Mission

Murray State College Provides Opportunities for Student Learning, Personal Growth, Professional Success, and Community Enhancement

Murray State College, in compliance with Title VI of the civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, gender, sex, age, religion, handicap, or status as veteran in any of its policies, practices, procedures, education programs, or activities. This includes, but is not limited to, admissions, employment, financial aid, and educational services. Compliance responsibilities regarding Section 504 and Title IX of the Education Amendments Act of 1972 are assigned to and maintained by:
Amanda Baldridge – Director of Academic Advisement
MURRAY STATE COLLEGE
One Murray Campus
Tishomingo, OK 73460
580.387.7201
abaldridge@mscok.edu

FORMS REFERENCED IN THIS MANUAL:
The forms referenced in this manual are available on the MSC network under Common on Enterprise/MSC Forms. (NOTE: Hyperlinks to the forms referenced in this manual are being created. The manual will be updated to add the hyperlinks as soon as they are completed.)
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STRATEGIC PLAN
For
MURRAY STATE COLLEGE

Mission
Murray State College Provides Opportunities for Student Learning, Personal Growth, Professional Success, and Community Enhancement

Values
Quality Instruction and Service for Students and Communities, Employee Commitment, Professionalism, and Growth Maximum Development of Student Potential Successful Integration of Technology in Student Learning Open Access to Educational Opportunities

Vision
(A vivid description of MSC in May 2016) Murray State College has student-centered, open-access campuses and provides the necessary academic and support services that foster retention, graduation rates, quality instruction, and student satisfaction. Our Associate in Applied Science graduates have well-paid careers, and our Associate in Arts and Associate in Science graduates are recognized by receiving colleges and universities for their excellent preparation. MSC maximizes student potential for life, career, and educational choices. Murray State College is adaptive to the changing communities of learners. The College enhances instruction to promote service learning, workforce training, and dynamic, innovative, and challenging academic programs within the ten-county service area and beyond. The College provides resources to promote a healthy campus, global awareness, life skills, and accommodation of community groups. Qualified faculty are involved in ongoing training via up-to-date instructional resources. Our institution is committed to the promotion of the arts, economic development, and lifelong learning to foster the intellectual climate in southern Oklahoma. Murray State College facilitates employee satisfaction and growth by providing effective communication, requisite resources, and employee recognition, advancement, and professional development. College employees demonstrate professionalism and institutional commitment. Murray State College provides access to current technology and energy-efficient facilities for the campus and community. The College implements and supports a master plan for multiple locations and is recognized as a national award-winning rural community college.

Goal 1: Provide facilities conducive to learning and working.
Goal 2: Provide programs and resources that meet the needs of our students and communities.
Goal 3: Develop College, economic and community resources.
Goal 4: Engage employees to fully support the College mission, values and vision.
INTRODUCTION:

MURRAY STATE COLLEGE POLICIES AND PROCEDURES WEB PAGE

Welcome to the Murray State College (MSC) policies and procedures Web page made available through the MSC Web site. All officially approved policies and procedures are displayed here. Any copies (prints or online) that are inconsistent with the official version hosted on this Web page should be disregarded. The policies may change from time to time by action of the MSC Board of Regents (Board/Governing Board). The most current version of the policies and procedures manual is located on this site.

Printed versions of policies and procedures may be included in other publications of the College but must include a disclaimer indicating that the official MSC policies and procedures located through the MSC Web site should be consulted for the latest version.

For guidelines of employment policies, any questions a college administrator or employee may have about which policy/procedure applies to a particular employee may be addressed to the Human Resources Office.

UNDERSTANDING POLICY AND PROCEDURE

1. Policy:
   A policy is a written statement concerning college governance that has been approved by a majority vote of members of the Board. Policies provide general operating principles for the conduct of college affairs. The MSC President (President) has responsibility for policy interpretation and compliance. Policy changes are initiated by the Board or President as needed. Any employee, or group of employees, may make recommendation(s) for new or revised policies to the President.

2. Procedure:
   A procedure is a “how-to” statement that provides orderly implementation of established policies through specific, prescribed actions and is more detailed than a policy statement. Procedures in support of policies are drafted by the President. Any employee, or group of employees, may make recommendation(s) for new or revised procedures to the President.

PUBLIC ACCESS TO POLICIES AND PROCEDURES

The College administration will make available public copies of policies and procedures. Two complete copies of the MSC Institutional Policies and Procedures Manual are available in the reference area of the Library/Learning Resource Center during the normal hours of operation. Public use of the manuals will be limited to the reference area. The most current version of the manual will be located online through the MSC Web site (www.mscok.edu).

Individuals wishing to initiate a change in policy should submit a written request through the appropriate organizational channels to the President. The request should specify the item to be changed and the purpose and perceived benefit of the change. After review and should the President deem it appropriate, the proposed policy will be presented to the Board for consideration and possible adoption.

When changes in policy are officially authorized by Board action, the President will modify the manual as soon as possible and make the necessary changes available through the MSC Web site.

POLICY VIOLATION

Members of the public who have a complaint regarding a violation of College policy or procedure may obtain a complaint form from the Human Resources Office.
FOREWORD:

Murray State College: Murray State College is a state-supported, co-educational, two-year college offering a variety of curricula in general education, pre-professional study, occupational education, and lifelong learning. The philosophy has been an evolving one reflecting the history and traditions of the College, its role within the state system of higher education, and the College's own leadership, governance, and employees.

Since its establishment in 1908, MSC has moved from the traditional, singular-purpose concept of the junior college, offering the first two years of academic work for those with continuous objectives, to the role of the comprehensive, two-year, service-oriented college with multiple functions. The program is designed to be sensitive to the needs of a community encompassing primarily ten counties; however, MSC accepts responsibility for providing programs to support state and national goals within the financial capacity and physical limitations of the College.

The College makes its physical plant available for the use of community organizations and supplies the special talents, leadership, and influence of its professional staff for promoting the economic, civic, and cultural life of the community.
Members of the MSC governing Board are appointed by the Governor of Oklahoma and confirmed by the Oklahoma State Senate. Members of the Oklahoma State Regents for Higher Education are also appointed and serve as a coordinating board for the Oklahoma State System of Higher Education.
CHAPTER I:  
BOARD OF REGENTS  

A. ADDRESSING THE BOARD OR INDIVIDUAL MEMBERS  

Policy Statement (Board Approval Date: 03/22/11; Draft for consideration 05/30/12)  
1. The Board invites public comment and will, at all times, act reasonably and fairly in hearing those comments. The Board will limit the time for comment to two (2) minutes per public comment request and does not obligate itself to act upon any request until it has had time to consider fully the points at issue. The Board will not accept documents provided in open session.  

Procedure  
When approached by a student, employee, or citizen who wishes to secure information or voice a complaint concerning any part of the operation of the College, a Board member will refer the person to the President or other administrative officer of the College. The item can then be either handled at the administrative level or properly placed on the agenda for consideration by the Board at their next meeting.  

It is the practice of MSC to provide all lawful organizations or individuals an opportunity to formally address the Board if their desire is the furtherance of the educational objectives and philosophy of the College.  
2. Informal Comment: The Board provides opportunity at each Board meeting for the public to address both agenda and non-agenda items. Each month the Board has on its agenda the following areas for input: comments from the public on agenda items and comments from the public on non-agenda items. The Board reserves the right to limit the time of any presentation on either of these agenda items. No action will be taken on non-agenda input, as it would not have been published according to the Open Meetings Act.  
3. Formal Request for Action by the Board: Since it is the responsibility of the President in collaboration with the Board Chair to prepare the agenda for Board meetings, it is necessary for organizations or individuals to observe the following procedure should they desire to formally address the Board or to request action by the Board when it is in regular session:  
a. Write a formal letter to the President at the College address requesting permission to address the Board. The letter must be received at least ten working days prior to the Board meeting date.  
b. Give the facts on the organization represented, such as official name, number of members, purpose, address, and telephone number.  
c. State fully the reason for the request.  
d. State how much time is needed.  
e. Designate the individual who desires to address the Board.  
f. Include documentation with your formal request.  

B. BOARD OPERATIONAL PHILOSOPHY  

Policy Statement (Board Approval Date: 03/22/11)  

MSC Mission Statement  

Murray State College Provides Opportunities for Student Learning, Personal Growth, Professional Success, and Community Enhancement  

The Board is committed to providing access to educational and employment opportunities and services to a diverse clientele in a changing society. The Board recognizes that the demographics of the students and employees of the College should mirror the ethnic and cultural diversity of the area it serves and encourages the aggressive pursuit of this goal.  

Murray State College has the following functions delegated by the OSRHE:  
1. To provide a comprehensive two-year, post-secondary educational program to serve the needs of residents of the south central Oklahoma counties of Atoka, Bryan, Carter, Coal, Garvin, Johnston, Love, Marshall, Murray, and Pontotoc;  
2. To provide educational programs which give predominant emphasis to technical and occupational education;  
3. To provide a program of general education, which enables students to develop attitudes, knowledge, qualities, and skills necessary for them to be effective as a person, a family member, and a citizen;
CHAPTER I:
BOARD OF REGENTS

4. To provide educational programs of two years or less for students who plan to transfer into baccalaureate and professional programs at four-year institutions;
5. To provide a program of education for youth and adults whose previous educational experiences have not prepared them for achievement at the collegiate level;
6. To provide opportunity for academic guidance and counseling services for all students;
7. To provide community services to improve the cultural, economic, and social environment of the area served by the College;
8. To provide leadership and assistance in economic development activities to enhance the quality of life in the service area; and
9. To provide the opportunity for learning environments that utilizes the appropriate technology to enhance instructional delivery and student learning.

In fulfilling its role regarding the mission and functions of the institution, the Board recognizes the following:
1. Higher education is a function of the state, and the Board, the governing body of the College under its control, acts as an agency of the state within jurisdiction provided by law and according to law;
2. The College, under the control of this Board, is an integral part of the unified system which is known as the Oklahoma State System of Higher Education as provided under Article XIII-A of the Oklahoma Constitution;
3. The Board is a policy-determining body and delegates responsibility for operational matters to the President;
4. Board authority resides only in the Board as a whole and not in its individual members; and
5. Regents have authority in matters dealing with the College when acting as a Board legally in session. A decision, once made by the Board, is supported by all members of the Board. Regents who question the legality of proposed Board action must ask the Board Chair to request from the Board’s attorney the clarification or legal opinion on such action. Any action to the contrary by any Regent may subject the offending Regent to counseling by the Board Chair or censure by a unanimous vote of the remaining Board

C. LEGAL SITUS OF THE BOARD

Policy Statement (Board Approval Date: 03/22/11)
The Board desires to delineate clearly, in conformity with its statutory prerogatives, the legal situs of its official Office of Record, as cited below, for purposes of the service of process and other legal procedures.
1. The legal situs for the official Office of Record (Office) for the Board is in Tishomingo, Johnston County, Oklahoma.
2. The Office is the President’s Office on second floor of the Administration Building in Room 205, on the campus of Murray State College, Tishomingo, Oklahoma.
3. All of the following acts are accomplished in the aforesaid Office:
   a. All services of legal process are served in this Office.
   b. Service is on one of the following:
      1. The President
      2. The Board Chair
      3. The Board Secretary
   c. The official Board records of proceedings are maintained here.
   d. The Board’s official seal is located in this Office.
   e. All correspondence relating to official Board business and activities is addressed here.
4. All regular and special meetings of the Board are held in the Administration Building Boardroom, Room 207, and adjacent to the official Office of Record, unless otherwise prescribed at a different location for a specific meeting by the Board.

D. POWERS AND DUTIES OF THE BOARD

Policy Statement (Board Approval Date: 03/22/11)
The Board develops broad, general policies for the direction of the administration of the College. Policies may be initiated by members of the Board or by the President working with the Board. Policies constitute guidelines for the President in formulating administrative organization and procedures for their implementation.
CHAPTER I: BOARD OF REGENTS

1. The Board has the powers and duties according to Oklahoma Statutes (70 O.S. 2001 § 4405, 3407.B.2.).
2. The Board will appoint, evaluate, reappoint, and/or terminate the President and establish his/her compensation.
3. The Board delegates daily college operations to the President which includes but is not limited to the authority to appoint, evaluate, reappoint, and/or dismiss all other employees and establish their compensation.
4. The Board has the authority to audit all college accounts.

E. ORGANIZATION OF THE BOARD

Policy Statement (Board Approval Date: 03/22/11)
The Board is composed of seven members. All members are appointed by the Governor, by and with the consent of the Senate, for seven-year staggered terms, which expire on the first day of June. The officers of the Board consist of a Chair, Vice Chair, and Secretary.

Procedure
1. To provide ample opportunity to serve and diversify management, the Board endeavors to rotate officer positions by appointment sequence. However, officers of the Board are annually elected (70 O.S. 2001 § 3407.2 B) by majority vote at the meeting in May of each year, assume office in June, and serve the fiscal year and/or until successors are elected by a majority vote of the Board.
2. All vacancies in the offices of the Board are filled by election from current Board members at the next succeeding regular or special meeting of the Board and are for the unexpired term.

F. DUTIES OF OFFICERS

Procedure
1. The Chair will preside at all meetings and have full right of discussion and voting.
2. The Chair or his/her designee will sign all contracts, bonds, and other legal documents as required by law upon approval by the Board.
3. The Vice Chair will perform the duties of the Chair in his/her absence or temporary disability.
4. The Secretary will sign all documents of the Board as required by law.

G. COMMITTEES

Procedure
The Board has the following three standing committees:
1. Administration and Finance Committee (This committee, with the President and Board Chair, serves as the Audit Committee.)
2. Academic Affairs Committee
3. Student Affairs Committee
Special committees are appointed by the Board Chair as the Board may from time to time direct, with the committee chairs being appointed by the Board Chair. Such committees will cease to exist when discharged from further considerations of the subject assigned.

H. MEETINGS

Policy Statement (Board Approval Date: 03/22/11)
The Board abides by the provisions of the Open Meeting Law and the Open Records Act of Oklahoma.

Procedure
The Board will hold regular monthly meetings, and the dates will be set annually upon the majority vote of the Board. Special meetings may be called by the Board Chair, when necessary, or by any four members of the Board.
1. An executive session of the Board can occur only on a majority vote of a quorum of the members present, and the vote is a recorded vote. (25 OS Sec. 301-314, as amended May 1993)
2. Four members constitute a quorum to transact business.
3. All motions and amendments to motions require a second before being voted upon.
CHAPTER I:
BOARD OF REGENTS

4. Each Board member votes aye, nay, or abstains on each motion made and seconded, and the chair declares the motion passed or failed following a roll-call vote. When voting to determine whether the Board will have an executive session, there will be a roll-call vote. Any Board member may request a roll-call vote on any action item on the agenda.

5. When issues of parliamentary procedure arise not specifically in Board policy, current Roberts Rules of Order dictate procedure.

6. Record-keeping responsibilities for Board meetings and actions are arranged by the President’s Office.

I. REGENT CODE, DECREE and ENDEAVORS

As a member of the Board representing all the citizens of Oklahoma concerned with the College, the following code, decree and endeavors are adopted:

Regent Code
1. That the educational development of the persons attending MSC is entrusted to my care;
2. That my duty to those persons will be discharged in a fair and impartial manner;
3. That it is my responsibility to communicate the services and the needs of MSC to the general public; and
4. Since the legal authority of the Board is established by state statute, which thereby determines the degree of local autonomy, I, as a Regent, recognize my personal obligation to the state, and I will not surrender these responsibilities to any other person, group, or organization.

Regent Decree
1. Board Meetings: Do not conduct board meetings without the President.
2. Administrative Responsibility: Do not have more than one administrative person, the President, directly responsible to the Board.
3. Faculty/Staff: Do not solicit or encourage faculty/staff complaints.
4. Advocacy: Do not become an advocate for someone seeking a job at the College.
5. Personal Investigations: Do not conduct personal investigations into institutional operations and student issues.
6. Regent’s Role: Act as an advocate for the College.
7. Board Authorization: Do not speak for the Board or College without Board authorization.
8. Questions: Refer questions pertaining to College operations to the President.
10. Written Policies: Insist upon written policies.

Regent Endeavors
1. Devote the time, study, and thought necessary to render creditable service as a Regent;
2. Communicate with fellow Regents in a spirit of harmony and cooperation in spite of differences of opinion which might arise;
3. Base decisions on all available facts, rejecting partisan bias, and thereafter support and uphold the final decision of the Board;
4. Respect the position of Regent as a high-ranking position, appointed by the Governor and confirmed by the Senate, and recognize that decisions can be made only by a quorum of the Board in a regular or called meeting;
5. Stand firm against special interest groups or individuals who might attempt to benefit themselves in a manner not in the best interest of the total College community;
6. Examine the academic, non-academic, and business affairs of the College;
7. Accept that the basic function of the Board is to establish policy, and the President and his/her employees are charged by the Board to operate the College within the scope of Board policy, OSRHE policy, and the laws of the state of Oklahoma; and
8. Encourage active cooperation by citizens, organizations, and the media in focusing attention on the services offered by the College.
CHAPTER I:
BOARD OF REGENTS

J. MURRAY STATE COLLEGE FOUNDATION

Policy Statement (Board Approval Date: 03/22/11)

Recognizing the relationship of the MSC Foundation to the College as one that is for the direct benefit of the College and the students it serves, the Board establishes the following policy:
1. Fund-raising activities for the ultimate benefit of the College that are approved and conducted by the MSC Foundation, the private and external fund-raising department of the institution, are authorized by the MSC Board.

K. NEPOTISM

Policy Statement (Board Approval Date: 03/22/11)

Except as prohibited by Oklahoma laws, relationship by consanguinity or by affinity will not, in itself, be a bar to appointment, employment, or advancement in the College nor (in the case of faculty members) to eligibility for tenure of persons so related.

Procedure
No two persons who are related by affinity or consanguinity within the third degree will have direct responsibility for making recommendations regarding appointment, employment, promotion, salary, or tenure for the other nor will either of two persons so related who hold positions in the same internal budgetary unit be appointed to an executive or administrative position for said internal unit.

Waivers may be granted by the President, but performance evaluations and recommendations for compensation and promotion will be made by one not related to the individual being evaluated, as would internal budgetary decisions. The Board is notified of any such waivers at its next meeting.

Relatives that are within the third degree of relationship to an employee by blood or marriage are as follows:
1. Spouse, parent, grandparent, great-grandparent;
2. Parent, grandparent, or great-grandparent of spouse;
3. Uncle or aunt;
4. Uncle or aunt of spouse;
5. Brother or sister;
6. Son or daughter;
7. Son-in-law or daughter-in-law;
8. Grandson or granddaughter or their spouse; and
9. Great-grandson or great-granddaughter or their spouse.

L. PRIVATE LEGAL COUNSEL

Policy Statement (Board Approval Date: 03/22/11)
The Oklahoma Office of the Attorney General has contracted with OSRHE to represent college boards. Private legal counsel may be used only in accordance with the procedures of the Oklahoma Office of the Attorney General as required by law.

M. OPEN MEETINGS AND OPEN RECORDS LAW

Policy Statement (Board Approval Date: 03/22/11)
The Board of Regents shall abide by the provisions of the Open Meeting Law and the Open Records Act of The State of Oklahoma
CHAPTER II: ADMINISTRATION

A. ACCOUNTS RECEIVABLE

Policy Statement (Board Approval Date: 03/22/11)
The College will implement procedures to optimize collection of funds due to the institution.

Procedure
The following procedures will be used in collection of accounts receivable.
1. Students should pay or make arrangements to pay their charges on or before the beginning of the term.
2. Students may use anticipated financial aid to cover all or part of their charges. If financial aid is not sufficient to cover the total, student must make arrangements to pay the balance.
3. Students may make arrangements to pay their bill through Nelnet Tuition Management program or with a promissory note. A down payment is required with the balance split over the semester.
4. Student account balances will be available online for the student to view.
5. Student with outstanding accounts will be billed at least two times during the semester.
6. Student account balances remaining after year end (calendar) will be forwarded to the Oklahoma Tax Warrant Intercept Program for collection.
7. After the warrant intercept process, if balances are still remaining, account will be turned over to collection agency.
8. Student will not be allowed to enroll and records will be held as security until accounts are paid in full.

B. AFFIRMATIVE ACTION

Policy Statement (Board Approval Date: 03/22/11)

C. INDEPENDENT AUDIT

Policy Statement (Board Approval Date: 03/22/11)
In compliance with the requirements of 70 O.S. 2001, § 3909 the MSC Board audit policy is as follows:

College financial records are audited annually by professional auditors selected by the Board. Internal audits are conducted on a quarterly basis and will be performed by a different firm than the annual audit. The Board appoints an audit committee consisting of the President and Board Chair and no fewer than three Board members.

Procedure
1. The responsibilities of the audit committee include, but are not limited to, the following:
   a. Establish the scope of work in issuing requests for proposals from independent auditing firms.
   b. Review proposals for independent audit services and related professional fees, and make recommendations to the Regents for the employment of an auditor.
   c. Review annual audits of the institution and the MSC Foundation with the President, and make reports and recommendations to the full Board. The reviews should include timely discussions with the independent auditor regarding all critical accounting policies and practices; all alternative treatments of financial information with the Generally Accepted Accounting Principles that have been discussed with management, ramifications of the use of such alternative disclosure and treatments, and the treatment preferred by the independent auditor; and other material written communications between the independent auditor and management, including the management letter.
   d. Review performance of the independent auditor and professional fees, and recommend continuation or removal, if appropriate.
CHAPTER II:
ADMINISTRATION

e. Resolve any disagreements between the independent auditor and employees, and review any audit problems or difficulties and employee responses.
f. Establish and maintain procedures for the receipt, retention, and treatment of complaints regarding accounting, internal accounting, or auditing matters.
g. Establish and maintain procedures for the submission by employees regarding questionable accounting or auditing matters that will assure protection of the employee in accordance with the provisions of 74 O.S. 2001, § 840-2.5.
h. Establish an approval process for utilization of the institution’s independent auditor for non-audit services, including specific verification of the absence of conflict of interest of the auditor in the performance of the related non-audit services.
i. Facilitate coordination with the State Auditor and Inspector as appropriate.

D. BUDGETING PHILOSOPHY

Policy Statement (Board Approval Date: 03/22/11)
The budgeting approach is to facilitate line-item justification of all expenses incurred in the operation of all programs, services, and activities of the institution.

E. COLLEGE PRESIDENT (QUALIFICATIONS, APPOINTMENT TERMS, AND DUTIES)

Policy Statement (Board Approval Date: 03/22/11)
The College President is the chief executive officer of the College and is responsible for the internal administration thereof. The President is governed by policies of the Board, the regulations of the OSRHE, the Oklahoma Statutes, and applicable federal requirements.

Procedure
1. Qualifications: The Board sets qualifications for the position of President.
2. Appointment Terms:
   a. The Board appoints a President for the College and sets the salary of the President for a specified period.
   b. The Board may employ a President for a specified period of time.
   c. The President is evaluated annually by the Board.
3. Duties of the President of the College:
   a. Executes policies and procedures of MSC and of the OSRHE and updates MSC procedures as needed to operate the institution;
   b. Acts as professional advisor to the Board and keeps it fully and promptly informed concerning the operation and welfare of the College; and deals with members of the Board as a whole rather than as individual members, accepting counsel and supporting decisions of the Board;
   c. Delegates authority and responsibility to other officers, instructors, and employees and requires a full discharge of their duties;
   d. Presents to the Board the appointment, compensation, duties, and/or separation of employees as information;
   e. Prepares various financial reports and other reports as requested by the Board for review and/or approval;
   f. Develops and submits to the Board the annual budget for approval;
   g. Provides professional leadership and coordination for all activities of the College;
   h. Makes emergency decisions to prevent loss of life or property or prevent or reduce damage to property or injury to persons, and makes a report of such to the Board at the next regular meeting;
   i. Interprets the College and its programs and activities to the public;
   j. Pursues grants and contracts that will assist the College in fulfilling its mission;
   k. Establishes a strategic planning process, and presents the plan annually to the Board; and
   l. Submits annually, with assistance from administrative employees, an academic calendar for approval.
   m. Develops organizational structure of the College that provides for efficient operation of the institution. Within the power, the President may develop new positions or reassign personnel to increase efficiency of operations or programs toward institutional goals.
F. DISPOSAL OF SURPLUS PROPERTY

Policy Statement (Board Approval Date: 03/22/11)
The President, or his/her designee, may dispose of surplus property as per procedure.

Procedure
The following are methods for declaring state property surplus:
1. Request Approval to Sell or Transfer Surplus Property: State-owned property may not be destroyed, sold, transferred, traded in, traded, discarded, donated, or otherwise disposed of without prior written approval of the President/designee.
2. Methods of Disposal of Surplus Property: The method of disposal of surplus property must be approved by the President/designee prior to disposal of state property.

The following are methods for disposal of surplus property:

   a. Transfer to a State Agency or Authorized Entity: Property is transferred to another state agency or authorized entity with or without charge as mutually agreed by both parties.
   b. Sealed Bid: Property is sold by sealed bid.
   c. Public Auction: Property is sold at an advertised public auction coordinated by MSC, including such online auctions as E-Bay and Craig’s list etc.
   d. Scrap Metal: Property is sold as scrap metal.
   e. Trade-in: Property is exchanged as trade-in for replacement equipment.
   f. Transfer to Oklahoma Department of Surplus Property for Disposal. Department disposes of surplus property, with the exception of vehicles and equipment, by any method listed with no remuneration to the state agency.
   g. Disposal by Other Means: Property is disposed of by other specified means which are deemed to be in the best interest of the state.
   h. Salvage: Items declared as salvage with no use as designed, unwanted by other agencies and have no material value may be disposed of or sold as scrap without public auction due to cost of advertisement exceeding the residual value receivable.

Definitions:
   a. Authorized Entity: A political subdivision, school district, a multipurpose senior citizen center, or non-profit entities of the state.
   b. Public Auction: Either a tangible event at a public location or an electronic event which is advertised and made available to the public via the Internet - (e.g.) Craig’s list, E-Bay, local newspaper
   c. Salvage or Scrap: Property which, because of its worn, damaged, deteriorated, incomplete condition or specialized nature has no reasonable prospect of sale or use as designed, but has some value in excess of its basic material content.
   d. Trade-in: Equipment which is exchanged on replacement equipment.

Prohibitions:
   a. Donations of State Property: Donations of state property to private individuals, for-profit organizations or state employees is prohibited.
   b. Sales to State Employees: The sale of state property to state employees is prohibited unless items are sold at announced public sales auctions or when the item is not usable for state purpose but holds some scrap value to someone.

G. IDENTITY THEFT

Policy Statement (Board Approval Date: 03/22/11)
1. Introduction: The MSC Identity Theft Prevention Program (Program) pursuant to the Federal Trade Commission’s (FTC) Red Flags Rules (Rules), implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003 16 C.F.R § 681.2.
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2. Background: Under the Rules, every financial institution and creditor (universities receiving certain federal grants as well as delaying payments and/or issuing debit cards must comply with these rules) is required to establish a Program tailored to the size, complexity, and nature of its operation.

3. Scope: Murray State College is committed to the intent of the Rules and understands the importance to its constituents. Protecting individual privacy and the College from data loss and from identity theft is essential to MSC and to the Board.

4. Purpose: The College strives to make reasonable efforts to detect, prevent, and mitigate identity theft. This policy and procedure is intended to help protect students, faculty, staff, and other constituents and the College from damages related to the fraudulent activity of identity theft. It is not intended to specify all the details or identify all possible instances for identity theft. This policy and procedure will be periodically reviewed by the Identity Theft Committee chaired by the chief financial officer and will be updated to reflect changes in risks to faculty, staff, students, and affiliates at the College with respect to red flags and identity theft.

Procedure

1. Definitions and Program: Red Flags Rules definitions used in this Program as defined in the regulation:
   a. Identity Theft: A fraud committed or attempted using the identifying information of another person without authority.
   b. Red Flag: A pattern, practice, or specific activity that indicates the possible existence of identity theft.
   c. Covered Account: An account that includes all Bursar accounts or loans that are administered by the College. Additionally, it includes any other account for which there is a reasonably foreseeable risk of identity theft.
   d. Program Administrator: The individual designated with primary responsibility for oversight of the Program.
   e. Identifying Information: Any name or number that may be used alone or in conjunction with any other information to identify a specific person, including: name, address, telephone number, social security number, date of birth, government issued driver’s license or identification number, alien registration number, government passport number, employer or taxpayer identification number, student identification number, computer’s Internet Protocol address, or routing code.

2. Identification of Red Flags: In order to identify relevant red flags, the College considers the types of accounts that it offers and maintains, methods it provides to open its accounts, methods it provides to access its accounts, and its previous experiences with identity theft. The College identifies the following specific red flags in each of the listed categories:

   a. Notifications and Warnings from Credit Reporting Agencies:
      1. Report of fraud accompanying a credit report;
      2. Notice or report from a credit agency of a credit freeze on an applicant;
      3. Notice or report from a credit agency of an active duty alert for an applicant;
      4. Receipt of a notice of address discrepancy in response to a credit report request; or
      5. Indication from a credit report of activity that is inconsistent with an applicant’s usual pattern or activity.

   b. Suspicious Documents:
      1. Identification document or card that appears to be forged, altered, or inauthentic;
      2. Identification document or card on which a person’s photograph or physical description is not consistent with the person presenting the document;
      3. Other document with information that is not consistent with existing account holder/student information; or
      4. Application for service that appears to have been altered or forged.

   c. Suspicious Personal Identifying Information:
      1. Identifying information presented that is inconsistent with other information the account holder/student provides (example: inconsistent birth date);
      2. Identifying information presented that is inconsistent with other sources of information (for instance, a permanent address not matching a permanent address on a loan application);
      3. Identifying information presented that is the same as information shown on other documents that were found to be fraudulent;
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4. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
5. Social security number presented that is the same as one given by another account holder/student;
6. A person fails to provide complete personal identifying information on a document when reminded to do so; or
7. Identifying information is not consistent with information that is on file for the account holder/student.

d. Suspicious Covered Account Activity or Unusual Use of Account:
1. Change of address for an account followed by a request to change the account holder/student’s name;
2. Account used in a way that is not consistent with prior use;
3. Mail sent to the account holder/student is repeatedly returned as undeliverable;
4. Notice to the College that an account holder/student is not receiving mail sent by the College;
5. Notice to the College that an account has unauthorized activity;
6. Breach in the College’s computer system security; or
7. Unauthorized access to or use of account holder/student account information.
e. Alerts from Others: Notice to the College by an account holder/Student, identity theft victim, law enforcement or other person that the College has opened or is maintaining a fraudulent account for a person engaged in identity theft.

3. Detecting Red Flags:
   a. Student Enrollment: In order to detect any of the red flags identified above associated with the enrollment of a student, College personnel will take the following steps to obtain and verify the identity of the person opening the account:
   1. Require certain identifying information such as name, date of birth, academic records, home address or other identification; and
   2. Verify the student’s identity at time of issuance of student identification card (review of driver’s license or other government issued photo identification).
   b. Existing Accounts: In order to detect any of the red flags identified above for an existing covered account, College personnel will take the following steps to monitor transactions on an account:
   1. Verify the identification of account holders/students if they request information (in person, via telephone, facsimile, e-mail, etc.);
   2. Verify the validity of requests to change billing address by mail or e-mail and provide the account holder/student a reasonable means of promptly reporting incorrect billing address changes; and
   3. Verify changes in banking information given for billing and payment purposes.
   c. Consumer (Credit) Report Requests: In order to detect any of the red flags identified above for an employment or volunteer position for which a credit or background report is sought, College personnel will take the following steps to assist in identifying address discrepancies.
   1. Require written verification from any applicant that the address provided by the applicant is accurate at the time the request for the credit report is made to the consumer reporting agency; and
   2. In the event that notice of an address discrepancy is received, verify that the credit report pertains to the application for which the requested report was made, and report to the consumer reporting agency an address for the applicant that the College has reasonably confirmed is accurate.

4. Preventing, Mitigating, and Responding to Identity Theft: In the event College personnel detect any identified red flags, such personnel must take one or more of the following steps, depending on the degree of risk posed by the red flag:
   a. Prevent and Mitigate:
      1. Continue to monitor a covered account for evidence of identity theft.
      2. Contact the account holder/student or document provider (for which a credit report was run);
      3. Change any passwords or other security devices that permit access to covered accounts;
      4. Do not open a new covered account;
      5. Provide the account holder/student with a new campus identification number;
      6. Notify the program administrator for determination of the appropriate step(s) to take;
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7. Notify law enforcement;
8. Notify all appropriate departments;
9. File or assist in filing a Suspicious Activities Report (SAR); or
10. Determine that no response is warranted under the particular circumstances.

b. Prevent Misuse of Account Holder/Student Identifying Information: In order to further prevent the likelihood of identity theft occurring with respect to covered accounts, the College will take the following steps with respect to its internal operating procedures to protect account holder/student identifying information (individual departmental procedures may contain additional steps specific to their area).
   1. Ensure that Web sites are secure or provide clear notice that a Web site is not secure;
   2. Ensure complete and secure destruction of paper documents and computer files containing account holder/student account information when a decision has been made to no longer maintain such information;
   3. Ensure that office computers with access to covered account information are password protected.
   4. Avoid use of social security numbers;
   5. Ensure computer virus protection is current; and
   6. Require and keep only the kinds of account holder/student information that is necessary for College purposes.

5. Identity Theft Program Administration:
   a. Oversight: Responsibility for developing, implementing, and updating this program lies with the Identity Theft Committee (Committee) for the College. The Committee is headed by a program administrator who is the chief financial officer or his/her appointee. The remainder of the committee membership includes representatives from offices of Admissions and Registration, Financial Aid, Human Resources, and Housing and will include the Bursar. The program administrator will be responsible for ensuring appropriate training of College staff on the Program; reviewing staff reports regarding the detection of red flags and the steps for preventing and mitigating identity theft; determining which steps of prevention and mitigation should be taken in particular circumstances; and considering periodic changes to the Program.
   b. Staff Training and Reports:
      1. College staff responsible for implementing the Program are trained either by, or under the direction of, the program administrator in the detection of red flags and the responsive steps to be taken when a red flag is detected. College staff must be trained as necessary to effectively implement the Program. It is recommended that employees sign a document to be stored in their personnel file stating that they have been trained and understand this policy. Information will be tracked within the College training services.
      2. College employees are expected to notify the program administrator once they become aware of an incident of identity theft or of the College’s failure to comply with this program. At least annually or as otherwise requested by the program administrator, College staff responsible for development, implementation, and administration of the Program must report to the program administrator on compliance with this program. The report should address such issues as effectiveness of the policies and procedures in addressing the risk of identity theft in connection with the opening and maintenance of covered accounts, service provider arrangements, significant incidents involving identity theft and management’s response, and recommendations for changes to the Program.
   c. Service Provider Arrangements: In the event the College engages a service provider to perform an activity in connection with one or more covered accounts, the College will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft.
      1. Require that service providers have such policies and procedures in place; and
      2. Require that service providers review the College’s program and report any red flags to the program administrator or the College employee with primary oversight of the service provider relationship.
   d. Non-disclosure of Specific Practices: For the effectiveness of this Program, knowledge about specific red flags identification, detection, mitigation and prevention practices may need to be limited to the Committee who developed this program and to those employees with a need to know them. Any documents that may have been produced or are produced in order to develop or
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implement this program that list or describe such specific practices and the information those 
documents contain are considered “confidential” and should not be shared with other employees or 
the public. The program administrator must inform the Committee and those employees with a need 
to know the information of those documents or specific practices which should be maintained in a 
confidential manner.

e. Program Updates: The Committee will annually review and update this document to reflect changes 
in risks to account holders/students and the soundness of the College from identity theft. In doing so, 
the Committee will consider the College’s experiences with identity theft situations, changes in 
identity theft methods, changes in identity theft detection and prevention methods, and changes in 
the College’s business arrangements with other entities. After considering these factors, the program 
administrator will determine whether changes to the Program, including the listing of red flags, are 
warranted. If warranted, the Committee will revise this document and will ensure ongoing support 
of the red flags regulation.

H. EMERITUS DESIGNATION

Policy Statement (Board Approval Date: 03/22/11)
MSC may confer, at its discretion, the title of “Emeritus” on any retired administrator, professional staff 
member, or faculty member who, at the time of retirement, has ten years or more of honorable and 
distinguished service in higher education.

Emeritus status is an honor that includes the following privileges:
1. Name is included in the Emeritus listing in the College catalog and other appropriate directories.
2. Certificate with name and Emeritus status.
3. Library privileges.
4. Invitation to participate in College activities and functions.
5. Possession of a College ID card.
6. Inclusion at select ceremonies and events.

Procedure (Updated: June 13, 2011)
The following procedure will be used to recommend eligible Emeritus status:
1. Any retired administrator, professional staff member, or faculty member who, at the time of retirement, 
   has ten years or more of honorable and distinguished service in higher education is eligible for Emeritus 
   status.
2. The president will be responsible for implementation of this policy and its procedure and will maintain a 
   full list of all Emeritus employees.
3. Nominations for Emeritus status are initiated by a member, or members, of the nominee’s respective 
   department or supervisor.
4. The nominating member(s) will forward a one-page summary of significant accomplishments made by 
   the nominee to the area administrator.
5. Upon receipt of the nomination the administrator will send a written recommendation to the president.
6. The President will compose a letter to the nominee making them aware of the nomination and a 
   timeframe for board action.
7. The President will forward the nomination(s) with recommendations to the Board for approval.
8. The President will compose a follow-up letter to the nominee to inform them of Board action 
   accompanied by an emeritus certificate.
This title may also be conferred upon recommendation of the President to the Board on an exceptional basis.

I. ENERGY CONSERVATION

Procedure
Murray State College is dedicated to energy conservation and encourages all personnel to be conscious of this 
need. Classroom lighting should be switched off at the end of class meetings. Empty classrooms should be 
observed and lights turned off.
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J. EXTERNALLY FUNDED POSITIONS

Policy Statement (Board Approval Date: 03/22/11)
Holders of administrative and staff positions funded through external, non-state sources are appointed, evaluated, or dismissed through the same mechanism as other college personnel. Depending on job performance, persons in these positions may continue their employment only as long as the grant is in effect. The College may accept external funding contingent on continuation of the position or function with college funds without making a commitment to continue the employment of the holder of the position or manager of the function.

K. FINANCIAL EXIGENCY

Policy Statement (Board Approval Date: 03/22/11)
In the event of state revenue failures, reductions in enrollment, or both, there may come to exist a state of financial exigency, which is defined as “a state of financial crisis which affects the College as a whole to the extent that it may become necessary to dismiss permanent appointments or other contracts prior to their normal expiration or at the end of current contracts, and a state in which the survival of activities deemed essential to the mission of the College is in doubt.”

Procedure
1. Declaration of Financial Exigency: In the event of imminent financial exigency, as determined by the Board and the College administration, the President will declare to all College personnel that a state of financial exigency exists.
2. Board Action: In the state of financial exigency, any budgetary entity may be discontinued by the Board and the College administration. Total paid benefits and salary may be held to the same dollar value. Employees may choose to take salary reduction or pay a portion of the benefits to stay within the necessary dollar amounts. Uniform procedures will be used to determine how required reductions are to be accomplished.
3. Employee Participation: Representatives from all employee groups, serving on an ad hoc committee, will be involved in reviewing and recommending adjustments due to financial exigency.
   a. Reductions of Administrative and Other Support Services: Curtailment and/or consolidation of administration and other support services must receive equal consideration with other institutional areas.
   b. Reductions in Instruction: The ad hoc committee will review pertinent studies of the College’s programs and activities in the area of instruction. Program achievement and cost effectiveness will be considered. This may, in some cases, necessitate the retention of programs, services, and activities which are not strong, but which are central to fulfilling the mission of the College. As reductions are considered in an academic area, rights under tenure will be protected. Tenured members of the faculty will normally be retained in preference to non-tenured members. However, exceptions to this may become necessary if it would lead to serious gaps or distortions in particular disciplines.
      1. When one position must be dismissed and two or more faculty members are involved, these guidelines will be followed:
         a. Tenured faculty will have preference over non-tenured faculty members.
         b. Teaching performance via faculty evaluation procedures will be considered.
         c. Seniority will be compared.
         d. Related professional activities (institutional service) will be studied.
         e. Degrees and credentials will be compared.
         f. Industrial and work experience when essential to the position will be considered.
         g. Past enrollment in course selections will be checked.
      2. The administration will then decide, after fair and reasonable consideration of these factors, which person is to be dismissed.
      3. Elimination of a Budgetary Entity and Non-Instructional Services: The ad hoc committee makes recommendations to the President relative to each budgetary entity and/or service which should be curtailed or discontinued or for which positions should be eliminated.
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a. Each subcommittee on financial exigency will review and provide advice on which
budgetary entity and/or service should be curtailed or discontinued within the division/unit
or which positions should be eliminated.
b. The apparent and/or expected effect of the recommended curtailment, discontinuances, or
dismissals, on the institution as a College must be examined and documented by the ad hoc
committee.

4. Report of the Ad Hoc Committee: On the basis of pertinent information, advice, and other consideration,
the ad hoc committee will submit to the President a report specifying overall recommendations for
overcoming the crisis situation.

5. Due Process Concerning Employees Affected by the Financial Exigency:
a. Consideration for employee reductions must include compliance with Affirmative Action
requirements and adherence to due process and compensation benefit program policies. It should
be made clear that the dismissal of an employee because of financial exigency is distinct from
dismissal for cause. Nothing in the process necessarily implies a lack of professional fitness of the
individual.
b. Recommendations to eliminate positions or programs or to curtail programs and services,
generally, should not include the dismissal of appointment of a full-time employee in favor of
retaining a part-time one. In some cases, an arrangement for early retirement of a full-time
employee, by adding appropriate institutional funds into the individual’s retirement income, may
be worked out with the consent of the employee. In other cases, a change from full-time to part-
time service may be a feature.
c. In those cases where there is no realistic choice other than terminating the services of an
employee, the granting of as much notice as possible should be given high priority.
d. In all cases of dismissal of appointment because of financial exigency, the position of the
employee concerned must not be filled by a replacement within a period of two years unless the
released employee has been offered reinstatement and provided a reasonable time (i.e., 30 days) in
which to accept or decline it.

6. Emergence from Financial exigency: Throughout the entire period of financial exigency, the ad hoc
committee will continue in its advisement capacity to the President until the President declares that the
financial exigency no longer exists. When it has been determined that financial exigency no longer
exists, the ad hoc committee will be dismissed by the President.

L. RETRENCHMENT (REDUCTION-IN-FORCE)

Policy Statement (Board Approval Date: 03/22/11)
Programs, courses, activities, services, or persons whose positions are identified as no longer feasible to
maintain or required to accomplish the mission and functions of the College will not be retained as a part of
the College program.

Procedure
Retrenchment Guidelines: When the issue of discontinuance of a position or program is raised, the
President will give notice of such an issue to the employee(s) involved. In considering a retrenchment
possibility, the College will consider the following:
1. Any employee with tenure and/or seniority may be given the opportunity to readapt within a
department or elsewhere within the institution if there is a need and/or funding available.
2. Adequate allowances should be made for Affirmative Action guidelines.
3. The College will make every attempt to eliminate part-time and adjunct positions to retain a
full-time position.

When personnel actions are involved, MSC will be guided by the following:
1. When a position/program is retrenched or eliminated, a statement of notification must be sent to
the personnel affected by the action giving reasons for the retrenchment.
2. Retrenched employees will be given notice in the event the College reopens a retrenched
position or program or subsequently adds positions for which they are qualified within a one-
year period. Notification will be sent by certified mail return receipt requested to the last
officially known address.
M. FUND BALANCE

Policy Statement (Board Approval Date: 03/22/11)
The Board annually reviews the fund balance and the adopted formula and approves an appropriate fund balance amount.

N. PRESIDENT'S SIGNATURE

Procedure
1. If correspondence requiring the President's signature is prepared in another office, specific guidelines on the format, typing font, and signature line should be verified with the President's Office. Offices preparing correspondence on behalf of the President must also use the following process:
   a. Create the correspondence, and present a draft to the President's Office for review.
   b. Revise the correspondence according to suggestions provided by the President’s Office.
   c. Print the final version, and submit it to the President’s Office for the President’s signature.
2. Correspondence, diplomas, certificates, scholarships, contracts, or documents of a similar nature requiring the President’s signature must be submitted to the President’s Office at least three working days before the due date to ensure the President's availability.
3. Each use of the President’s electronic signature must be approved by the President’s Office.

O. RACIAL AND ETHNIC HARASSMENT

Policy Statement (Board Approval Date: 03/22/11)
It is the policy of the Board that racial and ethnic harassment is prohibited and is subject to disciplinary action as set forth in this policy. Racial and ethnic harassment is defined as: Behavior or conduct addressed directly to an individual, or individuals, related to the victim’s race, religion, ethnicity, or national origin that threatens violence or property damage, or that incites or is likely to incite imminent lawless action.

Violations of this policy may result in disciplinary action taken by the appropriate authority. Sanctions may range from reprimands to suspension, expulsion, or dismissal. Sanctions are based upon the facts and circumstances of each case and are in accordance with the terms and guidelines of the applicable campus complaint procedures.

P. REVENUE CONTINGENCY

Policy Statement (Board Approval Date: 03/22/11)
In the event there is a reduction of college funds during the course of a fiscal year, the College may reduce the amount paid to any person.

Q. WHISTLEBLOWER

Policy Statement (Board Approval Date: 03/22/11)
The Whistleblower Policy is intended to encourage MSC directors, officers, employees, and volunteers to report illegal, unethical or inappropriate events (behaviors or practices) without retribution.

Procedure

Actual, suspected, or threatened misuses are to be promptly reported to the President or his/her designee, or in the case of a report concerning the President, to the Board (each a “Responsible Officer”). If the person making the report (the “Whistleblower”) so requests, the Whistleblower’s identity is kept confidential. Furthermore, a Whistleblower may submit a report anonymously and in writing. However, the Whistleblower should be aware that, in some instances, preserving anonymity could make it more difficult to investigate the report and ensure appropriate resolution of the reported misuse.

The Responsible Officer will take the following steps:
1. Take appropriate action to investigate the reported misuse;
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2. If, after such investigation, the Responsible Officer reaches the conclusion that no misuse has occurred, the Responsible Officer will meet with the Whistleblower (unless the report was made anonymously) for the purpose of providing a copy of the Responsible Officer’s report and discussing the report, including decisions regarding the report and recommended resolutions;

3. Any reported misuse that is believed to be credible will be investigated and/or resolved by the President, with a report and/or recommendation for appropriate action to the Board; and

4. Any reported misuse that is believed to be credible that is concerning the President will be investigated and/or resolved by taking the appropriate action by the Board.

Appropriate action may include, but not be limited to: (a) requiring the return of any misappropriated assets or funds; (b) removal or dismissal of the person who committed the misuse; and (c) reporting the misuse to the appropriate legal and law enforcement authorities.

No Retaliation: Every director, officer, employee, or volunteer who has a reasonable belief or suspicion that a misuse has occurred should feel free to raise the concern, in good faith, without fear of retaliation. It is to be considered a violation of this policy for any director, officer, employee or volunteer to retaliate, encourage, or permit retaliation against a person for reporting an actual, suspected, or threatened misuse. Employees will not be disciplined, demoted, dismissed, or otherwise face retaliation for bringing concerns, in good faith, to the attention of MSC and providing MSC a reasonable opportunity to investigate and take appropriate action. Any director, officer, employee, or volunteer who engages in retaliation will be subject to disciplinary action, which may include, but not be limited to, removal and/or dismissal. Reports of retaliation should be made pursuant to the reporting procedures of this policy.

This policy is intended to be used in good faith and in a judicious manner. Reports that are not made in good faith, or are otherwise made for purposes of harassing or annoying another party, may result in disciplinary action, dismissal and/or other legal means to protect the reputation of the organization and members of its Board and staff.

MSC Contact Information:

Joy McDaniel., President
Murray State College, One Murray Campus, Tishomingo, Oklahoma 73460

Allen Benson, Chair
Murray State College Board of Regents, One Murray Campus, Tishomingo, Oklahoma 73460
CHAPTER III:
PERSONNEL

A. CATEGORIES OF PERSONNEL

Procedure
Employment may be offered on a full-time (40 hours weekly), part-time (less than 38 hours weekly) or temporary basis (specified period of time).
1. Faculty: Faculty are defined as Full-time, permanent part-time and adjunct instructors
2. Exempt Employees:
   a. Executive: Administrative employees are defined as positions with vice president as a part of the title.
   b. Administrative: Employees are defined as positions with dean or associate vice president as a part of the title.
   c. Professional Employees: All professional employees.
   d. Classified Exempt Employees: (Exempt Employees) Classified employee exempt from overtime. Certain Classified positions may be determined to be exempt from the provisions of the Fair Labor Standards Act due to the job responsibilities. Such determinations are made on a position-by-position basis based on the requirements of the Act.
3. Non-Exempt Employees:
   Classified Employees: A Classified employee is defined as a person employed in a career-type position and in a capacity other than academic, executive, administrative, professional, or student classification. A Classified employee is appointed to a position with an approved job description and may be employed on a full-time or part-time basis.

Definition:
Exempt employees are employees who, because of their positional duties and responsibilities and level of decision making authority, are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

Exempt employees are expected, by most organizations, to work whatever hours are necessary to accomplish the goals and deliverables of their exempt position. Thus, exempt employees have more flexibility in their schedules to come and go as necessary to accomplish work than non-exempt or hourly employees.

B. CODE OF CONDUCT

Policy Statement (Board Approval Date: 03/22/11)
1. Philosophy: Employees of MSC are expected to conduct themselves in a manner which will reflect credit to the College, the community, and themselves. The employee code of conduct is designed to balance the rights and needs of the employee with his/her responsibility of College regulations and to local, state, and federal laws.
2. Code of Conduct: Employees of MSC are to abide by College regulations, by federal law, by state law, and, by local ordinances while on College property, and participating in College-sponsored activities, either on or off campus, or while sponsoring students engaged in an activity sanctioned by the College. “College-sponsored” is defined as any activity on or off campus that is initiated, approved, or supervised by the College in which students are involved.
3. Prohibited Conduct: Prohibited conduct on campus, at any off-campus center of the College or at any College-sponsored activity may include, but is not limited to:
   a. Possession or consumption of alcoholic beverages or being under the influence of alcoholic beverages while sponsoring student groups.
   b. Unlawfully manufacturing, selling, possessing, distributing, dispensing, using, or purchasing a controlled substance.
   c. Unlawfully conspiring, negotiating, or arranging to purchase, sell, possess, distribute, dispense, or use a controlled substance.
   d. Being under the influence of a controlled substance not authorized by a physician.
   e. Illegal conduct, lewd or indecent conduct unbecoming to a College staff member, or conduct damaging to College’s public relations.
   f. Refusal to obey the normal and/or emergency instructions of law enforcement officials or other proper authorities.
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   g. Unlawful or unauthorized use, carrying, or possession of firearms, explosives, or other potentially
dangerous weapons on property owned or leased by the College except within the parameters of
assigned work.
   h. Acts of verbal or written abuse, threats, intimidation, harassment, coercion, and/or other conduct
which creates an intimidating, hostile, or offensive working and/or educational environment.

4. Violations: Violations of any of these regulations will result in disciplinary action.

C. COMMITMENT TO THE INSTITUTION

   Policy Statement (Board Approval Date: 03/22/11)
   In fulfilling his/her obligation to the College, an employee should:

   1. Be alert to and act upon every opportunity to promote the College and its individual programs.
   2. Assist in recruiting students for the College.
   3. Support and attend as many College activities as possible.
   4. Be accessible in serving students in his/her employee capacity.
   5. Support and participate in institutional development activities.
   6. Accept the responsibility of pursuing a personal goal of self-improvement and continued learning.
   7. Be customer service oriented.
   8. Make a professional commitment and fulfill their respective job responsibilities;
   9. Abstain from engaging in activities which might be deemed a conflict of interest, and
   10. Avoid in their personal activities implying that they are representing or speaking for the College and
       Board while taking into account that his/her actions may have impact upon the institution.

D. CONFLICT OF INTEREST

   Policy Statement (Board Approval Date: 03/22/11)
   Employment by the College demands a professional commitment from the person so employed. However,
the knowledge of such skillful professionals is a resource often sought by educational institutions, business,
industry, and other private and public institutions. An employee’s primary professional responsibility to the
College must not be impaired by the time and effort expended in such activities which might cause him/her to
neglect any employee responsibilities.

   Procedure
   1. Outside Activities: Outside activities are defined as non-College-related activities that require as
      significant, recurrent, and long-term time commitment of the employee in an active-participatory manner
      for which compensation may or may not be received. Such activities are not to be a conflict of interest
      with regard to the College.
   2. Conflict of Interest: Prior to engaging in such an outside activity, an employee should notify his/her
      immediate supervisor of the proposed activity for determination of whether or not it is a “conflict of
      interest” or may interfere with the employee’s assigned duties at the College. Should the supervisor
      deem it to be a conflict of interest or a conflict with the employee’s job responsibilities, the issue may be
      reviewed at the appropriate administrative level, with written notification to the employee of the
      administrative decision. A negative decision may be appealed through the appropriate College
      administrative channels.

E. DISCIPLINARY ACTIONS

   Policy Statement (Board Approval Date: 03/22/11)
   Murray State College is an “at-will” employer. The contents included in this manual in no way modify or
amend the right of the College as an “at-will” employer in originating or terminating employment of
personnel. “At-will” employment is for no specified term and is terminable at the will of either the employee
or the employer. Disciplinary actions including probation, suspension with or without pay and dismissal may
be taken at the will of the college.
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Procedure
Performance problems at MSC will be addressed with disciplinary actions including probation, suspension with or without pay and dismissal. Particularly serious problems include, but are not limited to, misconduct, insubordination, inefficiency, drug and/or alcohol use, inability to perform satisfactorily the duties of the position in which employed, violation of College policies, conduct unbecoming a public staff member, conviction of a felony, or any other just cause. In cases of routine problems meriting disciplinary action, the College may follow any or all of the guidelines included in this procedure. The guidelines are not expected to be rigidly applied but will be suitable for most College discipline situations. Depending upon the circumstances and the supervisor’s judgment in individual cases, repeating a step, jumping a step, or moving to immediate dismissal may be appropriate. If any employee is placed on probationary status all actions of any Tenure Committee are suspended during the probationary period. Probationary employees do not have access to any grievance or appeal procedure regardless of employment status.

Supervisors are expected to document all disciplinary action. The disciplinary action documentation should contain a clear description of the behavior that prompted the discipline, the action taken by the supervisor, and how the employee’s conduct must change within a specified timeframe. Employee may be placed on probation at any time as recommended by the supervisor. Verbal warnings should also be documented in the employee’s departmental file. All documentation must be factual and complete. No policy or procedure can cover all situations that might arise. Whenever there is a question regarding a situation, seek advice or guidance from the appropriate officer and/or Human Resources before taking any action. Keep a record of the matter for future reference and use.

Disciplinary Guidelines:
1. Verbal Warning: This is usually the first step in the procedure. It involves a discussion between a supervisor and an employee about a minor work performance problem. The objective is to correct the problem by indicating how actual performance falls short of desired performance. This step should ensure that no employee is disciplined for a violation of a policy or procedure he/she might reasonably not know about.
2. Written Warning: This is usually the second step in the procedure if a verbal warning has not corrected the problem. If the offense is of a serious nature, a written warning is an appropriate first step. It formalizes a discussion between a supervisor and an employee about a performance deficiency.
3. Disciplinary Leave/Suspension: An employee may be placed on disciplinary leave/suspension when it is in the best interest of the College to do so. This step is usually taken after unsatisfactory performance has not been corrected following the verbal and written warnings. It may be taken as a first and final step before dismissal in the event of a major offense. An employee returning to work following this leave must agree to work in a manner that includes following rules and regulations and correcting unsatisfactory performance.
4. Dismissal: Dismissal may occur when previous steps have been used but performance has not changed or when an employee has committed a major offense. A major offense includes, but is not limited to, willful misconduct, dishonesty, posing a threat to College operations or the safety and well-being of the individual or other employees, or behavior that is unacceptable to the College. Examples would include falsification of records, stealing, disruptive behavior, insubordination, threatening or committing any violence, and/or violation of College policies and procedures.

Before finalizing a decision to dismiss employment, supervisors are encouraged to provide an opportunity for the employee to respond or offer explanation to the allegations that are the basis for the proposed dismissal. The supervisor may recommend dismissal through the administrative structure to the administrative officer over his/her area. The administrative officer may then recommend dismissal to the President. The President will make the final decision regarding dismissal of employees.

F. EMPLOYEE EVALUATIONS AND FILES

Procedure
1. Employee Evaluation:
   a. All full-time employees are evaluated during the spring of each academic year and submitted to the President’s Office by April 30. (Employee evaluation forms can be located on the MSC network under Common on Enterprise/MSC Forms).
b. Employees who receive less than an overall satisfactory rating will not be eligible for any across-the-board salary/benefit increases recommended for the next fiscal year.

2. Employee Files: The official personnel files are maintained in the Human Resources Office, and each employee has the right to review his/her own file. He/she does not, however, have the right to remove any item from the file without proper authorization from the President.

G. EMPLOYEE GRIEVANCE

Procedure
1. Title: This procedure is known as the “Employee Grievance Procedure” and governs only employees of MSC as defined herein.
2. Definitions:
   a. Employee: “Employee” means an individual who is employed by MSC in a regular full-time or a regular part-time position, but does not include adjunct, seasonal, or temporary personnel, an applicant for employment, or an employee in the initial probationary period of employment.
   b. Reference to Gender: Any use of grammatical gender references must be interpreted as applying equally to males and females.
   c. Complaint: (See 3.a.)
   d. Grievance: (See 4.a.)
   e. Days: The term “days” when used in this policy will, except where otherwise indicated, mean working days; thus, weekend or vacation days are excluded.
3. Complaint and Resolution:
   a. Definition: A “complaint” is an employee’s timely (normally within 10 working days) written expression of dissatisfaction with aspects of employment that are outside the employee’s control.
   b. Complaint Resolution: A complaint must be brought to the attention of the employee’s immediate supervisor, who must respond within 5 working days; and if it is not resolved at that level, it must be referred to the next higher administrative level according to the organizational chart in effect at that time. That level will normally respond within 5 working days.
4. Grievances and Resolution:
   a. Purpose: The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise, affecting the welfare or working conditions of staff members. Grievance proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
   b. Definition: A “grievance” is a timely (normally within 30 working days) written complaint that has not been resolved to the satisfaction of the employee after informal discussion of the complaint through regular administrative channels set forth in the organizational chart. A grievance must be presented in writing and must indicate that there has been a violation of any of the provisions of employment or that the employee has been treated inequitably by reason of any act or condition which is contrary to established College policy or practice governing or affecting staff members. The grievance must also state whether the employee believes discrimination due to race, color, national origin, religion, sex, qualified handicap, disability, age or status as a veteran is involved. A grievance may be filed against a particular individual employee or employees, but may not be filed against a committee.
   c. Grievance Resolution: If discussion fails to resolve the complaint, the complainant may request in writing that Human Resources form a grievance committee. To ensure the rights of the individual, the Human Resources Director has the responsibility to question the complainant as to whether the administrative chain of command was followed in attempts to resolve the issue. If it has, the Human Resources Director will provide both the complainant and the person against whom the complaint was made with copies of written policies and procedures relating to grievance, and a copy of the written request for grievance adjudication. If the complaint is against the Human Resources Director, the complainant must request that the chief financial officer carry out all duties of the Human Resources Director under this grievance procedure.
5. Information to be Contained in Written Grievance Request: No written request for grievance adjudication will be considered by the Grievance Committee unless it contains the following information: (a) a statement of the grievance together with supporting evidence; (b) the specific remedial action or relief sought; (c) a brief summary of the results of previous discussions on the issues involved; (d) a
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statement of reasons why the remedial action or relief is sought; and (e) a statement that illegal
discrimination is, or is not, alleged. Grievance forms can be obtained from the Human Resources Office
or on the MSC network under Common on Enterprise/MSC Forms.

6. Formation of a Grievance Committee: Within 5 working days after receipt of a written request for the
formation of a grievance committee, Director of Human Resources will select a grievance committee by
random choice from a listing of employees. Both parties to the grievance will be notified of the time and
place for selection of the grievance committee, and each will have the right to be present during the
selection.

7. Composition of a Grievance Committee: The Grievance Committee is to consist of five members,
chosen at random, consisting of two members from the employee group to which the grievant belongs,
two members from the employee group of the person against whom the grievance has been filed, and one
member at large selected by the same process as the others. The employee groups are to be faculty,
administrative/professional staff, and classified staff, except that the Affirmative Action Officer, the
President, and the Director of Human Resources will not be considered in the random selection. NOTE:
If the grievance is against an administrator or a supervisor, the peer group for committee selection
purposes will be considered those with supervisory responsibilities. The grievant and the other party
involved in the grievance will each be allowed to challenge two selections from the committee without
showing cause (preemptory challenges) and any other selection for cause. Challenges may be made after
a full potential committee has been selected. The Director of Human Resources will rule on the validity
of challenges for cause. The Grievance Committee will select a Chair from its members and the Chair
must cast a vote. One alternate from each employee group will also be selected to fill in the event a
member is unable to serve due to a legitimate reason.

8. Responsibilities of the Grievance Committee Chair:
   a. The Chair establishes a date and time for the grievance hearing. The hearing must be held within 5
      working days of the organizational meeting of the committee.
   b. The Chair must in writing:
      1. Notify both parties of the dates and time of the scheduled grievance hearing.
      2. Request that the lists of potential witnesses be provided no later than 48 hours prior to the
         hearing.
      3. Request that notification be provided no later than five working days prior to the hearing if
         either party is to be accompanied by legal counsel or other person.
      4. If such notification (see Item K.8.b.3 – the item directly before this item) is received, notify
         other party immediately.
   c. Establish a reasonable time limit for opening and closing statements and announce the time limit
      prior to or at the beginning of the hearing.
   d. Establish specific time parameters for the hearing. Specify when it will start and end.
   e. Remind all participants of the confidentiality of the grievance and hearing.
   f. Conduct the hearing in an impartial manner and observe procedures consistent with fairness to all
      parties concerned.
   g. Since only evidence relevant to the grievance may be introduced, make decisions regarding
      relevance of evidence.
   h. Maintain focus and ensure that discussions are pertinent to the grievance.
   i. After the hearing is concluded, preside over deliberations by the Grievance Committee.
   j. Write a report of the findings and recommendations of the Grievance Committee within five
      working days of the end of the hearing and present the report to the President. Reports for
      grievances filed against the President will be presented to the Executive Assistant to the Board for
      inclusion on the next agenda for a regular meeting.

9. Responsibility for Serving on a Committee: All members selected will be expected to serve on the
   Grievance Committee except in cases of illness, necessary absence from the campus, service on a
   Grievance Committee in the current semester, or other extreme hardship. The chief financial officer will
decide whether a chosen member should be excused from service and may replace such member by the
same procedure used for the original selection. Members of the Grievance Committee must commit
themselves to observe procedures consistent with fairness to all parties concerned; for example, the
committee members must not discuss the case with anyone outside of the hearings and must not be
influenced in making a decision or recommendation by any consideration other than the evidence
presented to them in meetings in which all affected parties are present. In the event of serious illness,
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necessary absence, or extreme hardship during the course of the hearing, Human Resources will contact the alternate already selected; and if that individual cannot serve, a new alternate will be selected by the same procedure used in Item K.7. In the event a committee member is replaced in the course of the hearing, the successor will review the record of the proceedings to become familiar with the positions of the parties and their evidence.

10. Organizational Meeting: The Grievance Committee must meet within five working days of its selection. At this time the Committee must elect a Chair and schedule a hearing within 5 working days of the organizational meeting.

11. Notices and Agendas: All notices and agendas for the committee members, if any, are the responsibilities of the Chair.

12. Opportunity to Obtain Evidence: Both parties to the grievance will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The parties will be responsible for contacting their own witnesses, and the administration of the College will attempt to secure the cooperation of such witnesses. The College will make available necessary documents and other evidence within its control. No employee of the institution, regardless of position, should be excluded or excused from appearing before the Committee, if called.

13. Grievance Consultant: At any step in the grievance procedures, the Affirmative Action Officer, if discrimination is alleged, may be requested by either or both parties to the grievance or by the Committee to serve as a consultant in an advisory capacity only.

14. The Grievance Hearing:
   a. The hearing is to be conducted by the Grievance Committee. Either party may submit oral or written evidence. The formal rules of evidence must not apply in the proceeding before the Grievance Committee, with the exception that the Committee gives effect to the rules of privilege recognized by law with respect to: communications between attorney and client made in that relation; communications made by a patient to a licensed practitioner of the healing arts; and communications between minister and communicant made in that relation.
   b. Grievance hearings are considered personnel-related matters and as such are not for open attendance.
   c. A confidential tape recording of the grievance hearing must be made and will be accessible to the parties, the Committee, the President, members of the Board, and authorized representatives on a “need to know” basis. Either party to the grievance may request a typed transcript. The party making the request will pay the cost of the transcription. The tape is to be preserved for a minimum of two years.
   d. The parties will provide the Chair with a list of potential witnesses at least 48 hours prior to the hearing. These persons will be notified and scheduled for appearance as close to the time of call as possible to avoid undue waiting. This does not preclude the calling of additional witnesses with the concurrence of the Committee.
   e. Either party or member of the Grievance Committee has the right to call witnesses and the right to question witnesses for a full and true disclosure of the facts. Witnesses may be recalled for additional questioning, if requested by either party or a member of the Committee. All information discussed in the Grievance Committee is considered personnel information. Information discussed in the meetings must not be discussed outside the Committee meetings; therefore, the meetings are considered “closed” meetings.
   f. Documentary evidence may be received in copy form or original. Upon request, the parties will be given an opportunity to compare the copy with the original.
   g. The grievant is to be heard first in all phases of the hearing.
   h. A reasonable time limit should be established for opening and closing statements and announced prior to, or at the beginning of, the hearing.
   i. Length of hearing sessions may be established in advance; every effort should be made to conduct the hearings as expeditiously as possible. Either party may be accompanied by legal counsel or other person of his/her choice; however, legal counsel may not testify. If either party is to be accompanied by legal counsel or other person, the Chair of the Committee must be notified at least five working days prior to the meeting. The Chair will notify the other party immediately.
   j. Only evidence relevant to the grievance may be introduced. Questions of relevance will be decided by the Chair.
   k. To ensure documentation of the proceedings, a record of the hearing will be made, maintained, and filed with the Executive Assistant to the President/Board. The record will include:
      1. Copies of the evidence and exhibits received or considered at the hearing.
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2. The tape recording of the hearing.
3. The recommendations of the Grievance Committee.
4. Transcript, if one is made.

Grievance Committee Finding and Report:  The finding and recommendations of a Grievance Committee must be formalized in a written opinion to be rendered by the Chair of the Grievance Committee within five working days of the end of the hearing and made a part of the record of the hearing. Findings of fact must be based exclusively on the evidence presented at the hearing, and such findings must be separately stated. The Grievance Committee will present its report and findings and recommendations to the President. The President will make the final institutional decision regarding the case and all parties are to be notified in writing of that decision within 5 working days of the rendering of the final decision. Any person or party adversely affected by the final decision is fully entitled to seek other recourse in a court of law. If the grievance is against the President, the Chair of the Grievance Committee will forward it to the Chair of the Board who has the responsibility for placing it on the agenda of the next Board meeting. (The Board reserves the right to schedule a special meeting to address a grievance.) The Board will make the final institutional decision regarding the case by the next regular meeting after the Board receives the Grievance Committee report and findings. All parties are to be notified in writing of that decision within 5 working days of the rendering of the final decision by the Board. Any person or party adversely affected by the final decision is fully entitled to seek other recourse in a court of law.

15. Right to Withdraw Grievance: At any point in the proceedings prior to the time at which the Committee reaches its final decision, the grievant may withdraw any portion, or all, of the grievance. In all cases of withdrawal of a grievance, the grievant will not have the privilege of reopening the same grievance at any time in the future.

16. Time Schedule:
   a. Formation of a Grievance Committee: A committee must normally be selected within 5 working days after a person has filed a timely written request for the formation of the committee (see Item K.6.).
   b. Organizational Meeting of Grievance Committee: The Grievance Committee must meet within five working days of its selection.
   c. For Hearing(s) and Reporting Finding(s): A hearing must be scheduled within 5 working days of the Grievance Committee’s organizational meeting. The hearing(s) and report of the Grievance Committee is normally to be completed as expeditiously as possible, with a report being forwarded within five working days of completion of the hearing(s).
   d. Final Institutional Decision: The President will make the final institutional decision unless grievance is filed against him/her. Notification to all parties will be made within 5 days of the rendering of the final decision. For grievance against the President, the Board is to be presented with the report and finding(s) of the Grievance Committee at its next regular meeting/special meeting. The Board will make its final decision by its next regular meeting after it receives the report.
   e. In any case in which the grievance is filed at a time when holidays and vacations will interfere with the time for Committee selection, Human Resources will notify all persons involved in writing of the amended time schedule. In any case in which the Committee deems these time schedules to be inadequate, the Chair will notify all parties involved in writing of the amended time schedule.

H. EMPLOYEE PARTICIPATIVE SYSTEM

Policy Statement (Board Approval Date: 03/22/11)
The MSC Employee Participative System (System) serves to:
1. Provide for full participation of all full-time employees in general college affairs. (Supervisors are strongly encouraged to allow employee participation in the System.)
2. Promote close cooperation of administrative and other MSC staff.
3. Assist the College in achievement of its goals.

Procedure
1. Definitions:
   a. Employee Participative System: A system established for faculty, professional, and classified staff input into the decision-making process. Hereinafter referred to as the System.
   b. Employee Assembly: An assembly of all employees.
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d. Professional Assembly: An assembly of professional staff.
e. Faculty Assembly: An assembly of faculty.
f. Classified Assembly: An assembly of classified staff.
g. President’s Advisory Council (PAC): An advisory group to the President.

2. Employee Assembly:
a. Membership consists of all full-time employees of MSC.
b. The Employee Assembly meets as deemed appropriate.
c. The Chair of the Employee Assembly is the President, and the Secretary is his/her designee.
d. All full-time and permanent, part-time employees are required to attend Employee Assembly meetings. Any full-time or permanent, part-time employee unable to attend the meetings is required to notify respective supervisor(s) and the President’s Office. Absent employees will be scheduled by the President’s Office to view a recording of missed meetings. Absent employees who do not view recordings of missed meetings will not be eligible for any across-the-board salary/benefit increases recommended for the next fiscal year.

3. Faculty Assembly:
a. Membership consists of all full-time faculty employed at MSC.
b. The Faculty Assembly meets as deemed appropriate.
c. The Chair, Vice Chair, and Secretary of the Faculty Assembly are elected annually in an April meeting to serve beginning July 1 of the following year. (NOTE: To be qualified for office, the Chair and Vice Chair must have had at least two academic years on the staff prior to taking office.)
d. The Chair presides at Faculty Assembly meetings.
e. The Chair reports to the President.

4. Professional Assembly:
a. Membership consists of all full-time Professional employees at MSC.
b. The Professional Assembly meets as deemed appropriate.
c. The Chair, Vice Chair, and Secretary of the Professional Assembly are elected annually in an April meeting to serve beginning July 1 of the following year.
d. The Chair presides at Professional Assembly meetings.
e. The Chair reports to the President.

5. Classified Assembly:
a. Membership consists of all full-time Classified employees at MSC.
b. The Classified Assembly meets as deemed necessary.
c. The Chair, Vice Chair, and Secretary of the Classified Assembly are elected annually in an April meeting to serve beginning July 1 of following year.
d. The Chair presides at Classified Assembly meetings.
e. The Chair reports to the President.

6. Functions of the Employee Participative System:
a. Provide opportunities for employees to participate through membership on standing and ad hoc committees in the formation and implementation of policy in various areas of collegiate function.
b. Serve as communicative medium between various campus constituencies.
c. Provide a forum for discussion and expression of employee views on College matters presented by the administration, standing or ad hoc committees, or by any member.
d. Provide a medium for the employees to take action on matters within their normal province of concern and to forward for consideration their recommendations to appropriate administrative offices.
e. Provide for initiation of college studies of a professional nature, designed to provide a base for policy recommendation, and studies of a reportive or informative nature.
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f. Promote professional development and an improved professional climate and working environment within the College.
g. Significant matters should be routed through the appropriate assembly and subsequently reported to the PAC.

7. Limitation of Authority of the System:
   a. The role of the System in policy development is that of a recommending group.
   b. Nothing in this document is to be interpreted in such a way as to provide for infringement by the System or any member upon the responsibilities of the Board or any duly appointed administrative officer in carrying out assigned duties and responsibilities.

8. Duties of the Officers of the System:
   a. Duties of the Employee Assembly Chair:
      1. This document affirms the responsibilities of the President to perform all duties normally vested in his/her office as an agent of the governing board and to direct the faculty and other staff in the performance of their duties.
      2. The President may at his/her option call special meeting, preside at meetings, present reports, or make proposals to the System or its committees.
      3. The President approves and has final authority to appoint standing and other committees.
      4. The President receives recommendations from the System and its committees.
      5. The President also serves as member and Chairman of the President’s Advisory Council.
   b. Duties of the Secretaries:
      1. The secretaries keep records and minutes of proceedings of the meetings and file and publish these as appropriate.

9. The President’s Advisory Council (PAC):
   a. PAC membership includes by virtue of the President, the chief financial officer, the chief academic officer, the chief student affairs officer, the Director of Development and External Relations, the Higher Learning Commission Leader, Faculty Assembly Chair, Professional Assembly Chair, Classified Assembly Chair, Executive Assistant to the President/Board, and the Dean of Ardmore Instruction.
   b. PAC serves as an advisory group to the President. At the request of the President, PAC may formally recommend actions they deem appropriate. The primary function of PAC is conceived to provide open discussion of College matters about which the President seeks advice and counsel. In most matters, a consensus rather than a formal action may be sought. These matters may include recommendations received from the assembly chairs.
   c. Meetings take place monthly or on call of the President.
   d. Minutes of PAC meetings are distributed to all employees and posted on the MSC network under Common on Enterprise/Standing Committees.

10. College Standing Committees:
    a. Participation Philosophy:
       1. There is a point of view widely accepted in academic circles that participation through committees constitutes the most suitable and effective manner of employee involvement in relevant areas of College concern. Certainly, this viewpoint has a base in collegiate tradition. This is the prevailing philosophy of the administration of MSC.
       2. The committee structure offers opportunity for employee input into the basics of policy development and changes. Individuals are free to address any standing committee with a communication presenting a need, a problem, a solution, or a recommendation. If the idea survives the careful scrutiny of peers and attains their endorsement in the original or a revised form, it may progress onward to become College policy.
    b. General Guidelines for Standing Committees:
       1. The President has the responsibility of naming, ratifying, and defining functions of standing committees on an annual basis in such general areas as faculty affairs and personnel policies, student personnel, social affairs, academic standards, assemblies and awards, curriculum, athletics, and other recognized areas of continuous College concern. Ad hoc committees may be appointed as the need arises.
       2. The lines of reporting for standing and ad hoc committees are defined by their charge statements (on file in the President’s Office) and may vary somewhat as to the nature of the matter, thus involving some discretion of the Chairman and the membership. Generally, if a study has been initiated at the request of an administrator, the PAC, or other office or body, the committee will
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report its recommendations there. If initiated internally, and the matter is of a procedural nature, the recommendation may go jointly to the office that might implement the change and to the Administrative officers of the College. Other policy recommendations are ordinarily directed to the President who then may act on these, recommend them to the Board, ask the advice of the PAC or refer the matter to the appropriate assembly for discussion and a vote on a recommendation.

3. Committees may be created, altered, and dissolved by authority of the President.

4. Standing Committees. Folders are placed on Common on Enterprise in the Standing Committees Folder. The Chair of any standing committees places an agenda on Common 48 hours prior to the scheduled meeting. Forty-eight hours after any standing committee meeting, the Chair of the committee places a draft of the minutes taken on Common. When draft minutes are officially approved by the committee, the Chair replaces the draft minutes on Common.

I. EMPLOYEE POLITICAL ACTIVITIES

Policy Statement (Board Approval Date: 03/22/11)

1. Participation in Political Activities: Employees of MSC are encouraged to exercise their rights and privileges as citizens; however, those who participate in political activities must do so in a manner that:
   a. Does not imply, directly or indirectly, that the Board and/or the institution, administration, or faculty endorses such activities.
   b. In no way interferes with the rights and privileges of any and all employees of the College.
   c. In no way interferes with the rights and privileges of students attending the College.
   d. In no way interferes with the rights and privileges of any and all members of the Board or the functions of the Board.
   e. In no way interrupts the normal routine operations of the College.
   f. In no way interferes with the assigned primary and collateral duties of the employee in question, including being engaged in political activities during the normal working hours of a work day.
   g. Resources of the institution (e.g. postage, materials, photocopier, fax phone, etc.) must not be used in any political endeavor.

2. Violation: Violation of any or all of the above may be considered cause for dismissal.

J. EMPLOYEE SALARY SCHEDULE

Policy Statement (Board Approval Date: 03/22/11)

The purpose of the Employee Salary Schedule is to provide guidelines for initial placement as a means of providing pay advancement appropriate to the experience and professional training of each employee (salary schedule tables are available on the MSC network under Common on Enterprise/MSC Forms). For purposes of this section, “employee” is defined as a person having a formal, full-time employment appointment with MSC and engaged in the delivery of services.

Actual dollar amounts suggested by this schedule are subject to availability of funds and do not represent a contractual obligation.

Procedure

1. Definition of Terms/Conditions:
   a. Step refers to years of service or prior experience.
   b. Level refers to educational attainment.
   c. Extra-Duty Pay refers to additional compensation added to the regular base pay for extra duties assumed.

2. General Guidelines:
   a. Salaries of new employees, including interim appointments, are to be established in accordance with the salary schedule and all provisions governing its use. A supervisor has the discretion to give ten steps for comparable years work experience during the initial hiring of a new employee. In the event a vacant position is filled by transfer of an already employed person, the salary of that employee in the “old” position does not “transfer” to the new position. Such salary considerations are to be determined by the appropriate administrator over the respective area based on the responsibilities of
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the position and whether the transfer is a true “lateral” transfer based on the salary schedule assigned to the new position.

b. Employees may apply for pay advancement based on educational attainment, provided the requirements are completed by the end of the summer term of the fiscal year in which the advancement is to be effective. Employees wishing to apply for a pay advancement must fill out and submit to their area supervisor an Application for Pay Advancement form (available on the MSC network under Common on Enterprise/MSC Forms). An Application for Pay Advancement form must be completed and signed by the area/department supervisor and appropriate administrator and forwarded to the Human Resources office for technical review. Copies of official transcripts or obtained licensures must be attached to the application form. Applications must be presented prior to April 1 of the year preceding the fiscal year in which the advance becomes effective. Persons can only take hours toward a degree or licensure not currently held. Human Resources provides a list of approved pay advancement applications to the chief financial officer for budget planning.

c. A person must be employed by January 31 of any given year to be eligible for any salary or benefit increase approved by the Board for the following fiscal year.

d. Eligibility for an increase in salary and/or benefits and/or funding of any earned advancement is based upon receiving a minimum of an overall satisfactory evaluation of an employee’s performance.

e. Extra-Duty Pay may be awarded when an employee assumes added responsibilities above and beyond the job description on file. Extra-Duty Pay does not count toward base salary for across-the-board percentage salary or benefit increases and are only for, and will be determined on, a case-by-case basis. Such recommendation is made by the supervisor.

f. If the applicant pool for a position is such that it is necessary to employ a person with less than the educational qualifications required for the position, he or she may be employed and placed on the salary schedule following established guidelines. At the time of employment, a compensation and time schedule for completion of approved hours toward the necessary educational level must be established for those being employed on a full-time basis. On occasion, it may best serve the needs of MSC and its students to employ a person above the entry level consistent with the salary schedule monetary scale. Murray State College reserves the right to negotiate a salary outside the limitations of the salary schedule document when competition from the prevailing job market dictates this move to secure qualified personnel. Prior to advertising the position under “market demand” situations, the area supervisor/administrator is required to provide written documentation from an outside source showing the prevailing wages in the respective field for employment in a similar geographic/economic region. The area supervisor recommends the entry level or negotiated salary to be advertised for new positions. The supervisor/administrator then forwards documentation and recommendation to the President.

g. To maintain equity in compensation of employees, the following procedure must be strictly followed:
   1. Earned levels and steps must be recognized regardless of funding availability during the year in which the levels and steps were achieved.
   2. Unless otherwise mandated by the State, the first priority for distribution of available employee compensation funds must be for such earned levels and steps that have been achieved but not funded. Second priority is for salary and/or benefit increases.

K. EMPLOYMENT CLEARANCE

Procedure

1. When leaving the employment of the College, all employees must:
   a. Meet with supervisor to obtain a Clearance Form (available on the MSC network under Common on Enterprise/MSC Forms) to be completed on the employee’s last working day. Supervisors will initiate the Clearance Form process. Signatures are to be obtained in the order listed on the form.
   b. Complete an Exit Interview form (available on the MSC network under Common on Enterprise/MSC Forms).
   c. Supervisors will complete clearance process for employees who fail to meet clearance requirements.
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L. EMPLOYMENT CONDITIONS OF FULL-TIME EMPLOYEES

Policy Statement (Board Approval Date: 03/22/11)
The Board delegates to the President the authority to guide and direct all operations and activities of the College. As such, the President will approve the appointment, salary, compensation, benefits, promotion, demotion, renewal or non-renewal of appointments, dismissal, and/or suspension of all College employees.

Procedure
1. Authority to Make Appointments:
   a. Appointment of the President: The Board appoints the President.
   b. Appointment of Other Employees: The President appoints all other employees of the College.

   1. The President approves position descriptions and authorizes searches.
      a. Advertisement: The Human Resources Office files a job description and coordinates internal and external advertising. The scope of advertisement for positions depends on the nature and level of the position in the organizational structure. (A sample job description is available on the MSC network under Common on Enterprise/MSC Forms.)
      b. Application: The applicant must complete an MSC Application for Employment. Official transcripts from any institutions of higher learning attended must also be provided before the search is complete. If licenses and certifications are also required, copies of these must be presented. The applicants for upper- and mid-level positions must also provide a resume and letter of application at the time of application. Other requirements may exist depending on position.
   2. At his/her discretion, the President may appoint a search committee or appoint the position’s supervisor to coordinate the search, with the guidance of the Human Resources Director. Usually, search committees are formed for higher-level positions, but the definition of that term varies. The supervisor, through the organizational structure, recommends top candidates to the President for hiring.
   3. The President accepts/rejects the supervisor’s recommendation and authorizes appropriate personnel to initiate the employment process. Only a written offer (Personnel Action Form), signed by the President, is valid.
   4. The President may from time to time authorize employment on an interim or part-time basis if it is determined to be in the best interest of the institution.
   5. The President may set aside the above policy when an emergency hire becomes necessary. An emergency hire generally means, but is not limited to, a situation in which the President believes that it is essential that the position be filled within 30 days. An emergency hire may be made on a temporary and/or permanent basis.

   c. Position Titles, Grades, Duties, and Responsibilities: The President has the authority to change the titles, grades, duties, and responsibilities of all employees.

2. Conditions of Appointment:
   a. At-Will Appointments: All employees of the College, except those specifically designated by formal action by the Board, are “at-will” employees whose employment may be dismissed at any time by the College. At the time of appointment, an employee agrees and acknowledges:
      1. That his/her appointment with the College does not create any property interest of any kind or at any time;
      2. That, except as specifically set out in paragraph (C). below, the employee has no right to a due process hearing of any kind or at any time with regard to any aspect of his/her employment;
      3. That any appointment may be dismissed by the College at any time with or without cause; and,
      4. That in the event the employee is dismissed, staff member’s compensation, including any vested rights or benefits beyond those due for previous service, are also immediately dismissed.
   b. Dismissals:
      1. Reasons for dismissal may include but not be limited to:
         a. Theft of College property
         b. Threatening or striking a College employee or student
         c. Falsifying records
         d. Insubordination
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e. Drunkenness or substance abuse
f. Willful violation of a College policy
g. Conduct unbecoming a College employee
h. Conviction of a crime involving moral turpitude
i. Demonstrated incompetence or dishonesty.
j. Neglect of duty.
k. Lack of need for one's services.
l. Necessity for financial retrenchment as determined by the chief financial officer, and
President.
m. Incapacity or disability that falls outside of the guidelines of the Americans with Disabilities Act.

2. A staff member who is dismissed and who claims that his/her dismissal is based on his/her race, religion, gender, national origin, age or disability may request to address the President concerning said dismissal on that issue only. The President, after hearing from the staff member and receiving such information as may be necessary from other sources, can take such action with regard to the staff member's continuing employment as is in the best interests of the College. No other hearings of any kind with regard to any type of adverse employment action against any staff member are authorized by this or any other policy of the College for any reason.

3. Conditions of Employment:
   a. Ethical Behavior:
      1. Staff members represent the College when carrying out the duties associated with their position. Staff members must adhere to all legal requirements and ethical norms covering their employment, as defined by the MSC Code of Conduct (see Chapter III.B.). Staff members of the College are to maintain the highest standards of conduct in all transactions with students, administrative staff, colleagues and the public.
      2. Violation of these standards may result in disciplinary action, including dismissal.
   b. Regular Work Week: The regular work week is 40 hours per week. The regular work day is nine hours in length with one hour off for lunch. Exceptions to this requirement must have Presidential approval.
   c. Attendance and Punctuality:
      1. Staff members are required to be in attendance and prepared to begin work at the assigned work location on the specified days and hours. Attendance and punctuality are objective measures for job performance evaluations.
      2. Absenteeism or tardiness that is unexcused or excessive in the judgment of MSC is unacceptable.
      3. If a staff member cannot report to work as scheduled, he/she is to notify the immediate supervisor as soon as possible after the reporting time. In the event notification is not made, immediately upon return to work the staff member is to show sufficient reasons for the lack of notification.

M. FAIR LABOR STANDARDS ACT

Policy Statement (Board Approval Date: 03/22/11)
It is the policy of MSC to adopt and implement the Fair Labor Standards Act (FLSA) and its regulations, in accordance with the policy of the state of Oklahoma as set forth by the Governor's Executive Order No. 85-7. Further, it is the policy of this agency to adhere to the OPM Policy Guidelines of FLSA. Murray State College will cooperate with any and all other state agencies and appointing authorities in the state's efforts to maintain compliance with the FLSA and its regulations. This policy is subject to revision as needed in order to maintain compliance with the Fair Labor Standards Act and its regulations.

Procedure
Murray State College trains appropriate agency personnel in the requirements and provisions of the Act, its regulations and relevant court decisions. Further, this agency makes every reasonable effort to stay abreast of changes in the legal requirements of the Act. Murray State College will post appropriate information on the FLSA, as provided by the Wage and Hour Division of the U.S. Department of Labor in order to keep employees properly informed.
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Record Keeping: Murray State College records hours worked for compliance with FLSA for non-exempt and hourly staff. Each supervisor, on a weekly basis, records any time worked by their subordinates in excess of the established work period(s). Such record is to clearly state the employee's name, the amount of time worked, and the date the work was performed. Both the employee and the employee's supervisor must sign and date the record as an indication of their agreement as to the time worked.

Overtime: Each employee is responsible for informing their supervisor in writing of any time worked in excess of the work hours established and posted as the official work period for their position. Although any authorized overtime worked is properly compensated as required by law, all employees are cautioned that overtime worked without prior authorization may lead to disciplinary action. Working overtime will be avoided whenever possible, and will only be allowed with advance approval from the area supervisor. Work schedules are adjusted by the area supervisor to avoid overtime in most cases. If there is a bona fide necessity for overtime, it must be approved by the area supervisor, and any payment for overtime must be approved by the President. Reporting overtime work without advance approval of the supervisor may be grounds for disciplinary action. If overtime is approved, pay is at the rate of one and one-half times the regular pay rate. Due to their job responsibilities, some positions are exempt from the 40-hour workweek limitation.

Establishment of the Workweek: The workweek will be five days within a seven-day period, beginning at 12:01 a.m. on Sunday through 12:00 midnight on Saturday. Normal working hours are 8:00 a.m. to 12 noon and 1:00 p.m. to 5:00 p.m., Monday through Friday, making a 40-hour workweek. Exceptions to the normal working hours will be made when necessary to meet the needs of the institution.

Rest Break: Each area is to allow Classified employees one rest period during the first half of the work shift and one rest period during the second half of the work shift. Rest periods should not exceed 15 minutes in duration and must be taken by Classified employees. Such breaks may not be accumulated if not taken.

Lunch Breaks: Each Classified employee is to have a scheduled one-hour lunch break daily. No work is to be done for the institution during the lunch break. Lunch break time may not be accumulated if not taken.

N. FRINGE BENEFITS

Policy Statement (Board Approval Date: 03/22/11)

The Board has a fringe benefit package for employees which meets current state and federal laws; provides various types of leave and holidays; and establishes and maintains plans for tenure and retirement of employees at the College and for payment of deferred compensation of such employees; and provides hospital and medical benefits, accident health and life insurance, and annuity contracts, for such employees and their dependents. The Board may also pay for all or a part of the cost thereof for employees with funds available from the operation of the College. Amounts payable by an employee for insurance or annuity contracts may, with the consent of the employee, be deducted from his/her salary.

Procedure

1. Mandated Benefits: All employees participate in state or federally mandated benefits such as social security, worker’s compensation, and Oklahoma Teachers’ Retirement System (OTRS) (for those faculty/professional staff working at least half-time; this is optional for classified employees working at least half-time).
2. Paid Fringe Benefits:
   a. Life Insurance: Full-time employees are provided life insurance including accidental death and dismemberment at no cost to the employee. Coverage is double the individual’s annual salary.
   b. Individual Medical Insurance: Full-time employees are provided individual medical coverage at no cost to the employee.
   c. Retirement Contributions: Beginning with the employee’s first year of service, MSC pays the employee’s OTRS contribution up to the maximum amount required by law. As of July 1, 1999, the College will pay the total cost of the employee’s share of OTRS costs for any employee who has five years of full-time service with the institution. Current and future staff employed for less than five
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years receive a $500 annual benefit paid toward their cost of OTRS contributions until the time they are eligible for the full benefit (five years’ employment).

3. Post-Retirement Health Insurance Benefit: Employees eligible for retirement as defined by OTRS are eligible for the Post-Retirement Health Insurance Benefit until they are Medicare eligible. The health insurance premium, minus the OTRS contribution, will be paid by MSC for employees who retire with 20 years of service with MSC and who qualify for unreduced benefits with OTRS. However, if MSC reduces the percentage of the health insurance premium it pays for employees’ individual coverage, the retirees’ percentage would reflect the same reduction. This benefit continues until the retiree is eligible for Medicare Insurance.

4. Ancillary Benefits: Other benefits are available at the option of the employee, such as:
   a. Dental Insurance: Optional dental insurance for full-time employees and their dependents is available at the employee’s expense.
   b. Dependent Medical Insurance: Optional medical coverage for dependents of full-time employees is available at the employee’s expense.
   c. Part-time Employee’s Medical Insurance: Those part-time employees who qualify under the insurance carrier’s program may elect to pay their own insurance premiums.
   d. Long-Term Disability (LT) Insurance: Full-time employees may enroll in long-term disability at their expense as protection against loss of income in the event of total disablement or illness that lasts longer than three months.
   e. Tax Sheltered Annuity: All employees who participate in the OTRS are eligible to participate in the OTRS Tax-Sheltered Annuity Plan or from another approved provider at the employee’s own expense.
   f. Credit Union: Eligible staff may participate in the Oklahoma Education Association (OEA) Credit Union under conditions set forth by OEA. The Credit Union is a nonprofit organization for employees and educational institutions.
   g. Partial Fee Waiver: Partial enrollment fee waivers may be provided for those full-time employees enrolled in for-credit courses at MSC. The half-tuition waiver benefit for full-time employees is extended to their spouses and children who have completed high school or GED and are currently residing in the home may also be eligible for this benefit, with the stipulation that the benefit is available up to two years from the date of high school or GED completion.

O. LEAVE AND HOLIDAYS

Policy Statement (Board Approval Date: 03/22/11)
Leave of absence from active employment may be granted to full-time employees for reasons stated in the Request for Leave of Absence form (available on the MSC network under Common on Enterprise/MSC Forms). The Request for Leave of Absence form must be completed prior to annul leave and as quickly as possible after returning from sick leave, bereavement leave, etc.

Procedure
1. Holidays: The College provides annual holidays according to the College Calendar. Faculty on nine-month appointment are entitled to regular college holidays.
2. Leave: The College provides certain types of leave for full-time employees, as noted below:
   a. Annual Leave: Full-time, 12-month employees and all non-faculty 9-month, 10-month and 11-month full-time employees accrue annual leave based upon months of appointment. During the first five years of employment, annual leave accrues at a rate of ten hours per month; from six to ten years of employment, annual leave accrues at 12 hours per month; after ten years of employment, annual leave accrues at 14 hours per month. An employee may accumulate a maximum of 160 hours of annual leave during the first five years of employment. Beginning with the sixth through the tenth year of employment, annual leave may accumulate to a maximum of 184 hours. After ten years of service, an employee may accumulate up to 200 hours of annual leave. Annual leave should be scheduled at times convenient for both the employee and the department and that will not interfere with any critical needs of the institution. Annual leave will not be “capped” at the maximum during the year (i.e., no days lost during the year due to reaching the cap); however, only the maximum allowed for length of service may be carried over to the next fiscal year.
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b. Sick Leave: Sick leave can be accumulated by all full-time employees at a rate of ten hours per month of appointment not to exceed 1,120 hours per year. Compensation for accrued sick leave is not provided upon termination of employment. If the employee leaves the service of the College after having used more sick leave than has been earned, a deduction for such excess sick leave will be made from his/her final salary payment.
1. The Leave of Absence form is signed by any person absent because of illness, and a statement from a physician may be required at the discretion of the institution for absences of three days (24 work hours) or more in a row.
2. In case of a brief illness, an employee’s work may be absorbed by other members of the faculty or staff. In case of extended illness, a substitute may be employed by the appropriate administrator. In this case, the employee’s regular pay would be continued for a period of time in keeping with his/her accrued sick leave time.
3. In case of a family member’s illness, an employee may take two days (16 hours) per year to be charged to his/her accrued sick leave time.

c. Employee Leave Bank and Shared Leave Program:
1. Purpose: An Employee Leave Bank has been established for MSC full-time employees. According to eligibility criteria, employees can bank Sick Leave (including Sick Leave that is accrued over the maximum 140 days/1,120 hours now allowed). In the case of a serious health condition as defined, an employee who has exhausted all accrued paid leave can withdraw his/her own banked leave.

The Shared Leave Program is a means for a College employee to donate paid leave to a fellow College employee who is eligible for and requires leave while experiencing a serious health condition as defined, and which has caused or is likely to cause, the employee to take leave without pay.
2. Definitions:
   a. Serious Health Condition: A serious, extreme, catastrophic, or life-threatening medical condition is a period of incapacity requiring the employee to be medically unable to work for a prolonged period of 30 days or more. The medical condition includes continuing treatment or supervision by a health care provider or continuing treatment of a chronic or long-term health condition. The employee must be suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused, or is likely to cause, the employee to take leave without pay.
   b. Employee Recipient: Recipients of leave donations must have been employed by MSC for a minimum of one full year and must accrue one half of their earned Sick Leave annually with a maximum accrued leave of 30 days. Recipients must hold benefits-eligible positions that accrue Sick Leave, must have completed a Shared Leave enrollment form, have received no disciplinary actions for abuse of time, have exhausted all earned paid leave and have shared leave recommended by their supervisor and approved by the Employee Benefits Committee.
   c. Employee Donor: To bank Sick Leave or donate leave to the Shared Leave program, an employee must be full-time, have one year of continuous service, must complete a Shared Leave enrollment form, and maintain a leave balance of no less than 80 hours and be subject to approval by the Director of Human Resources. Total annual donations may be made in amounts no greater than half of the paid leave accrual rate in any fiscal year. Unused leave at the cessation of employment cannot be donated.
   d. Employee Benefits Committee: The Employee Benefits Committee monitors the Shared Leave program, makes policy recommendations to administration and employee assemblies, and approves employee leave share requests. One member, by position, is the Director of Human Resources. There will be one elected member each from the respective MSC employee assemblies and one member of administration appointed by the President.
3. General Guidelines:
   a. Shared leave is meant to cover only the duration of the serious health condition for which it was approved.
   b. Sixty days is the maximum number of days any member may receive in any 12-month period and the maximum number of leave days any participant may receive during the life of their employment is 180 days.
c. All donated leave must be donated voluntarily. No employee will be coerced, threatened, intimidated, or financially induced into donating paid leave for purposes of the Shared Leave Program.

d. Employees who are receiving shared leave will not accrue additional paid leave.

e. Persons involved in the administration of the Shared Leave Program are responsible for guarding the privacy of leave recipients and donors, and HIPPA rules and regulations will apply.

f. Donations to the Shared Leave program will be in one-day increments, and all leave donated to the Shared Leave Program remains in the program and is non-refundable and non-transferable.

g. An employee’s eligibility to receive donated leave through the Shared Leave Program ends upon their return to full-time or part-time employment or when they begin to receive income from other benefits, i.e. Long-term Disability Benefits, Worker’s Compensation Benefits, etc.

h. Employees do not have expectation of entitlement to Leave Sharing. Receipt of shared leave is a gift from fellow employees and is not intended to constitute or obligate debt or reciprocity.

i. Shared leave donations can be made from the Employee Leave Bank or from accrued Sick Leave.

j. The decision of the Employee Benefits Committee is final and not subject to the grievance procedure.

d. Bereavement or Medical Emergency Leave: Five days (40 hours) per year without loss of pay are allowable for leave of absence due to death or critical illness of a person other than the employee. This leave is discretionary and does not accrue. Additional absences of this type require personal leave (for less than 12-month faculty) or annual leave.

e. Jury Duty or Required Court Appearance: No deduction in salary is made if an employee must appear in court when subpoenaed as a witness or required to serve jury duty. This privilege does not apply to court cases involving an employee’s personal business. When an employee is granted a leave of absence for jury duty, such leave will be without loss of pay. If an employee receives compensation for jury duty, such payment must be turned over the College, unless the employee is on annual leave during the term of jury duty.

f. Maternity/Paternity Leave: Female employees are eligible for a five-day (40 hours) maternity leave of absence in addition to that provided through sick and/or annual leave policies. Male employees are eligible for five days (40 hours) of paternity leave to be taken at appropriate times during the pre- and post-delivery period of his spouse.

g. Personal Leave for Full-Time 9-, 10-, and 11-Month Employees Not Eligible for Annual Leave: Requests for leave for personal reasons (i.e., any activity which is not of official College nature and which is not covered by other leave) must be submitted in writing on a Leave of Absence form through proper channels. If approved, a substitute for whom the employee has arranged with approval of the appropriate vice president/area supervisor will be engaged to assume responsibilities. If the substitute is not a College employee, the individual requesting personal leave is responsible for compensating the substitute. Except in personal emergency, personal leave should be scheduled at times convenient for both the employee and the department and that will not interfere with any critical needs of the institution and student instruction. Personal leave is limited to five days per year. Additional days taken for personal leave will be considered leave without pay.

h. Professional Leave: Professional Leave may be taken as outlined in the Request for Release Time procedure.

i. Sabbatical Leave and Non-Sabbatical Leave:

1. Sabbatical Leave: Sabbatical leave may be requested by qualified faculty, professional, and administrative staff having a minimum of six years service to MSC for the purpose of engaging in study or research to improve his/her professional competence and increase his/her usefulness to MSC. The employee will receive full pay for a one-semester sabbatical, or one-half pay for a two-semester sabbatical. Such leave, if granted, commits the employee to three years of subsequent service to MSC or repayment of the sabbatical salary. Each employee receiving authorization for a sabbatical leave must give, prior to the granting of the leave, a security for his/her return to employment. This is to be accomplished by the recipient obtaining a sabbatical leave bond issued by a surety company recognized by the State Insurance Commissioner doing
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business in the state in the amount of the salary that the employee is to receive. Under no circumstances will signature bonds be accepted.

2. Non-Sabbatical Leave:
   a. After a faculty, professional, or administrative staff member has serviced the College for five years, leave without pay may be approved for a period of one year to allow the employee to do further graduate study if it is in the best interest of the College.
   b. Any employee with proper approval may be granted leave time up to four hours per week to pursue additional studies without loss of pay.

j. Unpaid Leave of Absence: Unpaid leave may be requested by qualified employees for just cause (e.g., extenuating personal circumstances, pursuit of education beneficial to the College, etc.). Allowance of such leave is subject to the ability of the College to find qualified temporary replacement staff.

k. Family and Medical Leave: Employees may use the provisions of the Family and Medical Leave Act of 1993 (FMLA), which gives certain job protections to employees when balancing work responsibilities with the demands of personal illness or injury or in caring for family members. For details on the current law, consult the Human Resources Office.

l. Administrative Leave: Administrative Leave with pay is sometimes given when it is determined to be in the best interest of the College that an employee not return to work for a specified period of time or for designated emergency closings of the College. Time approved as Administrative Leave is not to be charged to paid leave.

m. Disciplinary Leave (Suspension): An employee may be placed on Disciplinary Leave (Suspension) with or without pay when it is in the best interest of the College to do so. Disciplinary Leave (Suspension) will be paid for a period of time not to exceed any accrued Annual Leave. Disciplinary Leave (Suspension) will automatically become leave without pay when no accrued Annual Leave is available.

P. PROBATIONARY PERIOD

Policy Statement (Board Approval Date: 03/22/11)
All employees are employed on a probationary status during the first year of employment with MSC. Each time an employee receives a promotion or transfers to another department, a new probationary period begins. However, this new probationary period does not affect the employee’s use of accrued annual or sick leave.

Q. PROFESSIONAL AND EMPLOYEE DEVELOPMENT

Policy Statement (Board Approval Date: 03/22/11)
1. Specialized Training: Murray State College provides opportunity for professional development for staff as deemed necessary and appropriate for their specific job and responsibilities. This is normally considered a cost of doing business. However, some training specific to job responsibilities must be provided which would only be considered cost effective if the employee continues employment with the institution and utilizes those skills for a period of time, e.g., various types of computer training and HVAC training.

2. Employee Development System: Murray State College is committed to the continuing education or training of faculty and staff. Generalized and seminar specific education occurs on a regular basis. It may be necessary for employees to gain additional education to address specific needs. This can be done by providing educational options to the employee. When funding or professional development release time is required or desired, refer to the appropriate procedural processes.

Procedure
1. Specialized Training:
   a. In the event that some specialized training is necessary, an agreement/contract may be developed with the individual receiving specialized training that identifies the total cost of said training and specifies the service commitment required to the institution by the individual trainee upon completion of training. The agreement will clearly state the specific terms including the costs/consequences to the trainee for failure to meet the service commitment.
b. The training agreement is required in cases where the collective cost of training exceeds $1,000.

2. Fall and Spring Employee Development Sessions: Full-time employees are required to attend employee development sessions in the fall and spring (six hours each for fall and spring). Non-compliance with the employee development requirements will result in forfeiture of any increase in or additional compensation for the following fiscal year and placement of a written reprimand in the employee’s official personnel file. “Non-compliance” for purposes of this procedure means failure to complete the employee development requirements.

   a. Fall Employee Development: Fall employee development is accomplished by employee attendance as a group to a session coordinated and announced by the Employee Development Committee.

   b. Spring Employee Development: Spring employee development is accomplished by employee participation in supervisor-approved, on- or off-campus training. Spring employee development supports the closing of campus for Professional Development Work Day, which is Friday before the Easter holiday. Supervisors must submit a list of approved training for their employees to the Human Resources Office by March 15 and submit documentation of completed training with the employee’s annual evaluation form (which is due by April 30).

R. RELEASE TIME FOR ADVANCED STUDIES

Policy Statement (Board Approval Date: 03/22/11)

MSC provides opportunity for full-time employees to take up to four hours per week release time to pursue education that falls within institutional guidelines (as cited in the Employee Salary Schedule procedure) and is approved by the supervisor and administration.

Procedure

1. Release Time for Advanced Studies:

   a. The Request for Leave of Absence form should be completed indicating Professional Leave for advanced studies. This form must be completed for each class for which release time is being requested. When completed, the Request for Leave of Absence must be approved through the appropriate supervisor/administrative chain before such release time may be taken. This form is available on the MSC network under Common on Enterprise/MSC Forms.

   b. Indicate the class you will be attending in the section of the form marked Remarks or Special Conditions. Attach a copy of the course description to this form.

2. Record Keeping of Faculty Academic/Scholarly Continuing Education Units and Advanced Credit Studies:

   a. The Request for Leave of Absence form should be completed indicating Faculty Academic/Scholarly Continuing Education Units* (ASCEU) for advanced studies. This form must be completed for each class/activity for which release time is being requested. When completed, the Request for Leave of Absence form must be approved through the appropriate supervisor/administrative chain before such release time is taken. This form is available on the MSC network under Common on Enterprise/MSC Forms.

   b. Indicate the class/activity you will be attending in the section of the form marked Remarks or Special Conditions. Attach a copy of the course description to this form.

   c. Faculty members must provide documentation of completion of approved ASCEUs, advanced discipline-related College credit, or other approved educational activities. This documentation must be provided to the chief academic officer.

   d. The chief academic officer will place records of the documentation in the faculty member's personnel file and, if applicable, in their tenure file and academic rank application file.

*Approved ASCEUs and other appropriate nationally recognized designations may be utilized to record and report educationally related non-credit activities when it is ensured that the standards associated with those designations have been met. The ASCEU is defined for MSC Faculty as ten contact hours of participation in an organized academic/scholarly related continuing education experience under responsible sponsorship, capable direction, and qualified instructors or presenters. It does not include general continuing education activities such as non-teaching and non-discipline-related workshops or meetings on or off campus. Contact hours used to calculate ASCEUs must include only those hours of actual participations in sessions, not total hours in attendance at the workshops, seminars, professional meetings, etc. A Request for Leave of Absence form indicating
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Faculty ASCEU must be completed and approved in advance by the appropriate department chair and the chief academic officer.

S. REQUEST FOR PAY LEVEL ADVANCEMENT/CHANGE IN COMPENSATION

Procedure
1. Request for Pay Level Advancement:
   a. After completing requirements for pay level advancement, a full-time employee may complete an Application for Pay Level Advancement form. The Application for Pay Level Advancement form is available on the MSC network under Common on Enterprise/MSC Forms.
   b. Documentation of credit hours completed must be attached to the Application for Pay Level Advancement form, and forwarded to the Human Resources Office by April 1 of the spring semester prior to the request being applicable for the following academic/fiscal year. Requirements for Pay Level Advancement include completion of 15 credit hours of college course work.

2. Change in Current Employee Compensation:
   a. At times a supervisor or administrator may recommend a change in a current employee’s compensation (assignment of extra-duty pay or increase pay level) due to a significant increase/decrease in responsibilities, restructuring or reorganization of job responsibilities or market conditions. In some instances, such increases may be on a temporary basis during assignment of certain responsibilities.

T. SECONDARY EMPLOYMENT

Policy Statement (Board Approval Date: 03/22/11)
Although full-time employment at MSC is considered to be one’s primary employment, staff members may engage in secondary employment provided that the employment does not interfere with assigned duties and responsibilities or constitute a conflict of interest.

Procedure
1. Secondary employment, including employment by MSC in roles secondary to that of the staff member’s primary, full-time employment, must occur outside of the staff member’s work period. For most staff members, this would mean that supplemental work must be limited to hours outside the M-F, 8 a.m. to 5 p.m. time frame for most College business. Similar time restrictions apply to staff members in positions requiring different hours. Staff members who teach classes within their regular work periods will receive no additional compensation, unless by agreement with their supervisor, they use annual leave time for the teaching time or make up the lost work time during the same pay period. Staff members who teach classes outside their regular work periods do receive additional compensation.

2. Staff members wishing to hold secondary employment involving a number of hours equal to more than 20 percent of their standard college working time in any pay period or to earn an amount of money equal to more than 20 percent of their college pay for any pay period must obtain in advance the permission of their supervisors.

3. Supervisors may grant exemptions to these rules for the operators of private businesses and agricultural enterprises, equivalent to family farms and ranches.

U. PAYROLL INFORMATION

Procedure
1. Automatic Deposit of Paycheck: All full-time employees are required by law to participate in automatic deposit of payroll checks.

2. Supplemental/Overload Pay: A current full-time employee who is eligible for any type of supplemental pay must be paid as payroll with appropriate taxes, retirement, etc. withheld.

3. Pay Date: All full-time employees are paid on a monthly basis with the pay date being the last working day of the month. Employment paperwork must be submitted to the Human Resources Office on or before the 16th day of the month in which payment is desired. Paperwork received after the 16th of the month will not
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be processed until the following month with the pay date the last working day of the month as designated by the state of Oklahoma.

4. Change of Address, Etc.: Any change of address, telephone number, marital status, number of dependents, etc. should be promptly reported to the Human Resources Office.

V. TIME AND ATTENDANCE REPORTS

Procedure
All non-exempt employees are required to complete and file the Time and Attendance Record form (available on MSC network under Common on Enterprise/MSC Forms) for payroll purposes and submit the form to the Human Resources not later than the fifth day of the month following the period of time reported on the form.

W. VIDEO VIEWING REQUIREMENT

Procedure
All new employees are required to view a series of videos in the Human Resources Office. The viewing must be completed prior to the first payroll date after employment. The Human Resources Office keeps a record of this requirement.

X. VOLUNTARY RESIGNATION OR JOB ABANDONMENT

Procedure
Employees who resign voluntarily should give the College ten working days notice. Staff members should present written resignations to their supervisor, who will arrange an exit interview with the Human Resources Office. Staff members, who fail to report to work for three consecutive days, will have abandoned their positions without notice.

Employee resignations should be in writing stating the reason for the resignation, addressed to the immediate supervisor, with copies to the appropriate vice president and the President.

On the last day of employment, the employee must complete a “Clearance Form” (available on the MSC network under Common on Enterprise/MSC Forms) to obtain final release from employment and provide approval for release of the final payroll check at the appropriate time. Payment for a partial month is calculated in accordance with the Oklahoma Office of State Finance formula.

Y. EMERGENCY PREPAREDNESS

Procedure
Employees are required to contact the office of Campus Police at 580-371-0007 to obtain an MSC Parking Permit. Each employee will be provided and a copy of the MURRAY STATE COLLEGE Emergency Operations Plan Crisis Management Reference for Employees when their Parking Permit has been issued. Campus Police will inform each employee of the required NIMS testing required for their level of employment. Emergency Preparedness is a serious matter and each employee is required to complete the required testing within 30 days of employment. Each NIMS testing module completion document should be printed and submitted to the Human Resources office for inclusion in the employee file.
A. FACULTY PROMOTION IN RANK

Policy Statement (Board Approval Date: 03/22/11)

In 1992, the MSC Board adopted a policy governing promotion of faculty. There are four classifications of academic rank: (1) instructor; (2) assistant professor; (3) associate professor; and (4) professor. The criteria for the rankings as well as procedures for advancement of rank are included in the following procedure.

Procedure
1. Procedures for Recommendation for Promotion in Rank:
   a. Recommendation for promotion in academic rank normally originates with the chief academic officer, although a faculty member can submit a formal application to the chief academic officer when eligibility criteria are met.
   b. A faculty member under consideration for promotion must provide a written narrative and supporting evidence for Item IV.B.1.h.1., as well as a detailed description for the minimum number of additional items from IV.B.h.2. through IV.B.h.6. as required for each rank level given in IV.B.2.d., IV.B.2.e, and IV.B.2.f. The written narrative and supporting evidence must be submitted by January 25 of application year.
   c. The faculty Ad Hoc Academic Rank Committee reviews the written narrative and supporting evidence and presents its recommendation to the chief academic officer by March 25. The committee is a standing committee composed of tenured faculty with three members elected by the Faculty Assembly and two members appointed by the chief academic officer.
   d. The chief academic officer forwards, with comments and recommendations, a list of candidates to the President by April 15.
   e. If any of the above stated parties (Ad Hoc Academic Rank Committee or chief academic officer) fail to recommend an eligible candidate for promotion in academic rank, the said candidate may file a grievance according to established procedure against the party or parties who failed to recommend.
   f. The President presents recommendations for promotion to the Board by the June meeting.
2. Guidelines in Determining Qualifications for Promotion: The following guidelines are presented for use in determining an individual’s qualifications for promotion:
   a. Faculty Positions: Academic rank at MSC is classified as follows:
      1. Instructor
      2. Assistant Professor
      3. Associate Professor
      4. Professor
   b. Incoming Faculty: Incoming faculty can apply for tenure and a specific rank commensurate with their past academic experience.
   c. Existing Faculty: Existing tenured faculty can apply directly for any specific higher rank for which they meet both combined time and other requirements of all intervening ranks even if they did not formally apply for those intervening ranks.
   d. Instructor: Faculty employed at the rank of instructor must present evidence of scholarship, teaching ability, and practical experience. The official academic transcript must include evidence of course concentration (i.e., major or equivalent) and/or technical specialty within the discipline in which that person is required to teach.
   e. Assistant Professor: The candidate eligible for rank of assistant professor must meet the following three requirements:
      1. Hold a master’s degree relevant to the coursework to be taught.
      2. Tenured or granted tenure at the end of the academic year.
      3. Presented a well-organized and fully documented portfolio with a narrative and supporting evidence of his/her performance including “Superior Teaching and Classroom-Related Duties” and at least one of the other performance areas listed in IV.B.2.g.
   f. Associate Professor: The candidate eligible for rank of associate professor must fulfill either Item 1 or 2 below plus item 3 below:
      1. Completed 36 hours of coursework within one’s discipline beyond the hours applied to a master’s degree, and have been employed at least eight years with at least four tenured; or
      2. Earned a doctorate with at least two years tenured.
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3. Present a well-organized and fully documented portfolio with a narrative and supporting evidence of his/her performance including “Superior Teaching and Classroom-Related Duties” and at least two of the other performance areas listed in IV.B.2.g.

g. Professor: The candidate eligible for rank of professor must fulfill the requirements for Item 1 or 2 below plus 3 and 4 as follows:
1. Earned a doctorate and ten years of successful full-time teaching experience with at least six of the ten years tenured, or
2. Have 60 hours beyond hours applied to a master’s degree and 12 years of successful full-time teaching experience with at least 8 of the 12 years tenured.
3. Actively participating in a discipline-based state, regional or national organization.
4. Present a well-organized and fully documented portfolio with a narrative and supporting evidence of his/her performance including “Superior Teaching and Classroom-Related Duties” and at least three of the other performance areas listed in IV.B.2.g.

h. Supplemental Information: The following are examples the candidate might use in documenting continuing performance in specific areas. These are only examples, and the candidate is not confined to the use of only these examples. A more extensive description of faculty performance roles can be found in the Faculty Evaluation System document. The items used must be documented.

1. Superior Teaching and Classroom-Related Duties:
   a. Peer and student evaluations.
   b. Improvement in or development of techniques in teaching.
   c. Development of supplemental materials for instruction.
   d. Unsolicited letters from students or others.
   e. Student advisement/tutoring activities other than normally expected.

2. Professional Growth and Development:
   a. Participation in seminars and workshops.
   b. Activities in the Oklahoma Association of Community Colleges (OACC), etc.
   c. Participation in professional organizations within area of specialty.
   d. Presentation of papers.

3. Scholarship:
   a. Formal educational pursuits that result in a quality transcript.
   b. Continuing education.
   c. Certification in areas of specialization.
   d. Publishing of papers, articles, etc.
   e. Regional, state, or national recognition in field of specialization.

4. Outstanding Service to the Institution:
   a. Service on standing and ad hoc committees.
   b. Documented active participation in professional organizations.
   c. TV, radio, or other media appearances.
   d. Academic advisement.
   e. Recruitment activities.
   f. Sponsorship of club, judging team, etc.
   g. Organization of special days/activities: such as, FFA Interscholastic, Business Day, College Bowl, Speech Contest, etc.

5. Outstanding Service to the Community:
   a. Speak to community or professional groups.
   b. Member of or participate in civic groups.
   c. Consulting.
   d. Active in Chamber of Commerce, City Council, etc.
   e. Sponsor of clubs/organizations such as 4-H, Boy Scouts, etc.

6. Performance of Administrative Duties:
   a. Employee evaluations.
   b. Committee/council representations.
   c. Policy/procedure development.
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B. INSTRUCTIONAL MATERIAL

Policy Statement (Board Approval Date: 03/22/11)
This policy was developed to increase faculty and student awareness of textbook options and costs. The goal at MSC is to provide high-quality, cost-effective instructional materials to the students. Input for this policy was sought from the MSC Bookstore, faculty, publishers, and students.

Procedure
1. Faculty:
   a. The textbook is an instructor’s aid to instruction. Textbooks assigned to each course must be used as an integral part of the instructional process. The choice of a textbook is a departmental function performed by the instructors in the course with the concurrence of the supervisor (or departmental chair). The faculty at MSC are encouraged to consider cost-effectiveness when selecting textbooks and other instructional materials. All faculty are required to submit the Textbook Request Form (available on the MSC network under Common on Enterprise/MSC Forms) when selecting a new textbook. When possible, all course sections should utilize the same textbook. If an instructor is changing to a different textbook, it is recommended that this occur when the current textbook changes to a new edition.

2. Institution:
   a. An employee or department at MSC can receive:
      1. Samples of textbooks or instructional materials that are not to be sold by faculty, staff, or bookstores;
      2. Royalties or other compensation from the sales of textbooks or instructional materials that include the writing or the work of the employee;
      3. Honoraria for academic peer review on instructional materials; and
      4. Training in the use of instructional materials and technologies.
   b. No employee or department at MSC can demand, or receive, any reimbursement as an inducement for requiring students enrolled at the institution to purchase specific textbooks or instructional material. State law and the consequences of violations will supersede any institutional policies. The following excerpt from HB2103 (Section 3.A.1.), which went into effect on November 1, 2007, clearly states:
      1. “No employee or department at an institution within the Oklahoma State System of Higher Education can demand or receive any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, as an inducement for requiring students enrolled at the institution to purchase specific textbooks or instructional material required for coursework or instruction. An employee or department of an institution may receive: sample copies of textbooks or instructional material, instructor copies of textbooks or instructional material, or other instructional material that are not to be sold by faculty, staff, or bookstores.”
   c. The cost of instructional material will be available to students and employees on the MSC Web site. If possible, the prices of instructional materials will be available to students and employees at least one week before classes begin for the current semester.

3. Bookstores:
   a. Students have the option of purchasing textbooks and instructional materials required for their classes as separate units and not as a “bundled” package.
   b. MSC actively promotes and publicizes the buy-back program by advertising through the MSC Web site and on posters placed on the outside windows of the bookstores. The information will include the dates and times that buy-back will be available. Students should be given as much notice as possible when a book will not be repurchased. The manager will post these notices in the bookstores.
   c. The bookstores cannot solicit from staff/faculty or sell instructional materials marked or identified as free review instructional materials.

C. TENURED FACULTY: ACADEMIC FREEDOM, TENURE, AND DISMISSAL

Policy Statement (Board Approval Date: 03/22/11)
The state of Oklahoma is an “at-will” employer, and as a state agency MSC is an “at-will” employer. “At-will” employment is terminable at the will of either the employee or employer. Further, promises or representations
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made by anyone concerning the conditions of employment, express or implied, does not negate the right of the College to dismiss employment at any time, with or without cause. However, the Board of MSC recognizes the importance of establishing personnel procedures which: provide the faculty and other employees protection against arbitrary and capricious acts of administrators, employees, peers, Board members, legislators, and members of the lay public; and provide the institution protection against indolence, complacency, incompetence, and unproductiveness of faculty and other employees.

Procedure

Academic Freedom and Tenure: In developing personnel policies and procedures pertaining to the academic tenure of faculty members, the Board accepts the general statement that the burden of proof in establishing cause for non-renewal rests upon the institution. Therefore, the Board assumes that tenure granted to faculty members are on an evaluative basis and that the terms and conditions of these policies and related documents are legally binding on the MSC Governing Board and the faculty.

a. Academic Freedom:

1. The faculty member is entitled to freedom in the classroom and in discussing his/her subject, but he/she will be objective in his/her teaching of a controversial matter which has relation to his/her subject, of controversial topics introduced by students, and will not introduce into his/her teaching controversial matters which have little or no relation to his/her subject.

2. Each faculty member is an individual, a member of a learned profession, and a representative of an educational institution. When he/she speaks or writes as an individual, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and as an institutional representative, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence, he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

b. Academic Tenure:

1. Tenure is defined as the right that may be granted to a faculty member to continue in a position to which he/she has been appointed, subject to the terms and conditions of appointment. Tenure does not apply to an administrative position. A faculty member is a member of the instructional staff. Qualified professional librarians and other learning resources personnel with similar responsibilities are considered as faculty members for tenure purposes.

2. Because of the budget balancing amendment of the Oklahoma Constitution, the Board cannot obligate funds in excess of the unencumbered balance of surplus cash on hand. Consequently, the Board may not obligate itself by binding appointments beyond a current fiscal year for salaries or compensation in any amounts to its employees. The Supreme Court of Oklahoma has strictly construed this constitutional provision by ruling that any liability sought to be incurred in excess of current revenues on hand is void.

3. The Board does, however, recognize that tenure is a manifestation of the intent to reappoint tenured personnel within existing positions that are continued the next year when compatible with the annual budget for that year.

4. The terms and conditions of every appointment or reappointment should be stated in writing and be in the possession of both the institution and the faculty member before the appointment is consummated. Tenure is granted only by written notification.

c. Tenure Criteria: Tenure is evaluative as well as protective and tenurable faculty members must demonstrate professional credentials and performance. To be recommended for tenure, a faculty member must:

1. Possess a master's degree in the area of his/her employment specialty or a master's degree in education with a concentration of courses in the area of employment.

2. Have completed the fourth consecutive annual evaluation by the chief academic officer.

3. Have been evaluated satisfactorily during the third and fourth years of employment by the Tenure Committee.

d. Tenure Eligibility: Tenure may be conferred only to full-time faculty members with master's degrees and to professional librarians with master's degrees who occupy tenurable positions and who meet the criteria of the tenure policy. Individuals without master's degrees are given term appointments and are not eligible for tenure consideration but may become eligible upon completion of a master's degree.
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e. Term Appointment for Tenure Consideration:
   1. Faculty members who are appointed on a full-time basis with less than a master's may, upon the
      attainment of a master's degree in an acceptable teaching discipline, be granted a maximum of two
      years toward the four-year period required for tenure consideration.
   2. For the purpose of determining the maximum employment of faculty for tenure consideration, 
sabbatical leave counts as part of the four-year period of employment and a leave of absence does not count as part of the four-year period.

f. Tenure Procedures: The process for granting tenure begins with the employment of the faculty
   member who possesses a minimum of a master's degree in an acceptable discipline and meets the other
   Generally, the process includes the following steps:
   1. Evaluation Leading to Tenure:
      a. The chief academic officer observes the performance of the faculty member conducts an 
         annual evaluation and places a copy of the evaluation in the tenure file of the faculty member. 
         (Said file is kept in the office of the chief academic officer.)
      b. At the beginning of the third academic year, a Faculty Review Committee evaluates the 
         faculty member during the third and fourth years of his/her employment. This committee 
         consists of three tenured faculty members: one selected by the faculty member and two 
         selected by the chief academic officer. No member of the Tenure Committee may serve on 
         the Faculty Review Committee. The Review Committee's evaluation includes, but not limited 
         to, classroom visits, review of course materials and personal visits with the faculty member. 
         Each Review Committee member forwards his/her evaluation to the tenure file of the faculty 
         member, which is located in the office of the chief academic officer.
      c. At any time, the faculty member, the chief academic officer, or the President may place in the 
         tenure file or forward to the Tenure Committee any relevant documents regarding the 
         performance of the faculty member. All information regarding the performance of the faculty 
         member relating to tenure must be in writing and placed in the tenure file or be presented in 
         writing to the Tenure Committee in session.
      d. For the evaluative process of tenure to be effective, the same information regarding the 
         performance of the faculty member must be available to the faculty member, the chief 
         academic officer, the Tenure Committee, the President, and the Board.
      e. Access to a faculty member's tenure file (in the office of the chief academic officer) is limited 
         to the faculty member, the President, the chief academic officer, the Tenure Committee 
         when in session, and the Board during its tenure deliberations.

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corrected before the tenure recommendation can be presented to the Board. Recommendations are to include a record of the Tenure Committee vote on each individual, and unless a unanimous vote, the reasons for the vote and the reasons for any minority opinion. If tenure is not recommended, the reasons must be stated.

3. The results of all balloting, along with the recommendation from the chief academic officer, must be filed in the personnel record of the candidate for tenure.

4. Unless there is a conflict between the parties involved in the tenuring process, the President will convey to the Board the recommendation of the Tenure Committee and the chief academic officer, with a statement of policy compliance. The President also conveys to the Board a statement of concurrence or non-concurrence with the Tenure Committee’s recommendation.

5. Upon receiving the recommendation of the Tenure Committee (or the Ad Hoc Tenure Appellate Committee, if there has been a conflict between and among the parties involved in the tenuring process), the Board acts to grant tenure, deny tenure, or remand the recommendation back to the President for further consideration. The candidate for tenure is notified by the President pertaining to the action of the Board.

h. Timetable for Tenure Recommendation: The following timetable will be followed to ensure an orderly and expeditious consideration of all individuals eligible for tenure:

1. April: The tenured faculty holds elections by secret ballot to fill vacancies on the Tenure Committee. The Tenure Committee monitors the formation and activity of a Faculty Review Committee for each tenurable employee at the beginning of the third academic year of employment.

2. August/September: The Tenure Committee informs the President and the chief academic officer of the date the Tenure Committee will meet and of all individuals eligible for tenure consideration upon completion of fourth-year annual evaluations.

3. February/March: The chief academic officer, area supervisors and the Faculty Review Committees complete and file fourth-year evaluations.

4. March/April: After tenure deliberations, the Tenure Committee forwards to the President for procedural review a copy of all recommendations of those to receive or not to receive tenure. After determining that procedural policies have been followed, the President will present to the Board the recommendations of the Tenure Committee of those to receive or not to receive tenure. The Board acts on the recommendations.

i. Procedures for Renewal of Tenure for Tenured Faculty:

1. At the end of five years subsequent to being granted tenure, the faculty member is reviewed for continued tenure by the chief academic officer. Faculty members who have achieved annual evaluation performance points equal to or above a satisfactory rating and who have received no annual rating below satisfactory during the five-year period will automatically be tenured for an additional five years without further review.

2. The faculty member who has not achieved the evaluation performance points as stated above will go through the same procedures for granting continued tenure as those involved in granting initial tenure, with the exception of the faculty review requirement.

3. The Tenure Committee makes recommendations to the Board through the President. The recommendation includes one, or more, of the following:
   a. Continued tenure for five years with no reservations.
   b. Continued tenure with stipulations pertaining to professional improvement to be attained by a definite period.
   c. Probation for a definite period of time to make appropriate professional and/or personal adjustments.
   d. Discontinuance of tenure.

2. Causes and Procedures for Dismissal or Non-renewal for Tenured Faculty:
   a. No tenured member of the tenured faculty will have his/her appointment dismissed in violation of the principles of tenure adopted by the Board except for one or more of the following:

1. Personal conduct that substantially impairs the individual’s fulfillment of his/her institutional responsibilities, including, but not limited to, the following:
   a. Theft of College property
   b. Threatening or striking a College employee or student
   c. Falsifying records
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d. Insubordination
e. Drunkenness or substance abuse
f. Willful violation of a College policy
g. Conduct unbecoming a College employee
h. Conviction of a crime involving moral turpitude
i. Other just cause

2. Demonstrated incompetence or dishonesty.

3. Neglect of duty.

4. Lack of need for one's services as determined by the chief academic officer and President.

5. Necessity for financial retrenchment as determined by the chief financial officer and President.

6. Incapacity or disability that falls outside of the guidelines of the Americans with Disabilities Act.

b. Dismissals are recommended through appropriate administrative channels to the Board for final approval. Thorough documentation of all steps taken and the results of previous action must accompany the recommendation for dismissal.

c. Should a tenured faculty member's position be jeopardized subject to provisions 4 and 5 in Item IV.2.a. above, the Ad Hoc Tenure Appellate Committee, chief academic officer, and the President will determine whether, or how, that affected faculty member could be retrained and/or used in some other position of service to the institution.

d. Recommendations for the dismissal of the appointment and employment of a tenured faculty member for cause, as stated in Item IV.2.a. above, must be initiated by the chief academic officer. All such recommendations will be channeled to the President. It is also understood that the President on his/her own volition may initiate such recommendations.

e. The following procedures are to be followed in the dismissal of the appointment and employment of a tenured faculty member for cause:

1. If the President concurs in the recommendations for the dismissal of appointment and employment of a tenured faculty member, he/she must send a written statement by registered or certified mail to the tenured faculty member involved and give reasons for the action within fifteen days of his/her receipt of said recommendation. Copies of the written statement must be provided to the chief academic officer. If the President deems the appointment and employment of a tenured faculty member should be dismissed in the absence of supporting recommendations, he/she must send a written statement to such tenured faculty member by registered or certified mail in support of his/her position, with copies thereof going to the chief academic officer.

2. When the President notifies a tenured faculty member of the intention to dismiss appointment and employment for cause, such tenured faculty member must be informed in written detail of the specific charges against him/her and be informed of the procedural rights that will be accorded him/her. Every reasonable effort must be made by the President to ensure that the communication of this action and information is received by such tenured faculty member without delay.

3. The Right of Appeal of Tenured Faculty Members Regarding Dismissal:

a. Request for Appeal Hearing: If a tenured faculty member receives notice of a pending dismissal, he/she may request and be accorded a hearing before the Ad Hoc Tenure Appellate Committee. Failure to make a request in writing to the President within 15 working days after receipt of notification constitutes a waiver by such tenured faculty member of his/her right to a hearing before the appellate committee.

b. The Ad Hoc Tenure Appellate Committee: The Ad Hoc Tenure Appellate Committee for granting tenure or the dismissal or termination of appointment of tenured faculty members must not exceed five tenured faculty members, four of whom are elected by all tenured faculty members of the College by secret ballot, and one member is appointed by the President. A quorum - is three members. Initially, one-half of the elected members are elected for 12 months, and one-half for 24 months; thereafter, one-half are elected each year. Election of the members takes place in the spring of each academic year. No member can serve more than two consecutive terms. One or more alternate members of the Committee are elected to serve in the event a regular member is unable to serve. No member of the Tenure Committee or Faculty Review Committee can serve on the appellate committee, or vice versa. If any member of the Committee is an interested party in a case that comes before the appellate committee, said committee member must not serve on that case. The faculty member in question has the right to disqualify not more than one member of the committee.

4. Appeal Procedures for Tenured Faculty:
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a. After a tenured faculty member has requested a hearing before the Ad Hoc Tenure Appellate Committee, service of notice of hearing with specific charges in writing must be made at least 15 working days prior to the hearing. The tenured faculty member may waive his/her right to a hearing and file a written brief in his/her defense. If the tenured faculty member waives a hearing but denies the charge against him/her or asserts that the charges do not support a finding of adequate cause, the appellate committee must evaluate all available evidence and rest its recommendation upon the evidence presented for the record.

b. If the tenured faculty member requests a hearing of appeal, the Ad Hoc Tenure Appellate Committee, with due diligence and considering the interest of the College and tenured faculty member affected, holds its hearing and reports its findings and recommendations to the President. The President forwards a copy to the involved tenured faculty member and the Board.

c. At hearings before the Ad Hoc Tenure Appellate Committee, tenured faculty members and the College authorities are permitted counsel of their choice. All proceedings must be recorded on tape, with copies of the tape being supplied to the appealing tenured faculty member and the administration. The use of a court reporter is authorized at the expense of the party desiring the same. The Committee, after consultation with the President and the tenured faculty member, must exercise its judgment as to whether the hearing will be public or private.

d. The tenured faculty member is afforded an opportunity to obtain necessary witnesses and documentary or other evidence; and the administration of the institution will, insofar as it is possible for it to do so, secure the cooperation of such witnesses and make available necessary documents and other evidence within its control. The Ad Hoc Tenure Appellate Committee will grant a recess to enable either party to investigate evidence as to which a valid claim of surprise is made.

e. The tenured faculty member and the administration have the right to confront and cross-examine all witnesses present. Depositions are admissible whenever a witness cannot appear.

f. The decision of the Committee is based on a majority vote and forwarded in verbatim form through the offices of the chief academic officer and the President to the Board, with a copy to the affected tenured faculty member.

g. If the tenured faculty member does not agree with the finding(s) of the Committee, he/she has the right to request that the Board review the record made at the hearing before the Ad Hoc Tenure Appellate Committee, the transcript of the hearing, as well as the finding(s) and recommendation(s) of the Committee. The request must be in writing to the President’s Office not later than fifteen working days prior to a monthly board meeting scheduled within the two months following the Committee’s decision. The Board hearing to review the record and recommendation(s) regarding a tenured faculty member is conducted in executive session if appropriate.

D. FACULTY GUIDELINES AND EXPECTATIONS

Procedure

1. Absences from Duty: Any faculty member that will be away from his/her duties should file (five days before departure) a Request for Leave of Absence form (available on the MSC network under Common on Enterprise/MSC Forms). Any faculty member who deliberately misses a class, makes a habit of dismissing early, does not maintain proper office hours, or who is absent from the campus without clearance will be subject to dismissal.

2. Adjunct/Overload Pay – Installments: Adjunct instructors requesting to be paid in installments for the fall semester are paid the last working day of the month (as designated by the state of Oklahoma) in September, October, November, and December. Adjunct instructors for the spring semester are paid the last working day of the month (as designated by the state of Oklahoma) in February, March, April, and May. This schedule is contingent upon receiving the employment paperwork on or before the 16th of September for the fall semester and the 16th of February for the spring semester.

3. Adjunct/Overload Pay – Lump Sum: Instructors for the fall and spring regular semester who are paid one lump sum will receive payment on the date that semester grades are due provided employment paperwork is submitted to the Human Resources Office on or before the 16th of September for the fall semester and the 16th of February for the spring semester.

4. Adjunct/Overload Summer Pay: Summer instructors are paid in one installment the last working day in July (as designated by the state of Oklahoma) after grades have been submitted to the Registrar provided the employment paperwork is received on or before the 16th of the month.
5. **Advanced Study and Professional Growth:** It is recommended that each faculty member improve his/her professional status by accumulating as many hours in his/her major field of concentration as possible. Faculty members are encouraged to pursue continuing education in their major field of study.

6. **Assessment of Courses by Students:** Each semester, students complete course assessment surveys.

7. **Cancellation of Classes Due to Insufficient Enrollment:** The recommendation for canceling a class must be made in concert with the appropriate supervisor. If a class is cancelled, a student is not penalized. Prior to cancellation, the following items will be considered:
   a. Will the instructor remain fully occupied if the class is cancelled?
   b. Is the instructor's load beyond 15 hours?
   c. How will the instructor become fully occupied if the load is less than 15 hours?
   d. Is the class necessary for graduation?
   e. Can the load be balanced within the division?

8. **Class Schedules:** The chief academic officer, with the assistance of the Academic Council, will arrange and publish the schedule of classes each semester. The schedule will reflect an attempt to equalize the teaching loads and class size, balance the work of instructors and students daily throughout the week, eliminate course conflicts, make maximum utilization of space and physical properties, and addresses student needs. The class schedule, as printed, must be followed as to meeting time, days, and length of the class meetings. Any deviation from the printed schedule should be an unusual occurrence and must be approved by the appropriate supervisor.

9. **Class Rosters:** Class rosters may be accessed online through IQ Web.

10. **Classroom Assignment:** Classroom assignments are made on the basis of space available, type of course, and anticipated enrollment for a particular class. Request for change of classroom because of crowded conditions or other reasons should be made to the appropriate supervisor. Classroom assignments and/or changes must not be made until cleared with the appropriate office. Instructors should consider it their duty to protect the furniture and equipment in the room in which they are teaching. Needed repairs should be reported to the appropriate supervisor. No tobacco, food, or drinks are allowed in classrooms or laboratories.

11. **Commencement Exercises:** All members of the faculty (and designated professional staff) must participate in commencement exercises. Measurement for graduation regalia will be given to the Registrar. Some caps and gowns (bachelor's and master's) are furnished by MSC. Faculty/professional staff furnish their own hoods. For those who don't own hoods, arrangements are made in the Registrar's Office for rental.

12. **Course Syllabi:** A course syllabus for each course must be filed with the chief academic officer (see “Guide for Preparation of Course Syllabus” available on the MSC network under Common on Enterprise/MSC Forms). Each course syllabus should be reviewed and revised according to need and filed before the end of each academic year. All instructors in a given course section will use the same course syllabus.

13. **Criteria for Additional One-time Payment:** Recommendations with respect to payments in addition to contractual salaries are then the responsibility of the appropriate area supervisor. These recommendations will follow the normal and proper channels of communications established by the organizational structure of MSC. The recommendation with justification will be made in writing and will include but not be limited to the following:
   a. That the payment is for a specific service rendered that contributes significantly to MSC and is a one-time payment.
   b. That, whenever possible, the compensation be approved prior to the activity.
   c. That the contribution represents significant overtime.

14. **Education:** In keeping with generally accepted standards throughout the country, the minimum educational training expected of all members of the faculty is a master's degree with the equivalent of a major in their teaching field at both the undergraduate and graduate levels of teaching. Occasionally, it is necessary to make an exception to this standard. Faculty members employed in technical programs are also expected to have had experience in industry in the area in which they teach.

15. **Emergency Dismissal of Classes:** In the event that classes must be dismissed when students are on campus, instructors should follow this procedure: 1) explain the nature of the dismissal to students; and 2) ask them to take their personal belongings with them. In an event an emergency condition dictates taking immediate shelter, directions should be given to the closest shelter.

16. **Evaluations by Area Supervisors:** Annually all employees are evaluated by their area supervisor regarding performance of duties.

17. **Examinations and Grading:** Final examinations for all classes (on-campus and at the AHEC) must be administered according to the final examination schedule printed in the on campus class schedules. Other
examinations should be given during the regular class meeting hours at the instructor's determination. It is strongly recommended and is a good practice to provide students with a schedule of regular examinations or evaluation sessions and an explanation of the method of determining final grades.

The matter of determining grades is left to each individual instructor, and each is expected to employ his/her best judgment and the most fair technique known to him/her in assigning student grades that represent student achievement as accurately as possible and are based on defendable criteria.

Methods of grading should be in conformance with course syllabi. Final grades are reported for each student for every course undertaken under the following grading system:

A ..................... Excellent ................... 4 grade points per credit hour
B ..................... Good .......................... 3 grade points per credit hour
C ..................... Average ..................... 2 grade points per credit hour
D ..................... Poor ........................... 1 grade point per credit hour
F ..................... Failure ....................... 0 grade point, no credit hours. An "F" is calculated into the GPA.
P ..................... Passing ...................... Indicates hours earned, no grade points. It does not contribute to GPA.
I ...................... Incomplete ................. No grade points. Used at the instructor's discretion, an "I" indicates the student is passing and has completed a substantial portion of the course work but has been unavoidably detained from completion of the course. The student has 30 days to make written arrangements with the instructor to satisfy all course requirements. After requirements are satisfied, the instructor submits a change of grade to the Registrar. "I" grades that are not changed remain as a permanent "I" and will not contribute to GPA.
S/U ................. Satisfactory/Unsatisfactory ....... Reserved for courses that do not count toward graduation or retention GPAs (i.e. PE activity courses).
AU .................. Audit .......................... Students enrolled to audit a course will receive the grade of "AU." It does not contribute to GPA.
W .................... Withdrawal ................ No credits or grade points; indicates official withdrawal.1
AW ................. Administrative Withdrawal......... No credits or grade points, GPA neutral. Grades of "AW" must be approved by the chief academic officer to indicate that a student has been "involuntarily" withdrawn (see Page 31 for procedure) for disciplinary or financial reasons or inadequate attendance.2

1. No record of a course is indicated on a transcript if the student withdraws during the add/drop period (first 10 days of a regular semester and a proportional time for shorter terms). Permission of the academic adviser is required for this withdrawal.
2. Students withdrawing after the 10th class day and until the end of the 11th week of a regular semester and a proportional time for shorter terms. Permission of the instructor and the academic adviser is required for this withdrawal.

NOTE: Faculty will generally only be permitted to teach a maximum of one overload course each semester unless extraordinary circumstances dictate otherwise.

20. Adjunct Faculty Load: Adjunct faculty should not teach a load equivalent to a full-time faculty member, and load consideration should be given to primary responsibilities of employment.
21. Field Trips: Field trips in academic courses can be an important educational experience. These experiences should be carefully planned so that students will not have too much difficulty in making up work in classes missed. The following procedures are used in organizing field trips:
   a. Approval from the chief academic officer must be obtained one week in advance of the trip if it is at a time other than regularly scheduled hours of the particular class involved.
   b. A list of names of faculty and students participating in the field trip are to be submitted one week in advance in order that the list may be distributed to instructors.
   c. Arrangements to use a College vehicle must be made through the Business Office.
   d. It is the responsibility of the instructor planning a field trip to inform participants that it is their responsibility to contact instructors regarding makeup work necessitated by their absence, before leaving on the trip.
   e. Each student participating in a field trip must sign a “Murray State College Liability Release Form” (available on the MSC network under Common on Enterprise/MSC Forms) and the travel roster.

22. Grade Books: Grade books must be kept electronically online. They should be maintained and kept current. Grade books must be submitted to the chief academic officer after the semester is complete. Attendance records and grading information should be in order and accessible.

23. Grade Reports: Mid-term grades are submitted at the end of the eighth week. These grades are not mailed but are available online through IQWeb. Students with a grade of "D" or lower are sent notification letters with a request to confer with their instructor(s) and academic advisor. Final grade reports are issued at the close of the session. Each student listed on the final grade report must receive a grade. Students who have officially withdrawn from class should be assigned a grade of "W" or "F" as appropriate. Grades are confidential and should be posted in code.

24. Instructional Analysis: Area supervisors review the instruction in one course of each faculty member.

25. Instructor Duties:
   a. Demonstrates an understanding and support for the philosophy and mission of the comprehensive community college in such ways as:
      1. Developing a basic understanding of transfer, occupational-technical, and community service programs of the College.
      2. Being conversant about the nature of a "student centered" college in terms of the total educational program.
      3. Being able to explain the role, purposes, functions, and programs of the College to the students and the community.
   b. Demonstrates a knowledge of the subject matter being taught in such ways as:
      1. Providing evidence of preparation in his/her teaching area(s).
      2. Indicating familiarity with current research and contemporary developments in his/her area of specialty.
      3. Maintaining the respect of colleagues who teach in his/her subject area.
   c. Demonstrates an understanding of the "basic elements" of the instructional process in such ways as:
      1. Preparing instructional objectives for each course.
      2. Developing a variety of instructional strategies for accomplishing course objectives.
      3. Preparing appropriate criterion tests for evaluating student performance.
      4. Placing instruction and obligations to students ahead of his/her pursuit of ancillary or vested interests within his/her professional group or association.
   d. Demonstrates experience and/or willingness to learn and use state-of-the-art technology in the delivery of instruction, including but not limited to interactive television, the Internet, and telecourses.
   e. Demonstrates the ability to use his/her knowledge in communicating the subject matter to the students in such ways as:
      1. Using various methods, techniques, and materials for stimulating student mastery of the course.
      2. Selecting appropriate teaching materials.
      3. Maintaining the respect of the students by making the body of knowledge relevant to contemporary life and issues.
   f. Demonstrates that his/her instructional activities are carefully planned in accordance with College Catalog descriptions, course outlines, and class schedules in such ways as:
      1. Preparing precise objectives for class sessions.
      2. Developing instructional materials that are appropriate for a wide range of achievement and ability levels.
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3. Preparing or obtaining relevant instructional material before instruction begins.
4. Planning outside activities such as field trips or other "environmental" experiences that complement courses.
5. Planning the courses in such a way as to ensure a desired continuity of learning.

g. Understands and provides for individual differences among students in such ways as:
   Using audio-visual equipment and other instructional media.
   1. Encouraging the use of the available physical facilities, including the Library/Learning Resource Center.
   2. Varying homework and classroom assignments in accordance with the maturity and ability of the students.
   3. Insuring that assignments are within the students' level of competency.
   4. Varying the assignments in class projects each year.
   5. Taking the role of academic advisor seriously, and working intensively with each advisee.
   6. Being available to students in the office or classroom for individual help during the non-scheduled hours of each day.

h. Stimulates the students' learning activities in such ways as:
   1. Using teaching techniques that are appropriate for the material being presented.
   2. Challenging students to set realistic goals and purposes in relationship to their learning activities.
   3. Relating new concepts to previous learning.
   4. Conducting classes in such a manner as to allow students to share the excitement of learning.
   5. Encouraging participation by all students in classroom learning experiences, rather than allowing a few individuals to dominate a class.

i. Demonstrates the ability to judge student performance in such ways as:
   1. Explaining at the beginning of each semester how grades will be determined and informing students regularly of their progress and ways in which they can improve.
   2. Evaluating student performance as objectively as possible and in relationship to standards established by the College.
   3. Developing and using "teacher made" tests that are appropriate for determining whether course objectives have been met.
   4. Using written assignments, projects, oral reports, demonstrations, etc., in determining student progress.
   5. Establishing a systematic plan for evaluation and using tests as a learning experience.
   6. Assigning grades to students on the basis of composite evaluation of student performance.

j. Furnishes evidence of professional growth and development in such ways as:
   1. Participating in conferences, workshops, etc., which focus on his/her subject matter.
   2. Attending institutes, seminars, workshops, etc., designed to improve College instruction.
   3. Enrolling for credit in related courses in senior colleges or universities.
   4. Producing evidence of travel for other professional activities, which will enhance his/her teaching role.
   5. Welcoming suggestions and constructive criticism which are intended to improve his/her role as a teacher.
   6. Using appropriate channels of communication in relating to satisfaction or making positive suggestions.
   7. Assuming additional responsibilities assigned by the Dean(s) or supervisory staff.
   8. Seeking and accepting institutional responsibilities beyond those assigned and beyond those related directly to instruction.
   9. Participating in institutional activities, and sponsoring student organizations and activities.

k. Displays personal characteristics which reflect positively on the teaching profession and the College in such ways as:
   1. Respecting his/her colleagues and observing ethical principles of the teaching profession.
   2. Participating in community activities and organizations.
   3. Demonstrating a constructive attitude toward administrative, professional, and classified personnel.
   4. Using appropriate vocabulary free from excessive profanity and slang.
   5. Displaying use of good judgment, tact, and discrimination in meeting situations.
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6. Dressing appropriately for classroom and special occasions, and recognizing responsibility to
him/herself, the profession, and the community to present a favorable personal appearance.

7. Demonstrating a wholesome sense of humor.

8. Presenting a positive view of the College, and its leadership and personnel in contact with the
students, the lay public and with outside agencies or persons.

9. Giving a full day's time commitment to the institution.

10. Maintaining a reputation for prompt payment of debts and obligations, avoiding involvement of
the College with unsatisfied creditors, and preserving the good credit image generally enjoyed
by all College staff.

11. Using good judgment and restraint in the exercising of various rights and privileges in personal
conduct and in involvement in conflicts and controversies.

26. Intersession Pay: Intersession instructors are paid the last working day of the month (as designated by the
state of Oklahoma) in which their session ends provided the employment paperwork is received on or
before the 16th of the month.

27. Library/Learning Resource Center (L/LRC): Faculty are urged to make use of the L/LRC as a means of
cultural and professional development and to require their students to use it. Staff members are expected to
follow the standard procedure in withdrawing books. They may withdraw any volume except books of
general reference, periodicals, or books on reserve. In addition to library services, the L/LRC provides
audio-visual aids for classroom instruction. Every faculty member should become familiar with the
resources available for the particular discipline to which he/she is assigned. Direct arrangements should be
made with the L/LRC staff for the utilization of equipment and other instructional aids.

28. Limiting Class Size: Instructors should notify the appropriate supervisor of any classes that have a limit in
enrollment size.

29. Mid-Term Grades: (Also see information under Grade Reports.) Mid-term grades (determined during the
seventh week and submitted at the end of the eighth week) should: (1) be based on at least three measures
of student performance; (2) represent student achievement as accurately as possible; and (3) be based on
defendable criteria. Both mid-term and final grades may impact the status of students attending College
under a special talent program. (See Scholarship Required of Representatives in Part VIII of the College
Catalog for more information.)

30. Office Hours: Faculty are expected to arrange a schedule and post office hours in order that they may be
available for conference with students. Office hours should be arranged as nearly as possible on a daily
basis. The schedule should be observed as conscientiously as that of a class.

31. Student Absences: Attending class and being on time are essential to being a successful student. There is
no "safe" number of absences. A student who misses only one class, but misses a major examination could
find his/her final grade lowered drastically as a result. Thus, it is the expectation of MSC that students be
on time for and attend all meetings of all classes in which they are enrolled. More than one-hour absence
per course hour enrolled is excessive. When a student's absences become excessive and the instructor
determines that the student cannot achieve a passing grade even if attendance is resumed, the instructor may
recommend that the student be administratively withdrawn.

Absences are either excused or unexcused. With the exception of College-sponsored activities, individual instructors will determine whether an absence is to be excused. An excused absence allows a
student to make up, within a reasonable length of time, any course requirement missed because of the
absence. An unexcused absence means that a student will not be permitted to make up course work
missed as a result of the absence. However, when absences (either excused or unexcused) become so
excessive that in the judgment of the instructor the student cannot perform the requirements of the
course, the instructor may recommend that the student be administratively withdrawn from the course.
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32. Student Appeal of Grades: The policy for addressing student appeal of grades is in the “MSC Procedures” manual. The policy was developed by the Faculty Advisory Committee in 1985 and was revised in 1987 by the Academic Council.

33. Suggestions for Improving the Educational Program: All faculty members are urged to be on the alert for ideas to improve the educational program, and are invited to make suggestions to supervisory staff. All faculty are requested to report any circumstances, which are adversely affecting their instructional area.

34. Summer School: For appointments other than 12-month, faculty are employed for summer school under separate personnel action. Salaries are established prior to the ensuing fiscal year.

35. Teaching Experience: The preferred qualifications for a first time faculty member upon initial employment at MSC will include at least two years of verified successful teaching experience.

36. Transcripts: Faculty are required to keep updated transcripts of college work on file in the offices of the chief academic officer and Human Resources. These transcripts must show all college credits earned, both graduate and undergraduate. When faculty members earn additional credits, records should be provided to supplement other information on file.

37. Tutoring Services Available to Students: Academic and peer tutoring and counseling are offered through the Academic Advisement Centers in Tishomingo and Ardmore and the Help Center in Tishomingo.
CHAPTER V: STUDENT RELATED

A. STUDENT DISCIPLINARY REGULATIONS AND APPEAL

Policy Statement (Board Approval Date: 03/22/11)

Students enrolled at MSC are expected to follow policies and procedures as outlined in the MSC Student Handbook. The MSC Student Handbook can be found on the MSC Web site at www.mscok.edu.

1. Disciplinary Regulations: The following constitutes the disciplinary regulations of MSC and the administrative procedure pertinent to the regulations and policies.

   a. Introduction: Murray State College, as is the case with any community, has regulations reflecting the values to which the College is committed and which are designed to help ensure order in the College community. Students enrolled at MSC are expected to conform to the ordinary rules of polite society, to be truthful, to respect the rights of others, and to have regard for the preservation of state property, as well as the private property of others. This judicial system has been established to deal with students who are accused of violating College policies and is comprised of students and College employees. Members of this system are committed to conducting fair hearings and following due process, as well as being concerned with both the education and personal development of individual students, and upholding the values to which MSC is committed.

      A student disciplinary case is not considered a case for criminal law, nor is a disciplinary hearing considered to be a courtroom procedure. The procedures used at MSC concerning disciplinary action are directed toward assurance of a fair judgment for the student through complete case information, opportunity to be heard, opportunity for friendly counsel, and such safeguards of rights as may be easily understood by educators, laymen, and students who have mutual confidence in one another.

   b. Scope of Regulations:

      1. All students who are enrolled in the College are subject to the rules and regulations of the institution.
      2. The Director of Student Life is responsible for initial investigations concerning any allegations of violations of College disciplinary regulations by any student or group of students. Based upon the findings of the investigation, the Director of Student Life may impose a combination of the penalties cited in these disciplinary regulations.
      3. The Student Conduct/Appeals Committee is appointed by the chief student affairs officer, when deemed necessary, to consider the case of students involved in a violation of College regulations. A general conduct disciplinary decision involving suspension or expulsion made by the Director of Student Life may be appealed by the student involved to the Student Conduct Appeals Committee. The request and reason for the appeal must be made in writing to the Chair of the Student Conduct/Appeals Committee.
      4. The regulations for the administrative procedure of hearing and the statements regarding provision for counsel for due process and for appeals are on file in the Director of Student Life office and are available to anyone who wishes to read them.
      5. When the College’s Rules and Regulations Govern: All students enrolled in the College, their guests, and other visitors are subject to the rules and regulations of the institution while on College premises or engaged in a sponsored activity. Conduct off campus should positively reflect the reputation of the individual or the College.

Procedure

1. Handling of Complaints of Violations of Disciplinary Rules and Regulations:

   a. Any student or College employee may file a report of a College policy violation. The report form is available from residence hall staff, Campus Police, and the Student Life Office and is also available on the MSC network under Common on Enterprise/MSC Forms. The report asks for the name of the accused student, the specific details of the violation, and the signature of the person filing the report.
   b. Allegations of violations must be referred to the Director of Student Life.
   c. Upon receipt of the allegations, the Director of Student Life will investigate the alleged violations, i.e. gather additional information and witnesses, if necessary, and determine whether or not there is sufficient evidence and information to charge a student with the alleged violation.
   d. After the initial investigation, the Director of Student Life may:

      1. Take no action.
      2. Take administrative action to counsel, advise, or admonish the student.
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3. Take disciplinary action against the offending student ranging from reprimand to recommending suspension or expulsion.
   
e. The Dean of Ardmore Instruction will forward a recommendation for disciplinary action concerning student attending MSC in Ardmore to the Director of Student Life.
   
f. Where suspension or expulsion is recommended and when applicable, eviction from College housing is not automatic. However, should the circumstances warrant, in the estimation of the Director of Student Life and the President, or his/her designee, a student may be immediately suspended from the College campus pending the College's due process procedures. Such action must be authorized by the President (or in the event of his/her absence the President's designee). Such extreme measures are implemented when, in the opinion of the above mentioned College officials, the student is considered to be dangerous, hazardous, a menace to others and/or himself/herself, or interferes with the educational process or orderly operation of the College. Criminal charges against a student on or off campus may result in suspension when in the judgment of College officials the individual poses a threat to the safety of himself/herself or the safety or functioning of the campus community.
   
g. In cases where direct action involving suspension or expulsion is taken by the Director of Student Life and the President, the student will be informed of his/her right to appeal and to have a hearing before the Student Conduct Appeals Committee. This does not preclude the right of the Director of Student Life to suspend a student temporarily until a hearing is arranged, providing such opportunity for a hearing is within a reasonable time (usually five working days).
   
h. Informal disposition may be made of any case by stipulation or agreement between College authorities and the student or by consent or default on the part of either party, and in such instances a hearing is not necessary.
   
i. In cases where the Director of Student Life takes action against a student, the decision of the Director of Student Life will be furnished to the student, or students, in violation of College rules in writing within seven working days after the decision.
   
j. Students against whom the Director of Student Life has taken disciplinary action may appeal the decision of the Director of Student Life to the Student Conduct Appeals Committee. In cases involving a reprimand, restitution, or probation, the Committee on Student Conduct may request a hearing if they feel a hearing is warranted. In cases involving suspension or expulsion, either the student or the committee may request a hearing.

2. Student Conduct/Appeals Committee: The Student Conduct/Appeals Committee must consist of four College employees, appointed by the chief student affairs officer, whose primary duties do not involve the administration of student conduct and affairs, and three student members nominated by the Student Government Association and appointed by the chief student affairs officer. The Vice President for Student Affairs will designate the committee Chair.

3. Appeal to the Student Conduct/Appeals Committee:
   
a. Request for Hearing: Any student adversely affected by the decision of the Director of Student Life may file a written request for a hearing before the Student Conduct Appeals Committee within ten working days.
   
b. Hearing Scheduling: Upon receipt of the request for an appeal hearing, the Director of Student Life will schedule a hearing and notify the student requesting the appeal of the day and time of the scheduled hearing as soon as is reasonably possible. At the same time, the student will be informed as to the procedure used at the hearing and the student's right to legal counsel. If the student is to be assisted by legal counsel, notification must be made to the Vice President for Student Affairs at least five days prior to the scheduled hearing.
   
c. Usual Hearing Procedure:
      1. The Student Conduct/Appeals Committee Chair distributes a short synopsis of the case in writing to the student and to the Committee. The Chair will then request an oral presentation of facts from the Director of Student Life.
      2. Questions are asked by the Committee to clarify the facts and allegations.
      3. An opportunity is provided for the student to speak to, explain, or contradict allegations; to appeal for understanding or clemency; to present contrary evidence; to make known the existence of other testimony; or to raise clarifying questions.
      4. The Committee will then deliberate and make a decision on the appeal. The decision of the Committee may be one of the following:
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a. Uphold the decision of the Director of Student Life.
b. Modify the decision of the Director of Student Life by reducing the penalties, changing the penalties, or increasing the penalties.
c. Dismiss the charges against the student.
d. Take other action as deemed appropriate.
d. Attendance at the Appeal Hearing: A typical appeal hearing involves only the appearance of the Director of Student Life, the student (with legal counsel, if desired), and the members of the Committee. Deviation may be made from this by the committee Chair on consultation with the committee members when in his/her considered opinion such is necessary in order to ensure complete information and fairness. Either the Director of Student Life or the student may request the appearance of others alleged to have relevant knowledge of the case before the committee. The honoring of these requests is at the discretion of the committee. Any witness who appears to make statements is open to questions by all parties, and any documentary evidence presented is open to examination by all parties. The committee itself may call upon expert assistance or may call before it any person having helpful information or knowledge.
e. Counsel: The student has the right of counsel during the hearing procedure. The Counsel may be a parent, other adult, or a licensed attorney at the student's own expense. Appearance of an attorney on behalf of a student also entitles the Student Conduct Appeals Committee to the presence of legal counsel throughout the proceedings. No student or their counsel has the right to speak or behave discourteously or disrespectfully to the Committee or any other person involved in the hearing. Breaches of common courtesy or respect by a party in a hearing may result in the offending party's removal from the proceedings by the committee Chair and the termination of the party's rights to any further hearing in the disposition of that particular case.
f. Records: The records of a hearing are to be a summary and not a transcript. However, records should be sufficient enough to include the more significant facts presented, allegations made, statements of views, and decisions reached. Hearings must be tape-recorded and such recordings preserved for a minimum of two years. A copy of the record of the case must be placed in the disciplinary record file of the student, and the Chair of the Committee must keep copies of all records. Such records are open to review by a higher College authority, such as the President, but will not otherwise be available to any person or party except on court order. An exception to this procedure may be if the student applies for admission to any other college or university and requests that a clarifying statement be sent to explain a notation that may appear on the student's transcript in regard to his/her probationary, suspension, or dismissal status.
g. Notice of Action: The Committee may notify the student verbally of action not involving suspension or expulsion. Notification of suspension or expulsion must be in writing and signed by the Chairman of the Committee, the Director of Student Life and the President. Notice of action must be given within ten working days. Suspension or expulsion of a student is not final until written authorization by the President.
h. Appeal Beyond the Student Conduct/Appeals Committee: An appeal of any action taken by the Committee may be made to the President within five working days. Reasons for the appeal must be stated in writing and presented to the President. The President may exercise whether or not to re-open the case, to adjust the penalty, to set aside the penalty, or to order a reconsideration of the case or a new hearing by the Committee. The President is not bound by the formal rules of hearing in his/her investigation or appraisal.

B. STUDENTS’ ROLE IN DECISION MAKING

Policy Statement (Board Approval Date: 03/22/11)
The Board subscribes to the basic principle that students should be provided an opportunity to be informed and heard. The avenue for information sharing is through the Student Government Association according to established procedures.

C. STUDENT EDUCATIONAL RIGHTS

Policy Statement (Board Approval Date: 03/22/11)
1. Confidentiality of Student Records:
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a. FERPA Rights: In accordance with the Family Educational Rights and Privacy Act (FERPA – also known as the Buckley Amendment), students of MSC are guaranteed certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day MSC receives a request for access. Exceptions to the right to inspect and review records are (a) confidential letters and statements of recommendation—regarding admission, application for employment, or receipt of an honor or honorary recognition—if the student has waived his/her right to inspect and review those letters and statements; and (b) financial records of his/her parents.

   Students should submit to the registrar, chief academic officer, head of the academic department, or another appropriate official, written requests that identify the record(s) they wish to inspect. Positive identification of the student is required prior to examination of records. The official makes arrangements for access and notifies the student of the time and place where the records may be inspected. The student is not guaranteed the right to seclusion in examining the records or the right to remove any records. If the official to whom the request was submitted does not maintain the records, that official is to advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate. Students may ask the official to amend a record that they believe is inaccurate. They should write the official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

   If the official decides not to amend the record as requested by the student, the student is notified of the decision and advised of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to College officials with legitimate educational interests. A college official is a person employed by MSC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom MSC has contracted (such as an attorney, auditor or collection agent); a person serving on the Board; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another college official in performing his/her tasks.

   A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

4. The right to refuse the release of directory information. If the student chooses to exercise that right, he/she must appear in person in the Office of the Registrar by the tenth class day in the fall or spring semesters, or the fifth class day in the summer term, and sign a form (Directory Information Hold Form) stipulating that information not be released. This form is available on the MSC network under Common on Enterprise/MSC Forms.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by MSC to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC  20202-4605

Procedure
1. Release of Student Information:
   a. Release of Directory Information: In accordance with FERPA, prior student consent is not required to release directory information. Directory information is a category of information and does not refer to a publication known as a “directory.”

   1. Students have the right to refuse the release of directory information as explained above.
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2. Information that MSC has declared to be directory information is listed as follows: Student’s name, address, telephone number, electronic mail address, date and place of birth, photographs, participation in officially recognized activities and sports, field of study (major), honors and awards, weight and height of athletes, enrollment status (full-, part-time), dates of attendance, most recent previous school/college attended, classification, degrees and awards received and dates of receipt, and anticipated date of graduation based on completed hours.

b. Release Consent: FERPA requires the signed and dated consent of the student for the release to anyone (including parents) with the following exceptions:
1. other college officials within the educational institution who have legitimate educational interests;
2. to federal, state, and local authorities conducting an audit, evaluation, or enforcement of education programs;
3. in connection with a student’s application for, or receipt of, financial aid;
4. organizations or educational agencies conducting legitimate research, provided no personal identifiable information about the student is made public;
5. accrediting organizations;
6. parents of a dependent student upon proof of dependency (exclusive of international students) (The Proof of Dependency form is available on the MSC network under Common on Enterprise/MSC Forms);
7. to comply with a judicial order or lawfully issued subpoena;
8. in connection with an emergency when such information is necessary to protect the health or safety of the student or other persons;
9. directory information;
10. results of a disciplinary hearing to an alleged victim of a crime of violence;
11. final results of a disciplinary hearing to an alleged victim of a crime of violence;
12. final results of a disciplinary hearing concerning a student who is an alleged perpetrator of a crime of violence and who is found to have committed a violation of the institution’s rules or policies; and
13. disclosure to the parent of a student under 21 years of age if the institution determines that the student has committed a violation of its drug or alcohol rules or policies.

c. Transfer of Information to a Third Party: Personal information will only be transferred to a third party on the condition that such party will not permit any other party to have access to the information without written consent of the student. (Student’s Release of Confidential Education Records to Third Parties form is available on the MSC network under Common on Enterprise/MSC Forms.)

D. Non-Academic Criteria for Admission
1. In addition to the academic criteria the institution shall consider the following non-academic criteria in deciding whether an applicant/student will be granted admission:
   a. Whether an applicant has been expelled, suspended, denied admission or denied readmission by any educational institution.
   b. Whether an applicant has been convicted of a felony or convicted of any lesser crime involving moral turpitude.
   c. Whether an applicant’s conduct has been such that if, at the time of the conduct in question, the applicant had been a student at the institution to which application is made, the course of conduct would have been grounds for expulsion, suspension, dismissal or denial of readmission.
2. If the institution finds that an applicant has any of the above, then the institution shall deny admission to applicant if it decides that any of the events described above indicate the applicant’s unfitness, at the time of application, to be a student at the institution.

If the applicant is denied admission on any of the foregoing grounds, there must be substantial evidence supporting the basis for denial. In addition, the Admissions Review Team made up of the Registrar, MSC Police Chief, AVP of Enrollment Management, and Vice President for Student Affairs will:
   a. Afford the applicant an opportunity to be heard.
   b. Advise the applicant the grounds for denial.
   c. Advise the applicant the facts used to form a basis of the denial.

The Admissions Review Team has been established as a mechanism to guarantee the proper
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administration of the procedural safeguards outlined in this section.

E. Publication of Student Right-to-Know

MSC has a responsibility to disclose information with respect to completion or graduation rates and campus safety policies and procedures to current and prospective students and employees for enrollment or employment. The College prepares, publishes, and distributes information regarding completion or graduation rates and campus policies, procedures, and crime statistics as required by the Student Right-to-Know and Cleary (Campus Security) Act of 1990 and as amended by the Higher Education Technical Amendment of 1991.

F. STUDENT APPEAL OF COURSE GRADE PROCEDURE

The evaluation of student performance reflected in the final course grade becomes a part of the permanent student record and is recorded on the college transcript for the student. This grade is based upon several specified grading factors identified in the course syllabus. If a student believes those grading methods were not consistently and accurately followed when the faculty member determined the student’s final grade, the following procedures should be used to resolve the issue.

Step 1:

A. The student shall within thirty (30) days following the issuance of the grade in question, confer with the instructor who issued the grade and outline the reasons why it is felt the grade has been incorrectly issued. Within ten (10) working days following this conference, the instructor shall advise the student in writing of his/her action. The instructor may leave the grade unchanged or specify the grade change made as a result of the appeal. In either case, the instructor will specify the reasons for the action in writing.

B. If the student remains dissatisfied following Step 1A, he/she should contact the applicable department chairperson within five (5) working days of receiving the written response from the instructor. The chairperson shall arrange a conference with the student, instructor, and the chairperson. A written record of the meeting and decision is to be kept.

Step 2:

If the student’s dissatisfaction persists, he/she may request that the case be reviewed at a hearing before a Review Committee by filing a Grade Appeal. The student shall obtain the Grade Appeal Form available in the Academic Affairs Office. Filling out an issue/concern form is not a grade appeal.

The Grade Appeal form must be received no later than ten (10) working days following the conference with the department chair. Submission of the grade appeal should be made to the Vice President for Academic Affairs, and the Review Committee shall hear the case within twenty (20) working days thereafter.

The Review Committee shall consist of the Vice President for Academic Affairs as chairperson, the chairperson of the department involved, two faculty, and two students chosen by the Vice President for Academic Affairs.

At such review, the student shall be allowed to appear in person and present any evidence, including the testimony of others, which is reasonable and relevant in determining whether or not the grade in question is, in fact, correct. The burden of proof rests with the student. The proof shall be a preponderance of evidence.
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The instructor who issued the grade will be given the opportunity for further clarification as to how the grade was determined.

The Vice President for Academic Affairs will communicate the decision of the Review Committee in writing within ten (10) working days after the hearing is closed.

**Step 3:**

If the student is dissatisfied with the decision rendered in Step 2, he/she will have an additional five (5) working days after notification of the decision to contact the President of the college in writing the desire to appeal. After receiving the report of the Review Committee, the President will determine if Steps 1 and 2 were followed. If Steps 1 and 2 have been followed, the President may:

A. Meet with the student to gain further clarification of the problem.

B. Meet with the faculty member, department chairperson and Vice President for Academic Affairs to gain additional clarification of the problem.

After careful consideration of all facts, but within ten (10) working days, the President will render a decision in writing to the student. The decision of the President will be to:

A. Sustain the action of the Review Committee, or

B. Refer the appeal back to the Review Committee if new information is brought forward in Step 3, or

C. Refer the appeal back to the Review Committee for additional study and review of procedures followed.

The President shall take any other actions necessary to protect the student’s right to due process and the instructor’s right to academic freedom.

**Step 4:**

If the student is dissatisfied with the decision rendered by the President in Step 3, he/she may appeal the decision to the Board of Regents for Murray State College. The procedures for addressing the Board of Regents are outlined in the Manual of Governing Policies (available in the President’s office.)
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STUDENT COURSE GRADE APPEAL FORM

This form should be completed and submitted to the Student Course Grade Appeal Review Committee, Academic Affairs Office, Room AD 304.

A concise statement explaining the reason for appeal should also be submitted with the form.

Name ___________________________ Date __________________

Classification ___________________ ID # _________________________

Address ________________________________________________

Phone Number __________________________

Course ID_________________________ Section No_____________________

Course Title ________________________________________________

Instructor ________________________ Semester _______________ Year _______

Grade Received ____________ Grade Expected ________________

Maintain a record of dates and signatures of all persons identified below who were included in the discussion process.

Signature Date

Instructor ______________________________ Date ______________

Departmental Chairperson ______________________ Date ____________

Vice President for Academic Affairs ___________________________ Date ____________

Student’s Signature __________________________ Date ______________
CHAPTER VI:
ADDITIONAL POLICIES AND PROCEDURES

A. AMERICANS WITH DISABILITIES ACT

Policy Statement (Board Approval Date: 03/22/11)

MURRAY STATE COLLEGE NOTICE OF NON-DISCRIMINATION:

Murray State College, in compliance with Title VI of the civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, gender, sex, age, religion, handicap, or status as veteran in any of its policies, practices, procedures, education programs, or activities. This includes, but is not limited to, admissions, employment, financial aid, and educational services. Compliance responsibilities regarding Section 504 and Title IX of the Education Amendments Act of 1972 are assigned to and maintained by:

Amanda Baldridge – Director of Academic Advisement
MURRAY STATE COLLEGE
One Murray Campus
Tishomingo, OK 73460
580.387.7201
abaldridge@mscok.edu

Procedure

1. The Student’s Responsibilities:

   a. The student must self-identify the disability and submit a signed request listing any accommodations requested to the Academic Advisement (MSC or AHEC). This should be done upon registration, but in any event it should be done not later than the end of week one of a semester. On classes shorter than a semester in length, notification is required at registration. The earlier this is done, the greater the opportunity MSC has to respond to the need following documentation.

   b. The student’s request must be accompanied by an evaluation from a qualified professional. The professional’s evaluation must include a diagnosis with recommended accommodation(s).

2. MSC’s Responsibilities to the Student:

   a. When the Academic Advisement receives the student’s request and the qualified professional’s diagnosis with recommended accommodation(s), a thorough individualized assessment is conducted. This may be a collaborative process involving the counseling staff, the student, and the instructor.

   b. If cost is involved in the requested accommodation, PAC must approve the request.

   c. The Academic Advisement Center completes the ADA Accommodations/Responsibilities form and forward it to the student’s instructors.

   d. All information regarding a student’s disability is highly confidential and is maintained in separate, secure files with limited access. Information is shared only on a need-to-know basis.

   e. The Academic Advisement Center maintains the student’s file including all documentation.

   f. The chief academic officer ensures that all course syllabi include the following statement: “Murray State College is committed to providing equal access to College programs and services for all students. Under College policy and federal and state laws, students with documented disabilities are entitled to reasonable accommodation to ensure the student has an equal opportunity to perform in class.”

   g. When a student self-identifies a disability, faculty members should direct the student to the Academic Advisement (MSC or AHEC).

3. MSC Employee’s Responsibility: Any MSC employee having a disability that falls within the A.D.A. guidelines should visit with the A.D.A. Compliance Officer (Vice President for Student Affairs) regarding job accommodation requests.

4. Americans with Disabilities (ADA) Grievance Procedure: Murray State College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA). Title II states, in part, that no otherwise qualified disabled individual will, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by a public entity.
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a. Students with ADA complaints should follow the Student Grievance Procedures as published in the MSC Student Handbook and on file in the offices of the Director of Student Life, chief student affairs officer, and Registrar.

b. Employees with ADA complaints should follow the Employee Grievance Procedure as published in this manual.

c. Other individuals with ADA complaints concerning MSC should address the complaints to the Vice President for Student Affairs, Murray State College, One Murray Campus, Tishomingo, OK 73460. Telephone 580-371-2371, ex. 191, and follow the procedures listed below:

   1. A complaint should be filed in writing, containing the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
   2. A complaint should be filed within a reasonable amount of time after the complainant becomes aware of the alleged violation.
   3. An investigation, as may be appropriate, follows a filing of complaint. The investigation will be conducted by the Vice President for Student Affairs. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
   4. A written determination as to the validity of the complaint and a description of the resolution, if any, is to be issued by the Vice President for Student Affairs and a copy forwarded to the complainant no later than 15 working days after its filing.
   5. The Vice President for Student Affairs maintains the files and records of MSC relating to the complaints filed.
   6. The complainant can request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. The request for reconsideration should be made within ten working days from the date of receipt of the written determination as set forth in Item C.4.
   7. The President reviews the materials presented, interviews individuals as deemed appropriate, and renders a decision within ten working days.

NOTE: The following applies to all complainants: The right of a person to a prompt and equitable resolution of the complaint filed hereunder is not to be impaired by the person’s pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies. These rules are construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that MSC complies with the ADA and implementing regulations.

B. DISABILITY SERVICES PROCEDURE

1. Equal Access: Murray State College is committed to inclusion and equal access of individuals with disabilities. Individuals will not be discriminated against on the basis of disability or be denied equal access and appropriate accommodation to the educational opportunities available at MSC. “No otherwise qualified person with a disability in the United States shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity in any institution receiving federal financial assistance.” – Section 504 of the Rehabilitation Act of 1973.

2. Admissions: Admission decisions are made without regard to disabilities. All prospective students are expected to apply to MSC presenting all necessary documents and testing scores required. Prospective students with disabilities are not required to identify themselves to the Registrar Office upon admission or the Academic Advisement Office upon enrollment. However, those interested in receiving academic accommodations are encouraged to meet with, or contact Amanda Baldridge, Director of Academic Advisement or Donna Roy, Academic Advisor as early as possible to allow for a review of documentation and the formulation of an accommodation plan.

3. MSC Disability Services Offered: Murray State College works to make programs and facilities available to all students. The Director of Academic Advisement or a designated Academic Advisor is responsible for receiving a request for academic or physical accommodations. These individuals will work with the student to obtain and review the required documentation and will assign reasonable accommodations based on documentation that supports the student’s request. Academic accommodations include, but are not limited to:
   a. Alternative testing formats
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b.  Allowance to tape lectures
c.  Volunteer student note takers
d.  Copy of lecture notes
e.  Adaptive technology

4.  Facilities: Most facilities are fully accessible to students with physical disabilities by incorporating automatic doors, elevators, and wheelchair friendly restrooms.

5.  Intellectual Disabilities: In addition to physical disabilities, MSC can provide reasonable services and accommodations for students with intellectual disabilities such as learning disorders, attention deficit disorder, and other medical disorders.

6.  Requesting Accommodations and Services: First and foremost, the sooner you notify the Academic Advisement Office of your disability the better prepared we can be to meet your need. All faculty have incorporated into their course syllabi an ADA Statement giving information about what to do if you have a disability and are wanting to request accommodations. The Director of Student Life requests (90) days to complete the process of determining necessary housing arrangements for students with disability requests. Students are required to provide appropriate documentation for their disabilities to the Academic Advisement Office. The amount of required documentation will be based upon the nature of a disability and the nature and duration of the requested adjustments. Documentation must be sufficient enough to support the requests. Generally, documentation must be within two years of the first request to MSC. Older documentation will be evaluated on an individual basis. The purpose for current documentation is to determine current functional limitations. It is understood that the original diagnosis may not have changed, but the effects that it had had on major life areas may have changed over time through treatment and adaptation. Formal written documentation is required by a certified licensed professional. Such documentation must be typed on letterhead of either the practitioner or agency hosting practice. The documentation must be current, and the testing instruments must be appropriate for use with adults. In general, the documentation of a disability should include the following:
   a.  A diagnostic statement identifying the disability, date of the current diagnostic evaluation, and the date of the original diagnosis;
   b.  A description of the diagnostic criteria used;
   c.  A description of the current functional impact of the disability for use in establishing the need for and the design of accommodations;
   d.  Treatments and medications, assistive devices currently prescribed or in use;
   e.  A description of expected progression or stability of the impact of the disability over time;
   f.  The credential of the diagnosing professional

Please keep in mind that high school IEP’s do not count has “official” documentation documenting a disability but they will be considered on an individual basis. Any accommodations will be considered. In order for an accommodation to be granted, it must be supported by the documentation provided and it must be deemed as reasonable. Reasonable means that it meets the specific need of the student, does not present an undo financial burden to the college, and does not alter a core component of a class or academic curriculum of the college.

Contact Information
Academic Advisement
One Murray Campus, Tishomingo OK 73460
580-371-2371 . 187

C.  CAMPUS HEALTH AND SAFETY

Procedure
1.  General Safety: These safety procedures are designed to provide a safe environment for students and employees. These procedures are distributed to all full-time employees by e-mail (campus mail if the individual does not have e-mail). The procedures are also distributed to the student body. Questions concerning environmental safety procedures should be directed to the chief facilities officer. Additional information can be found on the MSC network under Common on Enterprise/Environmental Health and
CHAPTER VI: ADDITIONAL POLICIES AND PROCEDURES

Safety. Questions concerning public safety procedures should be directed to Campus Police. Each supervisor and the Library/Learning Resource Center must keep a copy of the Safety Procedures on file for ready reference.

2. Tobacco Use (Effective: 7/1/11(Updated: 08/22/11): To protect the health of students and employees of MSC, and to maintain the appearance and attractiveness of the buildings on the campus, tobacco is not allowed in any buildings or on the grounds of MSC. For the purpose of this tobacco policy, all parking areas and roads are not considered grounds.

3. Blood-Borne Pathogens: College employees and students will take precautions against the spread of blood-borne pathogens on campus.

4. Hazardous Waste: Murray State College adheres to state and federal requirements regarding hazardous waste.

5. Burning Candles on Campus: Due to risk management and safety issues, and in compliance with the Fire Prevention Code, employees, students, and visitors to campus are prohibited from burning candles in college offices and in instructional or areas.

6. Violation: A violation of these guidelines may result in the same disciplinary actions that accompany infractions of other college policies and procedures.

D. CAMPUS SIGNAGE, BULLETIN BOARDS, BANNERS, ETC.

Procedure

1. Signage:
   a. Purpose: To provide a campus that is safe, understandable, and welcoming for students, employees, and visitors.
   b. Applicability: This procedure applies to all interior and exterior campus signage.
   c. Background: Interior and exterior signage for the MSC campus has evolved over time without guidance or controls, often resulting in visual clutter such as poorly located signs and mismatched letter sizes, colors, shapes, and mounting techniques. Therefore, a comprehensive signage procedure has been developed to provide an important community service and help make a favorable public impression.
   d. Interior Building Signage: A modular, flexible, recyclable system of standardized signs will be used in all new buildings. This system will be implemented gradually in existing buildings as funds become available or as replacement is required. The system consists of a series of directories, directional signs, and destination signs that use proven way-finding techniques to guide first-time campus visitors to building destinations.
      1. New Buildings: For new construction, the cost of signs, including ADA-compliant signs, is a capital expense funded by the project budget.
      2. Existing Buildings: After installation, the user groups will be responsible for funding any component or name changes.
   e. Exterior Campus Signage: A modular, flexible, recyclable system of standardized signs will be used throughout the campus as funds become available. The system will consist of a series of directories, directional signs, building identification signs, and state- and federally mandated signs.

2. Bulletin Boards:
   a. Purpose: To ensure appropriate display of materials within public areas and corridors of College buildings.
   b. Applicability: All departments or individuals desiring to post materials in/on campus facilities for the display.
   c. Background: Haphazard and uncontrolled posting of bulletins, notices, posters, schedules, temporary signs, etc. in campus buildings creates a number of problems and hazards including:
      1. Undue clutter,
      2. Confusion resulting from the proliferation of printed information,
      3. Unfavorable aesthetics,
      4. Fire hazards, and
      5. Damage to building finishes.
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d. Interior/Exterior Building Postings:

1. All displayed materials must relate to College-approved organizations, activities, and programs (see additional information in the solicitation procedure in this manual).
2. Printed materials must be appropriately displayed on a bulletin board or inside a display case and not on doors or walls.
3. The use and control of bulletin boards within each building will be the responsibility of facilities management or the department(s) to which specific bulletin boards are assigned. Specifically assigned departmental bulletin boards will be marked with a name tag on the upper right hand corner designating the department responsible for the bulletin board.
4. Printed materials will be permitted for posting in buildings only upon the specific approval and stamp of facilities management or the department(s) responsible for the particular departmental specific bulletin board.
5. Materials posted in any area other than approved bulletin boards or display cases and/or those that do not have the proper approval stamp will be removed and disposed of. This may also result in the individual(s) responsible for the posting the materials being charged a fee for the removal of the item(s) posted.
6. Individuals posting items in any area are also responsible for the removal of the posted items in a timely manner. Failure to remove posted items in a timely manner may result in the individual(s) being charged a fee for the removal of the items they posted.

3. Banners:
   a. Purpose: To define the guidelines governing the display of banners and the protection of campus facilities.
   b. Applicability: All departments or individuals desiring to use banners in/on campus facilities for the display of signage, art, logos, etc.
   c. Campus Banners: Banners are displayed on campus to convey festive decoration and informational messages in support of the College’s cultural, arts, social, and educational programs. Banners are permitted on campus subject to the following restrictions:

1. Location and installation must be aesthetically pleasing in its context.
2. Attachment to exterior/interior of buildings may be made only at previously approved locations.
3. Installation must be made in a previously approved fashion to prevent damage to the building or building components.
4. Attachment must not compromise building safety and/or security requirements.
5. Attachment must not be made to light posts, sign posts, trees, other plant materials, or to structures or art pieces not associated with buildings.
6. Banners with a commercial message are prohibited.
7. Banners must not contain language, symbols, or graphics that are obscene or discriminatory in nature.
8. Quality and design of the banner must be first-rate and must present an image consistent with the college’s prominence in the community.
9. Size of banner must be appropriate for the intended location.
10. Time of display must not exceed 30 days in any calendar year without additional review and approval.
11. Any repair of damage to the building or building components must be paid by the banner sponsor.

d. Campus Museum/Exhibition Facilities: Museum/exhibition facilities on campus are defined as those units that routinely present professional visual arts and science exhibitions that remain on view for ten days or more. These include the MSC Art Gallery, Axolotl Museum, Campus Center Commons Displays, and may include other areas that present exhibitions in a similar manner. In the spirit of informing the college community about exhibitions and bridging the college and the community, these museum/exhibition facilities may display permanent or temporary banners on the exteriors of the buildings in which exhibitions are presented.
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1. Permanent banners identify the building as a site for exhibitions rather than those related to a specific exhibition. If these banners are to remain in place for more than six months, they must be reviewed by the Campus Beautification Committee and the President’s Administrative Team.

2. Temporary banners identifying a specific exhibition may remain in place for the duration of the exhibition, with a two-week maximum lead-time preceding the opening of the exhibition. These banners need not be reviewed by the Campus Beautification Committee, assuming that these exhibitors are in the business of presenting exhibitions in a professional way and are therefore knowledgeable about appropriate graphic design for such use.

3. Temporary banners do not need to include the college logo in the design, because having found the museum/facility one is already on campus and does not need to be provided this information through the presentation of the logo. Permanent banners will include the logo in the design.

e. Reviews and Approvals: All banner locations, designs, methods of building attachment, and graphics must first be reviewed and approved by the vice president with oversight of the banner sponsor. Approved banner design, size, and graphics along with proposed location and method of attachment must be submitted to the chief facilities officer for review and approval at least one week before display. Additional information may be requested to ensure that the banner meets college policy, guidelines, and requirements. If the banner is intended for long-term use (longer than 30 days in any calendar year) and is deemed to be in a visually significant location, requests must be additionally reviewed by the President’s Administrative Team. The President’s Administrative Team may suggest additional requirements for long-term banners. In these cases, final permission is granted by the President.

f. Specifications: Banner specifications are as follows:

1. Material: Material must have sufficient density to allow for printing as intended. Wind cuts are required to reduce wind resistance and the tendency of the banner to billow or sail. Material must be colorfast and not run or rub off on adjacent surfaces.

2. Paint or Ink: Paint or ink must be permanent and must not run or rub off on adjacent surfaces.

3. Lettering and Graphics: Lettering and graphics must clearly reflect the intended message or purpose and must be of sufficient size to be readable by the intended audience.

4. Roof Painting/Displays: A roof is designed to protect a building from the elements. Roofing systems are intended to provide a watertight covering to contain and protect from rainwater and moisture the building’s roof insulation, the structural roof deck, and building contents. Roofing coverings are somewhat fragile and may be damaged from improper use and/or excessive foot traffic.

   The responsibility for maintenance of all academic and support building roofs has been given to Facilities Management. Since roofs may be easily damaged, it is inappropriate that they be used as billboards or art surfaces for the painting or displaying of signs, logos, pictures, or murals. The deterioration of roofing membrane is greatly accelerated by the application of certain types of paint and dark colors that absorb heat from the sun. Consequently, the use of campus roofs for signage, logos, or art is prohibited.

E. CELL PHONE REQUIREMENTS

Policy Statement (Board Approval Date: 03/22/11)
Due to the nature of certain positions, it is required that the persons employed in these positions be available to both MSC staff and persons in the community we serve. Therefore, these employees are responsible to acquire and pay for a personal cell phone, the number of which will be made available to a wide range of constituencies.

Procedure
The College will provide a monthly payment (“additive”) in addition to salary to offset the expense of use of the cell phone for College business. This payment is determined by administration based on historical usage and will include an amount to partially offset the cost of the phone, accessories, set-up fee, and telephone insurance. The payment will be separate from an individual’s employee’s salary and is paid from a Personnel
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Action form. Employees who are required to carry a cell phone will be required to sign a written agreement to participate in the additive payment program.

F. COPYRIGHT COMPLIANCE

Policy Statement (Board Approval Date: 03/22/11)
The Board policy is to adhere to the provisions of the current copyright laws and congressional guidelines.

Procedure
1. The College recognizes that unlawful copying and use of copyrighted materials contributes to higher costs for materials, lessens the incentives for development of quality educational materials, and fosters an attitude of disrespect for law, which is in conflict with the educational goals of MSC.
2. MSC employees should adhere to all provisions of Title 17 of the United States Code entitled, “Copyrights,” and other relative federal legislation and guidelines related to the duplication, retention, and use of copyrighted materials. Therefore:
   a. Unlawful copies of copyrighted materials may not be produced on College-owned equipment.
   b. Unlawful copies of copyrighted material may not be used with College-owned equipment, within College-owned facilities, or at College-sponsored functions.
   c. No legal or insurance protection of the College will be extended to employees who knowingly copy and use copyrighted materials.
3. Employees who make and/or use copies of copyrighted materials in their jobs are expected to be familiar with published provisions regarding fair use and public display, and are further expected to provide to their respective supervisors, upon request, the justification under Sections 107 or 110 of USC 17 for copies that have been made or used.
4. Employees who use copyrighted materials that do not fall within fair use or public display guidelines are to substantiate that the materials meet one of the following tests:
   a. The materials have been purchased from an authorized vendor by the individual employee of the College, and a record of the purchase exists.
   b. The materials are copies covered by a licensing agreement between the copyright owner and the College or the individual employee.
   c. The materials are being reviewed or demonstrated by the user to reach a decision about possible future purchase or licensing, and a valid agreement exists which allows for such use.

G. DRUG-FREE CAMPUS/WORKPLACE (DRUG AND ALCOHOL ABUSE PREVENTION)

Policy Statement (Board Approval Date: 03/22/11)
All Students and Employees Regarding the Drug-Free School and Communities Act: The Board, recognizing that the illegal possession, use, or distribution of drugs and alcohol by students or employees is not only harmful to one’s health, but also subjects the individual to civil and criminal litigation, accepts and supports the Drug-Free Schools and Communities Act and Amendments of 1989 (Public Law 101-226).

Murray State College is committed to providing an alcohol- and drug-free environment in which to learn and work. Therefore, employees and students of MSC are expected to abide by all applicable local, state, and federal laws prohibiting use of alcohol and illegal drugs.

Procedure
1. Standards of Conduct: The illegal possession and/or illegal use of alcoholic beverages or illicit drugs on College property, in College housing, or at any College-sponsored activity by students and/or employees of the College are forbidden.
2. Sanctions:
   a. College Sanctions for Students: The following sanctions may be imposed by any of the following: Director of Student Life, chief student affairs officer, the Student Conduct/Appeals Committee, or by the President. The severity of the imposed sanctions will be appropriate to the violation; possible sanctions include probation, suspension, expulsion, loss of institutional aid, and/or restriction of student’s activities or privileges. Students will be charged for all damages or misappropriation of property, which occurs in the violation of a rule or regulation. Restitution may be monetary compensation, replacement, or repair. Community service hours will be performed in an area of the
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College or a community agency for a specified number of hours. Professional counseling, referral to a rehabilitation program, and/or specific restrictions may be used in conjunction with various sanctions.

b. College Sanctions for Employees: The Board has adopted a Drug-Free Workplace Policy that the MSC workplace is to be free from illegal manufacture, distribution, dispensation, possession, or use of any controlled substance. Such actions are grounds for disciplinary action up to and including dismissal of employment. A workplace is defined as any place an employee functions within the scope of his/her job responsibilities. Employees convicted of any workplace-related drug offense, which does not result in discharge or forfeiture of position, may be required to successfully complete a recognized drug treatment or rehabilitation program. A video is available for checkout in the MSC Library/Learning Resource Center. All employees must notify the employer of any criminal drug statute conviction for a violation occurring while performing within the role and scope of their respective responsibilities.

Any employee or student found to be in violation of the federal and/or state laws pertaining to the use or abuse of alcohol and/or illicit drugs may be referred to the legal system for prosecution.

3. Legal Sanctions – Drugs: Federal and state laws impose grave penalties on those who illegally possess, use, or distribute drugs or alcohol. According to the Oklahoma Criminal Laws, a person found in possession of a controlled, dangerous substance within this state, such as marijuana, cannabis, or methamphetamine, and/or drug paraphernalia (pipes, roach clips, cocaine spoons, etc.) will be placed under arrest. All vehicles or any other means of transportation used to transport a controlled, dangerous substance and money, weapons, or devices therein, are subject to forfeiture. Upon conviction, penalties range from fines to a year in the county jail, to life in the state penitentiary, and/or both.

The Uniform Controlled Substance Act sets up five schedules of controlled substances based on dangerousness and medical uses. It prohibits the manufacture, distribution, sale or acquisition by misrepresentation or forgery of controlled substances, except in accordance with the Act, as well as the knowing possession of controlled substances unlawfully acquired. Penalties for first-time violators of the Act range from not less than 5 years imprisonment and fines of not more than $250,000 or both for possession or distribution of a small amount of marijuana or hashish, not for sale, to 40 years or $10 million or both for the manufacture or delivery of a Schedule I or II narcotic. (Marijuana is a Schedule I controlled substance.) Second offense penalties range from not more than 10 years imprisonment and fines of $500,000 to not less than 10 years imprisonment and fines of not more than $10 million, or both, to not less than 20 years imprisonment and fines of not more than $20 million, or both.

H. EMERGENCY NOTIFICATION PROCEDURE

1. Procedure Statement-As safety and emergency notification practices are under greater scrutiny at institutions of higher education, it is the position of Murray State College that at least one emergency contact person must be listed for each student enrolled at the College. A student’s cell phone number is also part of the emergency notification protocol in case the college should need to contact the student via text message about critical incidents on campus. Information gathered remains confidential to the extent allowed by law.

2. Scope-This procedure applies to all admitted and enrolled students of the College. This procedure provides for two distinctly different types of emergency notification. First, it details all the ways the College provides notification about emergencies to students, employees, and visitors. Second, it indicates the way the College will notify a student’s designated emergency contact in the event of personal distress or missing person status.

3. College Communication of Emergency-Emergencies may range from inclement weather to building evacuations to campus closures, and the College has a variety of tools to communicate with the public in the event of these and other possible emergencies. The institution will without delay, and taking into account the safety of the community, determine the content of the notification. Students, employees, and visitors will be immediately notified upon confirmation of a significant emergency or dangerous situation involving an immediate threat to health or safety. Depending on the type of emergency, some or all of the following tools may be used to communicate with students, employees, and visitors (unless issuing
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notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency):

a. Siren System - This system is tested at about noon on the first Wednesday of every month. It delivers a siren warning and public address in the event of certain outdoor emergencies.

b. Emergency Web Site Posting - The college Web site, http://www.mscok.edu, will be updated with information during actual emergencies or campus closures.

c. College Information Line for Emergency Notifications, (580) 371-2371 - Students and employees may call this main number for information about emergencies and campus closures. The Assistant VP for Facilities will record the appropriate emergency notification should it become necessary.

d. Campus Television Emergency Announcement System - Emergency announcements will be displayed on LED monitors across campus, instructing the viewer where to go for additional information.

e. Campus Group E-mail - During emergencies, a group e-mail will be sent to every student and employee. The message, marked urgent, directs individuals to the MSC Web site for additional information and instructions: www.mscok.edu

f. Voice Mail to Office Telephones - A voice mail message can be utilized to send emergency messages to employee office telephones on the MSC Campus.

g. Local News Media - The Public Information Officer sends press releases and makes calls to contacts on a local media list. Because of the transient nature of its population, the College depends a great deal on broadcast media to notify students, and employees of emergencies before or during their commutes.

h. Public Safety Vehicle Announcements - Murray State College Police/Security vehicles are equipped with public address systems that officers can use to provide instructions to pedestrians during emergencies.

4. Emergency Contact Information - Every student must provide the College with the name and contact information of at least one individual who could be contacted in the event of an individual emergency. This information will be collected during the admissions process and during the enrollment process. This information will be input into the operating system and a report will be generated by the Registrar at the end of each enrollment period. The Academic Advisement Office will contact any student who has omitted emergency contact information.

5. Updating Emergency Contact Information - Students are required to update their primary cell phone and emergency contact information during the enrollment process.

6. Privacy and Confidentiality - Official use of emergency contact information is subject to the same privacy and record retention requirements as other official College information.

7. Authoritative Source - The authoritative source of this policy and responsibility for its implementation rests with the Vice President for Student Affairs. The College emergency protocols are managed by the Vice President of Student Affairs.

8. For Assistance - Questions about data security should be directed to the registrar at (580) 371-2371 ext. 171. Questions about acceptable use standards should be directed to the Office of the Vice President for Student Affairs at (580) 371-2371 ext. 192.
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I. FACILITIES/FOOD SERVICE UTILIZATION

Procedure
Persons wishing to schedule use of campus facilities or food service should, as far in advance as possible, complete the Facilities/Food Service Use Form (available on the MSC network under Common on Enterprise/MSC Forms) and distribute it to the appropriate offices. Those reserving such should call the office of the chief facilities officer at Extension 221 and the Cafeteria a minimum of two weeks in advance to verify the reservation has been made and to confirm food service arrangements. Failure to provide complete setup information a minimum of two weeks in advance and to verify that the information has been received by facilities and the cafeteria may result in the desired facilities being unavailable and/or the user of the facilities being assessed additional fees.

J. FALSE OR BAD FAITH ACCUSATIONS

Procedure
1. An individual (campus employee or student) who believes that he or she has been wrongfully accused may file a complaint by use of the established grievance procedure.
2. Bad faith allegations or use of this procedure for purposes other than those for which it is intended may result in disciplinary action against the accuser. Disciplinary actions against employees may include but are not limited to: warnings, reprimand, demotion, suspension, or dismissal. Disciplinary actions against employees and/or students may include but are not limited to: warnings, reprimand, probation, suspension and expulsion/dismissal.

K. FIRE SAFETY EDUCATION/POLICY STATEMENT PROCEDURE

Policy Statement (Board Approval Date: 03/22/11)
In compliance with the Higher Education Opportunity Act of 2008, the Murray State College Police/Security Department will publish information concerning student housing fire safety systems, fire drills, fire safety policies and, education and training programs.

On-Campus Housing Fire Safety Equipment: Murray State College residence halls have networked fire alarm systems and/or sprinkler systems as indicated below. When a networked fire alarm is activated, the alarm sounds on a panel at the Campus Security office, which is staffed 24 hours a day, 365 days a year. An officer responds to the building and determines the cause of the alarm. The fire department is automatically notified and responds to all fire alarms in residence halls.

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>System Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSC Aggie Suites</td>
<td>Full sprinkler and networked alarm system.*</td>
</tr>
<tr>
<td>McKee Hall</td>
<td>Networked alarm system. No sprinklers.*</td>
</tr>
</tbody>
</table>

* Fire extinguishers are located on every floor in each residence hall.

Supervised Fire Drills

Mandatory, supervised fire drills are conducted for each residence hall in the fall and spring semesters by officers from the Department of Campus Security. Additionally, each time new residents occupy a building during the summer for camp-related activities, a fire drill is conducted to ensure the temporary residents are familiar with evacuation routes and procedures. Every student must participate in these drills. Drills are conducted without notice. If a fire alarm sounds, everyone must exit. No one may re-enter the building until permission is given by a security officer or member of the residence life staff. Failure to evacuate a building during a fire alarm will result in judicial action.
Evacuation Procedures

In the event of fire or other evacuation emergency on campus, all persons in the affected premises must evacuate. You will be notified of a fire emergency by an audible alarm signal. Other emergency evacuation notifications may be issued by text alert, e-mail, and phone communications (voice mail) if appropriate. When evacuating during a fire alarm, do not use the elevators. If you are on the first floor, exit the building via the nearest door. If you are above the first floor, use the nearest staircase to exit the building. Use another staircase if your first choice is blocked. Do not open the door if it is hot to the touch. Look for another exit.

When notified to evacuate, leave the building and assemble in an area where you will not hinder the approaching emergency response personnel and apparatus. Depending on the nature of the emergency, you may be directed to proceed to a particular building or other area of safety.

Students and employees should attempt to account for individuals that are known to be in the building, including all visitors. Any missing individuals should be reported to the Office of Campus Security or emergency personnel. In addition, security personnel will conduct a sweep of all floors if sufficient personnel are available and if it is safe to do so.

Wait for campus security officers or emergency personnel to tell you when it is safe to return to the affected building. Even though the alarm may stop, the building may not be safe to re-enter. Fire Safety Violations and Prohibitions (including rules on portable electrical appliances, smoking and open flames)

The residence life handbook contains a section addressing prohibited fire safety violations. The cooperation of everyone is needed in order to avoid fire hazards. Please follow these rules to prevent fire damage and bodily harm.

Prohibited items
The following items are prohibited in the residence halls, due to possible fire hazards: hot plates, halogen lamps, electric blankets, space heaters, incense, firearms, explosives, dangerous chemicals, rice cookers, toaster ovens, microwaves, grills, candles.

Fire Safety Education and Training Programs

All members of the residence life staff receive fire safety training at the beginning of the academic year. All residence hall rooms are equipped with evacuation maps posted on or near the back of the door which indicate the safest and most direct exit routes from the room in the case of an emergency.

Reporting

In addition to the information listed above, the Department of Campus Security will maintain a log and publish an annual fire safety report that contains: The number and cause of any fire occurring in a residence hall.

- Number of injuries requiring medical care, Number of deaths, The value of property damaged.

If you have any questions about fire safety, please contact Campus Security at 410-532-5360.
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L. INFORMATION TECHNOLOGY

Policy Statement (Board Approval Date: 03/22/11)
The Board encourages the development of products, processes, and ideas for such technologies that are
deserving of investigation by the College and directs the administration to develop those procedures
necessary to meet the mandates of the Oklahoma Technology Transfer Act (70 O.S. 2001 § 3206.3).

Procedure
1. Use of College Computers, Network, and Communications:
   a. Computer Acceptable Use: All computer users are requested to sign a document indicating they
      have received a copy of the MSC “Acceptable Use Policy for Computers, Network, and
      Communications.”
   b. Employee’s Acceptable Use (2009-2010):
      1. Introduction: Murray State College is committed to maintaining our progressive, modern-
         information technology systems in a manner that facilitates successful achievement of the
         mission of our college. A critical aspect of this is a responsible use procedure for students,
         faculty, staff, and others who use MSC’s computers, network, distance learning facilities, and/or
         other communications technology.
         All technology users have the responsibility of using technology in an effective, efficient,
         and ethical manner. The standards stated in this procedure are derived from common sense and
         common decency that apply to the use of all public resources within the College.
      2. General Rules:
         a. Purpose: The purpose of developing and maintaining information technology at MSC is to
            promote access, use, and exchange of knowledge and information. This technology is
            intended to: a) promote learning, research, and other scholarly activities and b) conduct
            official MSC business and activities. Resources and technology for this purpose include
            telephones, FAX machines, photocopiers, computers and peripherals, distance learning
            resources, a local area network, and network connections to the Internet via the Oklahoma
            State Regents for Higher Education’s OneNet.
         b. User Responsibilities, Violations, and Abuse: Rules and conditions apply to all users of
            MSC technology. Violation of any of these is unethical, and some violations are unlawful.
            The use of technology and related facilities at MSC is a privilege, not a right, and MSC
            seeks to protect legitimate technology users by imposing sanctions on those who abuse the
            privilege. These sanctions ensure that legitimate users will have the maximum resources
            possible.
            To retain the privilege of technology use, individuals must accept responsibility to
            protect the rights of all users by adhering to all rules and conditions for use. The following
            are examples of abuse:
            1. interference with the intended use of technology;
            2. violation of copyrights, patents, authorization agreements, licensing agreements, and/or
               other actual or implied contractual agreements;
            3. unauthorized removal/use of MSC property;
            4. unauthorized access or attempted access to confidential resources and information;
            5. unauthorized modification of any technology, programs, files, or other resources;
            6. attempt to restrict/remove access rights from the IT department;
            7. unauthorized destruction, dismantling, or disfigurement of any technology, programs,
               files, or other resources;
            8. violation of privacy of other individuals or entities who are users or providers of
               information resources;
            9. harassment of another individual on the network or connected systems and/or
               developing or using programs which harass other computer users;
            10. use of technology, including telephones, to send fraudulent, harassing, obscene,
                indecent, profane, intimidating, or other unlawful messages according to state or
                federal law;
            11. any personal/for-profit use, including but not limited to transmission of commercial or
                personal advertisements, invitations, solicitations, and promotions;
            12. use of home directory account for storage of personal items;
13. transmission of messages in support of illegal activities; and
14. transmission of destructive programs.

c. Copyrights: Additional elaboration on copyrights is warranted. All software protected by copyright is not to be copied except as specifically stipulated by the owner of the copyright. Protected software is not to be copied onto, from, or by any MSC system except in accordance with applicable licensing agreements. Thus, the number and distribution of copies of programs may not be done in such a way that the number of simultaneous users exceeds the number of original copies purchased unless otherwise stipulated in the purchase contract.

Images and written materials available via electronic resources are most often subject to copyright laws. Individual users are responsible for acquiring, maintaining, and submitting a copy to their appropriate supervisor, the permissions for any uses of such materials. Additional information on copyright information is available in a separate MSC copyright procedure.

d. Display of Offensive Materials: Display of potentially offensive ethnic, sexual, or otherwise offensive materials is prohibited. Special arrangements may be made for research or projects that require viewing such potentially sensitive materials. Students, faculty, staff, and other users of MSC technology and facilities may complain of sexual or racial harassment by virtue of being exposed to obscene images, video, or text. In such cases, the user responsible for publicly displaying such material may have their user privileges revoked if evidence is presented that substantiates the complaints.

e. Limiting Use: MSC reserves the right to limit a computer user’s sessions if there are insufficient resources or if the user violates or abuses user rights. The protection of rights of all computer and other technology users depends on the protection of the integrity of the MSC system as a whole. Users are responsible for reporting any abuses by other users, defects in system accounting, or defects in system security to the IT department immediately upon discovery.

f. Passwords: System security is maintained in large part by password protection of computer accounts. You are required to change your network logon password every six months. When your password expires, at the next attempted logon, you will be prompted to set a new password before being permitted to logon. Passwords are required to be at least six or more characters in length. By law, a computer user who has been authorized to use an account may be subject to both civil and criminal liability if that account is made available to unauthorized persons. The authorized user of the account is responsible for activity that occurs under that account. Authorized users are to protect passwords as they would protect car or house keys.

g. Monitoring: The IT department is authorized to electronically monitor information technology resources at MSC. Reports of suspected violations of this procedure are to be reported to the appropriate direct supervisor/administrator. It is the responsibility of all users to visually monitor information technology resources and report any misuse of resources to the appropriate supervisor/administrator and/or the IT department. Violations supported by evidence will be handled in the same manner as any other violation of campus procedure according to the applicable procedures for counseling students, staff, faculty, and administrative personnel.

It is to be noted that a supervisor/administrator will be notified of any violations and may at any time request to view or know of any violation(s) committed by any individuals under their direct supervision.

It is also to be noted that once the supervisor/administrator is aware of any violation(s), it is the responsibility of that supervisor/administrator to determine the appropriate course of action. If action is not taken by the supervisor/administrator within ten working days, then the next appropriate supervisor/administrator will be notified.

h. Web Page Development: The World Wide Web offers MSC the opportunity to provide a broad spectrum of information in the multimedia format to large numbers of people. Institutional information published on the Web by MSC users must meet certain basic standards and represent MSC in a coherent, positive, and appropriate manner. These standards are presented in a separate MSC Web Page Development Guide.
3. Computer and E-Mail Accounts: These accounts are for MSC employees. They are the property of MSC and are to be used for academic or administrative purposes in accordance with applicable policies, copyrights, intellectual property rights, and federal and state laws. Authorization for these accounts is the responsibility of the appropriate area supervisor who will request accounts for persons under their supervision.

   a. Employee Accounts: These accounts are for individuals or groups who are not directly associated with MSC but whose access to the network has a clear and distinct connection to the accomplishment of the mission of the College. Affiliate accounts are the property of MSC. Users must sign an Acceptable Use Policy and record pertinent information with an authorized college official before being allowed to utilize the affiliate account. Affiliate users are subject to all applicable policies, copyrights, intellectual property rights, and federal and state laws. Authorization of affiliate accounts is the responsibility of the appropriate administrator or the President who will provide the names of authorized individuals or groups to the IT department.

   b. Home Directories: One home directory will be issued to each employee account. These directories are designed for MSC business and academic affairs. MSC reserves the right to monitor all contents of these directories.

   c. Right to Revoke Account Rights: MSC reserves the right to revoke the account of any technology user who does not abide by applicable policies, copyrights, intellectual property rights, and federal and state laws. The following steps will be enforced when a violation occurs:

      1. First Violation: Individual’s account is disabled. Individual will meet with appropriate supervisor/administrator. A statement acknowledging the violation will be required to be signed by the violator. The individual’s account will be re-enabled once the IT department receives a copy of the signed acknowledgement and a request for reinstatement of the account from the appropriate supervisor/administrator. If the violation involves an illegal program or copyright violation, the program and related folders or files will be removed by or in the presence of the IT department.

      2. Second Violation: Individual’s account is disabled. Individual will meet with the appropriate vice president. Upon resolution, the user will receive a restricted account for a period of one calendar year.

      3. Third Violation: The individual’s account is disabled. An ad-hoc committee comprised of two peers, one representative from each of the campus assemblies, and one administrator (excluding the President) will review the series of events and recommend the appropriate disciplinary action to the President.

   If an individual is uncertain if a planned action is a violation, that individual is encouraged to contact the IT department before taking that action.

4. Request Forms: Request forms may be filled out by employees to request assistance from the IT department. The following steps are to be followed to receive prompt service:

   a. Open the request form located on the MSC network under Common on Enterprise/MSC Forms.

   b. Fill out an IT Request Form and click Submit.

   c. Print out the form confirmation page for your records.

   d. Requests are handled on a priority basis. Whenever possible, target completion dates will be met considering that the date is reasonable. All software lab requests have a two-week waiting period.

   e. If an individual feels that his/her request has not been handled appropriately or in a reasonable amount of time, the individual should contact the Director of Information Technology.

M. INFORMATION TECHNOLOGY: SOCIAL SECURITY NUMBERS

Policy Statement (Board Approval Date: 03/22/11)
The Board is committed to maintaining the confidentiality of sensitive and personal information. This policy applies to all individuals and area units that collect, use, store, and transmit Social Security Numbers (SSNs).
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1. Objectives:
   a. Increase awareness of the confidential nature of SSNs and the risk of identity theft related to unauthorized disclosure and reduce collection of SSNs except where authorized by law or approved administrative exceptions.
      1. Laws governing the authorized use and storage of SSNs are listed under Section 4 of this policy.
      2. Exceptions for the use and storage of SSNs are listed in Section 5 of this policy.
   b. Reduce the use of SSNs in records and information systems, including display screen and printed reports, and reduce electronic storage of SSNs to a minimum number of locations with the goal being one location.
   c. Create procedures regarding the collection, storage, use, and disclosure of SSNs throughout the College and increase the confidence of students, employees, and affiliates/guests that their SSNs are handled in a confidential manner.

2. Procedure:
   a. The MSC Information Technology department (IT) has the oversight responsibility for the use of SSNs.
   b. Every MSC department that collects, stores, or transmits SSNs must report that use to the IT department. A centralized inventory will be maintained for all approvals and exception requests. Systems that collect or store social security numbers, which have not been approved by the IT department, will be in violation of this policy.
   c. All electronic systems requiring a unique MSC system-wide identifier for faculty, staff, and students must use the campus-wide identifier (CWID) as assigned by the enterprise administrative system. Therefore, the collection and use of SSNs will be limited to what is authorized by law or administrative exception. No one should ever access a data file that contains SSNs without a legitimate business purpose.
   d. Any system using SSNs requires authentication for system access, masking or encryption for transmission, and encryption for storage. Temporary exceptions may be granted only if the data owner adheres to alternative security measures. Zip files will suffice for the encryption but they must be password protected.
   e. New purchases or development of software systems that necessitate the use of SSNs require prior approval from the IT department.
   f. Social Security Numbers should never be stored on auxiliary storage devices such as thumb drives and CDs or sent in plain text via e-mail.
   g. All security breaches and inappropriate disclosers of SSNs will be reported to the IT department.
   h. Approval: All approval requests for new and/or continued use of SSN’s must be reviewed by the IT department.
   i. Conversion: Systems currently using SSNs as primary identifiers that do not fall under the exception section must convert to CWID.
   j. Annual Review: The IT department will conduct an annual review of all production systems authorized to use SSNs.
   k. Access and Transmission:
      1. If the network is accessed remotely, a virtual private network (VPN) is required.
      2. Social Security Numbers are not to be transmitted over the network/Internet unless they are encrypted or the connection is secure.
      3. Departments that fall in the exception category must ensure that the SSNs are encrypted and only stored on MSC-owned computers/servers.
      4. Mobile devices, laptop computers, PDAs, etc. that house SSNs must employ a whole-disk encryption solution, such as that offered by the IT department.
   l. Responsibilities: All employees are tasked with keeping sensitive and personal information confidential.
   m. Assistance: Please contact IT support personnel or the IT Help Desk for assistance with any of the preceding security measures.

3. Related Laws, Regulations, and Policies:
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a. Federal: Privacy Act of 1974; Family Education Rights and Privacy Act (FERPA); Gramm-Leach-Bliley Act (GLB-A); and the Health Insurance Portability and Accountability Act (HIPAA).


4. Exceptions:
   a. While the collection and use of SSNs may be required for certain legal and business activities, approved use does not include retention of this information by departments without specific approval as required within this policy. Approved uses of the SSN by the College, which may be limited to specific departments, are listed below.
      1. Admissions Process: Information systems used by the College admissions process is permitted to use SSNs.
      2. Employment: Social Security Numbers are required for a variety of employment matters, such as proof of citizenship, tax withholding, FICA, or Medicare.
      3. Application and Receipt of Financial Aid: Students applying for student aid using the federal Free Application for Student Assistance (FAFSA) are required to provide SSNs. Students must also provide SSNs when applying for student education loans.
      4. Tuition Remission: Social Security Numbers are required for state reporting of taxable tuition remission benefits received by employees, their spouses and dependents, and by graduate assistants.
      5. Accounts Receivable Management: The College maintains contractual agreements with accounts receivable management entities. These entities require SSNs to perform their activities for the College.
      6. Benefits Administration: Social Security Numbers are often required for verifying enrollment, processing and reporting on various benefit programs, such as medical benefits, health insurance claims, and veterans' programs.
      7. Internal Revenue Service (IRS) Reporting: Social Security Numbers are used for federally required reporting to the IRS. For example, the College reports the value of all taxable and non-taxable scholarships and grants awarded to non-resident aliens to the IRS.
      8. Student Information Exchange: Social Security Numbers may be used for the exchange of information from student academic records between appropriate institutions, including other colleges and universities or certification and licensure programs.
      9. The IT department is authorized to possess SSNs for law enforcement requests, internal investigations, and security breaches.

N. INVENTORIES

   Procedure
   Area supervisors, assisted by employees in their area, must submit an annual inventory to the Administration and Finance Office.

O. KEY CONTROL

   Policy Statement (Board Approval Date: 03/22/11)
   The need for access to facilities must be balanced with an equally critical concern for the security of all facilities, contents, and their occupants. In general, keys will be issued to eligible individuals based on a need and not solely for convenience. Master or sub-master keys will only be issued to those able to demonstrate a specific need.

   Procedure
   1. Applicability: All individuals who are issued keys for property or facilities belonging to MSC.
   2. Exceptions: Exceptions may be granted by Facilities Maintenance in concurrence with MSC Campus Police and the President.
   3. Responsibility for College Access and Key Control:
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a. The primary responsibility for policing and security of buildings and grounds rests with the MSC Campus Police. Facilities Management in cooperation with Campus Police, is responsible for College key distribution and is authorized to initiate and implement this procedure. Campus Police:
   1. Conducts investigative reviews for each loss or theft of keys; may recommend corrective measures.
   2. Conducts periodic audits of campus departments to determine status of authorized keys
b. The primary responsibility for maintenance and service of buildings and grounds rests with Facilities Management. Facilities Management is responsible for all maintenance, repair, and installation of locking systems. Additionally, it:
   1. Approves or disapproves all key requests.
   2. Issues keys to authorized individuals or departmental designees.
   3. Maintains current and accurate key control records.
   4. Creates and maintains a keying system that provides security and reasonable access to departments occupying campus facilities.
   5. Manufactures all keys and/or controls all cylinders.
   6. Maintains a secure file for original keys furnished with all new buildings, additions, or renovations.
   7. Issues periodic reports as required.
   8. Performs all maintenance and repairs of locking systems.
   9. Consults with Campus Police concerning records of lost or stolen keys and decisions to rekey.
  10. In consultation with Facilities Management, approves all new access control systems and modifications to existing systems.
c. All College property using locking devices will be capable of being combinated to the College master key system.
d. The liability for issued keys rests with the department to which they are given. All keys remain the property of the College, and criminal prosecution may be brought against those in possession of keys when not authorized to possess them. Obsolete or unneeded keys must be returned to Facilities Management to clear the account of the person to whom they were assigned. Keys are not to be transferred within a department from one employee to another.
e. Individuals are limited to one key per room or area with the understanding that they may be held personally responsible for all keys issued to them.

4. Approving Authority for Keys:
   a. The following unit administrators are authorized to control the issuance of keys to individuals within their assigned areas:
      1. President
      2. Vice Presidents
      3. Dean(s)
      4. Directors
      5. Department Supervisors or Chairs
   b. This authority is recognized by means of a Key Action Form (available on the MSC network under Common on Enterprise/MSC Forms) submitted to Facilities Management. No key will be issued without the written approval of a unit administrator mentioned above.
c. Keys will not be issued for access to the following areas unless approved by the President:
      1. Office of the President
      2. Boardroom
      3. Office of the Chief Financial Officer
      4. Office of the Chief Academic Officer
      5. Office of the Chief Student Affairs Officer

5. Unauthorized Use and Reproduction of Keys:
   a. Individuals are not allowed to possess an unauthorized key to property owned by MSC.
   b. Individuals are not allowed to duplicate, or cause duplication of, or to loan any key to property owned by MSC.
   c. Violation of these this policy and procedure will result in disciplinary action leading to dismissal of employment and may include criminal prosecution.

6. Requests for Rekeying:
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a. When circumstances warrant, departments may request rekeying of locks. These requests may arise from new access needs, lost keys, change of personnel, or other conditions.
b. A Key Action Form (available on the MSC network under Common on Enterprise/MSC Forms) must be given to Campus Police before rekeying of an area will be authorized.
c. Requests for rekeying should be submitted in writing to Campus Police. All requests are reviewed to determine the appropriate action to be taken.
b. Requests for rekeying are not considered routine maintenance, and departments requesting rekeying will be billed for the work.

7. Keys to Areas Removed from the Master Key System:
a. When it is deemed absolutely necessary to remove an area from the master key system, the requesting department will send a written request listing the appropriate justification to Campus Police. Campus Police will perform an evaluation of the request. Campus Police will send the original request, their evaluation, and recommendations to the responsible unit administrator for approval/disapproval. If approval is granted, the documentation will be sent to Facilities Management for implementation. No extra keys will be kept by Facilities Management or Campus Police for these areas, nor will any keys be cut except those authorized by a properly approved key request.
b. Once approved, the requesting department will furnish Campus Police with the names and phone numbers of at least two people who will be available to respond to after-hour calls should an emergency arise in the area. In the event that Campus Police or Facilities Management is unable to reach these individuals and the safety of the building and/or its occupants make it necessary to force entry, the department originally authorizing removal of the area from the master key system will be liable for and will be required to pay for all cost of repairs necessitated from forced entry into the area.

8. Special Door Locks:
a. All requests for special door locks must be approved by the appropriate unit administrator and sent to Facilities Management with written justification. Facilities Management will determine if there is a demonstrated need that cannot be met by the existing locking systems. Departments may not order and/or install any locking device without written approval from Facilities Management in concurrence with the Campus Police.

9. Departmental Keys:
a. Departmental keys are those used by several people within a department. Departmental keys will be kept in a secure area during non-business hours and will not be removed from the College. Departmental keys will be issued to one person within the department who will be responsible for those items. Departmental keys will be kept in a secured cabinet or like area and should be signed for when removed. Individual desks are not considered secure storage for College keys.

10. Vendor and Contractor Keys:
a. Vendors and contractors who need access to portions of College property (telephone service, elevator service, vending, etc.) may be issued keys through Campus Police. Vendors will be responsible for rekeying costs if the issued keys are lost or not returned upon the expiration period. Vendors will be required to sign a written agreement prior to receiving any keys.

11. Lost or Stolen Keys:
a. Lost or stolen keys must be reported to Campus Police within 24 hours of the discovery of the loss or theft using the Lost or Stolen Key(s) Form (available on the MSC network under Common on Enterprise/MSC Forms).
b. Individuals are responsible for safekeeping and will be responsible for associated charges if their keys are lost, stolen, or not returned when leaving the institution. Replacement fees for keys missing or stolen from a desk, cabinet, locker, or similar place are assessed as outlined in this policy.
c. Charges for lost, stolen, or unreturned keys are set by Facilities Management, approved by the chief financial officer, and will be reviewed annually for adequacy and adjusted as deemed necessary.
d. Current minimum charges for each key are as follows:
   1. Individual Door: $50.00
   2. Outside Door: $75.00
   3. Sub-Master: $150.00
   4. Building Master: $500.00
e. Lost or stolen keys will require the rekeying of affected areas unless otherwise approved by the unit administrator in concurrence with Facilities Management and Campus Police.
f. An investigative review will be conducted by Campus Police in each instance of lost or stolen keys. Mandatory rekeying can be waived only upon written notification by the unit administrator, Campus Police, and Facilities Management.

g. A maximum amount of $10,000.00 per department affected will be assessed to the individual whose actions necessitated rekeying of affected areas.

h. In the event an individual forgets their keys or is otherwise locked out of a facility for which they have been assigned a key, Facilities Maintenance and/or Campus Police will be available to unlock those particular facilities specifically for and in the presence of the individual who has been assigned the key. There will be a fee levied for the unlocking service that the individual must pay at the time of and/or prior to the unlocking service being performed. During normal business hours the unlocking service fee will be $25.00 for each door unlocked. After normal business hours the unlocking service fee will be $50.00 for each door unlocked.

12. Miscellaneous Requirements and Prohibitions:
   a. The exchanging or lending of keys between individuals is prohibited.
   b. When keys are no longer needed by an individual or department, they must be returned to Facilities Management.
   c. Upon dismissal of an employee, the key will be returned immediately to Facilities Management.
   d. It is always the responsibility of the individual assigned to an office or laboratory, and those using facilities after hours, to ensure that doors are locked when leaving the area or at the conclusion of their work.

KEY REQUESTS

Procedure

1. Individual/Department/Community Member:
   a. Complete a Key Action Form (available on the MSC network under Common on Enterprise/MSC Forms).
   b. Forward the Key Action Form to the unit administrator for signature.
   c. Upon approval, send the original Key Action Form to Facilities Management.

2. Campus Police:
   a. Will evaluate any key request from a community member or organization and determine the appropriateness of that request. Campus Police and Facilities Management must co-approve all community related key requests for the campus.

3. Facilities Management:
   a. Maintain a sequence file for each key code, listing the names of all people issued a key cut to that code, along with the key numbers and status of each key.

4. Authorized Key Holder:
   a. Pick up the key in the Office of Facilities Management by showing photo identification.
   b. Return the key to the Facilities Management when key is no longer needed or authorized key holder is leaving the institution.

P. MISSING STUDENT PROCEDURE

Missing Student Notification Policy and Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008)

Any institution participating in a Title IV federal student financial aid program that maintains on campus housing facilities must establish a missing student notification policy and related procedures for those students who live in on campus housing.

For purposes of this policy, a student shall be considered missing if a roommate, classmate, faculty member, family member or other campus person has not seen the student in a reasonable amount of time, reports the pertinent facts to at least one of the staff and/or offices listed below, and, if after investigation the MSCPD determines that the student has been missing for more than 24 hours. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals may be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report that a person is missing is made to a MSC department other than
the Murray State Police Department or designated office listed below, the MSC employee receiving the report shall contact the MSCPD immediately.

Procedures for designation of emergency contact information

1. Students age 18 and above and emancipated minors. Students living on campus shall be given notice of this policy and an opportunity during the first seven days after move-in each semester to designate an individual or individuals to be contacted by the university “in case of emergency”. Contact information shall be registered confidentially, shall be accessible only to authorized campus officials, and may only be disclosed to law enforcement personnel in furtherance of a missing person investigation. In the event a student is reported missing, the MSC Police Department or their designee shall attempt to contact his/her emergency designee no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. An emergency contact designee shall remain in effect until changed or revoked by the student.

2. Students under the age of 18. In the event a student living on campus who is not emancipated is determined to be missing pursuant to the procedures set forth below, the university shall (is required to) notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

Official notification procedures for missing persons

1. Any faculty, staff or student who has information that a residential student may be a missing person should notify one of the following offices and/or staff members immediately:

Director of Student Life, Resident Housing Manager, Vice President for Student Affairs, or MSC Police Department. If the notice comes to any department listed above other than the MSCPD, that office shall notify the MSCPD within 24 hours.

2. The Murray State College Police Department shall gather information about the residential student from the reporting person and from the student's acquaintances (including, by way of example, description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus faculty and/or staff shall be notified to aid in the search for the student.

3. If the Murray State College Police department determines that a residential student has been missing for more than 24 hours, they or their designee shall notify the emergency contact (*for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing. This notification must be made no later than 24 hours after determination is made. *Contact is contingent upon the correct emergency contact information being made available by the student.

Campus communications about missing students

In all cases when the student is declared missing by the Murray State College Police Department after an initial investigation and in consultation with other law enforcement agencies as appropriate, MSCPD will coordinate with the MSC Public Information Office to provide information to the media that is designed to obtain public assistance in the search for any missing student. This coordination will insure that investigations are not impeded by the release of information.

Q. MAIL AND MAIL ANNOUNCEMENTS

Procedure
Only official college mail can be mailed through the College postal meter. Personal mail is accepted with postage attached. No mailings of personal boxes will be performed by the MSC Copy Center/Mail Room. Please be aware of the cost of postage and use the most economical mailing rate. Large mailings should be sorted and bundled for lower rates. The office mailing the items is responsible for the preparation.
Incoming mail will be ready for pickup each morning about 11:00 a.m. in the MSC Copy Center/Mail Room. Outgoing mail will be picked up by the U.S. Postal Service once a day at about 1:30 p.m. After 1:30 p.m. mail delivered to the Copy Center/Mail Room will be taken to the Post Office by Copy Center/Mail Room personnel at about 4:00 p.m.

Several announcements pertaining to MSC activities will be included in campus mail delivery; therefore, it is important that each person check his/her mail daily. Mailboxes are located in the Copy Center/Mail Room.

R. MEETINGS HELD ON CAMPUS INVOLVING DIGNITARIES

Procedure

When dignitaries such as state or federal legislators, government officials, or other prominent citizens are involved in a meeting on campus, the following steps must be taken:

1. Generally, the initial call to arrange the meeting will be made to the President's Office. However, if any College employee learns that a dignitary is visiting campus or is involved in a meeting on campus, the President's Office must be notified.
2. The President's Office must be advised well in advance of the meeting so arrangements may be made to welcome the dignitary to the campus. Also, the President may wish to waive the fee for the meeting room. If so, the President's Office will notify Facilities Management and the visiting group of that decision.

S. NEWS RELEASES TO THE PUBLIC (Updated 10-04-11)

Procedure

Information concerning the operation, direction, personnel, and practices of MSC should be consistent with the policies and attitudes of the Board. Responsibility for carrying out the policies is assigned to the President. The President may delegate authority for others to issue statements concerning segments of the College's business, but only the President or designee may speak for MSC and its actions. News or a news release is defined as:

1. Recent or coming events, happenings, courses, programs, or promotions (especially those that are unusual or notable).
2. Information about recent or coming events, happenings, courses, programs, or promotions of general interest (especially as reported by newspapers, radio, or television).
3. A presentation or broadcast of such information.
4. New information about anything previously unknown.
5. News also includes internal mass communications from any MSC employee to all employees or all students.

With these generally accepted practices and definitions in mind and the knowledge that MSC must be aware of its positive public image, several guidelines have been set concerning public announcements (news) about MSC and its business:

1. All news should be released through the Public Information Officer.
2. Clearance review for releases in various areas should be made as follows:
   a. Academic matters, schedules, enrollment, new programs, community services, etc. - clearance by the chief academic officer.
   b. Student affairs, activities, housing, clubs, etc. - clearance by the Vice President of Student Affairs.
   c. Athletic events - clearance by the Director of Athletics.
   d. Campus development, trends, goals of MSC, budgetary or financial matters, projects, federal or other grants, policy matters, future developments, etc. - clearance by the President.

The Public Information Officer will serve as the publicity director and will make news releases to public newspapers and radio and television stations. Employees are requested to report all presumably newsworthy events to that office. *The Public Information Request Form with Guidelines can be found on the MSC Commons area.*
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T. NOTIFICATION OF ALLEGED VIOLATIONS OF POLICIES AND PROCEDURES

Procedure
MSC employees or the general public or an MSC student and who has a complaint regarding a violation of College policy or procedure may complete a report form and submit it to Human Resources. The form is available to the public in Human Resources and requests the name of the person making notification, the name of the accused violator, the nature of the alleged policy or procedure violation, and the signature of the person filing the report. The completed report is to be forwarded by Human Resources to the appropriate administrative office for review before being presented to the President with a recommendation for action as needed.

U. PUBLICATIONS

Procedure
1. All employees are requested to study the following MSC publications for information on procedures and policies:
   a. MSC Institutional Policies and Procedures Manual (The most current version is available through the MSC Web site at www.mscok.edu. Two copies are available in the reference area of the Zimmerman Library/Science Building.)
   b. College Catalog (available through the MSC Web site)
   c. Student Handbook (available through the MSC Web site, and includes the Resident Handbook)
   d. Academic Advisors Handbook (available in the Academic Advisement Center)
   e. Environmental Health and Safety Manuals (available on the MSC network under Common on Enterprise/Environmental Health and Safety)
   f. Emergency Operations Plan
2. Publications for Distribution:
   a. Any documents such as, brochures, recruiting materials, purchase orders, etc. distributed by MSC should include the following compliance statement:

   “Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, student financial aid, and education services.”

   b. Also, any printing completed by a firm off campus should include the following:

   “This publication was prepared and distributed on authorization of the Board for Murray State College as a part of the work of the institution. There were __________ copies printed by (name of firm) at a cost of $ __________.”

   NOTE: If printing was paid from funds other than College appropriations, that information should be included in the printing statement.

V. PURCHASING

Policy Statement (Board Approval Date: 03/22/11)
It is the intent of the Board to purchase, for the least expenditure of funds, the optimum quality for the function to be served.

The following principles apply:
1. The President may assign responsibilities for initiation and review of requests for expenditures as he/she sees fit to best implement the internal organization developed for the College;
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2. The chief financial officer, with the approval of the President, is authorized to negotiate and enter into operating and capital leases based on state statutes;
3. Whenever feasible, state contracts are to be utilized in purchasing and procurement of goods and materials;
4. When the item or items to be purchased can be furnished by only one company, agency, or individual in an amount greater than the limit established by state statute, a sole source affidavit is required;
5. If, in the judgment of the chief financial officer and the President, a situation exists that requires immediate action to purchase, expend, or lease in an amount greater than the limit established by state statute, the action is authorized provided any such action is reported to the Board at its next regular meeting;
6. Personnel appointments and Professional Services Contracts are exempt from the requirements set forth in this section;
7. Contracts let and purchases made on the basis of bids will be awarded to the lowest and/or best bidder in all cases. The Board recognizes service as being an important consideration in the determination of the lowest and/or best bid;
8. Exempt from Board approval are purchases of food, forage, veterinary supplies, items for resale, gasoline, oil, fuel, and utilities.

Procedure
Murray State College has established procedures to be followed when purchases are made on behalf of the institution. These guidelines are written to conform to applicable Oklahoma Statutes, federal law, and MSC Board policies. College personnel who fail to follow these procedures may be held personally and/or legally liable for any unauthorized purchase. (See the Purchase Order form available on the MSC network under Common on Enterprise/MSC Forms).

1. Purchasing Procedures: The following procedures are necessary to pay college debts promptly and to ensure that the College is in compliance with applicable Oklahoma statutes regarding the College purchasing procedure.

2. Committing Institutional Resources: Any employee committing institutional resources in violation of federal, state, or MSC policies and procedures will be subject to PERSONAL RESPONSIBILITY for such decisions. Employees are requested to work with the Business Office when committing institutional resources to ensure compliance with applicable policies and procedures. Some commitments require the approval of the Board of Regents and/or the President or designee.

Title 74 O.S. 2001, Section 85.3a, exempts the institutions, centers and other constituent agencies of The Oklahoma State System of Higher Education from compliance with the provisions of the Oklahoma Central Purchasing Act. As a result, Murray State College has developed the following guidelines as acceptable procedures to be followed when purchases are to be made on behalf of the college. The intent of this guide is to assist college personnel in the procurement of items, and to insure that both the college and the vendor are protected in the process. Exceptions to these procedures may be made if approved by the President or his/her designee when circumstances warrant or when it is in the best interests of the institution to grant an exception.

Having the authority to commit institutional funds has a responsibility that accompanies it. It is the responsibility of the purchaser to follow the procedures to ensure continued authority to commit funds. College personnel who fail to follow these procedures may be held personally liable for any unauthorized purchase and may be subject to disciplinary actions including dismissal, and/or, criminal charges.

Emergency purchases, auxiliary operations, agency and fiduciary accounts, sole source purchases, and other agency special transactions may be exempt from these procedures. Questions regarding exemptions should be directed to the CFO.

AUTHORIZATION TO PURCHASE
The authority to purchase items on behalf of the college begins with the approval of a departmental/organizational budget. The budget specifies the dollar amount, which is available to spend. Purchases must be made within the limits set by the budget. The Business Office maintains a list of approved signatures, which authorize expenditures
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of funds from a particular budget. Requisitions/PO must be signed by the individual authorized to purchase before approval will be given. Supervisors or other authorized individuals may request that additional signatures be required within their respective areas of responsibility. The President or his/her designee has authority to sign for all areas when necessary.

PURCHASING LIMITS AND BIDDING
Murray State College has established four procedural categories for purchasing based upon the expected/known cost of the item to be purchased. Payments for recurring expenses such as utilities, maintenance and software agreements, lease payments and professional services are not considered purchases in this regard and therefore do not fall under the limits described below.

PURCHASES OF ITEMS COSTING:
- Less than $5,000 – The department making the purchases will issue a Requisition/PO and forward to the Business Office through the appropriate channels.
- $5,000 to $25,000 – Items expected to cost in this range must be bid as per Procedures for Soliciting Bids for items costing more than $5,000 to $25,000.
- More than $25,000 – Items expected to cost in this range must be bid as per Procedures for Soliciting Bids for items costing $25,000 or more. Items purchased costing more than $25,000 require approval of the Murray State College Board of Regents.

REQUISITION/PURCHASE ORDER
The principle means of communication between college departments and the Business Office is through use of the Requisition/PO. When a department wishes to purchase supplies, equipment, or services, a Requisition/PO must be issued and forwarded to the Business Office through the approved channels. All Requisition/PO’s must provide full information as to specifications, estimated or quoted cost and a full name and address of preferred vendor. Federal Identification Number (FEI #) and/or Social Security Number must be on the form in order to be processed. Separated forms must be used when making purchases from different vendors.

The Requisition/PO documents the approval of the purchase and verifies that funds are available and encumbered prior to the order being placed. This is necessary for the Business Office to be able to assure current and accurate departmental account balances.

Procurement of capital items such as equipment, furniture and fixtures, etc. will be processed in accordance with established purchasing procedures and may require additional approvals; computer equipment and software must be approved prior to purchase by the IT department before submitting the requisition/PO to the Business Office. Requisition/PO Forms can be found on the MSC Commons.

Directions for Completion of Requisition/PO Form (Commons; MSC Forms)
1. Account Name – name of the budget the item is to be charged to.
2. Board Approval Date – this is necessary for items costing in excess of $25,000; also, some items may require Board approval for other reasons.
3. State Contract No. – number should be listed if purchase is made from a State Contract
4. Vendor – Vendor name, address and telephone number is required before request will be processed.
5. FEI – Federal Identification Number is mandatory for all purchases. SSN will substitute when no FEI number is available.
6. Ordering Department – this information is necessary for the vendor to be able to identify who is actually ordering the item; if there is any question regarding the order, this should be the individual that the vendor would contact.
7. Deliver to – this identifies where (location on campus) the item should be delivered.
8. Item No. – if buying more than one item from the same vendor, each should be listed and numbered.
   a. Quantity – number of each item you are ordering.
   b. Description – detailed description of the item to be purchased.
   c. Unit price – price of one item.
   d. Estimated or Quoted amount – quantity purchased times the unit price.
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9. Inquiries from Purchasing Office to be directed to – if Business Office has any questions, name of individual to call. This is the person that the Business Office will return the receiving copy of the Requisition/PO to.

10. Signature Section: The signatures in this area represent those individuals requesting to make a purchase, those that have the authority to spend money from a particular budget, and administrative review.


12. Recommended: Administrative Officer – Signature of individual with authority to purchase from the budget indicated.

13. Approved: Vice President – Vice President for Administration/Finance or his/her designee; verifies budget account.


Print out two copies of Requisition/PO and send to Business Office for processing. After processing a copy will be sent to you.

RECEIVING REPORTS - Copy of Approved Requisition/PO

A copy of each Requisition/PO will be sent to the requesting department to be used in verifying that the items ordered have been received and are satisfactory in quality and quantity. This copy also serves as the Receiving Report upon receipt of the items purchased. In case of error or problem with the order, the Business Office should be notified immediately. The requesting department retains a copy of the Requisition/PO until completion of the order.

In accepting delivery, it is the responsibility of the department to promptly inspect all purchases, including opening and checking the contents. The department must determine whether the quality and quantity of the items purchased conform to specifications included in the Requisition/PO. The department supervisor or the authorized representative must certify receipt by signing the invoice. A copy of the Requisition/PO bearing notations of any exceptions, deviations, or qualifications, as well as all invoices, credit memos, freight or express bills, etc., are to be forwarded without delay to the Business Office to expedite payment. Partial payments are authorized to take advantage of cash discounts offered for prompt payment when it results in savings to the college or if such payment serves the best interest of the college.

BLANKET REQUISITIONS – Requisition/PO Form

A blanket requisition authorizes unspecified purchases from vendors, including the procurement card provider, not to exceed a stated amount. A Requisition/PO form must be used for blanket requisitions. This type of purchase is to be used in purchasing situations where the normal requisition time rules are not practical or when using a college issued procurement card. A Requisition/PO will be prepared with the appropriate information and approvals then forwarded to the vendor. Blanket requisitions must be issued for a stated period of time and a definite amount of money. Purchases made against blanket requisitions should be limited to supplies or services of small dollar value. Equipment cannot be procured on blanket requisitions. Office supplies available from the campus bookstore would be an example of items conducive to purchase through the use of blanket requisitions.

JACKET FORMS – Requisition/PO Form

When it is not possible or practical to use the Requisition/PO procedure, a department may use Jacket Forms for purchases made. A jacket form is used to process payment for goods and/or services when the normal Requisition/PO procedure is not used. The term Jacket refers to the front page of a Requisition/PO form which when accompanied by an invoice will be processed for payment. Examples of transactions in which jackets are used include utility bills, telephone bills, club accounts, and payment made in situations where a Requisition/PO is not possible or practical.

The Business Office monitors the use of invoice-attached jackets and may limit or suspend departments from using jackets when the procedure is over-used or abused and/or it is in the best interest of the college to do so.

CHANGE ORDERS

If it is necessary to change a Requisition/PO, the department should provide written details to the Business Office who will in turn implement the necessary changes.

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PARTIAL SHIPMENTS
If the department receives a partial shipment, a copy of the Requisition/PO and invoice noting the quantity received, date, and signature of the college purchaser should be forwarded to the Business Office. The original should be kept by the department until the full order is received.

RECEIPT OF DAMAGED OR UNSATISFACTORY GOODS
If a shipment arrives with visible damages, the department employee should insist that the freight bills be noted “Received in Damaged Condition” and proceed with arrangements for an “Inspection Report” by the carrier’s representative. All boxes and packing materials should be saved until after the carrier has made an inspection. In case of damage made to a parcel post delivery, the local Postmaster should be contacted followed by written notice to the vendor with a copy sent to the Business Office. Defective merchandise or substitute materials should be reported to the Business Office by written memorandum. The memorandum should contain the department supervisor’s report of the complaint and suggestions or information sufficient to use as a basis for adjustment. The decision to accept an offer of adjustment must be mutually agreed to by the department supervisor and the Business Office.

RETURNING MATERIALS TO SUPPLIER
Goods must not be returned without first securing permission of both the vendor and the Business Office. When authorization is obtained, all shipping instructions should be followed and all shipping labels or tags should be attached as directed by the authorization document. The requesting department should send the vendor a letter/memo of transmittal, copy to the Business Office for authorization, which explains full particulars of each returned shipment, including date, Requisition/PO number, and name of carrier.

RECEIPT OF MERCHANDISE NOT ORDERED
If unordered or unidentified material is delivered, the Business Office should be notified promptly since shipments are occasionally misdirected by vendors. The College will accept no responsibility for merchandise received except when delivered in accordance with an official Requisition/PO.

COLLEGE AUXILIARY SERVICES AND STUDENT ACTIVITY ACCOUNTS
College auxiliary services and student activities are authorized to use Requisitions/PO and/or invoice-attached jackets for purchases.

CUSTODIAL ACCOUNTS (MONEY HELD FOR OTHERS)
The College places no restriction on the expenditures of custodial accounts. Payments will be processed on a Jacket Form (Requisition/PO Form) as requested by authorized individuals.

TIME FRAME
The State of Oklahoma requires that obligations/bills be paid with 45 days from the date of the invoice.

PROCEDURE FOR SOLICITING BIDS
Purchases of $5,000 to $25,000 in cost should be bid by soliciting a minimum of three providers of the item/items to be purchased. Purchases of $25,000 or more must be competitively bid as indicated in the following procedures. Purchases of $25,000 or more must have approval of the MSC Board of Regents. Documentation of all information is mandatory and includes:

a. Written description/specifications of the item to be bid which includes a list of suggested/potential vendors – minimum of three. More vendors may be added to this list by the Business Office.
b. Date, time, and location of the bid opening. Any special instructions for submitting a valid bid should be included, i.e., pre-bid conferences, tours of facilities, etc.
c. Budget – appropriate source of funds cited.
d. Notarized Non-Collusion Affidavit.

Exceptions to these requirements may be made including, but not limited to, items purchased for resale, sole source items, professional services, farm related purchases, purchases from other state agencies, state contract items, purchases made with 700 account funds and others allowed by Board policy. Questions regarding an exception should be directed to the CFO.
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a. Procedures for soliciting bids for items costing $5,000 or more but less than $25,000. Bids may be solicited in writing or by telephone, both of which require the necessary documentation as cited in a. – d. above.

b. Request for Solicitation of Written Bids.
   1. Contact the Executive Assistant to the CFO to inform of the intent to bid.
   2. A bid number will be assigned and file set up at that time.
   3. A bid request sheet will be provided and is to be completed and returned for review/approval and solicitation.
   4. After bids are received, the file will be returned to the person originating the request for their review and recommendation.
   5. A vendor recommendation is made by the originating party to the CFO who will then approve or forward thru appropriate channels for approval.
   6. After approval a Requisition/PO with appropriate signatures should be forward from the originating party to the Business Office. The Business Office personnel will assign the appropriate numbers/coding to validate the Requisition/PO and then forward to the successful vendor unless otherwise specified.

c. Request for solicitation of Telephone Bids.
   1. Contact the Executive Assistant to the CFO to inform of the intent to bid.
   2. A bid number will be assigned and file set up at that time.
   3. A phone bid request sheet will be provided and is to be completed and returned by the originating party with a vendor recommendation and appropriated documentation (see Statement on Bid Requirements) to the CFO for review.
   4. The CFO will approve or forward thru appropriate channels for approval.
   5. A Requisition/PO will appropriate signatures should be forwarded from the originating party to the Business Office. Business Office personnel will then assign the appropriate numbers/coding to validate the Requisition/PO and forward to the successful vendor unless otherwise specified.

d. Procedures for soliciting competitive bids for items costing $25,000 or more.
   1. Contact the Executive Assistant to the CFO to inform of the intent to bid.
   2. A bid number will be assigned and file set up at that time.
   3. Detailed written specifications will be requested from the originating party and should be submitted for review and solicitation. A list of potential vendors should be included. Public notices will be placed in local/area newspapers when necessary as dictated by law and will be charged to the same budget from which the purchase is made unless otherwise noted or approved.
   4. After bids are received, the file will be returned to the person originating the request for their review and recommendation.
   5. A vendor recommendation is made to the CFO who will then approve/or forward thru appropriate channels for approval and then to the MSC Board of Regents.
   6. Upon approval by the Board of Regents, a Requisition/PO with appropriate signatures should be forward from the originating party to the Business Office. Business Office personnel will assign the appropriate numbers/coding to validate the Requisition/PO and then forward to the successful vendor.

All bid documents for items over $5,000 will remain on file in the CFO Office for a period of three years. Files older than three years will be moved to the designated administrative storage area.

Exceptions may be made to the requirements specified above with special permission and will require written documentation for the requested exception. Exceptions include but are not limited to Sole Source purchases and purchases made in emergency situations.
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Quick Reference Guide Of Purchasing Do’s and Don’ts

Do
• Follow established procedures to ensure timely payment of invoices.
• Maintain appropriate and accurate records of your purchases.
• Provide Federal Identification Number, address, and phone number of vendor.
• Complete all necessary information on the Requisition/PO Form.
• Check Requisition/PO form to ensure accuracy and completeness of information.
• Follow established procedures to ensure your actions are legal.
• Follow established procedures to ensure accurate departmental account balances.
• Ask questions before you do something.
• Ask for help if you need it.

Don’t
• Promise payment in advance for anything.
• Buy something then ask questions.
• Tell competing bidders other bidder’s price quotes prior to purchase decision.
• Split Requisition/PO’s in order to avoid bidding.
• Attempt to spend more money than you have been budgeted.
• Claim that all purchases are sole source.
• Expect a bill to be paid without presenting an invoice.
• Forward receiving report/invoice to Business Office if you have not received product or service.
• Request an estimated PO for $300 and make a purchase for $1500.

PROCUREMENT CARD PROCEDURES (Updated: 10-04-11) *Exhibits referenced in this section can be found on MSC FORMS listed as Pro Card Exhibits

Procurement Card Program
The Procurement Card Program has been established in order to expedite the purchasing process. It is intended as an option for small dollar purchasing or purchases less than $5,000. Larger purchases may be made by those authorized to do so and will require special arrangements by the Business Office.

Each card has a single/daily transaction limit and a monthly limit. You will be informed of your limits upon receipt of your card. Purchases should comply with these limits as well as the amount of your budget (total amount you have available to spend). It is your responsibility to make sure you do not exceed the limits established.

Important Information
Murray State College has established purchasing policies and procedures. The same purchasing policies and procedures apply to purchases made with the Procurement Card. The products or services below fall into categories of special risk, importance, oversight, or sensitivity. Generally, departments may not use the ProCard for these items:

- Computer Systems (peripherals are allowed)
- MSC Bookstore Purchases
- Travel expense
  - Exception - Lodging reservation and/or first night deposit on room is acceptable if required.
  - Exception - Conference registration required in-advance for discount purposes is acceptable.
- Rentals
- Any purchase which supplier insists on written contract or agreement
- Advertising
- Labor/Services/Consulting, etc.
- Cash Advances
- Personal Items
- Meals, Food, and Beverages
- Postage
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Exceptions may be made for some of the above items dependent upon the purpose for which the purchase is being made. Contact the Administrative Services office for any questions regarding exceptions.

All employees are required to sign the *MSC ProCard Cardholder Agreement* prior to cards being activated. (Exhibit 5)

Be advised, inappropriate use of the MSC ProCard including splitting purchases in order to circumvent limits which is prohibited by law, will result in disciplinary action. Charges resulting from inappropriate use or abuse become the personal liability of the authorized cardholder. Personal use of the card can result in disciplinary actions including dismissal, and or, criminal charges.

Placing Orders
Orders may be placed by phone, on the web, fax or in person. Department personnel should always ask for an educational discount. All purchases are tax exempt; it is the cardholder’s responsibility to ensure all appropriate sales tax is deducted from the amount charged to the ProCard. A copy of the tax exempt letter is provided with your card.

Transaction Review
Review and approval of procurement card transactions should be done on a daily or routine basis by cardholders. You will receive an email indicating that you and/or those that report to you have transactions to review if they are not reviewed within a certain time period. (Exhibit 1)

Record Keeping
You are responsible to keep auditable records. This includes retaining copies of invoices, purchase confirmations (such as for on-line purchases), price quotes, etc. Signed & dated copies of invoices and receipts for products purchased with the ProCard MUST be forwarded to the Business Office. Auditors will randomly pull transactions from the main transaction list and may visit the departments that made the purchase to verify departmental records. Records must be retained for a period of seven years. This is very important! (Exhibit 2)

Getting Started
Purchase Orders
Prior to making any purchase with your procurement card, you must submit a blanket purchase order to the Business Office in the amount for which you expect to purchase with your card. The vendor is JP Morgan Chase and *the amount should be less than your budget* as you may purchase some items through the regular purchasing process during the year. (Exhibit 3)

Logging In
1. Go to [www.paymentnet.com](http://www.paymentnet.com)
2. Enter the following on the PaymentNet Login Screen:
   - **Organization ID:** us64118
   - **User ID:** First letter of first name and full last name, i.e. jmcdaniel
   - **Pass Phrase:** Default is murray (case sensitive). Please change password after you login.

3. Click *Login Now*
4. On the left-hand side toolbar of the Welcome Screen, select *PaymentNet.*

Viewing Transactions
1. **Cardholders:** You will see the All Transactions screen, displaying all of your transactions.
2. **Supervisors:** You will see the All Transactions screen displaying both your transactions and the cardholders who report to you.

All Cardholders: Reviewing Transactions
1. Click on a transaction ID.
2. Compare the transaction details (e.g. amounts) with your receipts.
3. Determine what fund and/or account/s transactions should be charged against. Type that information in the Transaction Notes box.
4. Check the **Reviewed** box.
5. Click *Save.*
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Supervisors: Approving Transactions

1. On the All Transaction Screen, use the horizontal scroll bar to review transactions and allocations.
2. To review Transaction notes, click the page icon.
3. Review allocations for accuracy, make changes as necessary. Check Approved and click Save.

Disputing Transactions

Note: Before you dispute a transaction, you must first attempt to resolve the issue directly with the merchant.

1. From the All Transaction screen, click on the transaction.
2. Click Dispute.
3. Confirm your e-mail address is correct and enter the Merchant State, if empty.
4. Choose the Dispute Reason from the drop-down box. PaymentNet will refresh and may require additional field input.
5. Enter text in Additional Information about your dispute.
6. Click Save.
7. Red text will appear, providing a link to a pre-populated Adobe PDF form to be signed and faxed to JPMorgan Chase.
8. You can track the status of your dispute on the All Transactions Screen.

Payment

Transactions are rolled to the Statement on the 15th of the month. Each card holder will download their Electronic Statement on the 16th day of the month. Each transaction appearing on the statement should be documented with a copy of the Transaction Notes page as well as the related Invoices and forwarded to the Business Office by the 18th day of the month. ALL ITEMS SENT TO THE BUSINESS OFFICE MUST BE SIGNED AND DATED. The college receives a central bill with all charges of all cardholders. Full payment must be made within 10 days. You will also receive a statement notification by email from JPMorgan Chase. You may keep this for your records as you should have already forwarded the electronic statement with Transaction Notes and Invoices to the Business Office for processing. (Exhibit 4)

To Download Electronic Statement:

1. On 16th day of month from main paymentnet screen, click Electronic Statement & Payment.
2. Select Print with Detail.
3. A pop up box appears directing you to click on green button in upper right hand corner of page to download file.
4. Click green button and your current statement will appear.
5. Print statement and attach copies of Transaction Notes and Invoices for each expenditure listed on statement. ALL ITEMS SHOULD BE SIGNED & DATED!
6. Return to Business Office by 18th day of month for payment processing.
   • Failure to turn in information on or before the 18th of the month may result in your ProCard privileges being suspended!

Customer Service

JPMorgan Chase’s 24 hour customer service team is available for assistance at 1-800-270-7760 with:

- Reporting Lost/Stolen Cards
- Balance Inquiry
- Disputes Assistance
- Fraud Inquiry
- Declined Cards
- Lost Receipts

The customer service team does not provide assistance on PaymentNet – if you are experiencing difficulties, please contact Dennis L. Westman at extension 121.

SOLE SOURCE PURCHASES

Procedure

Purchases make from a sole source require a Sole Source Affidavit (Commons). Sole source affidavits shall be required when the item or service is limited to one provider (sole source) or when the item is limited to one brand

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(sole product) which may be available from more than one source. Competitive bids will be solicited from all known sources on sole product purchases.

Board approval is required for sole source purchases over the amounts specified in the Procedures for Soliciting Bids. Sole source purchases over the amount established by the state Director of Finance are to be reported on a monthly basis to the Oklahoma State Regents for Higher Education.

EMERGENCY PURCHASES

Procedure
Emergency purchases require an Emergency Purchase Affidavit (Commons). When the need for services and materials requires immediate action, every effort will be made to give immediate attention to get orders placed with a satisfactory vendor. Emergency orders are made when an emergency exists including dangerous situations that threaten the peace, health, or safety of people or property.

Board approval is required for purchases over the amounts specified in the Procedures for Soliciting Bids.

PURCHASES from STATE WIDE and OTHER CONTRACTS

Procedure
Departments are encouraged to use “state contract” established by the State Central Purchasing Division whenever departmental needs can be served adequately and economically. Other college and university contracts may be used as a “state contract” as well as other purchasing consortia such as E & I Cooperative, federal contracts, etc. When using an existing contract, the contract name and number must be included on the Purchase Requisition.

W. SAFETY AND SECURITY

Policy Statement (Board Approval Date: 03/22/11)
Campus Public Safety Policy: College employees and students will promote safety on campus. Campus Police, as provided for in 74 OS 1991 Sec. 360.15-360.21, will assure security. It is acceptable to hire the most qualified applicant on a conditional appointment and require completion of CLEET Certification within six months of appointment as provided in 70 OS Supp.2006 Sec. 3311;

Procedure
1. Crisis Management: Crisis Management is an expansion of the emergency procedures established for the College. It involves agencies external to the College and a population served that is external to the College.
2. Emergency Procedures: Emergency procedures are established for the College. These procedures are distributed to all full-time employees by e-mail and are in this manual. In the event of an emergency, contact the office and/or agency to which the document directs you. If additional information is needed, contact one of the following:
   a. Campus Police – Extension 180 or 580-371-0007
      (If after hours, contact Campus Police via the Johnston County Sheriff’s Office at 580-371-2691.)
   b. Vice President for Student Affairs – Extension 191
   c. Chief Academic Officer – Extension 104
   d. Chief Financial Officer - Extension 121
   e. Chief Facilities Officer – Extension 210
3. Emergency Preparedness: Murray State College has an emergency preparedness plan and methods for crisis intervention located in the President’s Office. This information is also available through the MSC Web site (www.mscok.edu).
4. Campus Police: Campus Police are responsible for the safety of all persons and for the protection of state and personal property on campus. Campus Police are a certified in the state of Oklahoma as defined in Title 70, Section 3311 of the Oklahoma Statutes. The role of Campus Police will fall within the domains of public safety, law enforcement, fire protection, and parking and traffic. Some specific duties include: patrolling of the area surrounding residence halls throughout the night and enforcement of fire
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prevention practices. They are also responsible for enforcement of traffic and parking regulations and assisting college personnel in the enforcement of college rules and regulations.

Campus Police are on duty during scheduled hours and may be reached during the regular workday by calling the Campus Police at Extension 180 or 580-371-0007. Between the hours of 5:00 p.m. and 8:00 a.m., call the Johnston County Sheriff's Office at 371-2691, and they will radio information to the Campus Police. The MSC Campus Police work closely with state and local law enforcement authorities. Violations of criminal laws are reported to the Campus Police and to appropriate authorities in accordance with generally accepted reporting standards. Violations of criminal law are reported to the Director of Student Life via the MSC Incident Report form (available on the MSC network under Common on Enterprise/MSC Forms). When such violations are violent crimes (murder, rape, robbery, aggravated assault) or when such crimes are burglary, motor vehicle thefts, weapons possession, or possession of a controlled dangerous substance, the violation will be reported to appropriate law enforcement agencies, charges filed, and other procedures followed as required by state and federal Laws.

In addition, internal administrative procedures will be followed. The administrative findings may result in sanctions against the offending students according to the MSC Student Handbook. Students may be suspended pending the implementation of due process when circumstances warrant. Criminal charges against a student on or off campus may result in suspension when in the judgment of college officials the individual poses a threat to the safety of himself/herself or the safety or functioning of the campus community.

Nonviolent crimes such as liquor law violations and traffic violations are reported to the Director of Student Life via the MSC Incident Report form. These violations are handled according to administrative procedures except in the case of repeat violations or when in the judgment of college officials, the severity of the situation requires charges be filed according to applicable criminal laws.

5. Parking and Registration of Privately Owned Vehicles: All employees are subject to the same parking regulations and restrictions as students and must register any motor vehicle used on campus. There is no charge to employees for the hangtag parking permit. Several areas on campus are designated handicapped parking. Eligible persons must obtain a handicapped parking sticker to legally park in those areas.

6. Accident and Incident Report: In the event an employee has an accident while at work, or off campus but on college business, which necessitates a physician's care, the Human Resources Office must be notified immediately. Within 24 hours, the employee must provide the Human Resources Office with the information necessary for filing a workers' compensation claim.

If the accident/incident, does not necessitate immediate physician's care but might require such care at a later date, an MSC Incident Report form should be sent to the Administration and Finance Office. If a physician's care is required at a later date, the employee must then notify the Human Resources Office and provide information for the workers' compensation claim. In addition, if an employee is present when an accident or incident occurs involving anyone other than a college employee, he/she should send an incident report to the Human Resources Office.

X. SEXUAL HARASSMENT OR SEXUAL VIOLENCE OFFENSE (Updated 10-04-11)

Procedure
1. Reporting Sexual Harassment:
   a. Internal Entities: Members of the College community (students or employees) who believe they may be victims of sexual harassment may endeavor to eliminate the offensive behavior by reporting the offensive behavior with the supervisor of the individual causing the problem and/or by utilizing Campus Police to address the problem. If this attempt to stop inappropriate behavior is unsuccessful the complaining party should file a formal written complaint or grievance:
      1. To file a formal written complaint or grievance, College employees utilize the existing Employee Grievance Procedure.
      2. To file a formal written complaint or grievance, students utilize the existing Student Complaint and Grievance Procedure when filing a complaint against a staff member, or the Student Incident Report Procedure when filing a complaint against another student.
      3. All verbal or written complaints must be investigated immediately.
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4. Verbal or written complaints of the alleged sexual harassment or formal grievance must be filed within 180 working days of the occurrence. Once a sexual harassment allegation is reported as cited above, the Human Resources Officer must be notified. Employees who receive a report of alleged sexual harassment must notify the appropriate administrator who will investigate the matter. The investigation, finding, and any corrective action cited should be documented and forwarded to the President’s Office and to the Human Resources Office.

b. External Individuals: Members of the community or visitors who believe they may be victims of sexual harassment should immediately report the incident to the President’s Office. The President’s Office assists in procedure/form completion.

2. Reporting Sexual Violence:
   a. Once Sexual Violence has been reported Campus Police will investigate immediately.
   b. If Sexual Violence has occurred, effective steps to end the Sexual Violence, prevent its recurrence, and address its effects, whether or not the Sexual Violence is the subject of a criminal investigation will take place. The victim advocate will be notified and participate in providing victim services.
   c. Steps will be taken to protect the complainant as necessary, including interim steps taken prior to the final outcome of the investigation.
   d. A grievance procedure has been established for student to utilize when filing complaints of sex discrimination, including complaints of sexual violence. Equal opportunity for both parties to present witnesses and other evidence have the same rights in the appeal process. This grievance procedures will use the preponderance of the evidence standard to resolve complaints of sex discrimination and both parties will be notified of the outcome of the complaint.

3. False/Bad Faith Accusations:
   a. An individual (campus employee or student) who believes that he or she has been wrongfully accused of sexual harassment or Sexual Violence may file a complaint by use of the established grievance procedure.
   b. Bad faith allegations or use of this procedure for purposes other than those for which it is intended may result in disciplinary action against the accuser. Disciplinary actions against employees may include but are not limited to: warnings, reprimand, demotion, suspension, or dismissal. Disciplinary actions against students may include but are not limited to: warnings, reprimand, probation, suspension, or expulsion.

4. Retaliation: Retaliation against those who report sexual harassment or Sexual Violence or contribute information in a complaint may result in disciplinary action against those responsible.

5. Disciplinary Actions: If one or more allegations are proven correct, disciplinary actions against employees include but are not limited to: warnings, reprimand, demotion, suspension, or dismissal. Disciplinary actions against students may include but are not limited to: warnings, reprimand, probation, suspension, or expulsion.

Y. SEXUAL RELATIONSHIPS

Procedure
1. Definitions:
   a. As used in this procedure, the terms “faculty” or “faculty member” mean all those who teach at the College.
   b. The terms “staff” or “staff members” mean all employees who are not faculty, and include academic and non-academic administrators as well as supervisory personnel.
   c. The term “romantic or sexual relationship” is intended to indicate conduct that goes beyond a collegial or professional relationship.

2. Faculty/Student Relationships:
   a. Within the Instructional Context: It is considered a serious breach of professional ethics for a member of the faculty to initiate or acquiesce in a romantic or sexual relationship with a student who is enrolled in a course being taught by the faculty member or whose academic work is being supervised by the faculty member.
   b. Outside the Instructional Context: Romantic or sexual relationships between faculty members and students occurring outside the instructional context are discouraged. A faculty member who fails to withdraw from participation in activities or decisions that may reward or penalize a student with
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whom the faculty member has or has had a romantic or sexual relationship will be deemed to have violated his/her ethical obligation to the student, to other students, to colleagues, and to the College.

3. Staff/Student Relationships: Romantic or sexual relationships between staff and students are strongly discouraged, and in cases where the staff member has authority or control over the student, prohibited. A staff member who fails to withdraw from participation in activities or decisions that may reward or penalize a student with whom the staff member has or has had a romantic or sexual relationship will be deemed to have violated his/her ethical obligation to the student, or other students, to colleagues, and to the College.

4. Previous Relationships: Previous relationships of a romantic or sexual nature occurring prior to and ending before the professional/collegial student/faculty or student/staff relationship would not be subject to these guidelines.

5. Disciplinary Actions: If one or more allegations are proven correct, disciplinary actions against employees include but are not limited to: warnings, reprimand, demotion, suspension, or dismissal. Disciplinary actions against students may include but are not limited to: warnings, reprimand, probation, suspension, or expulsion.

Z. SOLICITATION

Policy Statement (Board Approval Date: 03/22/11)

Solicitation on campus is allowed only as provided for in established procedures.

Procedure
1. Solicitation: Solicitation on campus is allowed only as outlined in this chapter.
2. Definition: Campus solicitation is defined to include the selling of goods or services, political activities, religious activities, military and college recruitment, posters, handouts, and group membership canvasses by any on-campus or off-campus individual or group.
3. Guidelines:
   a. Private business or solicitation may not be conducted on College property except:
      1. When a student organization has requested a particular service and such service is directly relevant to the stated purposes of that organization, or
      2. When the activity serves to promote the educational mission of MSC.
   b. All requests are subject to the approval of the Vice President for Student Affairs and must meet the following conditions:
      1. Anyone wishing to solicit on campus must be approved 48 hours in advance of the activity by the Vice President for Student Affairs.
      2. No disruption of traffic, either vehicular or pedestrian, is involved.
      3. Funds derived from activities must be used for purposes consistent with the goals of the organization.
      4. Campus mail may not be used.
      5. Requests must be approved 48 hours in advance of the activity.
      6. Activities held on the College campus must be restricted to a specified and acceptable area.
      7. No employee or student is compelled to participate or suffer reprimand for not participating in solicitation.
   c. The following additional guidelines governing on-campus political activities must be followed:
      1. General postings on campus or in buildings of handbills, cards, banners, etc. are prohibited.
      2. General handouts on campus grounds adjacent to buildings or in buildings are not permitted.
      3. The use of mobile or stationary amplified sound systems for political purposes on campus grounds and streets is prohibited.
   d. In order to avoid over saturation of the students, the following limitations for solicitation by outside groups apply:
      1. Religious organizations – one day per semester per denomination.
      2. Military organizations – one day per semester per military branch.

AA. SPEAKER

Policy Statement (Board Approval Date: 03/22/11)
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The Board respects the rights of employees and students, including the right to academic freedom in discussion and presentation of all sides of an issue and the right to invite off-campus speakers whose ideas differ from those of Board members or the administration of the College.

Procedure
As there is no absolute right to assemble or to make or hear a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting or speech, the College recognizes the possibility of violence, damage, etc. and will follow the criteria listed below:

1. Criteria for Inviting Speakers to Campus: It is not the intent of the College to bring anyone to campus who advocates the following:
   a. The violent overthrow of the government of the United States, the state of Oklahoma, or any political subdivision thereof.
   b. The willful damage or destruction, or seizure and subversion, of the institution’s building(s) or other property.
   c. The forcible disruption or impairment of, or interference with, the institution’s regularly scheduled classes or other educational function.
   d. The physical harm, coercion, intimidation, or other invasion of lawful rights of the institution’s employees or students.
   e. Other campus disorders of a violent nature.

2. Decision on Inviting Speaker: In determining whether to approve or not approve inviting a speaker, the appropriate Vice President may consider all relevant factors. A decision will be made by the appropriate Vice President, and if the Vice President has any question, he/she may contact the President of the College.

BB. TRAVEL ON COLLEGE BUSINESS

Policy Statement (Board Approval Date: 03/22/11)
Expenses for travel on official college business will be reimbursed as allowed by state law.

Procedure
1. Travel and Professional Improvement:
   a. All travel expenses for college business for which reimbursement is desired must be authorized in advance and approved on official forms. For any trip, all employees must submit a Travel Request form (available on the MSC network under Common on Enterprise/MSC Forms). Requests for in-state travel should be submitted at least five working days in advance. Out-of-state travel requests should be submitted at least one month in advance if possible. Persons must not leave the campus prior to receipt of approval for any trip.
   1. Employees are encouraged to take advantage of professional improvement opportunities whenever possible. Attendance at meetings of a professional-improvement nature is encouraged when such attendance can be arranged so as not to materially interfere with routine duties.
   2. Conditions covering the use of travel funds are as follows:
      a. The allocation is made to the division.
      b. It will be the responsibility of the area supervisor to coordinate the plan for using these funds in his/her area. It is not intended that the funds necessarily be prorated equally within the area. It may be that the area supervisor will decide to send some personnel to more distant meetings one year, and others the following year.
      c. Request for reimbursement of expenses under this allocation should be submitted on the regular travel request form, which must be approved prior to travel.
      d. Absences which conflict with work assignments must be cleared with the area supervisor.

2. Travel Laws - Reimbursement Rate Provisions:
   a. General Provisions:
      1. Only the actual and necessary expenses of a traveler in the performance of official duties will be reimbursed. If meals and lodging at a meeting, workshop, or other objective of travel are furnished as a package plan, reimbursement may be made based upon a receipt, but at a daily rate not to exceed the total daily rate provided in the State Travel Reimbursement Act. No per diem reimbursement for meals is made for periods of less than overnight travel status. Travel status for the purpose of meals and lodging is defined as absence from the employee's home area.
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and/or official station area while performing assigned official duties. Reimbursement for meals and lodging on out-of-state trips does not begin more than 24 hours before or continue more than 24 hours after the objective of the trip; such as, a meeting, workshop, conference, etc.

b. Lodging:
1. Reimbursement for overnight lodging while in official travel status may be made (a receipt from a hotel, motel, or other public lodging place must accompany claim) at the current rate approved by the state. Current rates may be viewed on the following Web site: www.policyworks.gov/perdiem.
2. The lodging receipt accompanying the claim for reimbursement in one of the out-of-state, high-rate geographical areas must indicate the location of the public lodging place. If the receipt does not indicate the public lodging place location, the higher lodging rate is not paid.
3. State employees attending meetings, workshops, conferences, etc., which are conducted at a designated hotel, motel, or other public lodging place are reimbursed the actual lodging expense not to exceed the single-occupancy room rate charged. A receipt and documentation of the designation must accompany the claim for reimbursement.

c. Meals and Incidental:
1. A standard reimbursement for meals and incidental expenses per day, while in official overnight travel status, is authorized at a rate not to exceed current rates established by the state of Oklahoma. Current rates may be viewed on the following website: www.policyworks.gov/perdiem.
2. In computing reimbursement for meals, a day is a period of 24 hours. Reimbursement for each 1/4-day (6 hours) or major fraction thereof (more than 3 hours) may be made at a rate not to exceed the rate established by the state of Oklahoma for partial day reimbursement and will be calculated based on the per diem rates for the travel location. Current rates may be viewed on the following website: www.policyworks.gov/perdiem. NOTE: Reimbursement for meal expenses continues to be based on overnight status for travel. Any meals provided, excluding continental breakfast, must be deducted from the per diem. An agenda should be submitted.

d. Transportation:
1. In-State: Travel by a privately owned vehicle may be reimbursed at the current state–approved rate, based on the distance set forth in the latest Transportation Commission road map. Vicinity travel must be entered on travel claims as a separate item. Travel by railroad, bus, or other such public conveyance will be reimbursed at a rate not to exceed the normal charge of such conveyance, and in no instance will the rate exceed coach airplane fare.
2. Out-of-State: Regardless of the mode of travel (including privately owned vehicle), reimbursement for out-of-state transportation costs is not exceed that of coach airplane fare. Except, travel by commercial airline on a first-class basis may be reimbursed if coach class is not available within a reasonable time and is justified by attachment to claim. Claims for reimbursement for transportation by a commercial airline are to be accompanied by the passenger’s duplicate ticket or other airline receipt, including information regarding class accommodations.
3. Local Transportation: Taxicab fares in state will be reimbursed only upon justification as to the necessity for their use. Local transportation costs incurred during out-of-state travel may be reimbursed on the basis of an itemization of such costs. Reimbursement for leased or rented automobiles outside of this state for official state business is restricted, subject to the advanced approval of the agency head or authorized designee and must be supported by a receipt indicating miles traveled.

e. Miscellaneous Expenses: Reimbursement claimed for miscellaneous travel expenses, such as communication charges and registration fees for attending workshops, conferences, etc. must be itemized and supported by a receipt.
1. Reimbursement for communication charges incurred during in-state travel must be justified as to the necessity.
2. Reimbursement claimed for necessary parking and turnpike fees incurred for the use of a privately owned automobile for official state business must be itemized.

f. Grant Program/Contract Travel: In lieu of foregoing reimbursement rate provisions, the Senate Bill #243 enacted by the Regular Session of the 1985 Oklahoma Legislature, provides: "Per diem payments, travel, and other actual and necessary expenses may be paid if same is provided for in any contract or grant." The State Budget Office has interpreted this section to mean - Monies received by a state agency from outside sources under the conditions of a contract or grant agreement entered
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into by the agency under state statutory authority, may be expended to pay actual and necessary reimbursement of per diem (subsistence) cost, transportation cost, and other miscellaneous travel expenses. However, if the contract or grant agreement simply provides that the funds received will or may be expended and accounted for in accordance with the laws applicable to other state funds, and does not specifically provide otherwise, then reimbursement exceeding the rates established by the State Travel Reimbursement Act is not made.

g. Travel of Student Groups:
   1. Student groups taking trips are as follows:
      a. Those representing the College. (Example: athletic teams, music performers, cheerleaders, etc.)
      b. Student clubs and organizations. (Example: Professional Business, Phi Theta Kappa, Social Science Club, etc.)
      c. Classes and curricular groups. (Example: biology class field trip, etc.)
   2. All student activity trips must be cleared by the appropriate supervisor. Club and organization trips will generally be approved if:
      a. Appropriate sponsorship is arranged;
      b. Transportation is available;
      c. Conflicts with the academic program or other activities are avoided; and
      d. Goals, purposes, arrangements, and other features of the trip are congruent with the educational program of MSC.

3. Travel and Claim Procedures: Employees who travel on College business should use the following procedural steps for approved travel reimbursement. Exceptions are made only when and if it is in the best interest of the College.
   a. Travel Approval: Employees must submit a completed Travel Request form (available on the MSC network under Common on Enterprise/MSC Forms) to their supervisor for approval. The form must be submitted in a timely manner. Pay close attention to the dates and times of departure and arrival. In-state travel requires only the signature of the Vice President/supervisor; out-of-state travel requires the signatures of the supervisor, Vice President, and President.
   b. Upon Return: Submit the approved Travel Request form along with the Travel Claim form (available on MSC network under Common on Enterprise/MSC Forms) to the Administration and Finance Office, including the following documentation where applicable:
      1. All receipts for items such as lodging, parking, shuttle services, etc. (meal receipts are not necessary because they are covered with per diem).
      2. Copy of the meeting agenda.
      3. Document that identifies designated lodging place and number of meals provided. (If lodging is not designated, then eligibility for reimbursement is at the applicable state rate.)
   c. Issuance of Reimbursement Check: The claimant will be contacted by the Administration and Finance Office to pick up the check as soon as it is available.

4. Helpful Notes:
   a. Lodging: While attending a meeting or conference, an employee may choose to stay in a hotel that is not designated lodging as long as it is less expensive than the designated hotel. In this event, the lodging reimbursement is at the designated state rate. An overflow hotel (designated as such for the meeting or conference) may be used when the designated hotel is full. If documentation is provided showing that the designated conference or meeting hotel is full and direction was made to a designated overflow hotel, reimbursement will be for the total cost of the hotel accommodation.
   b. Airline: State-approved travel agencies are to be utilized when purchasing airline tickets unless the ticket can be purchased at a savings through another source (cost comparisons are required). Approved travel agencies for this area are: All Seasons Travel in Durant, and Classic Travel in Ada (subject to change). The state preference for out-of-state travel is to fly; however, driving is allowed if it is cheaper to do so, or if reimbursement for driving is equal to the lesser of the two costs (flying or driving).

CC. TOBACCO USE ON CAMPUS

Policy Statement (Board Approval Date: 03/22/11)(Updated: 08/22/11)(Updated: 04/01/12)
In order to protect the health of students, faculty, and staff of MSC, and in order to maintain the appearance and attractiveness of the buildings on the campus, tobacco is not allowed in any building or on the grounds of Murray State College. Definitions: Tobacco use includes, but is not limited to, the carrying by a person of a cigar,
cigarette, pipe, or other lighted smoking device or the use of smokeless tobacco including snuff, chewing tobacco (including chewing on an unlit cigar or other tobacco product), smokeless pouches, or any other form of loose-leaf, smokeless tobacco.

The Oklahoma Smoking in Public Places and Indoor Workplaces Act, 63 O.S. §§ 1-1523; 1-1525, et seq., requires Murray State College and its constituent agencies to adopt policies regulating smoking in facilities owned, leased, or under their control. The Act prohibits the possession of lighted tobacco in any indoor place used by or open to the public, public transportation, or any indoor workplace, except where specifically allowed by law. In accordance with 21 O.S. §1247, all campuses, buildings and grounds, or portions thereof, owned or operated by an institution within The Oklahoma State System of Higher Education may be designated as tobacco free, including smoking or smokeless tobacco, by the institution upon adoption of a policy stating the tobacco restrictions for the institution and an intent to enforce the penalty for violations as set forth in subsection N of 21 O.S. §1247 effective November 1, 2010.

It is the intent of Murray State College to promote the health, well-being and safety of all students, employees, and visitors. As such, Murray State College is designated as a tobacco-free environment. Smoking and the use of all tobacco products are prohibited.

This policy applies to all non-leased buildings and grounds owned or under the control of Murray State College, including any housing or residence facility owned, operated, or managed by the College.

**Effective August 6, 2012** Tobacco use is prohibited in all vehicles owned, leased, or under the control of Murray State college, the State of Oklahoma and all its agencies and instrumentalities including those that provide public transportation.

This policy states the intent of Murray State College to maintain a tobacco free campus and states its express intent to enforce the penalty for violations in accordance with subsection N of 21 O.S. §1247 using officers commissioned under the provisions of 74 §360.18 and the Board’s regular commissioning procedures.

**Procedure**

1. Murray State College will not accept donations, gifts, money, or materials intended to promote the use of tobacco or participate in any type of services that promote the use of tobacco.
2. Signage will by posted by the Physical Plant as appropriate to inform employees, students and visitors of policy provisions.
   a. “Breathe Easy” signs will be placed on all campus buildings.
   b. “Tobacco Free Campus” will be clearly posted at all main campus entrances.
   c. No ashtrays will be provided on campus.
3. It is prohibited to sell tobacco products or advertise the sale of tobacco products on University property.
4. Littering the campus with remains of tobacco products or other disposable products is prohibited.
5. Organizers and attendees at events (meetings, conferences, lectures, cultural events and sporting events) using MSC facilities are required to abide by the policy. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.
6. Courtesy and consideration will be exercised when informing others unaware of and/or in disregard of this policy. It shall be a violation of this policy for any person to discriminate against any individual because the individual has opposed any practice made unlawful under this Policy, or because the individual has made a complaint or has assisted or participated in any manner in an investigation or proceeding under this Policy.
7. A complaint against an offender, who fails to respond to a request by another, as noted in Item 6, may be referred to the campus police department for completing an official signed complaint. Appropriate corrective action will be taken for an offender. In addition to appropriate corrective action by the institution, any commissioned law enforcement officer may issue a citation in accordance with the Institution’s Tobacco Use Policy.
8. Murray State College reserves the right to change this Policy and Procedures or any portion thereof at any time without prior notice.
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Employees and students wishing to participate in tobacco cessation programs are referred to the Oklahoma Tobacco Quit Line (1.800.QUIT.NOW or 1.800.784.8669), the American Cancer Society, the American Lung Association, and the American Heart Association.

DD. USE/ALTERATION OF COLLEGE PROPERTY

Policy Statement (Board Approval Date: 03/22/11)
Murray State College is a public institution of the Oklahoma State System of Higher Education. Therefore: the use of college property must be directed toward the fulfillment of the official functions assigned to the institution; and, the use of college property must be in accordance with applicable laws, statutes, regulations, and established College procedures.

Procedure
1. Use of College Property: The following guidelines are to be followed in the use of College-owned property:
   a. Properties that are classified as auxiliary enterprises are to be used at the expense of those granted authorization to use the facilities at the established price authorized by the College. “Auxiliary enterprises” are entities operated by the institution on a self-supporting basis primarily for the purpose of providing services to students, staff, and faculty that are not provided by the educational and general operations of the institution. The general public may be served by some auxiliary enterprises. Examples of auxiliary enterprises are residence halls, dining halls, student unions, bookstores, student activities, motor pool, etc.
   b. Properties that are classified as educational facilities may be used by non-profit organizations; by community groups for educational services; by students and employees for civic, cultural entertainment, and/or educational purposes; and by other groups for similar purposes. “Educational facilities” are those possessions of the institution that were derived through expenditures of public funds including federal and state appropriations, which are designed primarily for educational purposes and supported and maintained through the educational and general budget.
   c. Where fees are assessed, collections are made, or other types of admissions are charged in the use of College property/facilities, the person or persons responsible for the event must satisfy the College that the non-profit stipulation of this policy is honored.
      Activities that make use of College property/facilities must be open to the general public and must be available to all persons on an equal basis regardless of race, color, national origin, sex, age, religion, handicap, or status as a veteran.
2. Use of College-Owned Vehicles and Equipment: Vehicles and equipment owned by MSC are not to be rented or loaned to external entities without prior written approval of the President or his/her designee.
   a. Driver and Vehicle Standards for Motor Pool Vehicle Use:
      1. Eligibility: Any state employee who has been ticketed for two or more at fault accidents while driving a College vehicle or his/her own vehicle during a 24-month period is not eligible to drive a state vehicle and is not insurable under the state’s Risk Management plan. State Risk Management reserves the right to ensure for liability insurance only those state employees or volunteers it deems insurable. To facilitate this right, Risk Management may request Motor Vehicle Records from the Department of Public Safety. Any information found on the report that may be negative toward the driving record of the individual employee or volunteer driver may be cause for Risk Management to determine said individual as uninsurable. Negative driving record information would include but not be limited to suspension of driver’s license, DUI’s, excessive tickets, etc.
      2. Liability Responsibility: In the event of a loss involving an uninsurable individual operating a college vehicle, Risk Management will refuse to pay for such loss(es) out of the Risk Management Comprehensive Risk Pool. Losses incurred under such conditions will be borne by the individual driving the vehicle.
   b. Requirements for Motor Pool Vehicle Operation: Following are requirements for motor pool vehicle operation:
      1. Individual must have a valid driver’s license.
      2. Driver will use vehicle only for state or other covered entity business within the scope of the driver’s employment/authority.
      3. Driver will wear his/her seat belt.
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4. Driver will observe all traffic laws.
5. Driver will not allow an unauthorized occupant to drive or ride in the vehicle.
6. Consumption of alcoholic beverages or narcotics prior to and/or during the operation of a motor pool vehicle is prohibited.
7. Smoking is prohibited in College vehicles.

c. Occupant Restriction for Vans: At no time is the number of occupants in the large College vans to exceed nine persons, including the driver, for safety reasons.

3. Use of College Telephones: The College’s telephone system and cellular phones are to be used for college business. In the event a personal long distance call must be made through the campus telephone system, it must be charged to another number, i.e., employee’s home phone, calling card number, phone card, collect call, etc. Personal use of college cellular phones is prohibited.
4. Telephone Security: If students gain access to an employee's telephone/cellular phone for unauthorized use, it is the responsibility of that employee.
5. FAX Machine: The College has a FAX machine located in the Administration and Finance Office. The FAX number is 580-371-9844 and charges may apply.
6. Copy Machines: Use copy machines only when necessary. Cost of the copy machines is on a per copy charge. Any decrease in usage will decrease cost. The copy machines are for college purposes, and personal copying should be paid by the individual.
7. Computer Use: College computer equipment and network systems are to be used for college business. Additional procedural information is available in the Information Technology section of this manual.

8. Alteration of College Property: Alteration, repair, and/or restoration of College property (facilities, grounds, etc.) may only be done by individuals authorized and approved by Facilities Management. Alteration of College property without prior written approval from Facilities Management is prohibited. Any individual responsible for unauthorized alteration of College property is subject to disciplinary action and will be held personally responsible for all costs related to the repair/restoration of the affected facility/area.

EE. USE OF MSC LOGOS

Procedure
The MSC logos are to be used for official College business. Employees of MSC may utilize the logos for College-related items such as business cards, banners, signs for floats, etc. Students are prohibited from using the MSC logos, except as authorized by appropriate MSC personnel for College-related activities such as spirit signs for athletic games or Student Government Association-sponsored events, signs on floats for homecoming, signs at club events when approved by the College sponsor, etc. No changes may be made in the structure, format, or colors of the logos without prior approval from the Vice President for Student Affairs. When in doubt as to an appropriate use of the logos, questions are to be relayed to the Vice President for Student Affairs.

FF. VIDEO SURVEILLANCE

Procedure
Murray State College aims to provide its community with a secure environment, which is enhanced by using video surveillance systems (VSS) technology to monitor its campus. The College is also sensitive to the privacy and freedoms of expression and assembly of members of its community. As a result, this procedure limits the use of approved equipment and the circumstances in which recorded material may be released. VSS technology is not intended to be used as a tool for routine performance management of College employees. Areas that handle currency will be monitored by the appropriate Administrator for the safety and security of those employees.

Due to the extreme sensitivity of VSS, access to all VSS equipment is controlled and limited to Full-Time Campus Police Officers, or the Vice President for Student Affairs as designee. The IT Director or designee may access the VSS equipment for routine maintenance, upgrades, or camera positioning. Retrieval and viewing of any surveillance footage will only be viewed by a Campus Police Officer. VSS operators must be trained and supervised in the responsible use of surveillance technology, including the technical, legal, and ethical parameters of such use. Such standards prohibit the targeting of individuals based upon perceived individual characteristics or classifications such as race, gender, ethnicity, sexual orientation, disability, or moral character. In addition, operators must not continuously observe people engaged in intimacy in public areas.
Requests for release of recorded data must be approved by the Vice President for Student Affairs through the Campus Police. Data directly related to a criminal investigation, subpoena, or arrest must be documented and accompanied by an incident report. Information obtained in a manner that is in violation of this procedure must not be used against a MSC community member in a disciplinary proceeding. Violations of any aspect of this procedure may lead to employment, civil, or criminal action.

GG. WEATHER (INCLEMENT WEATHER)

**Procedure**

To assure that students, faculty, and staff are notified as rapidly as possible when inclement weather conditions exist that necessitate emergency cancellation/delay of classes or closing of campus, the following procedures have been established:

1. Notification: When class cancellation/delay or campus closing on the basis of hazardous driving conditions is in question, the President, after consultation with staff, will determine whether classes should be cancelled/delayed or whether campus should be closed. If it is determined to cancel/delay classes or close campus, the President will notify those staff members who report to him; they, in turn, are to notify those who report to them. For such class cancellation/delay or campus closing, the following process will be followed:
   a. The chief facilities officer will make a recommendation for MSC in Tishomingo to the President.
   b. The Dean of Ardmore Instruction will make a recommendation for MSC in Ardmore to the President.
   c. The President will inform the Public Information Officer (PIO) of the decision made.
   d. The Public Information Officer will notify the media and IT to ensure the decision is publicly announced and displayed on the MSC Web site. The media list is maintained in the President’s Office and will be provided to the PIO. The MSC Web site updates are maintained by the IT Programmer Analyst. (The IT Director serves as contact backup for inclement weather Web site updates if the IT Programmer Analyst is unreachable.)
      If daytime classes are cancelled/delayed or offices are closed, the media is to be contacted by 6:30 a.m. If evening classes are cancelled/delayed, the media is to be contacted by 3:30 p.m. No announcement will be made if classes are meeting as scheduled.
   e. The chief facilities officer will ensure that the decision is announced through the MSC switchboard.

2. Absences: When hazardous driving conditions are determined that result in the closing of the College, the time that the College is closed will not be charged against an employee’s leave. However, in the event that only classes are cancelled, with continued operation of other services, personnel “not considered critical for College operations” may be offered the option of excused absences or granted automatically authorized absences by their supervisors for one of the following: to arrive later than scheduled, to leave earlier than scheduled, or not to come to work. Excused absences or automatically authorized absences for eligible employees must be accounted for by the following options, unless otherwise determined by the President *(NOTE: Part-time personnel on regular, continuing, part-time employment would receive the regular pay in the event the College is closed. However, this does not apply to those on hourly, part-time seasonal, or renewable-by-semester employment.)*:
   a. Charge the absence to accumulated earned compensatory leave time balances.
   b. Charge the absence to accumulated earned annual leave (12-month employees), or to personal leave (faculty on less than 12-month appointment).
   c. Make up the lost time in a manner consistent with the Fair Labor Standards Act (FLSA).
   d. More than one option may be exercised to account for an automatically authorized absence, but if the absence cannot be accounted for by exercising these options, leave of absence without pay will be utilized.
   e. Temporary/seasonal/part-time employees who are not eligible to accrue annual or sick leave will not be paid for cancelled work hours.

3. Critical Personnel: Personnel in positions identified as critical are expected to work regular hours regardless of inclement weather conditions.
   a. Personnel identified as “critical” are as follows:
      1. President
      2. Campus Police
      3. Chief Facilities Officer (or designee)
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4. Dean of Ardmore Instruction
   b. When students are in residence, the following are also considered critical personnel:
      1. Director of Student Life
      2. Residence Hall Manager
   4. Additional Personnel: Additional critical personnel positions may be identified under special conditions.

HH. FEDERAL/STATE/OTHER COMPLIANCE

LEGAL REFERENCE: 34 CFR 668.14, 34: CFR 668.41 © & (d); 34: CFR 668.43 (a) (10); and 668.45, 34 CFR: 668:18, 34CFR: 668:46 & 668:49

Murray State College will comply with requirements of the Higher Education Opportunity Act and the Code of Federal Regulations as may be amended. Minimal compliance shall include:

- **Readmission of Service Members:**
  
  Murray State College will create procedures and comply with the readmissions requirement for service members as required by the Higher Education Opportunity Act (HEOA), and outlined in the Federal Register.

- **Institutional Security and Crime Statistics:**
  
  Murray State College will update procedures to comply with the supplementary requirements of Annual Reporting on Campus Safety (Cleary Act Reporting) as required by the Higher Education Opportunity Act (HEOA). The procedures will comply with the requirements of the Federal Register: Hate Crime Reporting; Timely-Warning and Emergency Notification; Emergency Response and Evacuation Procedures; Missing Student Notification and, Fire Safety.

- **Related and General Consumer Information:**
  
  Murray State College will provide Related Consumer Information as required by the Higher Education Opportunity Act (HEOA). Murray State College will make available to enrolled or prospective students all required information, which includes: retention rates as reported on IPEDS, financial assistance available, graduation & completion rates, placement and types of employment for degree or certificate programs may be gathered from any of the following: institutional statistics, state data system, alumni or student satisfaction surveys and other relevant sources. This information will be available via a link on the College website.

- **Unauthorized File Sharing:**
  
  Murray State College has developed and will periodically update written procedures and plans as required by the Higher Education Opportunity Act (HEOA), to monitor the College’s network and effectively combat the unauthorized distribution of copyrighted material without excessive interference to educational and research use of the network.

These will include:

- The use of one or more technology-based deterrents;
- Mechanisms for educating and informing the College community about appropriate versus inappropriate use of copyrighted material;
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- Procedures for handling unauthorized distribution of copyrighted material, including disciplinary procedures;
- Procedures for periodically reviewing the effectiveness of the plans to combat the unauthorized distribution materials by users of the College’s network; and
- Consultation with the MSC IT Director to:
  - Offer legal alternatives for downloading or otherwise acquiring copyrighted material;
  - Periodically review the legal alternatives for downloading or otherwise acquiring copyrighted material; and
  - Make the results of reviews available on the College website or by other means.

II. OWNERSHIP OF MATERIALS PRODUCED WITH AID OF FUNDS OR EQUIPMENT ADMINISTERED THE COLLEGE

Policy Statement
Except as otherwise provided under the law, materials of any medium which are produced by a college employee while receiving financial support or utilizing equipment provided by the federal government, State of Oklahoma, or private grants and/or contracts administered by Murray State College, are the property of the College. Any marketing or disposition of such materials will be in conformity to guidelines established by the entity providing the financial and/or physical support utilized to create the material.

JJ. REVIEW OF ADMINISTRATIVE DECISIONS

Procedure
In order that the President shall be fully informed, decisions made by administrative personnel, and major publications such as handbooks, catalogs, etc. developed by administrative personnel, shall be subject to approval by the President. Any proposed major changes in procedures of the college shall be submitted to the President in writing for approval. The Board of Regents shall approve policy changes as appropriate.

KK. FUNDRAISING

Procedure
All Activities and Fundraising Events must be approved by the President’s Office prior to the event. The Activity/Fundraising Form can be found on Commons/MSC Forms/Activity-Fundraising Form. This form should be turned in to the Director of Student Life for obtaining all necessary signatures including that of the President before any activity or fundraising event takes place. If you have an approved event the form will be returned to you and at that time a Facilities Use Form should be completed and sent to Maintenance/Facilities to reserve the facility needed.

LL. COMPLIMENTS CAMPAIGN

Procedure
The purpose of this Compliments Procedure is to ensure that compliments received from service users, staff, students and partner bodies are properly recorded, acknowledged (where appropriate) and conveyed to the individuals being thanked and to all other staff. Compliments will be regularly analyzed so that areas for improvement and potential good practice can be identified and used to promote best practice. Compliments and expressions of appreciation are valuable in monitoring the effectiveness of the service being offered by the Institution and can provide useful learning points and examples of good practice which can be shared throughout the organization to encourage staff to continue to provide and improve on excellent skills and customer service. Murray State College is committed to providing the best possible service that it can by encouraging positive feedback from our customers, students and staff. We have developed this policy to explain our approach to handling compliments.
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A compliment is an expression of satisfaction with a service made by an individual about the service received from the College staff. A compliment may be made regarding an individual, a team or the College as a whole. The compliment can be from any individual who engages a service or is in receipt of a service from the College.

An individual wishing to make a compliment can do so either:
- In person
- By phone
- By e-mail to mcobb@mscok.edu or jmcdaniel@mscok.edu
- By letter
- By completing the compliments form

The compliment will then be passed on to the relevant member of staff who will then in turn provide written notice to the President, distribute a lanyard with the appropriate level pin. A punch card will be given along with the lanyard and pin. At the time an employee receives three (3) compliments, the punch card will be entered into a drawing bi-annually.

Employee of the Month Award Procedures

Purpose
The purpose of the Employee of the Month (EOM) Award is to recognize outstanding accomplishments and/or service by classified staff employees of Murray State College. All employees of Murray State College are eligible to participate. The Murray State College Leadership Team will oversee the selection process.

Benefits of receiving award
- An Employee of the Month Parking Spot.
- An Employee of the Month Recognition Certificate.
- Award notification printed in various media.

Nomination Process
Nominations will be submitted when a staff member is given a compliment from the compliment campaign. Every individual receiving a compliment from the previous month will be placed on a nomination form to be distributed on the last Monday of the month for the leadership team to select an individual.

Forms must be properly filled out and submitted by the stated deadline to the Executive Assistant to the President/Board of Regents or they will not be accepted.

Three (3) days will be allowed for receipt of nominations. The nominee’s accomplishments or service should be specific and/or unique and should occur in the course of performance of the employee’s regular duties or in the course of participation in any college-sponsored event. Nominations and additional support documentation will be accepted from supervisors, co-workers, students, or anyone who has regular contact with the nominee. Supervisory approval is encouraged but is not a requirement.

Selection Process
The Executive Assistant to the President/Board of Regents notifies the President, Human Resources Director and the Vice President/Assistant Vice President of the department the employee directly works under.

Personnel files will be checked by the Director of Human Resources to assure that no current formal documentation exists in the file that could disqualify the recipient; for example, letters of reprimand or formal warnings.

Human Resources will notify the Executive Assistant to the President of eligibility and address any questions regarding ineligibility. An ineligible nominee will be withdrawn from the EOM process.

Executive Assistant to the President is responsible for consolidating the award nomination information and getting the information to the Leadership Team members for review. Documentation will be sent in the nomination packets explaining the selection process.

All nomination forms and supporting documents must be reviewed each member of the Leadership Team. Confidentiality will be stressed.
Announcement Process

The President will prepare a media release to send to all campus employees announcing the EOM winner each month.

A media release and certificates are prepared and sent to the Executive Assistant to the Murray State College President who makes arrangements for a personal presentation of the award by the President.

The President’s Executive Assistant will prepare and mail to the recipient an award letter accompanied by a photo/information release form.

A copy of the notification letter will also be sent to the Human Resource office for placement in the recipient’s personnel file.

Records of the EOM nominations and awards will be kept by the President’s Office for a period of One (1) year to coincide. All procedures are subject to annual review by Murray State College.

Selection Committee Scoring Information
The purpose of the EOM award is to recognize outstanding accomplishments and/or service by classified staff employees of Murray State College. Nominees should be commendable and serve as an example to others. Qualities of previous winners include:

- Active participation in college sponsored events
- Going the extra mile in their work position
- Displaying a positive attitude
- Volunteering when a need arises

MM. CAMPS ON THE MSC CAMPUS
The following procedure outlines the appropriate course of action when any camp is conducted on the MSC Campus:

1) Submit an MSC Activity/Fundraising Form for approval.
2) Attach a liability release waiver for campers to the MSC Activity/Fundraising Form when it is submitted.
3) All funds collected will be deposited into the account number provided to you on the approved MSC Activity/Fundraising (your club account).
4) Sodexo will invoice the “Event Name” specified on the approved form for all foodservice costs and supply that invoice to you.
5) The Director of Student Life will invoice the “Event Name” specified on the approved form for all housing costs and supply that invoice to you (invoices will be marked “internally generated”).
6) Any person performing services that expects to be paid will provide you with an invoice before a check will be issued (no cash payments).
7) When all camp invoices are received you may request checks for payment from your Club Account using the existing procedure.
8) If a camp involves an outside organization a contract must be approved by the President or AVP for Administrative Services prior to the event.

NN. Publication of Advertising and Recruitment Materials and Other Public Information

MSC reports its accreditation status with the commission through its College Catalog and website. The College lists all of its accrediting agencies in the front section of the College Catalog, providing the Higher Learning Commission name, address, phone number, fax number, and Commission Website.

Below is the information labeled “College Accreditation Agency” as published in the Catalog and on the MSC website:
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The Higher Learning Commission and a member of the
North Central Association
230 South LaSalle Street Suite 7-500
Chicago, IL 60604-1411
Phone: 312-263-0456
Fax: 312-263-7462
Internet: http://www.ncahlc.org

OO. Publication of Required Information for Students and the Public

MSC provides various publications accessible to the public. The College Catalog is reviewed by
departments annually, and updates to services, programs, policies, and procedures are made to
reflect information that is most current and accurate at the time of publication. Furthermore,
MSC provides an online Student Handbook that provides information supplementing the Catalog.
This publication is also reviewed and updated to reflect accurate information. Additionally, the
College website provides information about the calendar, admissions, program requirements,
tuition and fees, (extracurricular, and other college related events), and refund policies. Finally,
other publications with related information that are accessible to the public in electronic and/or
hard copy include college view books or brochures, Schedule of Classes (available on the website
and in hard copy), departmental newsletters (such as Financial Aid, Student Support Services, and
Career Services), and Student Activities Calendar.

PP. Publication of Text Alert System

Murray State College offers a voluntary text alert system. This system is used for immediate
notification to students, faculty, and staff in an emergency situation, weather alert affecting the
College, or for campus closing. Students, faculty, and staff who have signed up for this system
receive all emergency notifications for ALL Campuses with the alert detailing the campus that it
affected.

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QQ. Publication of Transfer Policies

Transfer students who wish to have credit evaluated toward an MSC degree must provide an official transcript from each accredited institution. Transcripts must be sealed or received electronically from the college or approved transcript clearing house. Once transfer credit is awarded, it becomes part of the student’s MSC permanent record and will not be removed. Transfer students who have been dismissed from other colleges from disciplinary purposes will undergo review to determine if they will be admitted.

MSC addresses both “Transfer In Students” and “Transfer Out Students” in the college catalog. Furthermore, the Admissions/Registrations staff inform students of transferring in credits and sending transcripts to other colleges. Via the MSC website under Administration select Registrar’s Office to obtain information regarding transcript requests. The Oklahoma State Regents for Higher Education provides students with articulation of transfer coursework from MSC to another institution with which the College has an articulation agreement. To access this information please utilize the Transfer Matrix listed under Course Transfer on the OSRHE website.

In addition to the above information, Murray State outlines its Graduation Requirements in the College Catalog, and in this section, it is explained that students must “complete a minimum of 15 of the last 21 hours taken with MSC, except for certificate programs. This statement indicates to students that remaining course requirements for a degree can be completed and transferred from another accredited institution.