

MINUTES
MISSISSIPPI COMMUNITY COLLEGE BOARD
Friday, April 19, 2013

The regular meeting of the Mississippi Community College Board (MCCB) was held at 9:00 a.m. on Friday, April 19, 2013, in the T. Jack Ramsey Student Services Building of Northeast Mississippi Community College, located at 101 Cunningham Blvd, Booneville, MS.

Members present: Mrs. Patricia Dickens, Chairman; Mr. Bubba Hudspeth; Mr. Lee Bush; Mrs. Cheryl Thurmond; and Mr. Bobby Steinriede. Mr. Chip Crane, Vice-Chair; Mr. Duncan McKenzie; Mr. John Pigott; Mr. Tom Gresham; and Mr. Bruce Martin participated via conference call.

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

Guests in attendance: Dr. Casey Turnage, IHL Director of P-20 Initiatives and Mr. Johnny Allen, President of Northeast Mississippi Community College.

CALL TO ORDER

Chairman Patricia Dickens called the meeting to order at 9:00 a.m. The meeting notice for the May 17, 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, May 17, 2013, in room 507 of the Education and Research Center, 3825 Ridgewood Road, Jackson, MS 39211. This meeting may be conducted as a teleconference meeting.

ROLL CALL

Board members present were: Mr. Lee Bush, Mrs. Patricia Dickens, Mr. Chip Crane, Mr. Bubba Hudspeth, Mr. Bruce Martin, Mr. Duncan McKenzie, Mr. John Pigott, Mr. Bobby Steinriede, and Mrs. Cheryl Thurmond.

PRELIMINARIES

Chairman Dickens welcomed all board members and visitors and asked Mr. Bubba Hudspeth to provide the invocation.

Approval of March 14 and 15 Meeting Minutes

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

Approval of the April 19, 2013 Agenda

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Bobby Steinriede, the MCCB Board **voted unanimously** to approve the agenda for the April 19, 2013 MCCB board meeting.

REPORTS/ACTIONS

MCCB Officer Elections:

According to the rules of Officer Elections, Mr. Chip Crane will succeed Mrs. Patricia Dickens as Chairman and Mr. Bruce Martin is eligible to succeed Mr. Crane as Vice-Chairman, effective July 1, 2013. In a motion made by Mr. Chip Crane and seconded by Mr. Lee Bush, the Board **voted unanimously** to approve Mr. Bruce Martin as Vice-Chairman effective July 1, 2013.

Executive Director's Report

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

Dr. Clark offered to serve, if the Board chose to reappoint him, for another term on the Mississippi Public Broadcasting Board.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve Dr. Eric Clark's re-appointment to serve on the Mississippi Public Broadcasting Board.

9:07 a.m. - Board Member: Mr. Tom Gresham joined the board meeting via teleconference.

Dr. Clark presented **Exhibit A**, a proposal to transfer functions/funding from the Research and Curriculum Unit of Mississippi State (RCU) to the MCCB. The approval request for this proposal will be presented in Mrs. Deborah Gilbert's report.

Dr. Clark presented **Exhibit B1**, a request to approve the updated job description for the open position of Technical Specialist – Purchasing and Records.

In a motion made by Mr. Bobby Steinriede and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the updated job description for the open position of Technical Specialist – Purchasing and Records.

Dr. Clark presented **Exhibit B2**, a request to approve the updated job description for the open position of Front Line Administrative Secretary.

In a motion made by Mr. Lee Bush and seconded by Mr. Bobby Steinriede, the MCCB Board **voted unanimously** to approve the updated job description for the open position of Front Line Administrative Secretary.

Dr. Clark reported on the staff vacancies:

The decision was made not to immediately fill the open position of Director of eLearning. Mrs. Akiah Gibson will work in the interim until the position is filled. Dr. Clark reported that August 1 is the goal date to have this position filled.

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 the Legislature adjourned two weeks ago, Sunday, April 7, and provided updates on appropriations and bonds related to the community colleges and MCCB.

Dr. Clark reported that community colleges were level funded, appropriated \$4.4 million to cover PERS expenses, and given \$5 million for repair and renovations for community college buildings. These appropriations represent a 4.1 percent increase.

Dr. Clark reported that a one-time infusion of \$8 million to the WETFUND was included in HB 932.

Dr. Clark reported that the Legislature provided \$25 million to the community colleges for construction, repair, and renovations through Senate Bond Bill 2913.

Dr. Clark reported that the MCCB agency budget was provided \$63,000.00 in new money to cover the increased costs to retirement and provided \$24,000.00 to cover all salaries for a total of \$87,000.00 to the MCCB. There was no money provided for the MCCB headquarters building.

Dr. Clark provided an update on EDNET.

Dr. Clark reported that the MCCB has a potential new partnership with the University Medical Center. Dr. David Powe is seeking a grant to medical availability through telemedicine. This partnership would help provide more health education with a view to distance delivery. Dr. Debra West and Dr. Shawn Mackey are currently working on these efforts with Dr. Powe.

Dr. Clark reported that among the items on his calendar, on March 25, he spoke to the Jackson Rotary Club; on March 26, he attended the Phi Theta Kappa All-Mississippi Luncheon; and on Thursday, April 11, he attended the annual Mississippi Economic Council Luncheon.

Dr. Clark reported that on Tuesday, April 23, he plans to attend the annual Community College Sports Hall of Fame Banquet.

Dr. Clark reported that Ethics Commission reports are due May 1.

Dr. Clark concluded his report.

Career and Technical Education Report

Dr. Shawn Mackey presented **Exhibit C**, a new program request for Medical Assisting Technology at Meridian Community College.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the new program request for Medical Assisting 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.

Technology Report

Mr. Ray Smith reported that the Technology division is working on a large technology expansion. This includes the migration to Canvas, the possible rewrite of the sub-grant system that handles workforce grants funds distribution, the installation of a new video network that will emanate from the MCCB, the installation of a dual network for redundant data circuits to each of the community colleges, and the installation of a redundant data center for the MCCB.

Mr. Smith is visiting each of the 15 community colleges' IT directors to design strategies for implementation of these processes within the next year.

Mr. Smith concluded his report.

Research and Planning Report

Mr. Raul Fletes reported that all fifteen Mississippi community colleges have uploaded their summer data to the Electronic Audit Reporting System (EARS) system. This system allows the MCCB to proceed with audits much faster and much more efficiently than the previous auditing system.

Mr. Fletes concluded his report.

Deputy Executive Director Report, Finance and Administration

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

Attachment 1: 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 April 30, 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 April 30, 2013.

Attachment 2: the Financial Statements from:
General Fund 2291, Fund 4111, and Special Funds as of March 31, 2013.
Report- No Action Required.

Attachment 3: Purchasing Approval:

The Instructure, Inc. (Canvas) contract has been amended (Amendment #2) to include Canvas Tier 1 End-User Help Desk Support in addition to the 24 x 7 premium support for system administrators. Canvas Tier 1 End-User Help Desk Support will assist and support will assist and support students and faculty by providing access to customer service through telephone, e-mail, and chat communications twenty-four (24) hours a day, seven (7) days a week. In addition, customer service representatives are able to speak directly to product engineers as the providers of helpdesk services is also the creator of the Canvas LMS platform.

The amendment for Canvas Tier 1 End-User Help Desk Support will provide support during the period of April 1, 2013 through June 30, 2013 at a cost of \$7,875.00 and then continue annually for three years beginning July 1, 2013 and ending June 30, 2016 for a yearly cost of \$245,000.00. The total cost of Canvas Tier 1 End-User Help Desk Support for the 3 year and 3 month period is \$747,875.00. This is an annual savings of \$42,000.00 and a total savings of \$126,000.00.

In a motion made by Mr. Lee Bush and seconded by Mr. Bobby Steinriede, the MCCB Board **voted unanimously** to approve the Instructure, Inc. (Canvas) contract.

Attachment 4: Final Action on S.B. 2860 (MCCB) and S.B. 2861 (Support) for FY 2014.
Report- No Action Required.

Attachment 5: the approval request for Guidelines for MCCB to Disburse Capital Expense Funds for Construction and/or Repair and Renovation Projects – S.B. 2861 – FY 2014.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the Guidelines for MCCB to Disburse Capital Expense Funds for Construction and/or Repair and Renovation Projects – S.B. 2861 – FY 2014.

Attachment 6: the approval request for the Contract Agreement between the Mississippi Community College Board and the Mississippi Board of Education and the Department of Education be revised and amended.

MBE/MDE will transfer funds in the amount of \$925,000.00 for the MCCB to provide professional training to career and technical education faculty, staff, and administration, and to develop and revise curriculum. The content for each curriculum will be developed by curriculum teams and, where possible, will be based on national skill standards. This Revenue Contract increases by \$925,000.00 from \$27,443,473.00 to \$28,368,473.00.

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 Contract Agreement between the Mississippi Community College Board and the Mississippi Board of Education be revised and amended.

Attachment 7: FY 2015 Budget Requests – (Request Board Member Input)

- A. Support
- B. Administration

Report- No Action Required.

Mrs. Gilbert concluded her report.

Travel Authorizations

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

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Bobby Steinriede, the MCCB Board voted unanimously to approve the travel reimbursements for Chairman Patricia Dickens, Mrs. Cheryl Thurmond, and Mr. Lee Bush's travel to attend the MEC annual meeting on April 11, 2013.

OTHER BUSINESS

ADJOURNMENT

In the absence of any further business, the meeting was adjourned at 10:03 a.m.

Recorded by:


Cynthia Jiles, Executive Assistant

Approved by:


Mrs. Patricia Dickens, Chairman


Dr. Eric Clark, Executive Director

Exhibits:

Dr. Clark's Report	Exhibit A, B1, and B2
Career & Technical Education	Exhibits C
CRC Report	Exhibit D
Workforce Report and WetFund Report	Exhibits E1 and E2
Academic Affairs	No Exhibit
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	