

MINUTES  
STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES  
FEBRUARY 21, 1997

The regular meeting of the State Board for Community and Junior Colleges was held on Friday, February 21, 1997, at 9:00 a.m., in Conference Room 507 of the Education and Research Center in Jackson, Mississippi.

**Members present:** Joanna Heidel, John Junkin, II, Patricia Puckett, Perrin Purvis, William Seal, and George Walker.

**Members absent:** Alton Bankston, Yvonne Brown, Henry Hudspeth, and Hazel Terry.

**Staff in attendance:** Dr. Olon Ray, Executive Director, Mickey Ballard, Becky Cade, Dr. Larry Day, Deborah Gilbert, Curtis Kynerd, Sandra Lucas, R. L. McClellan, Ed Schneider, Danny Seal, and Dr. Evelyn Webb.

**CALL TO ORDER**

The meeting was called to order by Chairman George Walker at 9:15 a.m.

**PRELIMINARIES**

The invocation was given by Dr. Larry Day.

Chairman Walker welcomed visitors Dr. Bobby Garvin, President of Mississippi Delta Community College and Mrs. Nancy Alley representing the State Department of Education.

**Approval of Minutes**

On a motion by Perrin Purvis, seconded by William Seal, the Board approved the minutes of the January 15 and 16, 1997, meetings. Motion carried unanimously.

**Review of Agenda**

On a motion by John Junkin, seconded by Patricia Puckett, the Board unanimously adopted the agenda.

**EXECUTIVE DIRECTOR'S REPORT**

Dr. Olon Ray introduced new staff member Mickey Ballard. Mr. Ballard will be working with Mr. Don Shadow in the Life Skills for State and Local Prisoners Grant program.

Dr. Ray reported that Governor Fordice had announced the names of new SBCJC appointees, Mrs. Sara Fox and Mr. Billy Hewes. He also stated that Mr. George Walker has been reappointed to serve another term.

Dr. Ray distributed a brochure explaining MPACT (The Mississippi Prepaid Affordable College Tuition Program). The MPACT enrollment period is now open through April 30, 1997.

Dr. Ray announced the retirement of SBCJC employee William H. (Bill) Bunch, Jr. Upon the Executive Director's recommendation, a motion by Perrin Purvis, and a second by John Junkin, the Board voted unanimously to authorize staff to draft a resolution of appreciation of Mr. Bunch's service to Mississippi's community and junior colleges.

Dr. Ray reminded Board members that the deadline for completion of Statement of Economic Interest (SEI) forms is May 1, 1997. These forms must be submitted to the Mississippi Ethics Commission. He provided a copy of the SEI forms to new board member Joanna Heidel and will mail one to Henry Hudspeth

Dr. Ray reported on the Technology Training Conference held in Biloxi, the Rural Health Corp program, and his work on an interagency group working to consolidate workforce training initiatives.

He also reported on SBCJC teaming efforts and promised a more detailed report in the future.

Dr. Ray stated that the Council on Educational Technology is continuing to work together to avoid duplication and find better ways of utilizing technology for the State of Mississippi.

Dr. Ray met with the Board of Trustees at Northeast Mississippi Community College last week for a training session related to Board membership. He also attended the first GED graduation at Copiah-Lincoln Community College.

The next SBCJC meeting will be held on March 19 and 20, at the Wesson campus of Copiah-Lincoln Community College. Dr. Ray distributed a tentative schedule for the meeting.

Dr. Ray also distributed a copy of the Mississippi Employment Security Commission's latest workforce data information (Exhibit A) and a copy of an article about a new literacy challenge to community colleges (Exhibit B).

### **DIVISION DIRECTORS' REPORT**

Dr. Evelyn Webb reported on the following activities of the Accountability and Support Services Division:

All hardware and software was installed on February 3, at the SBCJC office to allow Internet access. On February 5, the hardware and software installation was completed for four community colleges, Northeast Mississippi Community College, Northwest Mississippi Community College, Itawamba Community College, and Southwest Mississippi Community College.

A training session on using video conferencing more effectively has been completed for twelve CCN site managers. Another session is planned in the next two weeks.

Danny Seal has completed monitoring the Jackson State University ABE program.

Dr. Webb announced the purchase of an ISDN line which will allow the SBCJC to connect the colleges' compressed video sites with out-of-state sites. This equipment was purchased through the LEADERS Grant that the SBCJC entered into with the Institutions of Higher Learning and the Governor's Office of Literacy. Procedures for utilizing the line for video conferencing purposes outside the realm of the grant are being reviewed and developed.

Resource Managers, Mr. Joseph Larry and Mr. Duane Hamill, have computer catalogued all existing workforce resource materials which will be made available through the SBCJC office. A list of materials is now being distributed to interested parties. The purchase of shelving and storage units is being examined to provide the best use of space available.

Dr. Webb stated that a suggested procedure for implementation of the instrument will be distributed to the Career Centers shortly. After comments on the process are received and examined final procedures will be distributed to the Career Centers to begin implementation in May. At the end of July, each Center will be required to submit a report for each customer served based on the accountability instrument. A copy of the implementation procedure will be given to Board members at next month's meeting.

The Workforce Resource Center Taskforce is continuing to research and include all agencies in the state with resource support and information bases to build the best resource center without duplicating services currently available.

Planning for the Quality Awards program of 1997 is well underway. The purpose of this year's program is to maintain the quality of the program while reducing costs. A copy of the *Criteria for Performance Excellence 1997*, was distributed for the Board's information.

Spring of 1997 enrollment audit schedules have been prepared and distributed to all community and junior colleges.

Mrs. Deborah Gilbert reported on the following activities of the Finance Division:

A presentation on the SBCJC Funding Formula was made to the House Education Subcommittee.

The community/junior college presidents, deans, and business managers have been surveyed in connection with identification of Performance Measures that will be included in the SBCJC Support appropriations bill. Seven measures were identified and included in next year's bill and the SBCJC will be required to capture and report information during the fiscal year and budget process on these measures.

Ms. Debbie Mock has completed the required Manpower report which is compiled from the fifteen community and junior colleges containing employee names, titles, and salary amounts including fringe benefits.

A meeting of the community and junior college business managers was held on January 30 and 31, 1997. Dr. Olon Ray addressed the group about the SBCJC Funding and Formula Study Committee.

Mr. Ric Youngblood, who serves as SBCJC Personnel Director, has attended a three-day seminar on the Family Medical Leave, Section 125 Cafeteria Plan, COBRA, and Workers' Compensation. Mr. Youngblood is preparing the GAAP packets for submission to the Department of Finance and Administration by the March 3, 1997, deadline and continues to process the technology reimbursements for the colleges.

Mrs. Elizabeth Ducksworth assisted IHL by preparing name badges and serving at the registration desk for the HEADWAE luncheon.

Mr. Ed Schneider reported on the following activities of the Program Division:

In the workforce area, major expansions by existing companies have been announced throughout the state and new businesses are being developed through economic development including the Wellman project on the Gulf Coast which will have in excess of 1,000 employees. The Koehler ground breaking for a plant in Hattiesburg transpired this week. This new manufacturing facility will employ approximately 300 people.

SBCJC staff member Virginia Mixon has received some formal training in FoxPro and thus will be better able to utilize the software to generate workforce reports.

In the ABE arena, the Career Centers are beginning to be visited by people who are directly effected by Welfare Reform. ABE projects are being submitted to meet special problems of this population which include transportation and child care for participants. Currently projects are being developed whereby the instructor goes to a HUD center or low income housing facility to provide opportunities for unemployed individuals to receive basic skills training so that they might become employed.

Employee certification programs and pre-employment training programs at the Career Centers are expanding rapidly.

In the GED area, Director Bill Box has completed the Annual Report submitted to the GED Testing Service in Washington D.C. In calendar year 1996, 8,822 diplomas were issued which is an increase of 1,701 over 1995 (Exhibit C).

## **REPORTS/ACTION**

### **MACJC**

Dr. Bobby Garvin reported on the following items discussed at the Mississippi Association of Community and Junior College's meeting on January 28, 1997:

Ms. Margaret Murray, Director of Development Services for the Mississippi Library Commission, spoke to the Association about the possibility of contracting with community/junior colleges to provide Internet training for public librarians across the state. The Presidents voted unanimously to support the Mississippi Library Commission's Internet training concept.

Dr. Therrell Myers gave a brief overview of the Mississippi Department of Education's Professional Development Model. He also distributed a copy of the schedule for Licensed Practical Nursing Accreditation visits for FY 1997 - FY 1999. Dr. Myers also discussed work based learning programs located at eight community and junior colleges and the SDE's plan to expand the program to all fifteen colleges by the beginning of next year.

Mrs. Deborah Gilbert updated the Association on the Funding and Formula Study Committee's activities.

Dr. Larry Day distributed a copy and gave an overview of a report prepared examining patterns for retirement within the community colleges.

Dr. Tom Layzell and Mr. Paul Stevenson updated the Association on the Ayers Case and discussed community and junior college admissions policies. A committee of community and junior college presidents and admissions personnel was appointed to work with IHL in preparing a report required by Judge Neil Biggers in regard to the Ayers Case.

Dr. Barry Mellinger reported on his trip to Paris to lay groundwork for the 1998 Splendors of Versailles Exhibit that will be coming to Jackson.

Dr. Mellinger also appointed a committee to study and make staffing recommendations for the Association. The committee will report their findings at the next Association meeting.

The Presidents discussed athletic matters.

Dr. Billy Thames updated the Association on the Phi Theta Kappa All State Academic Team Recognition Luncheon that will be held on March 18, 1997.

#### EdNet Follow-Up

Mr. John Junkin reported no new action on the EdNet follow-up, but asked that the item be kept on the agenda for the future action.

#### Committee of the Whole Report

##### Finance Committee

On a motion by William Seal, and a second by John Junkin, the Board voted unanimously to approve the General Fund 2298 Disbursements for March 1997, in the total amount of \$6,464,668 (Exhibit D).

On a motion by John Junkin, and a second by Patricia Puckett, the Board voted unanimously to approve the February 28, 1997, Education Enhancement Fund Disbursement from Funds 4080 and 4110, in the total amount of \$1,869,256.32 (Exhibit E).

On a motion by William Seal, and a second by John Junkin, the Board voted unanimously to approve an update of SBCJC travel policies effective February 1, 1997, (Exhibit F).

On a motion by William Seal, and a second by Joanna Heidel, the Board voted unanimously to approve a rate structure which will be used in invoicing individuals for use of the CCN (Exhibit G).

On a motion by Joanna Heidel, and a second by Perrin Purvis, the Board voted unanimously to request that the Legislature change the base amount in the funding formula from 4.6% to 5% of the prior year's appropriation. The base increase was recommended because it was a goal set by the Board in 1987 and a significant increase in the amount of dollars going into the formula from FY 98 of FY 97 is anticipated based upon House and Senate action in the current legislative session (Exhibit H).

Other finance committee agenda items presented for the Board's review were as follows:

A report on House and Senate Appropriations Subcommittee Recommendations for Support and Administration (Exhibit I)  
The Bi-monthly Capital Improvements Report (Exhibit J)  
Financial Statements for Fund 2291, 3291, and 4300 (Exhibit K).

#### Program

On a motion by John Junkin, and a second by Joanna Heidel, the Board voted unanimously to approve the offering of a lower-level course, MAT 269, Elementary Math Analysis, at the University of Mississippi's Tupelo Campus for the spring of 1997.

Dr. Larry Day presented a listing of vocational-technical programs recommended to be placed on probation for 1997. Upon staff recommendation, a motion by John Junkin, and a second by Joanna Heidel, the Board voted unanimously to place the programs on probation (Exhibit L).

#### Workforce Education Report

Chairman Walker updated Board members on the activities of the State Workforce Council. He also reported that funding for workforce training efforts is recommended to remain at the current level of funding.

Upon a motion by John Junkin, and a second by William Seal, the Board voted unanimously to initiate a request on behalf of the SBCJC and State Workforce Council to visit with the Governor for the purpose of discussing funding for workforce training without duplicating services between state agencies.

Mr. Walker reported that he will be attending the Southeastern Employment and Training Association Conference in Myrtle Beach, South Carolina on March 10 and 11, 1997. Dr. Olon Ray and Mr. Ed Schneider will also attend.

Mr. Walker also stated that he had recently spoken to the Jackson Rotary Club and a group of 1,100 high school teachers in Laurel on workforce training at Mississippi's community and junior colleges.

#### Proprietary School and College Report

Mr. Danny Seal updated Board members on the agenda items covered during the Commission on Proprietary Schools and College Registration's meetings on January 16, and February 20, 1997 (Exhibit M).

#### Funding and Formula Study Committee Report

Mr. John Junkin distributed a draft copy of the January 17, 1997, Funding and Formula Study Committee minutes for the Board's review. Workgroups established at that meeting will begin to refine committee objectives at the next scheduled meeting on February 28, 1997. Mr. Junkin invited any interested individuals to attend.

Legislative Report

Mrs. Deborah Gilbert distributed and discussed with Board members, an updated report of current House and Senate Legislation effecting the SBCJC (Exhibit N).

Health Care Conference Final Report

Dr. Larry Day presented an overview of the final report prepared on the SBCJC sponsored state-wide conference on health care reform (Exhibit O).

Travel Authorizations

Chairman Walker asked for requests to authorize travel reimbursements for events other than regularly scheduled Board meetings. On a motion by Perrin Purvis, seconded by Patricia Puckett, the Board voted unanimously to approve requests for reimbursement of travel expenses to the following:

William Seal, John Junkin, Alton Bankston, and George Walker for their attendance at the Funding and Formula Study Committee meeting on February 28, 1997.

Yvonne Brown her attendance at an EdNet Board meeting on February 10, 1997.

George Walker for a Workforce Training Conference on February 10, a State Workforce Council Meeting on February 12, meetings with community and junior college presidents and Dr. Olon Ray on February 13 and 17, a meeting at Jones County Junior College on February 20, and meeting with the Lieutenant Governor on February 29, 1997.

**OTHER BUSINESS**

In other business, Perrin Purvis made a motion, seconded by William Seal, to hold the May Board meeting in conjunction with the Natchez Literary Festival sponsored by Copiah-Lincoln Community College on May 28 - 31, 1997. Motion passed by unanimous vote.

Mr. Walker also stated that an invitation will be forthcoming from Jones County Junior College to hold a future SBCJC meeting on their campus.

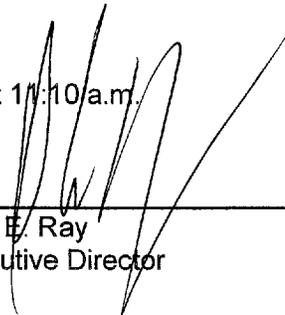
Mrs. Joanna Heidel suggested that the new Board appointees be invited to attend the meetings between now and the time they officially take office. Dr. Ray will notify the new appointees.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 11:10 a.m.



George Walker, Chairman



Olon E. Ray  
Executive Director