

Refer to Section {B}
{Personnel}Unit
Procedure for {B 10 – College Calendar}



1. The Midway College Calendar is housed on the Midway College web page on the Internet.
2. The college internal calendar (MC Calendar), student activities and facility utilization calendars are in electronic format on the campus network.
3. Electronic Calendars
 - a. Midway College provides each employee with Microsoft Outlook for email and calendar for the business of the college.
 - b. Calendars shall be kept up-to-date and reflect the business of the college.
 - c. Employees may mark confidential appointments by checking the “private” box in the lower right hand corner of the appointment.
 - d. The immediate supervisor of each employee of the college is to be given reading access of the employee’s calendar.
 - e. The Provost and the President of the College are to be given reading access to all employees’ calendars.