

MINUTES
STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES
November 18, 2005

The regular meeting of the State Board for Community and Junior Colleges was held on Friday, November 18, 2005, at 9:00 a.m., in Room 507 of the Education and Research Center in Jackson, Mississippi.

Members present: Major General Denver Brackeen, Mrs. Patricia (Pat) Dickens, Mr. Napoleon Moore, Dr. Dorothy Nelson, Mr. George Walker, Mr. Lawrence Warren and Mrs. Brenda Yonge.

Members not present: Mr. Chip Crane, Mr. Jimmy Murphy and Ms. Veldore Young.

Staff in attendance: Dr. Wayne Stonecypher, Mr. John Adcock, Dr. Randall Bradberry, Dr. Larry Day, Mrs. Deborah Gilbert, Dr. Jason Pugh and Mrs. Denise Walley.

Guests in attendance: Dr. Vivian Presley – Coahoma Community College; Dr. Hank Bounds – Mississippi Department of Education; Dr. Bill Smith – Institutions of Higher Learning (IHL); and Mr. Chuck Rubisoff – Attorney General's Office.

CALL TO ORDER

Mr. George Walker called the meeting to order at 9:10 a.m.

PRELIMINARIES

Mr. Napoleon Moore gave the invocation.

Approval of the Minutes of the October 20-21, 2005, Meetings

Upon a motion by Mr. Lawrence Warren and a second by General Denver Brackeen, the Board **voted unanimously** to approve the minutes of the October 20 and 21, 2005, meetings.

Review and Approval of Agenda

Upon a motion by General Denver Brackeen and a second by Mr. Napoleon Moore, the Board **voted unanimously** to approve the agenda as presented.

REPORTS/ACTION

Executive Director's Report

Dr. Stonecypher began by welcoming Mrs. Pat Dickens, a newly appointed SBCJC Board Member. Mrs. Dickens will fill the unexpired term of Ms. Patricia Randall, which expires June 30, 2007.

Dr. Pugh will be attending a meeting with the Nursing Association regarding the Nursing shortage in Mississippi. Currently, the state needs between 1,500 – 2,000 additional trained nurses to fill the shortage.

Dr. Pugh was called on to give his portion of the Workforce Report at this time, due to the fact

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that he has another meeting to attend. He referred to "Exhibit D" which consisted of a list of activities of the Workforce Division. Dr. Pugh stated that there are plans to implement some **Statewide Professional Development** with the workforce division staff. This will be related to quality of training and instruction in conjunction with Mississippi State University in the early spring. There will be follow-up training with the University of Southern Mississippi related to federal money management. In addition, economic develop training will be pursued.

Dr. Pugh reported on conversations with members of the state Workforce Investment Board, Workforce Center Directors and various representatives of businesses and industries regarding **developing workforce priorities**. He will continue to update the Board as this unfolds.

Currently, the Workforce Division of the SBCJC is in charge of five (5) different grant activities. Four (4) of these are federal, while one (1) is from the private sector. The total grant opportunity is from \$9,000,000 - \$10,000,000.

Also, the Workforce Division will be pursuing the **Mississippi Skills Training on Tax Credit**. With this opportunity a business can receive up to \$2,500 in Mississippi tax credit for training.

Also included as part of "Exhibit D", is a copy of a study from Rutgers University (New Jersey), entitled *Deploying Community Colleges to Strengthen State Economic Development: A National Study*. The study's main objective was to look at community colleges and how each state uses the colleges to promote economic development. A criterion was established and each state was reviewed, with exemplary states being chosen as models - Mississippi being one (1) of the ten (10) states chosen.

Dr. Stonecypher stated that the Electronic Transfer of Transcripts process is still being tested in the community colleges. Plans are to involve the K-12 system and the universities in the capabilities of transferring transcript information in a secure, dependable format that will be beneficial to everyone involved. According to plan, this will be implemented within the next year.

Dr. Stonecypher reported on the loss of local support in some counties due to Hurricane Katrina, as well as colleges having to reimburse tuition to students who have been dislocated. Mississippi Gulf Coast has approximately a 30% change in enrollment since the beginning of the fall semester, Pearl River Community College and Jones County Junior College has an approximate 20% change. Dr. Jason Dean with the Governor's Office has meet with members of the SBCJC staff regarding **Project LEAP (Leveraging Educational Assistance Partnership)**, an effort to obtain state and federal monies to assist with the loss of funds the colleges have suffered due to loss of county support, dislocated students/loss of students and cuts in legislative funding. Project LEAP will also provide student relief (loss of books, school supplies, etc).

Dr. Stonecypher reported that of the estimated \$68,000,000 in damages to the community colleges, there will only be \$1,400,000 that will not be covered due to deductibles and non-covered items.

A meeting with the Mississippi Department of Corrections is planned for the near future to discuss coordination of career-technical education for inmates at their facilities. The Board will be updated as these discussions continue and will be asked to take action, if appropriate arrangements can be made.

An article honoring General Denver Brackeen during a special program held as part of the East Central Community College's 2005 homecoming celebration was provided (Exhibit H). The

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members of his 1956-63 squads have led efforts to endow a scholarship in his honor.

Dr. Stonecypher reported that Mr. Jimmy Murphy has been appointed to the Mississippi Judiciary Advisory Board. Mr. Murphy will be the only lay member that is appointed to this Board.

Publication *Mississippi Next: A Guide to Life After High School* was provided and is included as "Exhibit I". The publication is distributed to every high school in the state for 10th – 12th grades. The SBCJC is a co-sponsor, along with the Mississippi Business Journal.

The Social Committee of the SBCJC staff has recommended that a Breakfast for the Board and staff members be held the morning of the December Board meeting, prior to the Board meeting. It was recommended that the gathering begin at 8:30 a.m. and continue to 9:30 a.m., at which time the Board could start their meeting. Also, Mr. Bill Ray, Photographer, is scheduled to take a group portrait of the Board at 8:45 a.m. Most likely this will be done on the 1st floor, in the reception area.

MACJC Report – Dr. Vivian Presley

Dr. Presley stated that the Association last met on October 25, 2005. Mr. Jason Walsh, representing the Workforce Alliance out of Washington, D.C., was a guest speaker at their meeting. He provided the Association with a handout entitled "Workforce Training – Post Katrina, The Policy and Funding Landscape". The Workforce Alliance is a diverse national coalition of local leaders advocating for federal policies that invest in American workers, including those who are low income, unemployed or seeking advancement. He gave a brief overview of President Bush's reconstruction proposal, which involves incentives for the Gulf Coast area.

During the MACJC meeting, Dr. Howell Garner gave a report regarding the Mississippi Virtual Community College. The total non-duplicated headcount is 12,672 with 1,289 sections for the current term. The enrollment entries are 27,164, with 230 courses.

Meeting Rules of Order Presentation – Mr. Chuck Rubisoff

Mr. Rubisoff began by stating that the Open Meetings Law is found in §25-45-1 of the Mississippi Code of 1972. A PowerPoint presentation was given that explained that all official meetings of the Board are declared to be public meetings and shall be open to the public at all times unless an executive session is declared, as provided in §25-41-7. A review of the provisions was given, as well as the enforcement policy of violations. A copy of the PowerPoint presentation and the "Guide to Meetings of the State Board for Community and Junior Colleges" which address issues such as quorums, officers, motions, etc. is included as "Exhibit A".

Joint Committee on Performance Evaluation and Expenditure Review (PEER) Request

As reported by Mrs. Deborah Gilbert and Dr. Larry Day at the Committee meeting the previous evening, a letter dated October 24, 2005, from the Executive Director of the Joint Committee on Performance Evaluation and Expenditure Review (PEER), shown as "Exhibit B" has been received. The letter states that a review of the policies of the State Board for Community and Junior Colleges' accountability controls regarding the accuracy of information that is used to allocate funds to the colleges will be evaluated. The second page of the exhibit gives information regarding what types of documents that the reviewers will be interested in examining. After continued discussions with PEER it was determined that they were interested

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in the policies and practices in maintaining student records of the individual colleges, rather than internal controls relating to financial information.

Mr. Walker entertained consideration of communicating with the PEER Committee regarding their evaluation, recognizing that they are aware of the procedures and intend to be cooperative and involved. He further stated that at the conclusion of the evaluation that the Board itself be invited to hear and address any comments or recommendations that will be listed in their final report. Upon Mr. Walker's suggestion, a motion was made by General Denver Brackeen, seconded by Dr. Dorothy Nelson and **unanimously passed**, that the Executive Director would convey the Board's interest and request to be involved with the proceedings at the conclusion of the review.

Dr. Hank Bounds – Mississippi Department of Education

Dr. Hank Bounds, Superintendent of Education for Mississippi, expressed appreciation for being asked to address the Board. As a matter of interest, he related that due to Hurricane Katrina the K-12 system had 263 schools that suffered damage in 79 different school districts, 16 of those schools being totally destroyed and 24 schools being significantly damaged. Dr. Bounds stated that an estimated \$800,000,000 or more will be needed to get the schools totally recovered. The school districts are financially supported in three (3) ways: federally, locally and by state legislation. Currently, there are approximately 10,000 displaced students that are located throughout the state, causing the schools with the overload to require portable buildings to accommodate the additional students.

The Mississippi Department of Education is focusing on five (5) primary issues at this time. Among those are working on the K-12 curriculum by not doubling efforts and working to not duplicate courses to insure a smoother transition from high school to college. Another priority is to reduce the amount of student dropouts across the state by half within the next five (5) years. It is also their plan to reach the national average, as measured by the National Assessment of Educational Progress (NAEP), within the next six (6) years. In addition, they plan to address issues related to quantity and quality of administrators and teachers. The department has recently reorganized and just opened a center for professional development and leadership that will be utilized statewide to train teachers.

**A brief recess was taken at 10:30 a.m.*

Career and Technical Education Report

Mr. John Adcock stated that Mississippi Delta Community College has requested to add a Culinary Arts Technology option under Hospitality and Tourism Management Technology at the Greenwood location. There is considerable student interest and collaboration with Viking Range, as well as support from the Leflore County MDCC community.

Upon a motion by General Denver Brackeen and a second by Mrs. Brenda Yonge, the Board **voted unanimously** to approve Mississippi Delta Community and Junior College's request to offer a Culinary Arts Technology option to their Hospitality and Tourism Management Technology Program at the Greenwood location.

Workforce Report

Mr. Walker began by stating that the State Workforce Investment Board (WIB) met on October 26, 2005. The meeting was very well attended and a discussion ensued regarding federal funds and its distribution for workforce training. An executive committee meeting of the WIB is

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scheduled for December 8, 2005.

Dr. Stonecypher reported that the stable source of funding for workforce dollars was predicated upon receiving three-tenths of 1 percent of the first \$7,000 of wages for unemployment compensation paid into the state by the employers, which was expected to generate approximately \$21,000,000. There have been concerns regarding the amount of unemployment claims in excess of \$2,000,000,000 as a result of Katrina, which would deplete funds and make the funds earmarked for workforce training inaccessible. However, this is not an issue that is going to have an affect on activities in the near future. The funds that will be received from the U.S. Department of Labor in the amount of \$2,500,000 will be used for construction education, healthcare and transportation in high-growth, high-demand areas of Mississippi.

Accountability and Technology Report

Dr. Larry Day began by stating that the **EdNet Board** met on November 18, 2005. They are continuing to sell equipment that was received from the WorldCom settlement and progress is being made with proposals for the excess capacity for unused channels. They are hoping to have fifteen (15) of the channels leased to private sources by the end of the year. Dr. Day stated that EdNet intends to use funds that were received through bonds in 2003 to finish the wireless connection for wide area network statewide within the next six (6) months. EdNet Partners are being urged to participate in strategic planning for future developments.

Dr. Day reported that there were no additional requests for location of classes for Fall 2005.

Program Report

Dr. Bradberry began by reminding the Board of the **dual enrollment waiver** that was approved for the fall semester of 2005, due to Hurricane Katrina. It is the recommendation of the SBCJC executives and community college presidents to extend the waiver through the 2006 spring semester, see "Exhibit F". Upon a motion by General Denver Brackeen and a second by Mr. Lawrence Warren, the Board **voted unanimously** to extend the dual enrollment waiver as described through the 2006 spring semester.

Dr. Bradberry shared a draft copy of a proposed **GED prepaid policy**, shown as "Exhibit G". As mentioned at the October meeting, Mrs. Richardson had been contacted by an employment agency regarding setting up a prepaid account whereby transcripts can be prepaid and a running tab can be deducted from the account. A committee of SBCJC staff was assigned to review the guidelines and consider options. The proposed policy is as follows:

A request for an additional copy of a GED transcript or diploma will be assessed a fee of Five Dollars (\$5.00). Bulk or multiple requests for copies of GED transcripts or diplomas by a requestor other than a GED student, which are made in accordance with applicable law and policy, will be assessed an additional non-refundable fee to be determined by the Executive Director, if the requestor desires to establish and maintain an account to prepay the costs assessed for such copies.

Dr. Stonecypher has recommended that a minimum of \$210 be required to open a prepaid account, which would cover the \$5 charge for the document (transcript or diploma) and a \$2 service charge per document. Mrs. Richardson has contacted the employment agency and discussed the possibility of this arrangement and was told that such fees would be satisfactory. The company had stated that they would be willing to pay a higher service charge if the transcripts could be faxed back to the company in

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addition to mailing the hard copy. Mrs. Richardson explained that with the volume of requests that are received in the GED office and the considerable amount of time that is required to transmit the documents by fax that an additional staff person would possibly be needed to handle such duties.

The Board discussed various options regarding the amount of the processing, after which a motion was made by Mr. Lawrence Warren and seconded by General Denver Brackeen, and **unanimously passed** that the Board office would set up an account with a minimum beginning prepaid balance of \$210 (non-refundable) and that in addition to the regular \$5 document fee, a \$10 service charge per document to fax and a \$2 per document to mail would be charged.

Dr. Bradberry reported that the **Commission on Proprietary Schools and College Registration (CPSCR)** met in October and approved one (1) initial registration application, one (1) renewal application, 11 new programs at two (2) separate colleges, 38 new instructors, 17 new agent permits and renewed 16 agent permits. There were no exemptions granted, but one (1) complaint was filed against a college. However, the complaint was resolved without official action being taken.

Dr. Bradberry reported on the **Academic Deans Meeting** that was held on November 8, 2005. The Articulation agreement is on track and will be updated each year in February. Any changes that the community colleges or the universities wish to make will be routed through Dr. Bill Smith (IHL) for the joint committee (made up of academic officers of the colleges and universities) to discuss and consider.

In addition to articulation, the **Department Collaboration Initiative** is an effort to get instructors from the colleges together with university instructors to join forces. The two-year Science Instructors meeting will be held at Jones County Junior College in late spring, at which time an agenda will be set and efforts to begin coordinating meetings with the universities will begin. This concept is in its beginning stages and will be reported on as they develop.

There was also a discussion during the Academic Deans meeting regarding East Mississippi Community College instituting a new policy on attendance. Policies on attendance are set by the individual community college boards; however, they must meet certain criteria due to the SBCJC auditing policies. East Mississippi's proposed policy requires the roll to be called every time the class meets, with the student expected to be in attendance. If the student is not present they will be counted absent, but will not be dropped from the class. The student will remain on roll unless they withdraw.

Legislative Report

Dr. Bradberry provided an outline (Exhibit J) of the items that the SBCJC will bring before the legislature in the session that begins in January, which includes funding for the colleges affected by Hurricane Katrina, general appropriation for Workforce and increased funding for Career and Technical Education, in addition to our general appropriation for the SBCJC and the community colleges.

Also, the items that evolved from the Legislative workshop that was held in June 2005 include obtaining bond money, funding for dropout recovery, mid-point funding between K-12 and universities, expanding education technology, as well as assistance for rural development and training for small business owners were reviewed.

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Dr. Bradberry also provided "Exhibit K", the official **Legislative Recommendations for the 2006 Legislative Session** handout.

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 **unanimously approved** the Education Enhancement Fund Disbursements from Fund 4080 in the amount of \$2,563,982 and Fund 4110 in the amount of \$50,662 (\$2,614,644 - total amount) for October 31, 2005, shown as "Finance Attachment 1"

Results of the Property Audit conducted by the Office of the State Auditor, shown as "Finance Attachments 2a and 2b" were reviewed. Board action was not required.

Financial Statements for Funds 2291 and Special Funds, as of October 31, 2005, shown as "Finance Attachment 3a and 3b". These statements do not require Board action.

Copiah-Lincoln Community College's request for advancement in the amount of \$271,308, shown as "Finance Attachment 4". Mrs. Gilbert explained the need for the advancement and stated that all required documentation has been provided and is included as backup material in this attachment. Upon a motion by Mr. Lawrence Warren and a second by General Denver Brackeen, the Board **unanimously approved** the request for advancement in the amount of \$271,308 to Copiah-Lincoln Community College.

Travel Authorizations

Mr. Walker asked if there were requests for travel reimbursement for events other than regularly scheduled Board meetings. Upon a motion by Mr. Lawrence Warren and a second by Mrs. Brenda Yonge, the Board **voted unanimously** to approve travel authorizations, as follows:

Mr. George Walker plans to attend the state WIB meeting on December 8, 2005, in Jackson.

Out-of-Town Meetings

Dr. Bradberry reminded the Board that they accepted an invitation from Southwest Mississippi Community College for the January 19-20, 2006 Board meeting. A complete itinerary will be furnished at the December 2005 Board meeting. The Board and staff will be staying at the Hawthorne Inn and Suites in McComb, Mississippi. Plans have been made to leave the hotel at 1:30 p.m. to tour Air Cruiser in Liberty, MS.

The MACJC Trustees Conference and SBCJC Board meeting will be held in Philadelphia, MS, in July 2006. Also, plans are being made to visit Holmes Community College in October 2006.

Discussion of Board Retreat

As discussed during the Committee meeting, many of the goals that the SBCJC has made for itself in recent years have been accomplished or almost completed, such as the day-to-day management of post secondary career-technical education, updating the Articulation Agreement with IHL, coordination meetings between university and college faculty, the electronic transfer of transcripts between colleges, universities and the K-12 system, etc. Dr. Stonecypher proposed that it might be a good time to begin thinking about a retreat for the Board, giving the Board and

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executive staff an opportunity to consider areas that the system could improve or expand. Dr. Stonecypher proposed that the retreat be held in conjunction with a regular scheduled board meeting after the first of the year.

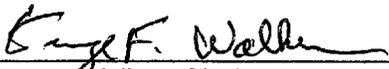
A recommendation of April 2006 was given, with the retreat beginning the Friday afternoon and Saturday morning. SBCJC was asked to research possible meeting places and possible retreat locations at the December 2005 meeting.

Discussion of Board Portrait

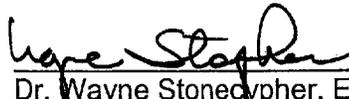
Mr. Bill Ray, Photographer, is scheduled to take a group photograph of the Board at 8:45 a.m. This will most likely be done on the 1st floor in the reception area.

ADJOURNMENT

There being no further business, the meeting adjourned at 11:55 a.m.



Mr. George Walker, Chairman



Dr. Wayne Stonecypher, Executive Director