

MINUTES
MISSISSIPPI COMMUNITY COLLEGE BOARD
Friday, June 19, 2015

The regular meeting of the Mississippi Community College Board was held at 9:00 a.m. on Friday, June 19, 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.

Members present: Mr. Bruce Martin, Chairman; Mr. Tom Gresham, Vice-Chairman; Mr. Lee Bush; Mr. Bubba Hudspeth; Mrs. Dolly Marascalco; Mr. Chip Crane; Mrs. Sue Stedman; Mrs. Cheryl Thurmond; and Mr. Todd Hairston. *Mr. John Pigott participated via conference call.*

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

Guests in attendance: Dr. Johnny Allen, President of Northeast Mississippi CC and MACJC Chairman; Dr. Jessie Smith, President of Jones County Junior College; Dr. Malcolm Portera and Mr. Andy Portera, Portera & Associates, LLC.; Mr. Mason Frantom, Office of the State Auditor; Mr. Dee Polk, Mississippi Economic Policy Center; Mr. Johnny McRight; and Mr. Chuck Rubisoff, Office of the Attorney General.

CALL TO ORDER

Chairman Martin called the meeting to order at 9:00 a.m. and read the meeting notice for the July 10, 2015, MCCB board meeting.

MEETING NOTICE

The next monthly Board Meeting will be held on Friday, July 10, 2015, at 9:00 a.m. in the Camellia F Ballroom of the Beau Rivage in Biloxi. 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.

Approval of May 15, 2015 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 May 15, 2015.

Approval of the June 19, 2015 Agenda

In a motion made by Mr. Tom Gresham and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the June 19, 2015 agenda as amended to include Dr. Johnny Allen's MACJC report.

EXECUTIVE SESSION

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

Following discussion, Mr. Todd Hairston moved that the Board go into executive session to consider the salary for the interim executive director. Mrs. Dolly Marascalco seconded the motion. The motion was approved by unanimous vote. The meeting room was temporarily reopened for the following public announcement by Chairman Martin:

"The board has voted to go into executive session to consider the salary for the interim executive director."

The meeting room was closed again for executive session discussion and consideration of the salary for the interim executive director. Following discussion, Mrs. Sue Stedman moved that the salary of the interim executive director be set at \$180,000.00 per annum, prorated for the actual period of service. Mr. John Pigott seconded the motion. The motion was approved by unanimous vote. Mrs. Deborah Gilbert was invited into the meeting room, advised of the Board's action, and encouraged to report to the Board any salary adjustments that may be desirable due to specific employees assuming greater duties during the interim period.

The executive session discussion having been concluded, Chairman Martin reopened the meeting to the public.

NEW BUSINESS

Executive Director Search Report

Dr. Malcolm Portera asked for a formal action to close the previous Executive Director search.

In a motion by Mr. Tom Gresham and seconded by Mrs. Dolly Marascalco, the MCCB Board **voted unanimously** to acknowledge that the earlier search process previously approved by the Board has concluded.

Dr. Portera reported that he has refined the job description to generate more applicants to fill the vacancy for MCCB Executive Director. He then reviewed the job description revisions with the Board.

Dr. Portera reported on the electronic application process and reported that Mr. Andy Portera will accept nominations for the position of MCCB Executive Director. Dr. Portera stated that the top five candidates will be recommended to the Board for interviews.

Dr. Portera presented a hiring timeline for the Executive Director search to the Board for approval.

In a motion by Mr. Chip Crane and seconded by Mrs. Dolly Marascalco, the MCCB Board **voted unanimously** to accept and recommend Dr. Portera's report and the revised job description for the Executive Director position.

In a motion by Mr. Chip Crane and seconded by Mr. Tom Gresham, the MCCB Board **voted unanimously** to commence a new search process for the Executive Director's position consistent with the recommendations presented by Dr. Portera to the Board.

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**, a request to approve the MCCB Salary Schedule (5.2). The Salary Schedule was revised to reflect the change in job titles and duties.

In a motion made by Mr. Lee Bush and seconded by Mrs. Cheryl Thurmond, the MCCB Board **voted unanimously** to approve the revised Salary Schedule (5.2.)

Dr. Clark presented **Exhibits 2 through 12**: approval requests to revise eleven job descriptions.

Exhibit 2: Dr. Clark asked the Board to approve revising Mrs. Tina Bradley's job title to: Technical Specialist – Information Systems Administrator and,

Exhibit 3: Dr. Clark asked the Board to approve revising the title of the Executive Secretary to: Executive Assistant and,

Exhibit 4: Dr. Clark asked the Board to approve revising Mr. Jason Carter's job title to: Director of Finance and Administration and,

Exhibit 5: Dr. Clark asked the Board to approve revising the job description for Mr. Raul Fletes, the Assistant Executive Director for Research and Effectiveness and,

Exhibit 6: Dr. Clark asked the Board to approve revising the job description for Dr. Joan Haynes, the Associate Executive Director for Academic and Student Affairs and,

Exhibit 7: Dr. Clark asked the Board to approve revising the job description for Mr. Dexter Holloway, the Director for Workforce Education and,

Exhibit 8: Dr. Clark asked the Board to approve revising the job description for Mr. Rodney Hodges, Program Specialist – Workforce Education and,

Exhibit 9: Dr. Clark asked the Board to approve revising the job description for Ms. Casandra Ware, Administrative Assistant – Workforce, Career and Technical Education and,

Exhibit 10: Dr. Clark asked the Board to approve revising the job description for Mrs. Elizabeth Ducksworth, Technical Specialist - Finance and,

Exhibit 11: Dr. Clark asked the Board to approve revising the job description for Dr. Shawn Mackey, Associate Executive Director, Workforce, Career and Technical Education and,

Exhibit 12: Dr. Clark asked the Board to approve revising the job title and description for the position of Technical Specialist for Curriculum and Instruction.

In a motion made by Mr. Lee Bush and seconded by Mr. Bubba Hudspeth, the MCCB Board **voted unanimously** to approve the eleven revised job descriptions – **Exhibits 2 – 12**.

Dr. Clark presented **Exhibits 13 through 21**: approval requests to adopt nine resolutions.

Exhibit 13: Resolution honoring retiring Northeast Mississippi Community College president, Dr. Johnny Allen and,

Exhibit 14: Resolution honoring retiring East Mississippi Community College president, Dr. Rick Young and,

Exhibit 15: Resolution honoring the MACJC championship 2014-2015 Lady Wolves Basketball Team of Copiah-Lincoln Community College and,

Exhibit 16: Resolution honoring the MACJC championship and runner-up Region XXIII 2015 Eagles Baseball Team of Hinds Community and,

Exhibit 17: Resolution honoring the MACJC championship 2015 Women's Tennis Team of Itawamba Community College and,

Exhibit 18: Resolution honoring the MACJC championship 2015 Men's Tennis Team of Itawamba Community College and,

Exhibit 19: Resolution honoring the MACJC and Region 23 championship 2015 Lady Bulldogs Team of Mississippi Gulf Coast Community College and,

Exhibit 20: Resolution honoring the MACJC and Region 23 championship 2015 Bulldogs Golf Team of Mississippi Gulf Coast Community College and,

Exhibit 21: Resolution honoring the MACJC championship 2014-2015 Wildcats Basketball Team of Pearl River Community College and,

In a motion made by Mrs. Cheryl Thurmond and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to adopt the nine resolutions – **Exhibits 3 - 21**.

Dr. Clark reported that the Kellogg Foundation has approved a \$6 million dollar grant over three years to fund the MI-BEST program.

Dr. Clark reported on the performance audit, being performed by the Office of the State Auditor, on the WET Fund . He reported that the process is progressing without notable findings. Dr. Clark quoted the auditors as having stated that the internal controls implemented by the MCCB for the WET Fund work well, and there are currently no recommended changes to the process.

Dr. Clark called on Mr. Mason Frantom for comments.

Mr. Frantom reported that the Office of the State Auditor is currently finalizing a limited scope performance review of the WET Fund according to how they were legislatively mandated. Mr. Frantom stated that the original scope of this review was an attempt to determine if the training being provided at the community colleges is most beneficial to employers and employees in the surrounding communities.

Mr. Frantom reported that the final review will answer the following questions with recommendations on any findings: Is the State law explicit about who has control of how the WET Funds are to be directed and used? What is the current flow of funds into and out of the WET Fund program? And, are sufficient controls in place to ensure that the WET Funds are being used as intended.

Mr. Frantom reported that his office is unable to make a determination on the performance of the WET Fund because of issues with data quality and integrity. This will be addressed in their recommendations for best practices in the collection of data.

Mr. Frantom concluded his comments.

Dr. Clark continued his report as follows:

Dr. Clark presented a plaque to Board Member Mr. Tom Gresham for his service on the Mississippi Community College Board.

Dr. Clark thanked the Board for the opportunity to serve for 7 ½ years as Executive Director of the Mississippi Community College Board.

Dr. Clark concluded his report.

MACJC Report

Dr. Johnny Allen provided a legislative update.

Dr. Allen reported that the presidents are willing to make recommendations to Dr. Portera for the Executive Director search, but those recommendations do not signify an endorsement of the proposed candidate.

While discussing funding for workforce education, Dr. Allen commented that the Legislature is asking us to do more with less and if there is an entity that could potentially provide better workforce training within the current funding parameters, the 15 community colleges would be open to a conversation about what institutions provide workforce training for the state. Dr. Allen stated that community colleges are subsidizing workforce training to the tune of \$500,000.00 to \$1 million and at Northeast Mississippi College it was \$650,000.00.

Dr. Allen concluded his report.

At 10:34 a.m., Mr. John Pigott left the meeting via teleconference.

Career and Technical Education and Workforce Training Report

Dr. Shawn Mackey presented **Exhibit A1**, a request for final approval of the 2015 Practical Nursing Accreditation with Recommended Procedures for Documentation and Self Study.

In a motion made by Mr. Lee Bush and seconded by Mr. Bubba Hudspeth, the MCCB Board **voted unanimously** to grant final approval of the 2015 Practical Nursing Accreditation with Recommended Procedures for Documentation and Self Study.

Exhibit A2 is a request to approve initial accreditation of Practical Nursing for Antonelli College.

In a motion made by Mr. Chip Crane and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to grant initial accreditation of Practical Nursing for Antonelli College.

Exhibit A3 is a new program request to approve the 30-45-60 course sequencing completion model for the Music Recording Technology program at the Raymond Campus of Hinds Community College.

In a motion made by Mr. Lee Bush and seconded by Mr. Tom Gresham, the MCCB Board **voted unanimously** to approve the 30-45-60 course sequencing completion model for the Music Recording Technology program at the Raymond Campus of Hinds Community College.

Exhibit A4 is a request to approve a new location and option for the 30-45-60 course sequencing completion model for the Entertainment Media Technology program at the Utica Campus of Hinds Community College.

In a motion made by Mrs. Cheryl Thurmond and seconded by Mr. Tom Gresham, the MCCB Board **voted unanimously** to approve the new location and option for the 30-45-60 course sequencing completion model for the Entertainment Media Technology program at the Utica Campus of Hinds Community College.

Exhibit A5 is a request to the new option for the 30-45-60 course sequencing completion model for the Maritime Technology: Apprentice Options program at the Haley R. Barbour Maritime Training Academy of Mississippi Gulf Coast Community College.

In a motion made by Mrs. Cheryl Thurmond and seconded by Mr. Tom Gresham, the MCCB Board **voted unanimously** to approve the option for the 30-45-60 course sequencing completion model for the Maritime Technology: Apprentice Options program at the Haley R. Barbour Maritime Training Academy of Mississippi Gulf Coast Community College.

Exhibit A6 is a request to approve submitting for APA approval the 2016 Workforce Policy Manual Revisions.

In a motion made by Mr. Lee Bush and seconded by Mrs. Dolly Marascalco, the MCCB Board **voted unanimously** to approve submitting for APA approval the 2016 Workforce Policy Manual Revisions.

Exhibit A7 is a new program request for the 30-45-60 course sequencing completion model for the Maritime Shipfitting Technology program at the West Harrison Center of Mississippi Gulf Coast Community College.

In a motion made by Mr. Tom Gresham and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the new program request for the 30-45-60 course sequencing completion model for the Maritime Shipfitting Technology program at the West Harrison Center of Mississippi Gulf Coast Community College.

Exhibit A8 is a request to suspend the Integrated Pathway program in Business Office Technology (CIP: 52.0401) and approve the Integrated Pathway program in Maritime Technology (CIP: 46.0502) of Mississippi Gulf Coast Community College.

In a motion made by Mr. Todd Hairston and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the request to suspend the Integrated Pathway program in Business Office Technology (CIP: 52.0401) and approve the Integrated Pathway program in Maritime Technology (CIP: 46.0502) of Mississippi Gulf Coast Community College.

Exhibit B1 is a request for final approval of the 2015 Curricula Revision for: Entertainment Media – Film and Video Technology (CIP: 10.0201), Entertainment Media- Simulation and Animation Design (CIP: 50.0411), Automotive Machinist Technology (CIP: 47.0303), Diesel Equipment Technology – Transportation option (CIP: 47.0605), Diesel Equipment Technology- Heavy Equipment option (CIP: 47.0302), Process Operations Technology (CIP: 15.0699), and Work-Based Learning (CIP: 00.0255).

In a motion made by Mr. Lee Bush and seconded by Mr. Chip Crane, the MCCB Board **voted unanimously** to give final approval of the 2015 Curricula Revision for: Entertainment Media – Film and Video Technology (CIP: 10.0201), Entertainment Media- Simulation and Animation Design (CIP: 50.0411), Automotive Machinist Technology (CIP: 47.0303), Diesel Equipment Technology – Transportation option (CIP: 47.0605), Diesel Equipment Technology- Heavy Equipment option (CIP: 47.0302), Process Operations Technology (CIP: 15.0699), and Work-Based Learning (CIP: 00.0255).

The meeting recessed at 10:49 a.m.

The meeting reconvened at 10:56 p.m.

Exhibit B2 is a request to approve submitting for APA approval the 2015 Curricula Revisions for: three existing postsecondary curricula for APA approval. (These are: Carpentry Technology (CIP: 46.0201), Medical Assisting Technology (CIP: 51.0801), and Pharmacy Technology (CIP: 51.0805).

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Todd Hairston, the MCCB Board **voted unanimously** to approve submitting for APA approval the 2015 Curricula Revisions for: three existing postsecondary curricula for APA approval. (These are: Carpentry Technology (CIP: 46.0201), Medical Assisting Technology (CIP: 51.0801), and Pharmacy Technology (CIP: 51.0805).

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 reported to the Board the Dr. Rachel DeVaughan has resigned effective June 30, 2015. This leaves a vacancy for a Curriculum Specialist in the Curriculum and Instruction division.

Dr. Mackey concluded his report.

eLearning and Instructional Technology Report

Ms. Audra Kimble reported that, for the first time, MSVCC will offer four week online mini-terms. Two colleges will offer eleven courses during the first four weeks and will then offer 25 courses the 2nd four weeks.

Ms. Kimble reported a slight increase in summer term enrollment.

Ms. Kimble gave a report on Instructor Insight, an added product of ASPIREDU, Inc., this feature will gauge whether online instructors are meeting expectations for online course instruction.

Ms. Kimble concluded her report.

Research and Planning Report

Mr. Raul Fletes presented **Exhibit F**, a request to approve a new off-campus site for East Central Community College: Louisville Career Advancement Center, Site #2, 203 Ivy Avenue, Louisville, MS 39339.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Todd Hairston, the MCCB Board **voted unanimously** to approve the new off-campus site for East Central Community College: Louisville Career Advancement Center, Site #2, 203 Ivy Avenue, Louisville, MS 39339.

Mr. Fletes reported that the enrollment numbers for fall 2014 have been collected and audited.

Mr. Fletes reported that ten colleges have uploaded data for the spring 2015 semester. Three audits are complete and five are in the process toward completion. Collection of the remaining data will bring a close to the academic year.

Mr. Fletes concluded his report.

Deputy Executive Director Report, Finance and Administration

Mrs. Deborah Gilbert presented the Finance report as follows:

Attachment 1: Financial Statements:

General Fund 2291, Fund 4111 & Special Funds as of May 31, 2015.

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

Attachment 2:

A. General Fund 2298:	
Funding Formula	\$30,631,800.00
Health Insurance	\$ 8,868,000.00
Workforce Dev. Centers	\$ 2,250,000.00
Sign Language Interpreter Training	\$ 89,525.00
Education Technology	\$ 3,549,580.00
Advanced Training Centers	\$ 1,125,000.00
Dropout Recovery	\$ 1,500,000.00
Associate Degree Nursing	\$ 1,278,461.00
Jones CJC Workforce Investment Center	\$ 142,500.00
TOTAL JULY DISBURSMENT	\$49,434,866.00
B. Health Insurance Carryover Fund Disbursement – July 2015 – FY 2016	
Special Fund 3295	\$ 705,000.00
C. Capital Expense Fund Disbursement – July 2015 – FY 2016	
East Central CC Underground Power Line Plan	\$ 500,000.00
Coahoma CC Radio Tower & Related Expenses	\$ 150,000.00
Prevention of Unplanned Pregnancies	\$ 250,000.00
TOTAL	\$ 900,000.00

In a motion made by Mr. Lee Bush and seconded by Mr. Chip Crane, the MCCB Board **voted unanimously** to approve the General Fund 2298 Disbursements – July 2015 – FY 2016, the Health Insurance Carryover Fund Disbursement – July 2015- FY 2016, and the Capital Expense Fund Disbursement – July 2015 – FY 2016.

Attachment 3: Purchasing Approvals \$50,000 and Over

- A. A contract between the Mississippi Community College Board and the Mississippi Board of Education and the Mississippi Department of Education to grant authority to MCCB to manage the day-to-day operations of post-secondary career and technical education. This contract is for a three-year period of: July 1, 2015 – June 30, 2018.

Salary Reimbursement Funds	\$26,655,473.00
Career/Tech Curriculum	\$ 925,000.00
Administrative Costs	\$ 450,000.00
TOTAL	\$28,030,473.00

- B. ASPIREDU, Inc. – to provide MCCB with additional reporting features and a new software product called Instructor Insight for a two year period until 5/31/2017 at a total cost of \$127,625.00. MSVCC funds will be used.
- | | |
|----------------|--------------|
| Year 1 Costs - | \$ 63,625.00 |
| Year 2 Costs - | \$ 64,000.00 |

In a motion made by Mr. Lee Bush and seconded by Mr. Chip Crane, the MCCB Board **voted unanimously** to approve: **Attachment 3:** Purchasing Approvals \$50,000 and Over

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TOTAL	\$28,030,473.00 and,

- ASPIREDU, Inc.** – to provide MCCB with additional reporting features and a new software product called Instructor Insight for a two year period until 5/31/2017 at a total cost of \$127,625.00. MSVCC funds will be used.
- | | |
|----------------|--------------|
| Year 1 Costs - | \$ 63,625.00 |
| Year 2 Costs - | \$ 64,000.00 |

Attachment 4: Approval of the FY 2017 Budget Requests

- A. Support (1/2 Mid-Level Funding) + MI-BEST, Capital Improvements/R&R
B. Administration

In a motion made by Mr. Chip Crane and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve: **Attachment 4:** FY 2017 Budget Requests: Support (1/2 Mid-Level Funding) plus MI-BEST, Capital Improvements/R&R, and Administration.

Attachment 5: Five-Year Capital Improvements Plan for 2017-2021

In motion made by Mr. Chip Crane and seconded by Mr. Todd Hairston, the MCCB Board **voted unanimously** to remove the \$9 million for the MCCB Headquarters Building from the Five-Year Capital Improvements Plan for 2017-2021.

In a motion made by Mr. Lee Bush and seconded by Mrs. Cheryl Thurmond, the MCCB Board **voted unanimously** to adopt the Five-Year Capital Improvements Plan for 2017-2021 as amended.

Mrs. Gilbert concluded her report.

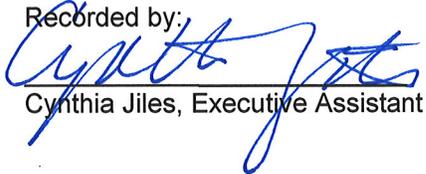
TRAVEL AUTHORIZATIONS

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Todd Hairston, the MCCB Board **voted unanimously** to approve Mr. Lee Bush's travel on June 15-16 to attend the MACJC Legislative Workshop in Tupelo, Mississippi.

ADJOURNMENT

Mr. Todd Hairston moved that the meeting be adjourned. Mr. Tom Gresham seconded the motion. The motion was approved by **unanimous vote** and the meeting was adjourned at approximately 11:32 a.m.

Recorded by:


Cynthia Jiles, Executive Assistant

Approved by:


Mr. Lee Bush, Chairman


Mrs. Deborah Gilbert, Interim Executive Director

June 2015 Exhibits:

Executive Director Search
Executive Director –Job Description
Salary Schedule
Job Descriptions
Resolutions
CTE Program Requests
Curriculum and Instruction Requests
Career Readiness Certificate
WET Fund Reports
Workforce Report
Research and Planning
Finance Report
Dr. Clark’s Handouts & News Articles

PowerPoint –slides
Exhibit **
Exhibit 1
Exhibits 2 - 12
Exhibits 13 - 21
Exhibits A1 – A8
Exhibits B1 and B2
Exhibit C
Exhibit D
Exhibit E
Exhibit F
Separate Agenda