

MINUTES

EXECUTIVE COUNCIL MEETING

August 12, 1999

A meeting of the MGCCC Executive Council was held on Thursday, August 12, 1999, in the Board Conference Room, Darby Hall, on the Perkinston Campus.

Members of the Executive Council present were: Dr. Willis H. Lott, Dr. Richard Christmas, Mr. Everett Compston, Dr. Mary Graham, Mrs. Colleen Hartfield, Dr. Houshang Moradmand, Mr. Clifton Quinn, Mr. Robert Smith, and Dr. C. D. Taylor.

I. CALL TO ORDER – Dr. Lott called the meeting to order at 9:00 a.m.

II. PRESENTATIONS

- A. Development of internet courses. Dr. Elizabeth Nelms joined the meeting at this time to share with council members a proposed plan of action for development of on-line courses for the MGCCC District. She reported that the SBCJC would be releasing a Request for Proposal for the Mississippi Virtual Community College Course Development on Monday, August 16th, as the opening semester begins January, 2000.

After discussion, Council members agreed that Dr. Nelms and Mr. Smith or their designee would prepare the Request for Proposal for the Mississippi Virtual Community College Course Development. Dr. Lott requested that Dr. Nelms formalize and forward to him the MGCCC proposed plan of action for on-line course development. Dr. Christmas noted plans to talk with instructors at the Fall Faculty Workshop to determine interest in the development and instruction of on-line courses. Dr. Lott appointed Dr. Christmas as Chair of the on-line steering committee.

Council members agreed that courses should be developed by teams comprised of one faculty member from each campus whenever possible. The Council agreed to pay \$1500 per faculty member for the development of on line courses that are ready to be offered by January 2000; however, no long-term commitment was made relative to compensation at this time. Additional reimbursement for teaching the

on-line courses for the first time in January was tabled for further discussion

- B. Drug dog service. Mr. Norman Epstein and Mr. Randy Hare with Canine Intercept, Inc. joined the council at this time to discuss the use of drug dog services on campus. Dr. Christmas will share this information with the Deans of Student Services and bring a recommendation back to the Executive Council.
- C. Uniforms. Dr. Lott reported that only one vendor responded to the College's solicitation for bids for employee uniforms (maintenance, janitorial, grounds, transportation, etc.). The vendor did not bid according to specifications, and Mr. Herndon will request permission to re-advertise.
- D. Payroll proposal. Mr. Hal Higdon and Mr. Jerry Bryan joined the meeting to present a proposed payroll procedure, which was developed in an effort to decrease the time element involved in producing the payroll under the new Banner System.

Mr. Compston made a motion, seconded by Mr. Quinn, to approve the payroll procedure as presented (copy attached to official minutes), effective August 30, 1999. Motion carried.

- E. Homecoming luncheon. Mrs. Grace requested approval from Council members to begin hosting a separate luncheon for the homecoming court and their guests in the Student Center on the Perkinston Campus; however, the Homecoming Court would be introduced during a brief presentation at the beginning of the regular banquet. This would provide more room for guests attending the regular homecoming banquet.

Council members agreed that in order to accommodate the regular homecoming banquet, a separate luncheon will be held for the homecoming court and their guests as recommended.

- F. Scholarship recognition banquet. Ms. Grace and Mr. Lewis proposed implementing a new college-wide scholarship recognition banquet with the first banquet being held on September 28th in the Jackson County Campus cafeteria. The focus of the banquet will be placed on the scholarship donors, and the banquet will rotate on a yearly basis among the various campuses. The scholarship donors and their guests, as well as the scholarship recipients will be invited to attend.

After discussion, council members approved implementation of a college-wide scholarship recognition banquet to be rotated among the

campuses on a yearly basis. The first banquet will be held on the Jackson County Campus on September 28th.

- F. Appointment of banquet committees. Mrs. Grace and Mr. Lewis requested that college-wide committees be appointed to help with the planning and preparations for the Scholarship Banquet, Athletic Hall of Fame Banquet, Homecoming Banquet and Spring Instructor of the Year Banquet. Committee members would be asked to commit no more than 8 hours prior to the day of the banquet, and 4 hours on banquet day. Mrs. Grace stated that Mrs. Hartfield offered to provide assistance from the Institutional Relations Department for these events.

After discussion, council members agreed that the campus vice presidents would appoint individuals to serve on the following banquet committees based on recommendations from the Alumni Campus Representatives:

**Scholarship Recognition Banquet
Athletic Hall of Fame Banquet
Homecoming Banquet
Spring Instructor of the Year Banquet**

- H. Foundation – Jon Lewis. Mr. Lewis gave a brief report on matters concerning the Foundation. He expressed concern relative to the lack of employee participation in Foundation efforts. He will be working toward employee awareness in regard to the Foundation and the benefit of employee involvement; he will also be sharing with them what the Foundation has accomplished in the past, as well as its plans for the future.

III. REVIEW AGENDA – Dr. Lott reviewed the agenda with Council members.

IV. APPROVAL OF COUNCIL MINUTES.

- A. Executive Council Minutes – July 8, 1999. **Council members reviewed and approved the minutes of the July 8, 1999 Executive Council minutes as presented.**

V. AGENDA ITEMS – DR. LOTT.

- A. Classification of bookstore managers for pay purposes. This item was deferred.
- B. Request to serve as liaison for the American Association of University Women – Edna Boone. Dr. Lott shared with council members a letter

from Mrs. Edna Boone, a recent College retiree, requesting that she be allowed to continue serving as the liaison between the College and the American Association of University Women for the upcoming year. The only monetary obligation for the College would be to renew its membership.

After discussion, council members agreed to renew the college's membership in the American Association of University Women and to allow Mrs. Edna Boone to continue serving as the liaison between the College and AAUW.

- C. Banner communication plans (Recruiting, Admissions, Financial Aid and Business Services). Dr. Lott informed the Council that Dr. Christmas and Mrs. Hartfield have been given the responsibility of ensuring that Banner communication plans are created for all divisions of the College and that coordination with students, vendors, and other groups remains consistent throughout the district.
- D. Building Committee – Board of Trustees. See Item No. VIII-A.

VI. AGENDA ITEMS – DR. CHRISTMAS.

- A. Human Services Program change. This item was deferred
- B. Compensation for learning lab faculty. This item was deferred.
- C. Intellectual property rights. This item was deferred.
- D. Faculty evaluation system review. This item was deferred.
- E. Salutatorian scholarships. This item was deferred.
- F. Withdrawal Policy. This item was deferred.
- G. Proposed revision to Statement No. 309, *Statement of College Faculty Load*. Dr. Christmas reviewed proposed revisions to Statement No. 309, *Statement of College Faculty Load*. **The consensus of the Council was to approve the revisions with the following addition:**
 - The third paragraph is changed to read: The maximum overload points that a regular faculty member may receive is 16 points (maximum load 48 points)...
- H. Instructional Affairs Open Forum Sessions. This item was deferred.

- I. Standardized forms. A list of standardized forms utilized by the College was distributed. Mrs. Hartfield requested that council members share the list with appropriate personnel within their division for possible additions or deletions.

VII. AGENDA ITEMS – MR. COMPSTON.

- A. Consider revision to Statement No. 212-13, *Employee Leave*. This item was deferred.
- B. Professional Standards Program. This item was deferred.
- C. Gateway Program for student and faculty purchases. Mr. Compston shared with Council members a proposal from Gateway Companies, Inc. for a campus-computing program through which students and faculty may purchase computers. **After discussion, Council members unanimously agreed that the College should not participate in the program at this time.**
- D. Bid specifications and vendor lists. This item was deferred.

VIII. AGENDA ITEMS – DR. GRAHAM

- A. Naming of buildings. Dr. Graham brought a recommendation before the Council to name the Malone Hall Band Annex on the Perkinston Campus in honor of Mr. Sam P. Jones, Jr. who served as the College's band director from 1952 through 1978. In consideration of this matter, Council members discussed board bylaws relative to naming of buildings and considered other buildings to be named in the future.

Dr. Graham made a motion, seconded by Mr. Compston, to submit this recommendation to the Board of Trustees Building Committee for approval, and after approval submission to the Board at their August 18, 1999 Board of Trustees meeting. Motion carried.

Possible dates discussed by Council members for the dedication ceremony were: October 30, 1999 -- in conjunction with Homecoming Festivities or October 9, 1999 – in conjunction with the MGCCC Band Festival.

- IX. AGENDA ITEMS -- MRS. HARTFIELD. No items were included on the agenda.

X. AGENDA ITEMS – DR. MORADMAND

- A. Discussion of Policy #212-06, *Promotion and Transfer*. Council members discussed the need for clarification of Policy #212-06, *Promotion and Transfer*, in regard to eligibility of College employees applying for vacancies during the one-week period prior to external advertisement. No action was taken at this time; however; Council members agreed to re-visit this matter in the spring.

XI. AGENDA ITEMS - MR. QUINN

- A. Procedure for continuing education offerings. Mr. Quinn reviewed with council members the current procedure for continuing education offerings noting that the purpose of this program is to enhance and market regular vocational and academic programs. Due to the growing demand for continuing education courses, Mr. Quinn requested that council members share with him their thoughts regarding the effectiveness of the current procedure. In discussion of this matter, Dr. Lott stated that the College should be offering supplemental certification programs.

After discussion, the Campus Vice Presidents requested that Mr. Quinn have a Community Campus representative visit appropriate personnel on the individual campuses to discuss the procedure for continuing education offerings.

- B. Construction Education Grant. This item was deferred.

XII. AGENDA ITEMS – MR. SMITH. No items were included on the agenda.

XIII. AGENDA ITEMS – DR. TAYLOR

- A. Consideration of grant application for learning labs. Dr. Taylor requested permission to apply for a grant for the purpose of enhancing the Learning Lab on the Jefferson Davis Campus. In consideration of this request, Dr. Lott commented that the SACS Visiting Committee for Reaffirmation cited the College as not providing the same services at all campuses in the Learning Resource Centers.

After discussion, Council members approved submission of a grant for the purpose of enhancing the Learning Lab on the Jefferson Davis Campus.

- B. Vacancy notice/application for employment – Computer Literacy. This item was deferred.

XIV. OTHER ITEMS DISCUSSED.

- A. Special contracts. Dr. Graham distributed guidelines from the U. S. Department of Labor to be followed in determining whether or not an individual is an independent contractor or an employee. It was noted that Statement No. 400-6, *Professional and Contractual Services*, was revised according to these guidelines and distributed to holders of the Administrative Handbook.

- XV. ADJOURNMENT.** There being no further business, the meeting adjourned at 3:30 p.m.

Vonda Ford, Recorder