

**MINUTES**  
**MISSISSIPPI COMMUNITY COLLEGE BOARD**  
**Friday, May 15, 2015**

The regular meeting of the Mississippi Community College Board was held at 9:00 a.m. on Friday, May 15, 2015, at the Mississippi Community College Board, 3825 Ridgewood Road, Room 507 of the Education and Research Center in Jackson, Mississippi. The meeting was conducted as a teleconference meeting. Mrs. Marilyn Gardner maintained an active speaker phone connection at this location for the public during the entire meeting except for the executive session discussion.

An additional meeting location in the Technical Conference room at East Mississippi Community College was made available. Members present at this location were Mr. Bruce Martin, Chairman; Mr. Lee Bush; Mr. Bubba Hudspeth; Mrs. Dolly Marascalco; Mr. Tom Gresham; Mr. John Pigott; Mrs. Cheryl Thurmond; Mrs. Sue Stedman; and Mr. Todd Hairston. *Mr. Chip Crane participated via conference call.*

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

**Guests in attendance at the EMCC location:** Dr. Paul Miller, East Mississippi CC; Dr. Raj Shaunak, East Mississippi CC; Ms. Nia Bush; Dr. Malcolm Portera; and Representative Charles Young Jr.

**MCCB Staff in attendance at the Jackson location:** Mrs. Marilyn Garner

**Guests in attendance at the Jackson location:** Dr. Johnny Allen, President of Northeast CC and MACJC Chairman; Dr. Patrick Eaton, Northeast CC; and Mr. Mason Frantom, Office of the State Auditor.

Mr. Chuck Rubisoff, Office of the Attorney General, participated by teleconference.

**CALL TO ORDER**

Chairman Martin called the meeting to order at 9:00 a.m. and read the meeting notice for the June 19, 2015, MCCB board meeting.

**MEETING NOTICE**

The next monthly Board Meeting will be held on Friday, June 19, 2015, at 9:00 a.m. in Room 507 of the Education & Research Building, located at 3825 Ridgewood Road, Jackson. This meeting may be conducted as a teleconference meeting.

**PRELIMINARIES**

Chairman Martin welcomed all board members and visitors and then asked Mr. Tom Gresham to provide the invocation.

**East Mississippi Community College Presentation**

Dr. Raj Shaunak gave a presentation on EMCC's Center for Manufacturing Technology Excellence.

## **NEW BUSINESS**

### **Executive Director Search**

#### **Executive Session**

Mr. Tom Gresham moved to close the meeting to determine the need for an executive session. Mr. Todd Hairston seconded the motion. The motion was approved by **unanimous vote**. The meeting room was closed.

Following discussion, Mr. Tom Gresham moved that the Board go into executive session to discuss the job performance of staff with respect to the executive director search process. Mr. Chip Crane seconded the motion. The motion was approved by unanimous vote. The meeting room was temporarily reopened for the following public announcement:

"The board has voted to go into executive session to discuss the job performance of staff with respect to the executive director search process."

The meeting room was closed again for executive session discussion of the job performance of staff with respect to the executive director search process. Following discussion, Mr. Tom Gresham moved to reopen the meeting. Mr. Todd Hairston seconded the motion. The motion was approved by **unanimous vote** and the meeting room was reopened.

In a motion by Mrs. Cheryl Thurmond and seconded by Mrs. Dolly Marascalco, the MCCB Board **voted unanimously** to contract with Dr. Malcolm Portera to assist in the Executive Director search.

In a motion by Mrs. Cheryl Thurmond and seconded by Mr. Todd Hairston, the MCCB Board **voted unanimously** to appoint Mrs. Deborah Gilbert as interim Executive Director of the Mississippi Community College Board effective July 1, 2015, until a new executive director is hired.

### **PRELIMINARIES continued**

#### **Approval of April 24, 2015 Meeting Minutes**

In a motion made by Mr. John Pigott and seconded by Mrs. Dolly Marascalco, the MCCB Board **voted unanimously** to approve the minutes of April 24, 2015.

#### **Approval of the May 15, 2015 Agenda**

In a motion made by Mr. Tom Gresham and seconded by Mr. John Pigott, the MCCB Board **voted unanimously** to approve the May 15, 2015 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 **Exhibits 1 through 3**: approval requests to revise three job descriptions.

**Exhibit 1:** Dr. Clark asked the Board to approve transitioning Mrs. Cynthia Jiles, the current Executive Assistant, to the position of Human Resources/Property and Inventory Officer and,

**Exhibit 2:** Dr. Clark asked the Board to approve revising Mrs. Shana Hansen's job title to: Grants Accountant/Benefits Coordinator and,

**Exhibit 3:** Dr. Clark asked the Board to approve revising Mrs. Missy Saxton's job title to: Program Specialist for Research and Effectiveness.

In a motion made by Mr. Lee Bush and seconded by Mr. John Pigott, the MCCB Board **voted unanimously** to approve the revised job descriptions.

**Exhibit 4** is a request to approve the MCCB Salary Schedule (5.2). The Salary Schedule was revised to reflect the change in job titles.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Todd Hairston, the MCCB Board **voted unanimously** to approve the revised Salary Schedule.

Dr. Clark reported on the boards and commissions that he serves as a representative of the Mississippi Community College Board.

Dr. Clark reported to the Board that he and Mrs. Gilbert are currently working on the salary schedule for 2016 and that his hope is that most of the MCCB staff will receive a 2% raise for FY 2016.

Dr. Clark reported that resolutions honoring Mississippi's community college spring champions and two retiring presidents will be presented for adoption at the June 2015 board meeting.

Dr. Clark reported that the MACJC Legislative Workshop will be held in Tupelo from June 14 through 17.

Dr. Clark concluded his report.

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

Dr. Shawn Mackey presented **Exhibit A1**, a new program request for a Pipefitting program at Jones County Junior College.

**Exhibit A2** is a request to approve a new location and option for the 30-45-60 course sequencing completion model for the Culinary Arts Technology program on the Utica Campus of Hinds Community College.

**Exhibit A3** is a request to approve a new location and option for the 30-45-60 course sequencing completion model for the Welding and Cutting Technology program at the Jasper County Center of Jones County Junior College.

**Exhibit A4** is a request to approve a new location and option for the 30-45-60 course sequencing completion model for the Welding and Cutting Technology program at the Clarke County Center of Jones County Junior College.

**Exhibit A5** is a request to approve a new location and option for the 30-45-60 course sequencing completion model for the Commercial Truck Driving program at the Wayne County Center of Jones County Junior College.

**Exhibit A6** is a request to approve a new location and option for the 30-45-60 course sequencing completion model for the Commercial Truck Driving program at the Clarke County Center of Jones County Junior College.

**Exhibit A7** is a request to approve a new location and option for the 30-45-60 course sequencing

completion model for the Commercial Truck Driving program at the Jasper County Center of Jones County Junior College.

In a motion made by Mr. Bubba Hudspeth and seconded by Mrs. Dolly Marascalco, the MCCB Board **voted unanimously** to approve **Exhibits A1** through **A7**.

**Exhibit A8** is a request to approve a new location and option for the 30-45-60 course sequencing completion model for the Commercial Truck Driving program at the Greene County Center of Jones County Junior College.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Tom Gresham, the MCCB Board **voted unanimously** to approve a new location and option for the 30-45-60 course sequencing completion model for the Commercial Truck Driving program at the Greene County Center of Jones County Junior College.

**Exhibit A9** is a new program request for Diesel Equipment Technology at the Golden Triangle Campus of East Mississippi Community College.

In a motion made by Mr. Lee Bush and seconded by Mr. Bubba Hudspeth, the MCCB Board **voted unanimously** to approve a new program request for Diesel Equipment Technology at the Golden Triangle Campus of East Mississippi Community College.

**Exhibit A10** is a request to approve a new location and option for the 30-45-60 course sequencing completion model for the Welding and Cutting Technology program at the Attala Educational Center of Holmes Community College.

In a motion made by Mr. Lee Bush and seconded by Mr. Todd Hairston, the MCCB Board **voted unanimously** to approve a new location and option for the 30-45-60 course sequencing completion model for the Welding and Cutting Technology program at the Attala Educational Center of Holmes Community College.

**Exhibit B1** is a request for final approval of the 2015 Curricula Revision for Radiologic Technology.

In a motion made by Mrs. Dolly Marascalco and seconded by Mr. Tom Gresham, the MCCB Board **voted unanimously** to give final approval of the 2015 Curricula Revision for Radiologic Technology.

**Exhibit B2** is a request to approve submitting for APA approval the 2015 Curricula Revisions for: two existing postsecondary curricula that include six programs of study for APA approval. (These are: Massage Therapy, Agriculture Business & Management – Agribusiness Management Technology, Agriculture Business & Management Technology – Animal Science Technology – Beef Option, Agriculture Business & Management Technology – Animal Science Technology – Poultry Option, Agriculture Business & Management Technology – Field Crops, Agriculture Business & Management Technology – Precision Agriculture Technology.)

In a motion made by Mr. Todd Hairston and seconded by Mrs. Dolly Marascalco, the MCCB Board **voted unanimously** to approve submitting for APA approval the 2015 Curricula Revisions for: two existing postsecondary curricula that include six programs of study for APA approval. (These are: Massage Therapy, Agriculture Business & Management – Agribusiness Management Technology, Agriculture Business & Management Technology – Animal Science Technology – Beef Option, Agriculture Business & Management Technology – Animal Science Technology – Poultry Option, Agriculture Business & Management Technology – Field Crops, Agriculture Business & Management Technology – Precision Agriculture Technology.)

**Exhibit C** is the Career Readiness Certificate report. This is for information only and does not

require Board approval.

**Exhibit D** is the standard WET Fund Revenue 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.

Dr. Mackey concluded his report.

### **Academic Affairs Report**

Dr. Joan Haynes presented **Exhibits F1-F4**: the summary report for the April 2015 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.

### **Programs and Accountability Report**

Dr. Debra West presented **Exhibit G**, an off-campus site approval request from Holmes Community College.

In a motion made by Mr. Lee Bush and seconded by Mrs. Cheryl Thurmond, the MCCB Board **voted unanimously** to approve the off-campus site request from Holmes 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:** General Fund 2298 Disbursements – May 2015:

Formula:	\$13,495,440.00
Dropout Recovery Initiative:	\$ 750,000.00
Total:	\$14,245,440.00 and,

#### **Attachment 2** Education Enhancement Fund – May 31, 2015 and June 30, 2015:

	May 31	June 30
Fund 4080 in the amount of	\$3,440,114.00	\$3,440,115.00
Fund 4110 in the amount of	\$ 82,112.00	\$ 82,110.00
Total:	\$3,522,226.00	\$3,522,225.00.

In a motion made by Mr. Lee Bush and seconded by Mr. Todd Hairston, the MCCB Board **voted unanimously** to approve **Attachment 1**, the General Fund Disbursements out of Fund 2298 for May 2015, in the amount of \$14,245,440.00, and **Attachment 2**, the Education Enhancement Fund – for May 31 and June 30 out of **Fund 4080**, (for May) in the amount of \$3,440,114.00, (for June) in the amount of \$3,440,115.00, and **Fund 4110**, (for May) in the amount of \$82,112.00, (for June) in the amount of \$82,110.00. June total: \$3,522,226.00 and May total: \$3,522,225.00.

Next, Mrs. Gilbert reported on:

#### **Attachment 3:** Financial Statements:

General Fund 2291, Fund 4111 & Special Funds as of April 30, 2015.

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

Next, Mrs. Gilbert reported on:

**Attachment 4:** Approval of the FY 2016 Administrative Budget and,

**Attachment 5:** Schedule of Disbursement – FY 2016 and,

**Attachment 6:** FY 2016 Z-1 Budget:

- A. Support
- B. Administration

In a motion made by Mr. Lee Bush and seconded by Mr. Bubba Hudspeth, the MCCB Board **voted unanimously** to approve: **Attachment 4:** the FY 2016 Administrative Budget, **Attachment 5:** the FY 2016 Schedule of Disbursement, and **Attachment 6:** the FY 2016 Z-1 Budget.

Next, Mrs. Gilbert reported on:

**Attachment 7:** Guidelines for Administration of Associate Degree Nursing Support – FY 2016 and,

**Attachment 8:** Guidelines for the Disbursement of Advanced Training Center Funds for FY 2016 and,

**Attachment 9:** Guidelines for the Disbursement of Education Technology Funds – FY 2016 and,

**Attachment 10:** Guidelines for MCCB to disburse Capital Expense Funds for Construction and/or repair and renovation projects – SB 2854 – FY 2016.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve **Attachment 7:** the Guidelines for Administration of Associate Degree Nursing Support – FY 2016, **Attachment 8:** the Guidelines for the Disbursement of Advanced Training Center Funds for FY 2016, **Attachment 9:** the Guidelines for the Disbursement of Education Technology Funds – FY 2016, and **Attachment 10:** Guidelines for MCCB to disburse Capital Expense Funds for Construction and/or repair and renovation projects – SB 2854 – FY 2016.

Next, Mrs. Gilbert reported on:

**Attachment 11:** Review of FY 2017 Budget Requests:

- A. Support
- B. Administration

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

Next, Mrs. Gilbert reported on:

**Attachment 12:** Purchasing Approvals \$50,000.00 and over:

Hardware for Redundancy Project – two Cisco Catalyst 6807-XL Routers (MCCB & Venture Locations) EPL 3760 @ \$53,381.54 each for a total of \$106,763.08.

In a motion made by Mr. John Pigott and seconded by Mr. Todd Hairston, the MCCB Board **voted unanimously** to approve **Attachment 12**: the Purchasing request over \$50,000.00 for: Hardware for Redundancy Project – two Cisco Catalyst 6807-XL Routers (MCCB & Venture Locations) EPL 3760 @ \$53,381.54 each for a total of \$106,763.08.

Mrs. Gilbert concluded her report.

### **TRAVEL AUTHORIZATIONS**

In a motion made by Mr. Tom Gresham and seconded by Mrs. Cheryl Thurmond, the MCCB Board **voted unanimously** to approve Mr. Bubba Hudspeth's travel on May 6 to attend an innovative knowledge transfer meeting at East Mississippi Community College with Dr. Raj Shaunak; East Central Community College's graduation on May 8; and East Central's Industry Appreciation dinner on May 13; and approve Mr. Lee Bush's travel to attend Hinds Community College's M2M Minority Male Leadership program on April 22 and the Mississippi Economic Council annual luncheon meeting on April 30.

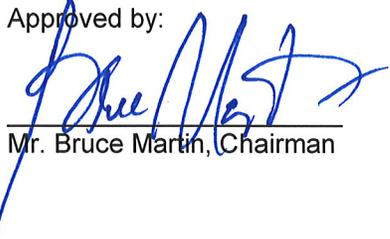
### **ADJOURNMENT**

Mrs. Dolly Marascalco moved that the meeting be adjourned. Mr. Todd Hairston seconded the motion. The motion was approved by **unanimous vote** and the meeting was adjourned at approximately 11:48 a.m.

Recorded by:

  
Cynthia Jiles, Executive Assistant

Approved by:

  
Mr. Bruce Martin, Chairman

  
Dr. Eric Clark, Executive Director

### **May 2015 Exhibits:**

Job Descriptions  
Salary Schedule  
CTE Program Requests  
Curriculum and Instruction Requests  
Career Readiness Certificate  
WET Fund Reports  
Workforce Report  
Academic Affairs  
Programs and Accountability  
Research and Planning  
Finance Report  
Dr. Clark's Handouts & News Articles

Exhibits 1-3  
Exhibit 4  
Exhibits A1 – A10  
Exhibits B1 and B2  
Exhibit C  
Exhibit D  
Exhibit E  
Exhibits F1-F4  
Exhibit G  
No Exhibit  
Separate Agenda