

MINUTES
MISSISSIPPI COMMUNITY COLLEGE BOARD
Friday, March 15, 2013

The regular meeting of the Mississippi Community College Board (MCCB) was held at 9:00 a.m. on Friday, March 15, 2013, in Room 507 of the Education and Research Center, 3825 Ridgewood Road, Jackson, MS 39211.

Members present: Mr. Chip Crane, Vice-Chair; Mr. John Pigott; Mr. Bobby Steinriede; Mr. Bubba Hudspeth; and Mrs. Cheryl Thurmond. Mr. Duncan McKenzie and Mr. Lee Bush participated via conference call. *Members not present: Mrs. Patricia Dickens, Mr. Tom Gresham, and Mr. Bruce Martin.*

MCCB Staff in attendance: Dr. Eric Clark, Mrs. Deborah Gilbert, Dr. Joan Haynes, Dr. Shawn Mackey, Mr. Kell Smith, Mr. Ray Smith, Mr. Raul Fletes, and Mrs. Cynthia Jiles.

Guests in attendance: Mr. Chuck Rubisoff, Office of the Attorney General; Dr. Casey Turnage, Director of P-20 Initiatives; and Ms. Claire Whittington, Director - College Savings Mississippi.

CALL TO ORDER

Vice-Chairman Chip Crane called the meeting to order at 9:00 a.m. The meeting notice for the April 19, 2013, MCCB Board Meeting is as follows:

MEETING NOTICE

The regular monthly meeting of the Mississippi Community College Board will be held at 9:00 a.m., Friday, April 19, 2013, in the T. Jack Ramsey Student Services Building, located at 101 Cunningham Blvd, Booneville, MS. This meeting may be conducted as a teleconference meeting.

PRELIMINARIES

Vice-Chairman Crane welcomed all board members and visitors and asked Mrs. Cheryl Thurmond to provide the invocation.

Approval of February 14 and 15, 2013 Meeting Minutes

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Bobby Steinriede, the MCCB Board **voted unanimously** to approve the minutes of the February 14 and 15, 2013 MCCB board meetings.

Approval of the March 15, 2013 Agenda

In a motion made by Mr. John Pigott and seconded by Mr. Bobby Steinriede, the MCCB Board **voted unanimously** to approve the agenda for the March 15, 2013 MCCB board meeting.

REPORTS/ACTIONS

Executive Director's Report

Dr. Clark began his report by welcoming all board members and guests.

Dr. Clark reported that March 15 is Dr. Christian Pruett's last day at the MCCB. Last night, Dr. Pruett reported that the transition from Blackboard to CANVAS is progressing well and according to schedule.

Dr. Clark reported that sine die for the Legislature is scheduled for Sunday, April 7, and provided updates on appropriations and bonds related to the community colleges and MCCB.

HB 932, provides an additional \$8 million for the WET fund for one calendar year; SB 2786, provides clarification on MCCB's authority over proprietary schools; and HB 317, provides for optional out-of-state waiver policy to be determined by each college. All of these bills have been passed by both chambers and been signed by the Governor.

Dr. Clark presented **Exhibit A**, a request to approve the updated job description for the open position of Assistant Executive Director for eLearning & Instructional Technology.

In a motion made by Mr. Bobby Steinriede and seconded by Mr. John Pigott, the MCCB Board **voted unanimously** to approve the updated job description for the open position of Assistant Executive Director for eLearning & Instructional Technology.

Dr. Clark reported that Mr. David Case of East Central Community College has been hired effective April 1 to fill the position of Director of Monitoring.

Dr. Clark reported that Mrs. Holly Savorgnan has passed the final part of the CPA exam.

Dr. Clark reported that Mr. Raul Fletes will request approval of an off-campus site change for Holmes Community College.

Dr. Clark reported that Dr. Shawn Mackey has been in discussions with the Mississippi Department of Education and the Research and Curriculum Unit (RCU) of Mississippi State regarding administration of career tech education in the community colleges. This is for information only.

Dr. Clark reported that among the items on his calendar, he attended the Pearl River Community College Honors Institute luncheon on Wednesday, March 6; on March 25, he spoke to the Jackson Rotary Club, and on March 26, he attended the Phi Theta Kappa All-Mississippi Luncheon.

Dr. Clark reported that on Thursday, April 11, he plans to attend the annual Mississippi Economic Council Luncheon, and the MCCB board will hold the April meeting on the Northeast MS Community College campus in Booneville, April 18-19.

Dr. Clark reported that Mr. Kell Smith has distributed the list of retirees for the second part of 2012.

Dr. Clark concluded his report.

Career and Technical Education Report

Dr. Shawn Mackey presented **Exhibit B**, a request to approve the 2012 Post-Secondary Career and Technical Education Curricula Revisions and post to APA.

In a motion made by Mr. John Pigott and seconded by Mr. Bubba Hudspeth, the MCCB Board **voted unanimously** to approve the 2012 Post-Secondary Career and Technical Education Curricula Revisions and post to APA.

Dr. Mackey presented **Exhibit C1**, a new option request of the 30/45/60 semester credit hour for Animation and Simulation Design Technology at Hinds Community College.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Bobby Steinriede, the MCCB Board **voted unanimously** to approve the new option request of the 30/45/60 semester credit hour for Animation and Simulation Design Technology at Hinds Community College.

Dr. Mackey presented **Exhibit C2**, a request for a new location and new option request of the 30/45/60 semester credit hour for Paralegal Technology at Northwest Mississippi Community College.

In a motion made by Mr. Bobby Steinriede and seconded by Mr. Bubba Hudspeth, the MCCB Board **voted unanimously** to approve the new location and new option request of the 30/45/60 semester credit hour for Paralegal Technology at Northwest Mississippi Community College.

Dr. Mackey presented **Exhibit C3**, a new option request of the 30/45/60 semester credit hour for Culinary Arts Technology at Meridian Community College.

In a motion made by Mr. Lee Bush and seconded by Mr. Tom Gresham, the MCCB Board **voted unanimously** to approve the new option request of the 30/45/60 semester credit hour for Culinary Arts Technology at Meridian Community College.

Grants and Related Activities Report

Exhibit D is the standard Career Readiness Certificate. This is for information only and does not require board approval.

Workforce Report

Exhibits E1 and E2 are the standard Workforce Budget Report and the WET Fund Revenue Report. This is for information only and does not require board approval.

Dr. Mackey concluded his report.

Academic Affairs Report

Dr. Joan Haynes presented **Exhibit F1, Exhibit F2, Exhibit F3, and Exhibit F4**, the summary report for the February 2013 meeting of the Commission on Proprietary School and College Registration, the CPSCR Docket, the Instructors' Report, and the Financial Report. These are for information only and do not require board approval.

Dr. Haynes concluded her report.

Technology Report

Mr. Ray Smith reported that he received an email from ITS stating that they were issuing a CP1; thus indicating approval for MCCB to purchase equipment for strategy one of the redundancy project.

Strategy one of the three-point strategy presented last month:

Purchase equipment to be placed at the MCCB office as a secondary system to work in the event the current system fails.

Mr. Smith reported that the Creating Futures Conference held last week was a success. The attendance was approximately 500 with MCCB well represented from each of our divisions. The conference speakers provided a good outlook on technological advances and the impact on current and future methods of education.

Mr. Smith reported that to remain competitive, our infrastructure needs to shift to meet the changing technological needs of our customers (students) and provide the expanded wireless connection "cloud" they expect.

Mr. Smith concluded his report.

The board meeting recessed at 9:45 a.m. and reconvened at 10:00 a.m.

Research and Planning Report

Mr. Raul Fletes presented **Exhibit G**, a request from Holmes Community College to approve a new off-campus site at Wood Jr. College.

In a motion made by Mr. Bubba Hudspeth and seconded by Mrs. Cheryl Thurmond, the MCCB Board **voted unanimously** to approve the new off-campus site at Wood Jr. College for Holmes Community College.

Mr. Fletes concluded his report.

Deputy Executive Director Report, Finance and Administration

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

Attachment 1: CJC Funding Formula Change – Mississippi Gulf Coast Community College- Keesler semester credit hours (SCH) reduced from 525 SCH to 231 SCH or (\$17,870.00).

In a motion made by Mr. Bobby Steinriede and seconded by Mr. John Pigott, the MCCB Board **voted unanimously** to approve the request to change the CJC Funding Formula – Mississippi Gulf Coast Community College- Keesler SCH reduced from 525 SCH to 231 SCH or (\$17,870.00).

Attachment 2: General Fund Disbursements – Fund 2298 – FY 2013

April - \$12,398,280.00

May - \$12,398,280.00

June - \$12,398,280.00.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. John Pigott, the MCCB Board **voted unanimously** to approve the request for:

General Fund Disbursements – Fund 2298 – FY 2013

April - \$12,398,280.00

May - \$12,398,280.00

June - \$12,398,280.00.

Attachment 3: the approval request for the Education Enhancement Fund Disbursements out of Fund 4080 in the amount of \$3,266,228.00 and Fund 4111 in the amount of \$82,112.00, totaling \$3,348,340.00, effective March 31, 2013.

In a motion made by Mr. Bobby Steinriede and seconded by Mr. John Pigott, the MCCB Board **voted unanimously** to approve the request for the Education Enhancement Fund Disbursements out of Fund 4080 in the amount of \$3,266,228.00 and Fund 4111 in the amount of \$82,112.00, totaling \$3,348,340.00, effective March 31, 2013.

Attachment 4: the Financial Statements from:
General Fund 2291, Fund 4111, and Special Funds as of February 28, 2013.
Report- No Action Required.

Attachment 5: Purchasing Approval:

Amendment #1 to Software License and Application Service Provider Agreement between Instructure, Inc. and ITS contracting agent for the MCCB (Original Project Number 39877 approved on January 18, 2013 in the total amount of \$4,334,016.00 over a 5 year period) – In order to ensure proper integration with Canvas for the Enrollment Toll, Instructure will develop customized code for the generation of enrollment data for each of the 15 colleges. The complexity and uniqueness of this project led us to the notion that this would be better for the company to develop compared to in-house development. In addition, Instructure will maintain the server farm used to generate the files. Funds will be derived from a combination of special funds and student fees. The total cost for year one will be \$26,000.00 (\$20,000.00 for a One-Time Development Fee and \$6,000.00 for Annual Hosting and Maintenance). Years two through five will be \$6,000.00 annually for Annual Hosting and Maintenance. The total five-year costs will be \$50,000.00.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Bobby Steinriede, the MCCB Board **voted unanimously** to approve the request for the Purchasing Approval:

Amendment #1 to Software License and Application Service Provider Agreement between Instructure, Inc. and ITS contracting agent for the MCCB (Original Project Number 39877 approved on January 18, 2013 in the total amount of \$4,334,016.00 over a 5 year period) – In order to ensure proper integration with Canvas for the Enrollment Toll, Instructure will develop customized code for the generation of enrollment data for each of the 15 colleges. The complexity and uniqueness of this project led us to the notion that this would be better for the company to develop compared to in-house development. In addition, Instructure will maintain the server farm used to generate the files. Funds will be derived from a combination of special funds and student fees. The total cost for year one will be \$26,000.00 (\$20,000.00 for a One-Time Development Fee and \$6,000.00 for Annual Hosting and Maintenance). Years two through five will be \$6,000.00 annually for Annual Hosting and Maintenance. The total five-year costs will be \$50,000.00.

Mrs. Gilbert concluded her report.

Travel Authorizations

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

There were no additional travel requests for approval.

OTHER BUSINESS

Mr. Bubba Hudspeth entered a motion to rescind the current policy on yearly rotation of the election of MCCB officers. After discussion, Mr. Hudspeth withdrew the motion but indicated that he might renew the motion at the April 19 board meeting.

ADJOURNMENT

In the absence of any further business, the meeting was adjourned at 10:15 a.m.

Recorded by:


Cynthia Jiles, Executive Assistant

Approved by:


Mrs. Patricia Dickens, Chairman


Dr. Eric Clark, Executive Director

Exhibits:

Dr. Clark's Report
2012 PS C&T Education Curricula Revisions
Career & Technical Education
CRC Report
Workforce Report and WetFund Report
Academic Affairs
Research and Planning
Technology
eLearning & Instructional Technology
Dr. West
Finance Report
Dr. Clark's Handouts & News Articles

Exhibit A
Exhibit B
Exhibits C1, C2, and C3
Exhibit D
Exhibits E1 and E2
Exhibits F1, F2, F3 and F4
Exhibit G
No Exhibit
No Exhibit
No Exhibit
Separate Agenda