

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., August 5, 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
Mr. Dale Sullivan, Vice President in person
Dr. Delesicia Martin, Secretary Zoom
Dr. John Calhoun Zoom
Mr. Rickey Clopton Zoom
Mr. Donald Oakes in person
Mr. Chad Shealy Zoom
Dr. Ginger Smith in person
Dr. Nonya Thrasher in person
Dr. Cardell Williams in person

Others present were the President of the District, Dr. Stephen Vacik; Bill Campbell, District Project Architect; Hamp Shive, Chief Information Officer; 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; and Dr. Vic Parker, Vice President for Finance & Administration.

The Board President introduced the new Board member, Dr. Nonya Thrasher, Interim Superintendent of Education for Claiborne County.

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

Approve July 1, 2020 Minutes. Upon a motion by Dr. Smith, seconded by Mr. Oakes, the minutes of July 1, 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. Smith, 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:

Hinds Community College expensed \$3,146,975 during July 2020. The budget summary concluded that at July 31, 2020 the Hinds Community College position included over \$2.8M in cash accounts and \$11.8 in investment accounts.

This was a discussion only item – no motion was made.

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

Recommendation for Emergency Purchasing Authority. The College President recommended that the Board determine as he had, pursuant to §31-7-13(k) of the Mississippi Code, that because of the Covid 19 emergency and the time line spending restrictions set by the CARES Act and the other emergency

enactments from the Federal and State government that an emergency exists in regard to the purchase of any commodities or repair contracts related thereto, so that the delay incident to giving opportunity for competitive bidding would be detrimental to the interest of the governing authority.

Motion was made by Dr. Calhoun, seconded by Dr. Smith, to accept the College President's recommendation and find that such an emergency exists. The motion was approved with all Board members voting Aye, except for Dr. Martin and Mr. Clopton, who voted Nay.

The College President further advised the Board that because of the need to provide Personal Protective Equipment (PPE) for the faculty, staff and students in order to open school this month he had deemed that the purchase of the necessary PPE to be such an emergency and had solicited multiple quotes, purchasing the PPE from the lowest and best quote of Holmes Specialty & Apparel in the amount of \$122,100. A copy of the quote is on file and made a part of the minutes.

Recommend Personnel. Upon a motion by Mr. Sullivan, seconded by Dr. Smith, the following personnel was unanimously approved. The College President informed the Board that salaries at Hinds Community College are not always competitive with other places of employment.

Abernathy Mac, Welding Instructor, replacing James Clark, Rankin Campus, Employment effective August 1, 2020.

Bolden Ventress, Auto Mech Instructor, Raymond Campus, replacing Michael Barber, employment effective July 1, 2020.

Bouldin Theresa, Upward Bound Math & Science, Utica Campus, replacing Jamike Anderson, employment effective July 6, 2020.

Carroll-Daniel Stephanie, English Instructor, Replacing Carole-Anne Morris, employment effective August 3, 2020.

Corbello Jean, Art Instructor, Jackson ATC, replacing Nishuta Anugu, Employment effective August 3, 2020.

Divinity Adrain, Culinary Arts Instructor, Jackson ATC, replacing Sally Porter, employment effective date August 3, 2020.

Fitzhugh Kendra, CTC Business & Marketing Instructor, Rankin Campus, replacing Donna Wright, employment effective August 1, 2020.

Johnson Samuel, Modern Foreign Instructor, Raymond Campus, replacing Nancy Gray, employment August 1, 2020.

Jones Shaneka, Reading Instructor, Raymond Campus, replacing Nancy Finklea, employment effective August 1, 2020.

Jones Shanta, Upward Bound Director Math and Science, Utica Campus, replacing Pernall Goodwin, employment effective August 3, 2020.

McDavitt Laura, Speech Instructor, Raymond Campus, replacing Stacey Duke, employment effective August 1, 2020.

Morris Minor, Police Officer, Jackson ATC Campus, replacing Dewayne Fleming, employment effective July 1, 2020.

Quinn Tracy, Respiratory Care Tech Program Chair, Nursing Allied Health Center, replacing Theresa Winschel, employment effective July 1, 2020.

Readus Patrick, Custodian, Jackson ATC, replacing Bertha Dotson, employment effective August 10, 2020.

Robbins Elizabeth, Retention Coordinator/Student Navigator, Raymond Campus, employment effective August 17, 2020.

Shields Garrett, Sec. Simulation & Animation Instructor, Rankin Campus, replacing Kenneeth Boyte, employment August 1, 2020.

Spivak-Perna Mary, Music Instructor, Raymond Campus, replacing Clarissa Davis, employment effective August 1, 2020

Strong Mary, Associate Degree Nursing Instructor, Nursing Allied Health Center, replacing Natlie McKee, employment effective August 1, 2020.

Teele Glenn, Industrial Maintenance Instructor, Vicksburg Campus, replacing Geoffrey Horne, employment effective August 1, 2020.

Wade Grady, Assistant Athletic Trainer, Raymond Campus, replacing Samantha Michalic, employment effective date July 20, 2020.

Williams Lemond, Welding Instructor, Vicksburg Campus, replacing Joe Fortenberry, employment effective August 1, 2020.

Recommend Change Order #1, Career-Technology Building, Rankin Campus. The change order proposed requires an increase of \$25,970.00. Specifically, the project proposes paint metal panels located above the block work in the welding shop. **Upon a motion by Mr. Oakes, seconded by Dr. Calhoun, the change order was unanimously approved.** Copies are on file and made a part of the minutes of the meeting.

Recommend Change Order #2, Sheffield-Woolley, Raymond Campus. The change order proposed requires an increase of \$6,748.99. Specifically, the project addresses the existing south staircase which had been partially demolished before a pause work order letter was received. This change is required to stabilize the remaining brick and handrail. In order to open the staircase to students and staff. **Upon a motion by Dr. Williams, seconded by Mr. Sullivan, the change order was unanimously approved.** Copies are on file and made a part of the minutes of the meeting.

Recommend Change Order #1, John Bell Williams Airport, Raymond Campus. The change order proposes requires an increase of \$88,854.00. Construction efforts uncovered more unsuitable material than was anticipated. In conjunction with this, it was necessary to excavate additional material to fill in the extra undercut. To get more “good fill material,” it was necessary to disturb a larger area than originally planned, which increased the area that needed to be seeded and mulched. **Upon a motion by Mr. Sullivan, seconded by Dr. Smith the change order was unanimously approved.** Copies are on file and made a part of the minutes of the meeting.

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

August 11	Faculty Convocation, Raymond Campus, Cain Hall 9:00am
August 12	Faculty Convocation, Utica Campus, Fine Arts Building, 9:00am
August 12	Faculty Convocation, Nursing Allied Health Center, Cain Hall 1:30pm
August 13	Faculty Convocation, Rankin Campus, Muse Center, 9:00am
August 13	Faculty Convocation, Jackson ATC Campus, Muse Center, 1:30pm
August 14	Faculty Convocation, Vicksburg Campus, Joe Loviza Building, 9:00
September 7	Labor Day Holiday – all offices & services of the college will be closed
Sept 30-Oct 3	ACCT Leadership Congress, Chicago, IL. (No one is attending due to Covid and tight budget)

B. Executive Leadership Team update. The College President reported that the members of the Executive Leadership Team are present and he called on each one of them to introduce themselves. A copy of their reports is in each Board member’s binder for their review. The College President called on Dr. Chad Stocks to give a report regarding FAA. He also called on Jackie Granberry to give a report on the importance of giving to the Foundation.

C. Healthy at Hinds – Randall Harris. Hinds has developed safety protocols as it relates to COVID-19. The college information is on the website under COVID-19 and Campus Plan. The document and information is dynamic due to the constant changes and adjustments that are coming from state and local entities. Some highlights of the plan are:

Hinds Community College requiring mask to be worn on campus and social distancing efforts will be established and enforced. All residence hall students will be tested for COVID-19 before being allowed to move into the residence hall.

- D. Program Update: Workday – Hamp Shive.** This project was authorized by the Board in June 2019 with project inception in October 2019. Hinds went live on Workday Platform on 7/1/2020. During the project, 35 Hinds employees spent over 30,000 hours on the implementation. This effort has created a next generation business operations platform that encompasses the entire suite of Business Services departments. Key staff now have real-time access into all of the financials related to their departments. Board reports can now be produced in a fraction of the time that was needed in the legacy system. Mr. Shive solicited consideration and support for future projects including Workday Planning/Prism.
- E. Enrollment Report – Randall Harris.** Virtual enrollment is up compared to last year, with most of that shift attributed to COVID-19. Dual enrollment remains a concern for fall 2020. Our current registration for Dual enrollment is down due to the level of registration that has been completed due to the testing and availability of the secondary students. The College projects the dual enrollment to improve during the semester, especially for the 2nd 8 week term which begins in October.

The Board President added two items:

- 1. Other Business – Committee Assignments.** Mr. Breazeale reported that at the Board retreat a person said they had been chairman of a committee for six years and the committee had never met. He suggested a change to committees and their membership. At next month's Board meeting it will be discussed further.
- 2. Board Attorney Contract.** He reported that at the July Board meeting that the Board attorney's contract was extended for a month. Further action is required. **Upon a motion by Dr. Smith, seconded by Mr. Sullivan, the Board attorney's contract was extended until the end of the year, December 31, 2020.**

The meeting adjourned.