

**MINUTES**  
**STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES**  
**Friday, December 17, 2010**

The regular meeting of the State Board for Community and Junior Colleges (SBCJC) was held at 9:00 a.m. on Friday, December 17, 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; Mr. Bruce Martin; Mr. Duncan McKenzie; and Mr. Chip Crane.

**SBCJC Staff in attendance:** Dr. Eric Clark, Mrs. Deborah Gilbert, Dr. Debra West, Mr. Jim Hood, 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; Ms. Melba Anderson, Practical Nursing Program Director of Virginia College; Dr. Al Rankins, Institutions of Higher Learning (IHL); and Dr. Edward Jordan, Director of P-20 Initiatives, IHL.

**CALL TO ORDER**

Chairman Bubba Hudspeth called the meeting to order at 9:00 a.m. and read the meeting notice for the January 20 and 21, 2011, SBCJC Board Meetings.

**MEETING NOTICE**

The State Board for Community and Junior Colleges Committee of the Whole dinner meeting will be held Thursday, January 20, 2011, 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, January 21, 2011, 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 provided the Invocation.

**Approval of November 19 and 20, 2010 Meeting Minutes**

In a motion made by Mrs. Patricia Dickens and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to approve the minutes of the November 19 and 20, 2010, SBCJC board meetings.

**Approval of Agenda**

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

**REPORTS/ACTIONS**

### **Executive Director's Report**

Dr. Clark began his report by welcoming all board members and guests and wished them all a Merry Christmas. He informed members that Dr. Scott Elliott would not be in attendance and that he had emailed his report to Dr. Clark. Dr. Elliott's report was distributed to all members to read. Dr. Clark welcomed Dr. Al Rankins and Dr. Edward Jordan of IHL. Dr. Rankins introduced Dr. Jordan and stated that Dr. Jordan will be attending the SBCJC meetings as the representative for IHL. Dr. Jordan said he was looking forward to the opportunity to work with SBCJC staff.

Dr. Clark reported that the contract is up with The Rhoads Group at the end of December. Mr. Barry Rhodes, Ms. Tanya Morrison and Mr. James Lofton were called via conference call and they presented a report on the progress they had made with Congress on SBCJC's behalf.

Dr. Clark recommended that the SBCJC Board amend the agreement with The Rhoads Group to begin on August 1, 2010 and end on March 31, 2011. The total payment should not exceed \$7,500.00 per month. There was discussion among board members about extending the agreement until June 30, 2011.

In a motion made by Mr. Ed Perry and seconded by Mr. Bruce Martin, the SBCJC Board **voted unanimously** to approve a contract amendment with The Rhoads Group extending the term of the agreement through June 30, 2011, increasing the maximum contract amount to \$83,500.00, and acknowledging that Cassidy and Associates, Inc., is the successor in interest of all rights, responsibilities and duties of The Rhoads Group, effective, January 1, 2011.

Dr. Clark reminded the Board that Dr. Eddie Smith submitted his resignation in November to represent SBCJC on the MPB board. Dr. Clark volunteered to be Dr. Smith's replacement and to represent the interests of the SBCJC at MPB board meetings.

In a motion made by Mrs. Patricia Dickens and seconded by Mr. Chip Crane, the SBCJC Board **voted unanimously** to appoint Dr. Eric Clark as the SBCJC representative to the MPB Board.

Dr. Clark presented **Exhibit A** and requested the Board to approve the updated job description for Associate Executive Director for Academic Affairs and Student Services.

In a motion made by Mr. Max Huey and seconded by Ms. Toni Cooley, the SBCJC Board **voted unanimously** to approve the job description for the position of Associate Executive Director for Academic Affairs and Student Services.

Dr. Clark reported that the Governor released his Executive Budget Recommendation (EBR) for FY 2012 on Monday, November 15. This recommendation calls for a 3.8 percent cut for the colleges' budgets and an 8.09 percent cut for SBCJC. The 8.09 percent cut is the standard cut among state agencies. The Legislative Budget Office made the recommendation to cut funds 1.2 percent. This is not a complete picture as they did not include the \$9.8 million which are part of our FY '11 budget in our base on which to project the FY '12 budget. The effective LBO proposed cut would be 5.5 percent for the colleges and 4.2 percent for SBCJC.

Dr. Clark reported he had sent a letter to the Office of the State Auditor regarding last month's discussion concerning counties that are not giving the required millage that is to be given to community college districts.

Dr. Clark reported the Education Achievement Council met by phone this month. He reported Dr. Roy DeBerry attended and presided over his first Commission for Proprietary Schools and College Registration (CPSCR) meeting. Fact cards have been given to members that provide information about the community college system. Mr. Kell Smith played a 30 second commercial that was aired during the MS High School Football Championship games.

Dr. Clark asked Mr. Chuck Rubisoff to provide a brief report regarding a lawsuit at Itawamba Community College (ICC). Mr. Rubisoff reminded members that the agency had received a copy of a Notice of Claim about the female that fell off of the treadmill in the ICC gym. In the original notice, it was stated by the attorney for the plaintiff that he admitted the Claim was barred by the statute of limitations. The attorney for the plaintiff has corrected the Notice of Claim to change the timeframe to bring it within the law. Mr. Rubisoff reported he had sent a copy of the updated Notice of Claim to the Tort Claims Board and also a copy to the attorney for ICC.

Dr. Clark also reported that Dr. Mark Keenum, president of Mississippi State University, will be at the January 21, 2011, board meeting. The board meeting will begin at 8:30 to accommodate Dr. Keenum's schedule. The afternoon of January 21, 2011, the SBCJC staff will provide an orientation session for new board members. Dr. Clark concluded his report.

### **MACJC Report**

Chairman Hudspeth reminded members that Dr. Scott Elliott's report had been provided.

### **Career and Technical Education Report**

Dr. Shawn Mackey greeted board members and welcomed Dr. Edward Jordan. Dr. Mackey presented **Exhibit B1**, the Emergency Medical Technician (EMT) curricula revision. He is requesting this revision to be submitted for public review through the Administrative Procedures Act. One of the community colleges requested that this particular curriculum be revised. The revision was based upon licensing requirement changes. Staff at the college also wanted to shorten the time-frame for which this program was offered. The changes would allow SBCJC to provide more of a distinction between the emergency medical basic program and the paramedic program.

In a motion made by Mrs. Patricia Dickens and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to approve the submission of the Emergency Medical Technician curricula revisions for public review based upon the procedures of the Administrative Procedures Act.

Dr. Mackey presented **Exhibit B2**, the Qualification Manual for Post-secondary Career and Technical Education. This manual was approved to be submitted for public review on October 15, 2010, through the Administrative Procedures Act. No public comments were received and Dr. Mackey requested the Board to grant final approval for the new Qualification Manual for Post-secondary Career and Technical Education.

In a motion made by Mr. Max Huey and seconded by Ms. Toni Cooley, the SBCJC Board **voted unanimously** to grant final approval for the Qualification Manual for Post-secondary Career and Technical Education.

Dr. Mackey presented **Exhibit B3**, a letter from Virginia College, requesting an appeal to the Board's decision to deny Initial Accreditation of their practical nursing program. Having accepted Virginia College's appeal request, the standards require that the Board make a recommendation for committee members to serve on the appeals board.

**Exhibit B4** is the request to approve members of the appeal committee for Virginia College's practical nursing appeal. The committee members are comprised of state wide practical nursing directors and instructors. The proposed committee members are: Jana McNutt, Practical Nursing (PN) Director at MDCC; Dr. Betsy Mann, PN Director at ECCC; Pattie Cooper, PN Director at NECC; Ann Brumfield, PN Instructor at Copiah-Lincoln; and Barbara DiDicco, PN Director at SWCC. Dr. Mackey requested approval of the

In a motion made by Mr. Bobby Steinriede and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to approve the slate of names presented in **Exhibit B4** to be members of

the appeals committee. The committee members are: Jana McNutt, Practical Nursing (PN) Director at MDCC; Dr. Betsy Mann, PN Director at ECCC; Pattie Cooper, PN Director at NECC; Ann Brumfield, PN Instructor at Copiah-Lincoln; and Barbara DiCicco, PN Director at SWCC.

### **Workforce Report**

Dr. Mackey presented **Exhibit C1**, the standard Workforce Budget Report. This report shows all colleges to be in good standing. **Exhibit C2** is the WET Fund Revenue Report. There was a delay in the revenue transfer due to changes in the bank that MDES uses. The banking change delayed the transfer of some WET funds. Those are notated by asterisks for the months of November and December. Dr. Mackey assured the board these funds will be transferred according to MDES. This is for information only and does not require board approval.

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

Dr. Mackey presented **Exhibit D1**, the standard Grants reports. This is the grant that received funding from MDES in the amount of \$300,000.00. Currently, the agency has already obligated \$220,122.00 of that contract. This is money spent on Career Readiness Certificates (CRC).

**Exhibit D2** is the CRC count. 5,633 CRC's have been issued to date and the information is divided by college and by month.

Dr. Mackey concluded his report.

Chairman Hudspeth recessed the meeting at 10:05 and reminded the Board that there is a reception with SBCJC staff during the recess. Chairman Hudspeth reconvened the meeting at 10:45.

### **Technology Report**

Mr. Ray Smith, Director of Technology was unable to attend the meeting and no report was given.

### **Research and Planning Report**

Mr. Jim Hood, Assistant Executive Director for Research and Planning referred members to the agency newsletter and an article in the Research and Planning section about the Educational Achievement Council (EAC). This EAC is charged to increase awareness of the state's education attainment level. They are also charged with setting the bench marks and ensure Mississippians educational attainment levels are at or near the national levels by 2025. The EAC is further charged with creating a statewide report card for each post-secondary institution.

The Research and Planning Division works with the EAC to develop that report card. **Exhibit E** shows the current version of the report card. Mr. Hood pointed out there will be two versions of this report card. There will be a public version that will be published on institutional websites and in local media, such as newspapers. There will also be a more detailed council version that the EAC gets to see a more detail. Mr. Hood completed his report.

### **eLearning and Instructional Technology Report**

Dr. Christian Pruet, Assistant Executive Director for eLearning and Instructional Technology, was unable to attend the meeting and Dr. Debra West presented his report. It looks as though the spring enrollment for MSVCC is going to be increased in its enrollment over this past spring. If trends continue, enrollment numbers will also increase in the fall.

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

Dr. Debra West informed the Board regarding her work with the EAC subcommittee, Student Advising. She distributed a copy of the Student Advising subcommittee survey results for the 15 community colleges. Mrs. Pat Dickens also sits on this committee. One of the things that the committee decided early in the fall 2010 semester was that in order to do work in regard to student advising, they needed to have a comprehensive notion of what we, as a system and as a state, both IHL and CJC, are currently doing and where we are as a system. IHL and SBCJC Staff developed survey based on the literature, with regard to best practices in student advising. The survey link was made available by IHL. There was a 100 percent response from all 24 institutions. The information that Dr. West presented to the members is a summary of the results.

The subcommittee came out with five recommendations based upon the results of the survey. They are: 1) each college or university should have a written policy statement on advising with clearly defined goals and objectives. 2) Each college should have a formal comprehensive advising plan which includes established benchmarks for successful advising, method of evaluating those advising methods, incentives for faculty/staff advisors, profession development of advising faculty/staff. 3) Each college should work towards establishing appropriate advisee to advisor ratios. 4) Each college or university should assign advisors from within the student's discipline once that student selects a major. 5) Each college should develop specialized advising for the following types of students: transfer, first generation, minority, students with disabilities, and virtual students.

Dr. West pointed out an article in the agency newsletter written by Dr. LaNell Kellum. In this article Dr. Kellum provides information regarding about planning grants that were recently awarded through MDES. These grants provide \$20,000 per consortium to help the consortia prepare grant applications for the U. S. Department of Labor's Trade Adjustment Assistance Community College and Career Training grant program. The RPF for that grant is expected to come out in January. Dr. West said most of our colleges do not have staff grants writers. The \$20,000.00 can be used to hire grant writers to perform the needs analysis for the 14 districts to help them determine exactly where the funds are needed. Dr. West thinks the reason the agency got the offer to award \$20,000.00 per consortium was through the good work that Dr. Mackey and Mr. Dexter Holloway and all of the staff in the WF/CTE Division has done in building a good working relationship with the Department of Employment Security.

Dr. West concluded her report.

Chairman Hudspeth thanked Dr. West and Dr. Mackey for the way they have handled the Virginia College situation.

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

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

**Attachment 1** is the approval request for General Fund 2298 disbursements for January 2011, totaling \$24,929,521.00.

In a motion made by Mr. Ed Perry and seconded by Mr. Chip Crane, the SBCJC Board **voted unanimously** to approve the General Fund 2298 disbursements for January 2011, for a total of \$24,929,521.00

**Attachment 2** 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 \$82,111.00, for a total amount of \$2,554,619.00, effective December 31, 2010.

In a motion made by Mr. Ed Perry and seconded by Mr. Max Huey, 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 \$82,111.00 for a total disbursement of \$2,554,619.00, effective December 31, 2010.

**Attachment 3** is the report on cumulative reductions in Education Enhancement funds. This is for informational purposes only.

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

**Attachment 5** is the Indirect Cost Proposal. This is a proposal that will be submitted to the U. S. Department of Education. They will review the proposal and work with us to negotiate an indirect cost rate.

In a motion made by Mr. Bobby Steinriede and seconded by Mr. Chip Crane, the SBCJC Board **voted unanimously** to approve the Indirect Cost Proposal to be submitted to the U.S. Department of Education.

**Attachments 6a and 6b** are the approval requests and supporting documentation for a budget change to the Z-1 that will be submitted to DFA. This is a zero cost item and the overall total budget stays the same. In the second period allotment, the agency is recommending to move \$257,538.00 from subsidies into other line items.

In a motion made by Mr. Chip Crane and seconded by Ms. Toni Cooley, the SBCJC **voted unanimously** to approve the request for a budget change to the Z-1 form to allow the agency to move \$25,538.00 from subsidies (ABE federal funds) into other line items.

**Attachment 7** is the purchasing approval for The Rhoads Group. There was a lot of discussion earlier in the meeting regarding The Rhoads Group contract. Mrs. Gilbert feels with the motion that was made earlier in the meeting is sufficient. The amended contract will be from August 1, 2010, to end on June 30, 2011. The total amount would not exceed \$83,500.00.

**Attachment 8** is the Joint Legislative Budget Committee recommendations for FY 2012. This is for information only.

Mrs. Gilbert concluded her report.

### **Travel Authorizations**

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

Chairman Hudspeth requested reimbursement for travel on December 2, 2010, to the Hinds Community College Raymond campus, for the band hall dedication in Mrs. Vashti Muse's memory. He also requests travel reimbursement for the lunch business meeting with Dr. Clark and Mr. Bruce Martin on December 13.

Mr. Ed Perry requested travel expense reimbursement for his upcoming trip to Greenwood on January 10, 2011.

Vice Chairman Dickens requested travel reimbursement for her meetings with the Educational Achievement Council.

In a motion made by Mr. Max Huey and seconded by Ms. Toni Cooley, the State Board **voted unanimously** to approve the travel reimbursement for Chairman Hudspeth's travel to Hinds Community College on December 2, 2010; Chairman Hudspeth's travel to the business lunch meeting in Pearl on December 13, 2010; Mr. Perry's travel to Greenwood on January 10, 2011; and Mrs. Patricia Dickens' travel to the Educational Achievement Council meetings.

**OTHER BUSINESS**

Chairman Hudspeth referenced the email sent to members informing them of Dr. Mary Graham's appointment to the position of president of MGCCC upon Dr. Willis Lott's retirement. He said the poinsettias in the center of the table are for board members to take home, a gift from Jones County Junior College's horticulture division. Mrs. Saxton clarified that the Trustee's conference would be on the Gulf Coast and the legislative workshop will be in Vicksburg this year. Mr. Kell Smith reported he had put three copies of the push card in the members seating places.

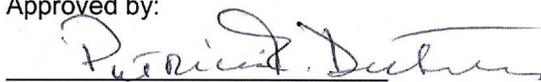
**ADJOURNMENT**

There being no other business, Chairman Hudspeth adjourned the meeting at 11:15 a. m.

Recorded by:

  
Missy Saxton, Executive Assistant

Approved by:

  
Mrs. Patricia Dickens, Vice-Chairman

  
Dr. Eric Clark, Executive Director

**Exhibits:**

Job Description  
Career and Technical Education  
Workforce  
Grants/CRC Report  
Research and Planning  
Technology  
eLearning & Instructional Technology  
Dr. West  
Finance Report  
Dr. Clark's Handouts & News Articles

Exhibit A  
Exhibits B1-B4  
Exhibits C1 and C2  
Exhibits D1 and D2  
Exhibit E  
No Exhibit  
No Exhibit  
No Exhibit  
Separate Agenda