

Title 9- Education- Mississippi Community College Board

Part 2- Business Management

Part 2 Chapter 1: Administration of State Education Technology Funds

Rule 1.1 Administration of State Education Technology Funds. The MCCB shall allocate bond funds and appropriations to each community and junior college district for education technology. Guidelines for disbursement of the funds are revised annually.

A. APPROPRIATE S.B. 2945 BOND EXPENDITURES

In trying to develop a requested list of appropriate items to be expended from S.B. 2945, we have quoted the following sentences from Sections 1 and 2 of the bill that emphasize the intended use of these bond funds. Section 1 states that “(t)he plan shall focus on the technology requirements of classroom instruction, literacy laboratories, student record management, financial and administrative management, distance learning and communications as they relate to the state’s performance goals for students.” Section 2 states that “(t)he network shall be capable of providing two-way voice, video and data communications in order to effect an integrated telecommunications interconnect among the community colleges, libraries, government agencies, business partners and other educational institutions. It shall also be capable of providing instructional programming, broadcast programming, staff development programming, and administrative voice, video and data exchange.”

After reviewing S.B. 2945, the memorandum dated January 16, 1996, from the Council for Education Technology, and the letter from David Litchlitter of ITS dated January 9, 1996, we have composed the lists that follow. These lists are not inclusive and are intended to provide guidance in developing plans and purchasing commitments.

1. Items or Services that may be purchased form S.B. 2945 Bond Funds
 - a. Contractual obligations as a result of Campus Certified Network Engineering Surveys & Design and/or IT Planning (subject to ITS Approval)
 - b. Supplies, Equipment and Contractual Labor relating to inside and outside fiber optics backbone and copper wiring.
 - c. LAN routers, Hubs, CSU/DSUs, File Servers, Operation System Software, Web/E-Mail Servers hardware and software, etc. relating to campus local area and wide area networking electronics
 - d. Purchases or upgrades of personal computers for administrative and laboratory use
 - e. CD-ROM Server/Tower
 - f. Upgrade of administrative computing systems
 - g. Upgrade of voice/data communications systems (PBX, ESSX) to support faculty, staff, and student needs (includes modems)
 - h. Electronic Classrooms, Video upgrades, Video switching equipment for college branches.

- i. Voice, Video, Data Networking Hardware/Software
 - j. Contractual labor, materials, and equipment relating to required building renovations to accommodate technology expansion (not subject to ITS approval)
 - k. Charges from ITS to process CP-1's, etc., relating to S.B. 2945.
2. Items that shall not be purchased with S.B. 2945 Bond Finds:
- a. Computer desks
 - b. Tables
 - c. Chairs
 - d. Access to the Internet (recurring technology appropriation)
 - e. Other non-technology related equipment, supplies or services

Please refer to the Procedures for the Disbursement/Reimbursement of the Community/Junior College Telecommunications Network Bonds that were approved by the MCCB on January 18, 1996, for forms, necessary documentation, and certification needed prior to disbursement of the bond proceeds.

We encourage all participating entities to spend the bond proceeds on big-ticket items so that much of the necessary paperwork will be alleviated.

**B. PROCEDURES FOR THE DISBURSEMENT/REIMBURSEMENT OF THE
COMMUNITY/JUNIOR COLLEGE TELECOMMUNICATIONS NETWORK BONDS
SENATE BILL NUMBER 2945 - Regular Session 1995**

In the 1995 Regular Session, the Legislature approved S.B. 2945 which created a special fund in the State Treasury to be designated the "Mississippi Community College Board Statewide Telecommunications Network Fund." Proceeds of the Community/Junior College Telecommunications Network Bonds which may be issued from time to time shall be placed in this fund. The total amount authorized in this legislation for the community colleges, the Mississippi Library Commission and the Mississippi Community College Board is \$29,950,000.

Community and Junior colleges, Mississippi Library Commission, and Mississippi Community College Board are required to submit a plan for the use of S.B. 2945 bond funds to Information Technology Services (ITS).

Community/Junior Colleges Telecommunications Network Bond money shall be expended in accordance with the approved telecommunications network plan and all other specific requirements identified in S.B. 2945, particularly stated in sections 1 and 2.

The Mississippi Community College Board is authorized in S.B. 2945 to allocate the funds provided from the proceeds of the Community/Junior College Telecommunications Network Bonds. The allocation was approved at the Board's November 17, 1995 regular meeting. (See Attachment A.)

For reimbursement from time to time on any particular project, the participating entities must submit to the State Board the following information:

1. A completed MCCB Reimbursement Form; (See Attachment B.)
2. a.) A copy of an approved Form CP-1 and/or written authorization from ITS to make purchases when using the Express Products Lists (EPLs) - (if goods or services are under the jurisdiction of ITS); Because S.B. 2945 requires that “all contracts, requests for proposals and bid awards shall be subject to the approval of the Central Data Processing Authority,” all requests for S.B. 2945 funds must contain an ITS approved Form CP-1 with “S.B. 2945” listed as the “fund number” in the lower right block of the form for the equipment or contractual service requested or written authorization from ITS when Express Product Lists (EPLs) are utilized.
b.) If goods or services are not under the jurisdiction of ITS, provide written evidence of compliance with state purchasing procedures and laws. For example, a copy of the two written quotes, a copy of the Board minutes accepting a bid, or a copy of the service contract(s).
3. A copy of all invoices that support all approved purchases and services. Invoices for technological products or services dated prior to the adoption of the resolution of the Bond Commission will not be honored.

All state and federal statutes in regard to (1) purchasing, and (2) use of the bond funds must be strictly followed.

Once the bond proceeds are available, they will be disbursed based upon the criteria set forth in items 1), 2) and 3) above on a reimbursement basis. A minimal amount of an entity’s allocation may be withheld to cover ordinary bond expenses.

Please submit no more than one disbursement request per month per district.

The State Board reserves the right to review each request for reimbursement and approve or reject any portion or all of the request and to request additional information. Each request must be submitted on the MCCB Reimbursement Form with supporting detail attached.

C. GUIDELINES FOR DISBURSEMENT OF EDUCATION TECHNOLOGY FUNDS - FY 2006

In Senate Bill 2050, the Legislature appropriated out of the state general fund a total of \$3,599,160 to the MCCB for the purpose of defraying the cost of the Education Technology Program at the public community and junior colleges for FY 2006. The Education Technology Program consists of recurring technology costs identified in the Evans Technology Study for Community Colleges and the Mississippi Community College Board, together with funding for technology positions. The combination of recurring technology and technology positions was done to provide more flexibility to our districts in the education technology area.

The Mississippi public community and junior colleges utilize the following set of guidelines to provide a shared network architecture that accesses a set of centralized services and resources, which generate significant economies of scale savings:

1. Available funds appropriated in S.B. 2050 will be used to pay line costs for a 3Mbps ATM circuit for the community and junior college system. This circuit will provide data and video transmission for internet access and distance learning transport service.
2. Data and video network line charges will be distributed based on estimates provided by BellSouth in April of 2004 for 15 sites for the fiscal year. The estimated cost is for bandwidth of 3 megs.
3. Of the \$3,599,160 appropriated in S.B. 2050, the sum of \$1,500,000 will be divided evenly (\$100,000) among the 15 districts for technology positions (\$50,000 X 2 positions per district.)
4. Of the \$3,599,160 appropriated in S.B. 2050, the amount of \$88,847.00 will be transferred to ITS for the community and junior colleges= share of backbone costs.
5. The balance of funds available after line charges, technical positions, backbone costs, and after the Mississippi Community College Board receives its share of S.B. 2050 recurring costs will be distributed to the 15 community and junior college districts based upon the following formula:
 - a) one-half evenly among districts, and
 - b) the remaining one-half based upon 2/5 headcount enrollment and 3/5 full-time equivalent (fte) enrollment for FY 2005.
6. "Other Recurring Costs" may include the following:
 - a) Maintenance on computer hardware and/or software (including parts to maintain existing computer equipment that is purchased under the account number 705 - Repairs and Maintenance),
 - b) Technology training needs for faculty and staff (including travel related to technology training),
 - c) One-time non-recurring line installation costs,
 - d) Other line charges related to voice, video and data, and
 - e) Equipment upgrades.
7. The MCCB will disburse education technology funds on a schedule of 1/2 in July 2005 and 1/2 in January 2006.
8. If there is a question about the purpose for expending Education Technology funds under S.B. 2050, please consult with the MCCB office prior to encumbering those funds.
9. Funds appropriated for recurring technology needs must be spent in accordance with S.B. 2050 and the above guidelines.

Source: *Miss. Code Ann.* §37-4-3.

Part 2 Chapter 2: Administration of Associate Degree Nursing and Support

Rule 2.1 Administration of Associate Degree Nursing and Support. The MCCB shall allocate appropriations to each community and junior college district for support of Associate Degree Nursing Programs. Guidelines for disbursement of the funds are revised annually.

GUIDELINES FOR ADMINISTRATION OF ASSOCIATE DEGREE NURSING (ADN) SUPPORT - FY 2006

1. Financial support will be provided for direct costs of public community/junior college programs of associate degree nursing which meet the requirements of the Mississippi Board of Trustees of institutions of Higher learning (BTIHL). Each community and junior college district shall be considered one program.
2. Institutions should strive to maintain the optimum faculty-to-clinical student ratio of (1:10).
3. Appropriate pay for qualified faculty who are actively teaching is encouraged.
4. Support will be allocated based upon the following criteria:
 - a) Minimum positions required for Board of Trustees of Institutions of Higher Learning approval for programs (5 positions); or
 - b) After a new ADN program is approved by the Mississippi Community College Board, it may be funded within that fiscal year with appropriated funds remaining for associate degree nursing at the time of program approval on the basis of the minimum positions required by the BTIHL (5) multiplied by the optimum faculty to clinical student ratio of 1:10 for a maximum number of fifty (50). This basis for allocating ADN support applies only to a newly approved ADN program, it does not apply to expansions of existing approved programs; or
 - c) Enrollment will be used as the means to allocate funds. In FY 06, 2/5 headcount enrollment and 3/5 FTE enrollment will be utilized in the third year of a 5-year phase-in to an FTE formula. Only students enrolled in the nursing science program (excludes pre-nursing, university-transfer nursing) will be used. The source of ADN enrollment figures will come from the Mississippi Community College Board Enrollment Audit Reports.

NOTE: Out-of-state as well as Mississippi residents are considered in the enrollment count for Associate Degree Nursing support.

5. Reports may be required as a basis for allocation and future support requests. Reports should be coordinated with Board of Trustees of Institutions of Higher Learning.

Source: *Miss. Code Ann. §37-4-3.*

Part 2 Chapter 3: Adequate Insurance

Rule 3.1 Adequate Insurance. All community and junior colleges shall certify to the Mississippi Community College Board that adequate insurance is provided for all buildings constructed, repaired, or renovated, in whole or in part, with state appropriations or state bond funds. Adequate insurance is defined as current replacement of cost coverage. The Mississippi Community College Board strongly encourages the boards of trustees of the various community and junior colleges to provide adequate insurance for all buildings owned by the colleges.

Sources: *Miss. Code Ann. §37-4-3 and §37-29-67.*

Part 2 Chapter 4: Foundation Policy Statement

Rule 4.1 Foundation Policy Statement. Because of the importance of the contributions of foundations to Mississippi's community and junior colleges and in an effort to maintain good will and public confidence, the Mississippi Community College Board hereby adopts the following position statement:

It is the responsibility of each duly authorized community or junior college board of trustees to assure that any foundations associated with that college and /or any foundation which exists as a result of the combined efforts of individual colleges with which that board or its staff has an association comply with all applicable state and federal regulations and statutes; that such foundations are audited on an annual basis by an independent auditor or audit firm which employs General Accepted Auditing Standards (GAAS); that the results of such audits be presented to each applicable board as a part of an official meeting; and furthermore that each duly authorized board take any necessary steps required to assure the operation of such foundation(s) in a manner that best serves contributors and the general public. The MCCB accepts responsibility for this position statement with respect to any foundations established by the MCCB.

Source: *Mississippi Miss. Code Ann. §37-4-3.*