

**MINUTES**  
**STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES**  
**Friday, July 9, 2010**

The regular meeting of the State Board for Community and Junior Colleges (SBCJC) was held at 9:00 a.m. on Friday, July 9, 2010, at the Beau Rivage Conference Center, Room Magnolia F, located at 875 Beach Boulevard, Biloxi, Mississippi, 39530.

**Members present:** Mr. Bubba Hudspeth, Chairman; Mrs. Patricia Dickens, Vice Chairman; Mr. Max Huey; Ms. Toni Cooley; Mr. Bobby Steinriede; Mr. Bruce Martin; Mr. Chip Crane and Mr. Ed Perry.

**SBCJC Staff in attendance:** Dr. Eric Clark, Mrs. Deborah Gilbert, Dr. Debra West, Dr. Shawn Mackey, Dr. Fiona Qualls, Mr. Ray Smith, Mr. Jim Hood, Mr. Kell Smith, Mrs. Missy Saxton, Mrs. Marilyn Gardner and Mr. Jim Southward.

**Guests in attendance:** Dr. Scott Elliott, Meridian Community College and MACJC Chairman; and Mr. Chuck Rubisoff, Office of the Attorney General.

**CALL TO ORDER**

Chairman Bubba Hudspeth called the meeting to order at 9:00 a.m. and read the meeting notice for the August 20, 2010, SBCJC Board Meeting.

**MEETING NOTICE**

The State Board for Community and Junior Colleges Committee of the Whole dinner meeting will be held Thursday, August 19, 2010 at Huntington's Grill at 6:00 p.m. We will reconvene in the Hattiesburg Room of the Hilton Hotel at 7:30 that same evening. The regular monthly meeting of the State Board for Community and Junior Colleges will be held at 9:00 a.m., Friday, August 20, 2010, at the State Board for Community and Junior Colleges, 3825 Ridgewood Road, Room 507 of the Education and Research Center in Jackson, Mississippi.

**PRELIMINARIES**

Chairman Hudspeth welcomed all board members and provided the invocation.

**Approval of June 17 and 18, 2010 Meeting Minutes**

In a motion made by Mr. Chip Crane and seconded by Mr. Bruce Martin, the SBCJC Board **voted unanimously** to approve the minutes of the June 17 and 18, 2010, SBCJC board meetings.

**Approval of Agenda**

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

**REPORTS/ACTIONS**

**Executive Director's Report**

Dr. Clark began his report by welcoming all Board Members. He reported that he attended a press conference with Governor Haley Barbour and Secretary of the Navy Ray Mabus, this past week. Dr. Clark provided a letter to Secretary Mabus expressing interest and offering assistance

in training individuals to assist with the oil spill. This letter was provided to board members.

Dr. Clark referred members to **Exhibit A1**, which is a current and proposed diagram of the agency organizational chart. Dr. Clark is requesting to modify the chart to show the movement of the Director of eLearning & Distance Learning and the Program Specialist for eLearning from reporting to the Associate Executive Director for Academic Affairs, to those two positions reporting to the Deputy Executive Director for Programs and Accountability. The Director of eLearning would be promoted to Assistant Executive Director for eLearning and Instructional Technology and the Program Specialist for eLearning would be promoted to Director of Training and Professional Development.

In a motion made by Mr. Max Huey and seconded by Mrs. Patricia Dickens, the SBCJC Board **voted unanimously** to approve the movement of the Director of eLearning and Distance Learning and the Program Specialist for eLearning, from reporting to the Associate Executive Director for Academic Affairs, to those two positions reporting to the Deputy Executive Director for Programs and Accountability. The Director of eLearning will be promoted to Assistant Executive Director for eLearning and Instructional Technology and the Program Specialist for eLearning will be promoted to Director of Training and Professional Development.

Dr. Clark asked board members to approve an updated job description for the position of Administrative Assistant, **Exhibit A2**. Formerly, the employee in the Administrative Assistant position was providing support to Dr. Larry Day. After Dr. Day's death, the employee moved to assist Dr. Shawn Mackey. The job description reflects the changes in the employee's duties.

In a motion made by Mrs. Patricia Dickens and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to approve the updated job description for the position of Administrative Assistant.

Dr. Clark reported that he provided a letter to Governor Haley Barbour's office regarding the appointment of two board members. Dr. Clark also spoke with Mr. Parks McNabb in the governor's office and Mr. McNabb said he hopes the two appointments will be made soon.

Dr. Reginald Sykes, formerly an Assistant Commissioner with the Institutions of Higher Learning, has been appointed as the president of Alabama Southern Community College. Dr. Clark expressed his appreciation for the assistance and vision that Dr. Sykes provided to our board.

At the MACJC Legislative Workshop held June 6-9, 2010, the presidents unanimously endorsed the proposed name change from the State Board for Community and Junior Colleges to the Mississippi Community College Board. This will be presented to the trustees at the Trustees conference as part of the legislative agenda.

Dr. Clark reported that the first meeting for the Education Achievement Council (EAC) was scheduled for June 23. The meeting will be postponed until August 4. This council is a follow up to the Graduation Rate Task Force. The goal of the EAC is to increase Mississippi's education and skill levels to the national average by 2025. The EAC will include six members of the community college system: Mr. Bubba Hudspeth, Mrs. Patricia Dickens, Dr. Glenn Boyce, Dr. Jesse Smith, Dr. Ronnie Nettles, and Dr. Clark.

The Mississippi Community College Foundation Leadership Academy, led by Dr. Howell Garner, began its second class on Sunday, June 27. Dr. Clark spoke to the students in the academy Sunday night. Chairman Hudspeth, Mr. Huey, and Mr. Martin spoke to the students about the role of the SBCJC in a panel discussion on June 30. Dr. Clark will have an interview next week with Randy Bell, a radio news reporter. He will speak to the Tupelo Kiwanis Club on July 30.

Dr. Clark concluded his report.

### MACJC Report

Dr. Scott Elliott, president of Meridian Community College and Chairman of the MACJC, began his report by saying he thought the MACJC legislative workshop was productive and provided candid dialogue with elected officials. He suggested that it will take a team effort to get the message out regarding the value and importance of community colleges. This will have to be a team comprised of trustees, foundations, alumni, and business community's members, as well as presidents and staff. He said we will all have to become political activists to promote our message effectively.

For his monthly report to the SBCJC board, Dr. Elliott said he would ask all presidents to report to him highlights that are going on at their respective colleges and he would in turn share that information with the SBCJC board and staff at the monthly meetings. Dr. Elliott shared information about Copiah-Lincoln CC, Hinds CC, Holmes CC, Itawamba CC, Meridian CC, MS Delta CC, Pearl River CC, the Mississippi Corridor Consortium and news from the Faculty Association.

### Career and Technical Education Report

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

Dr. Mackey provided an update to board members regarding the first Post-Secondary Career and Technical Summer Conference to be held August 5, 2010 at the Hilton in Jackson. The planning is nearly complete and thus far, 625 have registered. Dr. Mackey invited all board members to attend the conference.

Dr. Mackey provided a progress report handout for the Jones County Junior College and South MS Correctional Institution inmate training project.

Dr. Mackey presented **Exhibit B1**, a New Program request from Coahoma Community College for a Brick, Block and Stone Masonry Program.

**Exhibit B2** is a New Option request from Northwest MS Community College in Industrial Electronics Engineering Technology.

**Exhibit B4** is a New Option request from Northeast MS Community College in Medical Assisting.

In a motion made by Mrs. Patricia Dickens and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to approve the New Program requests for Coahoma CC for a Brick, Block and Stone Masonry certificate; Northwest MS CC for a Industrial Electronics Engineering Technology certificate; and Northeast MS CC for a Medical Assisting certificate.

**Exhibit B3** is a Program Closure request from Northwest MS Community College for their Telecommunications program. This program was not able to maintain a sufficient enrollment to justify its operation. This is for informational purposes only.

### Workforce Report

Dr. Mackey provided the standard workforce report, **Exhibit C**. All workforce projects are in the processing of closing out and will be closed out by July 30. There is no WET Fund report this month as the information provided last month has not changed since the June meeting and the fiscal year closed out on June 30. Dr. Mackey reported that a deposit has been received for FY 2011 from MS Department of Employment Services in the amount \$92,822.00.

Dr. Mackey stated the FY 2011 Workforce Policy revisions have been submitted for APA review through the MS Secretary of State's office and no comments have been received to-date. The policies will be submitted for APA Final Approval through the MS SOS on July 19 and should be presented to the Board at the August board meeting for final approval.

### **Grants and Related Activities Report**

Dr. Mackey presented **Exhibit D1**, the data for the number of Career Readiness Certificates (CRC's) issued to-date, as well as the Grants report, **Exhibit D2**. MS Department of Employment Services has said they intend to provide an additional \$150,000 to fund the CRC program. These reports are for information only.

Dr. Mackey concluded his report.

### **Academic Affairs Report**

Dr. Fiona Qualls, Associate Executive Director for Academic Affairs, presented the report for the MS Virtual Community College (MSVCC.) She reported MSVCC summer enrollment is up 66 percent from this time last year. Students have been eligible for three semesters of Pell grants this year for the first time ever. This contributes to the increased enrollment. The University of Southern MS is almost ready to begin the pilot program where their students will be allowed to take online courses through MSVCC. This program is limited to 100 students. MSVCC staff will begin their training academy soon for first-time online instructors.

Dr. Qualls reported that personnel from the Southern Association of Colleges and Schools (SACS) have asked MS folks to give two presentations at their annual conference to be held in Louisville, Kentucky. A leadership training presentation will be provided by Dr. Christian Pruett (SBCJC), Dr. Howell Garner (MCCF), Dr. Andrea Mayfield (EMCC), Dr. Samuel Jones (JCJC), and Ms. Kate Covich (ECCC). The second presentation will be on the efficacy of teaching science labs online, also presented by Dr. Mayfield and Dr. Pruett. This is an honor to be asked to present as there will be more than 3,000 people in attendance for this conference.

In Academic Affairs, Dr. Qualls will be presenting information to the MS Superintendent's Association regarding dual enrollment and dual credit. She presented **Exhibit E**, the Commission on Proprietary Schools and College Registration report. This report is for information purposes only.

Dr. Clark informed board members that he has asked Dr. Qualls to become more involved in the legislative process by spending time at the Capitol beginning with the 2011 legislative session, as well as lending her experience to determining agency policy and answering policy questions. She will also lend her expertise into the accreditation process led by SACS.

Chairman Hudspeth called for a recess at 10:05 a.m. and reconvened the meeting at 10:10 a.m.

### **Technology Report**

Mr. Ray Smith, Assistant Executive Director for Information Technology, reported there will be upcoming upgrades which will increase our colleges' internet bandwidth by approximately 50 percent. For the next 30 days, the main focus of the Technology department will be the redesign of the data center to accept additional hardware for these upgrades. Mr. Smith reported that Mr. Ive Burnett of the Technology department has been working with Dr. Christian Pruett regarding the USM virtual college pilot with MSVCC. Mr. Burnett has made modifications with coding which will allow for growth for more virtual programs in the future.

Mr. Smith reported there is an upgrade to a device we have in our data center now that will give the option to prioritize traffic to a specific website during a particular time of the school year. This

will allow a specific location on the internet to be determined and information will be allowed to transmit to that specific location and have priority over other sites. An example of this is, during testing times, any information pertaining to the testing of a student will have priority over a movie or music website. Mr. Smith concluded his report.

#### **Research and Planning Report**

Mr. Jim Hood, Assistant Executive Director for Research and Planning, referred to his SBCJC newsletter article that reported IHL's graduation rate is at 50 percent and CJC's are at 22 percent. The CJC rates are lower because our student enrollment is so fluid because of more part-time students and our students are not as apt to get an AA degree as students are to get a bachelor's degree.

Mr. Hood mentioned that there is a national push to tie graduation rates to funding in the near future. We are trying to be proactive and work with institutions to get their graduation rates up and we think there are some things that we can do that are relatively quick and easy to get those rates up. One thing is to educate our people on the importance of graduation rates in conjunction with transfer-out rates. Another thing we can do is actively or aggressively pursue transfer-out students. Our institutions must make arrangements to track where those students go. Currently there are two ways to track students. IHL offers a free service where institutions can track their students enrolling in an IHL institution. There is also a service that institutions can purchase which is sponsored by the National Student Clearing house. All of our institutions except four participate. The third initiative is to talk with CJC presidents and encourage them to reexamine their graduation fees. We are finding that some students would rather not graduate because they have to pay graduation fees. We will encourage presidents to restructure their fees so students will not have to pay fees at graduation time.

Mr. Hood reported that the enrollment and audit function of his unit has completed the fall enrollment audit and will start to schedule the spring audits. He concluded his report.

#### **Deputy Executive Director Report, Programs and Accountability**

Dr. Debra West began her report by informing board members about an initiative she has been working on with the US Department of Health and Human Services. They began issuing calls for proposals for a HRSA Grant, a federal grant focused primarily on health care initiatives. This grant authorizes funds for states to plan and implement healthcare WF development strategies at the state and local levels. These strategies are expected to lead to a 10 to 25 percent increase in the primary care and health work force over a 10 year period. The SWIB is the eligible applicant for this grant, but Dr. West is working with Yolanda Boone (MDES) and Wanda Jones (Office of Nursing Workforce) to write and submit the grant on behalf of the SWIB.

The first round for the planning grant will be for a one year period in the amount of \$150,000. If we receive the implementation grant, then we automatically become eligible for a larger pot of the money, \$1.5 to 2 million, the following year. The grant focuses on education in training for all types of health care workers, regardless of whether they are doctors, nurses, medical billing and coding clerks, health information technology specialists, etc. We are running analyses to determine occupational areas with the most potential for growth and the greatest need for filling vacancies. Dr. West concluded her report.

#### **Deputy Executive Director Report, Finance and Administration**

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 for August and September 2010 in the amount of \$7,833,885.00, for both months.

In a motion made by Mr. Ed Perry and seconded by Mr. Chip Crane, the SBCJC Board **voted unanimously** to approve the General Fund Disbursements out of Fund 2298 for August and September 2010, respectively, in the amount of \$7,833,885.00 for each month.

**Attachment 2** is the approval request for the Education Enhancement Fund Disbursement out of Fund 4080 in the amount of \$2,472,510.00 and Fund 4110 in the amount of \$82,112.00, for a total amount of \$2,554,622.00, effective July 31, 2010. This will be the first disbursement out of these funds for FY 2011.

In a motion made by Mr. Ed Perry and seconded by Mr. Chip Crane, the SBCJC Board **voted unanimously** to approve the Education Enhancement Fund Disbursement out of Fund 4080 in the amount of \$2,472,510.00 and Fund 4110 in the amount of \$82,112.00 for a total disbursement of \$2,554,622.00, effective July 31, 2010.

**Attachment 3** is an Update on Education Enhancement Fund Reductions for FY 2010. This report indicates that EEF cuts totaled \$3,258,368.00 in FY 2010. This is for informational purposes only and does not require approval.

**Attachments 4a and 4b** are the Financial Statements for General Funds 2291 and Special Funds as of June 30, 2010. These are for informational purposes only and do not require approval.

**Attachments 5a, 5b, 5c and 5d** are four separate Purchasing Approval requests with two involving contracts and the other two were where we received quotes. Mr. Ed Perry asked for them to be approved all together.

**Attachment 5a** is the Inter-Agency agreement for the Office of the Attorney General to provide legal services to the SBCJC from July 1, 2010 through June 30, 2010, in the amount of \$27,101.80. This is the same amount as last year.

**Attachment 5b** is the contract with IHL/MARIS to provide statewide Geospatial site licenses for the time period of July 1, 2010 through June 30, 2010 in the amount of \$230,000.00. IHL will in turn contract with three entities for the Geospatial site licenses. All 15 community college and all eight state universities students and faculty will be able to utilize these site licenses.

**Attachment 5c** provides quotes for equipment upgrades from AT&T that will allow for an increase in bandwidth from 400 MB to 750 MB. The first quote is for Cisco ASA 5580 Firewall in the amount of \$70,594.00 and the second quote is for a Cisco 6500 Core switch in the amount of \$72,956.00. Mrs. Gilbert said she would like for this request to be approved with the provision that the total cost not exceed \$150,000.00 and that the funds will come from the FY 2011 CJC Support Education Technology Fund.

**Attachment 5d** is the quote for the Packeterring Software to provide traffic priority on the network to increase testing efficiency for MSVCC students. The quote is from Business Communications Distributors, Inc in the amount of \$31,846.00 to come from MSVCC fees.

In a motion made by Mrs. Patricia Dickens and seconded by Mr. Bobby Steinriede, the SBCJC Board **voted unanimously** to approve the **5a)** Inter-Agency agreement with the Office of the Attorney General to provide legal services to the SBCJC from July 1, 2010 through June 30, 2010, in the amount of \$27, 101.80; **5b)** Contract with IHL/MARIS to provide statewide Geospatial site licenses for the time period of July 1, 2010 through June 30, 2010 in the amount of \$230,000.00; **5c)** Quotes for equipment upgrades from AT&T that will allow for an increase in bandwidth from 400 MB to 750 MB not exceed \$150,000.00; and **5d)** Quote for the Packeterring Software in the amount of \$31,846.00.

**Attachment 6** is the approval request for the Five-Year Capital Improvement Plan FY 2012 through FY 2016. This will be submitted to the Department of Finance and Administration Bureau of Building and Grounds. When projects are begun at the colleges during the years specified in the plan, the projects must be in this Capital Improvement Plan.

In a motion made by Ms. Toni Cooley and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to approve the Five-Year Capital Improvement Plan FY 2012 through FY 2016. Mrs. Gilbert concluded her report.

### **Travel Authorizations**

Chairman Hudspeth asked for requests to authorize travel reimbursements for events other than regularly scheduled Board Meetings. Mr. Max Huey, Mr. Bruce Martin and Chairman Hudspeth spoke at the MS Community College Foundation Leadership Academy on June 30, 2010, at Eagle Ridge Conference Center in Raymond, MS. All board members were invited to attend the MACJC Trustees Conference to be held Friday, July 9<sup>th</sup> and Saturday, July 10, 2010. Chairman Hudspeth and Vice Chairman Dickens will be attending the Educational Achievement Council meeting on August 4, 2010.

In a motion made by Mr. Max Huey and seconded by Mr. Chip Crane, the SBCJC Board **voted unanimously** to approve the travel request reimbursements of Mr. Max Huey, Mr. Bruce Martin and Chairman Hudspeth who spoke at the MS Community College Foundation Leadership Academy on June 30, 2010, at Eagle Ridge Conference Center in Raymond, MS; all board members who attended the MACJC Trustees Conference to be held Friday, July 9<sup>th</sup> and Saturday, July 10, 2010 at the Beau Rivage Conference Center in Biloxi, MS; and Chairman Hudspeth and Vice Chairman Dickens who will be attending the Educational Achievement Council meeting in Jackson on August 4, 2010.

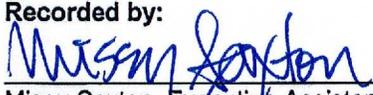
### **OTHER BUSINESS**

Mr. Ed Perry asked the SBCJC board to hear his thoughts regarding rotating the position of chairman and vice-chairman for a period of one year so more board members would have the opportunity to serve as chairman and vice-chairman. He concluded his comments.

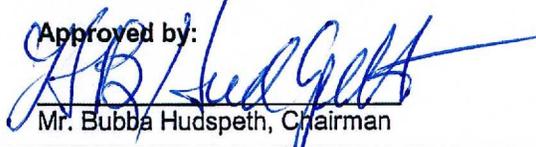
### **ADJOURNMENT**

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

Recorded by:

  
Missy Saxton, Executive Assistant

Approved by:

  
Mr. Bubba Hudspeth, Chairman

  
Dr. Eric Clark, Executive Director

#### **Exhibits:**

Executive Director  
Career & Technical Education  
Workforce  
Grants/CRC Report  
Academic Affairs  
Technology  
Research & Planning  
Dr. West

Exhibits A1 & A2  
Exhibits B1, B2, B3 & B4  
Exhibit C  
Exhibits D1 & D2  
Exhibit E  
No Exhibit  
No Exhibit  
No Exhibit

**SBCJC Board Meeting Minutes  
Friday, July 9, 2010**

**Finance Report  
Dr. Clark's Handouts & News Articles**

**Separate Agenda**