

**EVENING MEETING
BOARD WORK SESSION
AUGUST 19, 1999
MINUTES**

(Revised 9/17/99)

The State Board for Community and Junior Colleges met for dinner at 6:00 p.m. at The Edison Walthall Hotel, 225 East Capitol Street, Jackson, Mississippi, on August 19, 1999.

Upon completing dinner, those present moved to Ballroom I where Mr. Walker officially called the meeting to order at 7:10 p.m. The following members were present: Yvonne Brown, Sara Fox, Joanna Heidel, Henry "Bubba" Hudspeth, John Junkin, Patricia Puckett, William Seal, Hazel Terry and George Walker. Mr. Billy Hewes was absent. State Board for Community and Junior Colleges (SBCJC) staff present included Randall Bradberry, Becky Cade, Ethel Ewing, Larry Day, Deborah Gilbert, Olon E. Ray, Wayne Stonecypher, Frankie Walton-White and Evelyn Webb.

Mr. Walker then called on Ms. Sara Fox to review the following finance agenda items:

- 1) General Fund 2298 Disbursement totaling \$7,114,381 for September 1999
- 2) Education Enhancement Fund Disbursement totaling \$2,376,948 for August 31, 1999
- 3) Financial Statements for Funds 2291, 3291 and 4300

In other business, the completion and the availability of FY 2001 (MBR) Budget Requests for the fifteen colleges and the SBCJC was announced. Members were asked to let Deborah know if they wanted copies of either the composite requests and/or the individual college's budget requests. Additionally, members were reminded of the upcoming Joint Legislative Budget Committee hearings that will be held on September 23, 1999. The College Support and SBCJC Administrative Budgets will be presented first at 2:00 p.m., followed by a presentation from the State Workforce Development Council at 3:15 p.m.

Next, Mr. Walker called on Ms. Joanna Heidel to review program agenda items. Ms. Heidel explained that there was only one item to be discussed under the program area as follows: a request from Meridian Community College to approve the addition of the Medical Office Technology option under their existing, approved Business and Office Related Technology cluster.

Mr. Walker then called on Dr. Ray who provided an overview of the next item on the agenda, Policies and Procedures. Dr. Ray explained that staff was presenting members with a revised Policies and Procedures Manual for use by the State Board for Community and Junior Colleges. The manual has been updated utilizing the combined services of the SBCJC's Personnel Team, other SBCJC personnel and a consultant, who took the work done by the staff and organized and edited the manual in an extremely professional manner. Becky Cade, Personnel Team leader,

provided a brief overview of the process the staff engaged in over the last two years to revise this manual for the first time since 1992. Ms. Cade mentioned by name all staff that had taken part in the revision of the manual and expressed her thanks for the extra effort put forth to revise the manual.

Dr. Larry Day, Dr. Randall Bradberry and Dr. Wayne Stonecypher, members of the Personnel Team, then proceeded to provide explanations of revisions made to the document. During Dr. Stonecypher's review, members were reminded that the new Workforce Policies and Procedures, which recently completed the Administrative Procedures Act (APA) process, are on the Friday, August 20, 1999, agenda for approval. Dr. Stonecypher also reviewed comments on the Workforce Policies that were submitted as a result of the APA.

In reviewing the policies and procedures and applicable statutes, it was determined that a conflict existed in that State Board for Community and Junior College (SBCJC) member Bill Hewes' membership on the SBCJC was in conflict with state statute which prohibits membership on the SBCJC by an elected official.

Upon completion of the review, Dr. Ray reminded members that upon Board approval the new or revised policies and procedures must be submitted to the Secretary of State to begin the Administrative Procedures Act process. Due to the timing of the next Board meeting, it will be October 15, 1999, before the Board will be asked to take final action on the policies. Dr. Ray reminded members that these are their policies and asked that they be sure to let us know of any changes that need to be made.

Ms. Heidel asked about the policy of no charge for GED Transcripts. It was suggested that we get Eloise to look into that policy and review the rationale in a future meeting. Additionally, Mr. Junkin asked that we revisit our Foundation Policy Statement. A member also pointed out that the Board members' participation was not reflected in the Flower & Gift Fund policy.

Under other business, Dr. Ray shared with members the fact that Mr. Hewes could not be at the meeting tonight because of city business. He also relayed Mr. Hewes' request that the Board support him on the U.S.M. Gulf Coast issue.

Dr. Ray also mentioned that he is continuing to work with Ms. Fox, Mr. Junkin and Mr. Walker to identify an attorney to review Attorney General's opinion, pertaining to authority to establish campuses. After thanking the members of the committee for their work in the matter, Dr. Ray said that he has submitted the name of an attorney to the Attorney General and is awaiting a reply.

There being no further discussion, the meeting was adjourned at 8:30 p.m.