

MINUTES
MISSISSIPPI COMMUNITY COLLEGE BOARD
Friday, November 20, 2015

The regular meeting of the Mississippi Community College Board was held at 9:00 a.m. on Friday, November 20, 2015, in the Conference Room of the Fountain Hall Building of Hinds Community College, located at 501 East Main Street, Raymond.

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

MCCB Staff in attendance: Mrs. Deborah Gilbert, Dr. Shawn Mackey, Mr. Ray Smith, Ms. Audra Kimble, Dr. Joan Haynes, Mr. Kell Smith, Mr. Jason Carter, Mr. Raul Fletes, Mr. Kenneth Wheatley, Mrs. Missy Saxton, and Mrs. Cynthia Jiles.

Guests in attendance: Dr. Andrea Mayfield; Dr. Clyde Muse, President of Hinds Community College; Mrs. Colleen Hartfield, Hinds Community College; Dr. Casey Turnage, IHL Director of P-20 Initiatives and Enrollment Management; Dr. Jesse Smith, President of Jones County Junior College and MACJC Chairman; Mr. Chuck Rubisoff, Office of the Attorney General; Dr. Debra Mays-Jackson, Vice-President Hinds Utica Campus; Dr. Norman Session, Vice-President Hinds Rankin Campus, Mr. Phillip Wallace, Hinds MI-BEST student, and Dr. Chad Stock, Hinds Community College.

CALL TO ORDER

Chairman Bush called the meeting to order at 9:00 a.m. and read the meeting notice for the December 18, 2015, MCCB board meeting.

MEETING NOTICE

The next monthly board meeting will be held on Friday, December 18, 2015, at 9:00 a.m. in Room 507 of the Education and Research Building, located at 3825 Ridgewood Road, Jackson. This meeting may be conducted as a teleconference meeting.

HINDS COMMUNITY COLLEGE PRESENTATION

Dr. Clyde Muse gave a presentation on the successes of the Hinds Community College MI-BEST program.

PRELIMINARIES

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

Approval of October 15 and 16, 2015 Meeting Minutes

In a motion made by Mr. Todd Hairston and seconded by Mr. Johnny McRight, the MCCB Board **voted unanimously** to approve the minutes of October 15 and 16, 2015.

Approval of the November 20, 2015 Agenda

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Todd Hairston, the MCCB Board **voted unanimously** to approve the November 20, 2015 agenda.

REPORTS/ACTIONS

Chairman's Report

Chairman Bush presented Mrs. Deborah Gilbert with a plaque in honor of her dedicated service as the Interim MCCB Executive Director.

Chairman Bush also presented Mr. Bubba Hudspeth, Mr. Bruce Martin, and Mr. Chip Crane with MCCB gavels in honor of their previous service as MCCB Chairpersons.

Chairman Bush asked for consideration of changing the date for the MCCB December board meeting from December 18 to December 11. With no objections, the meeting date was rescheduled for December 11 at 9:00 a.m. in Room 507 of the Education and Research Building, located at 3825 Ridgewood Road, Jackson.

Chairman Bush concluded his report.

Interim Executive Director's Report

Mrs. Deborah Gilbert began her report by welcoming all board members and guests to the board meeting.

Mrs. Gilbert reported that, effective December 1, Dr. Shawn Mackey has been promoted to the position of Deputy Executive Director of Programs and Accountability and Mrs. Missy Saxton will serve as the Executive Assistant to Dr. Andrea Mayfield.

Mrs. Gilbert reported that Dr. Elmira Ratliff has resigned from her position as Curriculum Specialist and Dr. Rachel DeVaughan will return to MCCB employment to fill that position.

Mrs. Gilbert presented **Exhibit A**, a job description for approval: Technical Specialist for eLearning.

Mrs. Gilbert called on Ms. Audra Kimble to provide an explanation for the position.

Ms. Kimble reported that the Technical Specialist for eLearning position was approved by the Presidents to provide additional support for MSVCC.

In a motion made by Mr. John Pigott and seconded by Mrs. Dolly Marascalco, the MCCB Board **voted unanimously** to approve job description for the Technical Specialist for eLearning.

Mrs. Gilbert continued her report as follows:

Mrs. Gilbert reported that, on October 20, she and several MCCB staffers attended the Consortium Workforce Summit in Corinth where she later met to discuss the WIOA plan. On October 30, the WIOA plan was filed to the Department of Labor.

Mrs. Gilbert reported that she met with Mimmo Parisi. Mr. Parisi requested that we help nSPARC document procedures of data flow, etc; and requested that MCCB allow nSPARC to write the program for Adult Basic Education (ABE). Mr. Parisi also requested that MCCB submit all requests for information from Life Tracks to Jay Moon for SLDS board approval.

Mrs. Gilbert reported that Mr. Parisi has submitted a report card timeline and wants MCCB to agree to comply with the timeline. Mrs. Gilbert has sent the timeline to Carolyn Warren the president of CIRE. MCCB is working with nSPARC and the community colleges to finalize the information for the report cards to submit to the Education Achievement Council (EAC) by mid-January.

On October 29 and 30, Mrs. Gilbert attended the SREB State Leadership Forum, centered on career and academic pathways, in Jacksonville, Florida. On November 4, MCCB met with the colleges' business managers to define and provide a template for the colleges to standardize workforce subsidizing data reporting. On November 6, Mrs. Gilbert attended a cyber-fraud continuing-education seminar; on November 9, she attended an ACT meeting; on November 10, MCCB held a New Board Member/Staff Orientation. This was attended by Mr. Johnny McRight, Mr. Lee Bush, Ms. Valeria Williams, Ms. Angela Bryan, and Mr. Mark Jenkins. On November 11, she attended the Northeast CC and Itawamba CC joint legislative luncheon with Dr. Clyde Muse and Mrs. Colleen Hartfield. The luncheon was well attended by legislators. On November 13, Mrs. Gilbert attended the Hinds CC legislative luncheon.

On November 12, Mrs. Gilbert met with Dr. Howell Garner to discuss funding; later that day, she met with Mason Framton, Office of the State Auditor, to discuss the WET Fund performance audit and the performance measures for reporting.

Mrs. Gilbert reported that resolutions for fall championship teams will be presented at the December board meeting for board ratification.

Mrs. Gilbert reported that revenue estimates have reduced the revenue projections for FY 2016 and 2017. The projections for November and December will be determining factors in potential budget cuts by the Governor.

Mrs. Gilbert concluded her report.

MACJC Report

Dr. Jesse Smith, on behalf of MACJC, thanked Mrs. Deborah Gilbert for her service as Interim Executive Director of MCCB.

Dr. Smith reported that MACJC has created a legislative agenda and has formulated collective initiatives to address in the upcoming legislative session.

Dr. Smith concluded his report.

The meeting recessed at 10:08 a.m.

The meeting reconvened at 10:20 a.m.

Career and Technical Education and Workforce Training Report

Dr. Shawn Mackey presented **Exhibit B**, an approval request to offer a degree, technical certificate, and career certificate for Radio/Television Production and Broadcasting Technology at Hinds Community College.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Bruce Martin, the MCCB Board **voted unanimously** to approve offering a degree, technical certificate, and career certificate for Radio/Television Production and Broadcasting Technology at Hinds Community College.

Exhibit C is a request to offer a degree and technical certificate for Welding and Cutting Technology at Meridian Community College.

In a motion made by Mr. Bruce Martin and seconded by Mrs. Cheryl Thurmond, the MCCB Board **voted unanimously** to approve offering a degree and technical certificate for Welding and Cutting Technology at Meridian Community College.

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

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

Exhibit F is the standard WET Fund Revenue Report. This is for information only and does not require Board approval.

10:29 a.m. Mr. Bruce Martin left the meeting.

Dr. Mackey concluded his report.

Academic Affairs Report

Dr. Joan Haynes presented **Exhibit G, Exhibit H, Exhibit I, and Exhibit J** which are the summary reports for the October 2015 meeting of the Commission on Proprietary School and College Registration, the CPSCR Docket, the Instructors' Report, and the Financial Report. These are for information only and do not require board approval.

Dr. Haynes presented **Exhibit K**, Policy 9.2 – Standards for Quality and Accountability for Board approval.

In a motion made by Mr. Todd Hairston and seconded by Mrs. Sue Stedman, the MCCB Board **voted unanimously** to approve Policy 9.2 – Standards for Quality and Accountability.

Dr. Haynes concluded her report.

eLearning and Instructional Technology Report

No additional report.

Research and Planning Report

Mr. Raul Fletes reported that summer 2015 uploads are complete. His division is working with nSPARC and the community colleges to have the report cards completed by the end of January to meet the EAC deadline.

Mr. Fletes reported that his division is working to assume the duty of workforce audits and plans to have them completed by the end of the fiscal year.

Mr. Fletes concluded his report.

Finance and Administration Report

Mr. Jason Carter presented the Finance report as follows:

Attachment 1: General Fund Disbursements – December 2015

Fund 2298 - \$10,926,775.00

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Todd Hairston, the MCCB Board **voted unanimously** to approve the General Fund 2298 Disbursements for December 2015.

Attachment 2: Education Enhancement Fund – November 30, 2015:

Fund 4080 - \$3,510,992.00

Fund 4110 - \$82,112.00

Total \$3,593,104.00

In a motion made by Mrs. Cheryl Thurmond and seconded by Mr. Bubba Hudspeth, the MCCB Board **voted unanimously** to approve the Education Enhancement Fund for October 31, 2015.

Fund 4080 -	\$3,510,992.00
Fund 4110 -	\$82,112.00
Total	\$3,593,104.00

Attachment 3: Financial Statements for Funds 2291, 3000 Special Funds, and Fund 4111 as of October 31, 2015.

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

Attachment 4: Purchases over \$50,000.00:

- Revision of Technology Purchase for Data Center Upgrade approved last month. The revised amount to approve is \$571,461.72.

In a motion made by Mr. John Pigott and seconded by Mr. Todd Hairston, the MCCB Board **voted unanimously** to approve the revision of the Technology Purchase for the Data Center Upgrade approved last month. The revised amount to approved is: \$571,461.72.

- Purchase of equipment for Wide Area Network Upgrade in the amount of \$506,706.08.

In a motion made by Mrs. Dolly Marascalco and seconded by Mr. John Pigott, the MCCB Board **voted unanimously** to approve the purchase of equipment for the Wide Area Network Upgrade in the amount of: \$506,706.08.

Attachment 5: Approval of Budget Change (Z-1)

In a motion made by Mr. Bubba Hudspeth and seconded by Mrs. Dolly Marascalco, the MCCB Board **voted unanimously** to approve the Z-1 Budget change.

Mr. Carter concluded his report.

TRAVEL AUTHORIZATIONS

In a motion made by Mr. John Pigott and seconded by Mrs. Sue Stedman, the MCCB Board **voted unanimously** to approve the travel requests for Chairman Lee Bush and Mr. Johnny McRight's travel to attend the new board member orientation on November 10 at the board offices in Jackson.

OTHER BUSINESS

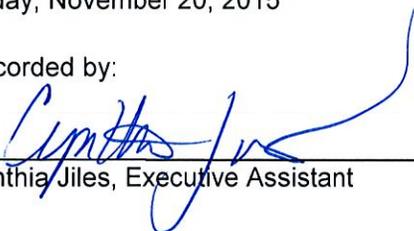
Mr. Bubba Hudspeth invited the Board to attend the NJCAA football championship game to be played at Biloxi Stadium on December 6 at 2:00 p.m.

ADJOURNMENT

Chairman Lee Bush adjourned the meeting at 11:00 a.m.

MCCB Board Meeting Minutes
Friday, November 20, 2015

Recorded by:



Cynthia Jiles, Executive Assistant

Approved by:



Mr. Lee Bush, Chairman



Dr. Andrea Mayfield, MCCB Executive Director

December 2015 Exhibits:

Job Description Approval – Tech Specialist eLearning
CTE request 201516-0010
CTE request 201516-0011
Workforce Report
Career Readiness Certificate(s)
WET Fund Reports
CPSCR
Policy 9.2 Standards for Quality and Accountability
Research & Planning Report
Finance Report
Handouts & News Articles

Exhibit A
Exhibit B
Exhibit C
Exhibit D
Exhibit E
Exhibit F
Exhibits G – J
Exhibit K
No Exhibit
Separate Agenda