

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., September 7, 2022 at the Fountain Hall President's Board Room, Raymond Campus. The following members were present either by Zoom or in person:

Mr. Donald Oakes, Vice President in person
Dr. Delesicia Martin, Secretary Zoom
Dr. Homer Burns in person
Mr. Larry Swales in person
Mr. Jimmy Morton in person
Dr. Kevin Abraham in person
Mrs. Dana Stringer Zoom
Mr. Donald McGowan in person
Mr. Rickey Clopton in person
Dr. Maria Chapman in person
Dr. Scott Rimes in person
Dr. Cardell Williams in person
Dr. John Calhoun in person
Dr. Sandra Nash Zoom

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; Andrea Janoush, Vice President of Human Resources; Marvin Moak, Vice President of Auxiliary Services & Workforce Liaison; Sherry Franklin Bellmon, Vice President Instruction-Career Technical Education; Dr. Keri Cole, Vice President of Planning, Effectiveness and Technology; Dr. Jenny Miles, Vice President, Student Services; 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 Board Vice President called the meeting to order and asked Dr. Homer Burns to open the meeting in prayer and Ms. Renee Cotton to call the roll. A quorum was declared by the Board Vice President, Mr. Donald Oakes.

Recognize Internal Construction Team.

The College President announced the renovation to the Board table has been completed and stated we are thankful to our Hinds Team for constructing a beautiful addition to the table. Mr. Bill Campbell introduced each individual person and stated it was under the leadership they provided that the table extension was done. The Hinds Construction Team: Bob Bairrington, John Tollison, Lee Dodd, and Berry Evans.

The College President and the Board also recognized Chef Bob Copeland for his service and wonderful meals at Hinds. Chef Copeland's last day at Hinds will be September 8, 2022.

Approve August 3, 2022 Minutes. Upon motion by Dr. Burns, seconded by Mr. Clopton, the Board voted unanimously to approve the minutes of August 3, 2022 as mailed. A copy is on file and made a part of the minutes of the meeting.

The Board Vice President asked for any additions to the meeting agenda. Mr. Morton announced he is requesting a closed session at the end of the agenda to discuss a personnel matter.

Upon motion by Mr. Morton, seconded by Mr. Swales, the Board voted unanimously to add a consideration of a closed session at the end of the agenda.

Budget Summary. The Board Vice President asked Dr. Parker to present the Budget Summary update. Dr. Parker reported we should burn 8.33% of our budget monthly and should be at 83.33% remaining after August. We currently have 83.77% available which is plus 0.44%.

Approve Claim Docket. Dr. Parker reported our net position as of August 31, 2022 is \$9,680,036.63 in cash. The net position in our money market is \$2,000,000.00 and \$10,976,043.69 in the Raymond James investment account. The total net position as of August 31, 2022 is \$22,656,080.32.

The monthly expenses for August 2022 totaled \$1,629,793.00. The Fund 1(Unrestricted Funds) expense is \$602,175.00 (36.95%) and Fund 7 (Capital Improvement) expense is \$333,238.00 (20.45%).

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

Approve Bid Log. Dr. Parker reported there are three bids to bring before the Board for approval. All three are funded by Federal HEERF funds. Two of the bids are for HVAC. Copies of the bids are on file and are made a part of the minutes of the meeting. Dr. Parker reported it was discovered in the Financial Briefing that the Fountain Construction lowest bid (Bid 3259) and higher bid (Bid 3247) will be disqualified due to Mr. Brad Fountain not being separated from Hinds (Board member) for one year, statute 25-4-105, no exceptions. We will be able to award the lowest bid with the lowest bidder submitting a cost analysis. We would like to award two bids pending receiving the cost analysis. The Board discussed Bid 3261 will be awarded as is. Bid 3259 and 3247 will be awarded pending submission of a cost analysis by Metro Mechanical.

1. Bid 3259, HEERF III HVAC Upgrades ACBK-Academic Classroom Building-Rankin, \$1,330,000.00, Metro Mechanical LLC, Bolton, 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.
2. Bid 3261, HEERF III Upgrades Touchless Doors NAHC, \$158,152.00, Marvin Williams Construction Inc., Florence, 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.
3. Bid 3247, HEERF III Career Tech Center-Rankin Campus HVAC Upgrades, \$445,000.00, Metro Mechanical LLC, Bolton, 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.

Upon motion by Mr. Morton, seconded by Mr. Swales, the Board voted unanimously to approve Bid 3261. Bids 3259 and 3247 are approved pending submission of a cost analysis.

Approve Property Recommend Surplus to the Needs of the College. Following discussion, and upon motion by Dr. Williams, seconded by Mr. Clopton, 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.

Change Order 1 Project 3238-Marshall HVAC Renovations.

Mr. Campbell reported this is a deduct Change Order and also a HEERF funded project. The deduct is for \$56,065.86. This is mainly for adjustments on allowances provided in the contract plus a few minor construction issues that came up. There are no additional days. 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. McGowan, the Board voted unanimously to approve Change Order 1 Project 3238 Marshall Hall HVAC Renovations.

Change Order 1 Project 3242-Hardy Puryear HVAC Renovations.

Mr. Campbell reported this is a deduct Change Order and a HEERF funded project. The deduct is for \$1,275.97. There will be an increase in time by 140 days. The increase in days is due to supply chain issues. 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 Dr. Abraham, the Board voted unanimously to approve Change Order 1 Project 3242 Hardy Puryear HVAC Renovations.

Change Order 1 Project 3243-Sheffield-Wooley HVAC Renovations.

Mr. Campbell reported this is a deduct Change Order and a HEERF funded project. The deduct is for \$1,037.97. There will be an increase in time by 140 days. The increase in days is due to supply chain issues. 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. Swales, the Board voted unanimously to approve Change Order 1 Project 3243 Sheffield-Wooley HVAC Renovations.

Recommend Personnel. The College President reported there are eight new faculty/instructors to bring before the Board for approval.

Brett Causey, Music Instructor, Raymond Campus, replacing Olivia Boatman, Salary \$40,715.00, Employment Effective Date August 9, 2022

Derrick Davis, Logistics Technology Instructor, Jackson Academic/Technical Center Campus, replacing Dennis Thompson, Salary \$45,695.00, Employment Effective Date August 11, 2022

Wendell Griffin, Automotive Service Instructor, Vicksburg Campus, replacing Dave Ellison, Salary \$50,374.00, Employment Effective Date August 8, 2022

Shakeita Hodge, Allied Health Instructor, Vicksburg Campus, Salary \$51,230.00, Employment Effective Date August 5, 2022

Pastina Newton, Licensed Practical Nursing Instructor, NAHC-Jackson Campus, replacing Connie Wooley, Salary \$60,444.00, Employment Effective Date August 9, 2022

Elisa Oswalt, Radiologic Technology Instructor, NAHC-Jackson Campus, Salary \$55,825.08, Employment Effective Date August 8, 2022

Marc Rivet, Music Instructor, Raymond Campus, replacing Jane Joseph, Salary \$41,223.00, Employment Effective Date August 9, 2022

Wendolyn Stevens, Business Administrator Instructor, Vicksburg Campus, replacing Kenneth Wilson, Salary \$53,921.00, Employment Effective Date August 9, 2022

Upon motion by Dr. Calhoun, seconded by Mr. McGowan, the Board voted unanimously to approve the eight new faculty/instructors.

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:

Project Updates.

Utica Residence Halls – We have been approved to proceed with the dorm project using HEERF monies. We will be able to spend \$28 million on a new facility at the Utica Campus.

WIN Job Center in Jackson – Met with CMPDD two weeks ago. We had hoped to secure \$6 million for internal and external renovations, however that has not materialized. CMPDD has come back and wants to proceed with plans to be on the Jackson Campus. We are going to scale back internal renovations and delay the external renovations. We will be able to do the internal renovations ourselves.

Raymond Lake Project – We are having issues with the MS Department of Environmental Quality regarding run-off from the lake over the dam. There was concern if there was additional flooding the dam would not hold and flood Hwy. 18. We will not need to drain the lake but reduce the water level. We have received a \$300,000 grant from the state to make the necessary repairs. We will move forward with this project.

Program Enrollment.

Logging Academy – The program began last year. The program met target goals for enrollment with twelve students enrolled.

Night Diesel Program – The program began this fall. The program met target goals for enrollment with a similar number of students enrolled.

Impact Fund Campaign Update. This is the Athletic Improvement Fund and we have received a little over \$100,000.00 in commitments thus far.

New Employee Recognition Program. This will begin in January 2023 and will be called Idealist.

Caring Campus Faculty. We have sixteen faculty that have been identified. We are one of very few colleges that have done Caring Campus Staff and Caring Campus Faculty.

SACSCOC Fifth Year Report. The report has been submitted. We appreciate Jennifer Gibb's leadership on this.

Workman's Compensation Premiums. Human Resources reported the premiums have been reduced for FY22 from \$336,000.00 to \$311,000.00.

Jackson Water Issues Update. The College President asked Mr. Moak to present this to the Board. He reported we had water distribution at JATC up until Monday. We distributed ten trailer loads of bottled water for the community. We also are making sure the students at JATC have bottled water on-site. Water pressure is up so the restrooms can be used.

Maritime Academy Update. The College President asked Mr. Moak to present this to the Board. He reported we did go out for bids last week. Unfortunately, due to the economy and supply chain issues, the bids did not come back as favorably as we would have liked.

Mr. Campbell is now working with the architect to see if we can bring that project to budget but currently it is not. We are \$2 million dollars out of budget.

Special Events/Recognition

- AAVAP on Campus this week
- September 8 – Hinds CC vs. Northwest at Joe Renfroe Stadium
- Men's and Women's Soccer schedule – sports.hindscc.edu
- September 19-23 – Homecoming Week
 - September 21 – 6:00 pm Pep Rally at Joe Renfroe Stadium
 - September 22 – 3:30 pm Alumni Recognition at Cain-Cochran Hall
 - September 22 – 6:30 pm Hinds CC vs. Pearl River
- September 23 – Scholarship Reception at the Clyde Muse Center
- September 28 – Montage Theatre of Dance Performance at 6:00 pm
- September 29 – Golf Fun Fest at Eagle Ridge Golf Course
- September 29 – Hinds CC vs. Jones at Joe Renfroe Stadium
- October 3 & 4 – MS Association of Colleges Conference in Tupelo, MS
- October 7 – DEI Culture Color Run at the Raymond Campus

Approve Emergency Equipment Declaration.

Mr. Moak reported there is a situation where we need to do an emergency equipment declaration. This will be brought back to the October 5, 2022 Board meeting. This is due to delays in the supply chain. This equipment (transformer and wire) is for the Chick-fil-A project in the Student Union Building. We need to request an emergency PO for transformer equipment in order for the Chick-fil-A to open January 2023. As long as we stay in budget we are asking Board approval to do an emergency PO for this equipment. The Board President requested a motion to amend the agenda to add an emergency purchase request.

Upon motion by Dr. Calhoun, seconded by Mr. Swales, the Board voted unanimously to approve the amendment to add an emergency purchase request to the Agenda.

Upon motion by Dr. Calhoun, seconded by Mr. Clopton, the Board voted unanimously to approve the request for an emergency equipment PO for the Chick-fil-A project in order to move forward as long as we stay in budget. This request is due to supply chain issues.

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. The meeting will be in the President's Conference Room.

Old Business. There was no old business.

Other Business.

The Board Vice President stated we have a request for a closed session to discuss a personnel matter. The Board Vice President called for a motion to go into a closed session. **Upon motion by Mr. Morton to go into a closed session to determine if an Executive Session is warranted, seconded by Dr. Abraham, the Board voted unanimously to go into a closed session.**

Upon motion by Mr. Swales to go into Executive Session, seconded by Mr. Morton, and announced in open meeting, the Board voted unanimously to go into Executive Session for the purpose of discussion the President's contract.

Upon motion by Dr. Calhoun, seconded by Mr. Swales, the Board voted to extend the President's contract term by one year.

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

Continuation with General Session.

The Board Vice President reported we are now back in general session. The Executive Session vote results are to extend the College President's contract for one year with no increase in salary. The motion carried by a vote of 10-1.

The Board Vice President called for a motion to adjourn.

Upon motion by Dr. Calhoun, seconded by Mr. Swales, the Board voted unanimously to adjourn the meeting.

The meeting adjourned at 2:40 p.m.



Mr. Paul Breazeale, President



Dr. Delesicia Martin, Secretary