to the license agreement. Users are responsible for using software in a manner consistent with the licensing agreements of the manufacturer. Certain software is strictly prohibited on all computers administered by HCC and/or connected to the network. Some of these programs cause a security violation and others degrade the performance of the network because of the manner in which they function. The list of strictly prohibited software can be found at www.holmescc.edu/policies/itup/prohibited.htm The list will be updated as new products are discovered to function in a manner threatening to the performance and integrity of the network and computer systems. It is to be understood that any program that functions similarly to these programs are also strictly prohibited unless tested and approved by CS. As a reminder, no software is to be installed by anyone other than CS without prior approval.

Hardware

Modifications or additions are not allowed without prior approval from CS. Do not relocate hardware unless it is approved by the person responsible for the equipment and a transfer form has been completed and delivered to Purchasing. Information systems equipment should not be removed from the premises of HCC without the permission from the department head and/or Purchasing. In the event equipment is to be off premises for an extended time, the employee responsible for the equipment must file a written hand receipt with Purchasing. Mobile equipment such as notebook computers, projectors, and cameras used in daily offsite work may be taken off campus by the person it was assigned to.

Security

Important and sensitive data is processed and stored on HCC computer systems. Local area networks (LAN), wide area networks (WAN), and the Internet increase the risk that data can be inappropriately accessed and used. Usernames and passwords are for the use of the specifically assigned user and are to be protected from abuse and/or use by other individuals. HCC has implemented several security measures to assure the safety and integrity of the network and data. Anyone who attempts to disable, defeat or circumvent any security measure will be subject disciplinary action.

- Do NOT give your password to anyone other than CS.
- Do NOT post your password in a readily accessible area (ex. On monitor, an unlocked desk drawer).
- Do NOT leave your computer logged on while not in use.
- Do NOT use someone else's account
- Do NOT let someone use a computer while logged on with your account.
- Do NOT allow someone to connect a computer to the HCC network without approval from CS.
- Do NOT attempt to hack/crack2 passwords
- Do NOT attempt to hack/crack into any systems.
- Do NOT engage in any activity3 which may compromise the security of HCC electronic data, computer systems, internal networks, or external networks.
- Do NOT use any wireless devices without authorization from CS. This includes, but is not limited to, routers, hubs, or modems.
- Do NOT connect computer systems to the network while modems are in use.
- Do NOT create additional domains or workgroups.
- Do NOT connect any hardware to the HCC network without prior approval from CS.

D. Data Backups

Even though CS maintains regular backups, it is the sole responsibility of each user to backup data that is important to them. Space has been reserved on selected servers for each employee to store important business related material. Do not store non-business related material in this space. Some classes provide network storage for students. This space is reserved for classroom material only. CS performs a daily backup of all network data files and system files. A complete backup is stored offsite monthly in the event of theft, fire, or other major disaster. This backup does not include data on each workstation.

E. Reliability

HCC/CS makes no warranties of any kind, whether expressed or implied, for the services that it is providing. HCC/CS will not be responsible for any damages you suffer. This includes, but not limited to, loss of data resulting from hardware failure, delays, nondeliveries, incorrect deliveries, or service interruptions.

2 Hack/Crack – To gain entry to a system to explore, destroy, alter and/or move data or resources in such a way that could cause injury or expense to others, or lead to the gathering of sensitive information.

3 Security compromising activity – To freely give to unauthorized personnel ones user ID/passwords, HCC dial-up access numbers, internal IP numbers, and/or computer or server names or install unauthorized software are a few examples.

F. Violations

All users are required to report any violations of this policy immediately to CS. The Copyright Act of 1976 (amended in 1984) imposes fines up to \$250,000 and up to two years imprisonment for first offenders who have willfully infringed a software copyright. The aim is to deter and punish software criminals. The law also applies to individuals and businesses that misuse copyrighted software. All copyright violations at HCC should be reported to CS so appropriate action can be taken to ensure HCC is operating within the scope of the law. Any user who violates this policy is subject to disciplinary action which may include paying for damages, fines, denial of access to technology resources or other remedies applicable under local, state or federal laws or regulations. Faculty and Staff may also be subject to probation, suspension, or termination. Students may also be subject to suspension, expulsion, and /or other remedies as outlined in school and district policies. Furthermore, in the event of any illegal activity, the user may also be reported to the appropriate law enforcement authority which may result in criminal or civil prosecution. HCC will fully cooperate with law enforcement during an investigation.

G. Revisions

This policy is subject to revision at any time. It is the user's responsibility to conform to the current policy. The current policy and all revisions will be posted at www.holmescc.edu/policies/itup/itup.htm

Revised June 21, 2003

5.3 Student Development Services

5.3.1 Advising

After the application process has been completed, each student is assigned an advisor consistent with the student's intended major field of study. General functions of academic advisors are:

1. Assist students in planning educational programs consistent with their abilities, interests, and educational achievements.
2. Inform students of educational options and requirements as well as college policies and procedures.

3. Access students' degree evaluations for advisement toward graduation (requirements for all degrees, diplomas, and certificates can be found by accessing the college bulletin), assist students in planning their semester schedules, and provide alternate pins so the students may web register.
4. Correspond with their student advisees during the semester to monitor and evaluate their progress.
5. Inform students concerning access to the resources of the institution that meet students' special needs.
6. Assist students in coordinating educational plans and career preparation.
7. Establish a relationship with advisees that will strengthen their bond to Holmes Community College and promote retention of students.

Each academic advisor utilizes the Advising Resource Manual, program pages in the HCC Bulletin, the Articulation Agreement (for transfer students), the student's My Doghouse degree evaluation, and degree checklists to advise the student.

Revised August 16, 2013

5.3.2 Guidance and Counseling

The Counseling Department seeks to provide academic, social, and personal counseling for all students by qualified counselors. The Counseling Department also strives to coordinate the various college recruitment efforts and to provide comprehensive educational and career counseling services for all students. It is the goal of the Counseling Department to promote graduation from Holmes Community College and subsequently facilitate transfer if desired by the student. A supply of senior college information is available from counselors to assist students in transferring.

Revised November 19, 2010

5.4 Special Services (see HCC Bulletin)

5.4.1 Student Support Services

The Purpose of the Student Support Services program is to bridge the gap between high school and college and provide extensive services to assist participants in graduating from Holmes Community College and successfully transferring to the 4-year college or university of his/her choice. Services provided include, but are not limited to, academic and personal counseling, financial aid assistance, financial literacy training, tutoring, cultural activities and comprehensive transfer assistance (i.e. housing, scholarships, transportation, financial aid, etc.). For additional information see HCC Bulletin.

Revised August 18, 2011

5.4.2 Health Services

Holmes Community College does not employ full-time health personnel. Students are encouraged to avail themselves of local health services whenever necessary. These include doctor's offices close to each campus and local hospitals. In an emergency situation, students may be taken to a doctor or a hospital via ambulance.

Expenses for all medical treatment and transport are the responsibility of each individual student.

Revised September 27, 2011

5.4.3 Financial Aid

Financial aid is available to help students meet postsecondary education costs through a program of grants, loans, work-study, and scholarships. For a complete description of programs available as well as academic regulations, please refer to the [HCC Bulletin](#).

5.4.4 Scholarships

Holmes Community College offers a wide variety of scholarships in the following categories: achievement, performance, development foundation, and patronage. A complete listing of these scholarships along with requirement and application procedures can be found in the [HCC Bulletin](#), and [on the College website](#).

5.4.5 Student Housing

Student housing is provided on the Goodman Campus only and facilities consist of dormitories providing space for men and women students. Additional information regarding room reservations, residence hall regulations, and fees may be found in the [HCC Bulletin](#).

5.4.6 Vehicles on Campus

To operate a vehicle on campus, students must register their vehicle to receive a decal and display. Faculty and staff are also required to obtain and display decals.

Students must park in designated areas. Failure to do so will result in fines. Continued abuse of the regulations may result in withdrawal of a student's privilege to operate a vehicle on campus.

Additional information is located in the [HCC Bulletin](#).

Revised August 18, 2011

5.4.7 Books

Books and supplies may be purchased from the bookstore located on each campus.

5.4.8 Mail Service

Mail service is available on the Goodman Campus only. Students receive their mail through post office boxes in the Lorange Student Center. Students register for a post office box with the Bookstore Manager.

5.4.9 Student Conduct

Students are expected to conform to acceptable standards of decency, morality, courtesy; be truthful; respect the rights of others; be punctual and regular in attendance at classes and assemblies; and have regard for college property.

Additional information regarding conduct, the discipline and appeal process and due process may be found in the [HCC Bulletin](#).

5.4.10 Veteran's Educational Benefits

Students who plan to attend HCC under any type Veteran Educational Assistance Program should contact the VA Certifying Official on the campus they are attending. For more information, please refer to the HCC Bulletin.

5.4.11 Clubs and Organizations

Co-curricular activities are an important source of enrichment and recreation and contribute to campus life. Students are encouraged to participate in their area of interest. A complete listing of clubs and organizations is found in the HCC Bulletin.

All student clubs and organizations are responsible for their expenses.

If a student or faculty member wishes to start a new club or organization, the following policy must be adhered to:

1. The student or representative should obtain a sponsor who is on the staff of Holmes Community College.
2. The sponsor should submit a request for the organization to the Director of Student Activities on the respective campus. The request should include a statement of purpose, the goals, the membership requirements, and a list of officers.
3. The request for a new club must be approved through the administrative offices of each campus, and the President of Holmes Community College.

Revised August 18, 2011

5.4.12 Student Government Association

The SGA serves as mediator between the faculty and student body and assists in student activities and is composed of officers and representatives elected by the student body.

Additional information relating to SGA activities, including the SGA Constitution, is found in the HCC Bulletin.

5.4.13 Student Publications

HCC sponsors three student publications that are described in detail in the HCC Bulletin.

5.4.14 Campus and Activities Calendar

Date for all school functions and student activities must be reserved through the Director of Student Activities Office on the Goodman campus and the appropriate administrative office at the Ridgeland Campus and Grenada Center. Failure to do so may result in multiple events scheduled at the same time and place; in which case the event on the calendar takes precedence.

The campus calendar is kept by the appropriate administrative office on each campus and includes school activities as well as all other events that have been scheduled on campus.

All advisors, presidents, or chairpersons of student and faculty groups who plan meetings that include students and/or faculty on a division-level or state-wide level are to clear the dates with the appropriate administrative office before announcing the dates.

5.4.15 Activity Periods

A schedule of clubs/organizations with the days, times and places they meet is maintained by the Director of Student Activities on the Goodman Campus and the counselors on the Ridgeland and Grenada campuses. Any group desiring to schedule meetings during an activity period or after school should reserve the day, time and place on school activities calendar.

Any activity period may be preempted by a called assembly period. Every effort will be made to call an assembly at least three (3) days in advance in order to reschedule club/organization meetings.

5.4.16 Discipline and Appeal Procedure

Non-academic discipline of the students at Holmes Community College is administered through the Dean of Students' office on the Goodman campus, the Vice-President's office at Ridgeland, and the Vice-President's office at Grenada. These individuals are referred to elsewhere in this handbook as the Chief Student Services' Officer (CSSO). Minor infractions of discipline and conduct are handled as they occur by the faculty and staff directly in charge at the point of infraction. Any discipline imposed in this manner may be appealed by the student to the CSSO on campus. More serious disciplinary problems among students are handled directly by the CSSO. Disciplinary hearings are of private, confidential nature and are closed to the public.

Discipline Procedure

Disciplinary action will proceed as follows:

- (1) The CSSO shall notify the student of the charges.
- (2) The CSSO may temporarily suspend a student until such time as the charges brought against them may be heard. The suspension would occur when it is apparent that the student's presence would affect the well being of the student body, the faculty, or the college property.
- (3) The student has the right to discuss any evidence pertinent to the charges with the CSSO.
- (4) The CSSO, after gathering all information, will make a final ruling.
- (5) The CSSO will notify the student, in writing, of the charges and discipline to be levied.

Appeals Procedure*:

1. If the student wishes to appeal the decision, he/she must submit a written appeal to the appropriate administrator within three (3) school days of the decision.
2. The student's appeal will be heard by an Appeals Committee comprised of three (3) HCC employees (administrators, professional staff and/or instructors).
3. If the student is not satisfied with the decision of the Appeals Committee, he/she may then appeal to the President. To initiate the process, the student must notify the President via email of his/her desire to appeal within three (3) school days of the Appeals Committee's decision.

*Please note the following:

- Any student who fails to submit a written appeal by the appointed date forfeits any further consideration for appeal.
- The student may be suspended from activities during the appeals process.

- Any student who fails to contact the President by the appointed date of his/her desire to appeal forfeits any further consideration for appeal.
- The President's decision will be final.

Revised July 2009

5.4.17 Student Grievance/Complaint Procedure

Any student who has a grievance or complaint regarding a college program, a service of the college, an employee of the college, or any other individual or aspect of the college should take the following steps:

1. Discuss the problem immediately with the faculty member, staff member, or administrator involved since direct communication between the two parties involved will usually resolve the problem.
2. If the student is not satisfied with the resolution after following Step #1, he/she may then contact the supervisor or administrator directly responsible for the personnel in #1 within three (3) school days. The supervisor or administrator directly responsible for the personnel will respond within seven (7) school days.
3. If the student wishes to appeal the decision of the supervisor or administrator, he/she may then contact the supervisor or administrator directly responsible for the personnel in #2 within three (3) school days. The supervisor or administrator directly responsible for the personnel will respond within seven (7) school days.

Once the student has met with the appropriate administrator, his/ her remaining recourse to resolve the issue is to initiate the Appeals Procedure below.

Appeals Procedure*:

1. If the student wishes to appeal the decision, he/she must submit a written appeal to the appropriate administrator within three (3) school days of the decision.
2. The student's appeal will be heard by an Appeals Committee comprised of three (3) HCC employees (administrators, professional staff and/or instructors). A written response will be given within seven (7) school days.
3. If the student is not satisfied with the decision of the Appeals Committee, he/she may then appeal in writing to the President. To initiate the process, the student must notify the President via email of his/her desire to appeal within three (3) school days of the Appeals Committee's decision.
4. No adverse action will be taken against a student for filing a grievance complaint and/or appeal

*Please note the following:

- Any student who fails to submit a written appeal by the appointed date forfeits any further consideration for appeal.

- The student may be suspended from activities during the appeals process.
- The President's decision will be final.

Revised September 24, 2012

5.4.18 Student Discrimination Complaint Procedure

Any student with grievances arising from compliance with the provisions of Title IV of the Civil Rights Act of 1964 and its amendments, Part H of the Higher Education Act of 1965 and its amendments, Title IX of the Higher Education Act of 1965 and its amendments, Section 504 of the Rehabilitation Act of 1973 and its amendments, the Americans with Disabilities Act of 1990 and its amendments, should take the following steps:

1. Discuss the problem with the faculty member, staff member, or administrator involved.
Direct communication between the two parties usually resolves most of the problems.
2. If prior efforts to resolve the problem are not productive, the complainant should then contact the appropriate counselor (Academic/Career Technical), supervisor or administrator to help in processing the complaint.
3. If the complainant, at this point, wishes to file a formal complaint, he or she should express the nature of the complaint and all pertinent information in writing to the appropriate person. The appropriate person would be that individual in charge of the person or program in question. The college representative receiving the complaint will either handle the complaint personally or will refer it to the appropriate person for disposition. A response will be made to the complainant within a timely manner.
4. If the complainant is not satisfied with the resolution of the grievance, the complainant may then appeal to the President in writing through the Academic Dean on academic matters or through the Dean of Students on nonacademic matters. The appeal to the President must be made within three (3) days of the previous decision. A student who does not submit a written appeal by the appointed date forfeits any further consideration in this matter. The President's decision will be final.
5. No adverse action will be taken against a student for filing a complaint.

Revised June 2007

5.4.19 Campus Police

Public safety personnel provide protection to faculty, staff, students, and other authorized individuals. They also protect college property and grounds.

Public safety personnel on each campus are managed by a chief of police who reports to the appropriate administrator. At the district level public safety is managed by the District Director of Public Safety working under the supervision of the HCC District Coordinator for Student Services.

Police authority is authorized by Section 6706, Mississippi Code of 1973, as amended.

Revised August 18, 2011

5.4.20 Drug and Alcohol Policy

Drugs and alcohol are not tolerated.

The use of illegal drugs, possession of illegal drugs or drug paraphernalia, or being under the influence of illegal drugs is absolutely prohibited. **Offenders will be dismissed from school.**

The use of alcohol, possession of alcohol, or being under the influence of alcohol is absolutely prohibited. No alcoholic beverage containers, empty or full, can be kept anywhere on campus. Offenders can be fined as high as \$200 and can be removed from the dorm and/or school if the incident involves additional charges.

5.4.21 Student Contests

Students either named or elected to positions whereby they represent the student body in an honorary capacity, such as homecoming court member, SGA officer, beauty, Who's Who Member, and Hall of Fame, etc., must conform to all scheduled activities of that group, such as photography sessions, organizational meetings, and related activities. Failure to meet this requirement may result in the loss of the office or position being occupied by the student.

5.5 Intercollegiate Athletics

Holmes Community College participates in the intercollegiate sports of football, men and women's basketball, men's soccer, women's softball, baseball, men and women's tennis, and golf. The college is a member of the Mississippi Association of Community and Junior Colleges and the National Junior College Athletic Association and complies with the participations standards outlined in each associations handbook. The HCC Athletic Department has its own Policy and Procedures Handbook that can be obtained in the Athletic Directors Office.

SECTION VI - ADMINISTRATIVE PROCESSES

6.1 Organization and Administration

6.1.1 Description

The main emphasis in the organization and operation of the Holmes Community College District is that it is a single institutional entity with three campus locations.

The relationships of personnel on each of the three campuses to the college administrative staff are the same personnel-administrative relationships, which would exist on a single campus. The same general policies, philosophies of operation, purposes and objectives, as well as the same procedural methods, apply to all campuses equally, and exceptions can be made only when based on purely local factors.

There should always be close cooperation, articulation, and coordination among the campuses of the college. Individual differences, which arise, from differing student-body characteristics, geographic locations, or purely local factors will be recognized as long as local decisions do not alter college administrative policies and procedures.

With the exception of certain courses in specialized areas, the campuses will offer similar instructional programs. Course numbers and descriptions in the catalog, course syllabi, textbooks, and supplementary materials will apply to all campuses. Close departmental coordination among campuses will help ensure all students optimum uniformity of instructional quality.

6.1.2 Governing Board

Holmes Community College is governed by a 22 member Board of Trustees representing all nine counties in the district. Six are from Holmes County, with two from each of the other counties - Attala, Carroll, Choctaw, Grenada, Madison, Montgomery, Webster and Yazoo. County Superintendents of Education are members by virtue of their office. Other members are appointed by their respective Boards of Supervisors. Board members are appointed for staggered five-year terms and are eligible for reappointment.

§37-29-67 of the Mississippi Code of 1972 sets forth the duties of the board, that is: the general government of the community college and directive of the administration thereof. Subject to the provisions of this act, they shall have full power to do all things necessary to the successful operation of the community college.

The governing body of the institution is a Board of Trustees that represents each county of the district and is selected in accordance with §37-29-65 of the Mississippi Code of 1972.

Section 5, Chapter 369, provides that:

. . . there shall be six trustees from each county of the community college district which originally entered into and gave financial aid in establishing the community college. The County Superintendent of Education shall be a member, and there shall be one member from each supervisor's district. Counties which subsequent to the establishment of the community college joined the district shall have only two trustees, one of whom shall be the County Superintendent of Education.

Thus, there are 22 members on the Holmes Community College Board of Trustees representing nine counties. There are six members from Holmes County consisting of one member from each of the five

supervisor's districts chosen by the Board of Supervisors, and the County Superintendent of Education serving as an ex-officio member. The other eight counties - Attala, Carroll, Choctaw, Grenada, Madison, Montgomery, Webster, Yazoo - each have two members. The County Superintendent of Education is a member by virtue of this office, while the second member is appointed by the Board of Supervisors of each respective county. The board members are appointed for staggered five-year terms and are eligible for reappointment.

Section 6, Chapter 369 sets forth the duties:

The duties of the trustees shall be the general government of the community college and directive of the administration thereof. Subject to the provisions of this act, they shall have full power to do all things necessary to the successful operation of the community college.

Functions of the Board of Trustees of Holmes Community College:

The Board of Trustees of Holmes Community College is the legislative, judicial, and policy approving body. It exercises the following functions:

1. Studies the needs of the community and interprets these in relation to the development of the school system.
2. Adopts policies, carefully defined and recorded.
3. Selects the chief executive officer, who shall be the president of the college.
4. Upon recommendation of the president of the college, the Board approves all salaried personnel. It is the policy of the board of trustees that no employee of the college shall have more than one contract of employment with the college. In the event additional duties are assigned to an employee for additional compensation, such duties and compensation are to be incorporated within the employee's sole contract of employment as an amendment thereto. In no event shall such additional duties and compensation be considered to constitute a separate contract of employment between the college and the employee, which is expressly prohibited by Section 25-4-105(3)(a) of the Mississippi Code.
5. Requires the president, with the business manager, to prepare the annual financial budget and to pass upon, improve, or modify the budget.
6. The Board holds the president responsible for keeping the board informed concerning acceptable, modern school practice and to make such recommendations to the board as will assure the college's growth and progress. He prepares and submits to the board, for their approval, statements of policy and programs requiring board action which he believes necessary for growth, control, and management of the school
7. Approves the list of bills and expenditures.
8. Authorizes the president to set up organizations to implement the functions and programs of the school.
9. Represents the needs of the college before the public.

10. Acts as a court of final appeal for instructors and patrons, in cases, which the president has been unable to adjust or which may have been appealed from his decision. All such appeals and petitions must be made in writing to receive consideration.
11. Appraises the efficiency of the college and its officials in terms of its value to the community.

Revised October 18, 2012

The Board of Trustees holds a monthly meeting, on the third Thursday of each month. A complete record of these meetings, including the minutes, is available in the office of the President. Only the President of the college reports to the board about the institution and its problems.

The officers of the board are president, vice-president, and secretary. The president and vice-president, and secretary are elected from the board by its membership.

The president of the board appoints temporary committees at his discretion or at the request of a majority of the members present at any legal meeting. Such a committee is granted specific authority limited by formal board action.

Approved Policies of the Board:

1. The Board of Trustees shall adopt rules and regulations for determining its own organization, procedures, and policies.
2. The Board shall hold regular monthly meetings at a designated time and place.
3. Special meetings may be called by the Chairman of the Board, or by the Secretary of the Board, or by any two members of the Board.
4. All meetings shall be open to the public except when ordered into executive session by a majority vote of the members of the board.
5. The board functions only when in official session. At other times its members have no authority except as specifically authorized by the Board.
6. It is the duty of the president to recommend personnel and to make nominations for appointment, and it is the duty of the board either to accept or reject the president's nomination.
7. Individual members of the board will not consider applications made to them as individuals, but will refer applications to the president.
8. It is the duty of the board to keep in close touch with the actual work of the school system, requiring such reports from the president relative to the physical and instructional work of the College as it deems necessary.
9. The board holds the president responsible for the discipline of its school and will not consider, individually, complaints or recommendations that have not been presented to the president and board for consideration. All such complaints should be made in writing.

10. Board members are responsible for regularly evaluating the performance of the President, identifying his/her strengths and weaknesses, and making suggestions for improvement.
11. The board reviews the college's mission statement on an annual basis.
12. The board and president of the college shall formulate regulations regarding the use of the school plant and other use of school property.
13. The policies of the board can be amended or altered by a majority vote of the board.
14. Any board member may be dismissed for the following reasons:
 1. missing five (5) consecutive regular board meetings
 2. is convicted of a felony
 3. is convicted of two or more misdemeanors
 4. other cause for which the board finds to be just cause

A Board member may be recommended for dismissal in accordance with the following due process:

A. Filing of Complaint: a proceeding to recommend dismissal of a board member shall be commenced if:

1. a complaint is filed against the board member with the College President or Board Chair by another board member;
2. a complaint is filed against the board member with the College President or Board Chair by a member of the college community (employees); **OR**
3. a complaint is filed against the board member with the College President or Board Chair by a member of the general public from within the service area of the college

B. Notice of Complaint: notice of the complaint against a board member shall be communicated to the board member against whom the complaint has been made by the Board Chair. Such notice shall be in writing and shall advise the board member of his/her opportunity to answer such complaint.

C. Opportunity to be heard: the board member against whom a complaint has been made shall have 5 working days to notify the College President or the Board Chair of his/her desire to be heard regarding the complaint. Likewise, the complaining party shall receive notice of the fact that the board member has been advised of a date & time for such hearing. Both parties shall be held responsible for presenting facts to support their position.

D. Appointment of Board Committee: upon receiving a written complaint which has been made in accordance with Section "A" above, and upon receiving a notice of the intent to be heard, the Board Chair shall appoint a Board Committee of no less than 5 members and no more than 7 members to hear the issues regarding the complaint.

E. Committee Recommendation: when the board committee has heard the evidence regarding the complaint, that body shall render a report and recommendation, based upon its finding of facts, to the full Board of Trustees.

F. Board of Trustees Decision: when the report and recommendation of the committee has been heard regarding the complaint, the board shall deliberate and discuss the issues and render a decision regarding whether the board member shall be recommended for dismissal from the Board. At the discretion of the Board, a brief (10 minutes) statement may be made to the full Board by the board member against whom a charge has been made. A decision to recommend dismissal shall be made only by a two thirds plus one vote of the full board. The decision of the Board to recommend dismissal shall be communicated to the body responsible for appointment of the board member.

In the case of an elected superintendent, who serves on the College Board by position under statutory law, the decision of the board shall be communicated to the Board of Education for the county in which that superintendent serves.

G. Notice to Appointing Bodies: when a complaint has been officially filed against a board member, notice shall be given by the Board Secretary to the body corporate which appointed the board member to the Holmes Community College Board of Trustees. The appointing body shall be provided a copy of this policy and shall be kept informed of the dismissal proceedings. The final decision of the Board of Trustees regarding the recommendation for dismissal shall be communicated by the Board Secretary in writing to the appointing body.

H. Subject to Statutory Laws of Mississippi: this policy shall be subject to the laws of the State of Mississippi, and any provision of this policy that is found to be in violation of said state law shall be null and void.

6.1.3 The College President

In accordance with the laws of Mississippi, the president is the chief executive officer of the college and is selected by the Board of Trustees. In order for the president to carry out the policies of the Board, the Board of Trustees has assigned and adopted the following duties:

1. Manages and directs all the affairs of the college. Is responsible for the administration and enforcement of all adopted policies and regulations relating to the operation of the college.
2. With the counsel and cooperation of the faculty, the president prepares, adopts, and amends the program of studies.
3. Nominates all employees to the Board for election, determines and assigns their powers and responsibilities and supervises and directs them in the performance of same. Selects and employs all substitute and emergency teachers, pending a regular meeting of the Board. It is the policy of the college that no employee shall have more than one contract of employment with the college.
4. Prepares, with the business manager, a financial budget for submission to the Board of Trustees for approval, amendment, and final adoption.

Revised October 18, 2012

5. Is responsible for the safety, proper care, and use of all college property as far as means at his disposal permit.
6. Assists the Board in reaching sound judgment in establishing policies, places before the Board helpful facts, results of investigation, information, reports, and gives advice on technical matters.
7. Helps to develop the athletic program with specific attention being given to developing a balanced program in athletics (intercollegiate and intramural and other activities) to provide for the needs of all students who attend Holmes Community College.

6.1.4 Advisory Committees

Executive Council: The Executive Council is chaired by the Director of Financial Services and is composed of the following: the Vice-President of the Ridgeland Campus, the Vice-President of the Grenada Center, the Vice-President for Academic Programs, the Vice-President for Career Technical Education, the Vice-President for Research and Development, the District Director of Student Services, The District Director of Admissions and Records, and the District Director for Community and Workforce Development.

The purpose of the Executive Council is to provide the information, counsel, and advice necessary to aid the president in making sound decisions regarding policy, regulations, and actions. The Executive Council also serves on the District Planning Council and reviews, prioritizes, and approves recommendations from the institutional planning groups. A secondary purpose of the council is to systematically disseminate communication from the President and the council to the personnel under each member's supervision.

The Executive Council meets as needed on a called basis. The President schedules all meetings and sets the agenda. Minutes are kept of all meetings.

Instructional Affairs Council: The Instructional Affairs Council serves as the college-wide body for control and administration of the instructional program. Recommendations of the Council require the approval of the Executive Council, the President and the Board of Trustees. The Council is co-chaired by the Vice-President for Academic Programs and the Vice-President for Career Technical Education and meets once a semester, or more often as needed. This council is responsible for monitoring and recommending programs of study, academic standards, instructional procedures, and relationships with other institutions of higher learning.

The membership of the Instructional Affairs Council is as follows: District Librarian, e-Learning Coordinator, Pre-Core Studies Coordinator, all District Department Chairs, one at-large Academic and one at-large Career-Technical faculty member. Ex-Officio members are as follows: District Coordinator of Student Services, Vice-President for Academic Programs, Vice-President – Ridgeland campus, Vice-President – Grenada campus, District Director of Workforce Development, Vice-President for Career-Technical Education, Vice-President for Institutional Research and Planning, Academic Dean – Grenada campus, Academic Dean – Ridgeland campus, Career Technical Director- Grenada campus, and Career Technical Director – Ridgeland campus.

District Planning Council: The District Planning Council holds the primary responsibility for the implementation of the overall strategic planning process and its many activities. Chaired by the

Director of Financial Services, the members of the DPC are as follows: the President, the College's Vice-Presidents, the District Director of Student Services, the District Director for Community and Workforce Development, the District Director of Admissions and Records, the District Librarian, select academic faculty and career-technical faculty appointed by the President.

Revised August 12, 2012

6.1.5 Official Policies

6.1.5.1 Employee Leave

It is the responsibility of the Institution to maintain and certify leave records for each college employee in accordance with the provisions below. It is the responsibility of the immediate supervisor to inform employees under their supervision of the policies on personal and medical/sick leave. Any employee who leaves employment with the College and is later re-employed will begin a new period of employment for leave purposes. In computing months of service for leave purposes, employees who begin work from the first to and including the fifteenth of the month will receive credit for a full month. Those who begin work on the sixteenth or later earn credit beginning on the first of the next month.

Revised August 19, 2010

6.1.5.1.1 Political Policy

Any employee who becomes a candidate for elected political office must refrain, during the contract period, from all forms of political activities during the normal working hours and may not use any school facilities for political purposes.

Holmes Community College complies with the laws set forth in the Mississippi Code 1972.

6.1.5.1.2 Military Leave Policy

In compliance with Section 33-1-21 of the Mississippi Code of 1972, Holmes Community College has adopted the following policy:

Faculty and staff who shall be members of any of the reserve components of the armed forces of the United States, or former members of the service of the United States discharged or released there from under conditions other than dishonorable, shall be entitled to leave of absence from their respective duties, without loss of pay, time, annual leave, or efficiency rating, on all days during which they shall be ordered to duty to participate in training at encampments, field exercises, maneuvers, outdoor target practice, or for other exercises, for periods not to exceed fifteen (15) days, and all such officers and employees shall for such periods in excess of fifteen (15) days, be entitled to leave of absence from their respective duties without loss of time, annual leave, or efficiency rating until relieved from duty, and shall when relieved from duty, be restored to the positions held by them when ordered to duty, or a position of like seniority, status and pay.

6.1.5.1.3 Jury Duty

Jury duty is recognized as a civic responsibility. A regular employee serving as a witness, juror, or party litigant may be given leave with pay – provided the employee's service is verified by a clerk of the court.

Revised August 19, 2010

6.1.5.1.4 Sick Leave

Number of Days Allowable:

9-11 month employees - 10 days per year (2 days may be used for extraordinary leave)

12 month employees - 12 days per year (3 days may be used for extraordinary leave)

Beginning with the 1991-92 school year, accumulation of sick leave shall be unlimited, but the college will only compensate for a maximum of 90 days in any one school year beginning with July 1, 1991. As of July 1, 1991, the total number of days that shall apply toward the 90 compensated sick leave days shall be determined by the number of unused sick leave days in each employee's account. Effective with the implementation of the donated leave policy, the 90 days payable in each year will include the applicable donated leave. Upon termination of employment or retirement, unused sick leave days will be certified as creditable service for the purposes of the state retirement system.

Annual sick and extraordinary leave shall be credited at the beginning of each school year.

No deduction from an employee's pay shall be made because of an absence caused by usage of sick leave until after all sick leave allowance is used. Daily salary will be computed as a percentage of the employee's yearly salary. The rates used are: 1/180 for 9 month employees, 1/200 for 10 month employees, 1/220 for 11 month employees and 1/240 for 12 month employees of the yearly salary.

Leave for Death in Immediate Family/Catastrophe

Sick leave can be used for personal illness/disability and catastrophes involving the member's immediate family. Catastrophes shall be considered serious illness or death of members of the employee's immediate family. Immediate family members normally will be interpreted to include the employee's spouse, parents, siblings, children, grandparents, father-in-law, mother-in-law, brother-in-law, and sister-in-law.

Absences with pay for catastrophes involving the immediate family will be limited to five working days for each catastrophe, unless otherwise approved by the President.

Worker's Compensation (On-The Job Injury) Leave

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

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

- Utilize college leave time for pay for the entire leave due to injury and submit any checks received from the workers compensation insurance company to the college.

In compliance with Mississippi State law Section 25-3-95, Mississippi Code of 1972, amended on July 1, 2008, an employee who is absent and disabled from work due to a work-related injury, is prohibited from receiving more than 100% of his/her wages at the time of injury through the use of accrued Medical and personal leave combined with Worker's Compensation benefits.

Worker's Compensation runs concurrently with FMLA; therefore, time away from work will be counted against the twelve (12) week FMLA entitlement with the submission of the required certification form.

Family Medical Leave Act and National Defense Authorization Act

In compliance with the Family Medical Leave Act of 1993 and the National Defense Authorization Act, as amended, it is the policy of Holmes Community College to provide up to 12 weeks of job-protected leave during a single twelve month period for specified family and medical reasons under the same terms and conditions as if the employee had not taken leave. Employees are eligible for up to twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness who is the spouse, son, daughter, parent, or next of kin to the employee (military caregiver leave). It also requires that their group health benefits be maintained during the leave. FMLA is designed to help employees balance their work and family responsibilities by allowing them to take reasonable paid/unpaid leave for certain family and medical reasons.

Employees are eligible for leave if they have worked for the college at least 12 months, at least 1,250 hours over the past 12 months, and work at a location where the college employs 50 or more employees within 75 miles. Whether an employee has worked the minimum 1,250 hours of service is determined according to FLSA principles for determining compensable hours or work.

The use of eligible paid leave, medical and/or personal leave, will be required before unpaid leave is granted. FMLA leave will run concurrently with any qualified paid or unpaid leave including Worker's Compensation.

In compliance with the Family Medical Leave Act, Holmes Community College will provide an eligible employee with up to 12 workweeks of leave during a twelve-month period for any of the following reasons:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness who is the spouse, son, daughter, parent, or next of kin to the employee (military caregiver leave).

Time taken off work due to pregnancy complications will be counted against the 12 weeks of family and medical leave.

Spouses employed by the same employer are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 workweeks (or 26 workweeks if leave to care for a covered servicemember with a serious injury or illness is also used). Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement.

FMLA definition of “son or daughter”

The FMLA defines a “son or daughter” as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in *loco parentis*. Under the FMLA, an employee who actually has day-to-day responsibility for caring for a child may be entitled to leave even if the employee does not have a biological or legal relationship to the child.

The definition of “son or daughter” is limited to children under the age of 18 or 18 years of age or older and incapable of self-care because of a mental or physical disability.

What does *in loco parentis* mean under FMLA?

In loco parentis is commonly understood to refer to a relationship in which a person has put himself or herself in the situation of a parent by assuming and discharging the obligations of a parent to a child with whom he or she has no legal or biological connection. It exists when an individual intends to take on the role of a parent.

Under the FMLA, persons who are *in loco parentis* include those with day-to-day responsibilities to care for or financially support a child. Courts have indicated some factors to be considered in determining *in loco parentis* status include:

- the age of the child;
- the degree to which the child is dependent on the person;
- the amount of financial support, if any, provided; and
- the extent to which duties commonly associated with parenthood are exercised.

The specific facts of each situation will determine whether an employee stands *in loco parentis* to a child.

Examples of *in loco parentis*

Examples of situations in which FMLA leave may be based on an *in loco parentis* relationship include:

- A grandfather may take leave to care for a grandchild whom he has assumed ongoing responsibility for raising if the child has a serious health condition.
- An aunt who assumes responsibility for caring for a child after the death of the child’s parents may take leave to care for the child if the child has a serious health condition.
- A person who will co-parent a same-sex partner’s biological child may take leave for the birth of the child and for bonding.

What may be required to document an *in loco parentis* relationship?

The employer's right to documentation of family relationship is the same for an individual who asserts an *in loco parentis* relationship as it is for a biological, adoptive, foster or step parent. Such documentation may take the form of a simple statement asserting the relationship. For an individual who stands *in loco parentis* to a child, such statement may include, for example, the name of the child and a statement of the employee's *in loco parentis* relationship to the child. An employee should provide sufficient information to make the employer aware of the *in loco parentis* relationship.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either:

- Inpatient care (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (*i.e.*, inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or
- Continuing treatment by a health care provider, which includes:
 - (1) A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:
 - treatment two or more times by or under the supervision of a health care provider (*i.e.*, in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); or
 - one treatment by a health care provider (*i.e.*, an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (*e.g.*, prescription medication, physical therapy); or
 - (2) Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; or
 - (3) Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; or
 - (4) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or
 - (5) Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

Holmes Community College will continue to pay the employer's share of the insurance on the employee for the 12 week period of Family Medical Leave. Employees are responsible for their share during this 12 week period. The employee will be required to reimburse the College for any health care benefits provided while the employee was on leave, if that employee decides not to return to work. This payback requirement is not required if the failure to return from leave is for reasons beyond the employee's control.

NOTICE AND CERTIFICATION

Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If leave is foreseeable

less than 30 days in advance, the employee must provide notice as soon as practicable – generally, either the same or next business day. When the need for leave is not foreseeable, the employee must provide notice to the employer as soon as practicable under the facts and circumstances of the particular case. Absent unusual circumstances, employees must comply with the employer’s usual and customary notice and procedural requirements for requesting leave.

Employees must provide sufficient information for an employer to determine whether the FMLA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, and/or that the employee or employee’s qualifying family member is under the continuing care of a health care provider.

When an employee seeks leave for a FMLA-qualifying reason for the first time, the employee need not expressly assert FMLA rights or even mention the FMLA. When an employee seeks leave, however, due to a FMLA-qualifying reason for which the employer has previously provided the employee FMLA-protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.

Employers may require that an employee’s request for leave due to a serious health condition affecting the employee or a covered family member be supported by a certification from a health care provider. An employer may require second or third medical opinions (at the employer’s expense) and periodic recertification of a serious health condition. An employer may use a health care provider, a human resource professional, a leave administrator, or a management official – but not the employee’s direct supervisor – to authenticate or clarify a medical certification of a serious health condition. An employer may have a uniformly-applied policy requiring employees returning from leave for their own serious health condition to submit a certification that they are able to resume work. If reasonable safety concerns exist, an employer may, under certain circumstances, require such a certification for employees returning from intermittent FMLA leave.

Health Care Providers who may provide certification for a serious health condition include:

- doctors of medicine or osteopathy authorized to practice medicine or surgery (as appropriate) by the state in which the doctor practices;
- podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by x-ray to exist) authorized to practice in the state and performing within the scope of their practice under state law;
- nurse practitioners, nurse-midwives, and clinical social workers authorized to practice under state law and performing within the scope of their practice as defined under state law;
- Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts;
- any health care provider recognized by the employer or the employer’s group health plan’s benefit manager; and,
- a health care provider listed above who practices in a country other than the United States and who is authorized to practice under the laws of that country.

Spouses employed by the same employer are limited in the **amount of** family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 workweeks (or 26 workweeks if

leave to care for a covered servicemember with a serious injury or illness is also used). Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement.

Intermittent Leave or Leave on a Reduced Schedule

Under some circumstances, employees may take FMLA leave intermittently – taking leave in separate blocks of time for a single qualifying reason – or on a reduced leave schedule – reducing the employee’s usual weekly or daily work schedule. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer’s operation. If FMLA leave is for birth and care, or placement for adoption or foster care, use of intermittent leave is subject to the employer’s approval.

Cases of chronic absence or apparent abuse of major medical leave provisions will be reviewed by Human Resources to determine what disciplinary action, if any, will be taken. If it is determined that an employee is not using such leave for sickness, disability, maternity purposes, or the emergency reasons for which the leave was requested may result in dismissal.

Sick leave may be accumulated while on authorized personal or medical leave; however, an employee may not accumulate leave when they are on an authorized leave without pay.

MILITARY FAMILY LEAVE ENTITLEMENTS

Military Caregiver Leave: A covered employer must grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a covered servicemember with a serious injury or illness up to a total of **26 workweeks** of **unpaid** leave during a “single 12-month period” to care for the servicemember. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. A serious injury or illness is one that was incurred by a servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating. The “single 12-month period” for leave to care for a covered servicemember with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12 month period established by the employer for other types of FMLA leave. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the “single 12-month period.” (Only 12 of the 26 weeks total may be for a FMLA-qualifying reason other than to care for a covered servicemember.)

Qualifying Exigency Leave: A covered employer must grant an eligible employee up to a total of 12 workweeks of unpaid leave during the normal 12-month period established by the employer for FMLA leave for qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. Under the terms of the statute, qualifying exigency leave is available to a family member of a military member in the National Guard or Reserves; it does not extend to family members of military members in the Regular Armed Forces.

Qualifying exigencies include:

- Issue arising from a covered military member’s short notice deployment (i.e., deployment on seven or less days of notice) for a period of seven days from the date of notification;

- Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member;
- Certain childcare and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or a day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member;
- Making or updating financial and legal arrangements to address a covered military member's absence;
- Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member;
- Taking up to five days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation leave during deployment;
- Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member's active duty status, and addressing issues arising from the death of a covered military member;
- Any other event that the employee and employer agree is a qualifying exigency.

Spouses employed by the same employer are limited to a combined total of 26 workweeks in a "single 12-month period" if the leave is to care for a covered servicemember with a serious injury or illness, and for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.

FMLA leave may be taken intermittently whenever medically necessary to care for a covered servicemember with a serious injury or illness. FMLA leave also may be taken intermittently for a qualifying exigency arising out of the active duty status or call to active duty of a covered military member. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operation.

Only the time actually taken as FMLA leave may be charged against the employee's leave entitlement when leave is taken intermittently or on a reduced schedule.

Fitness for Duty Certificate

An employee out for the employee's own serious health condition, designated as FMLA or not, must submit a certificate from the physician indicating they are released to return to work. Any restrictions must be designated and discussed prior to the employee's return.

JOB RESTORATION

Upon return from FMLA leave, an employee shall be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave, nor be counted against the employee under a "no fault" attendance policy. If a bonus or other payment, however, is based on the achievement of a specified goal such as hours worked, products sold, or perfect attendance, and the employee has not

met the goal due to FMLA leave, payment may be denied unless it is paid to an employee on equivalent leave status for a reason that does not qualify as FMLA leave.

An employee has no greater right to restoration or to other benefits and conditions of employment than if the employee had been continuously employed.

Donated Leave

An employee of Holmes Community College may donate a portion of his or her earned leave to another employee of Holmes Community College who is suffering from a catastrophic injury or illness or to another employee who has a member of his or her immediate family who is suffering from a catastrophic injury or illness. In order to receive donated leave, any employee must have been employed for a total of 12 consecutive months.

Catastrophic injury or illness is defined as a life-threatening injury or illness of an employee or a member of an employee's immediate family which totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the state for the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses such as influenza and the measles, and common injuries, are not catastrophic. Chronic illnesses or injuries, such as cancer or major surgery, which result in intermittent absences from work and which are long-term in nature and require long recuperation periods, may be considered catastrophic.

Immediate family for the purposes of donated leave is defined as spouse, parent, stepparent, sibling, child or stepchild.

Any employee may donate a portion of his or her earned personal leave or major medical leave (sick leave) to another employee who is suffering from a catastrophic injury or illness, as follows:

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

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

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

(d) Before an employee may receive donated leave, he or she must provide Human Resources with a physician's statement that states the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.

(e) The maximum period of time that an employee may use their personal leave and or donated leave is ninety (90) days (720 hours) in any one school year, which commences on the first day that the recipient employee uses donated leave. Donated leave that is not used because a recipient employee has used the maximum amount of donated leave authorized under this paragraph shall be returned to the donor employees in the manner provided under paragraph (g) of this subsection.

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

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

(h) No employee may utilize coercion, threats or intimidation to acquire or attempt to acquire an employee to donate his or her leave to another employee. This includes promising to bestow or withhold any benefit from/to an employee. Any person who alleges a violation of this paragraph shall report the violation to their immediate supervisor and/or the President. Any person found to have violated this paragraph shall be subject to progressive discipline up to and including immediate termination.

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

(j) Donated leave may not be used in lieu of disability retirement.

Revised November 17, 2011

6.1.5.1.5 Annual Leave

Twelve-month employees shall receive two weeks (10 days) per year earned and credited at the rate of one day for each month's employment not to exceed five (5) days per six-month period. In addition, on July 1 of each year, employees will be credited one additional day for each five years of service at the institution.

Less than twelve-month employees shall receive no annual leave, but will be allowed the maximum practical time off between school terms, considering college-planned activities and individual job responsibilities.

All annual leave days must be scheduled and approved in advance by the immediate supervisor of the employee, and shall be indicated in writing and the record maintained for the duration of the employee's service with the institution. Generally, the employee's wishes will be respected regarding the use of annual leave. However, the welfare of the institution must be protected and the right of final approval shall rest with the immediate supervisor and/or the President.

Annual leave earned in one fiscal year must be taken by June 30 of the following fiscal year. Unused, earned annual leave shall be added to an employee's sick leave accumulation and certified for retirement.

The college shall not pay for earned unused annual leave upon termination of employment or retirement.

Revised August 19, 2010

6.1.5.1.6 Leave of Absence

Persons whom the Board and President of the college would like to retain in the system and who have been employed for two years may be given as much as a year's leave of absence, under such terms as may be agreed upon at the time. Their position will be held for them until the end of such leave.

Each employee who accepts a leave of absence must sign an agreement to return to Holmes Community College and work at least one year for each semester's leave or repay wages received during the leave.

In the event that for reasons of health, an employee is unable to return to work at the end of their FMLA leave, an employee who has been employed for one year may request a leave of absence not to exceed one year from the original date medical leave began. Requests must be made to the immediate supervisor. Requests for leaves of longer than 12 weeks will be considered on a case-by-case basis and decisions will be based on the college and departmental needs.

Revised August 19, 2010

6.1.5.1.7 Holiday Policy

Holmes Community College recognizes nine (9) paid holidays each year. Employees who are scheduled to work in the month in which the holiday falls will be eligible to receive holiday pay.

New Year's Day
Dr. Martin Luther King, Jr. Birthday
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day/Day After Thanksgiving
Christmas Day
Other Holidays as designated by the President

Should a holiday fall on a weekend, the holiday will be observed on the work day closest to the holiday.

The following conditions apply to the holiday pay policy:

Holiday pay will not be considered as time worked for the purpose of overtime calculation
Holiday pay is computed at individual's based rate of pay.
Holiday's will not be paid to an employee on any type of unpaid leave.
Holidays falling within an approved scheduled vacation will be recorded as holiday pay.

Established October 18, 2012

6.1.5.2 Employment Procedures

6.1.5.2.1 Hiring Procedures

1. All persons interested in applying for a faculty/staff position at Holmes Community College must complete an application for employment located at www.holmescc.edu . An individual will only be considered an applicant if they meet the minimum requirements for the position for which they have applied.
2. It is the philosophy of Holmes Community College to fill positions from within when the opportunity arises. The President reserves the right to initiate transfers of employees between departments and/or locations to meet the needs of the institution.
3. When a vacancy occurs, the appropriate Vice-President/Director notifies Human Resources of the vacancy along with information regarding posting instructions. If there is an internal candidate pool, the position will be announced internally for five business days. If there are no internal candidates for consideration, the vacancy will then be announced externally until filled. Additional recruitment efforts including announcements with Career Placement Offices of in-state Universities, websites and publications will be utilized on an as-needed basis.
4. When a vacancy occurs, all applications for a position in the appropriate area will be reviewed by the chairman/director and faculty members of that department. They will recommend to their Vice-President/Director the applicants who are to be interviewed.
5. Screening will be made after all materials requested are reviewed. Selected candidates will go through an interview process with appropriate officials (usually Department Chairman, Vice-President/Director, or President and committee). The Selection Committee will make a recommendation to hire based on applicant's qualifications and interviews.
6. A background check will be initiated by Human Resources to check criminal records based on a social security number trace and verification. Upon receipt of favorable results of background screening, the recommendation for hire will move forward to the President.
7. The President will recommend the person selected for employment to the Board of Trustees at their next regular meeting. After confirmation by the Board, the appointee will be notified of the appointment. Upon receipt of the acceptance of the appointment, the college will notify others that the position is filled.

6.1.5.2.2 Probationary Period

All employees are considered to be hired on a probationary period for their first year of employment. During the course of that probationary period, the employee's performance will be monitored and evaluated by his/her supervisor(s). At any time during the probationary period, the decision may be made not to continue employment. If the decision is made not to continue employment, the employee shall receive appropriate notification.

For contractual employees, the responsible administrator will recommend to the President whether or not employee's contract should be renewed. If the decision is made not to renew the contract, the

employee shall be notified by an appropriate date. The employee will not receive a written statement of the reasons nor will he/she be entitled to a hearing before the President's grievance committee.

Revised July 10, 2009

6.1.5.2.3 Fringe Benefits

For each benefits eligible employee, Holmes Community College pays the premium for college provided life insurance, participates in the premium for state provided life insurance, provides workmen's compensation benefits (Refer to Employee Leave Section 6.1.5.1), and provides group health insurance.

Fulltime employees of Holmes Community College may take credit or work-related courses outside the regularly scheduled workday free of charge. Fulltime employees may take courses during the regularly scheduled workday free of charge if the course is work related and approved by the supervisor of their department- Director, Academic Dean, CTE Director, or Vice President.

The immediate family (spouse and dependent children) of fulltime employees may take credit courses for half tuition.

Revised September 24, 2012

Available college housing on the Goodman Campus is assigned by the President.

6.1.5.2.4 Retirement

The college deducts a required percentage from each benefit eligible employee's pay for state retirement. An Employer Contribution is made to PERS based on the earned compensation for covered employees. The rate is recommended by the PERS actuary and approved by the PERS Board of Trustees. Both member and employer contributions are invested to provide future benefits. For information regarding vesting and retirement benefits, visit www.pers.state.ms.us.

6.1.5.2.5 Termination

The President may remove or suspend any member of the administration, professional staff, or staff as cited in the Mississippi Code 1972, (37-29-63). Removal of faculty is subject to the approval of the Board of Trustees. The faculty and staff will be evaluated by a college official or officials according to the duties and responsibilities assigned and outlined in his/her job description. If a faculty or staff member is advised that specific improvements are necessary and if, after consultation, he/she does not cooperate in making the recommended adjustments, or if it is in the best interests of Holmes Community College, the administration may recommend that the contract not be renewed for the next school year. An instructional or staff employee may be dismissed during a contract period should that person exhibit malfeasance, inefficiency, or contumacious conduct.

6.1.5.2.6 Grievance and Appeal Procedures

After the probationary period, any member of the faculty shall be entitled to:

1. Receive a written statement of the reasons that he/she shall not be offered a new contract or the reasons why he/she is being terminated during a contract period, with facts supportive of those reasons.
2. Request a hearing before the President's Grievance Committee. Such request for a hearing must be

filed within seven days of receipt of the administration's notification of intent of termination. The employee shall be notified of a hearing by the Grievance Committee to be held within ten days of the request for appeal. At such a hearing, the employee shall have the right to testify and call witnesses on his/her behalf. After the hearing, the committee shall promptly report its findings of fact and recommendations to the President, who shall make his final decision and notify the employee thereof, in writing, within three days after completion of the hearing.

Revised December 14, 2012

6.1.5.2.7 Performance Evaluations

Administrators are evaluated on an annual basis by a select group of their peers, direct reports and their supervisor.

Professional, support, maintenance, and security employees' performance will be evaluated by their immediate supervisor on an annual basis. Performance evaluations will cover a time period of July 1 through June 30 and will be administered by June 30th of each year.

In the event an employee's performance falls to an unacceptable level at any time during the year, performance will be addressed through a performance improvement plan. Progress will be monitored as specified in the plan.

Revised July 10, 2009

6.1.5.3 Public Records Policy

In compliance with the Mississippi Public Records Act of 1983, all requests to inspect and/or receive copies of "Public Records", as defined by this act, held by Holmes Community College shall be made in writing to the President of the college, clearly indicating the specific record requested and the name and address of the individual and/or organization requesting the record.

HCC shall either make the public record available during normal business hours or produce a copy within seven working days from the date the request was received or furnish a written denial containing a statement of the specific reasons for denial.

If request is granted, a reasonable calculated fee will be charged to cover the actual cost of search and copy reproduction and must be received prior to release of the requested information.

Revised October 21, 2010

6.1.5.4 Drug-Free Workplace Policy

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited for employees of Holmes Community College.

All employees, as a condition of their employment, are expected to abide by this policy.

All employees must notify the President of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Within 30 days of receiving the notice, with respect to the employee who is convicted, the institution will:

1. Take appropriate personnel action against such an employee, up to and including termination,
2. Require such 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. This assistance will be provided at the expense of the employee.

6.1.5.5 Employee Travel

All school travel will be done in school provided vehicles unless one is not available or feasible to use. In this case, personal vehicles should be used with approval. All travel must have prior approval of the department supervisor and/or appropriate administrator. Requests for school vehicles are made on-line and automatically forwarded through the appropriate approvers to the vehicle supervisors on each campus. Approved trips made in personal vehicles will be reimbursed for mileage at the current federal reimbursement rate. All out-of-state travel must have prior approval of the President.

Reimbursement for expenses will be made after completion of the appropriate expense voucher. Proper documentation must be in order before reimbursement is honored (travel request, receipts, tickets, travel summary, etc.)

Meals for less than overnight travel will not be reimbursed. Reimbursement for overnight travel will be made only after a receipt for lodging is received indicating a zero balance. Meal reimbursement will not exceed the current federal rate.

Any individual who drives college-owned vehicles must hold a valid driver's license.

Revised October 21, 2010

6.1.5.6 School Vehicles

The school vehicles are under the responsibility of the vehicle supervisor on each campus. Use of the vehicles must be approved through the on-line process. If a bus is requested, the driver will be selected by the vehicle supervisor. No student is permitted to drive Holmes Community College vehicles unless previously approved.

Revised October 21, 2010

6.1.5.7 Conferences, Workshops, etc.

Employees of the college are encouraged to attend professional meetings which will provide opportunities for professional growth. A copy of the meeting agenda, along with a travel request, must be submitted to the department chair or administrative officer who will determine the value of the conference or meeting to the institution and grant/deny permission to attend. All out-of-state conferences must have the approval of the President. Reimbursement for expenses must utilize the appropriate travel expense forms and must be accompanied by the necessary documentation (receipts, etc.)

6.1.6 Administrative Organization

The administration of Holmes Community College operates by the authority of the laws of the State of Mississippi. The faculty and administration are organized in a manner that will best accomplish the stated purpose and goals of the college.

Job Explanations:

Vice Presidents - (professional, administrative and managerial) Vice-Presidents are employed by the Board of Trustees on recommendation of the President. They report directly to the President and serve on the Executive Council. They possess line authority in their primary areas of responsibility.

District Office Directors - (professional, non-instructional) Directors may be employed in the central office staff for certain highly specialized areas requiring skills that are not normally found in the general labor market. They report to the Vice President who has primary overall college- wide responsibility for the functional area of employment.

Coordinators - (professional, non-instructional) Coordinators have multiple-campus responsibilities. They report to appropriate area Vice Presidents. Employment is reported to the Board of Trustees. Coordinators work with campus vice presidents to provide college-wide coordination of programs (establishment of the need, preparation of all documentation to begin or revise programs, identification and procurement of equipment, recruitment and hiring of instructional staff personnel, etc.), revisions and terminations of programs. They do not have line or directive authority.

Supervisor - (staff) Supervisors who have multi-campus responsibilities report to a Vice President, may be responsible for several employees, may recommend specialized equipment or procedures for college-wide application, and have line authority over only those personnel for whom he/she is responsible.

Governance Structure: The line-staff concept utilized by the college is as follows: On each campus/center, employees will report to the campus Vice President. These persons in the chain of command have line authority.

The ultimate authority in the line is the Board of Trustees, with the President as the chief executive officer and/or manager of the institution.

The executive level officers have direct access to the President; district office vice presidents have line authority in their respective areas of responsibility to their counterparts on the campuses/centers, and as such can direct actions in the name of the President. When such directives may conflict with known policies, positions or beliefs of the campus Vice-President, persons receiving such directives shall make this fact known to the district office Vice President for resolution.

Organizational charts in this document detail the formal line governance structure.

It is the policy of Holmes Community College that every effort will be made by affected personnel to work together and minimize high levels of differences.

Holmes Community College utilizes the council/committee form of faculty-staff organization to ensure the participation of college personnel in the areas of information sharing, decision-making, policy development and communication. The institution recognizes the valuable contributions that can be made by all employees and encourages their involvement in the sharing of ideas and information. The administration intends to continue to seek the improvement of communication, both vertical and horizontal, among all personnel of the college.

6.2 Institutional Advancement

6.2.1 Alumni Affairs

The goal of the Holmes Community College Alumni Association is to promote activities of the college and foster a close relationship between former students, faculty and friends and the current college community. Membership in the alumni association is open to former students, faculty, staff, administrators and friends of the institution. Annual dues are \$10 for a single membership, \$15 for a couple. Lifetime memberships are available for \$100 for a single membership, \$150 for a couple.

Upon receipt of dues, members are issued a membership card and certificate denoting the status of their membership. All members of the alumni association receive *The Growl*, the college newspaper, and Pawprints the official alumni publication.

The alumni association is governed by a board of directors, which meet regularly to direct the activities of the association. An annual meeting is held each year during homecoming, at which time officers are elected and various alumni awards are presented. Daily activities of the association are conducted by an Executive Secretary.

6.2.2 Publications

Holmes Community College fully supports, encourages and provides financial and material resources needed to publish official school publications. The college's administration fully supports, within the restraints imposed by budgetary considerations, activities by students and instructors to make publications viable and relevant parts of the college's three campuses.

Censorship is not imposed upon publications nor are guidelines in place specifying what will and will not be printed in school publications. The college administration supports the efforts of the student publication staffs to be creative, original, and actively pursue goals of being representative of and speaking for the student body.

6.2.3 Communications

Policies and procedures applicable to those seeking services through the Communications Office include:

1. Black-and-white and color photo services are available through the Office of Communications. Requests should be made at least 24 hours in advance.
2. News articles must be submitted to the Office of Communications by the Wednesday before publication in weekly papers that publish the following week, i.e., the deadline for all weekly news submissions is one week.
3. The Office of Communications will attempt to cover any campus events deemed noteworthy. A minimum of 24 hours notification is requested; more is preferred. Holmes personnel are encouraged to submit ideas for articles and events to the Office of Communications and to the student newspaper. Those seeking advertising in area newspapers must allow, at the very least, two weeks between the request and the date for the insertion.

A. Procedure for obtaining advertising:

1. Contact the Office of Communications with advertising needs and copy. The Office of Communications will prepare ad/s and forward attendant costs.
2. Prepare a requisition and provide the Office of Communications with purchase order copy.

B. Procedure for obtaining commercial printing. In order to obtain quotes on printing, requests should be made to the Office of Communications a minimum of 45 days in advance of needs, If extensive art work (photos, original designs, generation of logos, separations, and production of copy) is required, 60 days is requested, This schedule will permit approximately 30 days to complete the work. Using complexity of the request as a criterion, commercial printing jobs may require additional time for completion.

Those seeking commercial printing services should follow the following procedure:

1. Discuss with Office of Communications personnel the feasibility of the printing request after budgetary considerations have been cleared through department chairs, business office, etc.
2. Schedule a planning session with the Office of Communications. This session will be conducted on the basis of written and articulated needs for the content of materials to be printed.
3. Prepare a requisition and provide the Office of Communications with purchase order copy.
4. The individuals requesting the work must proof all finished materials. Final proofing is the responsibility of the individual/department for whom the work is being done. All final proofs must be signed.

6.2.4 Fund Raising

Clubs and organizations wishing to raise funds for club/organization projects must secure approval through the President's Office prior to initiating any fund raising activity.

Fund raising activities must be one of the following: direct product sales and advertisements or ticket sales for specific items to be given away at a random drawing. Under no circumstances should fund raising activities involve solicitation for monetary donations.

Institutional fund raising is the responsibility of the Holmes Community College Development Foundation, Inc. Activities of this organization are in accordance with the mission of the college and are designed to establish a permanent endowment that will benefit the institution over the long term. Other opportunities exist for funds to be solicited for additional short-term programs or needs.

The HCC Development Foundation, Inc. is governed by an Executive Committee and consists of members that represent the nine-county community college district.

Working in collaboration with the President and Board of Trustees of the college, requests for funds from the endowment and other sources are solicited from faculty, staff and students, evaluated and prioritized according to need and alignment with short- and long-term goals of the college.

6.3 Financial Resources

Revised October 21, 2010

6.3.1 Budget Planning

The budget of Holmes Community College is a carefully prepared statement of estimated revenues and expenditures. This document is prepared according to recommendations from the planning groups, institutional department heads and administrators that support the overall strategic planning activities of the institution. A standardized form is utilized that allows for line item requests as well as broad budget area (salaries, equipment, etc.) The completed budget request forms are submitted through the appropriate directors and administrators to the Director of Business Services by a date set annually in order to complete a finalized budget. The finalized budget is prepared by the Director of Business Services, the Executive Vice President, and the President and recommended to the Board of Trustees for approval prior to the beginning of the new fiscal year. The budget process is directly linked to the strategic planning process through the development of department annual plans. Departments prepare a separate budget request for those departmental objectives that require financial resources. These requests are considered by the District Planning Council and approved for funding on a prioritized basis. Funding for these objectives comes from discretionary funds of the institution. Strategies to improve the process are implemented in the following budget cycle. In addition, the Board of Trustees has a Budget and Audit committee that evaluates the budget planning process annually.

6.3.2 Budget Control

In order to ensure that budget plans are adhered to, the Director of Business Services prepares interim budget reports and renders them to appropriate division chairs for their guidance in staying within budgetary allocations. When conditions require it, budget revisions are made and those affected are notified of the change.

6.3.3 Accounting and Auditing

The Executive Vice President prepares a monthly budget status report and any other necessary financial reports for the President and Board of Trustees. Additional written reports are prepared whenever requested and forwarded to the President and/or local, state or national agencies. An annual financial audit is made on a contractual basis and approved by the State Department of Audit. Internal auditing is done on a continuous basis.

6.3.4 Purchasing Procedures

All purchase requests are submitted in Banner by the faculty or staff member for approval. The requests are electronically forwarded through appropriate approvers to the Executive Vice President to determine if they fall within budgetary means. All approved requisitions are then forwarded to the Director of Purchasing. The Director of Purchasing reviews each requisition to ensure it is being handled according to state law and that all institutional requirements for legal purchases are met. Once this review is complete the purchasing department then checks for source of supply, competitive prices, and availability of the goods or services being requested, issues the appropriate purchase order and the materials are ordered. Purchases are received through the office of purchasing and receiving and entered on the institution inventory, if applicable.

No employee of HCC may charge a purchase to the school without the approval of the Executive Vice President and Director of Purchasing and the proper execution of a requisition form.

6.3.5 Refund Policy

TUITION/FEE ADJUSTMENT POLICY

- a. A student who enrolls on a full-time basis for a fall or spring semester and drops to part-time status during the first four weeks of the semester will have his or her tuition adjusted to the part-time student tuition rate. ***No adjustments in tuition will be made for Part-time or Full-time students after the first four weeks.**
- b. No adjustments for Full-time or Part-time fees will be made after the late registration period. ***Fees are non-refundable.**

Adjustment Rates

Fall & Spring Semesters:	Summer Semester:		Refund Percentages:
Day, Night, Online	Day, Night	Online	
One week or less	After 1st class	After 3 days	90 percent
Less than two weeks	After 2nd class	After 6 days	75 percent
Less than three weeks	After 3rd class	After 9 days	50 percent
Less than four weeks	After 4th class	After 12 days	25 percent
Four or more weeks	After 5th class	After 15 days	0 percent

- c. Room rent per semester is non-refundable.
- d. Board is refunded on the basis of days left in a semester after the day in which the withdrawal occurs. The activity date (date the cut-out, drop, or withdrawal goes into effect) is the date the business office uses to calculate refunds.

6.3.6 Cashiering Policy

All funds belonging to the college are organized and managed by the business office.

The business office is in charge of all receipts and the Director of Business Services directs all business and cashiering. The cashiering system includes computer generated receipts, daily cash reports, and deposits of intact daily receipts. All overnight cash funds and school records are kept in a fireproof vault. All employees of the business office are bonded.

6.3.6.1 Identity Theft Prevention Program

I. Purpose & Scope

The development of this Program was pursuant to the Federal Trade Commission's ("FTC") Red Flag Rules arising from the Fair and Accurate Credit Transactions Act (the "FACT Act"). The College's Program is designed to detect, prevent and mitigate identify theft in connection with the opening of a covered account or any existing covered accounts within the College, and is appropriate to the size and complexity of the College as a creditor and the nature and scope of its activities.

II. The “Red Flag Rules” Overview

As a requirement of the Red Flag Rules, a creditor is to periodically determine, by conducting a risk assessment, whether it offers or maintains covered accounts. Upon identifying any covered account(s), the creditor is required to develop and implement a written Identity Theft Prevention Program designed to:

- A. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program;
- B. Detect Red Flags that have been incorporated into the Program;
- C. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
- D. Ensure that the Program is updated periodically to reflect changes in risks to the account holders or to the safety and soundness of the creditor from Identity Theft.

III. Definitions

- A. **“Account”** means a continuing relationship established by a person with a creditor to obtain a product or service for personal, family, household or business purposes. It includes (i) an extension of credit, such as the purchase of property or services involving a deferred payment, and (ii) a deposit account.
- B. **“Covered Account”** means (i) an account that a creditor offers or maintains, primarily for personal, family, or household purposes, that involves or is designed to permit multiple payments or transactions and (ii) any other account that the creditor offers to maintain for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the creditor from identity theft, including financial, operational, compliance, reputation, or litigation risks.
- C. **“Identity Theft”** means a fraud committed or attempted using the identifying information of another person without authority.
- D. **“Red Flag”** means a pattern, practice, or specific activity that indicates the possible existence of identity theft.
- E. **“Service Provider”** means a person that provides a service directly to the financial institution or creditor.

IV. Covered Accounts

For the purpose of this Program, covered accounts shall include accounts receivable accounts.

V. Red Flag Identification and Detection

To identify and detect Red Flags, the following actions will be taken, when appropriate given the particular covered account and under the particular circumstances, to confirm the identity of individuals requesting services and to prevent and mitigate Identity Theft:

- A. Verify identity of person requesting service utilizing a picture ID or alternative means of identification (e.g. driver’s license) and/or by other means of authentication in order to reset online accounts.
- B. Examine documentation presented to insure it has not been altered or forged.
- C. Observe documentation presented and note inconsistencies with data already available in the Banner database.

- D. Examine personal identifying information provided for inconsistencies with information on record.
- E. Observe account activity for transactions that are inconsistent with normal patterns.
- F. Investigate postal mail that is repeatedly returned as undeliverable even though activity continues on that account.
- G. Investigate any notices received regarding unauthorized transactions on the account.
- H. Take appropriate steps to modify the applicable process to prevent similar activity in the future.

VI. Program Administration

- A. After initial approval by the Board of Trustees, the Executive Vice President is responsible for the implementation and future revisions of the Program.
- B. The Program should be periodically reviewed and updated after conducting a risk assessment. This should consider any changes in risks to accounts that might have occurred since the last assessment.
- C. While each red flag occurrence would not necessarily be a case of identity theft, each case should be examined carefully to determine the level of risk. Any occurrence determined to be high risk should be reported to the Executive Vice President. The Executive Vice President in consultation with others will make a determination for appropriate corrective action.
- D. Training programs to effectively train staff in the identification, detection, prevention and mitigation of red flag occurrences should be developed and monitored.
- E. In cases where the college utilizes service providers, steps should be taken to ensure that the activity of the service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft.

Established December 3, 2010

6.3.7 Investment Policy

The Executive Vice President, in consultation with the President, invests all funds belonging to Holmes Community College by the authority of the Board of Trustees. Funds shall be invested primarily in short-term investments according to the laws of the State of Mississippi. All funds invested must be invested in federally insured investments. Any investment over a twelve-month period must be approved by the Board of Trustees. All policies and procedures relating to investments are annually evaluated by the Board of Trustees.

6.3.8 Insurance

Holmes Community College maintains appropriate insurance to protect the institution against loss. Complete information about specific coverage is available through the office of the Director of Business Services.

6.3.9 Faculty/Staff Accounts

The Board of Trustees has ordered the President and Director of Business Services to collect all accounts of faculty and staff by the first of each month.

Revised October 21, 2010

6.3.10 Tickets - School Events

Each person who sells tickets to school events must count the money in his/her box and make a record of it before turning in his/her box to the Business Office.

6.4 Physical Resources

6.4.1 Care and Use of Facilities and Equipment

It is expected that each employee of the college assume responsibility for the maintenance of college facilities and equipment. Each employee must:

1. Maintain a clean and attractive workplace.
2. Encourage students to assist in maintaining an attractive workplace and campus.
3. Employ proper safety procedures and use judgment in the care and use of equipment.
4. Use preventive maintenance on all equipment and report all potential problems.
5. Avoid using unfamiliar equipment and machinery

6.4.2. Maintenance Request Procedure

Requests for routine maintenance may be submitted by email or by phone to the designated individual on each campus. The request is then forwarded to the appropriate staff for completion.

Requests for maintenance that cannot be covered by college employees must follow the standard requisition process.

Revised October 21, 2010

6.4.3 Inventory Procedure

Introduction

The safekeeping of each Holmes Community College asset shall be of utmost importance. Ideally, each tagged item of equipment will be assigned to a responsible party. However, employees using College property, whether specifically assigned to them or not, are responsible for that equipment. Employees should be diligent in caring for the equipment and provide reasonable safeguards to secure it.

Management of Inventory

Inventories are maintained in the Property Office. All personnel are encouraged to periodically check the equipment for which they are responsible. No College equipment should be removed from the assigned area without following the proper procedure:

1. Obtain an Inventory Transfer Form or Inventory Removal Form from the Property Office or on-line.

2. Inventory Transfer Forms must be returned to the Property Office prior to the movement of any equipment.
3. Inventory Removal Forms must be returned to the Property Office and approved by the Holmes Community College Board prior to the equipment being removed.
4. The Property Office will be responsible for the disposal of equipment that has been approved for removal from inventory.

Yearly physical inventory

Property Office personnel will conduct a 100% inventory check of tagged items during the Spring of each year. Employees are responsible for determining the location of any property assigned to them. Missing items of inventory will be reported on the Missing Inventory Form obtained from the Property Office or on line.

Physical inventory for exiting employee

If there will be an exit interview at the time a person leaves the employ of the College, then a 100% inventory check of the exiting person's assigned equipment should be completed as part of the exiting process. The exiting person along with Property Office personnel or other College representative should perform the inventory check. All parties to this inventory check should date and sign the inventory listing making note of any discrepancies. If any inventory item is missing, then a Missing Inventory Form should be completed.

If it is not feasible to perform an exit interview, a 100% inventory check by Property Office personnel should be completed as soon as possible after a person has left the employ of the College. If any inventory item is discovered missing, then a Missing Inventory Form should be completed.

Physical inventory for new employee

Each new employee will likely be assigned certain equipment. At the time of hiring, a 100% inventory check of the equipment assigned to the new employee will be conducted by the new employee and the Property Office personnel or other College personnel in a timely manner, and all parties to the inventory check will sign and date a listing of the inventory turned over to the new employee.

Missing inventory

If an item of inventory is discovered missing, the person discovering that the item is missing must complete a Missing Inventory Form which can be obtained from the Property Office or on line. The completed Missing Inventory Form must be returned to the Property Office. The Property Office will provide the equipment's responsible person's supervisor with a copy of the Missing Inventory Form. Excessive loss of equipment could become a disciplinary matter.

Lost, stolen, misplaced or damaged equipment

Campus Police will investigate the circumstances surrounding the loss of or damage to equipment and file a report relating there.

Revised October 21, 2010

6.4.4 Safety Plan

HCC provides a healthful and safe environment for all members of the campus community and adheres to safety rules and regulations and environmental health issues. The chief student services offices on each campus/center are responsible for the supervision of security officers. Individual instructors monitor equipment in their laboratories and instruct students in proper safety measures. Written safety plans are posted in all laboratories and classrooms, where appropriate.

The Environmental Health and Safety Committee, chaired by the District Coordinator for Student Services, has developed a comprehensive safety plan that coordinates the provision and use of safety equipment in laboratories and other hazardous areas, the modification of facilities for easy egress in the event of an emergency, and the dissemination of information regarding emergency evacuation procedures. This plan is updated annually and evaluated by the committee.

6.4.5 Rental of College Facilities

Facilities of HCC may be made available for the use of civic, cultural and similar public groups for meetings and programs, which are non-controversial in nature.

Application for the use of school facilities must be made through the appropriate administrator for each campus/center and must designate the specific facility to be used, the purpose for which it is to be used, the date and time of its use and such other information as may be required. Any group or organization using college facilities shall have full responsibility for any and all damages to school facilities. Pending the nature of the function, liability insurance may be required.

Holmes Community College reserves the right to impose a reasonable charge for the use of school facilities. If additional Campus Police is required, a security fee may be assessed. If the event is outside of the normal business day a security fee will be assessed. In instances where a fee is charged, staff members approving use of facilities must provide appropriate information to the Director of Business Services.

Revised October 21, 2010

6.5 Externally Funded Grants and Contracts

Coordination of all externally funded grants and contracts is the responsibility of the Office of Institutional Research and Resource Development. Activities associated with the grant/contract application process are part of the institutional planning process and directly related to specific initiatives of the strategic plan. All grant contracts are submitted to the Executive Council for approval and to ensure their relation to the goals of the college.

Externally funded grants and contracts are to be secured under the following conditions:

1. The purpose of the grant or contract must be directly related to the mission of the college;
2. Oversight and control of all grants and/or contracts are the responsibility of the college;
3. Those persons employed by the college who are associated with an externally funded grant or contract will carry out their responsibilities according to the policies and procedures of the college and the stated conditions of the grant or contract

4. Persons associated with externally funded grants and/or contracts must abide by budgetary constraints of the project and must follow any federal, state, local or agency regulations concerning financial matters as long as these regulations do not conflict with established college policy
5. Externally funded grants and contracts must not be secured with the intent to provide ongoing support for general institutional activities, especially salaries and stipends; rather, these projects are limited by time and must be considered. As short-term efforts to enhance these activities.
6. Assessment of externally funded grants and contracts is done annually as part of the institutional planning/assessment process. Assessment results are used to improve activities and service of the Office of Institutional Research and Resource Development.

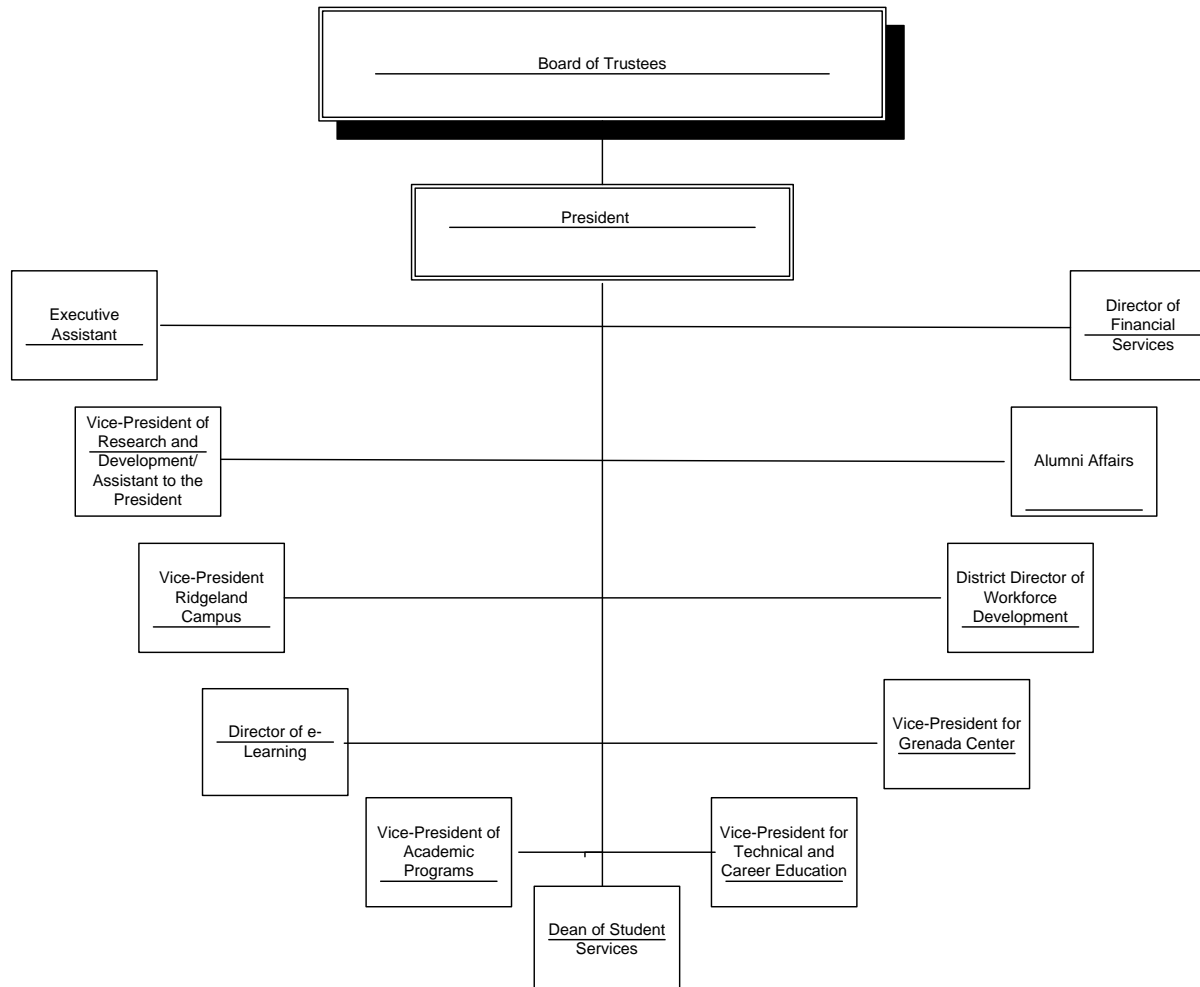
6.6 Related Corporate Entities

The Holmes Community College Development Foundation was originally formed to provide a method by which scholarships could be easily established and other financial gifts could be made to the college. The Foundation, a separate but compatible entity, was reorganized in 1991 for the purpose of raising funds for a major campaign, "Lighting the Way." This group is charged with the development and execution of fund raising activities, the establishment of investment/ spending policies for monies raised, and the promotion of the college and its mission throughout the district.

Management of all funds received will be under the direction of the Foundation Executive Committee in conjunction with the President and Board of Trustees of the College. A financial audit is performed each year by a professional accounting firm.

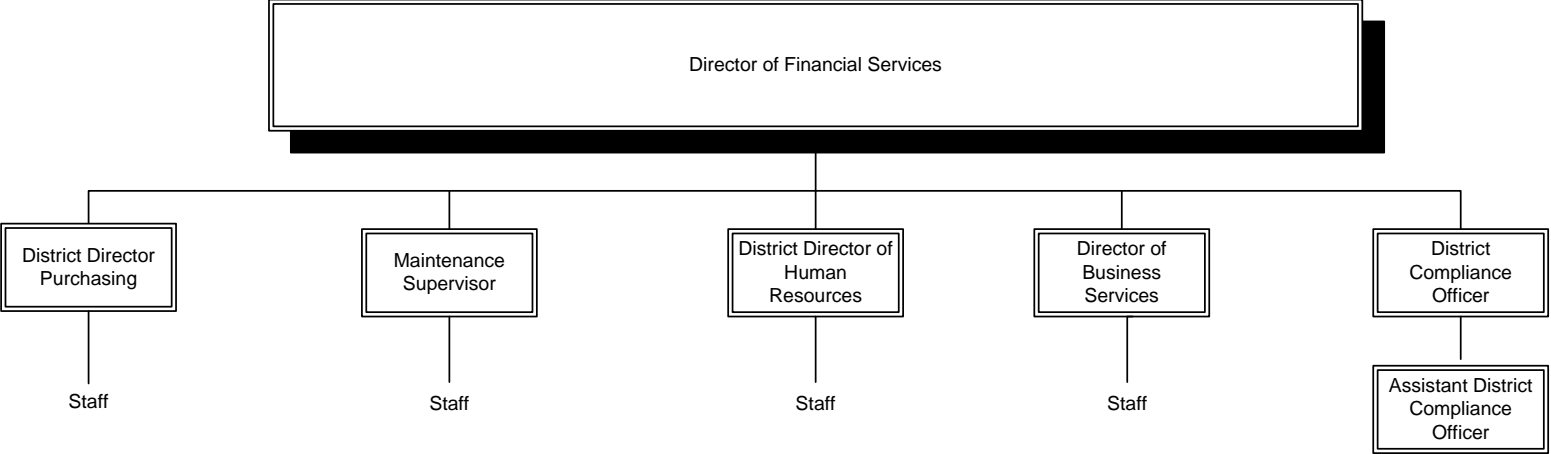
The Foundation Board is headed by a President and Executive Committee and includes a membership that serves on various other committees: Major Gifts, Finance, Special Activities, and Membership. Membership in the Foundation represents the entire geographical area of the institution, all sectors of the business community, and various other community groups. The Constitution and Bylaws of the original Foundation have been modified to reflect the current mission statement of the college and of the Foundation. The goals of the Development Foundation are reviewed annually by the Executive Committee, and activities are evaluated on the achievement of these goals.

HOLMES COMMUNITY COLLEGE DISTRICT

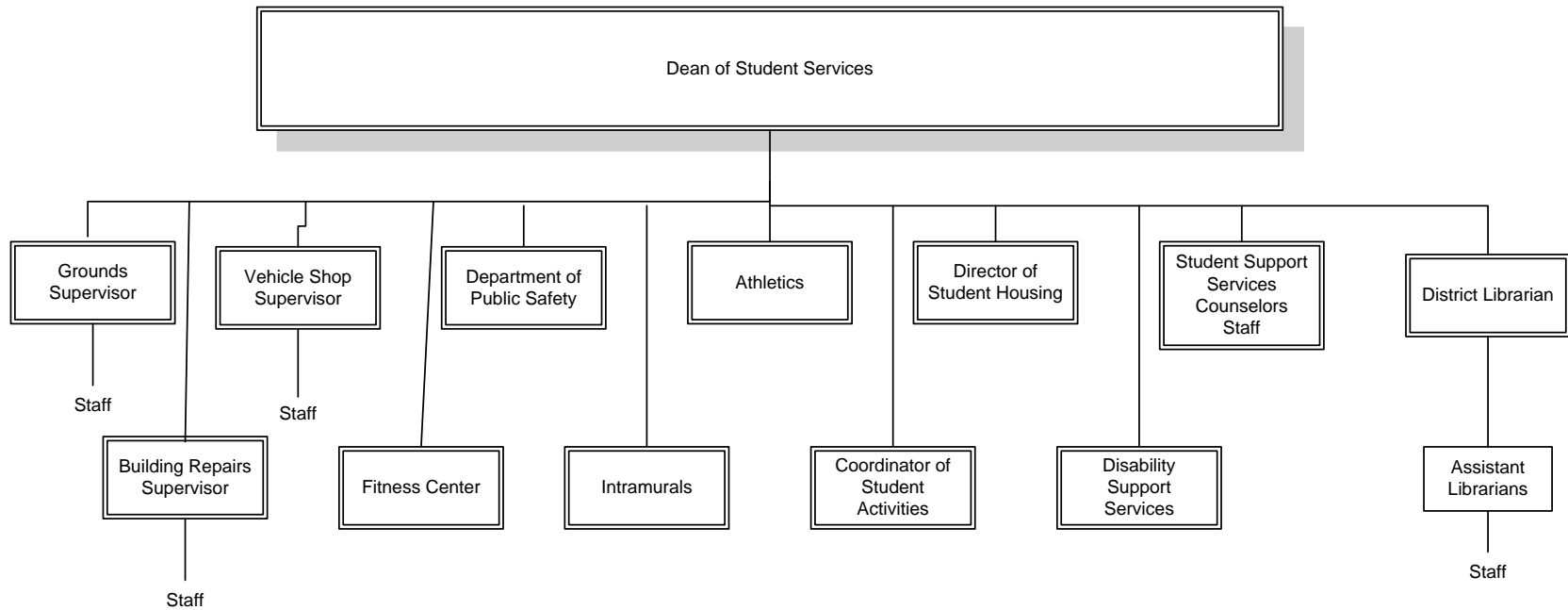


Revised 7/01/12

FINANCIAL SERVICES

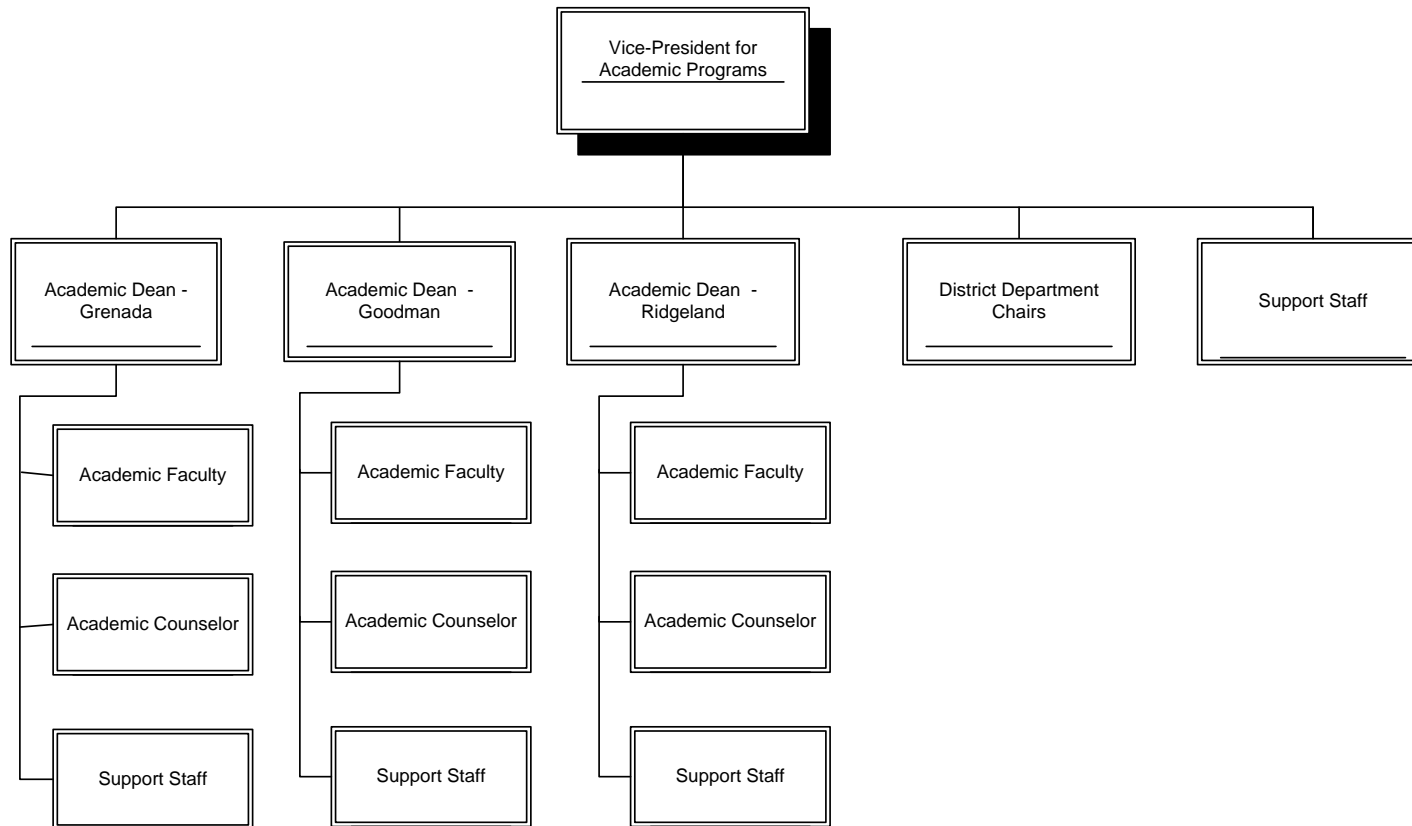


STUDENT SERVICES



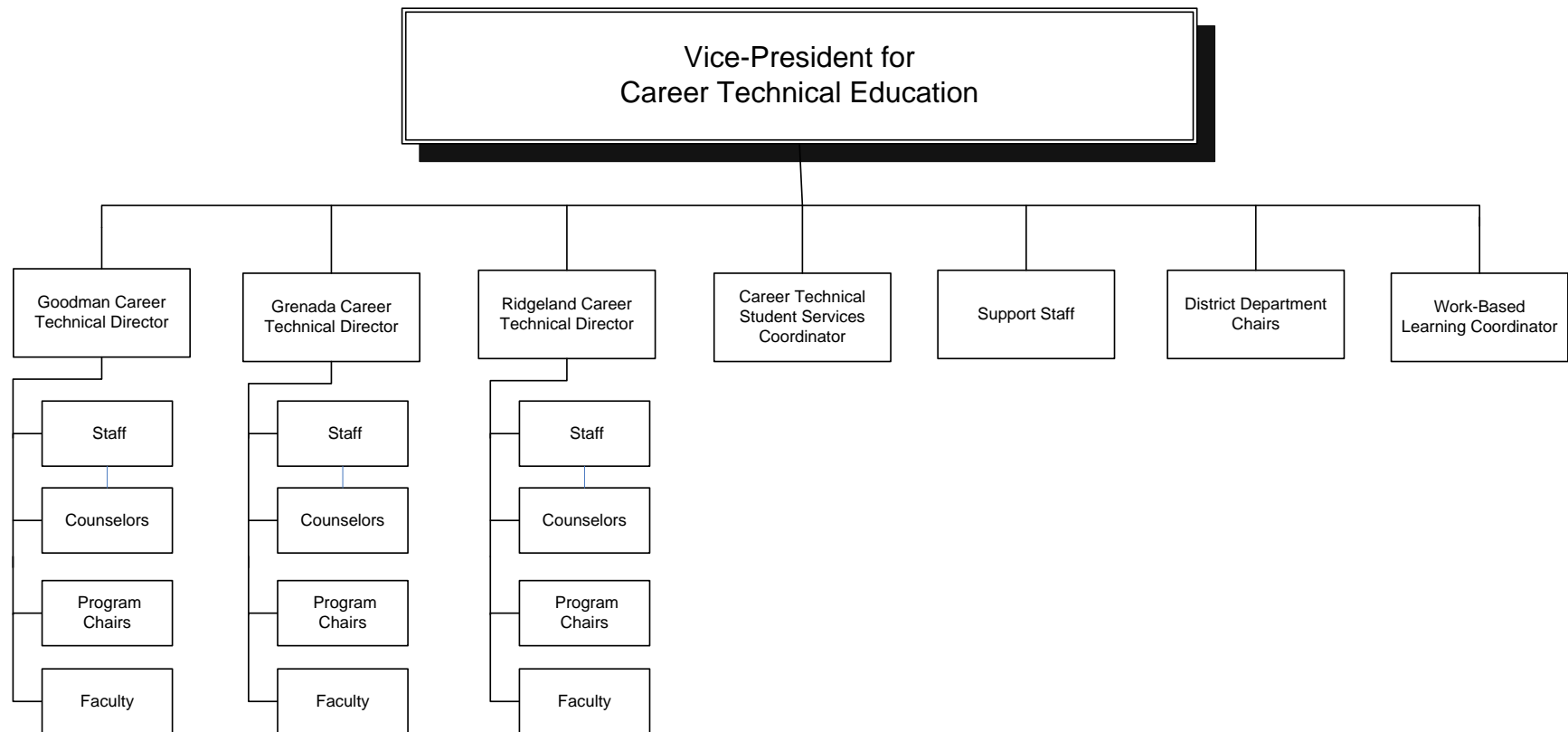
Revised 7/01/12

ACADEMIC PROGRAMS



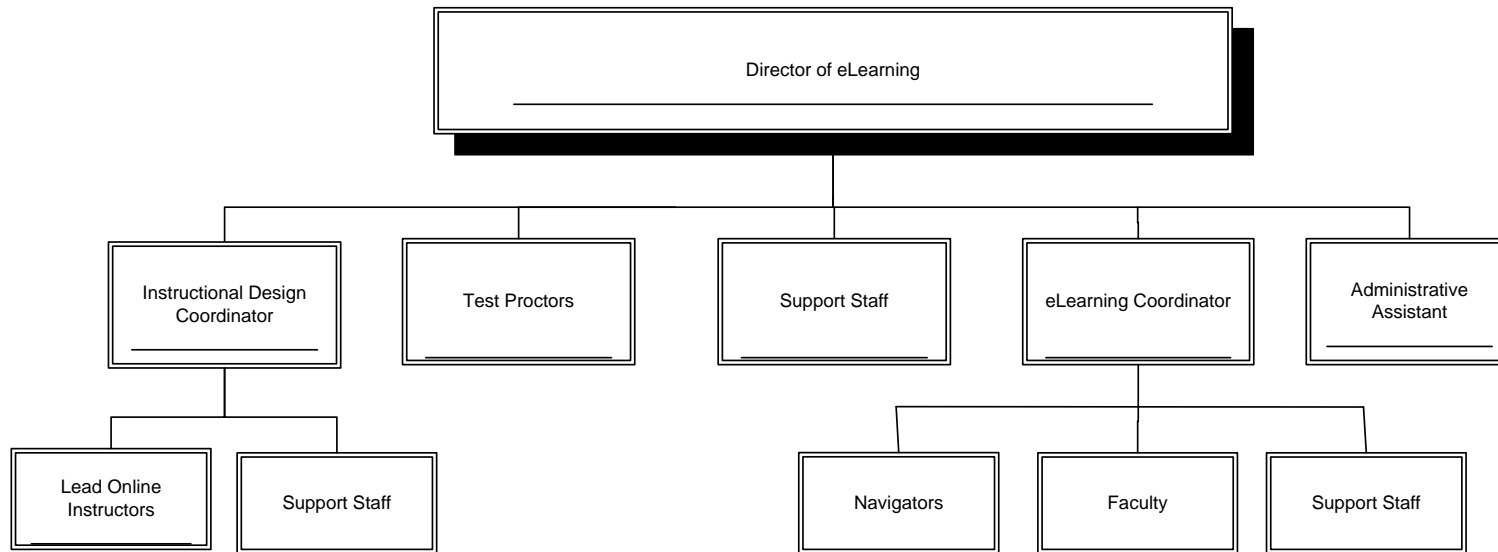
Revised 4/9/13

CAREER TECHNICAL EDUCATION



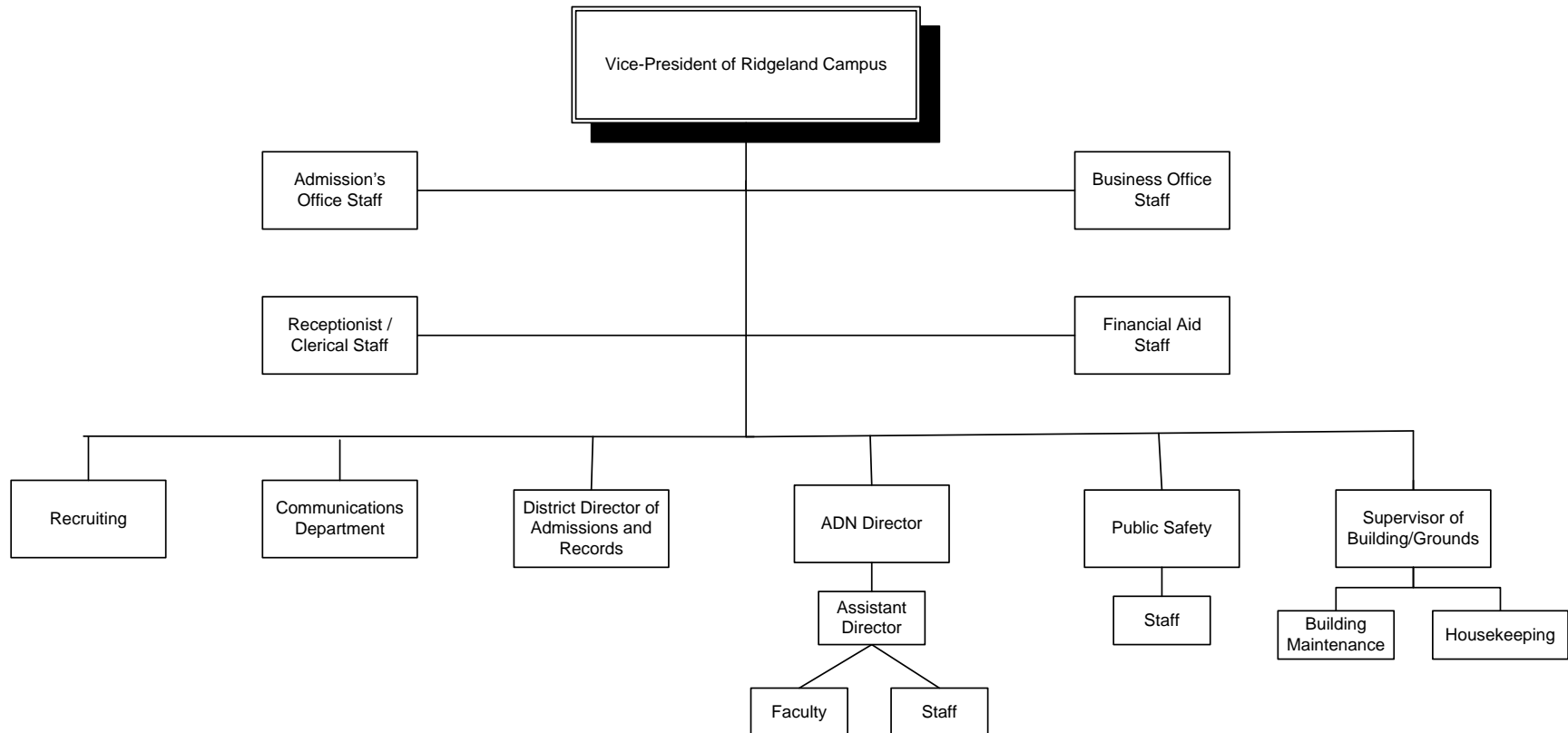
Revised 6/29/11

eLEARNING



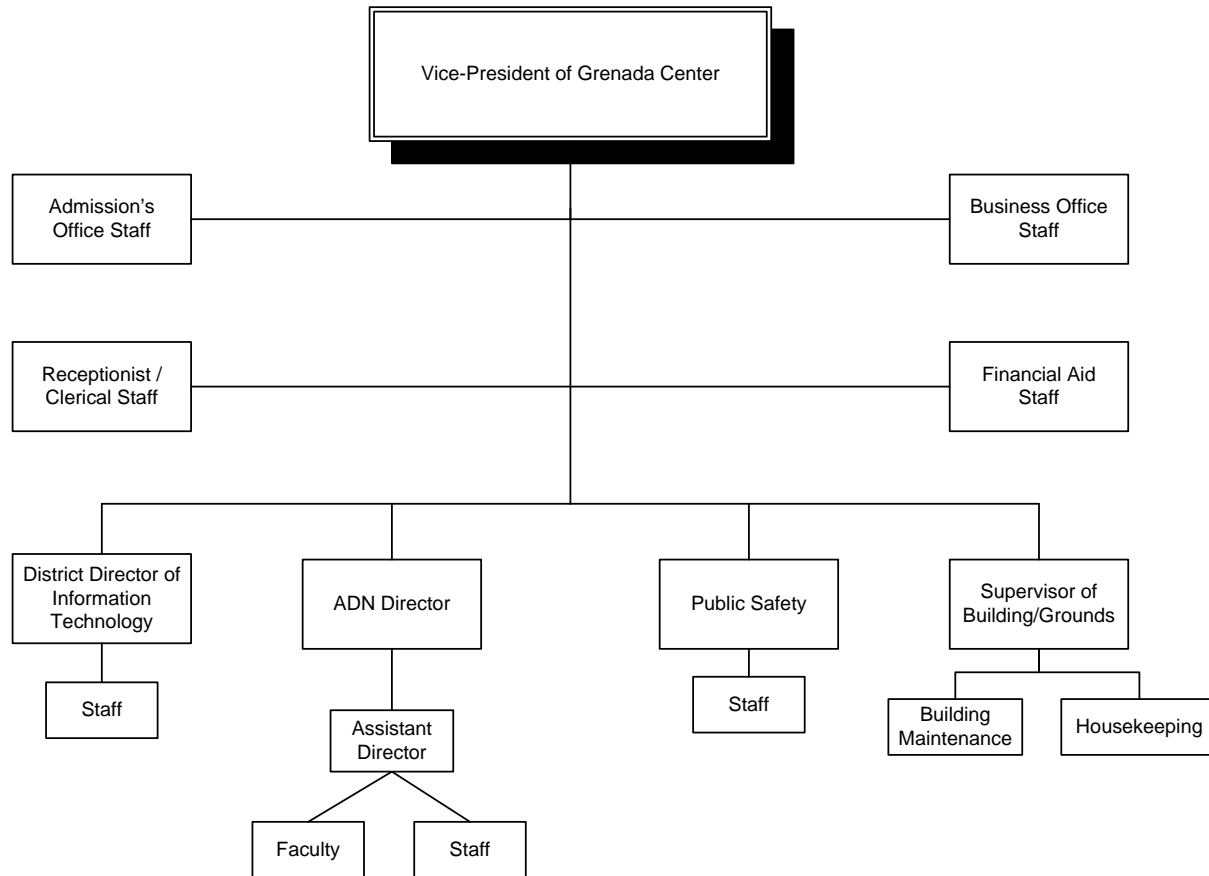
Revised 7/25/12

Ridgeland Campus



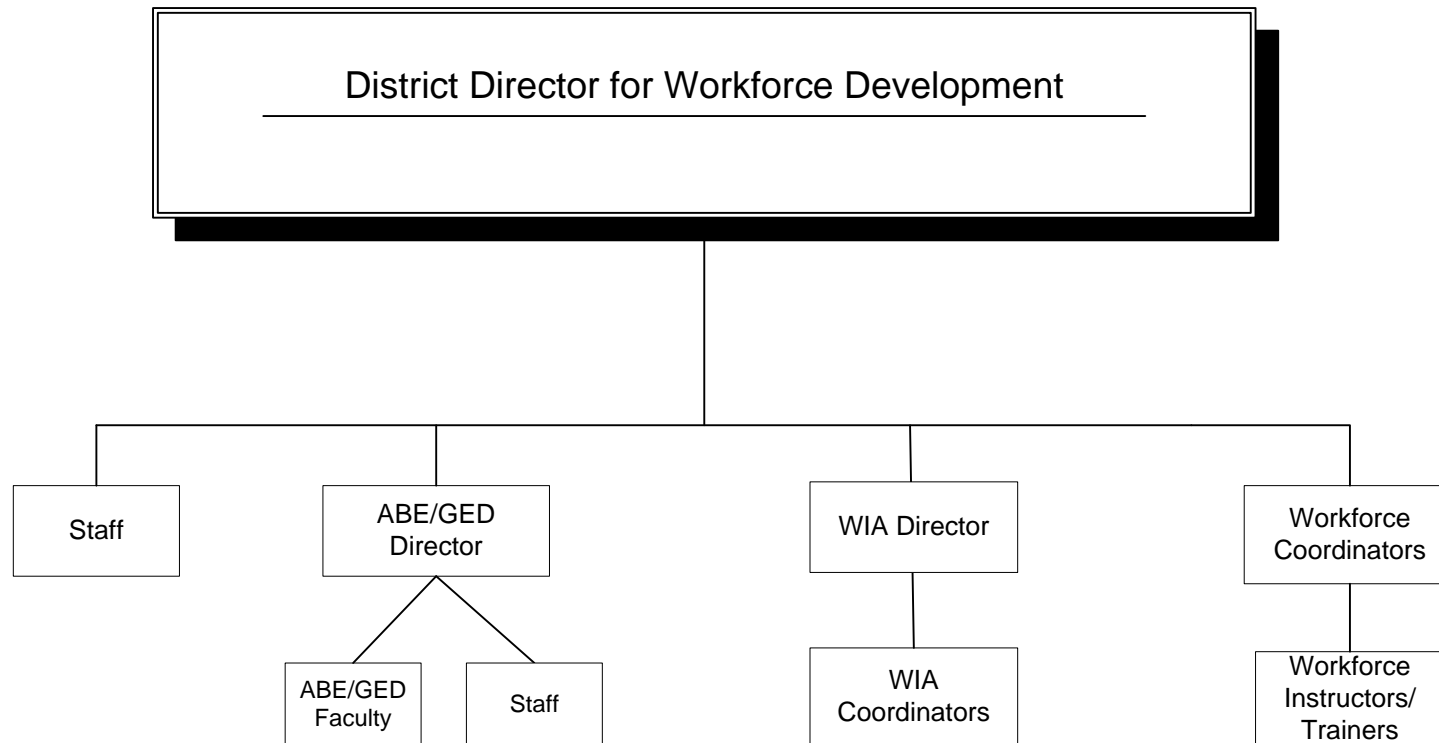
Revised 7/01/12

Grenada Center



Revised 6/29/11

WORKFORCE DEVELOPMENT



Revised 9/10/09