

MINUTES
STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES
BOARD MEETING
Friday, December 19, 2008

The regular meeting of the State Board for Community and Junior Colleges (SBCJC) met at 9:00 a.m. at the offices of the State Board for Community and Junior Colleges, 3825 Ridgewood Road, Room 507, of the Education and Research Center in Jackson, Mississippi, on Friday, December 19, 2008.

Members present: Mr. George Walker, Mr. Ed Perry, Mr. Napoleon Moore, Mr. Max Huey, Mr. Bubba Hudspeth, Mrs. Patricia Dickens, and Mr. Bobby Steinriede. The following members were absent: *Mrs. Brenda Yonge, Mr. Chip Crane and Mr. Bruce Martin.*

SBCJC Staff in attendance: Dr. Eric Clark, Mrs. Mitzy Johnson, Ms. Debbie Borgman, Dr. Shawn Mackey, Mr. Jim Southward, Dr. Larry Day, Mrs. Missy Saxton, Mr. Ray Smith, and Mr. Kell Smith.

Guests in attendance: Dr. Reggie Sykes, Institutions of Higher Learning (IHL); Mr. Chuck Rubisoff, Office of the Attorney General, and Ms. Elizabeth Crisp, *The Clarion-Ledger.*

CALL TO ORDER

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

PRELIMINARIES

Mrs. Patricia Dickens gave the invocation.

Approval of Corrections to October 17, 2009 Minutes and Approval of the November 21, 2008 Meeting Minutes

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Max Huey, the SBCJC board **voted unanimously** to approve the corrected minutes of the October 17, 2008 meeting and the November 21, 2008 meeting minutes.

Approval of Agenda

Dr. Eric Clark asked to make an amendment to the agenda regarding the order in which the items were presented and requested that Dr. Larry Day be allowed to give his report as item number three instead of item number four.

In a motion made by Mrs. Patricia Dickens and seconded by Mr. Max Huey, the SBCJC board **voted unanimously** for approval of the day's agenda, including the requested amendment made by Dr. Clark.

REPORTS/ACTION

Executive Director's Report

Dr. Clark informed Board Members that he traveled to East Mississippi Community College (EMCC) in Mayhew and spoke to the Starkville Rotary Club accompanied by Mr. Hudspeth and SBCJC staff member Mr. Kell Smith. Dr. Debra West, Mr. Dexter Holloway and Mr. Smith accompanied Dr. Clark to Pascagoula to a meeting with the Executive Director of the Jackson County Economic Development Foundation. The director of Alabama Community College system was there and they discussed efforts regarding workforce training to support a new steel plant coming into north Mobile County. Dr. Clark attended an event in Hattiesburg where pipeline company, Southeast Supply Header, presented scholarships to six community colleges, including four of our colleges. The New President's Orientation was held for Dr. Nettles and was opened up to other community college administrators. A total of twenty people attended.

Dr. Clark attended the MS Economic Council's Governor Symposium regarding four year old pre-kindergarten education. The Governor made comments about the role of community colleges and workforce development. He participated in a Momentum MS Steering Committee Meeting conference call and Governor Haley Barbour participated in that same phone call. Dr. Clark took the opportunity to discuss the Workforce Enhancement Training (WET) Funds and how they needed to be protected during proposed budget cuts. Governor Barbour picked up on it and strongly supported that idea.

Dr. Clark provided the Board with an update on the report, requested by Mr. Walker a few months ago, to provide updated numbers on the difference that our community colleges make in the economy of Mississippi. Dr. Clark has requested permission from the Presidents to utilize the Hanover Research Group. They granted that request and the research is in progress.

Dr. Clark also provided an update to Mr. Hudspeth's question regarding what the state would do to attract an industry that would put 2,000 people to work making \$45,000 a year. He stated that Dr. Muse frequently poses that question to get people talking and thinking about it. Dr. Clark talked to the director of the MS Nurses Association, Ms. Ricki Garrett, and she validated that \$45,000 is a reasonable salary to make coming out of nursing school.

Dr. Clark provided an update on the October meeting with Dr. Oliver Young, president at Southwest Community College. Dr. Young and his staff have an idea to build a training facility at SWCC that would train people across the southeastern United State on disasters, homeland security, oil field disasters and terrorist attacks. It was suggested that they contact Senator Thad Cochran and Congressman Bennie Thompson, their federal representatives, and seek support. Congressman Thompson is scheduled for a visit today. Dr. Day is planning to attend this meeting as well and that is why Dr. Clark asked for him to be able to present his report earlier on the agenda.

Recently, Mr. Johnny Franklin called Dr. Clark and informed him that Governor Barbour had been invited to attend a meeting for all fifty of the nation's governors. The topic of discussion was an economic stimulus package proposed by President-elect Obama.

Governor Barbour requested information on construction at our colleges that can be started very soon, more along the lines of repairs and renovations. Our office has submitted this information to the Governor's office.

Dr. Clark reported that Dr. Fiona Qualls and her staff are working on improving the enrollment audit process. A team has been established to make it a more stream-lined and efficient process. Colleges will be invited to participate in the brainstorming process.

Itawamba Community College has invited us to come to their campus sometime in 2009. We have been invited to MS Gulf Coast Community College in May, so it may be better for us to go to ICC in the fall.

The legislative session begins in January and that will be our focus for the next several months. Dr. Clark thinks we also need to push for local support for scholarships. As other staff at our colleges have expressed, any person who wants to attend a community college, should be able to attend and have enough financial support to attend.

Dr. Clark concluded his report.

MACJC Report

On behalf of Dr. Willis Lott, Dr. Clark presented the MACJC Report. He reported that the Presidents will meet in January and following their meeting, they will have a Presidents Retreat, to discuss strategic planning for the MACJC. This will take place January 27 and 28 at Eagle Ridge Conference Center. Dr. Lott invited suggestions from our Board Members. The MACJC has requested a study on the impact of community college tuition guarantees for all students interested in higher education. The Association will be requesting the Hanover Group to duplicate and update the study done by Community College Benefits Group in 2002, to see the impact community college's have on economics in each district in the state. The 2009 legislative session begins next month and the Association will be contacting the legislators from their districts to support their respective colleges.

College Outreach Report

Dr. Larry Day presented the College Outreach Report. He said he has accomplished his goal of visiting each community college in the time frame of six to eight weeks. He is also working on an initiative with Dr. Reggie Sykes at IHL called "The African American Male Initiative." The goal is to reach individuals who are underserved in our colleges and this will directly tie in with his duties at SBCJC.

Dr. Day presented **Exhibit D**, the Five-Year Capital Improvement Plan, with revisions to include Repair and Renovation Projects at our colleges. These Repair and Renovation Projects were included due to the request made by Governor Barbour and the proposed economic stimulus package being considered by President-elect Obama.

In a motion made by Mr. Max Huey and seconded Mr. Napoleon Moore, the SBCJC **voted unanimously** to approve the Five-Year Capital Improvement Plan, with revisions to include Repair and Renovation Projects at our colleges.

Dr. Day presented **Exhibit E**, the proposed Location of Classes for the Spring 2009 Semester. He provided this information as a hand-out and requested approval.

In a motion made by Mr. Ed Perry and seconded Mrs. Patricia Dickens, the SBCJC **voted unanimously** to approve the Location of Classes for the Spring 2009 Semester.

Career Technical Report

Dr. Shawn Mackey presented the Career Technical Report on behalf of Dr. Debra West.

Exhibit A1

The SBCJC conducted accreditation visits at five of our institutions during the Fall 2008 Semester. The visits were conducted by trained teams of peer reviewers, consisting of one PN Director, two PN Faculty, and the Director of Career & Technical Education for the State Board. The teams visited each of the programs and made their evaluations based upon review of each institutions Self-Study document, interviews with faculty, staff, students, and administrators, and review of other evidentiary documentation.

Exhibit A1 contains a synopsis of the findings and recommendations of the visiting Practical Nursing Accreditation Teams. The recommendations are as follows:

- Northeast MS Community College – Full Accreditation
- Copiah-Lincoln Community College – Provisional Accreditation
- Meridian Community College – Full Accreditation
- Coahoma Community College – Provisional Accreditation
- Itawamba Community College - Provisional Accreditation

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Max Huey, the SBCJC board **voted unanimously** to approve the recommendations of the visiting Practical Nursing Accreditation Teams.

Exhibit A2

The statewide curricula of twelve existing programs came due for review and revision this fall, and the development of one new statewide curriculum was completed. **Exhibit A2** provides a listing of each of those programs, along with an itemized list of the revisions made to each.

Curricula are revised and developed by program faculty from each of the colleges, with input from representatives from business and industry, and facilitation from curriculum specialists at MS State University's Research & Curriculum Unit.

All curricula are then published on the RCU website for validation and comment by all interested parties, including College Deans and Directors. The curricula completed the validation phase of the process on December 18th.

Dr. Mackey requested approval to submit these final validated curricula for public review and comment through the process required by the Administrative Procedures Act.

In a motion made by Mr. Bobby Steinriede and seconded by Mrs. Patricia Dickens, the SBCJC board **voted unanimously** to approve the final validated curricula for public review and comment through the process required by the Administrative Procedures Act.

Dr. Mackey indicated that **Exhibits A3 and A4** may be considered together, since both are notifications of program terminations.

A3: East Central Community College has notified SBCJC that they will be discontinuing their Health Care Assistant Certificate due to insufficient enrollment.

A4: MS Gulf Coast Community College has notified SBCJC that they will be discontinuing their Office Systems Technology Certificate at their West Harrison Center, also for insufficient enrollment.

Dr. Mackey requested approval to accept both of these program termination notifications.

In a motion made by Mr. Max Huey and seconded by Mr. Napoleon Moore, the SBCJC board **voted unanimously** to approve both of these program termination notifications from East Central Community College and MS Gulf Coast Community College.

Exhibit A5

MS Gulf Coast Community College is requesting to expand their existing Medical Billing and Coding program by offering the Associate of Applied Science Degree at their West Harrison Center. Student interest, employment and wage projects support this expansion request.

Dr. Mackey requested approval of MGCCC's request to offer the Medical Billing and Coding AAS degree at their West Harrison Center.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Max Huey, the SBCJC board **voted unanimously** to approve MGCCC's request to offer the Medical Billing and Coding AAS degree at their West Harrison Center.

Workforce Report

On behalf of Dr. Debra West, Dr. Shawn Mackey presented the Workforce Report.

Exhibit B1

Exhibit B1 is the standard Workforce Report. It is for informational purposes only and requires no Board Action. The top half of the report shows funding sources, budget, obligations, and fund balances as of December 5, 2008. The bottom half of the report shows the amount of monies obligated and reimbursed by college.

Exhibit B2

Exhibit B2 is also for informational purposes only and requires no board action. This table provides an update on the amount of money we have received to date this fiscal year from the Workforce Enhancement Training Fund. SBCJC receives three-tenths of one percent of taxable wages from the State Unemployment Insurance Trust Fund each month for workforce training. This table shows that the amount of the transfers we have

received from MS Dept. of Employment Security this year compared to last year is down \$465,366.96. MDES is keeping an eye on the solvency of that fund and will be making a presentation relative to that at the President's meeting on January 27th.

Grants Report

On behalf of Dr. Debra West, Dr. Shawn Mackey presented the Grants Report.

Exhibit C1 and C2 are the traditional reports received from the Office of Grants and Related Programs. Again, these reports are for informational purposes only and require no Board Action.

Dr. Mackey concluded his report.

Program Report

Mr. Jim Southward, Director of Affiliated Activities, reported that the first ever Mississippi Bowl was a tremendous success. The MS Gulf Coast Community College defeated Georgia Military College with a score of 41-7.

Basketball season is enjoying a break now due to the Christmas Holidays and school being out. The division schedules will resume in January and will become very intense.

The Athletic Director's Meeting will be held in January, before the Presidents meeting, to discuss any possible rule changes or modifications. One of the big items that the Presidents' had recommended back in June was for the Athletic Director's to take a look at current recruiting polices.

Mrs. Patricia Dickens asked if the Athletic Directors provide a list of students who graduate and then go on to play sports, on sports scholarships, at four-year colleges. She suggested this could be used as a recruiting tool. Mr. Southward explained that most of the schools post such a list on their website or announce these scholarship awards in their local media. The Holbrook Awards recognizes these accomplishments.

Technology Report

Mr. Ray Smith reported that his division has been working on a project, which is a migration of the SBCJC website and email addresses to a new domain. This roll out is expected for January 1, 2009. The agency is looking to change its internet domain name from www.sbcjc.cc.ms.us to www.mscjc.edu. This would change staff email addresses to a shorter email address, consisting of the employee's first initial of their first name and their complete last name, followed by mscjc.edu.

Mr. Smith concluded his report.

Research and Planning Report

Mrs. Mitzy Johnson reported the Research and Planning unit has been working diligently to fulfill data requests from several entities and individuals, such as the Stennis Institute,

Dr. Reggie Sykes from IHL, and internally at SBCJC, such as the "Facts to Know" document, which she will share in January.

Mrs. Johnson has asked the staff to complete a reporting inventory to help her better plan for information requests. She attended a Southern Regional Educational Board (SREB) Data Quality Initiative, where the sixteen member states got together and saw best practices from Kentucky and Florida on linking P- 12 and postsecondary education data systems. From this SREB meeting, it was discovered that the three Mississippi educational entities, MS Department of Education, SBCJC and IHL, need to have better collaboration and it is one of Mrs. Johnson's goals to see that happen.

Legislative Report

Dr. Clark informed the board that the legislature convenes in two weeks and please take every opportunity to let your legislator know how important community colleges are to our state.

Finance Report

Ms. Debbie Borgman began the Finance report by referring SBCJC members to the Finance agenda tab.

Attachment 1 is the approval request for the General Fund 2298 Disbursement for January 2009, in the total amount of \$31,170,149.00.

In a motion made by Mr. Ed Perry and seconded by Mr. Napoleon Moore, the SBCJC board **voted unanimously** to approve the General Fund 2298 Disbursement for January 2009, in the total amount of \$31,170,149.00.

Attachment 2 is the approval request for the Education Enhancement Fund Disbursements for December 31, 2008, in the total amount of \$2,953,452.00.

In a motion made by Mr. Max Huey and seconded by Mr. Bobby Steinriede, the SBCJC board **voted unanimously** to approve the Education Enhancement Fund Disbursements for December 31, 2008, in the total amount of \$2,953,452.00.

Attachment 3 is the approval request for the Budget Contingency Fund Disbursement for January 2009, in the total amount of \$662,625.00, from Fund 3296.

In a motion made by Mrs. Patricia Dickens and seconded by Mr. Max Huey, the SBCJC board **voted unanimously** to approve the Budget Contingency Fund Disbursement for January 2009, in the total amount of \$662,625.00, from Fund 3296.

Attachments 4a and 4b are the Financial Statements for Funds 2291 and Special Funds as of November 30, 2008. These reports reflect the two percent budget cuts as required by the Governor's office in November 2008. These reports are all for informational purposes only and do not require action.

Item 5 is the Purchasing Approval request of a twelve month contract for the ACT WorkKeys Assessment in the amount of \$30,500.00. This item will be postponed until the January Board Meeting, due to ITS still working on the contract.

Attachment 6 is the Joint Legislative Budget Committee Recommendations for FY 2010. The SBCJC administrative budget was recommended for a 2.8% decrease in general funds as compared to the 2009 general fund appropriation before the November 2% budget cuts. The colleges' appropriation was recommended for an overall decrease of 1.0% as compared to the 2009 appropriation before the November 2% budget cuts. This report is for informational purposes only and does not require action.

Ms. Borgman concluded the Finance Report.

Travel Authorizations

Mr. Hudspeth attended the Governor's Symposium on December 16. The Board Members in attendance should be approved for their travel to today's meeting.

In a motion made by Mr. Max Huey and seconded by Mr. Bobby Steinriede, the SBCJC board **voted unanimously** to approve Mr. Hudspeth's travel to the Governor's Economic Symposium on December 16, 2008, as well as the present board member's travel for the December 2008 board meetings.

Meeting Announcement

Mr. George Walker announced that the State Board for Community and Junior Colleges committee-of-the-whole meeting will be held January 15, 2009, at Huntington's Grille on County Line Road in Jackson at 6:00 p.m. The meeting will reconvene at the Hilton Hotel Hattiesburg Room on the same evening, at 7:30. The State Board for Community and Junior Colleges Board Meeting will be held on January 16, 2009, in Room 507 of the Education and Research Building, at 9:00 a.m.

Mr. Walker called for a recess at 9:55 a.m. and the meeting reconvened at 10:15 a.m.

Other Business

Mr. Walker informed the board members that the Executive Director was approaching his one-year anniversary of employment and asked for performance appraisal reviews. Mr. Walker distributed review forms and asked those members present to complete and return to him no later than January 6, 2009. Mr. Walker determined that the Board Members who were not present at the meeting should have their review forms mailed to them, and Mrs. Saxton will take care of that. Mr. Walker established a committee to review the evaluation forms, consisting of himself, Mrs. Patricia Dickens, Mr. Ed Perry and Mr. Bubba Hudspeth. The committee will meet before the January board meeting to review and discuss the forms.

Members were reminded of the Mississippi Economic Council's "A Capital Day" on January 8, 2009.

Mr. Hudspeth asked that the balance of the Member's Flower Fund be checked and the balance reported to him at the next meeting. Mrs. Saxton will provide this information.

ADJOURNMENT

There being no other business, Mr. Walker adjourned the meeting at 10:25 a.m.

Recorded by:


Missy Saxton, Executive Assistant

Approved by:


Mr. George Walker, Chairman


Dr. Eric Clark, Executive Director

Exhibits:

Career Technical	Exhibit A
Workforce	Exhibit B
Grants	Exhibit C
Repair & Renovation	Exhibit D
Location of Classes	Exhibit E
