

MINUTES
STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES
BOARD MEETING
Friday, September 18, 2009

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, September 18, 2009.

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

SBCJC Staff in attendance: Dr. Eric Clark, Mrs. Deborah Gilbert, Dr. Debra West, Dr. Fiona Qualls, Mr. Ray Smith, Mrs. Mitzy Johnson, Mr. Kell Smith, Mr. Dexter Holloway, Mrs. Eloise Richardson, and Mrs. Missy Saxton.

Guests in attendance: Mr. Chuck Rubisoff, Office of the Attorney General; Dr. Reggie Sykes, Institutions of Higher Learning (IHL); and Mr. Greg Butler, Jones County Junior College.

CALL TO ORDER

Chairman George Walker called the meeting to order at 9:00 a.m. and provided the meeting notice for the October 16, 2009, SBCJC Board Meeting. The State Board for Community & Junior Colleges Committee of the Whole meeting will be held October 15, 2009, at Huntington's Grille in Jackson, Mississippi at 6:00 p.m. The meeting will reconvene in the Hilton Hotel Hattiesburg Room at 7:30 p.m. The Board Meeting will be held on October 16, 2009, at 9:00 a.m. in Room 507 of the Education & Research Building, 3825 Ridgewood Road, Jackson, Mississippi.

PRELIMINARIES

Chairman Walker asked Mr. Napoleon Moore to give the Invocation.

Approval of August 20 and 21, 2009 Meeting Minutes

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to approve the minutes of the August 20 and 21, 2009, SBCJC Board Meeting.

Approval of Agenda

In a motion made by Mr. Max Huey and seconded by Mr. Bobby Steinriede, the SBCJC Board **voted unanimously** for approval of the day's agenda.

REPORTS/ACTION

Executive Director's Report

Dr. Clark began his report by welcoming all Board Members to the meeting. He reported that Ms. Debbie Borgman, Director of Accounting, will be leaving the SBCJC staff at the end of October and has accepted a position at MS Gulf Coast Community College. Mr. Jason Carter has accepted the position of Director of Accounting.

Dr. Clark reported that SBCJC will receive a five percent cut in our budget. Given the fact that our budget has increased over the past several years, he thinks we will be able to handle this cut well.

The Legislative Budget hearing is Wednesday, September 23 at 1:30 at the Woolfolk Building. Dr. Clark plans to emphasize the fact that our enrollment is up dramatically from this time last year.

The SBCJC headquarters building is making progress. Nine architectural firms provided proposals and of those nine, the list was narrowed to three. Those firms are Eley Guild Hardy, Dean and Dean, and the McCarty Company. Those three firms were interviewed by SBCJC building committee members, as well as DFA Bureau of Building personnel on September 16, 2009. There was a unanimous decision made by members of the interview panel to employ Eley Guild Hardy as the architectural firm to design the SBCJC headquarters building.

Dr. Clark requested approval from the SBCJC Board to hire Eley Guild Hardy as the architectural firm to design the SBCJC headquarters building.

In a motion made by Mrs. Patricia Dickens and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to approve the hiring of Eley Guild Hardy as the architectural firm to design the SBCJC headquarters building.

Dr. Clark requested approval from the SBCJC Board for approval of Exhibit A, the proposed changes to SBCJC Policy and Procedure 1.3, regarding the dates that the Board meets, as well as the notice of conducting a meeting through teleconferencing or video, as provided by law and the manner of notification of meetings to the general public. If approved by the Board, this information will be submitted to the MS Secretary of State's office in accordance with the Administrative Procedures Act, for public review for at least 25 days. Any public comments will be collected and brought back to the Board. A final adoption can be considered at that time.

In a motion made by Mr. Ed Perry and seconded by Mrs. Patricia Dickens, the SBCJC Board **voted unanimously** to approve the proposed changes to SBCJC Policy and Procedure 1.3 and to submit said information to the MS Secretary of State's Office for APA review.

Dr. Clark reported that the Graduation Rate Task Force meets October 1. Mrs. Patricia Dickens represents Chairman Walker on this task force. The SBCJC has joined the MS Women in Higher Education Network and Dr. Debra West will represent the agency.

Hanover Research Council has submitted the requested report regarding the Economic Impact of Mississippi Community and Junior Colleges. Dr. Clark provided this report to Board Members and is added as Exhibit G. He reported that September is Campus Fire Safety Month and he attended a press conf with MS Insurance Commissioner Mike Chaney to promote the awareness of fire safety on college campuses. Dr. Clark attended a meeting with Career and Technical Education staff at MS Department of Education to rework a contract that SBCJC administers. The MS Community College Foundation Leadership Academy is having an educational forum at Copiah-Lincoln in Wesson September 18 and 19. Academy students from SBCJC are Mr. Kell Smith, Dr. Christian Pruett and Dr. Shawn Mackey.

The MACJC September meeting will be held on September 22nd at Southwest Community College. On the same date and at the same location, a state Homeland Security conference will be held, focusing on the awareness of homeland security issues on college campuses. Dr. Clark reported that he plans to attend the Jobs for Mississippi Graduates board meeting Friday, September 25th. The SBCJC generally contracts \$250,000 for support of JMG. Due to our own agency budget cuts, this amount will be reduced five percent to \$237,500. The Lamplighters' Conference will be held at MS Delta Community College September 30 through October 2nd. Dr. Clark will bring opening remarks to the honorees. Last month, the SBCJC Board passed a resolution for former board member Mrs. Brenda Yonge. Dr. Clark told Board Members this was sent in the mail to Mrs. Yonge.

Dr. Clark concluded his report.

MACJC Report

On behalf of Dr. Willis Lott, Dr. Clark provided the MACJC report. He reported that the increase in enrollment is great, yet it does cause some concerns regarding funding and over-capacity classes. The MACJC supports Dr. David Cole's request to request the Legislature to increase the maximum county millage. The Stennis Institute at MS State University will be hosting a two-day session in October to provide information regarding opportunities available to community colleges. He encouraged board members to attend athletic events at the community colleges.

Workforce Report

Mr. Greg Butler, Jones County Junior College Director of the Advanced Technology Center, presented information regarding the training program at the South MS Correctional Facility in Leakesville. This provides training for the prisoners that will allow them to enter into the workforce upon release from prison. Completers will earn a JCJC workforce certificate in the fields of electricity, welding, and/or plumbing and pipefitting.

Dr. West provided the standard workforce report, Exhibit B1. The WET Fund report, Exhibit B2, shows where we are to date in regard to transfers.

Grants and Related Activities Report

Dr. West presented Exhibit C1, the report for Grants currently being administered by personnel at the SBCJC. Exhibit C2 reports the number of Career Readiness

Certificates (CRC) issued to date.

Academic Affairs Report

Dr. Fiona Qualls provided the report for the Academic Affairs Division. She presented Exhibit D1 as the bi-monthly report for the Commission on Proprietary Schools and College Registration.

Exhibit D2 is the amended request for approval for the Fall 2009 Location of Classes request. Due to the increase in enrollment, colleges have had to acquire other open additional locations to instruct students.

In a motion made by Mr. Bobby Steinriede and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to approve the amended request for the Fall 2009 Location of Classes.

Dr. Qualls provided a handout showing data for the dramatic MSVCC enrollment increase over several years. She indicated that course enrollments have increased from around 8,119 in Fall 2001 to 53,411 in Fall 2009.

Mrs. Eloise Richardson provided a report for the GED/ABE division. Mrs. Richardson and Mrs. Oddie Floyd recently returned from a conference in Oklahoma, where the GED scoring agency is headquartered. The GED agency has developed a new website that will allow individuals to register online to take the GED test, as well as allow the instructors to be able to access required forms and print. Individuals taking the GED will be able to create a password and the day after taking the GED exam, will be able to access their GED score, minus the Writing score. This will allow individuals to know their GED score within two days.

Dr. Qualls reported to Board Members that the GED national agency has asked Mrs. Richardson to go to Oklahoma to train instructors administering the new GED test, available in 2012. The agency is offering to pay the expenses for Mrs. Richardson's travel, meals and lodging.

Dr. Qualls concluded the Academic Affairs Division report.

Mr. Walker called for a recess at 10:00 a.m. and reconvened the meeting at 10:20 a.m.

Technology Report

Mr. Ray Smith of the Information Technology Division presented his report. He provided a handout, added as Exhibit F, regarding a possible increase in bandwidth. With the increase in student enrollment, an increase in bandwidth is needed to support the WAN (Wide Area Network). The Strategic Technology Council met in August and discussed an upgrade for the community college wide area network. The group obtained pricing from AT&T. The total amount colleges are paying per month is \$14,086.00 and they are each receiving 50 Mega Bites of bandwidth for each college. Mr. Smith reports that there is an option to double the bandwidth to 100 Mega Bites per college. The new cost would be \$16,908.00 or approximately 20 percent more than the present monthly cost.

This increase in bandwidth could happen as early as next year, but does require advance preparations. Mr. Smith concluded his report.

Research and Planning Report

Ms. Mitzy Johnson presented Exhibit E, a report of the Highlights of Featured Facts for 2009 regarding college enrollment trends. This information was collected by the Southern Regional Education Board (SREB) and is being shared with the board members to inform them of the national enrollment trends. She reported to Board Members that data was to be submitted from the community colleges today for the legislatively mandated sixth week enrollment report.

Legislative Report

Dr. Clark mentioned again that the LBO Hearing is on Wednesday, September 23, 2009, at 1:30.

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 General Fund Disbursements out of Fund 2298 in the amount of \$10,706,893.00, for October 2009. This will require approval.

In a motion made by Mr. Ed Perry and seconded by Mr. Bruce Martin, the SBCJC Board **voted unanimously** to approve the General Fund Disbursements out of Fund 2298 in the amount of \$10,706,893.00, for October 2009.

Attachment 2 is the approval request for the Education Enhancement Fund Disbursements out of Fund 4080 in the amount of \$2,783,465.00 and Fund 4110 in the amount of \$82,112.00, totaling \$2,865,577.00, effective September 30, 2009. This will require approval.

In a motion made by Mr. Ed Perry and seconded by Mr. Bruce Martin, the SBCJC Board **voted unanimously** to approve the Education Enhancement Fund Disbursements out of Fund 4080 in the amount of \$2,783,465.00 and Fund 4110 in the amount of \$82,112.00, totaling \$2,865,577.00, effective September 30, 2009.

Attachment 3 is the Update on the Education Enhancement Reductions in FY 2010. This is for informational purposes only and does not require approval.

Attachments 4a and 4b are the requests to approve the Z-1 budget revisions reflecting a five percent budget cut. Attachment 4a is for the Support budget and Attachment 4b is for the Administrative budget.

In a motion made by Mr. Ed Perry and seconded by Mr. Bruce Martin, the SBCJC Board **voted unanimously** to approve the Z-1 budget revisions reflecting a five percent budget cut.

Attachments 5a and 5b are the Purchasing Approval requests for contracts with MS Department of Education and the Inter-Agency Agreement with the Office of the Attorney General. These requests will require approval.

In a motion made by Mr. Bobby Steinriede and seconded by Mrs. Patricia Dickens, the SBCJC Board **voted unanimously** to approve the contract, Attachment 5a, between SBCJC and the MS Department of Education for SBCJC to have the authority to manage the day-to-day operations of post-secondary vocational and technical education. Further, in the same motion, the SBCJC Board **voted unanimously** to approve Attachment 5b, the contract request between SBCJC and the Office of the Attorney General for the Attorney General's office to provide legal services to SBCJC from July 1, 2009 through June 30, 2010, in the amount of \$27,101.80.

Attachments 6a, 6b, and 6c are Financial Statements. Attachment 6a is for General Fund 2291 and Special Funds as of the Close of FY 2009. Attachment 6b is for General Fund 2291 and Special Funds as of August 31, 2009, FY 2010. Attachment 6c is the Lapse and Carryover Report for FY 2009. This is for informational purposes only and does not require approval.

Attachment 7 is the report provided by the Office of the State Auditor regarding the August 31, 2009 SBCJC property audit. 100 percent of the agency's inventory was identified. This is for information purposes only.

Travel Authorizations

Chairman Walker asked for requests to authorize travel reimbursements for events other than regularly scheduled Board Meetings.

Chairman Walker said any Board Member who wants to attend the LBO Hearing has authorization.

In a motion made by Mr. Bubba Hudspeth and seconded by Mrs. Patricia Dickens, the SBCJC Board **voted unanimously** to approve the travel authorization to attend the September board meetings, as well as the September 23, 2009, LBO Hearing.

OTHER BUSINESS

Mr. Bubba Hudspeth inquired about the Board Member's Flower Fund and asked that flowers be sent to the family of Dr. Larry Day. He further requested that a resolution be written and spread on the minutes about the numerous contributions Dr. Day made to the community college system.

ADJOURNMENT

There being no other business, Chairman Walker adjourned the meeting at 11:00 a.m.

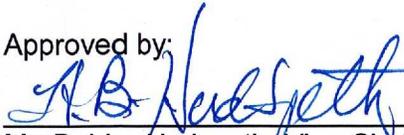
Recorded by:



Missy Saxton, Executive Assistant

SBCJC Board Meeting Minutes
Friday, September 18, 2009

Approved by:


Mr. Bubba Hudspeth, Vice-Chairman


Dr. Eric Clark, Executive Director

Exhibits:

Executive Director
Workforce
Grants
Academic Affairs
Technology
Research & Planning
Finance Report
Dr. Clark's Handouts & News Articles

Exhibits A and G (added later)
Exhibits B1 & B2
Exhibits C1 & C2
Exhibits D1 & D2
Exhibit F (added later)
Exhibit E
Separate Agenda