

MINUTES
MISSISSIPPI COMMUNITY COLLEGE BOARD
Friday, May 17, 2013

The regular meeting of the Mississippi Community College Board (MCCB) was held at 9:00 a.m. on Friday, May 17, 2013, in Room 507 of the Education and Research Center, 3825 Ridgewood Road, Jackson, MS 39211.

Members present: Mrs. Patricia Dickens, Chairman; Mr. Chip Crane, Vice-Chairman; Mr. Bubba Hudspeth; Mr. Lee Bush; Mrs. Cheryl Thurmond; Mr. Bruce Martin; and Mr. John Pigott. Mr. Duncan McKenzie 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: Mr. Chuck Rubisoff, Office of the Attorney General.

CALL TO ORDER

Chairman Patricia Dickens called the meeting to order at 9:00 a.m. The meeting notice for the June 21, 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, June 21, 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, and Mrs. Cheryl Thurmond.

PRELIMINARIES

Chairman Dickens welcomed all board members and visitors and asked Mr. John Pigott to provide the invocation.

Approval of April 19 Meeting Minutes

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Chip Crane, the MCCB Board **voted unanimously** to approve the minutes of the April 19, 2013 MCCB board meetings.

Approval of the May 17, 2013 Agenda

In a motion made by Mr. Chip Crane and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the agenda for the May 17, 2013 MCCB board meeting.

REPORTS/ACTIONS

Executive Director's Report

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

Dr. Clark presented **Exhibit 1**, a proposal to amend the meeting schedule for the Thursday night meeting of the MCCB. This will make the meeting discretionary at the request of the MCCB Chairman.

In a motion made by Mr. Bruce Martin and seconded by Mr. Chip Crane, the MCCB Board **voted unanimously** to approve making the Thursday night meeting of the MCCB discretionary at the request of the MCCB Chairman.

Dr. Clark requested Kell Smith to present **Exhibits A1 and A2**, resolutions in honor of Dr. Vivian Presley's and Dr. David Cole's service to Coahoma Community College and Itawamba Community College in recognition of their retirements effective June 30.

In a motion made by Mr. John Pigott and seconded by Mr. Bubba Hudspeth, the MCCB Board **voted unanimously** to adopt the resolutions commending Dr. Vivian Presley's and Dr. David Cole's service to Coahoma Community College and Itawamba Community College in recognition of their retirements effective June 30.

Dr. Clark continued his report as follows:

Dr. Clark reported that at the June MCCB meeting, Kell Smith will present plaques for the board members whose terms expire June 30 and resolutions for the community college spring championship teams.

Dr. Clark presented **Exhibit B1**, a request to approve the updated job description for the Director of Communications and Legislative Services.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Bruce Martin, the MCCB Board **voted unanimously** to approve the updated job description for the Director of Communications and Legislative Services.

Dr. Clark presented **Exhibit B2**, a request to approve the job description for the Technical Specialist for Programs and Accountability.

In a motion made by Mr. John Pigott and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the updated job description for the Technical Specialist for Programs and Accountability.

Dr. Clark reported that MCCB has three vacancies: Purchasing Agent, Administrative Assistant for ABE/GED, and Assistant Executive Director for eLearning.

Dr. Clark reported to the board that MCCB will soon be working to fill the five Research and Curriculum Unit (RCU) positions. These positions will include a director and four staff members to work on college vocational projects in the areas of curriculum development and training.

Dr. Clark reported that IHL has given us the remaining offices on the 6th floor to accommodate our increased staff and our computer operations center.

Dr. Clark reported on the contract for \$40,515.00 with nSPARC at Mississippi State University to provide training for *Life Tracks*. *Life Tracks* was developed to track people K-12 into the

materials to train community college personnel in the use of *Life Tracks*. These trained individuals will then provide training to persons in their districts.

Dr. Clark presented a response letter to Representative Frierson in acknowledgement and thanking him for his letter to the board members. The MCCB Board informally agreed to send the letter to Representative Frierson.

Dr. Clark reported that among the items on his calendar, on April 23, he attended the annual Community College Sports Hall of Fame Banquet; on April 25, he attended the Education Achievement Council meeting; on April 30 and May 6, he attended College Savings Board meetings to discuss the viability of the MPACT program; on May 3, he spoke to the Co-Lin Faculty Leadership group; and on May 5, he joined the community college presidents at the Kellogg Foundation to discuss funding programs for parents returning to colleges.

Dr. Clark reported that on Tuesday, May 21, he will speak to Mississippi Association of College Student Affairs Professionals (MACSAP) at USM and on May 22, he will attend the State Workforce Investment Board (SWIB) board meeting.

Dr. Clark reported that Speaker Philip Gunn plans to attend the June MCCB board meeting.

Dr. Clark reported that the Board is invited to attend a dinner on June 22 in Tupelo honoring Dr. David Cole, President of Itawamba Community College.

Dr. Clark concluded his report.

Career and Technical Education Report

Dr. Shawn Mackey presented **Exhibit C**, a request for final adoption of the 2012 PS Curriculum Revisions.

In a motion made by Mr. Chip Crane and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve final adoption of the 2012 PS Curriculum Revisions.

Dr. Mackey presented **Exhibit D**, a request to approve Antonelli College's Declaration of Intent to establish a program of Practical Nursing.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve Antonelli College's Declaration of Intent to establish a program of Practical Nursing.

Dr. Mackey presented **Exhibit E**, a request to approve the Draft of the 2014 Workforce Policies and post to APA.

In a motion made by Mr. Chip Crane and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the Draft of the 2014 Workforce Policies and post to APA.

Dr. Mackey presented **Exhibit F1**, an early adoption approval request for 30/45/60 SCH stackable credentials options for the existing PS-CTE programs of study at East Mississippi Community College.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Chip Crane, the MCCB Board **voted unanimously** to approve the early adoption request for 30/45/60 SCH stackable credentials options for the existing PS-CTE programs of study at East Mississippi Community College.

Dr. Mackey presented **Exhibit F2**, an early adoption approval request for 30/45/60 SCH stackable credentials options for NATEF Certification technical certificate at East Mississippi Community College.

In a motion made by Mr. John Pigott and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the early adoption request for 30/45/60 SCH stackable credentials options for NATEF Certification technical certificate at East Mississippi Community College.

Dr. Mackey presented **Exhibit F3**, a new program request for the career certificate, technical certificate, and AAS degree for Criminal Justice Administration Technology at Holmes Community College.

Dr. Mackey presented **Exhibit F5**, an early adoption approval request for 30/45/60 SCH stackable credentials options for the existing PS-CTE programs of study at Hinds Community College.

Dr. Mackey presented **Exhibit F6**, a new option request to transition the Associate Degree Nursing, Practical Nursing, Health Information, Occupational Therapy Asst., Physical Therapist Asst., Radiology Technology, Respiratory Care Technology, and Surgical Technology programs to the Allied Health Center in Tupelo for Itawamba Community College.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Bruce Martin, the MCCB Board **voted unanimously** to approve **Exhibits F3, F5, and F6**.

Dr. Mackey presented **Exhibit F4**, a termination request for the certificate and degree options for Manufacturing Technology/Automated Systems Technology and Electronics Technology programs at Holmes Community College.
Report – No action required.

Grants and Related Activities Report

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

Workforce Report

Exhibits H1 and H2 are the standard Workforce Budget Report and the WET Fund Revenue Report. These are for information only and do not require board approval.

Dr. Mackey concluded his report.

Chairman Dickens recessed the meeting at 10:00 a.m. and reconvened the meeting at 10:13 a.m.

Academic Affairs Report

Dr. Joan Haynes presented **Exhibit I, Exhibit J, Exhibit K, and Exhibit L**, the summary report for the April 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 is working with the 15 community colleges' "IT" directors to make the redundant data circuits profitable as a result of preventative measures. The redundant data

circuits will enable the colleges to avoid downtown thus generating revenue. Mr. Smith plans to conduct a comprehensive study on the system and report the findings to the board.

Mr. Smith concluded his report.

Research and Planning Report

Mr. Raul Fletes presented **Exhibits M and N**. Mr. Fletes reported that MCCB will host a Summer Data Conference June 6-7, 2013. This conference will cover the audit guidelines, new regulations, and reinforce consistency in data gathering. **Exhibit N** is the summary report for the summer 2012 and fall 2012 audits. These are for information only and do not require board approval.

Mr. Fletes concluded his report.

Programs and Accountability Report

Dr. West presented **Exhibit O**, a request to approve a new off-campus site (Lion Hills Center) for East Central Community College.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Chip Crane, the MCCB Board **voted unanimously** to approve the new off-campus site (Lion Hills Center) for East Central Community College.

Dr. West concluded her 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 May 31, 2013.

In a motion made by Mr. Bruce Martin and seconded by Mr. Lee Bush, 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 May 31, 2013.

Attachment 2: the Financial Statements from:
General Fund 2291, Fund 4111, and Special Funds as of April 30, 2013.
Report- No Action Required.

Attachment 3: the approval request of the FY 2014 Administrative Budget.

In a motion made by Mr. Chip Crane and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the request for the FY 2014 Administrative Budget.

Attachment 4: the approval request of the FY 2014 Z-1 Budget:

- A. Support.
- B. Administration.

In a motion made by Mr. Lee Bush and seconded by Mr. Bruce Martin, the MCCB Board **voted unanimously** to approve the request for the FY 2014 Z-1 Budget for:

- A. Support, and
- B. Administration.

Attachment 5: the Guidelines for Administration of Associate Degree Nursing Support –FY 2014.

Attachment 6: the Guide for the Disbursement of Advanced Training Center Funds for FY 2014.

Attachment 7: the Guidelines for Disbursement of Education Technology Funds – FY 2014.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Chip Crane, the MCCB Board **voted unanimously** to approve:

Attachment 5: the Guidelines for Administration of Associate Degree Nursing Support – FY 2014.

Attachment 6: the Guide for the Disbursement of Advanced Training Center Funds for FY 2014, and

Attachment 7: the Guidelines for Disbursement of Education Technology Funds – FY 2014.

Attachment 8: the Schedule of Disbursements – FY 2014.

In a motion made by Mr. Lee Bush and seconded by Mr. Bruce Martin, the MCCB Board **voted unanimously** to approve the Schedule of Disbursement – FY 2014.

Attachment 9: Purchasing Approvals over \$50,000.00:

- A. A revenue Memorandum of Understanding between the University of Southern Mississippi and the Mississippi Community College Board to provide access to a secured enrollment tool for the registration of up to 250 on-line students and for the colleges to provide instruction for USM students in order to meet the general education requirements for online programs offered by USM. USM agrees to reimburse MCCB 70% of required tuition for each USM student enrolled in a MSVCC course. The period of performance is September 1, 2013 to August 31, 2014.
- B. A revenue Memorandum of Understanding between Jackson State University and the Mississippi Community College Board to provide access to a secured enrollment tool for the registration of up to 150 on-line students and for the colleges to provide instruction for JSU students in order to help meet the general education requirement of the School of Lifelong Learning's Bachelor of Science degree in Professional Interdisciplinary Studies Program. JSU agrees to reimburse MCCB 70% of required tuition for each JSU student enrolled in a MSVCC course. The period of performance is June 3, 2013 to May 31, 2014.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the Purchasing requests over \$50,000.00:

- A. A revenue Memorandum of Understanding between the University of Southern Mississippi and the Mississippi Community College Board to provide access to a secured enrollment tool for the registration of up to 250 on-line students and for the colleges to provide instruction for USM students in order to meet the general education requirements for online programs offered by USM. USM agrees to reimburse MCCB 70% of required tuition for each USM student enrolled in a MSVCC course. The period of performance is September 1, 2013 to August 31, 2014.
- B. A revenue Memorandum of Understanding between Jackson State University and the Mississippi Community College Board to provide access to a secured enrollment tool for the registration of up to 150 on-line students and for the colleges to provide instruction for JSU students in order to help meet the general education requirement of the School of Lifelong Learning's Bachelor of Science degree in Professional

Interdisciplinary Studies Program. JSU agrees to reimburse MCCB 70% of required tuition for each JSU student enrolled in a MSVCC course. The period of performance is June 3, 2013 to May 31, 2014.

Attachment 10: Review of the FY 2015 Budget Requests:

- A. Support.
- B. Administration.

Report- No Action Required.

Attachment 11: the approval requests of the FY 2013 Z-1 Budget Administration (1st Revision).

In a motion made by Mr. John Pigott and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the request for the FY 2013 Z-1 Budget Administration (1st Revision).

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

There was no other business.

EXECUTIVE SESSION

Mr. Crane 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. Hudspeth moved that the Board go into executive session to discuss the job performance of the executive director. Mr. Bush 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, Mr. Martin moved that effective July 1, 2013, the executive director's salary be increased by five percent (5%). 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:


Mrs. Patricia Dickens, Chairman


Dr. Eric Clark, Executive Director

Exhibits:

Dr. Clark's Report
2012 PS Curriculum Revisions
Antonelli College Declaration of Intent
Draft of 2014 Workforce Policies
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, B1, and B2
Exhibit C
Exhibit D
Exhibit E
Exhibits F1 to F6
Exhibit G
Exhibits H1 and H2
Exhibits I, J, K, and L
Exhibits M and N
No Exhibit
No Exhibit
Exhibit O
Separate Agenda