

MINUTES

Thursday, November 18, 1999

The State Board for Community and Junior Colleges Dinner Meeting was called to order by Chairman George Walker at 7:25 p.m. The meeting was held in the Stonewall Jackson Room on the 2nd floor of the Edison Walthall Hotel. Members present were: George Walker, Sara Fox, Brenda Collins, Hazel Terry, Joanna Heidel, Bubba Hudspeth, Billy Seal, and John Junkin. Patricia Puckett and Yvonne Brown were absent. Staff present were: Olon Ray, Deborah Gilbert, Wayne Stonecypher, Randall Bradberry, Ethel Ewing, and Frankie White. Mr. Walker introduced and welcomed the SBCJC newest member Ms. Brenda Collins.

Mr. Walker asked Sara Fox to give the financial report. Mrs. Fox requested that two items be added to the agenda: 1) purchase of new computers and 2) purchase of 5 mobile labs. The request was approved.

The Board was asked to review the Education Enhancement Fund Disbursement due on November 30, 1999. (no discussion)

The Board was asked for approval to contract with a recruiter for a highly technical position (webmaster). Dr. Ray mentioned that it is very difficult to find qualified employees in technology positions. Mrs. Heidel asked what was the pay for these positions? Dr. Ray said approximately \$50,000. Everyone agreed that the pay might be part of the problem. Deborah Gilbert and Ray Smith have searched the Internet for potential candidates. Mrs. Heidel suggested checking with agency heads in that there might be some turn over in the state departments in the next couple of months due to the beginning of a new administration. Dr. Ray said that he has asked Ray Smith to make contact with Allstate after the announcement of closure of the company in Jackson.

Deborah Gilbert reviewed a letter that has been written to the state auditor recommending a resolution of low millage rates assigned by counties to certain community colleges. The audit department has been requested to write a specific procedure into their audit program that would verify county millage and ensure compliance with 37-29-141.

Ms. Fox explained the financial statements for funds 2291, 3291 and 4300. No Board action was required.

The Board was asked to approve the acquisition of software, services and maintenance in the amount of \$51,500 that will enable the SBCJC to develop and manage on-line courses using Blackboard, Inc. Purchasing approvals were explained by Deborah Gilbert regarding software for the virtual community college bid awarded to Blackboard, Inc. Ms. Heidel asked if the software would allow all colleges to participate? Ron Marcy responded yes. Dr. Ray explained that only one payment would be required. Deborah Gilbert said that money to purchase the software and maintenance would be utilized from three funding sources.

The Board was asked to approve the purchase of 6 new Compaq computers for the SBCJC offices in the total amount of \$14,562.

The Board was asked to approve the process for purchasing 5 new mobile labs. Dr. Stonecypher explained that they will be located across the state, wherever needed. These labs are used to assist employers in training new employees. Dr. Ray said that the purchase of the labs are based on demand which will only include the lab itself. Mr. Walker said there might be additional demands for labs in the future based on workforce needs.

Joanna Heidel reported that there was no programs business to discuss at this time.

Dr. Ray presented the revised Policy and Procedures for the SBCJC consideration. He explained that there have been some changes to the Policy and Procedures Manual in the area of employment and employee performance. Most of the changes were editorial; however, the most significant change was that all offenses and appeals were removed from the manual. Dr. Bradberry shared with the Board the most recent organizational chart, and explained wording changes to the manual in the area of job descriptions. Most changes were relevant to keeping wording consistent throughout manual. Ms. Heidel noted that in the position of Secretary wording should be changed to accredited high school from four-year high school to keep consistent. Dr. Stonecypher explained changes in the Flower & Gift Fund Policy to reflect inclusion of the SBCJC Board. Following this report, Mr. Walker asked if there were further comments or changes. Mr. Walker pointed out that this matter would be officially considered at Friday's meeting.

At this time Dr. Ray brought to the attention of the Board several items of interest including the Mississippi Community and Junior College Foundation. Initially there were fifteen colleges in the Foundation, now only ten remain, five have withdrawn. Mr. Walker wanted to delegate Dr. Ray to be the liaison to represent the State Board. Mr. Walker suggested that Dr. Ray continue to inform the Board as necessary.

Dr. Ray informed the Board of an investigation of a Hinds Community College employee compliant which was referred to SBCJC by PEER (Performance Evaluation and Expenditure Review). Dr. Webb conducted the investigation and has reported to PEER. Mr. Junkin asked if Hinds Community College was on academic probation with SACS. Mr. Junkin suggested that the State Board be notified of any such action taken in the community colleges, so that they may be better informed when talking with individuals in their districts. Dr. Ray said that we do not have a notification procedure in place at this time, however; he would ask SACS and the presidents to notify the State Board of any disciplinary actions taken on the public community and junior colleges in Mississippi.

Dr. Ray asked that he be excused from the meeting tomorrow at 11:30 a.m. to attend a funeral.

Dr. Ray led a discussion on the status of the Attorney General's opinion of November 1998 regarding USM-Gulf Park. Attorney James Robertson is working on the case.

With no further business to discuss, the meeting was adjourned at 8:45 p.m.