

**SPECIAL TELECONFERENCE MINUTES
MISSISSIPPI COMMUNITY COLLEGE BOARD
Wednesday, October 8, 2014**

The special teleconference meeting of the Mississippi Community College Board (MCCB) was held at 9:00 a.m. on Wednesday, October 08, 2014, at the offices of the Mississippi Community College Board, 3825 Ridgewood Road, Room 507, of the Education and Research Center in Jackson, Mississippi. A copy of the special teleconference meeting notice is attached hereto and incorporated herein.

Members present by telephone: Mr. Bruce Martin, Chairman; Mr. Tom Gresham, Vice-Chairman; Mr. Todd Hairston; Mr. Chip Crane; Mr. Bubba Hudspeth; Mrs. Dolly Marascalco; Mrs. Sue Stedman, and Mrs. Cheryl Thurmond. *Members not present: Mr. Lee Bush and Mr. John Pigott.*

MCCB Staff in attendance: Dr. Eric Clark, Mrs. Deborah Gilbert, Mrs. Cynthia Jiles, and Mr. Kell Smith.

Guests in attendance: Mr. Chuck Rubisoff, Office of the Attorney General; Mr. Dee Polk, The Center for Economic Policy.

REPORTS/ACTIONS

Chairman Martin called the meeting to order at 9:00 a.m.

Executive Director Search Committee

Chairman Martin proposed that the following board members: Mr. Bruce Martin, Chair; Mr. Tom Gresham; Mrs. Cheryl Thurmond; Mr. Lee Bush; and Mr. Bubba Hudspeth serve on the Executive Director Search Committee.

In a motion by Mrs. Dolly Marascalco and seconded by Mr. Chip Crane the MCCB Board **voted unanimously** to approve the search committee composed of: Mr. Bruce Martin, Chair; Mr. Tom Gresham; Mrs. Cheryl Thurmond; Mr. Lee Bush; and Mr. Bubba Hudspeth.

Timeline of Search Process

Chairman Martin proposed November 20 as the deadline for receiving applications and December 19 as the goal date to name the new MCCB Executive Director. Chairman Martin asked that the Board approve the proposed timeline developed for the search process including: the job announcement, application procedures, advertising, interviews, and selection.

In a motion by Mrs. Sue Stedman and seconded by Mrs. Dolly Marascalco the MCCB Board **voted unanimously** to approve the timeline for the MCCB Executive Director search.

Dr. Clark reported to the Board that the timeline, as approved, will allow applicants approximately five weeks and, thereafter, four weeks for Board determination.

Changes to the Executive Director Job Description

Dr. Eric Clark reported to the board that the proposed changes to the job description for the MCCB Executive Director were made to streamline the process and provide a more in-depth description for applicants.

In a motion by Mr. Bubba Hudspeth and seconded by Mrs. Dolly Marascalco the MCCB Board **voted unanimously** to approve the changes to the MCCB Executive Director job description.

Job Announcement and Application Procedures

Dr. Eric Clark proposed to the Board for approval that the entire application process with by email.

Dr. Clark also proposed that a team comprised of Mrs. Deborah Gilbert, Mr. Kell Smith and himself be approved to do a preliminary examination of applications for the search committee.

Mrs. Gilbert reported to the Board that a spreadsheet will be maintained to catalog how each candidate measured for the selection criteria.

In a motion made by Mrs. Sue Stedman and seconded by Mrs. Dolly Marascalco, the MCCB Board **voted unanimously** to approve the email application process and the process for selecting potential candidates to interview.

Mr. Kell Smith reported to the Board that a webpage with a dedicated URL has been created to house the announcement, application materials, and submission requirements. In addition, a dedicated email has been created for applicant materials.

Advertisement Verbiage

Job Announcement for daily Mississippi papers (Clarion Ledger, Biloxi Sun Herald, Greenwood Commonwealth, DeSoto Appeal, Hattiesburg American, Tupelo Daily Journal, and Meridian Star):

"The Mississippi Community College Board is seeking qualified applicants for a new Executive Director. The current Executive Director will retire on June 30, 2015. Complete hiring information can be found at www.mccb.edu/execdirectorsearch. Interested candidates must submit an application by email on or before 5:00 pm, November 20, 2014 to execdirectorsearch@mccb.edu."

Job Announcement for National Publications: Chronicle of Higher Education (hardcopy), Community College Daily (electronic), Community College Week (hardcopy), and Inside Higher Education (electronic):

"The Mississippi Community College Board is seeking qualified applicants for a new Executive Director. The current Executive Director will retire on June 30, 2015. The Mississippi Community College Board is a coordinating board for the oldest state community and junior college system in the nation. The agency provides leadership to the 15 public community and junior colleges in Mississippi that provide instruction and training to approximately 250,000 students each year. Complete hiring information can be found at www.mccb.edu/execdirectorsearch. Interested candidates must submit an application by email on or before 5:00 pm, November 20, 2014 to execdirectorsearch@mccb.edu."

Media Placement and Cost of Advertising

Mr. Kell Smith reported that the position announcement for MCCB Executive Director will be advertised statewide and nationally. Mr. Smith reported that \$6,700.00 is the estimated cost of advertising.

OTHER BUSINESS

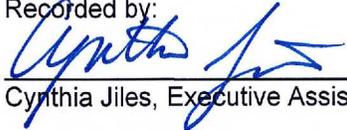
Mr. Chuck Rubisoff reported to the Board that the applications and related materials which are submitted to the Board are exempt from the Mississippi Public Records Act.

ADJOURNMENT

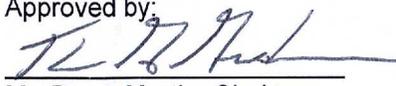
In a motion made by Mr. Bubba Hudspeth and seconded by Mrs. Sue Stedman, the MCCB Board **voted unanimously** to adjourn.

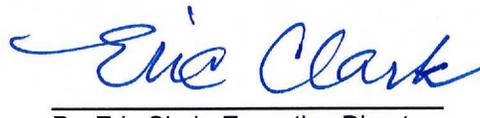
There being no other business, Chairman Martin adjourned the meeting at 9:37 a.m.

Recorded by:


Cynthia Jiles, Executive Assistant

Approved by:


Mr. Bruce Martin, Chairman


Dr. Eric Clark, Executive Director

Thomas G. Gresham Vice-Chairman