

## **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., October 7, 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 Zoom  
Mr. Rickey Clopton in person  
Mr. Brad Fountain in person  
Mr. Donald Oakes in person  
Dr. John Calhoun in person  
Mr. Chad Shealy Zoom  
Dr. Ginger Smith in person  
Dr. Nonya Thrasher in person  
Dr. Sue Townsend in person  
Dr. Homer Burns in person

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; Dr. Keri Cole, Vice President Instruction/Academic & Transfer; Sherry Franklin, Vice President Instruction/Career & Technical; Dr. Chad Stocks, Vice President Workforce & Community Development; Marvin Moak, Vice President 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 September 2, 2020 Minutes.** Upon a motion by Dr. Calhoun, seconded by Mr. Clopton, the minutes of September 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 Dr. Calhoun, seconded by Dr. Smith, 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:

Our current working capital situation at the end of September, we had \$2,349,096.21 on hand and unrestricted investments \$10,384,699.37 for a total of \$12,733,795.58. With an annual budget summary, we completed our first quarter for the months of July, August and September having 75% of the fiscal year remaining. At this point, with our budgetary functions looking at six different areas, we have 73.92% of our budget remaining for the fiscal year to show we have a small overage of 1.08%.

**Approve Bid Log.** Dr. Parker reported several different items that needed to be brought to the attention of the Board. The first two are Sole Source and Emergency purchases. All Sole Source and Emergency items are due to health concerns related to Covid 19 for the emergency previously declared by the Board. The College contracted with TrustCare Health, LLC, to provide on-site Covid 19 testing for \$148,750.00. For future testing we purchased testing materials from Diamond Health, Inc. for \$120,000.00. These materials will be used to test students for the upcoming spring 2021 semester. These tests will be administered by healthcare professionals employed by the institution on-site. Both items will be sought for reimbursement from CARES funds.

The additional Emergency purchases needed to be brought to the attention of the Board also relate to Covid 19. Purchases had to be made prior to school beginning. These purchases were for two hundred plus facilities. The purchases were from Jackson Paper Company in the total amount of \$332,215.88 and from PP M in the total amount of \$363,063.50 for items for cleanliness such as hand sanitizer, soap and accessories. These purchase will also be reimbursed by CARES funds.

The last item is an RFP for a virtual reality program project. This program will be for the Rankin, Vicksburg and Utica Campuses. We received a qualified proposal in response to the RFP and are preparing the financial information to present the proposal at next month's Board meeting. No action needs to be taken today.

**Upon motion made by Dr. Calhoun and seconded by Dr. Thrasher, Sole Source and Emergency purchases were unanimously approved.**

Copies of the invoices and supporting information for the Sole Source and Emergency purchases are on file and made a part of the minutes of the meeting.

**Recommend Personnel.** The College President recommended three new employees. **Upon a motion by Dr. Calhoun, seconded by Dr. Thrasher, the following personnel was unanimously approved.**

Kelvin Harrison, Air Condition Refrigeration Instructor, Raymond Campus, replacing James Ross (left 1/17/2020), Salary \$48, 234.00, employment effective September 14, 2020

LaToya Jones, District Graduation Coach, Raymond Campus, replacing Aleia Dunn, Salary \$35,000.00, employment effective October 1, 2020

Tierra Polk, Residence Hall Director, Raymond Campus, replacing Cynthia Montgomery, Salary \$28,000.00, employment effective October 1, 2020

**Committee Assignments.** The Board President reported handout 4 on the Agenda is an updated list of Committees. The Committees have been renamed and have a designated Chairperson. These Committees may meet at any time and report their information to the Board of Trustees. The Board President stated if you would prefer to be on another committee, to please contact the Board President.

**Recommend Change Order #2, 2019 2018 New Terminal Building, JB Williams Airport, Raymond Campus.** Bill Campbell submitted this second change order for the Airport. It is in the amount of \$23,480.12 and adds 27 days. The completion date will now be November 12, 2020. The main reason for this change order was the soil under the front parking lot to the terminal building that required lime treatment. **Upon a motion by Dr. Calhoun and seconded by Dr. Smith, change order #2 was unanimously approved.**

**Recommend Change Order #3, 2020 2018 Sheffield-Woolley Structural Repairs/Additions – REBID II, Raymond Campus.** Bill Campbell submitted the second change order for Sheffield –Woolley. It is in the amount of \$7,044. with no additional calendar days. Work was suspended due to Covid 19. This item is for additional roof repairs on the fourth floor as a result of a tear-out on a project. **Upon a motion by Dr. Calhoun and seconded by Dr. Smith, change order #3 was unanimously approved.**

**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.

**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**

October 12

Fall Break – all offices & services  
of the college will be closed

- B. Reorganization of the Executive Leadership.** The College President presented handout 8 which is a new organizational chart reflecting a reorganization going on at the College. When hired, one of the things that came out of internal discussions by our employees is they wanted to see us move toward a one college concept. This is one of the goals the College President has been seeking to do and try to make happen. As of October 1, 2020 the lines have been blurred when it comes to campuses. The new structure has removed campus vice presidents and instead has organizational structure by function across the institution. Each Executive Leadership Team member has been tasked with different responsibilities. The organizational chart only reflects the top level changes. Work is still being done to complete the organizational structure. Between now and January 1, 2021 will be called a time of fluidity. There will be some changes that will take place under the Executive Leadership Team. The College President answered questions from the Board members.
- C. Executive Leadership Team updates.** 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. The College President then called on several ELT members to give a brief report to the Board. Copies of the reports are on file and made a part of the minutes of the meeting.
- D. Healthy at Hinds – Randall Harris.** The Healthy at Hinds campus plan has gone very well. There are two changes in the plan since the last meeting. First, if students or employees have tested positive for the Covid 19 virus, they are being asked not to test again for ninety days based on the CDC recommendation. Second, the nursing students at the Allied Health Center could be exposed to someone with Covid 19 based on clinicals, therefore they will be required to follow a different protocol.
- E. Enrollment Report – Randall Harris.** Enrollment is down 13% FTE. It looks like this is where we will end up.

**F. Miscellaneous.** The College President shared a few miscellaneous items.

- Mission, Vision and Values Steering Committee will be meeting with the College President Friday. They will be given their charge and will hopefully have information to share with the Board at the December meeting.

- The College President appointed the Dual Credit Think Tank. This group was asked to take a look at Dual Credit to make sure Hinds is delivering a quality product.

- A proposal was brought to Hinds from Barnes & Noble Bookstore for potential out-sourcing. We are looking at the pros/cons right now. The College President will be meeting with a Barnes & Noble representative soon to get firm figures to bring to the Board.

- Hinds has a football game Thursday night at MGCCC. Please tune in if you can.

- Hinds is looking at an opportunity to bring the WIN Job Center from Hinds and Rankin County onto our campuses, Rankin Campus and JATC Campus. The College President answered questions from the Board.

- The College President stated we have experienced a lot of loss of life in our Hinds family recently. We would appreciate your prayers.

**Hinds Board member, Mr. Chad Shealy shared the following announcements.**

- Mr. Chad Shealy invited the Board to visit the Vicksburg/Warren School District and Hinds Vicksburg Campus. Before Covid 19 there were scheduled visitation days on Tuesdays. Due to the virus this has gone to virtual tours. National speakers will be presenting. The second scheduled presentation will be highlighting CTE with Dr. Vacik being the keynote speaker on October 20, 2020.

Also, Google is coming the week of October 19, 2020 to do a case study of the Vicksburg-Warren School District and Hinds Vicksburg Campus. The River City Early College will be highlighted.

There was no other business discussed and the Board President announced the need to go into a short closed session.

**Upon a motion made by Mr. Shealy and seconded by Dr. Martin the Board unanimously approved going into a closed session to discuss going into executive session.**

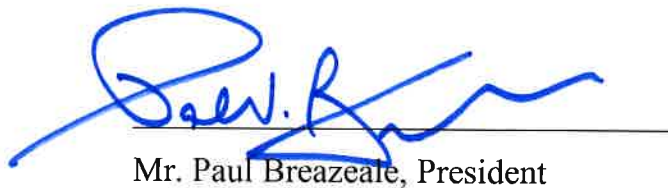
Upon a motion made by Dr. Burns and seconded by Dr. Calhoun the Board unanimously approved going into executive session to discuss personnel matters.

No action was taken in executive session.

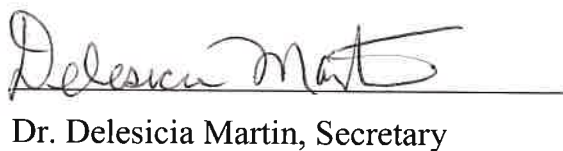
Upon a motion made by Mr. Oakes and seconded by Dr. Burns the Board unanimously approved reporting out of executive session.

Upon a motion made by Dr. Smith and seconded by Dr. Calhoun the Board unanimously approved adjourning the meeting.

The meeting adjourned.



Mr. Paul Breazeale, President



Dr. Delesicia Martin, Secretary