

## **MINUTES OF THE BOARD OF TRUSTEES MEETING OF THE HINDS COMMUNITY COLLEGE DISTRICT**

The Board of Trustees of the Hinds Community College District met at 1:00 p.m., October 4, 2023 at the Raymond Campus. The following members were present either by Zoom or in person:

Mr. Paul Breazeale, President in person  
Mr. Jimmy Morton, Vice President zoom  
Dr. Maria Chapman, Secretary in person  
Dr. Kevin Abraham in person  
Dr. Homer Burns in person  
Dr. John Calhoun in person  
Mr. Rickey Clopton in person  
Dr. Leslie Horton in person  
Dr. Sandra Nash in person  
Mr. Donald Oakes in person  
Dr. Robert Sanders in person  
Dr. Ginger Smith zoom  
Mrs. Dana Stringer in person  
Mr. Larry Swales in person  
Mr. Calvin Williams in person  
Dr. Cardell Williams, in person

Others present were Dr. Stephen Vacik, President of Hinds Community College; Mr. John Hooks; Board Attorney; Bill Campbell, District Project Architect; members of the Executive Leadership Team: Dr. Vic Parker, Vice President of Finance; Andrea Janoush, Vice President of Human Resources; Marvin Moak, Vice President of Auxiliary Services & Workforce Liaison; Dr. Jenny Miles, Vice President, Student Services; Renee Cotton, Chief of Staff; Sherry Franklin Bellmon, Vice President Instruction-Career Technical Education; Dr. Ginger Robbins, Executive Director of Governmental Affairs; Dr. Keri Cole, Vice President of Planning, Effectiveness and Technology; Thomas Ware, Vice President of Instruction & Academic Transfer Programs; Jennifer Gibbs, Director of Institutional Effectiveness and Accreditation.

### **Call to Order.**

The Board President called the meeting to order and asked Dr. Burns to open the meeting in prayer.

**Approve September 6, 2023 Minutes.**

**Upon motion by Mr. Burns, seconded by Dr. Abraham, the Board voted unanimously to approve the minutes of September 6, 2023 as mailed.** A copy is on file and made a part of the minutes of the meeting.

**Budget Summary.**

The Board Vice President called on Dr. Parker to present the Budget Summary update. Dr. Parker reported the college is projected to burn 8.33% monthly. HCC should be at 75.01% after the month of September. The college currently has 75.24% available, which is +0.23% under the average spending range.

**Approve Claim Docket.**

Dr. Parker reported the net position at the end of September 2023 is \$8,636,352.96 in cash. The net position in the money market is \$2,000,000.00 and \$10,443,626.77 in the Raymond James investment account. The total net position is \$21,079,979.73.

The monthly expenses for September 2023 totaled \$3,529,682.00. The Fund 1 Unrestricted Funds expense total is \$832,386.00; Fund 2, Grants/Partnerships expense total is \$1,554,693.00; Fund 3, Auxiliaries expense total is \$688,556.00; and Fund 7, Capital Improvement expense total is \$453,994.00.

**Following discussion of the Claim Docket and upon motion by Mr. Oakes, seconded by Dr. Calhoun, the Board voted unanimously to approve the Claim Docket.**

**Approve Bid Log.**

Dr. Parker reported there was no bid to bring before the Board however there was an Emergency HVAC purchase to bring before the board for approval. Copies of the Emergency HVAC purchase letter is on file and made a part of the minutes.

**Upon motion by Dr. Calhoun, seconded by Dr. Horton, the Board voted unanimously to approve the Emergency Purchase, finding an emergency existed in relation to the failure of the HVAC unit in the ABCK Building on the Rankin Campus on August 15, 2023, and a**

**delay incident to competitive bidding would have threatened the health or safety of students, faculty and staff in the building.**

Mr. Campbell brought four change orders to the Board. Copies of the change order forms and supporting documentation are on file and made a part of the minutes.

**Approve Change Order #4, Project 3242, Hardy-Puryear HVAC Renovations.**

This change order is no change in the contract sum and 12 additional calendar days. The completion date is August 13, 2023.

**Upon motion by Dr. Calhoun seconded by Mr. Williams, the Board voted unanimously to approve Change Order #4, Project 3242, Hardy-Puryear HVAC Renovations.**

**Approve Change Order #3, Project 3233, HEERF III Utica HVAC Improvements PH 2.**

This change order is no change in the contract sum and increasing one hundred and fifty calendar days. The new completion date is April 9, 2024.

**Upon motion by Dr. Calhoun seconded by Mr. Oakes, the Board voted unanimously to approve Change Order #3, Project 3233, HEERF III Utica HVAC Improvements PH 2.**

**Approve Change Order #4, Project 3234, Sheffield-Woolley HVAC Renovations**

This change order is no change in the contract sum and increasing thirty-seven calendar days. The completion date is August 16, 2023.

**Upon motion by Dr. Calhoun seconded by Mr. Swales, the Board voted unanimously to approve Change Order #4, Project 3234, Sheffield-Woolley HVAC Renovations.**

**Approve Change Order #1, Project 3280, 2023 Football Scoreboard Renovations**

This change order is an increase of \$24,228.00 and no change on contract time. The completion date is December 4, 2023.

**Upon motion by Mr. Swales seconded by Dr. Abraham, the Board voted unanimously to approve Change Order #1, Project 3280, 2023 Football Scoreboard Renovations.**

**Approve the Disposal of Surplus Property.**

**Following discussion, and upon motion by Mr. Clopton, seconded by Dr. Williams, the Board voted unanimously to allow the College President to dispose of the property by any legal means.** Copies of this property are on file and made a part of the minutes of the meeting.

**Recommend Personnel.**

Dr. Vacik brought information on two new faculty members before the Board for approval.

Steve Adzanu, Secondary Instructor, Vicksburg Campus, replacing James Ross,  
Salary \$66,631.00; and,

Andrea Goodwin, Licensed Practical Nursing Instructor, Nursing and Allied Health  
Center, Salary \$ 64,416.12

**Upon motion by Dr. Calhoun seconded by Dr. Williams, the Board voted unanimously to approve two new faculty.**

**President's Report.**

**Project Updates**

Chick-fil-A and Pizza Hut growth  
Hinds Cares About Hinds Day  
One College, Many Paths  
Mechatronics at Nissan Site  
Center of Excellence for Cybersecurity  
Hinds Communication Center  
Foundation Golf fun Fest/Scholarship Reception  
Central Mississippi Correctional Facility Men's Program  
PERS Contribution Increase

**Special Events**

Vicksburg Scholarship Reception- October 5 @ 2:00pm  
Homecoming Week- October 16-20  
Hinds Alumni Awards, Cain Cochran Raymond Campus- October 19 @ 4:30pm

Board Meeting @ Jackson Campus- November 1  
Vacation- November 7-17

### **ELT Reports/Enrollment Report.**

These reports are attached as minutes of the meeting. The Enrollment Report is also attached.

### **Old Business.**

There was no old business for discussion.

### **Other Business.**

President Breazeale discussed what the college was doing to be proactive and prepared from all the viruses and scams. Mr. Breazeale also discussed the cost of PERS increase and how that would affect the college.

### **Expert Citizen License.**

The request is for Career Technical Automotive Instructor Alex Watson to apply for an Expert Citizen License. Mr. Watson has the work experience but does not have an associate's degree. With the Board approval, Mr. Watson will be licensed and Hinds will be reimbursed by MDE for his salary.

**Upon motion by Mr. Williams, seconded by Dr. Calhoun, the Board voted unanimously to approve the Expert Citizen License.**

### **SACSCOC Standards.**

Jennifer Gibbs covered the following on PowerPoint. Copies of the PowerPoint are on file and made a part of the minutes.

4.2a The governing board ensures the regular review of the institution's mission.

4.2b The governing board ensures a clear and appropriate distinction between the policy-making function of the board and the responsibility of the administration and faculty to administer and implement policy.

4.2c The governing board selects and regularly evaluates the institution's chief executive officer.

4.2d The governing board defines and addresses potential conflict of interest for its members.

### **Resignation of Trustee.**

Dr. Leslie Horton shared that due to health reasons and increased responsibilities, she has notified the Copiah County Board of Supervisors of her resignation from the Board of Trustees.

### **Executive Session.**

**Upon motion by Mr. Clopton, seconded by Mr. Swales, the Board voted unanimously to go into Closed Session to determine if Executive Session is warranted.**

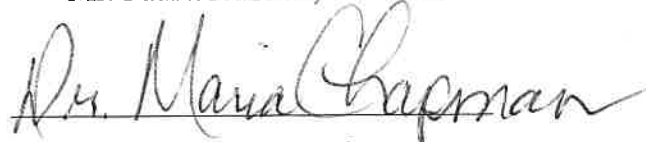
**Upon motion by Mr. Swales seconded by Mr. Clopton, the Board voted unanimously to go into Executive Session for the purpose of:** To discuss the President's evaluation for the 2022-2023 school year. No action was taken.

**Upon motion by Mr. Swales seconded by Mr. Clopton, the Board voted unanimously to exit Executive Session.**

There was no other business for discussion and the meeting adjourned at 2:20 p.m.



Mr. Paul Breazeale, President



Dr. Maria Chapman, Secretary