

MINUTES
STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES
June 8, 2004

A Special Called Meeting of the State Board for Community and Junior Colleges was held on Tuesday, June 8, 2004, at 9:00 a.m., in Room 507 of the Education and Research Center in Jackson, Mississippi.

Members present: Major General Denver Brackeen, Mr. Napoleon Moore, Mr. Jimmy Murphy, Dr. Dorothy Nelson, Ms. Patricia Randall, Mr. George Walker, Mr. Lawrence Warren, Mrs. Brenda Yonge and Ms. Veldore Young.

Staff in attendance: Dr. Wayne Stonecypher, Mr. John Adcock, Dr. Randall Bradberry, Dr. Larry Day, Mrs. Deborah Gilbert, Ms. Pamela Harrion, Mr. Dexter Holloway, Mr. Ray Smith and Mrs. Denise Walley.

Guests in attendance: Dr. Tommy Davis – East Mississippi Community College; Ms. Riva Brown - *The Clarion-Ledger*; Dr. Sue Powell and Dr. Leroy Levy – Hinds Community College; and Ms. Ann Payton – State Department of Education.

CALL TO ORDER

Mr. George Walker called the meeting to order at 9:05 a.m.

PRELIMINARIES

Mrs. Brenda Yonge gave the invocation.

Approval of the Minutes of the April 16, 2004, Meeting

Upon a motion by Mr. Lawrence Warren and a second by Mrs. Brenda Yonge, the Board **voted unanimously** to approve the minutes of the April 16, 2004, meeting.

Review and Approval of Agenda

Mr. Walker requested liberty to change the sequence of items on the agenda to allow Dr. Bradberry the opportunity to give his reports first, due to a conflict in his schedule. Upon a motion by General Denver Brackeen and a second by Dr. Dorothy Nelson, the Board **voted unanimously** to approve the agenda, giving the sequence of agenda items to the discretion of the Chairman.

Commission on Proprietary Schools and College Registration

Dr. Randall Bradberry reported that he had recently conducted several site visits. There are currently 38 colleges registered with the Commission. At their last meeting, four (4) new programs were approved and there were six (6) additional requests for new programs received. The Commission approved 96 new instructors and eight (8) new agents.

Legislative Report

Dr. Bradberry reported that the Legislature is still in special session addressing tort reform. He gave a brief review of the bills that are expected to be signed by the Governor.

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REPORTS

Executive Director's Report

Dr. Stonecypher began by announcing that Dr. Rick Young has been named as the new President of East Mississippi Community College, effective July 1, 2004.

Dr. Stonecypher reported that the \$1.5 million that was provided through federal WIA funds from the Mississippi Development Authority has now been allocated to the colleges for technology. Mr. Dexter Holloway and Mr. Ray Smith have been working with the colleges on their requests for the equipment funds.

Mr. Holloway was then asked to review the 2005 Workforce Project Guidelines. Mr. Holloway briefly explained the new language in the Guidelines, which are shown in bold capital letters in "Exhibit A". With the Board's permission, the Guidelines will be submitted for Administrative Procedures for a 30-day review period. Upon a motion by Mr. Jimmy Murphy and a second by Dr. Dorothy Nelson, the Board voted unanimously to submit the proposed 2005 Workforce Project Guidelines for Administrative Procedures.

During the MACJC meeting that followed the Legislative Workshop, the Association voted to approve the implementation of a \$10 per MSVCC course fee to offset various costs of operating the Virtual Community College system. The colleges will be assessed these fees through the MACJC.

Dr. Stonecypher reported that the MACJC approved preparation of a Resolution and plaque to honor Dr. Tommy Davis for his service as Chair of the MACJC. The Board voted unanimously, upon a motion by Mr. Jimmy Murphy and a second by Dr. Dorothy Nelson, to have prepared a Resolution and plaque for presentation to Dr. Davis in July for his many years of service and dedication to the community and junior colleges.

It was recommended to the Association at the Legislative Workshop that full-time enrollment (FTE) funds that are received from the legislature be reviewed and compared to the monies that K-12 and IHL receive on a per-student basis. During the Workshop, Dr. Cole expressed his discontentment regarding statutory regulations that require the colleges to report location of classes to the State Board at the beginning of each semester.

EdNet Report

Mr. Murphy stated that there was nothing to report on EdNet at this time.

Workforce Report

Mr. Walker stated that members of the new Workforce Board had not been named. Although the new Board is expected to be much smaller, he hopes that the Governor will appoint some of the members on the old Board to serve on the new Board.

The Association voted to conduct a study prior to the next legislative session to establish a stable source of funding for Workforce. Part of the study shall include reviewing other states' strategies for obtaining funds for their Workforce programs.

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Computer Use Policy

Mr. Ray Smith shared a draft copy of a proposed Acceptable Use Policy for the SBCJC staff and gave a brief overview (Exhibit B). Upon a motion by Ms. Veldore Young and a second by Mrs. Brenda Yonge, the Board voted unanimously to approve the proposed Acceptable Use Policy for computers that are property of the State Board office.

Location of Summer 2004 Classes

Dr. Larry Day provided a list of the Summer 2004 Class Locations (exhibit C). He reported that of the 15 colleges there are 24 Campuses, 6 Comprehensive Centers, 3 Extension Centers and 43 Off-Campus locations. Upon a motion by Mr. Jimmy Murphy and a second by Dr. Dorothy Nelson, the Board voted unanimously to approve the location of classes for Summer 2004.

E-Audit Policy Change

Dr. Day provided a copy of the Electronic Enrollment Audit (e-Audit) policy (Exhibit D). He proposed a change to the policy that was written in 2001 to reduce the 100% audit to 3-5 colleges a year to a 30-50% audit for all colleges each year. Upon a motion by Ms. Patricia Randall and a second by Dr. Dorothy Nelson, the board voted unanimously to approve the changes to the e-Audit procedures and to begin the Administrative Procedures process for the proposed policy change.

Revision on Standards for Accountability

Dr. Day shared a copy of the proposed revision to the Standards for Accountability (Exhibit E) that was adopted in 1995 to insure standards and accountability. The acceptance of the Occupational Diploma for Academic, Technical and Vocational students has been added and is shown in bold on page 3 of the policy. Another addition to the policy addresses attendance requirements. Upon a motion by Ms. Veldore Young and a second by General Denver Brackeen, the Board voted unanimously to approve the proposed revision to the Standards for Accountability and to begin the Administrative Procedures process for the proposed policy change.

5-Year Capital Improvement Plan Review

Dr. Day provided a copy of the 5-year Capital Improvement Plan (Exhibit F) that reflects the requests that were made by the colleges. Upon a motion by Ms. Veldore Young and a second by General Denver Brackeen, the Board voted unanimously to approve the proposed 5-Year Capital Improvement Plan for the Community Colleges and to begin the Administrative Procedure process for the proposed plan.

Retirement Certificates

Ms. Pamela Harrion presented information to the Board regarding retirees in the community and junior college system for May/June 2004, as well as, a table that reflects changes in the number of retirees reported from December 2002 until the present (Exhibit G).

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Qualifications Manual

Mr. John Adcock reported that the *Qualifications Manual for Post-Secondary Career-Technical Personnel* that was approved in April 2004 to begin the Administrative Procedures is now ready for the Board's final approval. Upon a motion by General Denver Brackeen and a second by Mr. Lawrence Warren, the Board unanimously approved the *Qualifications Manual for Post-Secondary Career-Technical Personnel*.

Licensed Practical Nursing (LPN) Policies

Mr. Adcock shared two (2) documents regarding LPN Policies, both shown as "Exhibit H". The first document shown is the *Practical Nursing Self Study Process* that is evaluated every five years. The college is sent the packet one year prior to renewal of its accreditation to remind the colleges what is required to be certified. Upon a motion by Mr. Lawrence Warren and a second by Mr. Jimmy Murphy, the Board voted unanimously to approve the initial review of the *Practical Nursing Self Study Process* and to begin the Administrative Procedures process for the proposed policies.

The other attachment brought to the Board was the *Practical Nursing Accreditation Standards* that gives the guidelines that the instructors must follow and what students must meet to enter the program. Upon a motion by Ms. Patricia Randall and a second by General Denver Brackeen, the Board voted unanimously to approve the initial review of the *Practical Nursing Accreditation Standards* and to begin the Administrative Procedures process for the proposed guidelines.

Equipment Manual for Post-Secondary Career/Technical Education

Mr. Adcock gave a brief overview of the *Equipment Manual for Post-Secondary Career/Technical Education* (shown as Exhibit I). This manual is to assist the colleges by providing guidelines to purchase equipment for career and technical education. Upon a motion by Mr. Lawrence Warren and a second by Mr. Jimmy Murphy, the Board voted unanimously to approve the initial review of the *Equipment Manual for Post-Secondary Career/Technical Education* and to begin the Administrative Procedures process for the proposed manual.

***The meeting recessed at 10:30 a.m. and reconvened at 10:40 a.m.**

Program Report

Mr. Adcock presented a report on Vocational-Technical requests for new programs (see Exhibit J). Two (2) programs that he did not recommend approval for, due to lack of funding for an instructor, were Office Systems and Computer Servicing for Copiah-Lincoln Community College.

However, eight (8) programs were approved, based upon local funding or by moving a teaching position, as recommended by Mr. Adcock's as follows:

Upon a motion by Mr. Lawrence Warren and a second by General Denver Brackeen, the Board voted unanimously to approve **Industrial Maintenance** (47.0303) for East Central Community College's Philadelphia Center; **Diversified Cooperative Education** (00.0204) for the Hinds County Vo-Tech Center in Raymond; **Drafting** (48.0101) for Hinds County Vo-Tech Center in Raymond; and **Pharmacy Tech/Assistant** (51.0805) for Hinds Community College's Jackson

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Academic/Technical Center.

Upon a motion by Mr. Lawrence Warren and a second by Mr. Napoleon Moore, the Board voted unanimously to approve **Medical Office Technology** for the Moorhead Campus of Mississippi Delta Community College.

Upon a motion by Mr. Lawrence Warren and a second by Ms. Veldore Young, the Board voted unanimously to approve **Nuclear Medicine** for the Moorhead Campus of Mississippi Delta Community College.

Upon a motion by Mrs. Brenda Yonge and a second by Ms. Patricia Randall, the Board voted unanimously to approve **Logistics Technology** (52.0203) for the Jackson County Campus of Mississippi Gulf Coast Community College.

Upon a motion by Mr. Lawrence Warren and a second by Mr. Napoleon Moore, the Board voted unanimously to approve **Aviation Maintenance Technology** (47.0608) for Pearl River Community College.

MACJC Report

Dr. Tommy Davis reported that this would be the last meeting that he would be attending, as his position of Chair of the Association has expired, in addition to his retirement as President of East Mississippi Community College at the end of the month. Dr. Davis expressed how much he had enjoyed attending the Board meetings and has encouraged the colleges to continue to invite the Board to their campuses.

Mr. Bill Crawford with the Mississippi Development Authority spoke to the Association at their last meeting to request their participation in a "growing jobs and growing the economy" entrepreneurship concept to help start and support small businesses.

The Association adopted a new NJCAA format for the safety of football players. They can no longer have two-a-day workouts for two (2) consecutive days.

The Association met the previous weekend with various invited guests, Mr. Walker and several State Board staff members to adopt an agenda for the 2005 Legislative Session. This will be presented to the Board at a later date for endorsement.

Dr. Davis has appointed a committee to work with the Board staff regarding the *Criteria for the Establishment of a New Permanent Facility*. The Association also worked out problems regarding textbooks for MSVCC students.

The Association voted to sponsor the Fellowship of Christian Athletes State-wide Luncheon by contributing \$150 to cover expenses.

The Marion Military Institute in Alabama made a request to join the Association and participate in MACJC Athletics; however, the Association voted to deny their proposal at this time.

In closing, Dr. Davis reported that the Association also heard a presentation from Mr. John Adcock on the *Qualifications Manual for Post-Secondary Career-Technical Personnel*, the *Licensed Practical Nursing Policies* and the *Equipment Manual*, which the Association fully supports.

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Mr. Walker presented Dr. Davis with a Certificate and offered congratulations along with best wishes for his upcoming retirement.

Finance Report

Mrs. Deborah Gilbert presented the items on the Finance Agenda as follows:

Upon a motion by Mr. Lawrence Warren and a second by Mr. Napoleon Moore, the Board **voted unanimously** to approve the Education Enhancement Fund Disbursement for April 30, 2004, from Fund 4080 and Fund 4110 in the amount of \$2,345,865.02; and for May 31, 2004, from Fund 4080 and Fund 4110 in the amount of \$2,622,134.80, as shown in "Exhibit K".

Upon a motion by Mr. Jimmy Murphy and a second by Ms. Veldore Young, the Board **voted unanimously** to approve a list of computer equipment purchases (Exhibit L) in the total amount of \$83,255.74. Purchases were previously approved by ITS, as required.

Mrs. Gilbert presented spreadsheets outlining the Appropriation results for FY 2005 (Exhibit M) for Support and Administration and gave a brief explanation of the documents. This item did not require Board approval.

Mrs. Gilbert stated that the Budget Team, which is a group of various SBCJC staff members, worked very diligently in making recommendations for overcoming the \$720,000 general fund budget cut in FY 2005. Upon a motion by Mr. Jimmy Murphy and a second by Ms. Patricia Randall, the Board **voted unanimously** to approve the requested FY 2005 Administrative Budget as shown in "Exhibit N".

Upon a motion by General Denver Brackeen and a second by Mr. Jimmy Murphy, the Board **voted unanimously** to approve the Guidelines for the Disbursement of Education Technology Funds for FY 2005, as shown in "Exhibit O".

Upon a motion by Mr. Lawrence Warren and a second by Mrs. Brenda Yonge, the Board **voted unanimously** to approve the Guideline for Administration of Associate Degree Nursing Support for FY 2005, as shown in "Exhibit P".

Upon a motion by Mr. Jimmy Murphy and a second by Mr. Napoleon Moore, the Board **voted unanimously** to approve the Support and Administration Budget Requests for FY 2006, as shown in "Exhibit Q".

Mrs. Gilbert presented the Financial Statements from Funds 2291 and Special Funds as of April 30, 2004 and May 31, 2004, which is shown as "Exhibit R". This item did not require Board approval.

Upon a motion by Mr. Jimmy Murphy and a second by Ms. Veldore Young, the Board **voted unanimously** to approve the Z-1 Budgets for Support and Administration for FY 2005, as shown in "Exhibit S".

Upon a motion by Mrs. Brenda Yonge and a second by Mr. Jimmy Murphy, the Board **voted unanimously** to approve the Schedule of Support Disbursements for FY 2005 in the total amount of \$156,313,312.00, as presented. See "Exhibit T".

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Upon a motion Ms. Veldore Young and a second by Mrs. Brenda Yonge, the Board **voted unanimously** to approve General Fund Disbursements from Fund 2298 for July 2004 – FY 2005, in the total amount of \$27,582,250.00. See "Exhibit U".

Travel Authorizations

Mr. Walker asked if there were requests for travel reimbursement for events other than regularly scheduled Board meetings. Upon a motion by Ms. Veldore Young and a second by Mr. Jimmy Murphy, the Board **voted unanimously** to approve travel authorizations as follows:

Any members who attend the retirement ceremony for Dr. Tommy Davis on June 26, 2004;

Any members who attend the regional ABE/GED Workshops that will be held in the South at Hattiesburg on June 24-26 and the North at Oxford on July 22-23;

Mr. Walker attended an Education Review Board meeting on May 11; represented the Board at a meeting on the Coast on June 9-10; and may attend a meeting with the Education Committee on June 16.

Consideration of Executive Session

Mrs. Brenda Yonge made a motion, seconded by Mr. Jimmy Murphy, that the Board consider going into executive session. **Motion passed unanimously.**

Mrs. Brenda Yonge made a motion, seconded by Mr. Jimmy Murphy, that the Board go into executive session to discuss the evaluation of the Executive Director and for the purpose of discussing other personnel matters. **Motion passed unanimously.**

MINUTES OF THE EXECUTIVE SESSION

Board Members present during all or part of the executive session were *Major General Denver Brackeen, Mr. Napoleon Moore, Mr. Jimmy Murphy, Dr. Dorothy Nelson, Ms. Patricia Randall, Mr. George Walker, Mr. Lawrence Warren, Mrs. Brenda Yonge and Ms. Veldore Young.* SBCJC staff present were *Dr. Wayne Stonecypher and Mrs. Denise Walley.*

Upon a motion by Mr. Lawrence Warren and a second by Mr. Jimmy Murphy, the Board **voted unanimously** to approve a 3% salary increase for the Executive Director.

Upon a motion by Mrs. Brenda Yonge and a second by General Denver Brackeen, the Board **voted unanimously** to return to open session. It was announced in Open Session that the above action was taken during the closed session.

OTHER BUSINESS

Upon a motion by Mrs. Brenda Yonge and a second by Ms. Veldore Young, the Board **voted unanimously** to cancel the June 18, 2004 regular scheduled meeting, due to the fact that the necessary business has been accomplished during this special called meeting.

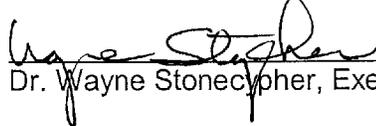
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ADJOURNMENT

There being no further business, the meeting adjourned at 12:20 p.m.



Mr. George Walker, Chairman



Dr. Wayne Stonecypher, Executive Director

LAWRENCE W WARRON, N-Chair