

MINUTES  
STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES  
MAY 29-30, 2002

A special called meeting of the State Board for Community and Junior Colleges was held on May 29-30, 2002, beginning at 1:00 p.m., in Room 507 of the Education and Research Center in Jackson, Mississippi.

**Members present:** Mrs. Sara Fox, Mrs. Joanna Heidel, Mrs. Veldore Heidelberg, Mr. Henry Hudspeth, Mr. Jimmy Murphy, Mr. George Walker, Mr. Lawrence Warren, and Mrs. Brenda Yonge.

**Staff in attendance:** Dr. Olon Ray, Dr. Randall Bradberry, Mrs. Becky Cade, Mrs. Deborah Gilbert, Mrs. Sandra Lucas, Dr. Wayne Stonecypher, Dr. Evelyn Webb, and Ms. Frankie Walton-White.

**Guests in attendance:** Dr. Clyde Muse – Hinds Community College and Mr. John Adcock – East Central Community College.

**CALL TO ORDER:**

Chairman George Walker called the meeting to order at 1:10 p.m., and all guests present introduced themselves.

**Invocation:**

Mrs. Brenda Yonge gave the invocation.

**EXECUTIVE DIRECTOR'S REPORT**

Dr. Ray announced that the hiring of a Program Specialist to work with dislocated workers and to be funded with Federal Workforce Investment Act monies has been postponed.

Dr. Ray asked that Dr. Clyde Muse tell the Board about two grants the Mississippi Community College Foundation (MCCF) received recently. Dr. Muse gave a brief overview of the grant the MCCF received from the Mississippi State Department of Education (SDE) in response to a Request for Proposal (RFP) to provide training that would allow an individual to receive a certificate to teach in the K-12 system. Dr. Muse discussed the stringent criteria that individuals must meet to participate in the program that allows non-education majors wanting to become teachers an alternate method of obtaining certification.

Dr. Muse also gave the Board a report on a National Aeronautics and Space Administration (NASA) grant that provides funding to support an MACJC Teacher Preparation Initiative, to help recruit individuals to go into the teaching profession, and to sustain them once they are in the teaching profession.

**Approval of Minutes of April 26, 2002, Regular Board Meeting and May 17, 2002, Work Session**

Upon a motion by Mr. Henry Hudspeth and a second by Mrs. Sara Fox, the Board voted unanimously to approve the minutes of the April 26, 2002 meeting.

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Dr. Ray recommended that a sentence be deleted from the May 17, 2002, work session minutes. Upon a motion by Mr. Henry Hudspeth and a second by Mr. Lawrence Warren, the Board voted unanimously to approve the amended minutes of the May 17, 2002, work session.

#### Review and Approval of Agenda

Upon a motion by Mr. Henry Hudspeth and a second by Mr. Lawrence Warren, the Board voted unanimously to approve the agenda as presented.

Dr. Olon Ray distributed a draft copy of an RFP developed in response to a legislative mandate for a study of community and junior college funding. He asked that the Board review the RFP and offer any suggestions they might have. He reported that the MACJC presidents had been given a copy of the RFP for their review and comments. Dr. Ray asked for the names of individuals that might be interested in responding to the RFP. After comments are received, the RFP draft will be updated and presented to the Board during the June meeting. SBCJC staff hopes to release the RFP on July 2, 2002.

### REPORTS/ACTION

#### College Workforce Program Fees Report

At the May 17, 2002, work session Mrs. Joanna Heidel expressed concern over information contained in the RTS, Inc., report that indicates that some colleges are assessing an administrative fee to businesses receiving training. After a discussion the Board decided to ask Dr. Clyde Muse and Dr. Howell Garner to attend the next meeting to discuss the rationale for charging an administrative fee. Dr. Howell Garner could not attend the meeting but forwarded a letter from RTS addressed to Copiah-Lincoln Community College's Career Center Director, Dr. Billy Stewart, showing that the report erroneously reported that Co-Lin charges an administrative fee (Exhibit A).

Dr. Clyde Muse discussed the rationale for Hinds Community College's administrative fee. Each year the legislature does appropriate \$300,000 for each college's administrative costs. However, Dr. Muse pointed out that some of the larger colleges have more than one campus and this appropriation does not cover all the cost of operations. He stated that Hinds started charging an administrative fee to help recoup some expenses in light of shrinking budget allocations. He reported that the MACJC presidents had placed this item of concern on the agenda for discussion during the Legislative Planning Workshop. The Workshop is scheduled for June 7, 8 and 9, 2002, in Vicksburg.

#### Workforce Report

Mr. Walker announced that Dr. Stuart Rosenfeld with RTS, Inc., presented the initial report of the Strategic Plan being developed for the State Workforce Development Council (SWDC) at the May 8, 2002, SWDC meeting. The final report will be presented at the June 12, 2002, Council meeting, and he invited the Board to attend.

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Mr. Walker stated that the SWDC's goal is to work toward enhanced coordination with the Federal Workforce Investment Act.

#### Executive Director Search/Board Interviews

Mr. Walker announced that the Board would meet to conduct interviews for the SBCJC Executive Director's position tomorrow morning at 9:30 a.m. He reminded Board members that a group photograph is scheduled immediately before the meeting at 9:15 a.m. on the first floor of the Paul B. Johnson Tower.

#### Program Report

Mrs. Joanna Heidel presented a list of new program requests for fiscal year 2003 for review and action.

Upon a motion by Mrs. Joanna Heidel and a second by Mr. Jimmy Murphy, the Board voted unanimously to approve a request from Coahoma Community College for an AAS degree program for Respiratory Care Practitioners.

Upon a motion by Mrs. Joanna Heidel and a second by Mrs. Sara Fox, the Board voted unanimously to approve a request from Coahoma Community College for an AAS degree program in Computer Servicing Technology.

Upon a motion by Mrs. Joanna Heidel and a second by Mrs. Sara Fox, the Board voted unanimously to approve a request from Copiah-Lincoln Community College for an AAS degree program in Web Development Technology.

Upon a motion by Mrs. Joanna Heidel and a second by Mr. Henry Hudspeth, the Board voted unanimously to approve a request from East Central Community College for an AAS degree program for EMT/Paramedics.

Upon a motion by Mrs. Joanna Heidel and a second by Mr. Jimmy Murphy, the Board voted unanimously to approve a request from Hinds Community College for an AAS degree and certificate program in Sonography.

Upon a motion by Mrs. Joanna Heidel and a second by Mr. Jimmy Murphy, the Board voted unanimously to approve a request from Itawamba Community College for an AAS degree and certificate program in Manufacturing Management Technology.

Upon a motion by Mrs. Joanna Heidel and a second by Mr. Henry Hudspeth, the Board voted unanimously to approve a request from Meridian Community College for an AAS degree program in Surgical Technology.

Upon a motion by Mrs. Joanna Heidel and a second by Mr. Jimmy Murphy, the Board voted unanimously to approve a request from Mississippi Delta Community College for a certificate program for Health Care Assistants.

Upon a motion by Mrs. Joanna Heidel and a second by Mrs. Brenda Yonge, the Board voted unanimously to approve a request from Mississippi Gulf Coast Community College for an AAS

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degree program in Geographic Information System Technology.

Upon a motion by Mrs. Joanna Heidel and a second by Mrs. Brenda Yonge, the Board voted unanimously to approve a request from Mississippi Gulf Coast Community College for an AAS degree program in Database Administration Technology for the Jackson County Campus.

Upon a motion by Mrs. Joanna Heidel and a second by Mrs. Brenda Yonge, the Board voted unanimously to approve a request from Mississippi Gulf Coast Community College for an AAS degree program for Sonography, at the Jackson County Campus, to be effective July 1, 2003, pending the availability of funds.

Upon a motion by Mrs. Joanna Heidel and a second by Mrs. Sara Fox, the Board voted unanimously to approve a request from Northwest Mississippi Community College for an AAS degree and certificate program in Surgical Technology for a two-year period. The program would be reviewed at the end of the two-year period for further approval.

Mrs. Heidel presented the following requests for changes in existing programs for the Board's review and action.

Upon a motion by Mrs. Joanna Heidel and a second by Mr. Jimmy Murphy, the Board voted unanimously to approve the addition of an AAS degree option to the existing certificate program in Plumbing and Construction at Hinds Community College.

Upon a motion by Mrs. Joanna Heidel and a second by Mrs. Sara Fox, the Board voted unanimously to approve the addition of a Precision Agriculture option under Mississippi Delta Community College's Field Crop Technology program.

Upon a motion by Mrs. Joanna Heidel and a second by Mr. Jimmy Murphy, the Board voted unanimously to approve the addition of a Local Area Network (LAN) option under Northeast Mississippi Community College's Computer Technology program.

Upon a motion by Mrs. Joanna Heidel and a second by Mr. Henry Hudspeth, the Board voted unanimously to approve the addition of Veterinary Technology as an option under Northwest Mississippi Community College's Agriculture Business Management/Animal Husbandry program.

#### Finance Report

Upon a motion by Mrs. Sara Fox and a second by Mr. Jimmy Murphy, the Board voted unanimously to approve the Budget Contingency Fund and Education Enhancement Fund Disbursements for April 2002, from funds 3295, 4080, and 4110, in the total amount of \$2,933,199.00 (Exhibit B).

Upon a motion by Mrs. Sara Fox and a second by Mr. Henry Hudspeth, the Board voted unanimously to approve a contract with the Mississippi Authority for Educational Television for an outsourced arrangement for the operation off the existing community college video network (CCN) in the amount of \$89,286.00 beginning July 1, 2002, for Fiscal Year 2003.

Upon a motion by Mrs. Sara Fox and a second by Mr. Henry Hudspeth, the Board voted unanimously to approve the FY2003 SBCJC Administrative Budget (Exhibit C).

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Upon a motion by Mrs. Sara Fox and a second by Mr. Lawrence Warren, the Board voted unanimously to approve the Z-1 for the Administrative Budget for FY 2003 (Exhibit D).

Upon a motion by Mrs. Sara Fox and a second by Mr. Henry Hudspeth, the Board voted unanimously to approve the Z-1 for the Support Budget Approval for FY 2003 (Exhibit E).

Upon a motion by Mrs. Sara Fox and a second by Mr. Lawrence Warren, the Board voted unanimously to approve the SBCJC Guidelines for the Disbursement of Education Technology Funds for FY 2003 (Exhibit F).

Upon a motion by Mrs. Sara Fox and a second by Mrs. Joanna Heidel, the Board voted unanimously to approve the SBCJC Guidelines for the Administration of Associate Degree Nursing Support for FY 2003 (Exhibit G).

Upon a motion by Mrs. Sara Fox and a second by Mr. Lawrence Warren, the Board voted unanimously to approve a change to the SBCJC Purchasing Policy to coincide with recent legislation raising the threshold for purchases requiring two written bids to \$3,500 - \$15,000 and purchases requiring advertisement for bids to \$15,000 (Exhibit H).

Mrs. Deborah Gilbert presented a draft of the FY 2004 SBCJC Budget requests for Support and Administration for the Board's review. No action was required.

Mrs. Fox presented financial statements for Funds 2291 and 3291 for the period ending April 30, 2002, (Exhibit I).

The meeting recessed at 2:30 p.m. and reconvened at 2:40 p.m.

#### Policies and Procedures

Dr. Olon Ray presented SBCJC policy code number 9.14.3 (Standard for Non-Duplication of Upper-Level Programs) and 9.14.4 (Procedures for Non-Duplication of Upper-Level Programs, and recommended that the Board rescind both the standard and policy (Exhibit J).

Upon a motion by Mrs. Joanna Heidel and a second by Mr. Jimmy Murphy, the Board voted unanimously to rescind both the standard and procedure related to non-duplication of upper-level programs.

Mrs. Veldore Heidelberg joined the meeting via a conference call.

#### Commission on Proprietary Schools Appointment

Upon staff recommendation, a motion by Mrs. Joanna Heidel, and a second by Mr. Henry Hudspeth, the Board voted unanimously to appoint Mr. Stan Sullivan to serve on the Commission on Proprietary Schools and College Registration. Mr. Sullivan will fill the position previously held by Mr. Bob Beasley.

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Travel Authorizations

Chairman Walker asked for requests to authorize travel reimbursements for events other than regularly scheduled Board meetings. On a motion by Mr. Lawrence Warren and a second by Mr. Jimmy Murphy, the Board voted unanimously to approve requests for reimbursement of travel expenses for the following:

Mr. George Walker for attending the MACJC Legislative Workshop in Vicksburg on June 6-9, and a SWDC meeting on June 12, 2002, in Jackson, Mississippi.

Upon a motion by Mrs. Joanna Heidel and a second by Mr. Jimmy Murphy, the Board voted unanimously to recess the meeting at 3:00 p.m. on May 29, 2002.

Chairman George Walker reconvened the meeting at 9:40 a.m. on Thursday, May 30, 2002.

Mrs. Sara Fox made a motion, seconded by Mrs. Joanna Heidel, that the Board consider going into Executive Session. Motion passed unanimously.

Mrs. Sara Fox made a motion, seconded by Mr. Jimmy Murphy, that the Board go into Executive Session for the purpose of conducting interviews with the finalists for the position of Executive Director. Motion passed unanimously.

**MINUTES OF EXECUTIVE SESSION**

The meeting was closed at 9:45 a.m. Members present were: Mr. George Walker, Mrs. Sara Fox, Mrs. Joanna Heidel, Mrs. Veldore Heidelberg, Mr. Henry Hudspeth, Mr. Jimmy Murphy, Mr. Lawrence Warren, and Mrs. Brenda Yonge. The Board then proceeded to conduct interviews with the finalists for the position of SBCJC Executive Director.

Upon a motion by Mrs. Sara Fox, and a second by Mr. Henry Hudspeth, the Board voted unanimously to return to open session at 1:55 p.m.

ADJOURNMENT

The meeting adjourned at 2:00 p.m.

  
George Walker, Chairman

  
Olon E. Ray, Executive Director