

PEARL RIVER COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING MINUTES

December 11, 2014

The Board of Trustees of Pearl River Community College met Thursday, December 11, 2014, at 1:00 p.m. for their monthly meeting in the Board of Trustees Room in the Olivia Bender Cafeteria on the Poplarville Campus.

TRUSTEES IN ATTENDANCE/ABSENT:

Mr. Dale Purvis, Chairman	Mr. Frank Ladner
Mr. Brian Freeman, Vice Chairman	Mr. Herbert Ray Nobles
Mr. M. L. "Sonny" Knight, Secretary	Mr. Craig Robbins
Ms. Tess Smith	Mr. Albert Brooks
Mr. Alan Lumpkin	Mr. Alan Dedeaux
Mr. Purvis W. "P.W." Polk, Jr.	Mr. Will Russell
Dr. Gale Harris	Don Welsh
Mr. Anthony Charles "Tony" Waits - Absent	Ms. Teresa Lynn Stafford

PRCC STAFF: President Dr. William Lewis, Vice President for Business and Administrative Services Roger Knight, Vice President for General Education and Technology Services Dr. Martha Lou Smith, Vice President of the Poplarville Campus and Hancock Center Dr. Adam Breerwood, Vice President of Forrest County Operations Dr. Cecil Burt, Vice President for Economic and Community Development Dr. Scott Alsobrooks, Public Relations Assistant Ms. Janet Braswell, Director of Development Foundation and Alumni Association Mr. Ernie Lovell, Attorney Mr. Martin Smith, and President's Administrative Assistant Ms. Marilyn Dillard

GUESTS: Ms. Stacy Baudoin, Principal, Pearl River Central High School

Chairman Dale Purvis opened the meeting by welcoming all attendees and guests to today's meeting. Herbert Ray Nobles provided the Invocation. After the Invocation and Pledge of Allegiance, the following business was transacted.

Dr. Lewis recognized and welcomed Ms. Stacy Baudoin, Principal of Pearl River Central High School, to today's meeting. Ms. Baudoin attended today's meeting as a guest of board member Alan Lumpkin.

Dr. Lewis also welcomed and introduced Mr. Will Russell to the Board. Mr. Russell is the new Superintendent of Education for the Jefferson Davis County School District. He fills the unexpired term of Mr. Ike Haynes, who recently resigned his superintendent position. Mr. Russell's term on the PRCC Board of Trustees is December 1, 2014 to December 31, 2015.

Chairman Purvis requested approval of the **November 11, 2014, board meeting minutes**. A motion was made by Frank Ladner, seconded by Brian Freeman, to approve the November 11, 2014, board meeting minutes. The motion was unanimous.

Departmental reports were then presented by Dr. Smith, Dr. Burt, Dr. Breerwood, Dr. Alsobrooks, Ernie Lovell, and Sonny Knight.

Dr. Smith provided a report on the **Quality Enhancement Plan (QEP)**. The QEP Committee met during the month of November and will meet again in December. Katie Lynch-Holmes has

met with Dr. Amy Townsend, QEP Director, to discuss the QEP topic, First Year Student Experience (FYSE). Ms. Holmes has had a great deal of experience working with FYSE and has agreed to attend the December meeting where she will guide the committee in developing a governance structure.

On behalf of the Buildings and Grounds Committee, Sonny Knight recommended the following items:

- Approval to allow the College to employ **Albert and Associates Architects to develop a pre-plan to convert the Forrest County Center's Multipurpose Building #5 into an Assembly Center and combined Bookstore/Grill**. This pre-plan will follow the recommendations already set forth in the Forrest County Center's Master Plan. A motion was made by Craig Robbins, seconded by Alan Lumpkin, to allow the College to employ Albert and Associates Architects to develop a preplan for Building #5 as stated and defined herein. The motion was unanimous.

- Approval to allow the College to employ **Shows, Dearman and Waits Architects to develop a pre-plan for an access road and parking lot for the newly purchased (Johnson) property adjacent to the Forrest County Center**. Currently, there is no access road to this property and this recommendation will follow the recommendations already set forth in the Forrest County Center's Master Plan. A motion was made by Teresa Stafford, seconded by Craig Robbins, to allow the College to employ Shows, Dearman and Waits Architects to develop a plan for an access road as stated and defined herein. The motion was unanimous.

In the Financial Reports, Roger Knight presented and reviewed the **Reconciled Bank Balances and Unrestricted Current Fund Statement of Expenditures for November 30, 2014**. No action was necessary.

Mr. Knight then presented for review and approval the **November Disbursement Register (Claim Docket) in the amount of \$1,610,343.43**. A motion was made by Herbert Ray Nobles, seconded by Craig Robbins, to approve the November 2014 Disbursement Register (Claim Docket) as presented herein. The motion was unanimous. The original Disbursement Register is on file in the Business Office.

Mr. Knight then presented the **Fixed Asset Deletions Report** for approval. This report, in the amount of \$12,926.73, contains various unserviceable electronic and computer items that will be prepared for salvage. A motion was made by Brian Freeman, seconded by P.W. Polk, to approve said report. The motion was unanimous.

Personnel Matters

The following **personnel matters** were presented for board approval and acceptance.

Retirement

- Dr. Lewis presented the **retirement of Ms. Sylvia Lord** from the position of Bookstore Assistant Manager (Poplarville) effective December 31, 2014; and the **retirement of Ms. Brenda Tillman** from the position of Custodian effective December 31, 2014. A motion was made by Frank Ladner, seconded by Tess Smith, to accept the retirements of Ms. Lord and Ms. Tillman as stated herein. The motion was unanimous.

Legal Matters

There were no legal matters to be presented at today's meeting.

Other Business

Dr. Lewis presented and recommended for approval the **PRCC 2014 Organizational Chart**. Said chart was updated in November 2014. Dr. Lewis stated that the updated organizational chart will provide required documentation for SACSCOC purposes and will be added to several college publications. A motion was made by Craig Robbins, seconded by Frank Ladner, to approve and accept the PRCC 2014 Organizational Chart. The motion was unanimous.

At the request of Dr. Lewis, Dr. Burt presented and recommended approval of the **Sexual Misconduct Policy**. Dr. Burt stated that this policy, which will replace the current Sexual Harassment Policy, has been approved by the PRCC Administrative Council. A motion was made by Herbert Ray Nobles, seconded by Sonny Knight, to approve the Sexual Misconduct Policy. The motion was unanimous.

President's Report

In the **President's Report**, Dr. Lewis discussed the following items:

- Dr. Lewis discussed the **Memorandum of Agreement (MOA) between Mississippi State University and Pearl River Community College** which supports the Excel By 5 program. In his presentation of the MOA to the board, Dr. Lewis stated that this is a federally funded program under the management and supervision of Mississippi State University for the Early Learning Years Network. He added that Pearl River Community College has been approved as a Resource Center for the Poplarville Excel By 5 Program and that other Resource Centers are being established statewide for this program. The MOA requests that the College provide the following items for the Resource Center: Space for the resource library, space for the Poplarville Excel By 5 Coalition Needs, office space within the resource library for the trainers and program assistant, utilities, and internet and phone/fax access. The MOA is not a binding agreement and can be terminated by either party with 90 days of written notification to the other party. A motion was made by Craig Robbins, seconded by Brian Mitchell, to approve and grant authority for Dr. Lewis to sign the MOA as stated and defined herein. The motion was unanimous.
- Dr. Lewis gave a report on the SACSCOC annual meeting held in Nashville, Tennessee, December 6-9, 2014. The College's report will be submitted to SACSCOC in March 2015. The On-Site Visiting Committee will be arriving on campus for their accreditation visit in October 2015.
- Announced that a grant has been provided to the College by the Asbury Foundation.
- Discussed the challenges of a possible trend in declining student enrollment over the next few years.
- Reported that the 2014 Fall Semester was very successful with only a few student disciplinary issues.

- Discussed the \$115,000 grant from the Lower Pearl River Valley Foundation that will support the add-on construction of the Excel By 5 Resource Center.

At this time, Dr. Lewis requested the need for an Executive Session to discuss a student issue that recently occurred at the Forrest County Center. A motion was made by Herbert Ray Nobles, seconded by Frank Ladner, to approve **considering entering** Executive Session. The motion was unanimous.

A motion was then made by Frank Ladner, seconded by Craig Robbins, to approve **entering into** an Executive Session. The motion was unanimous.

At the end of the Executive Session, a motion was made by Herbert Ray Nobles, seconded by Sonny Knight, to **exit** Executive Session. The motion was unanimous.

The meeting then returned to Open Session. There was no action taken during the Executive Session.

There being no further business to come before the Board of Trustees, Dr. Lewis wished everyone a Merry Christmas. A motion was made by Dr. Gale Harris, seconded by Alan Lumpkin, to adjourn. The motion was unanimous.

The next meeting of the PRCC Board of Trustees will be held **Tuesday, January 13, 2015**, at 1:00 p.m. in the Board of Trustees Room in the Olivia Bender Cafeteria on the Poplarville Campus. Lunch will be served at 12:00 noon prior to the board meeting.

Glenn Dale Purvis, Board Chairman

M. L. "Sonny" Knight, Board Secretary

The official signed minutes and exhibit item(s) (if applicable) are on file in the PRCC President's Office and are available for viewing upon request.