

AMENDED 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., June 15, 2023 at the Raymond Campus. The following members were present either by Zoom or in person:

Mr. Paul Breazeale, President in person
Mr. Donald Oakes, Vice President in person
Dr. Delesicia Martin, Secretary in person
Dr. Homer Burns in person
Mr. Larry Swales in person
Mrs. Dana Stringer in person
Dr. Maria Chapman in person
Dr. Scott Rimes in person
Dr. Cardell Williams in person
Mr. Rickey Clopton in person
Dr. Leslie Horton in person
Mr. Jimmy Morton in person
Dr. Robert Sanders in person
Mr. Calvin 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; Matt Jones, Executive Director of the Foundation; 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; Dr. Keri Cole, Vice President of Planning, Effectiveness and Technology; Sherry Franklin Bellmon, Vice President Instruction-Career Technical Education; Dr. Ginger Robbins, Executive Director of Governmental Affairs and Dr. Thomas Ware, Vice President of Instruction & Academic Transfer Programs.

Call to Order.

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

Introductions of Hinds Idealists

Christopher Gunn, District Director of Physical Plant Operations, Raymond

Lawrence Green, English Instructor, Jackson

Joycelyn Washington, Dean of Students, Nursing/Allied Health Center

Joyce Adams, Computer Learning Center, Nursing/Allied Health Center

Donny Epting, Recruiter/HBCU Liaison, Utica

Terri Duke, Speech Instructor, Rankin

Stan Fisher, Chief of Campus Police, Rankin

Paul Heindel, Music Instructor, Raymond

Melanie Pinter, Director of Associate Degree Nursing, Nursing/Allied Health Center

Tangle Myles, Daycare Director, Rankin

Recognize Dr. Delesicia Martin

The Board President recognized Dr. Martin with a Service Award Plaque for ten years of service on the Board of Trustees at Hinds Community College. Dr. Martin will be retiring June 30, 2023.

Approve May 3, 2023 Minutes. Upon motion by Dr. Burns, seconded by Dr. Martin, the Board voted unanimously to approve the minutes of May 3, 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 8.33% after the month of May. The college currently has 12.20% available, which equates to +3.87% ahead of projections. Dr. Parker reminded the Board that in January 2023 3.4% of the budget was pulled back in order to reduce spending. Even though we are +3.87%, 3.4% was pulled back so we are +.47%.

Approve Claim Docket.

Dr. Parker reported the net position at the end of May 2023 is \$7,853,146.81 in cash. The net position in the money market is \$2,000,000.00 and \$11,250,137.74 in the Raymond James investment account. The total net position is \$21,103,284.55.

The monthly expenses for May 2023 totaled \$4,873,199.00. The Fund 1 Unrestricted Funds expense total is \$933,505.00; Fund 2, Grants/Partnerships expense total is \$3,285,807.00; Fund 3, Auxiliaries expense total is \$310,802.00; and Fund 7, Capital Improvement expense total is \$343,086.00.

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

Approve Bid Log.

Dr. Parker reported there is one bid to bring before the Board. The college put out RFP 1026 for ability to lease vehicles in the next fiscal year. After review of the scoring table Enterprise Fleet Management was awarded.

Upon motion by Mr. Oakes, seconded by Mr. Swales, the Board voted unanimously to approve the Bid Log.

Mr. Campbell brought three change orders to the Board. All three are HEERF funded and all three are decrease change orders. Copies of the change order forms and supporting documentation are on file and made a part of the minutes.

Approve Change Order #01, Project 3250, Cafeteria & Food Services, Raymond.

This change order is a decrease of \$59,246.45 with no change in calendar days. This project was completed November 2022.

Upon motion by Dr. Williams, seconded by Mr. Morton, the Board voted unanimously to approve Change Order #01, Project 3250, Cafeteria & Food Services, Raymond.

Approve Change Order #3, Project 3243, Sheffield-Woolley HVAC Renovations.

This is a change order for a decrease of \$7,000.00 and increasing five calendar days. The completion date is June 30, 2023.

Upon motion by Dr. Williams, seconded by Mr. Morton, the Board voted unanimously to approve Change Order 3, Project 3243, Sheffield-Woolley HVAC Renovations.

After the vote Mrs. Stringer brought to the attention of the Board and Mr. Campbell there is an error in the Change Order. The Change Order form shows the (\$7,000.00) decrease added back to the new contract sum, it should be deducted. Mr. Campbell corrected the new contract sum in the Change Order. It is circled in red.

Approve Change Order 3, Project 3242, Hardy-Puryear HVAC Renovations.

This is a change order for a decrease of \$70.00 and increasing seven calendar days. The completion date is August 1, 2023.

Upon motion by Dr. Williams, seconded by Dr. Martin, the Board voted unanimously to approve Change Order 3, Project 3242, Hardy-Puryear HVAC 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.

The College President reported there are three new faculty to bring before the Board for approval and also Faculty contracts.

- a. **Brandon Eubanks**, ABE Instructor, Rankin Campus, Salary-\$46,080.00, replacing Jenn Szarek, effective date of employment June 1, 2023

Kimberly Evans, Surgical Technology Instructor, Nursing & Allied Health Center, Salary-\$54,676.00, replacing Dottie Binkley, effective date of employment June 1, 2023

Angela Jordan, Physical Therapist Assistant Technology Instructor, Nursing & Allied Health Center, Salary-\$63,524.00, replacing Pamela Chapman, effective date of employment June 1, 2023 \

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

- b. **Faculty Contracts** – A list of Hinds faculty with new contract salary information is being presented to the Board for approval (tab 8). The salary amount includes the 3% increase. Ms. Janoush reported the salary amount does not include fringe nor overload for adjunct pay.

Upon motion by Mr. Morton, seconded by Mr. Swales, the Board voted unanimously to approve faculty contracts.

Attorney Contract Renewal

The College President explained a renewal of the attorney contract with Adams and Reese is being brought to the Board for approval. There is no change in terms.

Upon motion by Dr. Burns, seconded by Mrs. Stringer, the Board voted unanimously to approve the renewal of the attorney contract with Adams and Reese.

President's Report. There being no further business to come before the Board, the Board President called on the College President for his report. The College President asked the Board to refer the President's Goals and Performance 2022-2023 handout. A copy of the handout is on file and made a part of the minutes of the meeting. The College President referred the Board to Tab #1 Strategic Plan and Tab #2 Survey Faculty and Staff. The results and overall satisfaction are last. The College President asked the Board to review in preparation for the evaluation. The evaluation tool was emailed to the Board by the Chair of the Personnel Committee, Dr. Martin. Dr. Martin stated the President's contract states the President's evaluation is to be done yearly and be completed by June 30, 2023 in

order to be in compliance. The Board discussed the need to delay the President's evaluation in order to examine the evaluation tool and be comfortable with it. The Board President referred this matter to the new Personnel Committee in order for the committee to meet and bring a recommendation to the Board.

The College President reported Tab #2 deals with the employee survey. One comment on the survey that was repeated by employees is they are unhappy with the current summer work schedule. We moved to a four-day work week (7:30 am – 5:30 pm) and close on Friday to reduce energy costs which has saved us money. The College President reported the Policy Manual states for staff the work week will be 37.5 hours. The College President is asking for the Board's approval for a reduction of the work week for the remainder of the summer (8:00 am – 5:00 pm with a thirty-minute lunch) which will reduce the work week to 36 hours.

Upon motion by Mr. Swales, seconded by Dr. Horton, the Board voted unanimously to approve a reduction in the work week hours for staff for the remainder of the summer from 37.5 hours to 36 hours.

ELT Reports/Enrollment Report.

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

Committee Reports. There were no committee reports.

Old Business.

The Board President reported the July 2023 Board meeting will be moved to Thursday, July 13.

Upon motion by Dr. Rimes, seconded by Mrs. Stringer, the Board voted unanimously to approve moving the July 2023 Board meeting to Thursday, July 13, 2023.

Executive Session – Personnel Matter

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

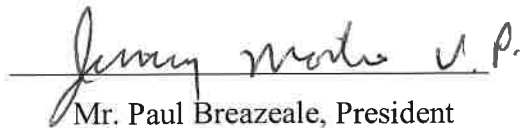
Upon motion by Mr. Swales, seconded by Mrs. Stringer, the Board voted unanimously to go into Executive Session for the purpose of: To discuss pending litigation in the *Barbara Evans v. Hinds Community College* case where public discussion may have a detrimental effect on the litigation position of the College, which also involved discussion of a personnel matter where the performance of a specific employee was discussed.

Upon motion of Mr. Swales, seconded by Mrs. Stringer, the Board voted unanimously to approve the settlement of the *Barbara Evans* litigation.

Upon motion by Mr. Morton, seconded by Mrs. Stringer, the Board voted unanimously to exit Executive Session.

Other Business.

There was no other business for discussion and the meeting adjourned at 2:05 p.m.


Mr. Paul Breazeale, President


Dr. Maria Chapman, Secretary