

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 2, 2020, by participating by Zoom, a video conferencing, due to the Coronavirus Pandemic and also in person for those who could attend. The following members were present:

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

Others present were the President of the District, Dr. Stephen Vacik; Bill Campbell, District Project Architect; Mr. Ben Piazza, Board Attorney; members of the Executive Leadership Team: Randall Harris, Vice President for Advancement; Dr. Norman Session, Vice President for Rankin Campus and Jackson ATC Campus; Dr. Keri Cole, Vice President for Raymond Campus/Nursing Allied Health Center and College Academic Programs; Sherry Franklin, Vice President for Utica Campus; Dr. Chad Stocks, Vice President for Workforce Development; Marvin Moak, Vice President for Vicksburg-Warren Campus; Jackie Granberry, Director of the Foundation; Renee Cotton, Director of Community Relations and Marketing; Colleen Hartfield, Executive Assistant to the College President/PBI Coordinator; and Dr. Vic Parker, Vice President for Finance & Administration.

Call to Order. The Board President called the meeting to order and asked Mr. Oakes to give the invocation.

Approve August 5, 2020 Minutes. Upon a motion by Dr. Smith, seconded by Mr. Shealy, the minutes of August 5, 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. Shealy, seconded by Mr. Oakes, the Claim Dockets and Architects' Estimates were unanimously approved. Copies of these documents are on file and made a part of the minutes of the meeting.

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

The College spends 8.33% on average per month. With two months completed of the FY21 year, the college would, on average, spend 16.66% of the annual budget. Currently, 11.70% of the annual budget has been expensed, so the college spending is below budget thus far. Copies are on file and made a part of the minutes of the meeting.

Approve Bid Log. The College President recommended the bid of Hemphill Construction in the amount of \$1,696,698.35 as the lowest and best bid for the 2020 Pedestrian & Sidewalk Improvements project. The apparent low bid from Clear River Construction in the amount of \$1,535,705 had several irregularities and omissions, including the failure to include unit prices and totals for all contract pay items, and other unit prices were given that did not match the item total amount. Due to these irregularities, the Project Engineer recommended rejecting the Clear River Construction bid.

The College President further advised the Board pursuant to the emergency determination made by the Board at its August 5, 2020, meeting, that in order to be fully prepared for the potential to work remotely, the College needed to immediately order a large quantity of EliteBooks, ProBooks, and Surface Pro's. The State of Mississippi has a contract for these devices, and the College's cost will be at or below that contract pricing. The College also obtained multiple quotes for the devices. The total cost for all devices will be \$396,032.00. Purchase Order 1171 was for the Hot Spots and totaled \$12,831.50. Purchase Orders 1143, 1144 & 1152 were for forty (40) Microsoft Surface Pro's, imaging and etching and tracking software, and totaled \$42,014.00. Purchase Orders 1151 and 1345 were for two hundred and sixty-five (265) EliteBooks and totaled \$259,840.45. Purchase Order 1275 was for twenty-three (23) ProBook Laptops and totaled \$19,733.08.

The College President also advised the Board, pursuant to the emergency determination made by the Board at its August 5, 2020, meeting, that the coronavirus pandemic and related health and safety precautions have precipitated an urgent need to expand wireless connectivity capacity at all College locations. The College has received permission from the PBI Formula Grant federal program officer to expend up to \$400,000 in unencumbered PBI funds for this project, but those funds must be spent by September 30, 2020. The College therefore sought multiple quotes and then issued Purchase Order# 000-1790 for (550) InCare Technologies WIFI connections at a total cost of \$349,800

Mr. Shealy then moved, seconded by Mr. Oakes, to accept the bid of Hemphill Construction, to approve sole source items, and to approve the emergency purchases of computer devices and wireless technology. The motion was unanimously approved.

Copies of the Project Engineer's and the College President's recommendations are on file and made a part of the minutes of the meeting.

Recommend Personnel. The College President recommended the list of personnel. It is the Board's responsibility to approve faculty. The Board questioned why salaries were not listed and several members requested to list the salaries in the future. The Board was advised that all of the professional staff listed would be paid at their appropriate position on the salary schedule/scale approved by the Board. Of the listed non-professionals, Chasidy Johnson's salary would be \$24,000.00, Charles Lee's salary would be \$20,000.00 and Shante Williams's salary would be \$23,000.00. **Upon a motion by Mr. Shealy, seconded by Dr. Williams, the following personnel was unanimously approved.**

Felica Banks, Allied Health Instructor, Nursing Allied Health Center, replacing Barbara Funchess, employment effective August 17, 2020.

Sarah Banks, Associate Degree Nursing Instructor, Nursing Allied Health Center, replacing Lynn Buckalew, employment effective August 1, 2020.

Misty Dent, Associate Degree Nursing Instructor, Nursing Allied Health Center, replacing Kimberly Cabe, employment effective August 11, 2020.

David Entrekin, Aviation Maintenance Tech Instructor, Raymond Campus, replacing Jimmy Risher, employment effective August 10, 2020.

Chasidy Johnson, Child Care Provider, Rankin Campus, replacing Theresa Easterling, employment effective August 17, 2020.

Charles Lee, Graduate Assistant-Athletics, Raymond Campus, replacing Jarvis Cole, employment effective July 1, 2020.

Bobby Rhodes, CTE- Instructor, Rankin Campus, replacing John Goodrick, employment effective August 25, 2020.

Jennifer Smith, Administrative Librarian, Nursing Allied Health Center, employment effective August 1, 2020.

Shante Williams, Maintenance/Janitorial, Jackson ATC Campus, replacing Mary Harris, employment effective August 17, 2020.

Committee Assignments. The Board President asked for input from the Board members to make changes on the Committee Assignments. Following discussion with the Board President, the College President shared the proposed for four sub-committees to be created/supported: Facilities/Long Range Planning Committee; Finance/Audit Committee; Athletics Committee and Personnel Committee. The Board President asked for input from Board members. The proposed assignments will be required again during the October Board meeting.

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

Discussion item – One Stop Center. The College President shared with the Board that Rankin County has a desire for a One Stop Center which they call Innovation Center. The City of Pearl has a building in which they are interested in housing an entity that is an Innovation Center. The Rankin County Board of Supervisors money allocated to Hinds CC through HB1795, 2.49 million dollars, could be used to support the project. The legislation was not written that way, however, the Board of Supervisors is still very interested in the project. The building they are considering is 75,000 square foot, with about 10,000 square foot to be used for a fire station training opportunities. Hinds CC is willing to provide training opportunities but we do not want to compete with our campuses nearby. Currently, though, this project is on hold because they lack dedicated funding. Hinds CC hasn't made any firm commitment. The President was bringing the issue to the Board for informative purposes.

The College President also met with Mary Powers who is with CMPDD to discuss the previous attempt at creating a One Stop Center, and what could happen in the future. Given the input of the pandemic and shift to remote work, the conversation shifted to the WIN Job Centers and the desire for both Hinds CC and CMPDD to work together on the potential relocation of facilities to college campus. The College President shared that he could envision a WIN Job Center in Hinds County at the Jackson ATC Campus, due to population density transportation availability and existing workforce projects and a child care at the location. The campus needs assistance to improve existing infrastructure. Hinds County Board of Supervisors designated mileage previously to provide for a One Stop. The College President plans to meet with the supervisors and inquire if they would be willing to invest in Jackson ATC, to help create a WIN Job Center, and potentially a smaller "One-Stop." Money will be required, though, to build out that campus, as there are security and infrastructure needs. The College President will gather more information and report back at the October Board meeting.

The Board supported the College President engaging in further exploration.

Coronavirus Relief Fund Grant: The College President asked the Board to authorize the filing of an application for a Coronavirus Relief Fund Grant provided through HB 1793.

Upon a motion by Mr. Oakes, seconded by Mr. Shealy, the Board unanimously approved the filing of an application for the Coronavirus Relief Fund Grant, and authorized the College President or his designee to act in connection with the application and to provide such additional information as may be required.

Expansion of Workday Project. The College President reminded the Board of the information provided at the August meeting concerning the need for the Workday Student, Planning and Prism modules, and presented a plan for using funding, other than general operating funds, to acquire these modules. The College President stressed the need to move forward as quickly as possible and recommended approval of the acquisition of the Workday Student, Planning and Prism modules. **Upon a motion by Mr. Shealy, seconded by Mr. Oakes, the Board unanimously authorized the purchase and installation of the Workday Student, Planning and Prism modules.**

A copy of the Funding Model for Workday Project is 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 President called on the College President for his report.

A. Dates

September 7

Labor Day Holiday – all offices & services
of the college will be closed

- B. Executive Leadership Team update.** The College President reported that the members of the Executive Leadership Team are present. A copy of their report has been provided for review. The College President and ELT answered questions from the Board members. Copies are on file and made a part of the minutes of the meeting.
- C. Healthy at Hinds – Randall Harris.** Healthy at Hinds has gone very well up to this point. All residential students on Utica and Raymond were tested by Trust Care using a Sofia 2 SARS rapid test before moving in. Hinds had 1,210 students take up residence with only six students testing positive. The College has purchased individual Sofia 2 SARS tests from Diamond Health Inc. This will provide capability for random testing of residential students throughout the semester.
- D. Dr. Chad Stocks – Railroad Conductor Program update.**
Dr. Stocks presented an exciting proposed workforce partnership with Excel Rail and Union Pacific Railroad to establish a Railroad Conductor Academy based on the same model as the KLLM Driving Academy, Stribling - Empire Diesel Academy and the Maritime Deckhand Academy. He presented a draft MOU that would be considered at a later date by the Board when finalized, but asked the Board to approve moving forward, which requires the designation of a strip of land approximately one-half mile in length and 10-15 feet in width to be used for railroad tracks. If the Academy is discontinued, however, the Union Pacific Railroad will be required to return that strip of land to its original condition.

Upon a motion by Dr. Smith, seconded by Mr. Shealy, the Board unanimously approved going forward with the Railroad Conductor Program and designating a strip of land approximately one-half mile in length and 10-15 feet in width for the construction of railroad tracks.

Copies of the proposal are on file and made a part of the minutes of the meeting.

- E. Enrollment Report – Randall Harris.** Enrollment is down -13.6% FTE through Wednesday, September 2, which has improved week over week since the summer. The College expects a larger 2nd 8 week enrollment that should improve enrollment. A copy is on file and made a part of the minutes of the meeting.
- F. Miscellaneous.** The College President shared with the Board that ACCT is working on a unified Policy Manual and a Procedure Manual for Hinds CC. The draft manuals have been received and are under review. The plan is to present them at the November Board of Trustee meeting.

The President met with Jim Herring, attorney for the South Central Water Association, who discussed water project at the airport. The state requires land to be certificated in order to provide water services. Part of the John Bell Williams airport that is not under certification South Central Water Association wants to certify all of the airport property. They ask for a letter of support from the college. The Board voiced no objection.

Hinds will be participating in Project Success, which is aimed at helping students from enrollment through student loan repayment. The project has no cost to the college. Dr. Stephanie Hudson, Associate Vice President for Student Services/District Registrar, will serve as the point of contact.

At the July Board retreat, an important topic was the review of the mission, vision and values statements. Information will be sent to our faculty and staff, asking for their feedback on this. The College will also need the Board's feedback as well as students to determine if change is necessary. A proposal should be presented by the December board meeting for approval.

Hinds CC had a Structural Fitting Class at the Utica Campus that just completed and all seven graduates went to work.

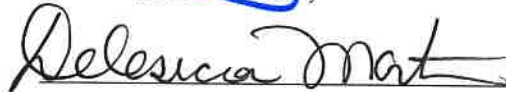
The College President shared his plan to present the Board with a new organizational chart in October and provide an update on over all college goals.

There is also an opportunity to expand the Maritime Academy in Vicksburg. My proposal will come to the Board for approval. Will require no long term financial commitment from the college.

Adjournment. There being no further business to come before the Board and upon a motion by Mr. Shealy, seconded by Mr. Clopton, the Board voted unanimously to adjourn.



Mr. Paul Breazeale, President



Dr. Delesicia Martin, Secretary