

MINUTES
MISSISSIPPI COMMUNITY COLLEGE BOARD
Friday, December 11, 2015

The regular meeting of the Mississippi Community College Board was held at 9:00 a.m. on Friday, December 11, 2015, in Room 507 of the Education and Research Building, located at 3825 Ridgewood Road, Jackson. This meeting was conducted as a teleconference meeting.

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

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

Guests in attendance: Dr. Jesse Smith, President of Jones County Junior College and MACJC Chair; Dr. Casey Turnage, IHL Director of P-20 Initiatives and Enrollment Management; Mr. Chuck Rubisoff, Office of the Attorney General; Reverend Adolphus Weary, Mission MS; and Dr. Susan Lee, IHL.

CALL TO ORDER

Chairman Bush called the meeting to order at 9:00 a.m. and read the meeting notice for the January 15, 2016, MCCB board meeting.

MEETING NOTICE

The next monthly board meeting will be held on Friday, January 15, 2016, 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.

PRELIMINARIES

Chairman Bush welcomed all board members and visitors and then asked Reverend Adolphus Weary of Mission Mississippi to provide the invocation. Reverend Adolphus provided the invocation.

Approval of November 20, 2015, Meeting Minutes

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. John Pigott, the MCCB Board **voted unanimously** to approve the minutes of the November 20, 2015, board meeting.

Approval of the December 11, 2015, Agenda

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Johnny McRight, the MCCB Board **voted unanimously** to approve the December 11, 2015, agenda.

REPORTS/ACTIONS

Chairman's Report

Chairman Bush called upon Dr. Andrea Mayfield to present her report.

Executive Director's Report

Dr. Andrea Mayfield, the fifth executive director of the Mississippi Community College Board, began her report by saying she was looking forward to making a seamless transition by reviewing internal policies and identifying potential barriers. She said it is important to coordinate efforts with our partners, including business and industry and to all move in the same direction to better Mississippi. She said examining current programs and identifying hurdles will be what it takes to see our statistics rise in state and national report cards. Remedial Education and math classes are hurdles. Alternate math pathways and alternate high school equivalency assessments are being reviewed.

Dr. Mayfield reported that she attended the Minority to Male initiative program at Hinds with Chairman Bush. The program supports the idea that a person can be whatever they want to be regardless of socioeconomic background.

Dr. Mayfield met with Dr. Smith and Dr. Clyde Muse on December 1 to discuss the \$50 million workforce bill. The community college system worked hard to ensure this bill passed last year and reported that the community college system is going to work hard at it again this year. There have been edits suggested that will strengthen the role of community colleges and the MCCB, along with the community college system providing representation in discussion with primary workforce providers. The hope is the community college system will be a part of the decision making process and help to move the state forward. The next step is for the MACJC to work together with their workforce staff to draft an internal policy manual to identify how funds will be used.

Dr. Mayfield met with Lieutenant Governor Tate Reeves on December 7. She reported that Mr. Kell Smith attended a dual enrollment and dual credit conference in Texas, December 1-3. Dr. Casey Turnage of IHL and Superintendent of Education Carey Wright also attended the conference and as a group, studied gap analysis and policies. The group will formulate a plan and work on next steps.

On December 2, MCCB staff attended an internal directors meeting in regard to WIOA. Staff identified technology needs associated with WIOA and then listened to presentations from two vendors. The technology needs will help MCCB comply with WIOA laws and will also provide case management data resources.

Dr. Mayfield distributed copies of the *2012-2016 Blue Book*, courtesy of Mr. Earnest Hart with the Mississippi Secretary of State's office. She also provided board members with a community college history book that covers the time period of 1972 until 2002. This book details the origins of our community colleges' history.

MCCB staff has been working with nSPARC as well as community college staff to improve the validation process associated with the annual Education Achievement Council's (EAC) report card. The information must be complete by January 28 in order to present at the EAC meeting. Dr. Mayfield wants to present to the MACJC in January, a proposed data piece sent to MCCB for validation before it is uploaded to nSPARC. The goal is to ensure data is clean before going on the report card, as media and members of the Legislature use these documents.

Dr. Mayfield reported Mr. Ray Smith engaged the IT representatives from each community college and discussed cyber security. The group was introduced to MA-ISAC, a software program

that is free to specific agencies, and educational institutions are eligible. This tool saved Shelton State Community College from many hacks. The software can block hackers and provide other warnings against malicious viruses. Every community college can participate with a signed agreement. Reliable cyber intelligence information comes from the FBI and Department of Homeland Security.

State Treasurer Lynn Fitch came to meet with Dr. Mayfield on December 9 and discussed integrating financial education for Mississippi students. Dr. Mayfield met with Blake Wilson on December 14. She also attended a WIOA meeting at the Mississippi State CAVS Center in Canton on December 10, to help kick off the WIOA implementation planning process. Dr. Mayfield has been invited by the Governor's office to attend the WIOA National Convening meeting January 26-28 in Washington, D.C. The purpose of the meeting is to strengthen partnerships that are essential to work force development

Dr. Mayfield presented for approval to the board, three resolutions commending the MACJC Champions in football and soccer for Fall 2015. (To be included as Exhibits S, T, U.) **Exhibit S** is the Official Resolution honoring the 2015 Northwest Mississippi Community College Rangers football team. **Exhibit T** is the Official Resolution honoring the 2015 Pearl River Community College Men's soccer team and **Exhibit U** is the Official Resolution honoring the 2015 Pearl River Community College Women's soccer team.

In a motion made by Mr. John Pigott, and seconded by Mrs. Sue Steadman, the MCCB Board **voted unanimously** to approve resolutions commending the Northwest Mississippi Community College Ranger football team, Pearl River Community College Men's soccer team, and Pearl River Community College women's soccer team.

Dr. Mayfield presented an approval request, **Exhibit A**, to make modifications to the job description for Associate Executive Director of Workforce, Career and Technical to Assistant Executive Director for Workforce and Economic Development. This is a complete title change and the incumbent will work closely with workforce and industry.

In a motion made by Mrs. Cheryl Thurmond, and seconded by Mrs. Dolly Marascalco, the MCCB Board **voted unanimously** to approve the revisions for Associate Executive Director of Workforce, Career and Technical Education to Assistant Executive Director for Workforce and Economic Development.

Dr. Mayfield concluded her report.

Chairman's Report

Chairman Bush recognized Mrs. Cynthia Jiles, who held the position of Executive Assistant for more than four years and is transitioning into her new role in the Finance and Administration Division. Mr. Bubba Hudspeth presented a gift to Mrs. Jiles and board members took a picture with Mrs. Jiles.

MACJC Report

Dr. Jesse Smith, began his report by saying it would be centered on two topics: athletics and the upcoming legislative session. Dr. Smith thanked the MCCB for recognizing the three teams with official resolutions. He wanted to recognize East Central Community College for winning the Chance Heart Texas Bowl in Fort Polk, TX. Dr. Smith reported that on January 25, the MACJC will meet in regard to policies and structure of athletics. This is an annual meeting. Topics to be discussed are district connections, scholarships and out of state athletes. Policy changes will be presented regarding Title VIII and the Cleary Act in regard to violence against women.

Regarding the legislative session, Dr. Smith said the goal of MACJC is to make the Legislature

and public aware of the skills gap that is prevalent in MS. Education has changed in recent years and much more complex skills are being taught. It is incumbent upon the community college system to make others aware of this gap and of the skills needed to fill this gap. The gap can be filled by teaching these more complex skills at the community college level.

Dr. Smith concluded his report.

*The meeting recessed at 9:53 a.m.
The meeting reconvened at 10:06 a.m.*

Career and Technical Education and Workforce Training Report

Dr. Shawn Mackey presented **Exhibits B, C and D**; the Workforce report, the CRC report and the WET Fund report. These items do not require approval from the board.

Exhibit E is a request to offer a new program at East Mississippi Community College in Landscaping, Proposal Number 201516-0012. Mrs. Sue Steadman and seconded by Mrs. Dolly Marascalco, the MCCB Board **voted unanimously** to approve the Landscaping program at East Mississippi Community College, Proposal Number 201516-0012.

Exhibit F is a request to offer a new program at East Mississippi Community College for Network Security, Proposal Number 201516-0013. In a motion made by Mr. John Pigott and seconded by Mr. Johnny McRight, the MCCB Board **voted unanimously** to approve the Network Security program at East Mississippi Community College, Proposal Number 201516-0013.

Exhibit G is a request to offer a new program at Northwest Mississippi Community College in Millwright Technology, Proposal Number 201516-0014. In a motion made by Mrs. Sue Steadman and seconded by Mrs. Cheryl Thurmond, the MCCB Board **voted unanimously** to approve the Millwright Technology program at Northwest Mississippi Community College, Proposal Number 201516-0014.

Exhibit H is a request from Itawamba Community College to offer a new program in Public Health Technology, Proposal Number 201516-0015. In a motion made by Mr. Bubba Hudspeth and seconded by Mrs. Dolly Marascalco, the MCCB Board **voted unanimously** to approve the Public Health Technology program at Itawamba Community College, Proposal Number 201516-0015.

Exhibit I is a request for East Mississippi Community College to offer Stackable Credentials in Automation and Control, Proposal Number 201516-0016. In a motion made by Mr. Bubba Hudspeth and seconded by Mrs. Dolly Marascalco, the MCCB Board **voted unanimously** to approve the Stackable Credentials in Automation and Control at East Mississippi Community College, Proposal Number 201516-0016.

Exhibit J is a request to publish the 2015 Curricula Revision for APA public review and comment. In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Johnny McRight, the MCCB Board **voted unanimously** to approve the 2015 Curricula Revision to be posted for APA public review and comment.

Exhibits K through R are requests to make revisions to existing job descriptions or creation of a new job description.

Exhibit K - REVISION to Administrative Assistant for Workforce, Career and Technical Education.

Exhibit L- NEW for Assistant Director for Training and Professional Development.

Exhibit M-REVISION for Director of Career and Technical Education

Exhibit N REVISION for Director of Curriculum and Instruction

Exhibit O REVISION for Director of Workforce Education.

Exhibit P REVISION for Program Coordinator for Grants

Exhibit Q REVISION for Technical Specialist for Programs and Accountability

Exhibit R REVISION for Program Specialist for Monitoring and Research

In a motion made by Mrs. Sue Stedman and seconded by Mrs. Dolly Marascalco, the board **voted unanimously** to approve the revisions of and/or creation of new job descriptions included in **Exhibits K through R**.

Dr. Mackey concluded his report.

eLearning and Instructional Technology Report

Ms. Audra Kimble reported that her division was finishing the MSVCC semester with final exams and that MSVCC has serviced 30,000 students this fall semester. The Smarter Proctoring project has been fully implemented. This policy requires every online course to have at least one proctored exam. For the first time, eLearning has implemented virtual proctoring. Of 74,000 proctored exams, 1,600 were virtual. eLearning is piloting a new web conferencing system. The system that has been used in the past is Blackboard Collaborate; a decision will be made in January. Plans are being made for the Creating Futures Through Technology Conference (CFTTC) which will be held at Beau Rivage in Biloxi, March 2-4, 2016. Six community colleges implemented four week mini-terms for the first time. Those colleges are Holmes Community College, Southwest Mississippi Community College, Jones County Junior College, Itawamba Community College, Copiah-Lincoln Community College and Mississippi Gulf Coast Community College.

Ms. Kimble reported that for Thanksgiving, MCCB staff had provided a complete Thanksgiving meal for a family in need. For Christmas, MCCB staff adopted a family to provide gifts for that otherwise would not have had Christmas gifts. The staff will be doing a community service project in February where gently used and/or new books will be collected. MCCB is partnering with the other educational agencies in the complex, as well as with current Miss Mississippi Hannah Roberts, whose platform is to provide books to children who are placed in shelters with a parent, hospitals and medical clinics.

Ms. Kimble thanked Dr. Smith for the beautiful poinsettias that Jones County Junior College provided for MBBC Board Members and staff.

She concluded her report.

Research and Planning Report

Mr. Raul Fletes reported that 14 out of 15 community college summer audits were completed. He and I've Burnett are currently working in the EARS system to add fields to better track developmental education students.

Mr. Fletes reported that he and community college staff are working very hard with nSPARC to have the report cards completed by January 28, 2016, for the EAC meeting.

Mr. Fletes concluded his report.

Finance and Administration Report

Mrs. Deborah Gilbert presented the Finance report as follows:

Attachments 1a-1f: General Fund Disbursements – January 2016

Fund 2298 - \$28,185,970

In a motion made by Mrs. Sue Stedman and seconded by Mr. Johnny McRight, the MCCB Board **voted unanimously** to approve the General Fund 2298 Disbursements for January 2016.

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

Fund 4080 - \$3,510,989.00
Fund 4110 - \$82,111.00
Total \$3,593,100.00

In a motion made by Mrs. Sue Stedman and seconded by Mr. Johnny McRight, the MCCB Board **voted unanimously** to approve the Education Enhancement Fund for December 31, 2015.

Fund 4080 - \$3,510,989.00
Fund 4110 - \$82,111.00
Total \$3,593,100.00

Attachment 3: Financial Statements for Funds 2291, 3000 Special Funds, and Fund 4111 as of November 30, 2015.

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

In other business, Mrs. Gilbert announced the Legislative Budget Committee will be making its recommendations soon, and she will distribute this information when she receives it.

Mrs. Gilbert concluded her report.

TRAVEL AUTHORIZATIONS

In a motion made by Mr. Bubba Hudspeth and seconded by Mrs. Dolly Marascalco, the MCCB Board **voted unanimously** to approve the travel requests for Chairman Lee Bush's travel to Hinds CC for the Minority to Male program.

EXECUTIVE SESSION

At 10:40 a.m., Mr. John Pigott moved to close the meeting to determine the need for an executive session. Mrs. Dolly Marascalco seconded the motion. The motion was approved by **unanimous vote**. The meeting room was closed.

Mr. John Pigott moved to go into executive session to discuss a personnel issue. Mrs. Dolly Marascalco 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 a personnel issue."

The meeting room was closed again for executive session discussion of a personnel issue. Following the discussion, Mr. Bubba Hudspeth moved to reopen the meeting. Mrs. Sue Stedman seconded the motion. The motion was approved by unanimous vote and the meeting room was reopened at 11:05.

ADJOURNMENT

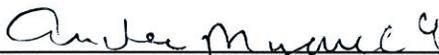
Chairman Lee Bush adjourned the meeting at 11:17 a.m.

Recorded by:


Mrs. Missy Saxton, Executive Assistant

Approved by:


Mr. Lee Bush, Chairman


Dr. Andrea Mayfield, MCCB Executive Director

December 2015 Exhibits:

Job Description Approval Assistant Executive Director Workforce &
Economic Development
Workforce Report
Career Readiness Certificate(s)
WET Fund Reports
CTE New Program 201515-0012
CTE New Program 201516-0013
CTE New Program 201516-0014
CTE New Program 201516-0015
CTE Stackable Credential 201516-0016
Curricula Revision APA
Job Descriptions Revisions and/or New
Resolutions
Finance Report
Handouts & News Articles

Exhibit A
Exhibit B
Exhibit C
Exhibit D
Exhibit E
Exhibit F
Exhibit G
Exhibit H
Exhibit I
Exhibit J
Exhibits K-R
Exhibits S-U
Separate Agenda