

**MINUTES**  
**MISSISSIPPI COMMUNITY COLLEGE BOARD**  
**Friday, January 15, 2016**

The regular meeting of the Mississippi Community College Board was held at 9:00 a.m. on Friday, January 15, 2016, 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; Mr. Chip Crane; Mrs. Dolly Marascalco; Mr. Johnny McRight; Mr. Bubba Hudspeth; Mrs. Cheryl Thurmond; Mrs. Sue Stedman; and Mr. Bruce Martin. Joining by teleconference was 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, and Mrs. Missy Saxton.

**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; and Mr. Chuck Rubisoff, Office of the Attorney General.

**CALL TO ORDER**

Chairman Bush called the meeting to order at 9:01 a.m. and read the meeting notice for the February 19, 2016, MCCB board meeting.

**MEETING NOTICE**

The next monthly board meeting will be held on Friday, February 19, 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 asked Vice Chairman John Pigott to provide the invocation.

**Approval of December 10 and 11, 2015, Meeting Minutes**

In a motion made by Mrs. Cheryl Thurmond and seconded by Mr. Bubba Hudspeth, the MCCB Board **voted unanimously** to approve the minutes of the December 10 and 11, 2015, board meetings.

**Approval of the January 15, 2016, Agenda**

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Chip Crane, the MCCB Board **voted unanimously** to approve the January 15, 2016, agenda.

**REPORTS/ACTIONS**

**Chairman's Report**

Chairman Bush called upon Mr. Chip Crane for a ceremonial gavel presentation for Mr. Crane's service as former board chairman.

### **Executive Director's Report**

Dr. Andrea Mayfield began her report with meetings and functions that she will be attending in January. She reported that the GED Testing Services will be making an announcement soon regarding their passing scores being adjusted. This will allow 637 more Mississippians to receive their GED. Mississippi Community College Board's Office of Adult Education staff is in communication with two vendors about other options for a high school equivalency exams being offered in Mississippi.

Dr. Mayfield commended Assistant Executive Director for Planning and Effectiveness, Mr. Raul Fletes, for his patience and diligence in regard to recent work with nSPARC and the community colleges to report accurate data for the state report card.

MCCB has identified a system that will interface with other state agencies regarding WIOA data information.

Dr. Joan Haynes has taken an instructor's job at Mississippi Gulf Coast Community College. Ms. Audra Kimble is the new Associate Executive Director for Academic and Student Affairs. Mrs. Sandy Crist has been serving as Interim Director of Adult Education and has been appointed to fill that position permanently.

Dr. Mayfield concluded her report.

### **Legislative Report**

Mr. Kell Smith reported that this year's legislative session will last 125 days instead of 90 days because this is the first year of a term. Mr. Smith and Mrs. Colleen Hartfield of Hinds Community College are in the process of developing a push card to be shared with legislators. The State of the State Address will be delivered by Governor Phil Bryant on January 26 at 5:30. The address will be shown on Mississippi Public Broadcasting. Mr. Smith provided a legislative calendar to board members. He reported that the agency general budget has been reduced by 2.7 % and said if state tax collections continue at the rate they are now, before the end of Fiscal Year 2016, we will see a reduction of \$58 million. Most agencies will see budget reductions again before the fiscal year is complete as additional tax cuts are proposed. He concluded his report.

### **MACJC Report**

Dr. Jesse Smith reported that a large portion of community college students who enroll for the first-time are students who have earned their high school equivalency diploma. To be able to offer other high school equivalency test options to Mississippians to those who have not earned their high school diploma would be beneficial and possibly increase enrollment numbers for our community colleges.

During this legislative session, Dr. Smith reported that the legislature has cut 2.7% of community college funding. He said the goals are to not lose ground with appropriations and to perpetuate a change in the thought process in how we go about filling the skills gap in Mississippi. Dr. Smith concluded his report.

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

Dr. Shawn Mackey presented **Exhibits A, B, C and D** for approval. These are four separate program option requests from East Mississippi Community College. Dr. Mackey presented the requests together and one motion was made for approval.

In a motion made by Mr. Bubba Hudspeth and seconded by Mrs. Cheryl Thurmond, the MCCB Board **voted unanimously** to approve **Exhibits A, B, C, and D** which are four separate program option approval requests for East Mississippi Community College:

**Exhibit A** is a request to offer Business Management Technology at East Mississippi Community College, Proposal Number 201516-0017.

**Exhibit B** is a request to offer Accounting Technology at East Mississippi Community College, Proposal Number 201516-0018.

**Exhibit C** is a request to offer Computer Technology at East Mississippi Community College, Proposal Number 201516-0019.

**Exhibit D** is a request to offer Precision Manufacturing and Machining Technology at East Mississippi Community College, Proposal Number 201516-0020.

Dr. Mackey presented **Exhibits E and F** which are the WET Fund Report and the Workforce Report, respectively. These exhibits are for informational purposes only and do not require approval.

Dr. Mackey concluded his report.

*Todd Hairston left the conference call at 9:53 a.m.*

*The meeting recessed at 9:54 a.m.*

*The meeting reconvened at 10:06 a.m.*

### **Academic and Student Affairs Report**

Ms. Audra Kimble presented **Exhibits G, H, and I**, which are reports from the Commission on Proprietary Schools and College Registration (CPSCR). These are for informational purposes only and do not require approval. **Exhibit G** is the December 2015 Report Summary. **Exhibit H** is the December 2015 Docket and **Exhibit I** is a report on the December 2015 Fees.

Ms. Kimble presented for approval **Exhibits J, K, and L**, which are job descriptions for Associate Executive Director for Academic and Student Affairs, Assistant Executive Director for eLearning and Instructional Technology and also for Program Specialist for Adult Basic Education, respectively. She is requesting approval from the board for minor changes to each of the job descriptions.

In a motion made by Mr. Chip Crane and seconded by Mr. Johnny McRight, the MCCB Board **voted unanimously** to approve the changes to the job descriptions for: **Exhibit J**, Associate Executive Director for Academic and Student Affairs, **Exhibit K**, Assistant Executive Director for eLearning and Instructional Technology, and for **Exhibit L**, Program Specialist for Adult Basic Education.

Ms. Kimble also provided the report for eLearning and Instructional Technology. She discussed an item that Ms. Gilbert will request approval of in the Finance Agenda, regarding a vendor called Smarter Services, LLC, and its Smarter Proctoring software. Smarter Proctoring is a management system that allows communication between the 52 testing centers in Mississippi. This helps communication tremendously. The review of this vendor and process has been through the technology approval process required by Institute for Technology Services (ITS). She concluded her report.

### **Research and Planning Report**

Mr. Raul Fletes presented **Exhibits M, N, O, and P** for informational purposes only. **Exhibit M** is a chart illustrating the Fall and Spring headcount trends as well as illustrating the Summer headcount Trend. **Exhibit N** is a Total headcount by college for Summer 2015. **Exhibit O** is a headcount by Curriculum for Summer 2015, and **Exhibit P** is the headcount by Curriculum for

Summer 2015. Mr. Fletes concluded his report.

**Resource Development Report**

Mr. Kenneth Wheatley reported that the new Mi-Best program currently has 145 students enrolled. This is a three-year grant program that will hopefully be implemented at each of our community colleges by the end of the year.

Mr. Wheatley reported that members of the National Science Foundation will be making presentations at the Creating Futures Through Technology Conference (CFTTC), March 2-4 in Biloxi. Members will be from Louisiana State University (LSU), University of Alabama and University of Florida, just to name a few. Mr. Wheatley concluded his report.

**Information Technology Report**

Mr. Ray Smith reported that there will be a celebration at this year's CFTTC. The CFTTC committee will honor Dr. Olon Ray, former executive director of the Mississippi Community College Board, for his leadership in the advancement of technology in the community college system. Beginning in 2017, an annual award will be presented in his name to a deserving person or persons that have exhibited leadership through innovation. The committee will also acknowledge Dr. Howell Garner, the former technology chair for the MACJC during the time that Dr. Ray was executive director. Dr. Garner worked tirelessly with MCCB and MACJC in setting up a foundation for a system wide technology system. The result of Dr. Garner's work is known as the Evans Study and almost exclusively is the basis for the community college technology systems practices now. The community college system received reoccurring funding every year based on the fact that the system had such a firm foundation and plan in place. From this study comes the MSVCC and 4C networking group. Both are now national models. Mr. Smith concluded his report.

**Finance and Administration Report**

Mrs. Deborah Gilbert presented the Finance report as follows:

**Attachments 1a-1d: General Fund 2298 Disbursements – February 2016**

February Disbursement	\$14,210,945.00
Education Technology	3,549,580.00
Nursing/Allied Health	<u>1,278,461.00</u>
Total February Disbursement	\$19,038,986.00

**Attachment 2: Education Enhancement Fund – January 31, 2016:**

Fund 4408000000 -	\$3,510,992.00
Fund 4110000000 -	<u>\$ 82,112.00</u>
Total	\$3,593,104.00

In a motion made by Mr. Bubba Hudspeth and seconded by Mrs Dolly Marascalco, the MCCB Board **voted unanimously** to approve the General Fund 2298 Disbursements for February 2016 in the amount of \$19,038,986.00 and also to approve the Education Enhancement Fund Disbursements for January 31, 2016, in the amount of \$3,593,104.00.

**Attachments 3a and 3b:** Purchasing Approvals \$50,000 and above:

- A. Smarter Services, LLC for SmarterProctoring software which is a proctored test management system that will provide a Canvas integrated service that will facilitate all phases of the proctoring process across the 52 testing centers within the MSVCC. Currently the MSVCC administer approximately 250,000 proctored exams per year. This product will provide daily access and reports for student, faculty, proctors, and administrators. It will also standardize and streamline the proctoring process for all institutions throughout the state. Smarter Services, LLC has certified that they are the sole source provider of this software. The ITS approval date is 11/3/2015-3/3/2017 in the total amount of \$74,250.00. Funding for the purchase will come from MSVCC assessments.
- B. Delta Electronics, Inc. for Video Production Equipment to be used to produce onsite videos of instructions from teachers at the colleges and post them inside the learning management system (Canvas) and make them available for students to use. Additionally, this equipment will be used to provide onsite coverage at MCCB events, conference, and some special programs. The cost is \$58,617.20. Funding for this purchase will come from CTE Curriculum Funds. Two quotes were obtained.

In a motion made by Mr. Chip Crane and seconded by Mr. Johnny McRight, the MCCB Board **voted unanimously** to approve the purchase from Smarter Services, LLC, in the amount of \$74,250 and to approve the purchase of equipment from Delta Electronics in the amount of \$58,617.20.

**Attachments 4a-4c:** Financial Statements for Funds 2291, 3000 Special Funds, and Fund 4111 as of December 31, 2015.

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

**Attachment 5:** Joint Legislative Budget Recommendation for FY 2017

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

In other business, Mrs. Gilbert informed the board that the new mileage rate has been released for the upcoming year. Effective January 1, 2016, the rate is \$0.54, down from \$0.575. Mrs. Gilbert concluded her report.

**TRAVEL AUTHORIZATIONS**

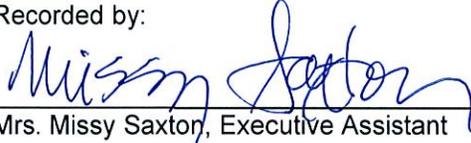
In a motion made by Mr. John Pigott and seconded by Mrs. Sue Stedman, the MCCB Board **voted unanimously** to approve the travel request for Mrs. Cheryl Thurmond who attended MEC Capitol Day on January 7, 2016; to approve travel for those who attended the Legislative Luncheon on January 26, 2016, and also to approve travel for those who attended the inaugurations for Lieutenant Governor Tate Reeves on January 7 and for Governor Phil Bryant on January 12, 2016.

In other business, the board photograph is scheduled to be taken at the February board meeting.

**ADJOURNMENT**

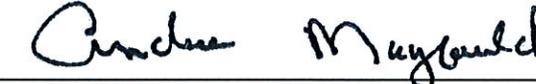
In a motion made by Mr. John Pigott and seconded by Mr. Chip Crane, the MCCB Board **voted unanimously** to adjourn the meeting. Chairman Lee Bush adjourned the meeting at 10:55 a.m.

Recorded by:

  
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Mrs. Missy Saxton, Executive Assistant

Approved by:

  
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Mr. Lee Bush, Chairman

  
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Dr. Andrea Mayfield, MCCB Executive Director

**January 2016 Exhibits:**

CTE New Program 201515-0017  
CTE New Program 201515-0018  
CTE New Program 201515-0019  
CTE New Program 201515-0020  
WET Fund Report  
Workforce Report  
CPSCR Reports  
Academic Affairs Job Descriptions  
Research and Effectiveness  
Finance Report  
Handouts & News Articles

Exhibit A  
Exhibit B  
Exhibit C  
Exhibit D  
Exhibit E  
Exhibit F  
Exhibit G, H, I  
Exhibits J, K, L  
Exhibits M, N, O P  
Separate Agenda