

**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., December 2, 2020, 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 in person  
Mr. Rickey Clopton in person  
Mr. Donald Oakes Zoom  
Mr. Chad Shealy in person  
Dr. Ginger Smith in person  
Dr. Nonya Thrasher Zoom  
Dr. Homer Burns in person  
Dr. Cardell Williams in person  
Mr. Dale Sullivan, Vice President in person  
Dr. John D. Calhoun in person  
Dr. Sue Townsend Zoom

Others present were the President of Hinds Community College, Dr. Stephen Vacik; Bill Campbell, District Project Architect; Mr. Ben Piazza, Board Attorney; members of the Executive Leadership Team: Randall Harris, Vice President Operations & Student Services; Dr. Norman Session, Vice President Rankin Campus and Jackson ATC Campus; 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 asked Dr. Homer Burns to give the invocation. The Board President asked Renee Cotton to call roll.

**Approve November 4, 2020 Minutes.** Upon a motion by Dr. Calhoun, seconded by Mr. Shealy, the minutes of November 4, 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. Calhoun, the Claim Dockets and Architects' Estimates were unanimously approved. There were no architects' estimate for this month.

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

As of yesterday our net position was \$783,000.00 in cash and 3.2 million in investments for a total of \$3,985,190.74 which will be utilized for services to pay things through the month of December. The month of November spending was \$445,000.00 in Fund 1 which is college funding and \$84,000.00 in Fund 7 which is capital improvement. The total spending was \$2,250,462.00 with \$1,111,972.00 of grant spending. From a budgetary summary standpoint with five months completed in the budget we have 58.33% remaining. We currently sit at 60.51% remaining of the budget allowance which is 2.19% less spent of our budget amount.

**Approve Bid Log.** Dr. Vic Parker reported there are two Sole Source/Emergency purchases for the month and one bid. They both deal with Perkins for state reimbursement.

**Sole Source/Emergency.** The first is a Virtual Auto Mechanics System for the Automotive Technology Program. This will aid students to learn Automotive Technology virtually. The second is a Sphero Bolt Robotics purchase which is for the Mechatronics Program. These are the two Sole Sources/Emergency purchases.

**Bid.** We have one bid that involves Perkins purchases as well. We bid a virtual welding simulator. We did a reverse auction based on state guidelines. It came in at \$96,639.00.

Dr. Martin and Mr. Shealy asked for clarification regarding the two Sole Source/Emergency purchases. After discussion and clarification by Dr. Vic Parker the Board of Trustees were ready to vote.

**Upon a motion made by Mr. Sullivan and seconded by Dr. Calhoun, The Sole Source/Emergency Purchases and the Bid Log were unanimously approved.**

Copies of invoices and supporting information for the two Sole Sources/Emergency purchases and the one bid on the Bid Log are on file and made a part of the minutes of the meeting.

**Recommend Personnel.** The College President reported there is no new personnel to recommend to the Board of Trustees.

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

Dr. Calhoun, chairperson of the **Facilities Committee**, informed the Trustees the Facilities Committee had received a recommendation to name a facility. The committee decided to research and contact ACCT to assist in establishing a policy for naming a facility. At some point the Facilities Committee will come up with a recommended policy to bring back to the Trustees.

Dr. Delesicia Martin, chairperson of the **Personnel Committee**, informed the Trustees a Personnel Committee Zoom virtual meeting has been scheduled for Wednesday, December 9, 2020 at 10:00 a.m. Renee Cotton will send the invite to the committee and all Trustees. Minutes from this meeting will be submitted to the Trustees.

**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.

**Mission, Vision, Values Update.** The College President reported he appointed the Mission, Vision, Values committee with Jackie Granberry as chairperson. This committee was comprised with people from across the institution. Feedback was solicited from our internal community for input. There were 253 responses that were presented to the committee for review. The committee then passionately went to work to develop the Mission, Vision, Values statement. The committee's final report is now being submitted to the Trustees. This is not for a vote today but for the Trustees to review. The plan is to bring this back to the Board of Trustees meeting in January 2021 with the hope to move forward and adopt this statement.

**Approve Information Security System Policy (Executive Summary).** Dr. Vic Parker reported on November 12, 1909 a federal law was created that stated all financial institutions must have an information and security policy to protect and safeguard information. Eighteen months ago the Federal Trade Commission determined that institutions of higher education are financial institutions under those guidelines and require us to create an Information and Security Policy. This policy is being presented to the Board of Trustees for approval.

**Upon a motion made by Mr. Shealy and seconded by Dr. Martin, the Information Security System Policy was unanimously approved.**

A copy of this policy is on file and made a part of the minutes of the meeting.

**Policy & Procedure Update.** The College President presented the Policy Manual and stated we requested help from ACCT to rewrite the Policy and Procedure Manuals. In addition to the help from ACCT, the Executive Leadership Team spent many hours working through the Policy Manual in order for the manual to meet our needs. The Procedure Manual is yet to come. There are significant changes. This is not being brought before the Trustees for a vote today, but to give the Trustees time to review and bring back for discussion and hopefully a vote at the January 2021 meeting. The College President brought these few items to the attention of the Trustees:

1. Page 16, Section 2.19 - The Tobacco Policy
2. Section 5 (Faculty) and 10 (Professional Personnel) - these sections are similar but after conversations internally and with Mr. Piazza it was decided to think about combining those two into one section with no content change.
3. Section 10.12 - Leave, Vacation, a ninety-day probationary period has been added.
4. Page 117 - added a Nepotism policy, will not impact existing employees
5. Section 5.12 - Academic Freedom, add a statement to the effect the Policy Manual will reference the grievance procedure and how that will take place if someone believes their academic freedom has been violated.

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


**Dates.**

**A.**

December 4	Very Merry Christmas Brunch with The Vaciks 10 a.m.-noon, Eagle Ridge Conference Center has been <b>CANCELLED</b>
December 16-17 December 21-Jan. 1, 2021	Graduation is postponed until Spring 2021. Christmas Holidays – all offices and services of the College will be closed. Offices will re-open January 4, 2021
January 5, 2021	Convocation
January 13, 2021	Board of Trustees Meeting
January 18, 2021	Martin Luther King Jr. Day (campus closed and on-line classes will not be affected)

- B. Executive Leadership Team updates.** The College President reported the members of the Executive Leadership Team are present with the exception of Dr. Cole who had another meeting to attend. A copy of their report has been provided for review. The College President asked if the Board had any question 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.
- C. Healthy at Hinds.** Randall Harris reported our Covid-19 case numbers for today from the Mississippi State Department of Health was 2,457. The decision that was made back in July to take our students to virtual after Thanksgiving was a good decision. We are still in a good place with our students, faculty and employees. Plans are still on for the Spring 2021 semester to begin January 11, 2021. If that changes, we are prepared to react accordingly. That is subject to change. Mr. Harris will be speaking with Dr. Dobbs Thursday at 2:00 p.m. regarding what we did in the Fall and our plans for the Spring.
- D. Enrollment Report.** Randall Harris reported we have a 23.4% decrease for Spring. Our Fall semester held on as we moved through the semester going down 13.5%. Early registration for the Spring semester began the first Tuesday in November.
- E. Miscellaneous.** Renee Cotton announced that Tuesday, December 8 at 2:00 p.m. on the Rankin Campus there will be a retirement party for Dr. Norman Sessions. Renee invited the Board of Trustees to attend the party if they could.

  
Mr. Paul Breazeale, President

  
Dr. Delesicia Martin, Secretary