

## MINUTES

### EXECUTIVE COUNCIL MEETING

September 16, 1999

A meeting of the MGCCC Executive Council was held on Thursday, September 16, 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/REVIEW AGENDA** – Dr. Lott called the meeting to order at 10:00 a.m. allowing revisions to the agenda.

#### ADDITIONS

Cookout for Student Council and Reflections Team  
Child Care  
Enrollment  
Continuing Education Procedure  
Employer Survey  
Job Shadow 2000

#### DELETIONS

Human Services program change

### **II. APPROVAL OF COUNCIL MINUTES.**

- A. Executive Council – August 12, 1999. **Council members reviewed and approved the minutes of the August 12, 1999 Executive Council minutes changing Item No. XIII-A as follows:**

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

### III. AGENDA ITEMS – DR. LOTT.

- A. Classification of bookstore managers for pay purposes. This item was deferred.
- B. Color of College vehicles. In an effort to improve the image of the College, Dr. Lott requested that the Uniform Committee submit to him a recommendation relative to the color of college vehicles to be purchased in the future.

**After reviewing the Uniform Committee's recommendation, Council members agreed that all vehicles purchased in the future are to be white in color with blue interior; special functions are to include automatic door locks and windows, as well as cruise control.**

- C. AEOP concerns. Dr. Lott reported on a meeting with Mrs. Sharon Parker, AEOP President, and Mrs. Carolyn Brooks, President Elect, at which the following AEOP concerns were addressed:

- (1) MOUS certification for AEOP members. Dr. Lott explained that through the MOUS program AEOP members have the opportunity to become more knowledgeable and to become certified in the following Microsoft programs – Word, PowerPoint, Excel, and Access. It was requested that the \$65 exam fee be paid/waived by the College. **Dr. Lott stated that this request would be granted only for those individuals passing the exam.**

- (2) Have Executive Council and Administration to encourage employees to attend and participate in workshops/meetings. Dr. Lott suggested that the AEOP become more involved in staff development on the individual campuses. This would require less time away from the office; thereby, allowing more members the opportunity to participate. He also encouraged them to work at making AEOP an organization that entices the interest of its members. Dr. Lott noted that a survey is to be conducted in an effort to improve the organization.

- (3) Inactive AEOP members with PSP. It was requested that it be required of individuals holding a PSP to remain active in the Association. Dr. Lott stated that he was not in support of this request. In discussion of this matter, council members requested more information relative to certification levels and qualifications for individuals receiving a PSP.

- D. Kids Voting Mississippi fund-raiser. Dr. Lott reported that a fundraiser for Kids Voting Mississippi is ongoing. The organization is hosting a Gubernatorial Breakfast to which the College was invited to

attend. The cost is \$1,000 per table. The event is to be held at the Beau Rivage on October 1, 1999.

**After discussion, Council members agreed that the College should purchase a table for ten at a cost of \$1,000 with the cost being divided between the four campuses – Perkinston, Jefferson Davis, Jackson County and the Community Campus. The Campus Vice Presidents are to extend an invitation to their Student Council President and Vice President, and Mrs. Gloria Breland will make all necessary arrangements.**

- E. Cookout for Student Council and Reflections Team. Dr. Lott informed council members of the cookout to be held on October 4<sup>th</sup> in support of the Student Services Council and Reflections Teams. Dr. Lott noted his intentions to request that the Deans of Student Services along with the Student Council representatives develop and implement a college-wide election process. He requested that council members share with him any concerns relative to this matter prior to October 4<sup>th</sup>.
- F. Child Care. Dr. Lott reported that the SBCJC voted to support the concept of Mississippi Community and Junior Colleges partnering with the Mississippi Head Start Association in their efforts to meet classroom teacher certification requirements of the Head Start Reorganization Act. It was noted that in order for this to happen at Gulf Coast, there would be a need to hire adjunct instructors; however, no action was taken at this time.
- G. Enrollment. Dr. Lott expressed concern regarding the decline in enrollment noting that critical measures may be taken in the event that MGCCC does not experience a significant improvement.

#### **IV. AGENDA ITEMS – DR. CHRISTMAS.**

- A. Human Services program change. This item was deleted from the agenda.
- B. Compensation for learning lab faculty. This item was deferred.
- C. Intellectual property rights. This item was deferred.
- D. Faculty evaluation system review. Dr. Christmas reported that the Instructional Affairs Council, faculty and Instructional Deans are working to make changes to the faculty evaluation system. He will report back to the Executive Council with further information.

- E. Salutatorian scholarships. This item was deferred.
- F. Withdrawal Policy. This item was deferred.
- G. Instructional Affairs open forum sessions. In an effort to improve communication between the Instructional Affairs Council and faculty members, Dr. Christmas requested that the Instructional Affairs Office be allowed to hold open forum sessions with faculty members. Dr. Lott suggested that the Instructional Affairs Council meeting agendas and minutes be distributed via the network to faculty members allowing them the opportunity to express their concerns regarding Instructional Affairs issues prior to Council meetings.

**After discussion, council members agreed to allow the Instructional Affairs Office to hold open forum sessions with the understanding that the purpose of the sessions is to create more unity within the instructional division.**

- H. Proposed policy for compensation of instructors who supervise students enrolled in “work experience” courses. This item was deferred.
- I. Proposed form for student appeals of faculty decisions. This item was deferred.
- J. Proposed curriculum additions. This item was deferred.
- K. Mississippi Virtual Community College proposals. Dr. Christmas reported that a proposal for the development of on-line courses (3 academic, 2 technical) was submitted to the State Board for Community and Junior Colleges naming those instructors willing to commit to having courses developed and ready to go on-line by January, 2,000. He also reported that faculty members were presently attending a Blackboard software presentation.

Dr. Christmas reported that other faculty members are interested in developing on-line courses; however, they would not commit to meeting the January, 2000, deadline for developing courses to be offered through the Mississippi Virtual Community College.

## **V. 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. Bid specifications and vendor lists. This item was deferred.
- D. Sodexho catering. In consideration of a proposal submitted by Sodexho, Inc., council members compared Sodexho's prices with those of various other catering services. **After discussion, Council members requested that Mr. Compston negotiate with Sodexho in an effort to obtain more moderate prices and report back to the Executive Council.**
- E. Increase in employee life insurance from \$20,000 to \$30,000. Mr. Compston reported changes in the State Life Insurance Plan provided through UNUM Life Insurance Company. He reported that the minimum amount offered to employees has increased from \$20,000 to \$30,000. The College and the State will split the cost up to \$30,000. Additional insurance purchased in excess of \$30,000 will cost .30 cents per \$1,000 with the employee and the State splitting the cost up to the maximum amount allowed, which is 2 times the employee's annual salary.
- F. Proposed procedure for facilities and grounds use. Mr. Compston reviewed with council members a proposed facilities and grounds use procedure (the procedure does not pertain to workforce events and summer camps). **After discussion, council members approved the procedure with the following revisions to be implemented beginning January, 2000:**

#### IV. Facility Usage Fees

- Instructional/Meeting Room Space

Number	Hours	Minimum Fee (per hour)
1-20	1-3	\$60.00
1-20	4-6	\$120.00
21-40	1-3	\$100.00
21-40	4-6	\$200.00
above 40	1-3	\$150.00
above 40	4-6	\$300.00

- Fine Arts Auditorium

.....\*All groups using this facility will pay a security fee to cover sound, lighting, security, and custodial services. \$30.00 per person employee / 3 hour event

- Deletion of the word "policy" throughout the statement.

**VI. AGENDA ITEMS – DR. GRAHAM.** No items were included on the agenda.

**VII. AGENDA ITEMS – MRS. HARTFIELD.**

- A. Standardized forms. Mrs. Hartfield reviewed and discussed the action plan timeline for standardized forms.
- B. COMBASE. Dr. Graham discussed plans for the 1999 Combase Conference to be held September 26-28, 1999, at the Beauvoir in Biloxi, MS requesting the assistance of Council members in this effort.
- C. College yearbook. Mrs. Hartfield reported that the campus yearbook advisors have chosen to produce a single college-wide 2000 yearbook instead of the traditional individual campus yearbooks. This should not only reduce the cost of the yearbook, but promote the College as a multi-campus institution.

**VIII. AGENDA ITEMS – DR. MORADMAND.** No items were included on the agenda.

**IX. AGENDA ITEMS – MR. QUINN.**

- A. Construction Education Grant. This item was deferred.
- B. Continuing Education procedure. Mr. Quinn reported that community campus personnel are progressing with meetings on the individual campuses concerning continuing education procedures and working with problems that need to be resolved.
- C. Employer survey. Mr. Quinn distributed the results of a survey conducted by the Harrison County Economic Development Commission on major employer employment needs noting that these areas may possibly provide opportunities through which the College could offer educational training. Mr. Quinn will keep the Council updated on this survey.
- D. Job Shadow 2000. Mr. Quinn informed council members of the Groundhog Job Shadow Day 2000 to be held on February 2, 2000. The purpose of this function is to communicate to students how skills acquired in school are connected with the workplace.

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

**XI. AGENDA ITEMS – DR. TAYLOR.**

- A. Vacancy Notice/Application for Employment – Computer Literacy. This item was deferred.
- B. Tuition increase for off-campus programs. This item was deferred.
- C. Approval of courses for pay. Dr. Taylor reported that Ms. Debbie Kelner has earned 18 semester hours credit beyond a Master's degree and is requesting that she be allowed to take 6 additional hours of History in order that she qualify for the next step on the salary schedule. **After discussion, Council members approved Ms. Kelner's request as noted.**
- D. Procedure for students (police officers) wearing weapons on campus. Dr. Taylor reported on a meeting between the College administration and Harrison County law enforcement authorities to discuss the issue of students wearing weapons to class. The MGCCC Board Policy allows legally authorized law enforcement officials the right to carry firearms on campus while attending class. **However, to lessen tension among students and faculty, council members agreed to request that law enforcement officials be unarmed and dressed in civilian clothing while attending class on College premises, with exception to those officers who are on duty during class time. Dr. Taylor will correspond with the Harrison County law enforcement authorities relative to this matter and will request that the College be provided with the names of officers who will be attending class while on duty.**

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

---

Vonda Ford, Recorder