

**MINUTES**  
**MISSISSIPPI COMMUNITY COLLEGE BOARD**  
**Friday, April 11, 2014**

The regular meeting of the Mississippi Community College Board was held at 9:00 a.m. on Friday, April 11, 2014, 3825 Ridgewood Road, Room 507 of the Education and Research Center in Jackson, Mississippi.

**Members present:** Mr. Chip Crane, Chairman; Mr. Lee Bush; Mr. Tom Gresham; Mr. Bubba Hudspeth; Mrs. Cheryl Thurmond; Mrs. Dolly Marascalco; and Mr. John Pigott. Mrs. Sue Stedman participated via teleconference.

**MCCB Staff in attendance:** Dr. Eric Clark, Mrs. Deborah Gilbert, Dr. Debra West, Dr. Shawn Mackey, Dr. Joan Haynes, Mr. Ray Smith, Ms. Audra Kimble, Mr. Kell Smith, Mrs. Cynthia Jiles, and Mrs. Holly Savorgnan.

**Guests in attendance:** Mr. Chuck Rubisoff, Office of the Attorney General, participated via teleconference.

**CALL TO ORDER**

Chairman Crane called the meeting to order at 9:00 a.m. and read the meeting notice for the May 16, 2014, MCCB board meeting.

**MEETING NOTICE**

The regular monthly meeting of the Mississippi Community College Board will be held at 9:00 a.m., Friday, May 16, at the Mississippi Community College Board, 3825 Ridgewood Road, Room 507 of the Education and Research Center in Jackson, Mississippi. This meeting may be conducted as a teleconference meeting.

**PRELIMINARIES**

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

**Approval of March 21, 2014 Meeting Minutes**

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the minutes of the March 21, 2014 MCCB Board meeting.

**Approval of Agenda**

In a motion made by Mrs. Cheryl Thurmond and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the April agenda.

**REPORTS/ACTIONS**

**Executive Director's Report**

Dr. Eric Clark began his report by welcoming all board members and guests to the board meeting.

Dr. Clark presented **Exhibit A**, an approval request to amend the job description and job requirements of the Technical Specialist for Curriculum and Instruction to reflect the new title as Technology Specialist for Curriculum and Instruction and also amended the job requirements.

In a motion made by Mrs. Cheryl Thurmond and seconded by Mr. Bruce Martin, the MCCB Board **voted unanimously** to approve the amended job description and job requirements of the Technical Specialist for Curriculum and Instruction to reflect the new title as Technology Specialist for Curriculum and Instruction and also amended the job requirements.

Dr. Clark presented **Exhibit B**, an approval request to adopt the job description of the Technical Specialist for Academic and Student Affairs.

In a motion made by Mr. Lee Bush and seconded by Mr. Bruce Martin, the MCCB Board **voted unanimously** to approve the request to adopt the job description of the Technical Specialist for Academic and Student Affairs.

Dr. Clark presented **Exhibit C**, an approval request to amend the job description of the Director of Monitoring.

In a motion made by Mr. Bubba Hudspeth and seconded by Mrs. Dolly Marascalco, the MCCB Board **voted unanimously** to approve the request to amend the job description of the Director of Monitoring.

Dr. Clark reported that *sine die* was April 6. The support bill, SB 2867, increased the community college state support more than \$11 million. The General Fund provides \$10.7 million with \$1.5 million to drop-out recovery, \$323,000.00 for health and life insurance, and the remainder to the funding formula with disbursements to the community colleges based on enrollment. The expectation is that the community colleges will give pay raises to their staff, based on criteria set by each college.

Dr. Clark reported that \$3 million was appropriated to Capital Expense Fund for construction, repair, and renovation on the campuses.

Dr. Clark reported that the MCCB agency FY 2015 budget increased \$104,140.00 compared to FY 2014.

Dr. Clark reported that the bond bill, HB 787 provides \$23 million for community colleges plus \$8 million for East Mississippi Community College to construct a Center for Manufacturing Technology Excellence at its Golden Triangle campus.

Dr. Clark reported that the SWIB bill, SB 2958, passed with amended language proposed by the MCCB.

Dr. Clark reported that MCCB and IHL have been legislatively mandated by SB 2563 to address teen pregnancy issues on college campuses and complete a teen pregnancy study by November 3, 2014.

Dr. Clark reported that the financial aid bill, SB 2499 will expand the Post-Secondary Education Financial Aid Board and that MCCB has been mandated to appoint two members.

Dr. Clark reported that Mr. Lee Bush and Mr. Todd Hairston were confirmed in by the Senate on Thursday, March 27.

Dr. Clark reported that Jones County Junior College's men's basketball team won the National Junior College Athletic Association Basketball Championship, after East Mississippi Community

College won the national football championship. He plans to present resolutions to honor the community college championship sports teams at the May board meeting.

Dr. Clark reported that the Governor has signed the land deed for MCCB's approximately six acres of land along Ridgewood Road in Jackson. Signage will be displayed to identify the property.

Dr. Clark called on Mr. Ray Smith to report on Internet 2.

Mr. Smith reported that Internet 2 is a network created by research institutions to provide a large amount of bandwidth to research institutions for research purposes. Internet 2 has grown on a national basis. The United States Unified Community Anchor Network (U.S. UCAN) is working to provide Internet 2 to institutions outside of research institutions that are in need of additional bandwidth. Mr. Smith reported on the possibility that a partnership with U.S. UCAN would be good for Mississippi's 15 community colleges.

Dr. Clark continued his report as follows:

Dr. Clark reported that the annual deadline to file Statements of Economic Interest to the Ethics Commission is May 1.

Dr. Clark reported that he plans to visit with each member of the MCCB staff to gather ideas for enhancing agency performance. He also reported that annual staff evaluations will be held in the coming weeks. Future evaluations will be based on staff performance in line with the strategic goals of the agency.

Dr. Clark reported that Mr. Kell Smith will soon place an order for MCCB agency shirts and asked any interested board members to contact Mr. Smith.

Dr. Clark reported on several recent events on his calendar: on Monday, March 24, he attended the College Savings Board meeting, where the CSB board voted to reopen MPACT in the fall of 2014; on April 3, he attended Co-Lin's Business and Industry Luncheon; on April 7, he attended Co-Lin's College Completion Day, where he was awarded an honorary Phi Theta Kappa membership; and on April 10, he attended the annual Mississippi Economic Council luncheon.

Dr. Clark reported that on April 24, he plans to attend the Mission Mississippi Mayors' Prayer Luncheon; on April 29, he plans to attend the Mississippi Association of Community and Junior College's annual sports hall of fame banquet at the Muse Center; and on May 14, he plans to speak at the Pearl River Community College graduation in Hattiesburg, Mississippi.

Dr. Clark reported that MCCB officer elections are scheduled for the May board meeting.

Dr. Clark reported that the annual Legislative workshop is scheduled for June 8-11 at the Vicksburg Convention Center. The Trustees' meeting is scheduled for July 10-13 at the Beau Rivage in Biloxi, Mississippi. The MCCB board meeting is scheduled for Friday, July 11.

Dr. Clark concluded his report.

### **Career and Technical Education and Workforce Training Report**

Dr. Shawn Mackey presented **Exhibit D**, the Career Readiness Certificate report. This is for information only and does not require Board approval.

**Exhibit E** is the standard Workforce Report. This is for information only and does not require Board approval.

**Exhibits L**, a handout, is the standard 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 F, Exhibit G, Exhibit H and Exhibit I**, the summary report for the February 2014 meeting of the Commission on Proprietary School and College Registration. This is for information only and does not require board approval.

Dr. Haynes concluded her report.

### **Technology Report**

No additional report.

### **eLearning & Instructional Technology Report**

Ms. Audra Kimble reported that the MSVCC spring terms showed enrollment of approximately 30,000 students enrolled in about 66,000 courses. The MSVCC summer term is scheduled to begin June 2. MSVCC is working on the programming aspects of shared enrollment for the multiple mini-terms that are in process to move from seven term start dates to 17.

### **Programs and Accountability Report**

Dr. Debra West reported on the status of the 2014 summer and fall enrollment audits.

Dr. 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 May 2014 General Fund Disbursements out of Fund 2298; Formula - \$12,752,849.00 and Education Technology - \$3,549,580.00, for a total in the amount of \$16,302,429.00.

In a motion made by Mrs. Dolly Marascalco and seconded by Mrs. Sue Stedman, the MCCB Board **voted unanimously** to approve **Attachment 1**: the May 2014 General Fund Disbursements out of Fund 2298; Formula - \$12,752,849.00 and Education Technology - \$3,549,580.00, for a total in the amount of \$16,302,429.00.

**Attachment 2** is the approval request for the Education Enhancement Fund Disbursements out of Fund 4080 in the amount of \$3,251,455.00, and Fund 4110 in the amount of \$82,112.00, totaling \$3,333,567.00, effective April 30, 2014.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Bruce Martin, the MCCB Board **voted unanimously** to approve **Attachment 2**: the Education Enhancement Fund Disbursements out of Fund 4080 in the amount of \$3,251,455.00, and Fund 4110 in the amount of \$82,112.00, totaling \$3,333,567.00, effective April 30, 2014.

Next, Mrs. Gilbert reported on:

**Attachment 3**: Financial Statements:

These are the Financial Statements for Funds 2291, and Fund 4111 and Special Funds as of March 31, 2014.

This is for informational purposes only and does not require approval.

Next, Mrs. Gilbert reported on:

**Attachment 4: Purchasing Approval:**

This is an approval request for the License Agreement with Jackson Convention Complex for the Mississippi Community College Board to occupy the complex for the purpose of the annual Career-Tech conference on August 5-6, 2014. Summary of fees authorized includes Rental, Food and Beverage, Service Fees, Unarmed Security Labor Charges, and Audio Visual for a total of \$73,373.00 based on an estimated attendance of 800. Charges for food costs for each additional person over 800 will be \$25.00.

In a motion made by Mr. Bruce Martin and seconded by Mrs. Sue Stedman, the MCCB Board **voted unanimously** to approve the License Agreement with Jackson Convention Complex for the Mississippi Community College Board to occupy the complex for the purpose of the annual Career-Tech conference on August 5-6, 2014. Summary of fees authorized includes Rental, Food and Beverage, Service Fees, Unarmed Security Labor Charges, and Audio Visual for a total of \$73,373.00 based on an estimated attendance of 800. Charges for food costs for each additional person over 800 will be \$25.00.

**Attachment 5: Final Action on S.B. 2866 (MCCB) and S.B. 2867 (Support) for FY 2015.**

This is for informational purposes only and does not require approval.

**Attachment 6: FY 2016 Budget Requests – (Request Board Member Input)**

- A. Support
- B. Administration

This is for informational purposes only and does not require approval.

Next Mrs. Gilbert presented **Exhibit J**, an approval request to adopt a Wireless Communication Policy. This policy sets the standards for approved usage of agency wireless communication devices by employees of the MCCB.

In a motion made by Mr. Bruce Martin and seconded by Mrs. Cheryl Thurmond, the MCCB Board **voted unanimously** to approve **Exhibit J**, the Wireless Communication Policy to set the standards for approved usage of agency wireless communication devices by employees of the MCCB.

Mrs. Gilbert concluded her report.

**TRAVEL AUTHORIZATIONS**

In a motion made by Mr. Bruce Martin and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve Mr. Hudspeth's travel to attend the event at East Central CC featuring Coach Tony Dungy on March 28, East Central CC's Business and Industry Appreciation Luncheon on March 29, and Board Member travel to attend the MACJC Sports Hall of Fame on April 29.

**OTHER BUSINESS**

Mrs. Gilbert distributed the annual Executive Director's evaluation forms to the MCCB Board Members and asked that they return these via USPS.

Ms. Sue Stedman left the meeting at 10:04 a.m.

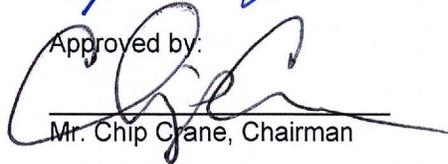
**ADJOURNMENT**

In a motion by Mr. Bubba Hudspeth and in the absence of any further business, the meeting was adjourned at 10:08 a.m.

Recorded by:

  
Cynthia Jiles, Executive Assistant

Approved by:

  
Mr. Chip Crane, Chairman

  
Dr. Eric Clark, Executive Director

**April Exhibits:**

|   |                         |
|---|-------------------------|
| Job Description – Technical Specialist for C&I                      | Exhibit A               |
| Job Description – Technical Specialist for Academic/Student Affairs | Exhibit B               |
| Job Description – Director of Monitoring                            | Exhibit C               |
| Career Readiness Certificate  | Exhibit D               |
| Workforce Report  | Exhibit E               |
| WET Fund Reports  | Exhibit L               |
| Academic/Student Affairs - CPSCR                                    | Exhibits F, G, H, and I |
| Programs and Accountability   | No Exhibit              |
| Finance Report  | Separate Agenda         |
| Wireless Communications Policy 8.12                                 | Exhibit J               |
| Dr. Clark's Handouts & News Articles                                |                         |