

MINUTES
STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES
Friday, May 20, 2011

The regular meeting of the State Board for Community and Junior Colleges (SBCJC) was held at 9:00 a.m. on Friday, May 20, 2011, 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. Bobby Steinriede; Mr. Duncan McKenzie; Mr. Max Huey; Mr. Chip Crane; Ms. Toni Cooley; Mr. Ed Perry and Mr. Bruce Martin.

SBCJC Staff in attendance: Dr. Eric Clark, Mrs. Deborah Gilbert, Dr. Debra West, Dr. Shawn Mackey, Mr. Ray Smith, Dr. Joan Haynes, Dr. Christian Pruett, Mr. Kell Smith, and Mrs. Cynthia Jiles.

Guests in attendance: Dr. Edward Jordan, Director of P-20 Initiatives, IHL; and Ms. Sarah Welker, Center for Economic Policy.

CALL TO ORDER

Chairman Bubba Hudspeth called the meeting to order at 9:00 a.m. and read the meeting notice for the June 16 and 17, 2011, SBCJC Board Meetings.

MEETING NOTICE

The State Board for Community and Junior Colleges Committee of the Whole dinner meeting will be held Thursday, June 16, 2011, at Huntington's Grill at 6:00 p.m. The meeting will reconvene in the Hattiesburg Room of the Hilton Hotel at 7:00 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, June 17, 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 then provided the Invocation.

Approval of April 14 and 15, 2011 Meeting Minutes

In a motion made by Mr. Chip Crane and seconded by Mrs. Patricia Dickens, the SBCJC Board **voted unanimously** to approve the minutes, with approved revisions to travel authorizations and to correct Mr. Bubba Hudspeth recordation as Vice-Chairman to Chairman, of the April 14 and 15, 2011, SBCJC board meetings.

Approval of Agenda

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

REPORTS/ACTIONS

Executive Director's Report

SBCJC Board Meeting Minutes
Friday, May 20, 2011

Dr. Clark began his report by welcoming all board members and guests. Dr. Clark reported that on April 21st, he attended MEC; April 26th, MACJC Sports Hall of Fame; April 27th, East Mississippi CC luncheon; May 3rd, he spoke to the Newton Rotary Club; May 5th, he attended the dedication of the Presley Building to Dr. Vivian Presley in Coahoma; May 6th, he attended the Delta Council Meeting in Cleveland; May 9th, he attended the MS Gulf Coast CC Centennial celebration; May 10th, he attended Senator Jack Gordon's funeral in Okolona; and May 18th, he attended a "2+U" press conference held the University Medical Center.

Dr. Clark reported to the Board that Dr. Elliot is in Florida caring for his ailing father and newly appointed Board member, Mr. Tom Gresham, plans to attend the June board meeting.

Dr. Clark reported that he had been in conversation with the Governor's office and MEMA regarding the Mississippi River flood. These agencies have asked if and which colleges are available to provide temporary housing to flood evacuees. Northwest CC, Mississippi Delta CC, Holmes CC, Meridian CC, Pearl River CC, and Itawamba CC have agreed to help if the need arises.

Dr. Clark has participated in phone calls with the Cassidy Group to discuss potential federal legislation regarding the BP oil spill. He has forwarded this information to the community college leadership in Louisiana, Alabama, and Florida. The conversations with the Cassidy Group have also addressed possible appropriations to support nursing training and workforce training. Dr. Clark stated that he believes Washington funding has evolved toward grant disbursements and away from earmarks, and he believes that the agency should focus more on researching and writing grants to increase funding opportunities.

Dr. Clark and several staff members met with Harry Sims to discuss renovations to the building that will require SBCJC to relocate. The sixth floor staff will be moved in about three to four weeks and the move will last from nine to eleven weeks. At that time staff will be housed on the second and eighth floors. This move will also impact the SBCJC monthly board meetings. IHL has agreed to allow SBCJC to hold board meetings in the IHL board room.

Dr. Clark reported to the Board that Dr. Haynes is going to provide an update on proprietary schools and at that time she will ask for the reappointment of two board members whose terms expire June 30th. On May 24th, SBCJC will hold a special teleconference to consider the recommendation of the Commission for Proprietary Schools and College Registrations on the proprietary fee schedule. Deborah Gilbert and Ray Smith will discuss a time sensitive purchase regarding computer upgrades for the longitudinal data system. The annual state trustee conference will be held Friday, July 8th and Saturday, July 9th, at the Beau Rivage in Biloxi, Mississippi. The SBCJC Board has a complimentary membership to the Association of Community College Trustees.

Dr. Clark presented **Exhibit A1, Exhibit A2 and Exhibit A3**, requested approval of two items. The first is to change the job descriptions of Kell Smith and Ive Burnett from Technical Specialists to director status. Kell Smith's title will become Director of Communications and Ive Burnett's title will become Director of Applications and Data Management. The second item is the creation of the new position of Director of Proprietary Schools and College Registrations. This position will be responsible for oversight and support of the proprietary schools to ensure they abide by established laws and regulations. SBCJC is awaiting the approval of the proposed fee schedule which will fund this position.

In a motion made by Mrs. Patricia Dickens and seconded by Mr. Chip Crane, the SBCJC **voted unanimously** to approve the two job descriptions for Kell Smith and Ive Burnett and the creation of the job description for Director of Proprietary Schools and College Registrations.

Dr. Clark reported to the Board that SBCJC had received 28 entries in the competition to create a new logo or seal to represent the "Mississippi Community College Board." The Wal-Mart in Pearl,

Mississippi agreed to provide the winner of the competition with a \$100 gift certificate. To provide a "filter," the 28 entries were disseminated to the SBCJC staff for a vote to select the top five to be presented to the Board. Kell Smith reported that Entry Three received ten votes from the staff, which was the largest number of votes for any entry.

After a motion made by Mr. Bubba Hudspeth for Entry 2 and a motion by Mr. Chip Crane for Entry 3, the Board voted. Entry 3 received the majority votes and was thus confirmed as the new logo for the "Mississippi Community College Board." Mr. Perry asked, without objection, that the record show the Board's request to modify the proposed logo to a larger building and smaller "M" graphics.

Dr. Clark yielded to Kell Smith for comments.

Kell Smith reported to the Board that MS Gulf Coast CC has asked the Board to submit a congratulatory letter to Dr. Willis Lott to be given to him at his retirement party on June 9th. Mr. Smith read the letter and asked the Board for approval to include Board signatures on the letter.

Mr. Smith then read two resolutions for Dr. Willis Lott and Dr. Oliver Young to acknowledge their service and contributions to the environment of learning.

In a motion made by Ms. Toni Cooley and seconded by Mr. Chip Crane, the SBCJC **voted unanimously** to approve the congratulatory letter to Dr. Willis Lott and the resolutions for Dr. Willis Lott and Dr. Oliver Young.

Kell Smith provided the call-in information for the May 24th special teleconference meeting. This meeting will address the recommendation of the Commission on Proprietary Schools and College Registrations on the proposed proprietary fee schedule.

Dr. Clark concluded his report.

Career and Technical Education Report

Dr. Shawn Mackey greeted board members and presented **Exhibits B**, the annual revision to the Workforce Policy Manual and submit for APA.

In a motion made by Mr. Chip Crane and seconded by Ms. Toni Cooley, the SBCJC Board **voted unanimously** to approve the revisions to the Workforce Policy Manual and submit for APA.

Exhibit C1 is a program request for a Paramedic Program (Technical Certificate and AAS Degree) at Meridian CC. Dr. Mackey requested that the Board accept and approve the previous approval and remove the restriction placed upon Meridian CC as initially stated in the initial request for the Paramedic Program.

In a motion made by Mrs. Patricia Dickens and seconded by Mr. Chip Crane, the SBCJC Board **voted unanimously** to approve the previous Paramedic Program approval and remove the restriction placed upon Meridian CC as initially stated in the initial request for the Paramedic Program.

Exhibit C2 is a program request for a Business Office Technology – Accounting Technology Program at East Mississippi CC.

In a motion made by Ms. Toni Cooley and seconded by Mr. Chip Crane, the SBCJC Board **voted unanimously** to approve the program request for a Business Office Technology – Accounting Technology Program at East Mississippi CC.

Exhibit C3 and Exhibit C4, are revisions to the Postsecondary Paramedic Program Curriculum.

SBCJC requested Board approval of revisions to the Postsecondary Paramedic Curriculum and approval to submit for APA.

In a motion made by Mr. Chip Crane and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to approve revisions to the Postsecondary Paramedic Curriculum and to submit for APA.

Workforce Report

Dr. Mackey presented **Exhibit D1**, the standard Workforce Budget Report. This report shows all colleges to be in good standing.

Mississippi Gulf Coast CC had a Practical Nursing accreditation review March 9th – 11th. They were cited as non-compliant on Standard "F" and Criteria "34". MSGCC has requested an official appeal. SBCJC is required to present the Board an appeal committee for approval. **Exhibit D2** is the recommendations for Mississippi Gulf Coast Community College Appeal. Dr. Mackey requested that the board approve the following MGCC Appeal Committee members: Lara Collum, Director, Meridian CC; Dr. Libby Mahaffey, Dean of Nursing/Allied Health, Hinds CC; Kathy Elliott, Director, Jones Jr. College; Deborah Potter, Instructor, Mississippi Delta CC; Barbara Whiddon, Lead Instructor, Pearl River CC; Dr. Debra West, Facilitator, SBCJC.

In a motion made by Mr. Chip Crane and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to approve the following MGCC Appeal Committee members: Lara Collum, Director, Meridian CC; Dr. Libby Mahaffey, Dean of Nursing/Allied Health, Hinds CC; Kathy Elliott, Director, Jones Jr. College; Deborah Potter, Instructor, Mississippi Delta CC; Barbara Whiddon, Lead Instructor, Pearl River CC; Dr. Debra West, Facilitator, SBCJC.

Exhibit D3 is the WET Fund Revenue Report. This is for information only and does not require board approval.

Grants and Related Activities Report

Dr. Mackey presented **Exhibit E1**, the Career Readiness Certificates chart, showing a total 18,910 certificates issued for the current fiscal year. Seventeen platinum certificates have been issued. Platinum is the most difficult certificate to achieve. **Exhibit E2** is 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 \$279,100.00 of that contract. This is money spent on Career Readiness Certificates (CRC).

Dr. Mackey concluded his report.

Academic Affairs Report

Dr. Haynes presented **Exhibit F, Exhibit G and Exhibit H**, the summary report for the April 21st meeting of the Commission on Proprietary Schools and College Registrations. There were no new initial registration applications, five renewal applications, seventeen new agent permits, seven renewal agent permits, ten new programs in two schools, nineteen new instructor credentials packets, and zero complaints filed. Fees collected in April totaled \$30,918.62; year-to-date total of \$89,407.11. Presently, there are 42 registered proprietary schools; 31 in-state and eleven out-of-state.

There are two members of the Commission on Proprietary Schools and College Registrations whose terms expire June 30, 2011. Mr. Donald Benjamin, District 1, and Mr. Otis Stanford, District 2; Dr. Haynes and Dr. Clark requested approval of their reappointment to serve as commissioners on the Commission on Proprietary Schools and College Registrations for a five year term beginning July 1, 2011 to June 30, 2016.

In a motion made by Mr. Chip Crane and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to approve the reappointment of Mr. Donald Benjamin, District 1; and Mr. Otis Stanford, District 2; as commissioners to the Commission on Proprietary Schools and College Registration.

Dr. Haynes reported the Complete College America Completion Innovation Challenge Grant. There will be ten \$1 million, 18-month implementation grants awarded. SBCJC and IHL developed a joint proposal for submittal focusing on transforming remediation and restructuring time to degree and accelerating success. If awarded, three community colleges are prepared to implement the grant with a focus on developmental math. The three colleges would equally divide \$500,000.00 for technology and equipment to redesign math laboratories on their campuses.

Dr. Haynes concluded her report.

Chairman Hudspeth recessed the meeting at 10:00 a.m. and reconvened the meeting at 10:15 a.m.

Technology Report

Mr. Ray Smith reported to the Board that his department is working within a short time-frame to handle upgrades to the SBCJC "IT" systems. Mr. Smith reported that SBCJC is in the midst of a data system upgrade that requires an upgrade to the power, cooling system, requires installing blade servers and data storage, virtualization, and migration for the statewide longitudinal data system. Mr. Smith is also navigating network upgrades for the community colleges which require upgrading all circuits as well as major internet circuits on site at SBCJC for the community colleges. The staff is also preparing for relocation due to the building renovations. Mr. Smith reported June 1st is the deadline to complete infrastructure prior to the start of June 1st classes. The complete time frame for project completion is prior to August classes. Mr. Smith thanked Deborah Gilbert and staff for their assistance and flexibility during this process.

Deborah Gilbert will present the approval request for electric upgrades to the longitudinal data systems in the financial report.

Mr. Smith concluded his report.

eLearning and Instructional Technology Report

Dr. Christian Pruett provided an update on the contract for Smart-Thinking. This amended contract will provide a special bridge "CP1" to reach the year one allotment ending July 31st and increase the number of estimated hours for years two and three. Dr. Pruett asked for the Board's approval to pay the bridge cost of \$130,000.00 to reach July 31st and provide additional hours. Deborah Gilbert will present the request for this approval in the financial report.

Dr. Pruett concluded his report.

Deputy Executive Director Report, Programs and Accountability

Dr. Debra West reported that the Summer Data Reporting Workshop will be held June 9th and 10th in the Mississippi Public Broadcasting auditorium. This conference will include college registrars, admissions officers, data entry clerks, institutional research and effectiveness officers, and technical contacts. Presently, the conference has 50 registered to attend and Dr. West expects from 80 to 90 in attendance.

Dr. Debra 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 Disbursements out of Fund 4080 in the amount of \$2,742,508.00 and Fund 4110 in the amount of \$82,112.00, totaling \$2,554,620.00, effective May 31, 2011.

In a motion made by Mr. Ed Perry and seconded by Mrs. Patricia Dickens, the SBCJC Board **voted unanimously** to approve the Education Enhancement Fund Disbursements out of Fund 4080 in the amount of \$2,472,508.00 and Fund 4110 in the amount of \$82,112.00, totaling \$2,554,620.00, effective May 31, 2011.

Attachment 2 is the update on Education Enhancement Funds. This is for informational purposes only and does not require approval.

Attachments 3a and 3b are the Financial Statements for Funds 2291 and Special Funds as of April 30, 2011. Attachment 4a is general fund information and Attachment 4b is special fund information. These do not require approval.

Attachment 4 is the approval request for the FY 2012 Administrative Budget.

In a motion made by Mr. Ed Perry and seconded by Mrs. Patricia Dickens, the SBCJC Board **voted unanimously** to approve the FY 2012 Administrative Budget.

Attachment 5a and 5b are approval requests for the FY 2012 "Z1" forms for the support and administration budgets.

In a motion made by Mr. Ed Perry and seconded by Ms. Toni Cooley, the SBCJC Board **voted unanimously** to approve the FY 2012 "Z1" forms for the support and administration budgets.

Attachment 6 is the guideline for administration of associate degree nursing support for FY 2012.

Attachment 7 is the guideline for the disbursement of advanced training center funds for FY 2012.

Attachment 8 is the guideline for disbursement of Education Technology Funds for FY 2012.

In a motion made by Mr. Ed Perry and seconded by Ms. Toni Cooley, the SBCJC Board **voted unanimously** to approve Attachment 6, the guideline for administration of associate degree nursing support for FY 2012; Attachment 7, the guideline for disbursement of advance training center funds for FY 2012; and Attachment 8, the guideline for disbursement of Education Technology Funds for FY 2012.

Attachment 9 is the schedule of FY 2012 disbursements.

In a motion made by Mr. Chip Crane and seconded by Mrs. Patricia Dickens, the SBCJC Board **voted unanimously** to approve the schedule of FY 2012 disbursements.

Attachment 10a and 10b are reviews of the FY 2013 support and administration budget requests. These do not require approval.

Attachment 11a and 11b are purchasing approvals over \$25,000. Attachment 11a – two quotes for virtual computer electric upgrades, Fountain Construction's quote of \$37,420 and Wagner Electric Company's quote of \$39,500. Attachment 11b – approval request of a contract in the

contract in the amount of \$130,000.00 to amend the Smarthinking license to provide an additional 4,500 tutoring hours over a three-year period.

In a motion made by Mr. Ed Perry and seconded by Ms. Toni Cooley, the SBCJC Board **voted unanimously** to approve Attachment 11a -- \$37,420.00 -- Fountain Electric -- to provide virtual electric upgrades; and Attachment 11b -- contract to amend the Smarthinking license.

Mrs. Gilbert concluded her report.

Travel Authorizations

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

In a motion made by Mr. Chip Crane and seconded by Mrs. Patricia Dickens, the State Board **voted unanimously** to approve the travel reimbursement for Chairman Hudspeth's travel on April 21st, to attend the MEC annual meeting; April 26th, to attend Dr. Muse's induction to the MACJC sports hall of fame; April 27th, luncheon at East Mississippi CC; May 5th, building dedication to Dr. Vivian Presley at Coahoma CC; May 9th, MS Gulf Coast CC centennial celebration; May 14th, East Central CC graduation; and Mrs. Patricia Dickens and Mr. Duncan McKenzie travel reimbursement for the May 9th, MS Gulf Coast centennial celebration. Mr. Hudspeth plans to attend the Legislative Workshop June 5th – 8th and Dr. Lott's retirement celebration on June 9th. Mr. Ed Perry plans to attend the Leadership Academy on June 28th.

OTHER BUSINESS

No other business.

EXECUTIVE SESSION

Mr. Perry moved that the meeting be closed to determine the need for an executive session. The motion passed unanimously and the meeting was closed.

Following discussion, Mr. Perry moved that the Board go into executive session to discuss the job performance of the executive director. Mrs. Dickens seconded the motion. The motion passed unanimously.

The meeting was reopened to the public and the chairman stated that the board had voted to go into executive session to discuss the job performance of the executive director. The meeting was closed for the executive session.

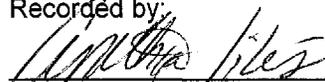
Following discussion, Mrs. Dickens moved that effective July 1, 2011, the executive director's salary shall be set at \$225,000.00 per year. Mr. Crane seconded the motion. The motion passed unanimously.

The chairman stated that the meeting was reopened and the meeting was reopened to the public.

ADJOURNMENT

In the absence of any further business, the meeting was adjourned at 11:35 a.m.

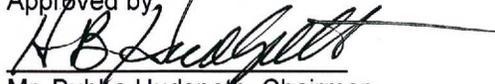
Recorded by:


Cynthia Jiles, Executive Assistant

Approved by:

SBCJC Board Meeting Minutes
Friday, May 20, 2011

Approved by:


Mr. Bubba Hudspeth, Chairman


Dr. Eric Clark, Executive Director

Exhibits:

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|---|----------------------------|
| Job Descriptions | Exhibit A1, A2, and A3 |
| Workforce Policy Manual | Exhibit B |
| Career and Technical Education | Exhibits C1, C2, C3 and C4 |
| Workforce | Exhibits D1, D2, and D3 |
| Grants/CRC Report | Exhibits E1 and E2 |
| Commission on Proprietary Schools and College | |
| Registration Report | Exhibit F |
| CPSCR Docket for April 2011 | Exhibit G |
| CPSCR Financial Report | Exhibit H |
| Complete College America Grant | Exhibit I |
| Research and Planning | No Exhibit |
| Technology | No Exhibit |
| eLearning & Instructional Technology | No Exhibit |
| Dr. West | No Exhibit |
| Finance Report | Separate Agenda |
| Dr. Clark's Handouts & News Articles | |