

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

The regular meeting of the State Board for Community and Junior Colleges (SBCJC) was held 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 18, 2009.

Members present: Mr. George Walker, Chairman; Mr. Bubba Hudspeth, Vice-Chairman; Mr. Ed Perry, Mr. Max Huey, Mrs. Patricia Dickens, Mr. Bobby Steinriede, Mr. Bruce Martin, Mr. Napoleon Moore and Mr. Chip Crane.

SBCJC Staff in attendance: Dr. Eric Clark, Mrs. Deborah Gilbert, Dr. Debra West, Dr. Shawn Mackey, Mr. Kell Smith, and Mrs. Missy Saxton.

Guests in attendance: Mr. Chuck Rubisoff, Office of the Attorney General; Dr. Reginald Sykes, Institutions of Higher Learning (IHL); and Mr. Ronnie Hampton of Meyer & Rosenbaum.

CALL TO ORDER

Chairman George Walker called the meeting to order at 9:00 a.m. and provided the meeting notice for the January 15, 2010, SBCJC Board Meeting. The State Board for Community & Junior Colleges Committee of the Whole meeting will be held January 14, 2010, 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 January 15, 2010, at 9:00 a.m. in Room 507 of the Education & Research Building, 3825 Ridgewood Road, Jackson, Mississippi.

PRELIMINARIES

Vice-Chairman Hudspeth provided the Invocation.

Approval of November 19 & 20, 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 November 19 & 20, 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, to include discussion of the procedures for evaluation of the Executive Director, after item number one on the agenda, REPORTS/ACTIONS.

REPORTS/ACTIONS

Executive Director's Report

Dr. Clark began his report by welcoming all Board Members to the meeting and wishing everyone a Merry Christmas.

He asked Board Members to refer to **Exhibit A1**, SBCJC Policy and Procedure 1.3, which

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contains information regarding SBCJC Board Meeting dates. This information has been submitted to the Mississippi Secretary of State's office for APA review and comment. If adopted by the Board, this will become effective 30 days after the date of filing. Dr. Clark requests that the Board adopt this as a Final Action.

In a motion made by Mr. Ed Perry and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to adopt SBCJC Policy and Procedure 1.3 as a Final Action.

Dr. Clark reported that Governor Haley Barbour released his Executive Budget Recommendation on Monday, November 16. The Legislative Budget Committee released their proposed budget December 15, 2009. Both budgets recommend cuts to the CJC system. If the CJC system receives further cuts, we must remember that our budget has increased over the past several years, which helps us sustain the cuts. Dr. Clark said the agency will continue to be prudent and conservative, and we should continue to make our case for appropriate funding due to enrollment increases.

The presidents and Dr. Clark met with Governor Haley Barbour on December 16. In discussions with Governor Barbour, Dr. William Lewis, President of PRCC, made the point that while Nursing programs are needed, they are very expensive to community colleges. Several other presidents indicated the same situation was happening at their colleges. Governor Barbour asked Dr. Clark to survey the colleges to see how much of a net loss there was in recent years in their Nursing programs and to expand the survey to include allied health classes.

Dr. Clark provided a handout to Board Members regarding the Graduation Rate Task Force (GRTF) final recommendations. Members of the GRTF from the CJC system are Board Member Mrs. Patricia Dickens, MGCCC president Dr. Willis Lott, Meridian CC president Dr. Scott Elliott and Dr. Clark. He reported he is excited about the results, and if they are implemented, college students would benefit greatly. Page 13 of the handout is the core information of how CJC students will benefit. Dr. Clark reported that the recommendations made passed the GRTF unanimously. He further stated that Dr. Hank Bounds has been a strong supporter of the recommendations made in the GRTF final study.

Dr. Clark is pleased with the progress made due to the agency reorganization approved by the Board Members in November and he expressed his thanks to the Board. The agency is working hard to fill the vacancies left by the reorganization. A new accountant has been hired in the Finance division and Ms. Holly Sauvignon will begin the beginning of January.

Dr. Clark has been conducting thirty minute office visits with all members of staff. This is a practice he started at the Secretary of State's Office and is something he enjoys doing and learns a lot from.

Dr. Clark has been attending and speaking at some MS Economic Council Road Show events. He recorded a video which has been shown at meetings he has been unable to attend. He provided a copy of his script to board members and encouraged them to use the information as talking points when communicating our message to their local legislators and supporters of the community college system.

Dr. Clark participated in a radio interview with Mr. Sid Salter, whom is associated with Supertalk Radio. Mr. Salter is also the Perspective Editor at The Clarion Ledger and Dr. Clark mentioned to him that we would like to have an audience with The Clarion Ledger Editorial Board. Mr. Salter will be in touch regarding this meeting.

Dr. Clark was invited by MS Public Broadcasting to tape an interview which was broadcast during the pre-game activities of the Mississippi high school football playoffs on December 3-5. MPB was soliciting sponsorships for the games. MPB offered to air twelve 30 second spots for \$3,000.

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Dr. Clark communicated with Chairman Walker and Vice-Chairman Hudspeth said they both agreed this could be very valuable for public relations. Dr. Clark also communicated with MACJC president Dr. Lott, who agreed to let the MACJC pay half of the cost. SBCJC paid \$1,500 and MACJC paid \$1,500. Dr. Clark played this television spot for the Board Members.

Dr. Clark and Mrs. Deborah Gilbert have been working on reviewing the SBCJC Internal Controls. One of the proposed items developed out of this review is an agency Code of Ethics. Mr. Kell Smith has drafted **Exhibit A5**, based on sample codes of ethics from other state agencies and Dr. Clark requested Board Members to review this document and make suggestions, to be considered for possible approval in January.

Dr. Clark would like to initiate a Strategic Planning effort for the agency. He would like for Senior Staff Members- Dr. Debra West, Mrs. Deborah Gilbert, Dr. Fiona Qualls, Mr. Ray Smith, Dr. Shawn Mackey, Mr. Kell Smith, Mrs. Missy Saxton, and himself- to work on a long range plan for maximum effectiveness and efficiencies and to also complement the strategic plan that the MACJC members are in the process of adopting.

Dr. Clark distributed a report from Dr. Eddie Smith, the SBCJC appointee to the MPB Board, of the November activities at MPB.

Dr. Clark presented to the Board proposed updated job descriptions and requested approval of **Exhibits A2, A3 and A4**. These are for the positions of Assistant Executive Director for Research and Planning, Director of Career and Technical Education and Program Specialist-Monitoring, respectively.

In a motion made by Mrs. Patricia Dickens and seconded by Mr. Chip Crane, the SBCJC Board **voted unanimously** to approve the updated job descriptions for the positions of Assistant Executive Director for Research and Planning, Director of Career and Technical Education and Program Specialist-Monitoring.

Dr. Clark concluded his report.

MACJC Report

Dr. Lott was unable to attend the meeting and there was no report.

Chairman's Report on Executive Director Evaluation Process

Chairman Walker reported that the time is upon the Board Members to conduct the annual evaluation of the Executive Director. Evaluation forms were provided to all Board Members, as well as self-addressed, stamped envelopes addressed to Chairman Walker's home. Mr. Walker asked all Board Members to complete their evaluation and send to him by mail no later than January 4, 2010. The Committee members are Chairman George Walker, Vice-Chairman Bubba Hudspeth, Mrs. Patricia Dickens and Mr. Ed Perry. The Committee will bring their report to the January board meeting in an Executive Session.

Career and Technical Education Report

Dr. Shawn Mackey, Associate Executive Director of Workforce and Career and Technical Education, presented information pertaining to Workforce, Career and Technical Education and Grants & related activities.

Dr. Mackey thanked the Board Members, Dr. Clark and Dr. West for the confidence they have placed in him and his abilities to perform the tasks required of this position.

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Dr. Mackey presented **Exhibit B**, the 2009 Curricula Revisions for Career and Technical Education. This is an annual request and the current cycle includes 14 programs that were revised. He requested that these be considered for APA review, with the exception of the Digital Arts and Design Technology program. He hopes to bring that section forward in January.

In a motion made by Mrs. Patricia Dickens and seconded by Mr. Bobby Steinriede, the SBCJC Board **voted unanimously** to approve the 2009 Curricula Revisions, with the exception of the Digital Arts and Design Technology program, for APA review.

Workforce Report

Dr. Mackey provided the standard workforce report, **Exhibit C1**. The WET Fund report, **Exhibit C2**, will be presented by Dr. West.

Grants and Related Activities Report

Dr. Mackey presented **Exhibit D1**, the report for Grants currently being administered by personnel at the SBCJC. **Exhibit D2** reports the number of Career Readiness Certificates (CRC) issued to-date.

Academic Affairs Report

On behalf of Dr. Fiona Qualls, who is out of the country, Dr. Debra West presented the Academic Affairs Report.

Dr. West presented and requested approval for **Exhibit E**, Location of Classes for the Spring 2010 semester.

In a motion made by Mr. Napoleon Moore and seconded by Mr. Bruce Martin, the SBCJC Board **voted unanimously** to approve the Location of Classes for the Spring 2010 semester.

Dr. West presented for approval, the recommendations made by Dr. Qualls, a slate of nominees for the Nissan Scholarship Committee. This is **Exhibit F**.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Chip Crane, the SBCJC Board **voted unanimously** to approve the slate of nominees for the Nissan Scholarship Committee.

Dr. West concluded the Academic Affairs report.

Technology Report

Mr. Ray Smith was not present, therefore; there was no report.

Legislative Report

Dr. Eric Clark reported that he and Dr. Clyde Muse met with Dr. William Lewis and Representative Percy Watson to discuss capital construction needs. He did use the opportunity to discuss the SBCJC Headquarters building.

Dr. Clark and staff will be introducing several bills in the 2010 Legislative session. Mr. Kell Smith informed Board Members that he had provided them with a CD containing a summary of the 2009 Legislative Session. Mr. Smith reported that he will be tracking repealers dealing with workforce development centers and items in conjunction with the Board of Health. Also, Mr. Martin, Attorney General Office of Counsel Mr. Chuck Rubisoff and Mr. Smith have discussed introducing

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language into the EdNet statute to strengthen the law regarding the agency receiving revenue from the leases.

Dr. Clark reported that the MACJC voted recently to request the Legislature to authorize an increase in the maximum millage amount given by counties. Dr. Muse is interested in requesting authority from the Legislature to be able to issue revenue bonds for construction purposes. Proprietary School fees have been set in the law since the early 1990s and are out of date. Dr. Clark will request that the Commission on Proprietary Schools and SBCJC be authorized to increase the fees to cover the cost of the SBCJC overseeing the schools. Dr. Clark and staff are going to request for the second year in a row, to change the SBCJC appropriation bill language to take out the requirement that the CJC system count our students in the 6th week. All of this is being done with the counsel of Mr. Chuck Rubisoff.

Chairman Walker called for a recess at 10:00 and Board Members and SBCJC Staff enjoyed a Christmas reception in the Jackson State Universities Center lobby. The meeting was reconvened at 10:30 a.m. in Room 507 of the Education and Research Center.

Deputy Executive Director Report

Deputy Executive Director Dr. Debra West began her report by updating the Board Members on the status of the Workforce Enhancement Training (WET) Funds. One of the three triggers that effectively suspends flow of WET Funds to the agency workforce training funds has been met. The trigger reached was the \$500 million floor on the UI Trust Fund. This trigger being reached does immediately shut the flow of funds off, however, because of the way the Unemployment Insurance taxes are collected, the agency could have a couple of months where the WET funds will continue to flow. The agency receives approximately \$20 million annually through the WET Fund. Dr. West reported that she understands the Governor is committed to seeing legislation being introduced that will ensure continued fund flow through 2010 and beyond and to ensure that there is, in the future, a mechanism in place by which this fund could be restarted automatically if one of the three triggers is met again. Dr. West presented **Exhibit C2**, which provides the current balance of workforce training funds.

Dr. West reported that she and other staff members will be interviewing applicants on December 21 and 22 for the position of Assistant Executive Director for Research and Planning, as well as Director of Career and Technical Education.

Dr. West reported she and Assistant Executive Director of Information Technology Mr. Ray Smith have worked with Dr. Mimmo Parisi and Mr. Mike Taquino from the National Strategic Planning and Assessment Research Center (NSPARC), as well as working with representatives from MDE, the Governor's office and IHL to put together and submit a grant application for a Longitudinal Data System for the State of Mississippi. If approved, a total of \$1.2 million will come into the community college and universities funds for various purposes. The funds will provide for a data infrastructure adjustment for SBCJC and the colleges. Mr. Ray Smith has worked on adjusting our infrastructure and is prepared. The funds will also allow community college personnel to provide the statewide training for LDS users. The results of the grant application should be announced in March 2010.

Dr. West concluded her report.

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 Disbursement out of Fund 2298 in

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the amount of \$30,028,457.00 for January 2010. The Finance Agenda lists the amount of \$30,028,461.00 but that is a typo. The correct amount is \$30,028,457.00.

In a motion made by Mr. Ed Perry and seconded by Mr. Chip Crane, the SBCJC Board **voted unanimously** to approve the General Fund Disbursement out of Fund 2298 in the amount of \$30,028,457.00 for January 2010.

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 \$82,111.00, totaling \$2,865,576.00 effective December 31, 2009.

In a motion made by Mr. Max Huey and seconded by Mr. Napoleon Moore, 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 \$82,111.00, totaling \$2,865,576.00 effective December 31, 2009.

Attachment 3 is the Report on Cumulative Reductions in Education Enhancement Funds. This is for informational purposes only and does not require approval.

Attachments 4a and 4b are Financial Statements for General Fund 2291 and Special Funds as of November 30, 2009. These are for informational purposes only and do not require approval.

Mrs. Gilbert distributed the FY 2010 Funding Booklet to Board Members. This booklet contains information about the agency and employee costs, such as health and life insurance, as well as funding formulas for various divisions in the agency. She will distribute to staff members and Business Managers soon.

Attachment 5 is the Joint Legislative Budget Committee Recommendations for FY 2011. Mrs. Gilbert provided an additional handout to Board members. This is for informational purposes only.

Attachment 6 is the information for the Proposed Hotel Accommodations for 2010. Mrs. Saxton presented this information and requested from the Board, their preference for hotel accommodations for 2010.

Chairman Walker stated it was his preference to utilize the Jackson Hilton for hotel accommodations. The Board members who frequently attend the Thursday evening board meeting and spend the night, concurred.

Mrs. Gilbert concluded her report.

Travel Authorizations

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

Mr. Hudspeth attended a building dedication ceremony on December 13, 2009 at East Central Community College in Decatur.

In a motion made by Mr. Chip Crane and seconded by Mr. Bobby Steinriede, the SBCJC Board **voted unanimously** to approve the travel request of Mr. Hudspeth who attended a building dedication ceremony at East Central Community College on December 13, 2009.

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OTHER BUSINESS

Chairman Walker noted that Board Members had been provided a schedule of SBCJC Board Meetings for 2010.

ADJOURNMENT

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

Recorded by:


Missy Saxton, Executive Assistant

Approved by:


Mr. George Walker, Chairman


Dr. Eric Clark, Executive Director

Exhibits:

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

Exhibits A1, A2, A3, A4, & A5
Exhibit B
Exhibits C1 & C2
Exhibits D1 & D2
Exhibits E & F
No Exhibit
No Exhibit
Separate Agenda