

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., March 1, 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 Zoom
Mrs. Dana Stringer in person
Dr. Maria Chapman in person
Dr. Scott Rimes in person
Dr. Cardell Williams in person
Dr. Sandra Nash in person
Dr. Kevin Abraham in person
Mr. Rickey Clopton in person
Dr. Ginger Smith in person
Dr. Leslie Horton in person
Mr. Jimmy Morton in person
Dr. John Calhoun in person

Others present were the President of Hinds Community College, Dr. Stephen Vacik; 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; and Dr. Thomas Ware, Vice President of Instruction-Academic and Transfer Programs.

Call to Order.

The Board President called the meeting to order and asked Dr. Burns to open the meeting in prayer. The Board President announced Mr. Will Crawford, Auditor with FORVIS

Accounting Firm, will address the Board regarding the FY21 audit at the end of Dr. Parker's report.

Approve February 1, 2023 Minutes. Upon motion by Dr. Calhoun, seconded by Dr. Burns, the Board voted unanimously to approve the minutes of February 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 reported the Finance Committee will be meeting sometime in March and asked Dr. Parker to go over the tentative timeline. Dr. Parker reported the tentative budget timeline is to plan a Finance Committee meeting either the third or fourth week of March. The Finance Committee can look at the FY24 budget and bring to the full Board during the April Board meeting. Last year the full Board received the budget in April and voted in May. That is the plan for the FY24 budget. The Board Vice President then asked Dr. Parker to present the Budget Summary update. Dr. Parker reported we are projected to spend 8.33% monthly. We should be at 33.36% after the month of February. We currently have 36.66% available which is +3.3%.

Approve Claim Docket.

Dr. Parker reported our net position at the end of February 2023 is \$13,891,253.93 in cash. The net position in our money market is \$2,000,000.00 and \$5,134,742.09 in the Raymond James investment account. The total net position is \$21,025,996.02.

Dr. Parker reminded the Board as of today this will be less because we paid payroll yesterday. The Board discussed our target goal. Dr. Parker reported SACSCOC requires that we have three months operating expenses. Dr. Martin commented their financial advisors spoke with her about the percentage of CD's and it is looking good. Recommendations as far as money markets is to start moving money into other places. Dr. Martin asked if Hinds is having conversations in regard to this. Dr. Parker stated we are having these conversations and are following state mandates.

The monthly expenses for February 2023 totaled \$1,551,832.00. The Fund 1(Unrestricted Funds) expense total is \$513,054.00; Fund 2, Grants/Partnerships expense total is \$686,990.00; Fund 3, Auxiliaries expense total is \$293,812.00; and Fund 7, Capital Improvement expense total is \$57,977.00.

Following a complete and thorough discussion of the Claim Docket and upon motion by Mr. Morton, seconded by Dr. Smith, the Board voted unanimously to approve the Claim Docket.

Approve Bid Log. Dr. Parker reported there is one bid to bring before the Board for approval.

Bid 3274, REBID Maritime Center for Excellence (Phase 1) in Warren County, \$3,578,525.00, Fordice Construction Company, Vicksburg MS. This bid will be funded by DFA and The Bureau of Buildings. It is a legislative monetary project. This is the second bid to get it within the budget. The timeline is five to six months. A question was asked about funding for Phase II. Mr. Campbell reported are we exploring options for Phase II funding.

Upon motion by Dr. Calhoun, seconded by Mr. Morton, the Board voted unanimously to approve the Bid Log.

FY21 Audit - Dr. Parker introduced Mr. Will Crawford, Auditor with FORVIS to address the Board regarding the FY21 audit. Please refer to the handouts Mr. Crawford gave to each Board member, Report to the Board of Trustees and Management and Hinds Community College Independent Auditor's Report and Financial Statements June 30, 2021, and a Management Letter. Mr. Crawford reported electronic copies of the FY21 Audit report were provided to the Board Chair, Finance Chair and the Management Team. This audit was delayed due to a conversion to a new accounting system, the pandemic, and issues on both ends with timing and scheduling. Mr. Crawford listed and answered questions regarding any findings. There was a question asked about a finding dealing with the TRIO program. The answer to this question can be seen on pages 95 and 96 of the report and the management response is on the very last page. The Board President asked if

there were any major adjustments. There were several adjustments that were considered to be material that were strictly related to the timing of some grant programs. Mr. Crawford went over these adjustments. The only impact Mr. Crawford is aware of is that we would no longer qualify as a low risk auditee from the federal government's purview. Dr. Martin asked if this report will be submitted to the State Auditor. Mr. Crawford stated that this is different because of the third-party contract. Mr. Crawford cannot release a final report to this Board or management until the State Auditor approves. Copies of the audit are available and on file. If there are any questions, please refer those questions to Dr. Vic Parker. Mr. Crawford reported the FY22 audit has already started.

Mr. Campbell reported there are four Change Orders on the Agenda and three of those will be HEERF funded.

Approve Change Order #1 Project #3271 HEERF III Central Plant Upgrades-RY.

Mr. Campbell reported this change order is a HEERF project. It involves four buildings on the Raymond Campus. It is a net increase of \$4,200.00 and zero in calendar time. This project will not finish before the HEERF funds expire unless we get an extension for the original funds. It will finish in September of this year. There are several items that make up this \$4,200.0 change request. A copy of the Change Order form and supporting documentation is on file and made a part of the minutes.

Upon motion by Mr. Clopton, seconded by Dr. Abraham, the Board voted unanimously to approve Change Order #1, Project #3271.

Approve Change Order #2 Project #3242 Hardy-Puryear HVAC Renovations.

Mr. Campbell reported we have already taken a credit of almost \$1,300.00 in previous change orders. This Change Order is a \$327,801.00 increase and an increase of fifty-five days. Unfortunately, when this project began the unavailability of having the dorms ready when the contractor needed them to be available was an issue, we had to cut-off power to these dorms in the worst climatic conditions (ice storm). This building was one of the buildings that took a hit because there was no heat/cool in this building and mold began to grow. This Change Order is HEERF funded. The grant period ends in June so we are on

a time limit to get this done. A copy of the Change Order form and supporting documentation is on file and made a part of the minutes.

Upon motion by Dr. Calhoun, seconded by Mr. Oakes, the Board voted unanimously to approve Change Order #2 Project #3242.

Approve Change Order #2 Project #3243 Sheffield-Woolley HVAC Renovations.

Mr. Campbell reported this building was recently done except for HVAC units. The building had to be taken off-line. There was no heat/cool and no environmental controls. Due to this mold popped up. This Change Order is an increase of \$79,824.00 and also increase of twenty-five days. This project is HEERF funded. A copy of the Change Order form and supporting documentation is on file and made a part of the minutes.

Upon motion by Dr. Calhoun, seconded by Mr. Clopton, the Board voted unanimously to approve Change Order #2 Project #3243.

Approve Change Order #1 Project #3225 Raymond Lake Dam Repairs.

Mr. Campbell reported as we have lowered the dam and removed the water from the lake we discovered two spots in the existing dam that had to be dug out and repaired so that when the water comes back up we would not have a leak in the existing dam and further complications. It is a net increase of \$9,500.00 and an increase of five days. The MDEQ Grant will cover half the cost of the project, \$300,000.00 and the other half coming from Hinds Capital Improvement fund. Dr. Parker reminded the Board that when we originally budgeted we saved \$150,000.00 in Fund 7 Capital Improvement because of the grant. A copy of the Change Order form and supporting documentation is on file and made a part of the minutes.

Upon motion by Dr. Calhoun, seconded by Mr. Morton the Board voted unanimously to approve Change Order #1 Project #3225.

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.

Upon motion by Mr. Oakes, seconded by Dr. Smith, the Board voted unanimously to approve the following recommended personnel.

The College President reported there is one new faculty/instructor to bring before the Board for approval.

Marcia Russell, Associate Degree Nursing Instructor, Jackson Campus-Nursing Allied Health Center, replacing Jessica Mangum, Salary-\$67,269.34, Employment Effective Date February 13, 2023.

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 to the handout Board Briefing. The College President started out by stating how fortunate we are to have Mr. Bill Campbell on our staff because no other Community College that he knows of has an architect and if they did they would not have one this good. A copy of the briefing is on file and made a part of the minutes of the meeting. The College President briefly highlighted the following topics:

Activity Updates

Partnership with Jackson Resource Center – The College President shared this activity was not listed on the Agenda but this morning he had a conversation with Mr. David Creel regarding a partnership we have with the Jackson Resource Center with teaching industrial maintenance classes both day and night. Mr. Creel expects to have around forty students participating.

Legislative Update – Yesterday was the deadline for committee actions on general bills. House committees did approve the Senate version of the Dual Credit Bill (SB2487). They did strike all the language and used their own language. It will probably go to conference. This would provide scholarships to students taking those classes up to potentially twelve or fifteen hours. This is where the process stands. Senate Appropriations did approve HB771 which deals with Financial Aid redesign. However, they also did a strike-all. It will go to conference. Hopefully HB2371 will make it off the floor. This deals with Nursing and Allied Health expansion. There is a specific part that would be of value to us as is would provide money and resources for Navigators for the Nursing and Allied Health programs. House Bill 1345 did not make it out of House Appropriations. This bill would

have provided \$150,000,000.00 to Community Colleges for renovations and restoration funds. Hinds would have received \$15.9 million had that passed. There is discussion to take this back up when they go into conference. The deadline for floor action on general bills is March 8, 2023. Deadline for floor action on revenue bills is March 14, 2023. Mr. Morton asked if there were any discussions regarding monies for the new Nursing facility at the Rankin Campus. The College President stated he will talk about that later.

Secondary Budget Deficit Approval – Senate Bill 2962 is the deficit bill we have been working on trying to get the monies necessary for secondary instructors to receive a raise. This deficit bill will provide the monies to provide secondary instructors a raise that will bring them up to the levels based on the scale and also going forward this will be in the budget with MDE. Secondary instructors at our two campuses will be eligible for the same salary based on the pay scales as the regular K12 instructors. It will be retroactive. The total amount is \$170,000.00. The bill has been signed by the Governor but a public announcement has not been made yet.

Federal Legislative Meetings – Dr. Vacik, Dr. Robbins, and Ms. Cotton will be traveling to Washington DC next week to visit with our Federal Legislators. We will be specifically asking for money to build a stand-alone Workforce facility at the Jackson Academic and Technical Center. We will also be looking for money to upgrade some of our CTE programs at the Jackson ATC Center and the Vicksburg Campus. There is a plan to request some monies from archives to assist our Utica Institute Museum.

FORVIS IT Audit – FORVIS did an audit of our IT department. The results came back with five high risk ratings which we need to address. Those include the use of external devices, external systems, logging and monitoring information, security training and penetration testing. We will need to address these prior to the next audit which will be in December 2023. We will also budget in the FY24 budget monies to address these measures.

Chick-fil-A Operating – Chick-fil-A is open and having a lot of business. All is going really well.

Community Meeting Utica – The meeting was held February 18, 2023 at the Utica Campus. It had originally started out as a meeting with pastors, but it ended up being an auditorium full of community people who are concerned about the Utica Campus. One concern is that we were closing the Utica Campus. The College President explained this is not true. There were concerns we were not spending our HEERF money properly. The College President walked them through this and explained this is not true as well. There was also a rumor going around about changing the mascot which the College President explained was not true. The College President addressed the meeting attendees and reported the things we are doing at the Utica Campus. The meeting ended amicably.

Modified Work Schedules – Beginning March 20, 2023 we will move to half day Fridays at the college. Work hours Monday through Thursday will be extended and Friday close at 12:00 noon. There will be exceptions for previously scheduled events on Friday afternoons, therefore some staff will need to work on those Friday afternoons. We hope to save some money with utilities. On May 19, 2023 we will transition to our four-day work week for summer.

Campus Events

- March 10 Hinds Cares Day
- March 15-17 Spring Break (College Closed)
- March 23 Founder's Day at Utica 10:00 a.m.
- March 31 Literary Festival at the Rankin Campus
- April 14 Internal Manager Training Day
- June 28-30 MACC Trustees Conference in Biloxi, MS (held at the IP)
Please confirm attendance by March 14

The College President stated we are looking at May 19, 2023 or June 16, 2023 (preferred) as possible dates to schedule a Board training. We will discuss this further at the next meeting.

ELT Reports/Enrollment Report – The College President asked for any questions regarding the ELT Reports. These reports are attached as minutes of the meeting. Dr. Horton asked a question regarding the Executive Leadership Team Report submitted by Dr. Thomas Ware. Dr. Horton stated she had concerns regarding #2 (Learn and Regularly Use Students' preferred names) under six identified behavioral commitments. Dr. Horton has concerns about the meaning of this statement. Dr. Ware addressed her question and gave an example. In the system his official name is Thomas but his preferred name is Tommy. The fact that we are using the preferred name of the student makes it more likely the student will engage with the faculty. This is part of Caring Campus. The Enrollment Report is also attached.

Special Presentation

Facilities Project Update by Marvin Moak

A copy of this PowerPoint presentation is attached as minutes of the meeting. The Board discussed the need to look at our fund balance and prioritize these projects and do one project at a time.

Miscellaneous

Dr. Ginger Smith stated she would like to thank Dr. Vacik for the things he has done to improve the Utica Campus.

Committee Reports.

Bylaws Committee – The Board President reported the vote to adopt the bylaws will be delayed for another month because there are some questions. The vote will be held at the April 5, 2023 Board meeting.

Old Business. Dr. Martin reported we are getting close to the President's evaluation that is done each year. Some changes were made to the evaluation from last year and Dr. Martin

is asking does this need to be a Board conversation that is held at some point, do we do it internally, or do we go back with ACCT to complete it. We will need know which way to go with that. We do have some time to think about it. The Board President stated we have two Board resignations. Dr. Martin will retire June 30, 2023 and Mr. Shealy will retire April 28, 2023. Dr. Martin reported Hinds County is currently in a search for a new Superintendent.

Mr. Breazeale called for an Executive Committee meeting for a few minutes after this meeting in the Presidents Board Room with the attorney regarding a lawsuit.

Other Business.

There was no other business for discussion and the meeting adjourned at 2:40 P.M.



Mr. Paul Breazeale, President



Dr. Delesicia Martin, Secretary