

MINUTES
STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES
BOARD MEETING
Friday, May 15, 2009

The regular meeting of the State Board for Community and Junior Colleges (SBCJC) was held at 9:00 a.m. at the Mississippi Gulf Coast Community College, Jefferson Davis Campus, Student Services Building, Room U-202.

Members present: Mr. Bubba Hudspeth, Mr. Napoleon Moore, Mr. Ed Perry, Mr. Bobby Steinriede, Mrs. Patricia Dickens, and Mr. Chip Crane. Members not present: *Mr. George Walker, Mrs. Brenda Yonge, Mr. Bruce Martin and Mr. Max Huey.*

SBCJC Staff in attendance: Dr. Eric Clark, Mrs. Deborah Gilbert, Dr. Debra West, Dr. Fiona Qualls, Dr. Larry Day, Mr. Ray Smith, Mr. Kell Smith and Mrs. Missy Saxton.

Guests in attendance: Mr. Chuck Rubisoff, Office of the Attorney General; Dr. Reggie Sykes, Institutions of Higher Learning (IHL); Dr. Willis Lott, MS Gulf Coast Community College (MGCCC); Dr. Susan Scaggs, MS Gulf Coast Community College.

CALL TO ORDER

Mr. Bubba Hudspeth called the meeting to order at 9:00 a.m. and provided the meeting notice for the June 18th and 19th meetings in Jackson. The State Board for Community & Junior Colleges Committee-of-the-Whole will be held June 18, 2009 at Huntington's Grille in Jackson at 6:00 p.m. The meeting will reconvene in the Hilton Hotel Hattiesburg Room at 7:30. The Board Meeting will be held on June 19, 2009 at 9:00 a.m. in Room 507 of the Education & Research Building.

PRELIMINARIES

Dr. Eric Clark gave the invocation.

Mr. Bubba Hudspeth thanked Dr. Willis Lott and his staff for the hospitality extended to the SBCJC Board Members and Staff during their attendance of the MGCCC Commencement Exercises and the SBCJC Board Meeting.

Approval of April 16 & 17, 2009 Meeting Minutes

In a motion made by Mr. Bobby Steinriede and seconded by Mrs. Patricia Dickens, the SBCJC board **voted unanimously** to approve the minutes of the April 16 & 17, 2009 SBCJC Board Meetings.

Approval of Agenda

In a motion made by Mr. Chip Crane and seconded by Mrs. Patricia Dickens, the SBCJC board **voted unanimously** for approval of the day's agenda.

REPORTS/ACTION

Executive Director's Report

Dr. Clark greeted the Board Members and welcomed them to the meeting. He reported that most of his time has been spent focused on the Legislature and the stimulus package information. The Legislature has recessed and is to return on May 26th.

Dr. Clark reported that stimulus package information is becoming clearer regarding stabilization funds. The colleges' Support budget is supposed to receive 99 percent of what was appropriated for FY 2009, including stabilization funds.

There is no stimulus support included in these stabilization funds for the Administrative budget. That funding is up to the Legislature and Dr. Clark asked the board members to encourage the Legislature to do whatever they can to help fully fund the SBCJC Administrative budget.

One of the main points of focus is regarding the stabilization funds of the stimulus package. There are other funds that are subject to competitive grants. Some of the colleges are vying for competitive grants. Dr. Clark is encouraging the colleges to do this.

There have been two meetings with the Government Accountability Office (GAO) regarding accountability and transparency. Dr. Clark, Deborah Gilbert, Debbie Borgman and Dr. Debra West met with these representatives. The GAO stressed the importance of keeping good records. Dr. Clark sent an email to the presidents and the Board Members reminding the colleges to make sure they do not misspend any funds and to make sure the colleges document what they do spend funds on so they can prove they did not misspend the funds. The message is that the entire community college system must keep good records to justify what is spent.

Dr. Clark distributed a report written by Dr. Eddie Smith, the SBCJC appointee to the Mississippi Public Broadcasting Board, on the April activities at MPB.

Dr. Clark reported Dr. West and her staff were instrumental in coordinating a meeting at Eagle Ridge on April 24, 2009 for the Mississippi Association on Higher Education and Disability (Mississippi Ahead). This organization was started as a result of a grant that was received by the SBCJC. It is comprised of primarily IHL and community college personnel, but also public education personnel, and other interested parties who focus on increasing accessibility to higher education for students with disabilities.

Dr. Clark reported he attended the MACJC Sports Hall of Fame on April 28, 2009. He has attended meetings for the Entrepreneurship Planning Team which is headed up by Bill Crawford of the Montgomery Institute in Meridian. He attended the Momentum Mississippi Steering Committee in which Governor Barbour was in attendance. The Governor discussed the importance of workforce funds at community colleges and Dr. Clark emphasized the 10.7 percent enrollment increase that preliminary numbers indicate in the CJC system, Spring 2008 to Spring 2009 semesters.

Dr. Clark will be the keynote speaker at Southwest Community College's

commencement exercises on May 15, 2009. He will attend and be part of a panel discussion at the Governor's Re-Employment Summit in Jackson. On May 20, a meeting will be held at SBCJC with the USDA Rural Development Office. All community colleges have been invited. On May 21, Dr. Clark will speak at the Create Foundation event in Tupelo. The MACJC Legislative workshop is May 31 through June 3, 2009 in Tunica. He will return to Tunica on June 9 to speak at the Southern Minority Leadership Conference. On June 12 he will attend the Delta Council meeting in Cleveland and on June 14 and 17 he will be at the Mississippi Community College Foundation Leadership Academy. Dr. Clark concluded his report.

Mr. Ed Perry asked Mrs. Gilbert about the agency's Administrative budget. He wanted to know if you took the worst scenario for the agency, would the present staff or salaries be affected. She reported that the proposed budget cuts are serious. Mr. Perry said it's very numbing to think about it, but the agency may have to do some serious "belt-tightening." Dr. Clark said he is aggressive on this topic with the Legislative members and pointed out that our agency is very lean right now compared to other agencies. In regard to the proposed SBCJC headquarters building, Mr. Bobby Steinriede asked if there is any vocal support of agencies currently housed in the IHL building who say they need the space we are occupying. Dr. Clark said the building is crowded and the Commission on Volunteer Services and the University Press would love to occupy the space we currently utilize.

Mr. Hudspeth announced that Mr. Chip Crane and Mr. George Walker have been reappointed by Governor Barbour to serve on the SBCJC Board.

MACJC Report

Dr. Willis Lott began his report by thanking the SBCJC Board Members and Staff for being at the MGCCC Jefferson Davis Campus. He said he thinks it is very important for the board to get out and visit the colleges and see the cross-section and diversity of the students. Dr. Lott asked Dr. Susan Scaggs, the Vice-President of the Jefferson Davis Campus, to present information regarding the JD Campus.

Dr. Scaggs reported the Harrison County campus still suffers from the affects of Hurricane Katrina. The Jefferson Davis campus has the largest enrollment among the MGCCC campuses. The West Harrison Center is located between Pass Christian and Long Beach. Those communities were devastated by Hurricane Katrina. The Keesler Air Force Base is also served by MGCCC. She reported that former Jefferson Davis campus vice-president, Dr. Reggie Sykes, is responsible for the idea of the Hospitality Center that will be built on the JD campus beginning this fall. It will focus on tourism as well as continuing to focus on the community regarding workforce training. Dr. Scaggs concluded her report.

Dr. Lott said the focus of the upcoming MACJC meeting in Tunica is on the Legislature and there may be scheduling conflicts with Legislators being able to attend the Legislative Workshop. He recently sent a message to all employees that their FY 09 budget was cut by \$4.5 million. These cuts are related to a 39 percent decreased enrollment that resulted from Hurricane Katrina in 2005. Federal Katrina funds helped carry MGCCC since then but that money has run out.

Career & Technical Education Report

Dr. Debra West reported that Career and Technical television commercials have recently been aired in parts of the state. She further reported on a program at MGCCC, funded through one of the SBCJC's Non-Traditional Recruitment and Retention Grants called "Women Only Welding" or "WOW." The college targeted females and provided them instruction in a "women only" welding class. One student stated that it allowed her the opportunity to experience a profession that she never thought she would enjoy and she plans on taking more courses.

Dr. Debra West presented **Exhibit A**, the Career and Technical Education approval request for Jones County Junior College. JCJC is requesting a New Program in Law Enforcement Technology, in which students would receive an Associate's Degree in Applied Science. Dr. West added that this program mirrors the program that was recently started at Pearl River Community College.

In a motion made by Mr. Bobby Steinriede and seconded by Mr. Chip Crane, the SBCJC board **voted unanimously** to approve the New Program approval request by Jones County Junior College to establish an Associate's Degree in Applied Science Law Enforcement Technology.

Workforce Report

Dr. Debra West presented the Workforce Reports. The first exhibit, **B1**, is the standard Workforce Report and followed with **Exhibit B2**, the Workforce Enhancement Training Fund Revenue for FY 2009. Both of these items are for informational purposes only.

Grants and Related Activities Report

Dr. West presented the Grants and Related Activities report, **Exhibits C1 and C2**. **Exhibit 1** is the standard Grants report information, including all grants issued. **Exhibit C2** shows the number of Career Readiness Certificates (CRC) issued to-date. Both of these items are for informational purposes only.

Mr. Hudspeth recessed the meeting at 9:55 a.m. and reconvened the meeting at 10:05 a.m.

College Outreach Report

Dr. Larry Day presented and requested approval of **Exhibit D**, the Five-Year Capital Improvement Plan for FY 2011. The funding sources are a mixture of state funds and grant funds.

In a motion made by Mr. Chip Crane and seconded by Mr. Napoleon Moore, the SBCJC board **voted unanimously** to approve the Five-Year Capital Improvement Plan for FY 2011.

Dr. Day reported that he has been working with Dr. Reggie Sykes of IHL, on the African-American Male Initiative, which he has reported on in months past. The project has

been finished and has been presented to the IHL board by Dr. Sykes. Dr. Day said he intends to present that information to the SBCJC board in June.

Program Report

Dr. Fiona Qualls presented **Exhibit E**, the report on the Commission on Proprietary Schools and College Registration (CPSCR).

In a motion made by Mr. Bobby Steinriede and seconded by Mrs. Patricia Dickens, the SBCJC board **voted unanimously** to approve and accept the report on the Commission on Proprietary Schools and College Registration (CPSCR).

Dr. Qualls presented and requested approval of **Exhibit F**, the Location of Classes for the Summer 2009 semester.

In a motion made by Mr. Chip Crane and seconded by Mr. Napoleon Moore, the SBCJC board **voted unanimously** to approve the Summer 2009 Location of Classes.

Dr. Qualls reported there have been numerous GED graduation ceremonies in May, with more continuing throughout the month. The annual GED/ABE conference is scheduled for June 25 in Natchez and June 26 in Oxford.

In Athletics, Copiah-Lincoln won the softball championship as well as the baseball championship. In the Monitoring Division, staff members are finalizing Summer and Fall audit schedules. The E-Learning Division is planning for an upgrade to Black Board 8.25. They are also planning a MSVCC training academy which will offer on-line training to on-line instructors. Dr. Qualls stated SBCJC has a great on-line educational system in place.

Dr. Qualls reported that IHL had done the legwork for obtaining funding for the Lumina Grant and had willingly turned the function of the grant over to SBCJC. She concluded her report.

Dr. Clark commented that he is excited about the Lumina Grant and the great cooperation between our staff and IHL. The grant has potential to improve the quality of developmental math course as well as help a lot of people.

Technology Report

Mr. Ray Smith reported the Strategic Technology Council (STC), formed several months ago, has met several times. The Council has discovered the need for the colleges to design a common strategy on several issues. Currently, one of the main issues is the down time or outages of the internet at the colleges. Dr. Phil Sutphin, the MACJC point person for technology, requested that the STC bring a strategy forward for discussion at the legislative workshop. The STC, with a unanimous vote, agreed to push the idea to have a drill ready for disaster recovery. Another idea the STC has recommended is for the new data center in our proposed new building be considered the central point for all of the colleges to be in a position of having adequate access to recovery. There is a committee in place right now that is working on a one-page document to be submitted to Dr. Sutphin that he will hopefully submit to the presidents at the next MACJC meeting. The STC is dedicated to developing solutions. Mr. Smith concluded his report.

Research and Planning Report

On behalf of Mrs. Mitzzy Johnson, Missy Saxton provided the Research and Planning report. Mrs. Johnson has spent a lot of time analyzing data from Fall and Spring 2008 semesters for publication purposes. This is an on-going process and documentation will be created during this process. She will report on this at the June board meeting. She has met with personnel from the MSU Research and Curriculum Unit who are working with MDE regarding federal reporting requirements for the Tech Prep indicators. This will entail Mrs. Johnson going back through three years worth of data. Mrs. Johnson, along with several other staff members, met with industry personnel that were demonstrating business intelligence software. They reviewed their products for possible use. She is finalizing arrangements for the keynote speakers for the Annual Summer Meeting. She has also been helping to develop a budget for the agency along with other division heads. Mrs. Saxton concluded the report.

Legislative Report

Dr. Clark reported that a draft letter has been prepared to send to the Mississippi Congressional Delegation requesting federal funds to help with funding of the proposed SBCJC headquarters building. Dr. Clark distributed the draft version to Board Members and asked if it meets with their approval, staff will mail it out upon return to the office.

In a motion made by Mr. Chip Crane and seconded by Mrs. Patricia Dickens, the SBCJC board **voted unanimously** to approve the letter that has been written to our congressional delegation requesting their assistance in finding funds to assist with funding of the proposed SBCJC headquarters building.

Finance Report

Mrs. Deborah Gilbert presented the Finance report and referred SBCJC members to the Finance agenda tab.

Attachment 1 is the approval request for the Education Enhancement Fund Disbursements for Fund 4080 for \$2,871,341.00 and Fund 4110 for \$82,112.00, for a total amount of \$2,953,453.00, for May 31, 2009.

In a motion made by Mr. Ed Perry and seconded by Mr. Chip Crane, the SBCJC board **voted unanimously** to approve the request for the Education Enhancement Fund Disbursements for Fund 4080 for \$2,871,341.00 and Fund 4110 for \$82,112.00, for a total amount of \$2,953,453.00, for May 31, 2009.

Attachment 2 is an Update on the Education Enhancement Fund Reductions. This is for informational purposes only and does not require action.

Attachments 3a and 3b are the Financial Statements for Funds 2291 and Special Funds as of April 30, 2009. This is for informational purposes only and does not require approval.

Attachment 4 is the Purchasing Approval request for a one month renewal, May 1-May 31, 2009, of the KeyTrain software license and application service from Thinking Media

in the amount of \$16,666.67. This is the second amendment. The first amendment was in the total amount of \$100,000.02. KeyTrain and WorkKeys software promote workplace readiness and will be used by the employees and enrolled students of the colleges, ABE programs and WIN Job Center.

In a motion made by Mr. Bobby Steinriede and seconded by Mr. Chip Crane, the SBCJC board **voted unanimously** to approve the Purchasing Approval request for the one month renewal, May 1-May 31, 2009, of the KeyTrain software license and application service from Thinking Media in the amount of \$16,666.67.

Item five (5) on the Finance Agenda is the review of the FY 2011 Budget Request for Support and Administration. Mrs. Gilbert reported there was no budget to present at this time, as the Legislature has been unable to establish one. She said the agency budget team continues to work on a budget with the information they do have. She sent out a survey to all of the college business managers asking for their input on the Support side of the budget. Those responses are due May 15, 2009. Mrs. Gilbert asked the Board Members for their input regarding the FY 2011 Budget Request for both the Support Budget as well as the Administration Budget. Mrs. Gilbert concluded the Finance Report.

Travel Authorizations

In a motion made by Mr. Napoleon Moore and seconded by Mr. Bobby Steinriede, the SBCJC board **voted unanimously** to approve the travel expenses related to the Legislative Workshop to be held in Tunica, Mississippi, May 31, 2009 through June 3, 2009; travel expenses related to the SBCJC Board Meeting to be held June 19, 2009; travel expenses related to the MACJC Trustee's Conference July 9-11, 2009 in Biloxi, Mississippi, and the Regular Board meeting on July 10, 2009.

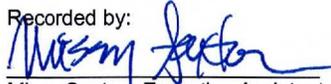
OTHER BUSINESS

Mr. Hudspeth reported he has talked with Mr. George Walker and he expects to be at the June Board Meeting. Mr. Hudspeth thanked the staff at MGCCC for their hospitality.

ADJOURNMENT

There being no other business, Mr. Hudspeth adjourned the meeting at 10:45 a.m.

Recorded by:


Missy Saxton, Executive Assistant

Approved by:


Mr. George Walker, Chairman


Dr. Eric Clark, Executive Director

Exhibits:

Career Technical
Workforce
Grants
College Outreach Report
Programs
Dr. Clark's Handouts & News Articles

Exhibit A
Exhibits B1 and B2
Exhibits C1 and C2
Exhibit D
Exhibits E and F