

Policy Name:	HB 1193 Compliance: Formal Complaint and Investigative Procedures				
Section Number:	4.19	Section Title:	President's Office		
Policy Owner:	College President	Last updated:	September 2025	Reviewed:	September 2025
Status:	Active	Due for Review:	September 2030		

PURPOSE

The purpose of this Jones College (College) policy is to establish clear procedures for the intake, investigation, and resolution of formal complaints submitted under House Bill 1193 from the 2025 Regular Session of the Mississippi Legislature (“the Act”). This policy outlines the process by which formal complaints are received, investigated, ruled upon, and, if necessary, cured.

COMPLAINT PROCESS

Pursuant to the Act, the College prescribes the following procedures for the filing of, and investigation of, a complaint for alleged violations of HB 1193:

Any employee, faculty, staff or contractor, or student who desires to assert a violation of the Act, may file a formal complaint with the Jones College Board of Trustees. Any student under the age of 18 may file a complaint through a parent, guardian or next friend, and may file a complaint in his or her own name upon reaching the age of 18.

Any employee (faculty, staff, or contractor) or student who believes a violation of HB 1193 has occurred may file a formal complaint. Students under 18 may do so through a parent, guardian, or next friend. Upon reaching the age of 18, a student may file a complaint in their own name. All formal complaints must:

- Be in writing
- Be signed by the complainant
- Include the following:
 - Full name, address, and phone number of the complainant
 - Name(s) of any individual(s) impacted
 - Date(s) and/or time(s) of the alleged violation
 - Specific nature of the violation and identification of the section of HB 1193 allegedly violated
 - Statement explaining how the complainant was harmed
 - Names of potential witnesses
 - Any other relevant supporting information

Complaints must be filed within thirty (30) days of the alleged violation and delivered via hand or first-class mail to:

Mr. Mike Evans, Secretary
Jones College Board of Trustees
c/o Office of the President
900 South Court Street
Ellisville, MS 39437

INVESTIGATION

INVESTIGATION AND RESOLUTION PROCESS

Intake and Assignment

Upon receipt, the Secretary of the Board of Trustees shall immediately forward the complaint to the College President.

Investigation Assignment

The President will assign an investigator who will conduct a fact-finding investigation and submit a written report to the President within twenty (20) days.

Board Notification

At the next regularly scheduled Board meeting following the complaint's receipt, the President will notify the Board of:

- A. The results of the investigation (if complete), or
- B. The pendency of the investigation (if still underway)

Board Action

The Board of Trustees shall rule or take other appropriate action on the complaint within thirty (30) days of receipt of a complete and properly filed complaint.

- A. If the investigation is not complete by the time of the next Board meeting (due to the timing of filing), the Board may defer action until the next regular meeting.

Outcome and Remedies

If no violation is found, the Board shall issue a formal written ruling stating the complaint's dismissal.

If a violation is found, the College shall have twenty-five (25) days to implement a corrective (curative) response.

The Board must issue a formal final finding to the complainant outlining:

- A. The violation
- B. The actions taken by the College to cure the violation

Final Recommendation and Documentation

The President will present the investigator's report, along with any additional relevant findings, to the Board.

Explanation of Board Decisions

In accordance with the Act and MCCB final rules, the Board must issue a ruling of a violation or not. If the Board determines that there is a violation, the Board will provide the President written curative measures to administer. The Board will notify the complainant in writing following the official Board of Trustee Action.

Appeals Process

Appeal from the Board of Trustee's final finding may be taken as provided by law to the 19th Chancery Court, Post Office Box 1961, Laurel, Mississippi, 29441.

Jones College Statement of Non-Discrimination

Jones County Junior College does not discriminate based on race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) Sarah Jones, ADA Coordinator, Hutcheson Hubbard Administration Building, phone 601-477-4070; email ADACoordinator@jcjc.edu and (Title IX) Brittany Barron, Title IX Coordinator, Hutcheson Hubbard Administration Building, phone 601-477-4127; email brittany.weatherford@jcjc.edu. Jones County Junior College, 900 South Court Street, Ellisville, MS 39437.