

## **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., August 3, 2022 at the Fountain Hall Centennial Room, Raymond Campus. The following members were present either by Zoom or in person:

Mr. Donald Oakes, Vice President in person  
Dr. Homer Burns in person  
Dr. Leslie Horton in person  
Mr. Larry Swales Zoom  
Mr. Jimmy Morton in person  
Dr. Kevin Abraham in person  
Mrs. Dana Stringer in person  
Mr. Donald McGowan in person  
Mr. Rickey Clopton in person  
Dr. Maria Chapman in person  
Dr. Ginger Smith in person  
Dr. Scott Rimes in person  
Dr. Cardell Williams in person  
Mr. Chad Shealy 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: Renee Cotton, Chief of Staff; Dr. Vic Parker, Vice President of Finance; Matt Jones, Executive Director of the Foundation; Dr. Ginger Robbins, Executive Director Legislative Affairs by Zoom; Andrea Janoush, Vice President of Human Resources; Marvin Moak, Vice President of Auxiliary Services & Workforce Liaison; Dr. Keri Cole, Vice President of Planning, Effectiveness and Technology; and Dr. Thomas Ware, Vice President of Instruction – Academic and Transfer Programs.

**Call to Order.** The Board Vice President, Mr. Donald Oakes presided over the meeting due to the absence of the Board President, Mr. Paul Breazeale. The Vice President called the meeting to order and asked Mr. Jimmy Morton to open the meeting in prayer and Ms. Renee Cotton to call the roll.

The Board Vice President announced there is a request from Administration to add an Agenda item to include a proposed transportation fee. If approved to add, it will be dealt

with under item nine on the Agenda. The Board Vice President asked for a motion to approve this amendment to the Agenda.

**Upon motion by Dr. Abraham, seconded by Mr. Morton, the Board voted unanimously to approve the amendment to the Agenda.**

**Approve July 6, 2022 Minutes.** Upon motion by Mr. Clopton, seconded by Dr. Horton, the Board voted unanimously to approve the minutes of July 6, 2022 as mailed. A copy is on file and made a part of the minutes of the meeting.

**Budget Summary.** The Board Vice President asked Dr. Parker to present the Budget Summary update. Dr. Parker reported we are one month into the budget. We should have 91.67% of our budget year remaining. We have 91% right now. We are 2/3% over which happens at the end of the year.

**Approve Claim Docket.** Dr. Parker reported our net position as of July 31, 2022 is \$9,035,734.00 in cash. The net position in our money market is \$2,000,015.75 and \$10,964,151.00 in the Raymond James investment account. The total net position as of July 31, 2022 is \$22,058,434.00.

The monthly expenses for July 2022 totaled \$8,896,261.00. This includes \$2,000,557.00 in Fund 1 unrestricted funds (88%).

**Following a complete and thorough discussion of the Claim Docket and upon motion by Mr. Swales, seconded by Mr. McGowan, the Board voted unanimously to approve the Claim Docket.**

**Approve Bid Log.** Dr. Parker reported there are two bids to bring before the Board for approval. Copies of the bids are on file and are made a part of the minutes of the meeting.

1. Bid 3248, Airport Lighting Project with the runway, \$1,343,153.00, Lewis Electric, Inc., Flowood, MS. This will be funded by an FAA Grant. This was the lowest bid and the Hinds Community College portion to pay is \$86,000.00. Please refer to the Chief Financial Officer for additional information.

2. Bid 3263, HEERF Culinary Arts Renovation, \$324,700.00.00, Diversified Construction Services, Inc., Clinton, MS. This will be HEERF funded and is designed to prevent, prepare for, or respond to COVID. Please refer to the Chief Financial Officer for additional information supporting HEERF funding.

**Following discussion and upon motion by Mr. Shealy, seconded by Mr. Clopton, the Board voted unanimously to approve the two bids included on this month's Bid Log as the lowest and best bids.**

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

**Recommend Personnel.** A copy of the approved faculty with salaries are on file and made a part of the minutes of the meeting. The College also President reported there are eight new faculty/instructional to recommend for Board approval. The Board Vice President announced the full list of faculty/salary that was approved at the July 2022 meeting is included in the back slipcover of each Board member's binder.

**Ethan Austin**, Commercial Aviation Instructor, Raymond Campus, Salary \$45,000.00, Employment Effective Date August 1, 2022

**Camille Campbell-Ervin**, ABE/MiBest Instructor, Raymond Campus, replacing Maegan Johnson, Salary \$46,080.00, Employment Effective Date August 1, 2022

**William Furlong**, Quantity Foods Instructor, Vicksburg Campus, replacing Joshua Phillips, Salary \$45,000.00, Effective Date of Employment August 1, 2022

**Domanic Galloway**, Welding Instructor, Raymond Campus, replacing William Vickers, Salary \$36,000.00, Effective Date of Employment August 1, 2022

**Dwayne Griffin**, Music Instructor, Utica Campus, replacing Harry Watson, Salary \$51,467.00, Effective Date of Employment August 1, 2022

**Charles McLendon**, Automotive Service Instructor, Rankin Campus, replacing Joshua Ludlum, Salary \$46,556.00, Effective Date of Employment August 1, 2022

**Crystal Sumrall**, Radiologic Technology Instructor, Jackson Campus NAHC, replacing Tiffany Smith, Salary \$52,532.06, Effective Date of Employment July 1, 2022

**Jennifer Szarek**, ABE Instructor (overlap), Rankin Campus, replacing Haley Ainsworth, Salary \$46,080.00, Effective Date of Employment July 25, 2022

**Upon motion by Mrs. Stringer, seconded by Mr. Clopton, the Board voted unanimously to approve the eight new faculty/instructors.**

**Adoption of Secondary Faculty Scale.** The College President reported he had met with the Secondary Instructors at our Career Centers. They meet all the MDE requirements. When the Legislature recently passed the increase in salary for secondary instructors, the instructors at our Career Centers were not included. We did not receive funding but had conversations with MDE and the Legislative Budget Office in regard to this. They did not guarantee, but did say they could possibly make this happen as early as January 2023 and be retroactive. In order to move this process forward, we are asking the Board to adopt the Secondary Schedule for those working at our Career Centers. Mr. Morton asked if this approval is contingent upon the Legislature providing the funds. The College President stated it is contingent upon receiving the funds.

**Upon motion by Dr. Smith, seconded by Dr. Rimes, the Board voted unanimously to approve the adoption of the Secondary Faculty Scale contingent upon receiving the funds.** A copy of the Secondary Faculty Scale is on file and made a part of the minutes of the meeting.

**Approve Policy Amendments.** Mr. Moak reported we have two Policy Amendments to present to the Board for approval.

1. Section 8.11 Facility Master Plan. There is a typographical error stating every five years the Board and President shall engage in the development of a Facility Master Plan. This needs to be corrected to every ten years.

2. Section 2.18 Dangerous Weapons. This is a modification to the current firearms policy. We are requesting Board approval for the ability of our resort status conference centers to host gun shows.

**After discussion and upon motion by Mr. Shealy, seconded by Dr. Williams, the Board voted unanimously to approve both Policy Amendments.** A copy of Section 8.11 Facility Master Plan and Section 2.18 Dangerous Weapons is on file and made a part of the of the minutes of the meeting.

**Added Agenda Item – Transportation Fee.** Mr. Moak is making a proposal for Board approval to expand our bus route to the Utica Campus. He would like to expand that to not just Utica students, but students in the service area to be dropped off at other Hinds campuses. The current policy states this service is only for students attending the Utica Campus. This is the modification. No routes will be modified. Dr. Parker reported the Board approved a \$500.00 Utica Campus students transportation fee in May. We would like to propose a \$300.00 fee for other students that ride the bus to any campus as long as it is on the bus route.

**Upon motion by Mr. Shealy, seconded by Dr. Abraham, the Board voted unanimously to approve the amendments to the Transportation Fee.**

**Strategic Plan Updates.** Dr. Cole reported a year ago this plan was presented to the Board for approval. Over the past year the Administration, Faculty and Staff have been working on year one action items. This is a dynamic document that will require updating as needed. There are a couple of changes that are being presented today for Board approval. The two focus areas impacted are the Finance and Technology Focus area and Instructional Excellence. The changes are highlighted in red font on the detailed spreadsheets.

**After discussion and upon motion by Mr. Shealy, seconded by Dr. Smith, the Board voted unanimously to approve the Strategic Plan Updates presented.** Dr. Horton suggested the next time we have changes to include the old terminology so the Board can see how it changed. A copy of the Finance and Technology Focus area and Instructional

Excellence spreadsheets with changes (in red font) are on file and made a part of the minutes of the meeting.

**President's Report.** There being no further business to come before the Board, the Board Vice President called on the College President for his report. The College President asked the Board to refer to the handout Board Briefing. A copy of the briefing is on file and made a part of the minutes of the meeting. He briefly highlighted the following topics from the Board Briefing:

**Strategic Enrollment Management Engagement.** A consultant from RNL visited to do an assessment of our enrollment process. Things went well and they gave us suggestions. We will be talking with them further and will keep the Board updated.

**Community Development Strategy Meetings (Healthcare in Rankin County and Workforce Training Center in Jackson).** Last week we participated in a number of these meetings. During these sessions we made good connections with the Planning District who shared grant opportunities that could be available to us.

**Alcorn MOU.** We are working on one right now to create concurrent enrollment.

**Impact Fund Campaign Launch.** We have kicked off the Impact Fund for support of the Athletic program. The College President asked Mr. Jones to give a brief update. Mr. Jones reported about two weeks ago we had a kick off at Table 100 with around seventy in attendance. We have already had three major gift commitments.

**MACC Legislative Priorities.** The College President asked Board members to view this handout in the binder. He asked Mr. Morton to briefly share highlights from the MACCT meeting in Biloxi July 26-28. A copy of the MACC Legislative Priorities is on file and made a part of the minutes of the meeting.

**HEERF Request for Utica Residence Halls Submitted.** The College President reported this was submitted Monday, August 1, 2022.

**Faculty, Staff and Student Survey Results.** The College President asked Board members to view the surveys in their binders. Copies of the Faculty, Staff and Student Survey Results are on file and made a part of the minutes of the meeting.

**Emergency Response Plan.** The College President asked Board members to view the Executive Summary of the Emergency Response Plan in their binders. The College President asked Mr. Moak to briefly summarize. He reported that Dr. Miles and himself have been working on this plan for the college. This is an overview of the plan and we actually had a dry test last week to see the plan work. The response was really good. A copy of the Executive Summary Emergency Response Plan is on file and made a part of the minutes of the meeting.

**Interest in the Magna Building.** The College President asked Mr. Moak to present this to the Board. Mr. Moak reported we have been approached by an individual that would like to purchase the old Magna America building. This is being presented to the Board today for approval to have conversations about this. The College President stated Hinds does not have the warehouse space that is needed and we would like to look at the cost of

using this building as warehouse space. Mr. Moak will start conversations regarding the possible use of this building as a warehouse and also the possibility of selling the property. The findings will be brought back to the Board.

**Special Events/Recognition**

- Summer Graduation (1273 graduates/1610 degrees)
- Wildlife Extravaganza (12,000 in attendance)
- MS Community College Leadership Academy – Dean Jason Webb and Dr. Apryl Trimble Washington
- Legislative Oversight Committee – August 5
- Convocation – August 9
- ERDC Tour Raymond Campus – August 12
- Fall Classes Begin – August 15
- First Home Football Game (Northeast) – September 1
- The College President introduced and welcomed Dr. Thomas Ware, Vice President of Instruction – Academic and Transfer Programs

**ELT Reports/Enrollment Report** – Copies of the ELT reports and Enrollment Report are on file and made a part of the minutes of the meeting.

**Committee Reports.** Mr. McGowan reported the Bylaws Committee will have a brief meeting after the Board meeting.

**Old Business.** The Board Vice President reported the President's Goals were submitted at the July 2022 Board meeting for review by the Board. Comments and edits were to be submitted to Board President, Mr. Breazeale in order for approval at the August meeting. Mr. Breazeale reported to Mr. Oakes there were no responses sent to him. The Board Vice President asked for a motion to approve the President's Goals.

**Upon motion by Dr. Burns, seconded by Mrs. Stringer, the Board voted unanimously to approve the President's Goals.** A copy of the President's Goals is on file and made a part of the minutes of the meeting.

**Other Business (Contract Amendment to President's Contract).** The Board Vice President asked Mr. Hooks to go over the contract change. Mr. Hooks reported this is a proposed contract amendment for the President's Contract to extend the personal leave time to two days a month beginning August 1, 2022. Original copy of contract on file.

**After discussion and upon motion by Dr. Rimes, seconded by Mr. Shealy, the Board voted unanimously to approve the contract amendment to the President's Contract.**

Dr. Ginger Smith commented that she appreciated Mr. David Creel's insight and help with a Workforce Development question. Dr. Smith had questions about the MiBest program that the College President answered.

There was no other business to discuss and the Board Vice President called for a motion to adjourn the meeting.

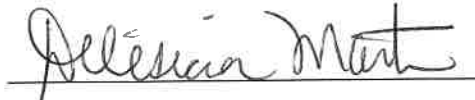
**Upon motion by Dr. Burns, seconded by Dr. Smith, the Board voted unanimously to adjourn the meeting.**

The meeting adjourned at 2:15 p.m.



Mr. Paul Breazeale, President

David S Oakes Vice Pres



Dr. Delesicia Martin, Secretary