

MINUTES
STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES
October 15, 2004

The regular meeting of the State Board for Community and Junior Colleges was held on Friday, October 15, 2004, at 9:00 a.m., in the Magnolia Room of the Frank Haney Union Building at Northeast Mississippi Community College in Booneville, Mississippi.

Members present: Mr. Chip Crane, Mr. Napoleon Moore, Mr. Jimmy Murphy, Ms. Patricia Randall, Mr. George Walker and Ms. Veldore Young.

Members not present: Major General Denver Brackeen, Dr. Dorothy Nelson, Mr. Lawrence Warren and Mrs. Brenda Yonge.

Staff in attendance: Dr. Wayne Stonecypher, Mr. John Adcock, Dr. Randall Bradberry, Dr. Larry Day, Mrs. Deborah Gilbert and Mrs. Sandra Lucas.

Guests in attendance: Mr. Chuck Rubisoff – Attorney General's Office; Dr. Johnny Allen – Northeast Mississippi Community College; and Dr. Bill Smith – Institutions of Higher Learning.

CALL TO ORDER

Mr. George Walker called the meeting to order at 9:00 a.m.

PRELIMINARIES

Ms. Patricia Randall gave the invocation

Approval of the Minutes of the August 20, 2004, Meeting

Upon a motion by Mr. Jimmy Murphy and a second by Mr. Napoleon Moore, the Board **voted unanimously** to approve the minutes of the August 20, 2004 meeting.

Review and Approval of Agenda

Upon a motion by Ms. Veldore Young and a second by Ms. Patricia Randall, the Board **voted unanimously** to approve the agenda.

WELCOME

Dr. Johnny Allen, President of Northeast Mississippi Community College, welcomed the Board and staff to the campus. Northeast Mississippi Community College serves five counties. Dr. Allen expressed his appreciation to the State Board for all its efforts in assisting the colleges.

REPORTS

Executive Director's Report

Dr. Stonecypher began by discussing the *National Center for Public Policy and Higher Education's* report on how Mississippi "Measures Up" in 2004 (see Exhibit K). The report reflected Mississippi's performance rather negatively in terms of affordability.

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Dr. Stonecypher told the Board at the last meeting about a software program recently purchased from CCBenefits with WIA funds entitled *Community College Strategic Planner (CCSP)*, which will enlighten us on where to focus workforce efforts by forecasting the demand of jobs 10 years from now. A projected list of various jobs and the demand that is expected for in 2014 is attached as "Exhibit L".

A copy of the schedule for the Joint Chief's Tour that Dr. Stonecypher is participating in, along with Dr. Henry Johnson and Dr. David Potter, to generate awareness for the need of education for Mississippi residents is provided as "Exhibit M". Board Members were encouraged to participate in the effort by attending events held in their area, if possible.

Dr. Stonecypher related that the Legislative Budget Office (LBO) Hearing took place on September 30, 2004. The staff and others that participated were very prepared and an excellent presentation was given. However, budget cuts are expected to be recommended for FY 06.

Lemuria Books in Jackson has offered a cut-rate proposal to the State Board and the community colleges (see Exhibit N).

Dr. Stonecypher stated that Dr. Vivian Presley, Chair of the MACJC, has appointed a committee to study Workforce and its progress. Mr. Walker, Dr. Stonecypher and Deborah Gilbert will serve on the Workforce Study Committee, along with several presidents of the community colleges. Currently, workforce funds are not distributed to the colleges by a funding formula and left over money is returned to the SBCJC office at the end of the fiscal year. In the last several years the amount of unused funds has continued to grow. One issue the committee may take under consideration is establishing a formula to disburse the funds and looking for ways to generate more interest from the colleges.

Dr. Bradberry was called on to explain a list of facts regarding the ACT in Mississippi 2003-2004, which is shown as "Exhibit O". He stated that there has been a steady increase in the average ACT scores and he expects it to continue to climb, due to continuing efforts. Dr. Bradberry has recently been elected to serve as the Mississippi representative to ACT, Inc.

An article in the September 26, 2004 edition of *The Clarion-Ledger* featuring Dr. Phil Sutphin, President of East Central Community College, is attached as "Exhibit P".

A copy of the *State Funding for Community and Junior Colleges: Perceptions from the Field*, which is a survey of the Members of the National Council of State Directors of Community Colleges, was presented as "Exhibit Q". The report explains how colleges are funded, perceptions of the state budget cycle, and gives information on how Mississippi compares to other states.

A copy of the publication *Next: A Guide To Life After High School*, was given to the Board, see "Exhibit R". Mr. Joe Jones, Publisher of the Mississippi Business Journal, put considerable time and effort into the publication, along with Pamela Harrion from the Board Office, which will be distributed throughout the community college districts to high schools for all 10th grade students.

Another article recently in *The Clarion-Ledger* questioned the average salaries of two-year college faculty being less than average K-12 faculty (see Exhibit S). A mid-point salary for community colleges is expected to be one area of focus during the upcoming legislative session.

MACJC Report

Dr. Johnny Allen, reporting to the Board on behalf of the MACJC Chair (Dr. Vivian Presley), stated the Association honored Dr. Tommy Davis at their last meeting. Dr. Davis was also presented a plaque and resolution from the State Board for Community Colleges for his years of service and dedication to the community colleges.

Mr. Dave Dampier, a Computer Science Instructor at Mississippi State University, explained a new Computer Security and Forensics program to the Association. MSU will be extending to the colleges in-service training for computer science instructors, as well as, SBCJC personnel who work in Information Technology and also to law enforcement personnel.

Mr. Jim Lott and Mr. Steve Hale with the Mississippi Department of Employment Security spoke to the group regarding money for colleges operating a WIN Job Center (One-Stop Centers). Mr. Lott expressed the governor's disappointment in the amount of time that it has taken for the funds to reach the colleges and for the colleges to put the funds to use. Mr. Hale has been appointed by the governor to be a liaison between the governor's staff and the community colleges to implement the process.

Mr. Gary Anderson presented a proposal to offer services to develop strategic solutions to operate Voter Registration programs through the Mississippi Community Colleges. The Association voted to work with him to assist in the effort.

There are concerns regarding the State Board of Education (SDE) demanding pre-service training for new vocational-technical instructors that is beyond what was originally agreed upon.

In 1972, a book was printed called the *Mississippi Community Colleges' Story: The First Fifteen Years*. After much work, the MACJC has approved the second edition that will be printed by the University Press of Mississippi. Arrangements have been made for each member of the Board to receive a copy upon its completion.

Workforce Report

Mr. Walker began by giving a brief history of the State Workforce Training Act that was passed in 1994 and the State Workforce Council for the benefit of the newest SBCJC Board Member. The Workforce Council, which was eliminated earlier this year, is expected to be replaced by an advisory group appointed by the governor. A committee was appointed by the Chair of the MACJC, made up of Mr. Walker, Dr. Stonecypher, Deborah Gilbert and several community college presidents. The allocation of funds and ways to generate more interest for the colleges are items the committee will discuss.

Mr. Walker stated that he and Mr. Joe Jones (Mississippi Business Journal) plan to tour editorial boards throughout Mississippi to gather support for Workforce Training and interest. He encouraged Board Members to attend the meetings in their areas whenever possible.

EdNet Report

EdNet has not met since the last report, due to the lack of a quorum, but plans to meet on October 18, 2004.

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Policy Changes

Mrs. Gilbert explained proposed changes to the **Flower and Gift Fund Policy** and the **Social Activities Fund**, but shown as "Exhibit A". A committee, made up of SBCJC staff members, made the recommendations shown in red, as well as deletions shown as ~~strikethroughs~~. SBCJC policy changes do not require the Administrative Procedures process.

Upon a motion by Mr. Jimmy Murphy and a second by Ms. Veldore Young, the Board **voted unanimously** to approve the proposed changes to the **Flower and Gift Fund Policy** and to the **Social Activities Fund**.

Location of Fall 2004 Classes

Dr. Larry Day reported that there were no new requests for location of classes for the Fall 2004.

****The meeting recessed at 10:20 a.m. and reconvened at 10:30 a.m.***

Guidelines for Establishment of a New Permanent Facility

Dr. Stonecypher related that the Presidents have had the opportunity to study and give their concurrence on the *Criteria For the Establishment of a new Permanent Facility*, which is an addition to the *Guidelines for Establishing A New Campus or Off-Campus Site and for Changing the Instructional Mission at an Extension Center or Off-Campus Site*, which is shown on page 3 of "Exhibit B". Dr. Stonecypher gave a brief explanation of the Mississippi Code that mandates that new branch campuses cannot be created unless approval has been obtained through the legislature. However, the SBCJC sets the definition of a branch campus.

Upon a motion by Mr. Chip Crane and a second by Ms. Patricia Randall, the Board **voted unanimously** to approve the proposed *Criteria For The Establishment of a new Permanent Facility* and to begin the Administrative Procedures process.

Dr. Stonecypher reminded the Board that Dr. Chance notified the Board Office that a facility with approximately 35 acres in Corinth had been donated to Northeast Mississippi Community College which they anticipate using as a WIN Center; however, they may also teach some credit classes at the location. Copiah-Lincoln Community College has received local bond money from Simpson County to build a facility at Magee. Pearl River has plans to lease an existing structure as permanent facility in Waveland. It is the Board Office's recommendation that these facilities be grandfathered, due to the fact that land was acquired or funds were received prior to the guidelines being approved by the Board.

Upon a motion by Mr. Jimmy Murphy and a second by Mr. Chip Crane, the Board **voted unanimously** to grandfather Copiah-Lincoln Community College's facility in Magee, Northeast Mississippi Community College's facility in Corinth, and Pearl River Community College's facility in Waveland. (See following motion).

After additional consideration of the previous motion, a motion was made by Ms. Veldore Young, seconded by Mr. Napoleon Moore, and **unanimously passed** that the previous motion to grandfather the three locations be rescinded until the proposed policy concerning new permanent facilities has completed the Administrative Procedures process.

Dual Credit Memorandum of Understanding

Dr. Bradberry shared a draft Memorandum of Understanding between the Department of Education, IHL and the SBCJC relating to dual academic and vocational credit for dually enrolled secondary academic and vocational-technical education students, shown as "Exhibit C". It has been mandated by the legislature that documentation be submitted by December 2004, on how we would implement a dual credit system. There is currently dual enrollment; however, it is the intent that a student could take a course at a community college or institution of higher learning and receive college credit, as well as, receiving Carnegie unit credits at high schools. Dr. Bradberry and Jason Pugh are two (2) of the members on the committee working out the details of the agreement.

On a similar topic, a question was asked about the progress of the Articulation Agreement (the agreement for the transfer of course credit from community colleges to the universities), to which Dr. Bradberry stated that the Chair of the committee, Dr. May Ware, has given November 15, 2004, as the projected date that a draft version of the updated agreement would be ready for review.

Memorandum of Agreement between SBCJC and the Individual Community Colleges regarding Salaries/Equipment for Career-Technical Programs

Mr. John Adcock presented a copy of the proposed Memorandum of Agreement between the SBCJC and the Individual Community Colleges (Exhibit D), in regards to the salaries and equipment for the postsecondary career-technical programs. Funds are appropriated by the legislature to the State Department of Education (SDE) who forward the funds to us to disburse to the community colleges. The proposed agreement specifies how salaries and equipment funds are to be utilized. This agreement was given to the presidents at their September meeting for review and comments.

Upon a motion by Ms. Patricia Randall and a second by Mr. Chip Crane, the Board **voted unanimously** to approve the proposed memorandum of agreement between the SBCJC and the individual community colleges regarding salaries and equipment for career-technical programs.

In regards to the Standards for Practical Nursing Policy that the Board approved earlier in the year, Mr. Adcock informed the group that Mississippi Delta Community College (MDCC) has received the first evaluation using the guidelines. Due to MDCC being in full compliance, a motion was made by Mr. Jimmy Murphy, seconded by Mr. Napoleon Moore, and **unanimously approved** that a letter to Mississippi Delta Community College be sent commending them on their success.

Legislative Report

Dr. Bradberry stated that in the interest of saving costs, the Legislative Handbook containing bills that were passed during the most recent session would be given to the presidents and Board Members on a compact disk (cd) this year instead.

There has been speculation that a special session may be called before the regular session begins in January 2005, regarding bond bills. However, it has been reported that the House would rather wait until January to take the matter into consideration.

Dr. Bradberry explained "Exhibit E", a bill to amend Section §37-103-07, Mississippi Code of

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1972, which proposes to revise the definition of a legal residence of a minor. The current statute states that legal residence is that of the father, even if the student lives with the mother. Ms. Veldore Young recommended that language be added to the proposed bill to cover situations involving single parents.

The next item discussed was regarding legislation that was passed in 2002 concerning the authority of the community college presidents to recommend certain personnel to their Board for hire *or such other person designated or authorized by the board of trustees* (MS Code §37-29-63). Due to the addition of the italicized language, additional language had to be incorporated in §37-29-67, regarding the General powers and duties of trustees. For the upcoming legislative session, steps will be taken to have the new language (as shown underlined in §37-29-67, the second page of Exhibit F) be numbered as subsection (2), and that only subsection (2) be repealed on July 1, 2006.

Mr. Charles Speed, Chairman of the MACJC Trustees, has suggested that the Association become better organized to assist with the lobbying effort for community colleges. For this purpose, attached as "Exhibit G" is a letter asking the chairperson of each of the fifteen (15) colleges meet in Jackson on November 16, 2004.

A copy of the dates and locations of the Regional Legislative Committee Meetings is included as "Exhibit H". Dr. Bradberry invited Board Members to attend as many as possible in their area.

Non-Performance Report Update

Dr. Larry Day reported that there have been changes made to the Non-Performance Report that was provided to the Board several months ago. A copy of the updated report is provided as "Exhibit I".

Invitation to Mississippi Council on Economic Education Symposium – November 18, 2004

Dr. Stonecypher shared an invitation (Exhibit J) from Dr. Ted Alexander, former president of Pearl River Community College, who is now working with the Mississippi Council on Economic Education. The leadership symposium will honor United States Senator Thad Cochran at a noon luncheon on November 18, 2004, at the Jackson Marriott.

ABE/GED Report

Dr. Bradberry began by reporting that Mrs. Eloise Richardson, Director of ABE/GED, has been asked by the U. S. Department of Education to host a Workplace Peer Conference on October 20-22, 2004 at the Bayview Hotel in Biloxi, Mississippi. Mrs. Richardson and Mr. Dexter Holloway will be making a presentation for our state.

Mrs. Richardson was recently honored by Delta Kappa Gamma with the Red Rose Award, for her contributions to GED Testing and the status of women in education leadership roles in Mississippi. Mr. Walker asked that a letter be prepared on behalf of the Board to be presented to Mrs. Richardson at the next meeting.

Dr. Stonecypher mentioned that it has been brought to his attention that a violation to the GED regulations has occurred and has been published in several newspapers. This occurrence is being investigated and more information will be provided to the Board when additional information has been gathered. If the allegations prove to be true, the Board may be asked to

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revoke the GED of the individual in question.

Finance Report

Mrs. Deborah Gilbert began by explaining that the Finance Agenda is longer than usual, due to the fact that the Board was unable to meet for lack of quorum last month. She presented the following Finance items:

Upon a motion by Ms. Veldore Young and a second by Mr. Chip Crane, the Board **voted unanimously** to approve General Fund Disbursements for FY 2005 from Fund 2298 for October and November in the amount of \$5,071,363 each, and for December in the amount of \$5,071,362, as shown in "Finance Attachment 1".

Upon a motion by Mr. Chip Crane and a second by Mr. Napoleon Moore, the Board **voted unanimously** to approve the Education Enhancement Fund Disbursement as of August and September 2004. For August, the total from funds 4080 and 4110, amount to \$2,100,006.29. September's total from the same funds equal \$2,400,353.86. See "Finance Attachments 2a and 2b".

A property audit has been conducted since the Board last met. We received correspondence from the Director for the Department of Property with the State Auditor, confirming that all items had been verified. See "Finance Attachments 3a – 3c".

The Financial Statement for General Fund 2291 for FY 04 Lapse Period is shown as "Finance Attachment 4a.1". Mrs. Gilbert explained that end-of-the year unobligated cash amount was \$305,049. Of that amount, \$293,999 is Workforce Carryover that can be used for Workforce this fiscal year; however, the remaining \$11,050 lapsed back to the general fund.

Shown as "Finance Attachment 4a.2" is a statement for Special Funds 3291, 3292, 3293 and 3297, for FY 04. The remaining unobligated cash in the amount of \$1,023,932 will be forwarded for use in FY 05.

"Finance Attachment 4b.1" shows the financial statement for General Fund 2291 for FY 05, as of August 31, 2004.

The Financial Statement for Special Funds 3291, 3292, 3293 and 3297 for FY 05, as of August 31, 2004, are shown as "Finance Attachment 4b.2".

The Financial Statement for General Fund 2291 for FY 05, as of September 30, 2004, is shown as "Finance Attachment 4c.1".

The Financial Statement for Special Funds 3291, 3292, 3293 and 3297 for FY 05, as of September 30, 2004, is shown as "Finance Attachment 4c.2".

Mrs. Gilbert gave a report of FY 04 General Fund Lapses and Special Fund Carryforwards, which are shown as "Finance Attachment 5".

Mrs. Eloise Richardson has asked that the Board consider purchasing the Intel Intelligent Telecommunications Instructional Video and Print Series *On Common Ground*, which would be used for English as a Second Language (ESL) students. The total amount of the request is \$37,376. See "Finance Attachments 6a – 6c" for details.

Mrs. Gilbert stated that the next items did not require Board approval; however, she felt that it was information that they should see and be familiar with. The County Tax Support (FY 04) for

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the individual colleges is shown as "Finance Attachment 7a". It was noted that a great number of counties are not submitting the full amount that has been outlined by statutes.

A spread sheet showing Revenue by Source, Expenditure by Program, and Expenditure by Object for each of the colleges are shown as "Finance Attachment 7b".

The Auxiliary Enterprises Revenue and Expenditures for FY 04 that community and junior colleges receive and expend were presented, shown as "Finance Attachment 7c".

The academic salary schedule for FY 04-05 for the individual colleges (on a nine month basis) is shown as "Finance Attachment 7d".

A table indicating the average faculty salaries for 1999 – 2005 budgeted is shown as "Finance Attachment 7e".

"Finance Attachment 7f" shows a composite of the actual Education and General Expenditures for FY 04.

In reference to information that was shown in an earlier item (Finance Attachment 7a), Mr. Walker asked that Attorney General Representative Chuck Rubisoff to look into what role the Attorney General's Office would or would not take regarding county millage shortfalls. Mr. Walker also asked Dr. Stonecypher and Dr. Allen to discuss this issue with the presidents at the next Association meeting.

Dr. Day provided the Quarterly Capital Improvements Projects Report for the 3rd Quarter of 2004, which is shown as "Finance Attachment 8".

The Employment Training Division of the Mississippi Development Authority (MDA) recently conducted an on-site monitoring review of the WIA program operated by our agency. A letter was received from Ms. Wanda Land with MDA commending the manner in which the programs have been operated and affirmed that no problems were noted. See "Finance Attachment 9".

Mrs. Gilbert stated that during the last legislative session the SBCJC was asked to perform a cost study of the different locations operated by the community colleges. The study will involve collecting information from the colleges that will show the different costs between the locations for campuses, comprehensive centers, extension centers and off-campus sites. Once this assignment has been completed, the Board will be provided the results.

Arrangements for the MAC Conference in Philadelphia on October 17-19, 2004

Mrs. Gilbert stated that Dr. Dorothy Nelson had registered to attend the Conference; however, she will be unable to attend. Anyone wishing to attend in her place should let Mrs. Gilbert know. Several staff members and Ms. Veldore Young plan to attend to represent the SBCJC.

Change of Date for Board Meeting at Mississippi Gulf Coast Community College (MGCCC)

Dr. Bradberry stated that due to a conflict at MGCCC, they have asked that the date be moved to May 19-20, 2004. There being no objections, Dr. Bradberry will notify MGCCC that the Board was in agreement with the May meeting date.

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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. Napoleon Moore, the Board **voted unanimously** to approve travel authorizations as follows:

Any members who attend any Regional Legislative meetings that will be held at various community college locations on various dates,

Any members who attend the Mississippi Council on Economic Education Leadership Symposium in honor of U.S. Senator Thad Cochran on November 18, in Jackson.

ADJOURNMENT

There being no further business, the meeting adjourned at 12:10 p.m.


Mr. George Walker, Chairman


Dr. Wayne Stonecyphe, Executive Director

Exhibits and Finance Attachments

Flower and Gift Fund Policy and the Social Activities Fund-----A
Criteria For the Establishment of a New Permanent Facility-----B
Draft Memorandum of Understanding between MDE, IHL and SBCJC regarding Dual Credit -----C
Memorandum of Agreement SBCJC and Colleges regarding Salaries and Equipment for Post- Secondary
Career-Technical Education-----D
Proposed Legislation to Amend §37-103-07 (Legal Residency) -----E
Proposed Legislation to Amend §37-29-67 (General Powers & Duties of Trustees) -----F
Charles Speed Letter regarding Trustees Association Meeting on November 16, 2004 -----G
Regional Legislative Committee Meetings-----H
Non-Performance Indicators & Measures Update -----I
Invitation Letter from the Mississippi Council on Economic Education Honoring Senator Thad Cochran----- J
Report Card On How Mississippi Measures Up-----K
CCBenefits Projected Jobs -----L
Joint Chief's Tour Schedule ----- M
Lemuria Books Offer-----N
ACT Fact Sheet-----O
Phil Sutphin Article-----P
State Funding for Community & Jr. Colleges: Perceptions from the Field-----Q
Next: A Guide To Life After High School-----R
Clarion Ledger Article on Community College Faculty -----S
October, November & December General Funds Disbursements – FY 2005 -----Finance Attachment 1
Education Enhancement Fund Disbursements as of August & September 2004 ---- Finance Attachment 2a. & 2b.
Property Audit Results ----- Finance Attachment 3a. - 3c.
Financial Statements Gen. Fund 2291 & Special Funds FY 04 Lapse Period ---- Finance Attachment 4a.1 & 4a.2
Financial Statements Gen. Fund 2291 & Special Funds as of Aug 31 – FY05 ---- Finance Attachment 4b.1 & 4b.2
Financial Statements Gen. Fund 2291 & Special Funds as of Sept 30 – FY05---- Finance Attachment 4c.1 & 4c.2
Report on FY 04 General Fund Lapses & Special Fund Carryforwards -----Finance Attachment 5
Purchasing Approvals----- Finance Attachment 6a. - 6c.
County Tax Support – FY 2004----- Finance Attachment 7a.
Revenue by Source, Expenditure by Function & Object – FY 2004 ----- Finance Attachment 7b.
Auxiliary Enterprise Revenue & Expenditure – FY 2004----- Finance Attachment 7c.
Academic Faculty Salary Schedule – FY 2005----- Finance Attachment 7d.
Average Faculty Salaries 1999 – 2005 Budgeted ----- Finance Attachment 7e.
Education & General Expenditures – FY 2004 ----- Finance Attachment 7f.
Quarterly Capital Improvement Reports----- Finance Attachment 8
Monitoring Review of Workforce Investment Act Program ----- Finance Attachment 9