

## 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., May 5, 2021 at the Raymond Campus, 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  
Mr. Dale Sullivan, Vice President in person  
Dr. Delesicia Martin, Secretary in person  
Mr. Donald Oakes in person  
Mr. Chad Shealy in person  
Dr. Ginger Smith in person  
Dr. Homer Burns in person  
Dr. Cardell Williams in person  
Mr. Rickey Clopton in person  
Mr. Donald McGowan in person

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

**Call to Order.** The Board President called the meeting to order and asked Dr. Homer Burns to open the meeting with prayer and Ms. Renee Cotton to call roll.

**Approve April 7, 2021 Minutes.** Upon a motion by Dr. Smith, seconded by Mr. Shealy, the minutes of April 7, 2021, were approved as mailed. A copy is on file and made a part of the minutes of the meeting.

**Claim Dockets and Architects' Estimates.** Dr. Vic Parker reported we currently have \$9,139,000. in cash and we have roughly \$8,220,000. in investments for a net position of \$17,151,168.77.

Dr. Parker reported the total expenditures for April were \$4,904,996. We have two months remaining in the fiscal year. Of that \$4.9 million, \$2,606,300. or 53% was grant funded. Over half of April expenses were grants. The Fund 1 spending went down from the month before. **Following complete and thorough discussion of the Claim Dockets, Architects' Estimates and upon a motion by Mr. Sullivan, seconded by Dr. Williams, the Claim Dockets and Architects' Estimates were unanimously approved.**

**Approve Budget Summary.** Dr. Vic Parker reported at this time, we have two months remaining in the fiscal year. We should have 16.67% of the budget remaining. Currently, we have 33.49% budget remaining.

**Sole Source** – Dr. Vic Parker reported we have two pieces of software for the Career/Technical Education program, Information Systems Technology, where the software is used by the curriculum. It is bought by the student and we are purchasing the software for the program itself and the administrators and instructors. Both pieces of software have been verified as renewals. This is not new software. It is a renewal of existing software.

**Sole Source** – Dr. Vic Parker reported this is mainly with our secondary programs. Our secondary programs in Career Technical Education participate in Skills USA Competition. This competition requires a customized CO2 dragster race car. Since it is custom it is considered sole source. It is required to participate in the secondary Skills USA Competition.

**Approve Bid Log.** Dr. Vic Parker reported there is one bid and an RFP.

The RFP is to standardize what we buy in information technology for the upcoming fiscal year. There are nine items, including mobile devices and docking stations. The RFP was sent out to every vendor and went through a scoring assessment on all vendors when it comes to cost. This RFP will be awarded to CDWG who is a vendor with the state.

Order accepting bid of Pavecon Ltd of Byram, MS, was the low bidder on Project STP-0211-00(015) LPA/ 107143-701000, Pedestrian and Sidewalk Improvements, Hinds Community College, Raymond, Mississippi (Hinds CC Project # 3208) at a bid of \$1,563,740. The LPA (the "College") will award the \$1,424,900. (Base Bid + Option 1 only). Our engineers on the Project, McMaster & Associates, Inc., determined that more than fifty percent (50%) of Pavecon Ltd's work required by this contract can be classified under the Contractor's License currently held by Pavecon Ltd and recommended approval of its bid. Mr. Campbell also recommended approval of the Construction Engineering & Inspection contract with McMaster & Associates, Inc., to oversee the Project and authorize the LPA Chief Official (President Vacik) to execute the contracts with said companies subject to concurrence of the Mississippi Transportation Commission.

**Following discussion, a motion was made by Mr. Shealy, seconded by Dr. Martin, to approve the RFP award to CDWG, to accept the bid of Pavecon Ltd, to delegate authority to the College President to execute all contracts related to the Project, and approve the CE & I contract with McMaster & Associates, Inc. The motion was unanimously approved.**

**Recommend Personnel.** The College President reported there are six new personnel to recommend to the Board of Trustees. **After discussion and upon a motion by Mr. Oakes, seconded by Mr. Shealy, the following personnel were unanimously approved by the Board of Trustees.**

Ashley Gilyard, ABE/MiBest Instructor, Rankin Campus, Salary \$41,000.00, employment effective date May 1, 2021.

Timothy Bealer, Systems Engineer, Raymond Campus, Salary \$55,000.00, employment effective date May 1, 2021.

Jessica Brown, District Coordinator of Student Development, Raymond Campus, Salary \$45,000.00, employment effective date May 3, 2021.

Samyetta Shelby, Project Manager, Raymond Campus, Salary \$60,000.00, employment effective date May 3, 2021.

Ethel Daniels, Director of HR Operations, Raymond Campus, Salary \$75,000.00 employment effective date May 17, 2021.

Daniel Rives, Head Baseball Coach, Raymond Campus, Salary \$72,000.00, employment effective date May 1, 2021.

**Committee Reports** (Reporting Committee Chairpersons must submit committee minutes prior to the Committee Board of Trustees meeting.)

**A. Academic Committee.** Mr. Shealy stated there is no report today.

**B. Athletics Committee.** Dr. Smith referred to Randall Harris's ELT report (this report is attached under the ELT reports – Randall Harris).

**C. Facilities Committee.** Ms. Renee Cotton reported in Dr. Calhoun's absence. She reported last month Dr. Calhoun presented a recommendation to the Board of Trustees for the naming of buildings at the Utica Campus. It was for Dr. Shirley Hopkins-Davis, Mr. Charles Bell, Mr. Robert Strong and Ms. Ellestene Turner.

Ms. Cotton will get a copy of the recommendation and bring back to the Board for discussion under **Other Business** in today's meeting.

**D. Finance Committee.** Mr. Dale Sullivan reported the Board should have a copy of the proposed budget for next year. On the third page in the packet of information you will see items listed increasing full-time and part-time tuition and state appropriation of a 1% increase from last year to this year. The finance committee of the Board of Trustees is making a recommendation to the Board that we do a 2% pay increase. Also there will be an increase in health insurance. The Board of Trustees will be voting on increasing full and part time tuition and the across the board 2% raise. **After discussion and upon a motion by Mr. Sullivan, seconded by Dr. Burns, the budget as presented was unanimously approved by the Board of Trustees.**

**E. Personnel Committee.** Dr. Martin reported the Personnel Committee had met this morning before the scheduled Board of Trustees meeting. The committee members had reviewed the five proposals for legal counsel received through the RFP process. Today they came back together to make a final decision. After reviewing each proposal, a recommendation is being brought to the full Board of Trustees today to hire Adams and Reese as legal counsel for the Hinds Community College Board of Trustees effective July 1, 2021. **Upon a motion by Dr. Martin, seconded by Mr. Sullivan, a motion was presented from the Personnel Committee to hire Adams and Reese as legal counsel for the Hinds Community College Board of Trustees effective July 1, 2021.** At this point in the meeting Mr. Ben Piazza, current legal counsel, asked the Board President for the privilege of addressing the Board of Trustees. He stated he had represented the Hinds Community College Board of Trustees for more than forty years and a decision was made by some Board members that they did not want his representation any longer but they have yet to say why. The Board President opened the floor for discussion. There were opposing points of view among Board members and Mr. Piazza. After a lengthy discussion, the Personnel

Committee chairperson, Dr. Delesicia Martin, stated the Personnel Committee followed procedure that was set to follow. The Board now has a motion, a second, discussion and now the motion requires a vote. This is in the hands of the Board. The Board President called for the vote. The Board of Trustees voted. **The motion passed 8-2 (Voting yes: Mr. Breazeale, Mr. Sullivan, Dr. Martin, Dr. Burns, Mr. Clopton, Mr. Shealy, Dr. Williams, Mr. McGowan; Voting no: Mr. Oakes, Dr. Smith)**

Dr. Martin reported she had one more item to announce. The Board should have received notification that on June 2, 2021, which is the regular Board meeting date, we will have a work session at 8:30 a.m. The location is to be determined.

**Property Recommend Surplus to the Needs of the College. Following discussion, and upon a motion by Mr. Clopton, seconded by Mr. Shealy, 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 Lease Purchase Draft Maritime Project Objectives, Branning Update.** The College President reported we went to the Legislature to ask for help to appropriate monies to begin the Maritime Center. This is the property we were looking at. The property is a great location as it is across the street from the Vicksburg Campus. The Branning family has agreed to a purchase price of \$450,000. We believe it will appraise higher, so it is a good offer. It will be done as a lease/purchase. The money will be appropriated so it is not general funds monies. The College President is recommending we enter into the contract. **After discussion and a motion made by Mr. Oakes, seconded by Mr. Shealy, the Board voted unanimously to approve the Contract for the Lease/ Purchase Maritime Project.** A copy of this contract is on file and made a part of the minutes of the meeting.

**Approve Change Order #1-HCC Bid #3201 PHI III Plumbing Pavilion 2020 Career Technical Building Renovations HCC Pearl, MS** Mr. Bill Campbell reported this is a change order for the third phase of the Career Technical building on Greenfield road, the Rankin County Campus. It is the final change order. While doing the foundations for the pavilion it was discovered that several things were not on the existing survey including the parking lot lighting was routed under the building. The general contractor snatched it as they were excavating for the foundation. We also discovered because of the flatness of the site, that water almost drains into the building, so a trench drain frame was added. This adds \$10,843.80 construction cost to the project. The contract time has been reduced by forty-six days. **After discussion and upon a motion by Dr. Williams, seconded by Mr. Shealy, the Board voted unanimously to approve Change Order #1.**

**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. MACC Summary of Legislation Impacting Community Colleges-2021 Legislative Session.** The College President reported this document is in each Board member's binder for their review.

**B. RatingsDirect-Credit Rating.** Dr. Parker reported two years ago our credit rating was an A-. After going through this process with them this spring, our credit rating has been kept at an A- rating.

**C. Dates.**

May 7, 2021	Employee Appreciation at ERCC 2-4
May 13, 2021	Spring Graduation Muse Center
May 15, 2021	Spring Graduation Utica Campus
May 31, 2021	Memorial Day Holiday (campuses closed and on-line classes will not be affected)

**D. Mississippi Community College Trustee's Retreat June 29-29 (Leave on June 27 and return June 29).** The College President reported as restrictions for COVID-19 have changed, Mississippi Gulf Coast Community College has offered

- to host a Trustee's conference on June 28 and 29 in Biloxi, MS. If any Trustees would like to participate in this conference, we would love to take as many as we can. If you are interested in attending, please let Ms. Cotton know by next week.
- E. Executive Leadership Team Updates.** The College President reported the members of the Executive Leadership Team are present. A copy of their report has been provided for review. The College President asked if the Board of Trustees had any questions for ELT members. There were no questions.
- F. Health at Hinds.** Mr. Randall Harris reported impacts to the college are low but we are experiencing a small increase. Today we have twelve students and eight employees that are directly impacted by COVID-19. We have adjusted our protocols for summer. Mr. Harris reviewed the new protocols for the summer with the Board. We are preparing to look at the protocols for the fall semester and hopefully relax those to some degree. Healthy at Hinds looks better today than it did two or three months ago.
- G. Enrollment Report.** Mr. Randall Harris reported enrollment is down 17.2%. He shared raw numbers for the summer semester. As of right now we have 2,373 FTE's for summer. CRRSAA money was utilized for this.
- H. Miscellaneous.** Dr. Keri Cole gave a brief report on the Teacher Academy. We received feedback in regard to offering K12 teachers opportunities to receive CEU credits. We have developed three classes that will be run through Workforce this summer. Teachers or anyone can register for CEU credits taught by the Hinds education faculty through the Workforce Office. It will be called the Hinds Teachers Academy.

The College President gave Board members a proposal regarding Dual Credit that was presented at the last MACC President's meeting. The Presidents voted on this proposal and it was approved 11-4.

The College President stated this summer in the month of July he would like to schedule lunches with each Board member for an opportunity to dialog together.



He will be attempting to set these lunches up in July and August around schedules.

**Other Business.**

Mr. Breazeale reported he would like to consider appointing another committee and call it Legislation. Mr. Breazeale requested the Board of Trustees contact him with their feedback on this.

Ms. Cotton reported Dr. Calhoun is out and she is presenting his proposal from the Facilities Committee from last month. Ms. Cotton gave the proposal to each Board member. This proposal is concerning the naming of various locations on the Utica Campus. The proposal is for the Utica Campus and the recommended names are: Dr. Shirley Hopkins Davis, Mr. Charles Bell, Mr. Robert Strong and Mrs. Ellestene Turner. A copy of the proposal is on file and made a part of these minutes. **After discussion and upon a motion by Mr. Oakes, seconded by Dr. Martin, the Board voted unanimously to approve the proposal of recommendations concerning the naming of various locations on the Utica Campus.**

**Old Business.** Dr. Williams visited the John Bell Williams Airport and was very impressed with the facility. It was his understanding that the King Air was successfully sold. Dr. Parker stated it was appraised at \$115,000 and sold for \$217,000.

There was no other business and the meeting was adjourned at 2:20 p.m. by the Board President.

  
Mr. Paul Breazeale, President

  
Dr. Delescia Martin, Secretary