

MINUTES
STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES
Friday, August 20, 2010

The regular meeting of the State Board for Community and Junior Colleges (SBCJC) was held at 9:00 a.m. on Friday, August 20, 2010, 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.

Members present: Mr. Bubba Hudspeth, Chair; Mrs. Patricia Dickens, Vice Chair; Mr. Max Huey; 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, Dr. Christian Pruett, Mr. Kell Smith, and Mrs. Denise Walley.

Guests in attendance: Dr. Scott Elliott, Meridian Community College and MACJC Chair; Mr. Chuck Rubisoff, Office of the Attorney General; and Ms. Julia Garrett, of Meridian.

CALL TO ORDER

Chairman Bubba Hudspeth called the meeting to order at 9:00 a.m. and read the meeting notice for the September 17, 2010, SBCJC Board Meeting.

MEETING NOTICE

The State Board for Community and Junior Colleges Committee of the Whole dinner meeting will be held Thursday, September 16, 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, September 17, 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 visitors. Mr. Kell Smith provided the Invocation.

Approval of July 9, 2010 Meeting Minutes

In a motion made by Mrs. Pat Dickens and seconded by Mr. Bruce Martin, the SBCJC Board **voted unanimously** to approve the minutes of the July 9, 2010, SBCJC board meeting.

Approval of Agenda

Mr. Hudspeth informed that the order of reports would be altered slightly, allowing Dr. Qualls to give her report immediately following the Executive Director's Report, if there were no objections. In a motion made by Mr. Chip Crane and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to approve the adjustment to the proposed agenda.

REPORTS/ACTIONS

Executive Director's Report

Dr. Clark began his report by welcoming all Board Members. He reported that Ms. Sharon Langford, Area Coordinator for the South with the U.S. Department of Education's Office of Vocational and Adult Education, and Mr. Bill Givens, Project Manager for the On-line National Reporting Systems are onsite this week looking at the way Mississippi conducts the Adult Basic Education and GED testing operation.

Dr. Clark stated that a proposal was submitted approximately 1 ½ weeks ago to *The Rhoads Group*, a consulting firm from Washington, to assist the SBCJC with a creative plan to use various aspects of training that could involve the community colleges with the oil spill situation on the Coast. The proposed agreement has been reviewed by the group with suggestions on their part and the SBCJC staff is currently making final adjustments in an effort to obtain funds for educational training to help those who have been displaced from their jobs. As a side note, *The Rhoads Group* is also involved in finding ways to help supplement funds for training in the field of nursing and other areas.

The Joint Legislative Budget Committee hearing date has been set for September 22, 2010, at 3:25 p.m. All Board Members are encouraged to attend the meeting, which will be held at the 1st floor of the Woolfolk Building, in Jackson.

As a follow-up to last year's request from the MS Department of Finance and Administration for internal control, Dr. Clark reported on a recent Staff Development meeting that was held to target areas that the agency could improve its services. During this meeting, Dr. Debra West led the staff in an exercise aimed at targeting the agency's strengths and weaknesses. It was well received by the staff and future meetings are planned to be held quarterly.

Dr. Clark explained that in the past several years the SBCJC has received \$300,000 per year from the Department of Mississippi Employment Security to fund the Career Readiness Certificate (CRC) program. Although initial reports indicated that we would only be funded \$150,000 this year, after much lobbying, it has been reported that we will be receiving the full \$300,000 for FY2011.

Enrollment audits are underway for the Spring 2010 semester. The SBCJC continues to look for ways to make the audit process faster and easier for all involved, which will include future computer upgrades. Preliminary numbers for enrollment show that numbers are up for the Fall 2010 semester from last year.

Dr. Clark reported on a very successful Career Technical Educators Conference headed up by Dr. LaNell Kellum and Dr. Shawn Mackey, with more than 600 in attendance from all of our community colleges. There was media in attendance that interviewed Dr. Clark and graduates from Career/Technical Programs.

During the MACJC Trustees Meeting last month, the group voted to support changing the State Board's name to Mississippi Community College Board. We will go forward in asking the Legislature to consider this during the next legislative session.

Dr. Clark reported on his calendar, including several events to generate media coverage for our colleges. He provided a Fact Sheet prepared by Mr. Jim Hood, included as **Exhibit D1** of these minutes.

The Educational Achievement Council met on August 4th, for which Mr. Hudspeth, Mrs. Dickens, Dr. Glenn Boyce, Dr. Jesse Smith and Dr. Ronnie Nettles were in attendance. On August 10th, Dr. Clark met with a representative from Eley, Guild, Hardy, Architects for the new building.

Dr. Clark plans to head to the Coast on August 30th to talk with the Business Managers of the Colleges.

Dr. Clark concluded his report.

Academic Affairs Report

Dr. Fiona Qualls, Associate Executive Director for Academic Affairs, began by confirming that the auditors from the U. S. Department of Education are currently onsite, to give technical assistance as a follow-up to the full audit they conducted 5 years ago.

Dr. Qualls stated that before Dr. Reggie Sykes left his post at IHL, he provided a list of the top 10 majors of students who were transferring to the senior colleges. Dr. Sykes had been working on making the transition easier and has made great progress. Problems with the larger transfer areas have almost been worked out, so progress should continue and be less complicated as we move forward.

Last week, Dr. Qualls was asked to take part in a national initiative that is being sponsored by the Lumina Foundation, called "Getting Past Go". The initiative is looking at developmental education policies in various states.

Dr. Qualls recently attended the Mississippi Association of School Superintendents annual meeting and participated in a panel discussion regarding increasing Dual Enrollment/Dual Credit opportunities for high school students. They also discussed the changes to requirements for graduation with a Mississippi High School Diploma and the introduction of a new "career option" within the standard high school diploma.

MACJC Report

Dr. Scott Elliott, President of Meridian Community College and Chairman of the MACJC, began his report by saying the Presidents have four scheduled meetings on August 24th, beginning with their monthly MACJC meeting, followed by a lunch meeting with Stacey Pickering, a candidate for Lieutenant Governor, to promote the community colleges. The Mississippi Community College Foundation will meet that same afternoon, with a strategy meeting immediately afterward to map out the approach of issues for the upcoming legislative session.

Dr. Elliott asked the presidents to report to him highlights that are going on at their respective colleges and he shared news from Coahoma, Hinds, Holmes, Itawamba, Jones, Meridian, MS Gulf Coast, Northeast, Pearl River and Southwest.

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 remarked on the new Career Path Diploma that recently passed through the legislature, leading to his serving on the College Career Readiness Task Force in conjunction with the MS Department of Education. Their first meeting was held on August 11, 2010.

Dr. Mackey presented **Exhibit A1**, a New Location request from Hinds Community College for an Office Clerk Program. The program is currently being offered at the Raymond Campus and they would like to extend it to their Jackson ATC, Rankin, Utica and Vicksburg campus locations.

Exhibit A2 is a New Location request from Pearl River Community College in Welding Technology. They currently offer the program at the Popularville location and would like to extend the program to the Hancock County area.

In a motion made by Mr. Max Huey and seconded by Mr. Bruce Martin, the SBCJC Board **voted unanimously** to approve the new location requests for Hinds for an Office Clerk certificate and Pearl River's request for a Welding certificate.

Exhibit B1 is the final *Workforce Policy Manual Revisions* that was brought to the Board for initial approval in May 2010. It has now passed through the Administrative Procedures Act and is ready for final approval by the Board for the 2010-11 school year.

In a motion made by Mr. Chip Crane and seconded by Mrs. Pat Dickens, the SBCJC Board **voted unanimously** to approve the *Workforce Policy Manual Revisions* as presented in Exhibit B1.

Workforce Report

Dr. Mackey explained the WET Fund Report, **Exhibit B2**. Carryover for WET funds for the fiscal year is \$476,838.56. Dr. Mackey also provided the standard Workforce Budget Report **Exhibit B3**.

Grants and Related Activities Report

Dr. Mackey presented **Exhibit C1**, the data for the number of Career Readiness Certificates (CRC's) issued to-date, as well as the Grants report, **Exhibit C2**. MS Department of Employment Security has said they intend to provide an additional \$150,000 to fund the CRC program, bringing the total to \$300,000, as mentioned in Dr. Clark's report. These reports are for information only and do not require Board approval.

Chairman Hudspeth called for a recess at 10:19 a.m. and reconvened the meeting at 10:28 a.m.

Technology Report

Mr. Ray Smith, Assistant Executive Director for Information Technology, reported that things are running smoothly with our network infrastructure, with 99.8% up-time for our system. Next month there will be a Strategic Technology Meeting, where Mr. Smith and IT personnel from the colleges will meet with a consultant the college presidents have contracted with to look at the efficiencies of the colleges.

In closing, Mr. Smith reported that his division is working on a web statistics module that would show which areas of the SBCJC website is being visited and by whom.

Research and Planning Report

Mr. Jim Hood, Assistant Executive Director for Research and Planning, related that early preliminary numbers for Fall 2010 enrollment show a 5.7% increase. The official preliminary count will be collected on September 3, 2010. Other numbers being looked at is credit hours for the funding formula. The total credit hours exceeded 2,000,000 credit hours, with our colleges serving approximately 70,000 full-time students.

He reported that in the very near future, staff will be looking at performance measures. The Education Achievement Council, in addition to a subcommittee that Dr. Glenn Boyce is chairing, is looking at performance measures for degrees per 100 full-time students, average faculty salary as a percent of median annual income, and full-time faculty per 100 full-time students.

eLearning and Instructional Technology Report

Dr. Christian Pruett, Assistant Executive Director for eLearning and Instructional Technology, reported on the rapid growth in online learning at the colleges. Virtual enrollment is up 24.8% from Spring 2009 enrollment to Spring 2010 and up 66% this summer compared to last summer. He stated that one of the biggest challenges that we have is keeping up with the growth. However, since enrollment at the colleges in the traditional setting is continually increasing, this does help with the lack of space issue.

There was a recent major upgrade of our *BlackBoard* management system, as well as the *Desire2Learn* System. Both upgrades went well, with only a few anticipated problems.

We are also embarking on a partnership with USM, with approximately 85 of their students enrolled taking classes through the MSVCC.

Deputy Executive Director Report, Programs and Accountability

Dr. Debra West began her report by talking about launching an agency-wide strategic planning effort, giving everyone the opportunity to participate in the process.

In the upcoming months, she will be working on the Statewide Longitudinal Data System Grant, received in the amount of \$7,600,000. There will be a significant amount of money coming to the colleges and our agency to upgrade our IT infrastructure, plus allowing the colleges the opportunity to provide the training on the system, once it is fully developed and in place.

Dr. West stated that there have been some remarks made by the colleges that the scheduling of the enrollment audits are at an inconvenient time, interfering with the colleges starting back to school and still having students register for the current semester. The GCR system that we are using will not allow us to pull down the information until all 15 colleges have successfully uploaded their data. Every semester there have been delays by one or more colleges that have problems loading clean data onto the system, hindering the process. We are looking to do some computer adjustments in the short term, which should alleviate some of these issues. On the long-term side, Mr. Ivo Burnett with our agency is looking to develop a computer software system that would better serve our purpose, and specifically eliminate the problem of one college's delay causing a log jam for the whole system.

Deputy Executive Director Report, Finance and Administration

Mrs. Deborah Gilbert presented the Finance report and referred SBCJC members to the Exhibits displayed on the overhead monitor.

Attachment 1 is the approval request for the Education Enhancement Fund Disbursement out of Fund 4080 in the amount of \$2,472,508.00, and Fund 4110 in the amount of \$82,112.00, for a total amount of \$2,554,620.00, effective August 31, 2010.

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 Disbursement out of Fund 4080 in the amount of \$2,472,508.00 and Fund 4110 in the amount of \$82,112.00 for a total disbursement of \$2,554,620.00, effective August 31, 2010.

Attachments 2a and 2b are the Financial Statements for General Funds 2291 and Special Funds as of July 31, 2010 (FY 2010, Lapse). **Attachments 2c and 2d** are the Financial Statements for General Funds 2291 and Special Funds as of July 31, 2010 (FY 2011). These items are for informational purposes only and do not require approval.

Attachment 3 is the Z-1 Budget Revision #1 for Community and Junior College support, granting \$9,831,362 from the ARRA-SFSF Government Services fund. In order to utilize these funds the Governor promised in June for FY 2011, we need to escalate the budget for 100% federal funds.

In a motion made by Mr. Bruce Martin and seconded by Mr. Chip Crane, the SBCJC Board **voted unanimously** to approve the Z-1 Budget Revision #1, as shown in Attachment 3.

Attachments 4a, 4b and 4c are three separate Purchasing Approval requests. Mr. Hudspeth asked for them to be approved all together.

Attachment 4a is for *Respondus, Inc.*, for a custom browser used to lock virtual students into the testing environment within *Blackboard* or *Desire2Learn*. The fee for this service for August 1, 2010 through July 31, 2011 is in the amount of \$42,185.00.

Attachment 4b is for *Smarthinking*, a 24x7 online tutorial support for online students. The first year amount would be in the amount of \$75,000; the second year \$90,000 and the third year \$107,400.

Attachment 4c is for *Jobs for Mississippi Graduates, Inc.*, to provide dropout prevention and employability skills training for 35 – 45 high schools students. The amount would be for \$125,000.00 for July 1, 2010 through June 30, 2011.

In a motion made by Mr. Ed Perry and seconded by Mr. Chip Crane, the SBCJC Board **voted unanimously** to approve **4a)** Maintenance agreement with *Respondus, Inc.* to provide a custom browser for virtual students for August 1, 2010 through July 31, 2010, in the amount of \$42,185.00; **4b)** Agreement with *Smarthinking* for 24x7 online tutorial support for online students, in the amount of \$75,000 for the first year; \$90,000 the second year and \$107,400 the third year; and **4c)** support for *Jobs for Mississippi Graduates* to provide dropout prevention and employability skills training to 35 – 45 high school students for July 1, 2010 through June 30, 2011 in the amount of \$125,000.00.

Attachment 5 is the MSVCC Budget Revision which is for information purposes and does not require Board approval.

Mrs. Gilbert advised that copies of the fifteen (15) community and junior colleges' FY2012 (MBR) Budget Requests, as well as, the composite request and the SBCJC request are completed and available, should the Board wish to have copies.

In closing, Mrs. Gilbert reminded that the budget hearing before the Joint Legislative Budget Committee will be held on September 22, 2010, at 3:25 p.m. on the 1st floor of the Woolfolk Building in Jackson, MS.

Travel Authorizations

Chairman Hudspeth asked for requests to authorize travel reimbursements for events other than regularly scheduled Board Meetings. Mr. Hudspeth stated that he attended the Education Achievement Council Meeting. He plans to attend the Joint Legislative Budget Meeting on September 22, 2010, as well as, attending an editorial board meeting at *The Clarion-Ledger*. Dr. Clark invited the Board to attend upcoming editorial board meetings.

In a motion made by Mr. Max Huey and seconded by Mrs. Pat Dickens, the SBCJC Board **voted unanimously** to approve the travel request reimbursements of Chairman Hudspeth, as requested.

OTHER BUSINESS

Dr. Clark said that he had just been handed a press release, informing that Governor Barbour has called a Special Session of the Legislature for August 27, 2010 to address an Economic Development Project.

Mrs. Dickens suggested that the Board invite various legislators to attend the Board meetings or lunch following the meeting.

Dr. Fiona Qualls reported on the closing interview with the U.S. Department of Education. The auditors gave a clean report, with no findings for the ABE/GED program.

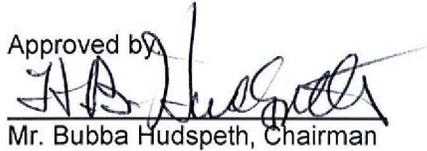
ADJOURNMENT

There being no other business, Chairman Hudspeth adjourned the meeting at 11:16 a.m.

Recorded by:


Denise Walley, Technical Specialist

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
Finance Report
Dr. Clark's Handouts & News Articles

No Exhibit
Exhibits A1 & A2
Exhibit sB1, B2 & B3
Exhibits C1 & C2
No Exhibit
No Exhibit
Exhibit D1
No Exhibit
Separate Agenda