

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., January 13, 2021, by participating in person for those who could attend and by Zoom, a video conferencing, due to the Coronavirus Pandemic. The following members were present:

Mr. Paul Breazeale, President in person
Dr. Delesicia Martin, Secretary Zoom
Mr. Dale Sullivan, Vice President in person
Mr. Donald Oakes Zoom
Mr. Chad Shealy in person
Dr. Ginger Smith in person
Dr. Nonya Thrasher Zoom
Dr. Homer Bums Zoom
Dr. Cardell Williams in person
Mr. Rickey Clopton in person
Dr. Sue Townsend in person
Mr. Brad Fountain in person

Others present were the President of Hinds Community College, Dr. Stephen Vacik; Mr. Ben Piazza, Board Attorney; members of the Executive Leadership Team: Randall Harris, Vice President Operations & Student Services; Sherry Franklin, Vice President Instruction/Career & Technical; Dr. Chad Stocks, Vice President Workforce & Community Development; Marvin Moak, Vice President of Auxiliary Services & Workforce Liaison; Jackie Granberry, Executive Director Foundation; Renee Cotton, Chief of Staff; Colleen Hartfield, Grants & Legislative Liaison; and Dr. Vic Parker, Vice President Finance.

Call to Order. The Board President called the meeting to order and shared a tribute honoring Dr. Lelia Rhodes for her years of service. The Board of Trustees

stood in Dr. Rhodes' honor as Dr. Sue Townsend gave the invocation. The Board President asked Renee Cotton to call roll.

Approve December 2, 2020 Minutes. Upon a motion by Mr. Shealy, seconded by Dr. Williams, the minutes of December 2, 2020, were approved as mailed. A copy is on file and made a part of the minutes of the meeting.

Claim Dockets and Architects' Estimates. Following complete and thorough discussion of the Claim Dockets and Architects' Estimates and upon a motion by Mr. Sullivan, seconded by Dr. Williams, the Claim Dockets and Architects' Estimates were unanimously approved. Dr. Vic Parker reported our cash position for December 2020 was 3.7 million dollars. We are above in January 2021 \$5,414,548.59. The net position is up 1.7 million dollars. Dr. Vacik and Dr. Parker are looking at the budget for FY21 and making decisions of where we can we pull budgetary monies back out of circulation for spending. As of January 13, 2021 the FY 21 budget has been reduced \$2,632,338.63.

Expenses during the month of December 2020 were \$4,132,420.00 with grants being the major expense which was 1.9 million with the auxiliary expense being 1.1 million. Fund 1e, unrestricted, went down \$100,000.00 and Capital Improvement for December \$153,000.00.

Approve Budget Summary. Dr. Vic Parker gave the following report:

By this time of the year, 50% of the fiscal year ended, we have 60.35% annual budget remaining. Based on the budget that was voted for and put into place for FY21, we are over 10% knowing that as we reduce this will be less.

Approve Bid Log. Dr. Vic Parker reported we have one bid, a reverse auction. It is for a digital media lab on the Rankin Campus. It will be funded by Perkins funding. It was for seventeen 27 inch iMac computers for a total of \$53,975.68. **Upon a motion made by Mr. Shealy and seconded by Mr. Clopton, the Bid Log was unanimously approved by the Board of Trustees.**

Recommend Personnel. The College President reported there are five new personnel to recommend to the Board of Trustees. **Upon a motion by Dr. Smith, seconded by Mr. Shealy, the following personnel were unanimously approved by the Board of Trustees.**

John Snazelle, Aviation Maintenance Technology Instructor, Raymond Campus, replacing David Entekin, Salary \$40,000.00, employment effective January 1, 2021.

Joise Latham, Student Support Services Director, Utica Campus, replacing Tara Johnson, Salary \$54,368.00, employment effective January 4, 2021.

Jerri Ann Morgan, Business Administration Instructor, Rankin Campus, replacing Darlene Lindsey, Salary \$37,328.00, employment effective January 4, 2021.

Keith Williams, Director of Student Center and Campus Activities and Special Events, Utica Campus, replacing Courtney Thomas, Salary \$42,000.00, employment effective January 4, 2021.

Edderson Cole, Computer Science Instructor, Utica Campus, Salary \$45,000.00, employment effective January 7, 2021.

Committee Reports. The Board President asked if any committee had a report for today.

Finance Committee, Mr. Sullivan reported that planning meetings will begin soon.

Personnel Committee, Dr. Martin reported the committee met on December 9, 2020. During this meeting there was discussion regarding the attorney contract. It was determined that as of the end of December 2020 the attorney contract would end. Today, the Personnel Committee is recommending to the Board to extend the attorney contract through June 30, 2021. There are plans to have an additional meeting on January 20, 2021. **Upon a motion made by Mr. Sullivan, seconded by Dr. Williams, the Board voted unanimously to extend the attorney contract through June 30, 2021.**

Athletics Committee, Dr. Smith reported she has tried to contact the Athletic Director/Secretary but has not been able to get in touch with anyone yet.

Property Recommend Surplus to the Needs of the College. Following discussion, and upon a motion by Mr. Clopton, seconded by Mr. Fountain, 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.

Approve Mission, Vision, Values. The College President reported in December 2020 the Mission, Vision, Values Task Force presented this statement to the Board of Trustees for review. Today this is being presented to the Board of Trustees for approval. **Following discussion and upon a motion made by Mr. Shealy, seconded by Dr. Townsend, the Board voted to unanimously approve the Mission, Vision, Values Statement.**

Approve the Policy Manual. The College President reported a draft of the Policy Manual was presented to the Board of Trustees in the December 2020 meeting for their review. Today the Policy Manual is being presented to the Board of Trustees for approval. **Following discussion and upon a motion made by Dr. Townsend, seconded by Dr. Smith, the Board voted unanimously to approve the Policy manual.**

President's Report. There being no further business to come before the Board, the Board President called on the College President for his report.

A. Dates.

January 18, 2021

Martin Luther King Jr. Day (campus closed and on-line classes will not be affected)

February 7-10

ACCT National Convention,
Washington D.C. (virtual)

The College President asked Board members to contact him if interested in participating in this virtual meeting.

B. RFP for Food Service Provider. The College President reported historically, Valley has been our food service provider for many years. Valley was purchased by Aladdin. For our purposes and trying to be most cost effective, we have to take a look at what options are available to us. The College President would like to consider putting an RFP out and open to anyone who would like to submit a proposal to us for consideration. **Following discussion and a motion made by Mr. Shealy, seconded by Mr. Sullivan, the Board voted unanimously to approve the submittal of an RFP to receive bids for cafeteria services.**

C. Resort Status for Eagle Ridge Conference Center. The College President submitted this recommendation to the Board. We are looking for opportunities to increase our revenue. We would like to make Eagle Ridge Conference center more attractive to the public and bring in more meetings. One thing

holding us back, to a degree, is not being able to serve adult beverages at events. Research has been done by Marvin Moak and Ben Piazza to procure Resort Status which would allow lite wine and beer to be served, no hard liquor. It would be advantageous for us to promote Eagle Ridge Conference Center as a venue. **Following discussion and a motion made by Dr. Smith, seconded by Mr. Shealy, the Board voted unanimously to pursue acquiring Resort Status for Eagle Ridge Conference Center.**

D. Proposal to sell King Air C90 Aircraft. The College President brought a recommendation before the Board to sell the King Air C90 Aircraft owned by the college. The College has owned this aircraft for quite some time. It was built in 1971. Insurance per year is \$12,780.00. The hourly rate to operate the plane is \$2,300.00. To qualify it has to fly fifty hours a year which would cost \$115,000.00. Both engines are due for overhaul. **Following discussion and upon a motion made by Mr. Shealy, seconded by Mr. Sullivan, the Board voted unanimously to allow the school to proceed with surplusing this aircraft and selling it. This will come back to the Board for final approval.**

E. Budgeting Process. Dr. Vic Parker reported the Executive Leadership Team (ELT) met Monday to kick off our zero based budgeting model. Following are important dates:

- January 2021 – Start initiating a centralized budget.
- February 2021 – ELT will meet to discuss potential revenue. Tuition/fees will be a part of that and work to build projected revenue separately from the budget.
- March 2021 - Submit to the Board a tuition/fee schedule for the upcoming fiscal year. In March we will be putting the budget departmental together.
- April 2021 - Initial meeting with the Finance Committee which will allow the committee a period of time to go over this information.
- May 2021 – Proceed with a vote to finalize.

June 2021 - Build the budget and put in place.

July 2021 - Implement new budget.

The main items brought to the Board will be the revenue/fee structure, the initial budget request will be brought to the Board in April and the final vote for approval in May.

F. Executive Leadership Team updates. The College President reported the members of the Executive Leadership Team are present with the exception of Dr. Keri Cole. A copy of their report has been provided for review. The College President asked if the Board had any questions for ELT members. There were no questions at this time and the College President stated if anyone has any questions to please contact him. Copies of the reports are on file and made a part of the minutes of the meeting.

G. Healthy at Hinds. Randall Harris reported the Covid-19 pandemic for Spring 21 has affected the College more today than at any point in the Fall semester. The case numbers at the College right now are 52 employees and 44 students that are impacted by either isolation or quarantine. It is affecting the operation of the College. The majority of cases are occurring off campus. The vaccine will be available to colleges/universities, (phase 1B 1) in late January. Hinds will recommend staff to take the vaccine. As of December 31, 2020 Hinds is not required by law to grant two weeks leave for Covid-19. We are planning to still do that until a time that everyone has an opportunity to get vaccinated. The Covid-19 leave is scheduled to end February 28, 2021. There was discussion as to whether this needs to be approved by the Board of Trustees. **Following more discussion and a motion made by Mr. Shealy, seconded by Dr. Townsend, the Board voted unanimously to extend the eighty hours (2 weeks) of Covid-19 sick leave through February 28, 2021 and suspend the expanded FMLA.**

H. Enrollment Report. Randall Harris reported Spring 21 is down 20%. Covid-19 is impacting our face to face full-time, part-time and dual credit students. There is a positive impact for our virtual students.

I. Miscellaneous. Renee Cotton reported she will send information regarding the February 7-10 ACCT virtual Legislative meeting in Washington D.C. Also, webinar information that ACCT has shared with us will be sent to Board members. January 21, 2021 ACCT will host a webinar specifically for Board of Trustee members on parliamentary procedure. Renee will also be contacting Board members regarding their preference on how they receive Board pre-meeting information, paper copies or electronic copies.



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Mr. Paul Breazeale, President



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Dr. Delesicia Martin, Secretary