

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., December 6, 2023 at the Raymond Campus. The following members were present either by phone or in person:

Mr. Paul Breazeale, President in person
Mr. Jimmy Morton, Vice President in person
Dr. Maria Chapman, Secretary in person
Dr. Homer Burns in person
Mr. Ricky Clopton in person
Mr. Donald Oakes in person
Dr. Scott Rimes via phone
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; 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 & Facilities Management; Renee Cotton, Chief of Staff; Sherry Franklin Bellmon, Vice President Instruction-Career Technical Education; Dr. Ginger Robbins, Executive Director of Governmental Affairs; Dr. Thomas Ware, Vice President of Instruction & Academic Transfer Programs; and Matt Jones, Executive Director of the Foundation.

Call to Order.

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

Approve November 1, 2023 Minutes.

Upon motion by Dr. Burns seconded by Dr. Williams the Board voted unanimously to approve the minutes of November 1, 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 58.35% after the month of November. The college currently has 58.93% available, which is +1.54% ahead year-to-date spending range.

Dr. Parker reported the ending balance at the end of November 2023 is \$2,854,167.50 in cash. The ending balance in the money market is \$2,000,000.00 and \$10,537,289.77 in the Raymond James investment account. The total net position is \$15,391,457.27

Approve Claims Docket.

The monthly expenses for November 2023 totaled \$4,319,546.00. The Fund 1 Unrestricted Funds expense total is \$821,502.00; Fund 2, Grants/Partnerships expense total is \$2,204,594.00 Fund 3, Auxiliaries expense total is \$737,659.00; and Fund 7, Capital Improvement expense total is \$555,791.00.

Following discussion of the Claims Docket and upon motion by Mrs. Stringer, seconded by Mr. Morton, the Board voted unanimously to approve the Claims Docket.

Approve Bid Log/Sole Source.

- a. **Bid 3288-** Diesel Academy Training Equipment. After review Magee Enterprises, Inc was the lowest and best bid at \$195,362.00.
- b. **Bid 3289-** Cain Cochran Hall Audiovisual Upgrades (HEERF). There were 2 bids and after review Academic Technologies, Inc was the lowest and best bid at \$324,000.00.
- c. **Approve Sole Source-** Dr. Parker reported this is a renewal for ACUE. ACUE is the only nationally sole source organization that provides a service that recognizes faculty

credentials endorsed by the ACE. The renewal is \$50,000.00 through December 31, 2024.

A copy of this sole source, including the reasons this bid is a sole source item, is on file and made a part of the minutes of this meeting.

Following discussion and upon motion by Mr. Clopton, seconded by Mr. Oakes, the Board voted unanimously to approve all bids and sole source included on this month's Bid log as the lowest and best bids.

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 #2, Project 3234-Increase, HEERF III HVAC Update-Vicksburg Campus wide.

This change order is an increase of \$7,890.00 and an increase of fifty calendar days. The completion date is December 20, 2023.

Upon motion by Mr. Morton seconded by Mr. Swales, the Board voted unanimously to approve Change Order #2, Project 3234, HEERF HVAC Update-Vicksburg Campus wide.

Approve Change Order #4, Project 3233, HEERF III HVAC Update-Utica.

This change order is an increase of \$6,436.80 with no change in contract time. The completion date remains April 9, 2024.

Upon motion by Mr. Morton seconded by Mr. Clopton the Board voted unanimously to approve Change Order #4, Project 3233, HEERF III HVAC Update-Utica.

Approve Change Order #2, Project 3232, HEERF III Utica HVAC Improvements-Utica.

This change order is an increase of \$125,380.00 and increasing one hundred twenty additional calendar days for the addition of four HVAC units and closets to classrooms in the Louis Lee Building. The new completion date is March 7, 2024. The Board finds the requested change will better serve the purpose of the College, is commercially reasonable, and is not made to circumvent the public purchasing statutes.

Upon motion by Mr. Williams seconded by Mr. Morton, the Board voted unanimously to approve Change Order #2, Project 3232, HEERF III Utica HVAC Improvements-Utica.

Approve Change Order #2, Project 3271, HEERF III Central Plant Upgrades-Raymond.

This change order is a decrease of \$17,419.69 and increasing eighty-eight additional calendar days. The new completion date is December 15, 2023.

Upon motion by Dr. Williams seconded by Mr. Swales, the Board voted unanimously to approve Change Order #2, Project 3271, HEERF III Central Plant Upgrades-Raymond.

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 one new faculty member before the Board for approval.

- a. **Heidi Johnson**, Commercial Aviation Instructor, Raymond Campus, Salary-\$45,000.00, effective date of employment November 1, 2023

Upon motion by Dr. Burns seconded by Mr. Swales, the Board voted unanimously to approve one new faculty.

Project Updates.

Comprehensive Enrollment Center Planning & Implementation
Christmas Brunch
SACSCOC Conference
FY22 Audit Completed – No findings

Dr. Vacik reminded the Board about VP Sherry Bellmon's upcoming retirement and thanked her for her service to the College.

He also encouraged the Board to review the ELT reports and invited them to attend several upcoming events and provided those dates.

ELT Reports/Enrollment Report.

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

Committee Report.

Mr. Morton reported that the Finance Committee met November 30, 2023 and has three recommendations in preparation for the FY25 budget

- a. Full-time tuition raised from \$1,775 to \$1,850 per semester

Following discussion, and upon motion by Dr. Burns, seconded by Mr. Swales, the Board voted unanimously to approve the increase in tuition for FY25. A copy is on file and made a part of the minutes of the meeting.

- b. Meal plan cost increase from \$1,500 to \$1,650 per semester

Following discussion, and upon motion by Mr. Oakes, seconded by Mr. Swales, the Board voted unanimously to approve the increase in meal plan cost for FY25. A copy is on file and made a part of the minutes of the meeting.

- c. Dual credit \$50 per credit hour plus \$25 per credit hour book fee

Following discussion, and upon motion by Mrs. Stringer, seconded by Mr. Oakes, the Board voted unanimously to approve the increase for the Dual credit book fee for FY25. A copy is on file and made a part of the minutes of the meeting.

Old Business.

There was no old business for discussion.

Other Business.

January Board Meeting on January 10, 2024

Following discussion and upon motion by Mr. Morton, seconded by Dr. Burns, the Board voted unanimously to hold a board meeting for January 10, 2024.

There was no other business for discussion and the meeting adjourned at 2:02 p.m.

A handwritten signature in black ink, appearing to read "Paul Breazeale", written over a horizontal line.

Mr. Paul Breazeale, President

A handwritten signature in black ink, appearing to read "Dr. Maria Chapman", written over a horizontal line.

Dr. Maria Chapman, Secretary