

**MINUTES**  
**MISSISSIPPI COMMUNITY COLLEGE BOARD**  
**Friday, May 16, 2014**

The regular meeting of the Mississippi Community College Board was held at 9:00 a.m. on Friday, May 16, 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. Bubba Hudspeth; Mrs. Cheryl Thurmond; Mrs. Dolly Marascallo; Mr. Todd Hairston; and Mr. John Pigott. Mr. Bruce Martin, Vice-Chairman 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, and Mrs. Cynthia Jiles

**Guests in attendance:** Dr. William Lewis, President of PRCC and Chair of MACJC; Dr. Casey Turnage, Director of P-20 Initiatives at IHL; Mr. Dee Polk, Mississippi Economic Policy Center; and Mrs. Hannah Robinson, College Savings Board. 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 June 20, 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, June 20, 2014 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. Lee Bush to provide the invocation.

**Approval of April 11, 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 April 11, 2014 MCCB Board meeting.

**Approval of Agenda**

In a motion made by Mr. John Pigott and seconded by Mr. Todd Hairston, the MCCB Board **voted unanimously** to approve the May 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**, a resolution to honor Itawamba Community College's men's basketball team's MACJC championship; **Exhibit B**, a resolution to honor Jones County Junior College's women's basketball team's MACJC championship; and **Exhibit C**, a resolution to honor Jones County Junior College's men's basketball team's NJCAA Division I men's basketball national title.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Bruce Martin, the MCCB Board **voted unanimously** to approve **Exhibit A**, a resolution to honor Itawamba Community College's men's basketball team's MACJC championship; **Exhibit B**, a resolution to honor Jones County Junior College's women's basketball team's MACJC championship; and **Exhibit C**, a resolution to honor Jones County Junior College's men's basketball team's NJCAA Division I men's basketball national title.

Dr. Clark reported that he has met with each member of the staff to gather ideas for enhancing agency performance.

Dr. Clark reported that MCCB and IHL plan to meet June 3, as a taskforce, to work on the legislative mandate of SB 2563 to address teen pregnancy issues on college campuses. Senator Sally Doty plans to attend and speak to the group.

Dr. Clark reported on the status of the request by East Mississippi Community College to establish a center in Marion, MS. This is for informational purposes only and does not require board action at this time.

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. He suggests that the MCCB board re-appoint Mr. Bob Walker, of Itawamba CC, in June, as one of our representatives to the Post-Secondary Education Financial Aid Board. In addition, an MCCB Board member will need to be chosen to sit on the new Financial Aid Board.

Dr. Clark reported that the EDNET spectrum auction was moved back a month. Responses are due from interested entities on or around June 19. These proposals will then be presented to the EDNET board for evaluation.

Dr. Clark reported that the Finance division has been attending training for Mississippi's Accountability System for Government Information and Collaboration (MAGIC), the new statewide computer finance/accounting software.

Dr. Clark reported on several recent events on his calendar: on Wednesday, April 16, he attended the funeral service for East Central Community College's former President Dr. Eddie Smith; on April 24, he took part in the Mission Mississippi Mayors' Prayer Luncheon; on April 29, he attended Mississippi Association of Community and Junior College's annual sports hall of fame banquet at the Muse Center; and on May 14, he spoke to the graduating class of Pearl River Community College in Hattiesburg, Mississippi.

Dr. Clark reported that MCCB will be closed Monday, May 26 in observance of the Memorial Day holiday.

Dr. Clark reported that on June 8-11, he plans to attend the annual Legislative workshop in Vicksburg, Mississippi; on June 16, he plans to speak to the Lion's Club of Jackson; and on July 10-13, he plans to attend the statewide Trustees' Convention in Biloxi, Mississippi. The MCCB board meeting is scheduled for Friday, July 11.

Dr. Clark concluded his report.

### **MACJC Report**

Dr. William Lewis provided information for the 15 community colleges.

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

Dr. Shawn Mackey presented **Exhibit D1**, a program termination request for the Commercial Truck Driving program from Mississippi Delta Community College. This is for information only and does not require Board approval.

**Exhibit D2** is a program termination request for the Licensed Practical Nursing program from Mississippi Gulf Coast Community College. This is for information only and does not require Board approval.

**Exhibit D3** is a program termination request for the Gerontology program from Itawamba Community College. This is for information only and does not require Board approval.

**Exhibit E** is the Career Readiness Certificate report. This is for information only and does not require Board approval.

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

**Exhibit G** 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 H, Exhibit I, Exhibit J and Exhibit K**, the summary report for the April 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**

Mr. Ray Smith reported on the status of the current projects of the Technology division: the renovation of the data center, the remote data center, the redundancy project to provide redundant circuits to our 15 community colleges, video conferencing bridge for the MCCB workforce group, and the two-factor authentication security project for off-site external users to access MCCB data systems. Mr. Smith reported that these projects are on track to be completed by the end of the fiscal year.

Mr. Smith concluded his report.

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

Ms. Audra Kimble reported that the MSVCC division currently has two main projects. Ms. Kimble reported that the focus remains on establishing mini-terms with multiple start times. The goal is to move from seven start dates to 19. The goal launch for these terms is summer 2015.

Ms. Kimble reported that the MSVCC division is also working to complete annual state authorizations. This process focuses on the regulations of distance learning to maintain compliance with guidelines established by other states.

Ms. Kimble concluded her report.

### **Research and Planning Report**

Dr. Debra West presented on behalf of Mr. Raul Fletes. Dr. West reported on the 2014 summer and fall enrollment audits. She also reported that MCCB has completed the transfer of the spring data to NSPARC. Dr. West reported that the annual Summer Data Conference is scheduled for June 4 and 5.

Dr. West concluded her report.

### **Programs and Accountability Report**

Dr. Debra West reported on the National Conference on Integrated Skills Pathways which she attended in Washington on April 29 and 30. This conference highlighted the successes and templates of proven evidence-based models for integrated adult basic education taught with a skills component.

Dr. West reported that on May 22, MCCB will host a statewide planning group meeting with representatives from each of Mississippi's 15 community colleges to listen to representatives from states with proven models of implementing evidence-based procedures.

Dr. West concluded her report.

In a motion made by Mr. Bruce Martin and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to move executive session up the agenda for immediate consideration.

### **EXECUTIVE SESSION**

Mr. Bruce Martin 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. Bruce Martin moved that the Board go into executive session to discuss the job performance of the executive director. Mr. Lee 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, Mrs. Cheryl Thurmond moved that effective July 1, 2014, the executive director's salary be increased by five percent (5%). Mr. Lee Bush seconded the motion. The motion **passed unanimously**.

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

The meeting continued as follows:

### **Deputy Executive Director Report, Finance and Administration**

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

**Attachment 1** is the approval request for the June 2014 General Fund Disbursements out of Fund 2298; Formula - \$12,752,847.00.

**Attachment 2** is the approval request for the Education Enhancement Fund Disbursements for May 31: 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; and June 30: out of Fund 4080 in the amount of \$3,251,457.00 and Fund 4110 in the amount of 82,111.00, totaling \$3,333,568.00.

In a motion made by Mr. Lee Bush and seconded by Mrs. Cheryl Thurmond, the MCCB Board **voted unanimously** to approve **Attachments 1 and 2**: **Attachment 1** is the approval request for the June 2014 General Fund Disbursements out of Fund 2298; Formula - \$12,752,847.00, and **Attachment 2** is the approval request for the Education Enhancement Fund Disbursements for May 31: 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; and June 30: out of Fund 4080 in the amount of \$3,251,457.00 and Fund 4110 in the amount of 82,111.00, totaling \$3,333,568.00.

Next, Mrs. Gilbert reported on:

**Attachment 3**: Financial Statements:

These are the Financial Statements for Fund 2291 and Fund 4111 and Special Funds as of April 30, 2014.

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

Next, Mrs. Gilbert reported on:

**Attachment 4**: Approval request of the FY 2015 Administrative Budget:

In a motion made by Mrs. Cheryl Thurmond and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the FY 2015 Administrative Budget.

**Attachment 5**: Approval request of the FY 2015 Z-1 Budget:

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the FY 2015 Z-1 Budget.

**Attachment 6**: Approval request for Guidelines for Administration of Associate Degree Nursing Support – FY 2015.

**Attachment 7**: Approval request for Guidelines for the Disbursement of Advanced Training Center Funds for FY 2015.

**Attachment 8**: Approval request for Guidelines for the Disbursement of Education Technology Funds for FY 2015.

**Attachment 9**: Approval request for Guidelines for MCCB to Disburse Capital Expense Funds for Construction and/or Repair and Renovation Projects – SB 2867 - FY 2015.

In a motion made by Mr. Lee Bush and seconded by Mr. Todd Hairston, the MCCB Board **voted unanimously** to approve **Attachments 6, 7, 8, and 9**:

**Attachment 6**: Approval request for Guidelines for Administration of Associate Degree Nursing Support – FY 2015.

**Attachment 7**: Approval request for Guidelines for the Disbursement of Advanced

Training Center Funds for FY 2015.

**Attachment 8:** Approval request for Guidelines for the Disbursement of Education Technology Funds for FY 2015.

**Attachment 9:** Approval request for Guidelines for MCCB to Disburse Capital Expense Funds for Construction and/or Repair and Renovation Projects – SB 2867 - FY 2015.

**Attachment 10:** Approval request for the Schedule of Disbursements – FY 2015.

In a motion made by Mr. Bubba Hudspeth and seconded by Mrs. Dolly Marascalco, the MCCB Board **voted unanimously** to approve FY 2015 Schedule of Disbursements.

**Attachment 11:** Approval request for the Salary Schedule Update.

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

**Attachment 12:** Review of FY 2016 Budget Requests.

- A. Support
- B. Administration

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

Mrs. Gilbert concluded her report.

### **TRAVEL AUTHORIZATIONS**

In a motion made by Mr. John Pigott and seconded by Mrs. Dolly Marascalco, the MCCB Board **voted unanimously** to approve Mr. Hudspeth's travel to attend East Central Community College's graduation on May 10 and East Mississippi Community College's Business and Industry Appreciation Luncheon on March 29.

### **OTHER BUSINESS**

#### **MCCB Officer Elections:**

According to the rules of Officer Elections, Mr. Bruce Martin will succeed Mr. Chip Crane as Chairman and Mr. Tom Gresham is eligible to succeed Mr. Martin as Vice-Chairman, effective July 1, 2014. In a motion made by Mr. John Pigott and seconded by Mr. Dolly Marascalco, the Board **voted unanimously** to elect Mr. Bruce Martin as Chairman and Mr. Tom Gresham as Vice-Chairman, effective July 1, 2014.

### **ADJOURNMENT**

In a motion by Mr. John Pigott and in the absence of any further business, the meeting was adjourned at 10:40 a.m.

MCCB Board Meeting Minutes  
Friday, May 16, 2014

Recorded by:

  
Cynthia Jiles, Executive Assistant

Approved by:

  
Mr. Chip Crane, Chairman

  
Dr. Eric Clark, Executive Director

**May Exhibits:**

Resolution – Itawamba CC - Men's Basketball  
Resolution – Jones County Jr. College – Women's Basketball  
Resolution – Jones County Jr. College – Men's Basketball  
CTE  
Career Readiness Certificate  
Workforce Report  
WET Fund Reports  
Academic/Student Affairs - CPSCR  
Programs and Accountability  
Finance Report  
Dr. Clark's Handouts & News Articles

Exhibit A  
Exhibit B  
Exhibit C  
Exhibits D1, D2, and D3  
Exhibit E  
Exhibit F  
Exhibit G  
Exhibits H, I, J, and K  
No Exhibit  
Separate Agenda