

MINUTES
STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES
Friday, November 19, 2010

The regular meeting of the State Board for Community and Junior Colleges (SBCJC) was held at 9:00 a.m. on Friday, November 19, 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; Ms. Toni Cooley; Mr. Max Huey; Mr. Ed Perry, Mr. Bobby Steinriede; and Mr. Bruce Martin. *Members not present: Mr. Chip Crane and Mr. Duncan McKenzie.*

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

Guests in attendance: Mr. Chuck Rubisoff, Office of the Attorney General; Mr. Milton Anderson, President of Virginia College; and Mr. David Hall, Paramedic Program Chair at Hinds Community College.

CALL TO ORDER

Chairman Bubba Hudspeth called the meeting to order at 9:00 a.m. and read the meeting notice for the December 16 and 17, 2010, SBCJC Board Meetings.

MEETING NOTICE

The State Board for Community and Junior Colleges Committee of the Whole dinner meeting will be held Thursday, December 16, 2010, at Huntington's Grill at 6:00 p.m. The meeting will reconvene in the Hattiesburg Room of the Hilton Hotel at 7:30 p.m. 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, December 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 and asked Dr. Eric Clark to provide the Invocation.

Approval of October 14 and 15, 2010, Meeting Minutes

In a motion made by Mr. Max Huey and seconded by Mrs. Patricia Dickens, the SBCJC Board **voted unanimously** to approve the minutes of the October 14 and 15, 2010, SBCJC board meetings.

Approval of Agenda

In a motion made by Mr. Bobby Steinriede and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to approve the proposed agenda.

REPORTS/ACTIONS

Executive Director's Report

Dr. Clark reported that the Governor released his Executive Budget Recommendation (EBR) for FY 2012 on Monday, November 15. This recommendation calls for a 3.13 percent cut for the colleges and an 8.09 percent cut for the SBCJC. The 8.09 percent cut is the standard cut among state agencies. The Governor is proposing to directly appropriate \$7 million in Career Technical Education funds that normally flows through the MS Department of Education. Dr. Clark reported that the Governor said at his EBR press conference that community colleges cannot be judged based on graduation because a great many people attend a community college without ever intending to graduate. Some students are coming to take a few classes or receive specific job training. The Governor did ask that the Legislature begin to look at appropriating funds based on productivity and success in terms of moving folks through the system. Our message should be that we have been underfunded compared to the other educational entities over the past decade and our enrollment has increased 31 percent over the past three years. When there is talk of running things efficiently and being streamlined, the community college system has been doing that for quite some time.

Dr. Clark thanked board members that have participated in the seven editorial board interviews.

Dr. Clark reported that staff has been working hard on the BP oil spill issue. Dr. Clark has spoken with Mr. Tom Opiel, assistant to the Secretary of the Navy, Ray Mabus, regarding a concerted effort to get all four states together that were affected by the BP oil spill and requesting federal help that may be available. Dr. Clark has initiated contact with the heads of the community college systems in Louisiana, Alabama and Florida. We have received a proposal from each of the four states, and Dr. Debra West, Kell Smith and Dr. Eric Clark have worked on a proposal that is substantially complete and asks for \$5 million for each of the four states, for a total of \$20 million over two years to perform workforce training related to the oil industry.

The Rhodes Group is saying there may not be any action on spending until after the new calendar year begins in January and the new Congress is sworn in. We are also asking BP for help in their efforts to make the Coast whole.

Dr. Clark requested approval from the board members to purchase \$1,500 in advertisements from Mississippi Public Broadcasting, promoting the community college system. These will be aired mainly during the Mississippi high school football playoffs. The MACJC said they would also provide \$1,500, bringing the total amount to be spent for advertising to \$3,000.

In a motion made by Mr. Ed Perry and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to approve the request to purchase \$1,500 in advertising in support of the community colleges system to be aired during the Mississippi high school football playoffs and at other times on Mississippi Public Broadcasting.

Mr. Bubba Hudspeth asked for a fact card to be put together and be distributed to community college board members as well as faculty. Dr. Clark said he would send to the presidents and ask them to give to their trustee members.

Dr. Clark reported that he attended several legislative presentations with Dr. Clyde Muse. Also, he attended a Center for Manufacturing Excellence Advisory Board meeting at Ole Miss. He reported that Dr. Eddie Smith submitted his letter of resignation as the SBCJC representative for the Mississippi Public Broadcasting board and noted that Dr. Smith provided his monthly report of MPB activities.

In a motion made by Mrs. Patricia Dickens and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to accept Dr. Eddie Smith's resignation as the SBCJC representative for the

Mississippi Public Broadcasting board.

There is a vacant position on the five-member Commission on Proprietary Schools and College Registration. This vacancy is in the former fourth congressional district. Dr. Clark asked Ms. Toni Cooley and Mrs. Patricia Dickens to provide a recommendation for a new member for this commission. They recommended Dr. Roy DeBerry, who has been a professor and administrator at Jackson State University for many years. He has also worked in a couple of governors' administrations in education. Dr. Clark asked Dr. DeBerry that if he were nominated, would he be willing to serve. Dr. DeBerry said he would be willing to serve.

In a motion made by Ms. Toni Cooley and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to nominate and appoint Dr. Roy DeBerry as a member of the Commission on Proprietary Schools and College Registration to serve the remainder of the term of Dr. Shirley Hopkins-Davis, which ends June 30, 2012.

Dr. Clark presented and requested approval of **Exhibit A**, an SBCJC policy regarding smoking and the use of smokeless tobacco in the office. This policy will say that the use of tobacco is prohibited while employees are representing the agency on official business and is not permitted while in the office.

In a motion made by Mrs. Patricia Dickens and seconded by Mr. Bobby Steinriede, the SBCJC Board **voted unanimously** to approve the SBCJC policy regarding smoking and the use of smokeless tobacco while representing the agency and while in the office.

Mr. Chuck Rubisoff reported that the agency has received a Notice of Claim letter from a law firm on the Coast regarding an alleged injury that occurred on Pearl River Community College's campus. According to the letter, a grandmother was accompanying her grandson to registration and there were two clear plastic chair pads on the sidewalk and the grandmother stepped on one of the pads and slipped off the other pad. She broke her knee-cap and had to have surgery. Apparently there have been some complications after the surgery. The Notice of Claim has been forwarded to the Tort Claims Board, and Mr. Rubisoff sees no reason why the SBCJC would be responsible. The adjusters at PRCC have already been notified.

Dr. Clark concluded his report.

Chairman Hudspeth said since it was a possibility that Mr. Steinriede might have to leave the meeting early, he would like to recommend moving item three on the agenda to be the next item discussed.

In a motion made by Mr. Ed Perry and seconded by Mrs. Patricia Dickens, the SBCJC Board **voted unanimously** to move item three on the agenda ahead of the MACJC Report.

Chairman Hudspeth asked Dr. West to move to item three, Career and Technical Education, on the agenda for the day.

Ms. Toni Cooley recused herself and exited the board room prior to consideration of the Career and Technical Education exhibits, specifically, **Exhibit B8**.

Career and Technical Education Report

Dr. West reported that Dr. Shawn Mackey was unable to attend the board meeting due to his presence at a Practical Nursing review at Northwest Community College. Dr. West will present the Career and Technical Education exhibits, as well as the Workforce and Grants exhibits.

Dr. West presented **Exhibit B1A**. This is a request for final approval of the 2010 Curricula Revisions that was previously voted on in September to be sent out for APA review. There were

no public comments and Dr. West requested final approval.

In a motion made by Mr. Max Huey and seconded by Mr. Ed Perry, the SBCJC Board **voted unanimously** to approve the 2010 Career and Technical Education Curricula Revisions.

Dr. West asked Chairman Hudspeth to move forward to **Exhibit B8** and then she would come back to **Exhibit B1B**.

Dr. West presented **Exhibit B8** which pertains to the request for initial accreditation for the practical nursing program at Virginia College. This accreditation process started a little over a year ago. The last official visit was a peer review in which the peer committee has recommended denial of initial accreditation for the practical nursing program at Virginia College. There are seven standards in the practical nursing accreditation guidelines: governance, students, resources, curriculum, faculty, integrity, and evaluation. Unfortunately, the peer committee found that Virginia College only met the governance, students, and resources standards. The standards for curriculum, faculty, integrity, and evaluation were not met and that is the basis of this recommendation of denial of initial accreditation.

In a motion made by Mr. Max Huey and seconded by Mrs. Patricia Dickens, the SBCJC Board **voted unanimously** to deny the initial accreditation for the practical nursing program at Virginia College.

Dr. West explained that Virginia College will be notified officially by letter of the board's action and they will have thirty days in which to appeal this decision.

Chairman Hudspeth pointed out to Mr. Milton Anderson the guidelines for appeal, on page two of Exhibit B8, the second paragraph, should Virginia College want to appeal the board's decision.

Ms. Cooley reentered the board room.

Dr. West moved back to **Exhibit B1B**. This item is the Statewide Articulation Agreement between the K-12 system and the post-secondary system for Career and Technical Education programs. This is a revision that is done each year that aligns the standards in the K-12 system with the standards in the coursework in the CJC so that the colleges may award these students articulated credit. There have been changes in the way the students matriculated to the CJC system. Dr. West requested approval for the Statewide Articulation Agreement to be put out for APA review.

In a motion made by Mrs. Patricia Dickens and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to allow the revised Statewide Articulation Agreement between the K-12 systems and the post-secondary system for Career and Technical Education programs be submitted for APA review.

Exhibit B2 is a request for a New Program at Hinds Community College in Entertainment Media Technology where an Associate of Applied Science degree would be awarded when completed. Dr. West reported this is a consortium agreement with three other states, Alabama, Arkansas and Tennessee. The plan is to offer several different options within the entertainment media technology program. The research has been done by SBCJC staff regarding salary and projected job growth in our part of the consortium.

In a motion made by Mr. Bobby Steinriede and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to approve the New Program request for Hinds Community College in the Entertainment Media Technology program.

Exhibits B3 and B4 are requests presented by Dr. West from Pearl River Community College and East Mississippi Community College, respectfully, for their offering of Welding programs at

two of their campuses. Pearl River Community College requests to make it official that they are offering Welding at their Poplarville campus and East MS Community College requests to make it official that they are offering Welding at their Scooba campus.

In a motion made by Mr. Max Huey and seconded by Mr. Bobby Steinriede, the SBCJC Board **voted unanimously** to approve **Exhibit B3**, a request from Pearl River Community College to make it official that they are offering Welding as a class at their Poplarville campus location. In the same motion, SBCJC Board members **voted unanimously** to approve **Exhibit B4**, a request from East Mississippi Community College, to make it official that they are offering Welding as a class at their Scooba campus location.

Dr. West presented **Exhibit B5**, a request for a New Option at MS Gulf Coast Community College. MGCCC offers an Associate of Applied Science degree in Medical Billing and Coding. MGCCC is requesting to implement a certificate exit point for that program, a one year program.

In a motion made by Mr. Max Huey and seconded by Ms. Toni Cooley, the SBCJC Board **voted unanimously** to approve the request for a New Option at MS Gulf Coast Community College for a certificate for a one year program in Medical Billing and Coding.

Dr. West presented **Exhibit B6** as an informational item. This is a report on the South MS Correctional Institute Inmate Training Program that Jones County Junior College is administering. The program offers training in three skill areas: Electrical, Welding, and Pipe Fitting and Plumbing. JCJC has implemented a Career Readiness Certificate process in the program. Most of the inmates that test for the CRC program are doing well and earning the certification.

Exhibit B7 is a report for informational purposes only, regarding federal Perkins funds for non-traditional enrollment and retention. Perkins non-traditional is defined as non-traditional enrollment based on gender. An example of this would be women in welding programs or men in nursing programs.

Workforce Report

Dr. West presented **Exhibit C1**, the standard Workforce Budget Report. **Exhibit C2** is the WET Fund Revenue Report. This is for information only and does not require board approval.

Grants and Related Activities Report

Dr. West presented **Exhibit D**, the data for the number of Career Readiness Certificates issued to-date. This report is for information only and does not require Board approval.

Dr. West concluded the reports for Career and Technical Education, Workforce and Grants.

Chairman Hudspeth recessed the meeting at 9:52 and reconvened the meeting at 10:10.

Dr. Clark distributed copies of a recent *Clarion Ledger* article which provided information on the number of employees the CJC system has. He also reported that a relatively small board member orientation will be held on the afternoon of Friday, January 21, 2011, after the SBCJC board meeting.

Academic Affairs Report

Dr. Fiona Qualls, Associate Executive Director for Academic Affairs, informed the board members that progress has been made regarding dual enrollment and dual credit. Current regulations and laws regarding dual enrollment and credit needed some consistency and the changes have been made to provide clarity. At the request of Representative Cecil Brown, Dr. Qualls wrote a white paper on the topic of developmental education.

Dr. Qualls presented **Exhibit E**, the bi-monthly report for the Commission on Proprietary Schools and College Registration. This is for informational purposes. She concluded her report.

Technology Report

Mr. Ray Smith, Assistant Executive Director for Information Technology, reported that the IT staff has completed their network upgrades by replacing core pieces of equipment with new pieces. It was a very successful conversion and there was minimal downtime on the network. Mr. Smith concluded his report.

Research and Planning Report

Mr. Jim Hood, Assistant Executive Director for Research and Planning was unable to attend the meeting and there was no report.

eLearning and Instructional Technology Report

Dr. Christian Pruett, Assistant Executive Director for eLearning and Instructional Technology, reported MSVCC staff are completing the fall semester and are beginning to register students for the spring semester. The initial numbers for the spring semester predict a double digit increase in enrollment compared to this past spring.

Dr. Pruett met with faculty at the University of Mississippi and provided information regarding unduplicated headcounts. He reported 28,000 students in the MSVCC. *The Clarion Ledger* recently produced an article about MSVCC which is included in the newspaper article handouts. MSVCC staff has been approached by staff from Jackson State University and the University of Mississippi to discuss a pilot program with MSVCC similar to the program with the University of Southern Mississippi.

Meetings will convene in January for the three committees regarding MSVCC infrastructure, rate of growth in MSVCC, and how MSVCC will handle textbooks and other procedures. Dr. Pruett reported the MSVCC has performed well and the mission of MSVCC must carry forward. Feedback has been requested from academic deans and faculty, as well as business office representatives and technology representatives, ensuring a good foundation in moving forward.

Dr. Pruett said MSVCC has been in an excellent partnership with the IT folks for the past several years. He said the MSVCC would not be where it is today without their support and that the staff is incredible and the MSVCC is in a better position today because of their help.

He concluded his report.

Deputy Executive Director Report, Programs and Accountability

Dr. Debra West reported that she, Jim Hood, Beverlin Givens and Joseph Larry have been focusing on the enrollment audit process since this past summer. They are in the process of writing a procedure document to provide to the colleges on what and how they should be documenting enrollment, admissions, and residency information for audit purposes. They are also writing a document for SBCJC staff to use when they perform audits. This document will explain how to make determinations on audit findings and exceptions. The group has worked hard to put all of this information into one single document that they will distribute to all of our college constituents. The point is for the colleges to know what we will expect from them and they will know exactly what we will be checking.

Dr. West reported that Dr. Pruett invited a group of eLearning Coordinators to discuss with her, Mr. Hood, Mrs. Givens, and Mr. Larry, the process of virtual auditing. The group provided feedback and made some recommendations. SBCJC staff met with college staff that are in

charge of admissions or reporting for funding. This combined group went through the document page by page and talked about issues and provided clarification. The intent is to have the first draft of the enrollment audit document out to all colleges by Christmas. The recommendations will be made official by the beginning of 2011.

Dr. West reported the summer files have not been audited yet due to waiting for colleges to upload their information. Our system doesn't generate the information we need to perform the audits until all 15 colleges have uploaded their information. Dr. West and staff are working with the computer system company to work out this glitch.

Dr. West concluded her report.

Deputy Executive Director Report, Finance and Administration

Mrs. Deborah Gilbert presented the Finance report, as follows:

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 November 30, 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 November 30, 2010.

Attachments 2a and 2b are the Financial Statements for General Funds 2291 and Special Funds as of October 31, 2010. These items are for information purposes only and do not require approval.

Attachment 3 is an approval request to revise the agency's Z-1 budget to escalate the FY 2011 SBCJC budget for 100 percent of ARRA funds for a Statewide Longitudinal Data System grant program in the amount of \$974,679.00 in year one.

In a motion made by Mr. Ed Perry and seconded by Mrs. Patricia Dickens, the SBCJC Board **voted unanimously** to approve the request to revise the agency's Z-1 budget to escalate the FY 2011 SBCJC budget for 100 percent of ARRA funds for a Statewide Longitudinal Data System grant program in the amount of \$974,679.00 in year one.

Attachment 4 is a request for purchasing approval for professional services to be provided by ChannelMatter to SBCJC to deploy and support a pilot system for Student Evaluation of Interest (SEI) and Strategic Planning (SP) solution in the amount of \$252,410.00.

In a motion made by Mr. Bruce Martin and seconded by Mr. Bobby Steinriede, the SBCJC Board voted unanimously to approve the purchasing request for professional services to be provided by ChannelMatter to SBCJC to deploy and support a pilot system for Student Evaluation of Interest (SEI) and Strategic Planning (SP) solution in the amount of \$252,410.00.

Attachment 5 is the revenue contract between the MS Department of Education and SBCJC to assist in the development of a Statewide Longitudinal Data System in support of an ARRA grant to MDE. The grant will allow us to expend up to \$974,679.00 in FY 2011; \$26,000.00 in FY 2012, and \$264,535.00 in FY 2013 for a total of \$1,265,214.00. See Attachment 3 for the budget escalation of \$974,679.00 for this grant.

Attachment 6 is a copy of the Governor's FY 2012 budget recommendation for community and junior colleges which Dr. Clark discussed earlier. This is for informational purposes only.

Attachments 7a, 7b, and 7c are for informational purposes.

Attachment 7a is a comparison of revenue by source and expenditure by program and object for FY 2010.

Attachment 7b is a report detailing the district tax support for FY 2010. It also includes the ad valorem taxes. Mrs. Gilbert reported eight counties and one city are meeting or exceeding six mills. Tallahatchie, Jefferson, and Lafayette counties are below the two mill minimum. Members requested Dr. Clark to contact the State Auditor about the three counties that fall below the two mill minimum.

Attachment 7c is a report on the auxiliary enterprises revenues and expenditures for FY 2010.

Mrs. Gilbert concluded her report.

Travel Authorizations

Chairman Hudspeth asked for requests to authorize travel reimbursements for events other than regularly scheduled Board Meetings. A request was made to reimburse Chairman Hudspeth and Mr. Ed Perry for travel and expenses incurred in attending a dinner meeting on October 25, 2010, in Canton. Chairman Hudspeth said he planned to attend the Hinds Community College building dedication in Raymond on December 2, 2010. Chairman Hudspeth also requested travel expenses and per diem to be reimbursed to board members who attended editorial board meetings. Board members participating in those meetings were Mr. Bobby Steinriede on October 20, 2010, Mr. Bubba Hudspeth on September 27, 2010, Mr. Max Huey on September 8 in Hattiesburg and October 29, 2010 in Biloxi, Mr. Bruce Martin on October 12, 2010, and Mrs. Patricia Dickens on November 10, 2010. Mr. Ed Perry will attend an editorial board meeting in January 2011.

In a motion made by Mr. Ed Perry and seconded by Ms. Toni Cooley, the SBCJC Board **voted unanimously** to approve the travel reimbursements as requested.

OTHER BUSINESS

Mr. Kell Smith asked if all board members received their board materials via their new SBCJC email addresses. A few members reported having difficulty opening their email account and Mr. Smith said he would communicate with the IT department and try and resolve those issues. Mr. Smith also reported that Dr. Scott Elliott could not be at the meeting and that he had sent a video with his message. There were technical difficulties with the audio in that message and Mr. Smith said he would email the video message to the board members SBCJC email accounts so they could watch the message at their leisure.

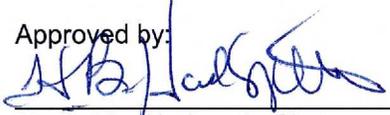
ADJOURNMENT

There being no other business, Chairman Hudspeth adjourned the meeting at 10:55 a.m.

Recorded by:


Missy Saxton, Executive Assistant

Approved by:


Mr. Bubba Hudspeth, Chairman


Dr. Eric Clark, Executive Director