

# PEARL RIVER COMMUNITY COLLEGE

## BOARD OF TRUSTEES MEETING MINUTES

November 9, 2010

The Board of Trustees of Pearl River Community College met at 1:00 p.m. on Tuesday, November 9, 2010, for their monthly meeting in the Olivia Bender Cafeteria Board of Trustees Room on the Poplarville Campus.

### TRUSTEES IN ATTENDANCE/ABSENT:

Mr. Tony Waits, Chairman	Mr. Dale Purvis
Mr. Frank Ladner, Vice Chairman	Mr. Ike Haynes
Mr. Ronald Fortenberry	Mr. Al Brooks
Dr. Ben Burnett	Mr. M.L. "Sonny" Knight - Secretary
Dr. Kay Clay	Dr. Gale Harris
Mr. Barry Harper	Mr. P.W. Polk
Ms. Sandy McCardle	Ms. Melissa Holston
Mr. Alan Dedeaux	Mr. H. R. Nobles - Absent

**PRCC STAFF:** President Dr. William Lewis, Dean of Business Services Mr. Roger Knight, Dean of Student Services Dr. Adam Breerwood, Director of Public Relations Mr. Chuck Abadie, Vice President for Instruction Dr. John Grant, Dean of the Forrest County Center Dr. Cecil Burt, Director of Development Foundation Mr. Ernie Lovell, PRCC Faculty Association President Robin Nix, President's Administrative Assistant Ms. Marilyn Dillard, and Board Attorney Mr. Martin Smith

**GUESTS:** Dr. Aleta Sullivan, PRCC Instructor of Biology

Chairman Tony Waits opened the meeting, and the Invocation was provided by Alan Dedeaux. After the Pledge of Allegiance, the following business was transacted.

Dr. Aleta Sullivan, PRCC Instructor of Biology, was recognized and congratulated for being selected as the recipient of the 2010 Distinguished Science Teacher Award by the Mississippi Science Teachers Association.

Dr. Grant then presented to the board the 2009-2010 Strategic Plan and Internal Performance Indicators Final Report and the 2009-2010 Institutional Planning and Effectiveness Document. Dr. Grant stated that both documents are available for the board's review and that copies are available upon request.

Chairman Waits requested approval of the **October 12, 2010, board meeting minutes**. A motion was made by Mr. Ladner, seconded by Dr. Clay, to approve the October 12, 2010, board meeting minutes. The motion carried.

Departmental reports were then presented by staff administrators. Those presenting reports included Dr. Grant, Dr. Burt, Dr. Breerwood, and Mr. Lovell.

The Buildings and Grounds Committee did not have any recommendations to present at today's meeting.

Chairman Waits then requested presentation of the financial reports by Roger Knight.

Roger Knight then presented the **Reconciled Bank Balances for October 31, 2010**, and the **Statement of Expenditures for October 31, 2010**. No action was necessary.

Mr. Knight presented for review and approval the **October 2010 Disbursement Register (Claim Docket) in the amount of \$4,378,193.33**. A motion was made by Mr. Haynes, seconded by Dr. Clay, to approve the October 2010 Disbursement Register (Claim Docket) as presented herein. The motion carried. The original Disbursement Register is on file in the Business Office.

Roger Knight then presented the following **bid** for approval:

- 21 Desktop Computers from KMAC Industries, Inc. in the amount of \$8,900.00. No other bids were received.
- 20 Netbook Computers from Strategic Allied Technologies, Inc. in the amount of \$11,000.00. No other bids were received.
- 72 Notebook Computers from Strategic Allied Technologies, Inc. In the amount of \$72,000.00. No other bids were received.

The funding source for these computer items will be from the \$200,000.00 U.S. Department of Education grant recently obtained through the efforts of the Russ Reid group.

A motion was made by Sonny Knight, seconded by Mr. Purvis, to approve the above defined **bid** for purchase as stated herein. The motion carried.

Roger Knight then presented for approval the **Fixed Asset Deletions Report for November 2010**. Said fixed assets are various unserviceable telephone, tools, electronic, and computer items in the amount of \$88,498.18. A motion was made by Dr. Burnett, seconded by Mr. Polk, to approve said Fixed Asset Deletions Report as presented. The motion carried. Said Fixed Asset Deletions Report for November 2010 is attached hereto as Exhibit "A" and made a part of these official minutes.

Dr. Lewis then requested for the presentation of personnel matters.

The following personnel **resignation/retirement** was presented by Dr. Breerwood:

- **Resignation for purpose of retirement of Mr. Ken Winter** from the position of Security Officer effective December 1, 2010.

A motion was made by Sonny Knight, seconded by Mr. Purvis, to accept the retirement of Mr. Ken Winter. The motion carried.

In legal matters, Mr. Smith provided an updated report on the matter of the Bond Sale Bids for the construction of the Career Education Center at the Forrest County Center. He stated that the sale of the bids was finalized on November 8, 2010, and will be payable on Friday, November 12, 2010.

In other business, Dr. Grant then requested approval of the following items for the Policy and Procedure Manual:

- **Mission Statement and Strategic Goals.** The Policy and Procedure Committee recommends no change. This was approved by the Administrative Council on October 13, 2010.

A motion was made by Dr. Clay, seconded by Mr. Ladner, to approve the Mission Statement and Strategic Goals as presented. The motion was unanimously approved.

- **Proposed Pearl River Community College Disclaimer.** The Policy and Procedure Committee recommends the disclaimer follow the letter from the President in the Policy and Procedure Manual. The recommendation was approved by the Administrative Council on October 13, 2010.

A motion was made by Dr. Harris, seconded by Mr. Poik, to approve the Proposed Pearl River Community College Disclaimer as presented. The motion was unanimously approved.

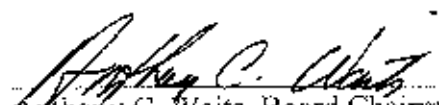
Said Mission Statement and Strategic Goals and the Proposed Pearl River Community College Disclaimer as presented and approved above are attached as Exhibit "B" and made a part of these official minutes.

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

- Announced that the Christmas Open House will be held at the President's Home on Thursday, December 9, during the hours of 2:00 to 5:00 p.m.
- Announced that the Christmas Vespers Service will be held on Tuesday, December 7, at 11:00 a.m. and again at 7:00 p.m. A pre-show dinner is planned for all trustees and their spouse (or guest) prior to the 7:00 p.m. service. The dinner will be held in the Special Events Room at 5:45 p.m.
- A bid opening for the Holden-Brownstone Performing Arts Center is scheduled for Thursday, December 16, in Jackson, MS.
- On-going meetings continue with Architect Larry Albert to discuss and develop preliminary plans for the Career Education Center (Forrest County Center). The ground breaking for this facility is anticipated March 2011.

There being no further business to come before the Board of Trustees, a motion was made by Sonny Knight, seconded by Mr. Ladner, to adjourn. The motion carried.

The next meeting of the PRCC Board of Trustees will be held on Tuesday, December 14, 2010, in the Olivia Bender Cafeteria Board of Trustees Room.

  
Anthony C. Waits, Board Chairman

  
M. L. "Sonny" Knight, Board Secretary

**Exhibit Items for the November 9, 2010 Board Meeting Minutes**

- Exhibit A Fixed Asset Deletions Report for November 2010
- Exhibit B Mission Statement and Strategic Goals and the Proposed Pearl River Community College Disclaimer

**Fixed Asset Deletions Report  
November 2010 Board Meeting**

Custodian	Perm Tag	Asset Desc.	Acq Date	LOCN	Serial Number	Cost
S Howard	1498	Mitel SX-2000 Light Phone Switch Node 1	1-Jan-97	DELETE	AA AIT9014	\$6,600.00
S Howard	1499	Mitel SX-2200 Light Phone Switch Node 2	1-Jan-97	DELETE	AA AIA2274	\$1,650.00
S Howard	1500	Mitel SX-2000 Light Phone Switch Node 3	1-Jan-97	DELETE	AA AIT1074	\$2,750.00
S Howard	1501	Mitel SX-2000 Light Phone Switch Node 4	1-Jan-97	DELETE	AA AIT1073	\$2,750.00
	1602	Solar Battery Charger	7-Oct-97	DELETE		\$339.95
S Howard	1608	Mitel Superset 700 Switchboard Console	1-Jan-97	DELETE	AA-AHZ2786	\$2,200.00
S Howard	1610	Mitel keyboard	1-Jan-97	DELETE		\$0.00
S Howard	1944	Mitel SX-2000 Light Phone Switch Node 9	1-Jan-97	DELETE	AA AIT 0972	\$2,750.00
S Howard	1945	Mitel SX-2000 Light Phone Switch Node 10	1-Jan-97	DELETE	AA AIT 0970	\$2,750.00
S Howard	1947	Mitel SX-2000 Light Phone Switch Node 7	1-Jan-97	DELETE	AA AIT 0969	\$2,750.00
S Howard	1971	Mitel Superset 700 CPU	1-Jan-90	DELETE		\$2,200.00
B Lewis	1980	Cavitron Model 3000 Scaler	1-Jun-96	DELETE	110-35784	\$840.00
B Lewis	2473	OHAUS-GT410 Balancing Scales	1-Jan-90	DELETE	None	\$1,249.00
B Lewis	2478	Weed Eater	21-May-97	DELETE	94010N12123	\$129.00
B Lewis	2479	Fertilizer Spreader	9-May-95	DELETE	45-0211-4087	\$138.00
B Lewis	2480	Linwelder Welding machine	1-Jan-90	DELETE		\$0.00
B Lewis	2481	Air compressor	1-Jan-90	DELETE	None	\$0.00
B Lewis	2482	Grinder	1-Jan-90	DELETE	W582	\$0.00
B Lewis	2486	Delta 16" motorized band saw	1-Jan-90	DELETE	50G59930	\$0.00
B Lewis	2488	Skil Jig Saw 4235	1-Jan-90	DELETE	None	\$0.00
B Lewis	2489	Weller Saudering Iron	1-Jan-90	DELETE	None	\$0.00
B Lewis	2490	Craftsman Socket Wrench Set	1-Jan-90	DELETE	None	\$0.00
B Lewis	2491	Vernier Caliper	1-Jan-90	DELETE	None	\$0.00
B Lewis	2492	5" Mikeometer	1-Jan-90	DELETE	None	\$0.00
B Lewis	2493	Dial Caliper	1-Jan-90	DELETE	None	\$0.00
B Lewis	2494	Step Mike	1-Jan-90	DELETE	None	\$0.00
B Lewis	2495	Gripset	1-Jan-90	DELETE	117-107	\$0.00
B Lewis	2712	Weed Eater Trimmer	1-Jan-90	DELETE	None	\$0.00
B Lewis	2713	Weed Eater Blower	1-May-98	DELETE	97093N100982-2	\$415.96
B Lewis	2832	Panasonic typewriter	1-Jan-90	DELETE	94004N07395	\$0.00
B Lewis	3891	GE 4-head VCR	1-Jul-97	DELETE		\$425.00
B Lewis	4339	Gateway Laptop Solo 2150CL	1-Oct-99	DELETE	911481703	\$119.96
B Lewis	4341	Gateway GP7-733 PC	23-May-00	DELETE		\$2,264.00
B Lewis	4342	Gateway Monitor 17" EV700	30-Jun-00	DELETE		\$1,671.00
B Lewis	4343	Gateway keyboard	30-Jun-00	DELETE	HDE2K5027390	\$280.00
B Lewis	4344	Canon BJC-2110 Printer	30-Jun-00	DELETE	D756142	\$0.00
			30-Jun-00	DELETE	FEU06865	\$59.00

B Lewis	4653 Canon BJC-2110 Printer	1-Mar-01 DELETE	FALC07915		\$74.00
B Lewis	4703 Magnavox HF VCR	30-Jun-01 DELETE		36636594	\$96.28
	4706 1700 Clark Burnisher (flr.mach.)	7-Feb-01 DELETE	ZA032B		\$1,123.50
B Lewis	4957 Gateway Keyboard	26-Sep-01 DELETE	H180595		\$0.00
B Lewis	4958 Gateway Monitor	26-Sep-01 DELETE	LIC13015687		\$134.00
B Lewis	4959 Gateway Pro S P4-1500 PC	26-Sep-01 DELETE		24942353	\$1,349.00
B Lewis	5076 Iomega ext. USB Drive 24/10/40x	5-Mar-02 DELETE	5BBN07B81R		\$187.95
B Lewis	5440 4610 Laptop Computer	7-Jun-04 DELETE	CNF3522WF8		\$1,048.88
B Lewis	5475 Dell 15" Flat Panel Monitor (cost assigned to CPU TAG 5477)	9-Jun-03 DELETE	252MIO73SC1202		\$0.00
B Lewis	5476 Dell Keyboard (cost assigned to CPU TAG 5477)	9-Jun-03 DELETE		2016563	\$0.00
B Lewis	5477 Dell AMD Athlon CPU	9-Jun-03 DELETE			\$1,089.80
B Lewis	5478 Dell 15" Flat Panel Monitor (cost assigned to CPU TAG 5480)	9-Jun-03 DELETE	MXOJ0947476053		\$0.00
B Lewis	5479 Dell Keyboard (cost assigned to CPU TAG 5480)	9-Jun-03 DELETE	07n242-38842-356-8J7		\$0.00
B Lewis	5593 Gateway Keyboard	12-Jun-02 DELETE	A288137		\$0.00
B Lewis	5594 Gateway 2000 Monitor	12-Jun-02 DELETE	LIC21370485		\$455.00
B Lewis	5596 Gateway Keyboard	12-Jun-02 DELETE	LIC21370697		\$0.00
B Lewis	5597 Gateway 2000 Monitor	12-Jun-02 DELETE	LIC21370697		\$475.00
B Lewis	10130 Porter Cable Sander	1-Jan-90 DELETE		551605	\$0.00
B Lewis	10131 Air Drill	1-Jan-90 DELETE	2078B109		\$0.00
B Lewis	10132 Black & Decker Standard Duty Holgun	1-Jan-90 DELETE		80411	\$0.00
B Lewis	10133 Regulator Pressure Gauge	1-Jan-90 DELETE		2436470	\$0.00
B Lewis	10134 Regulator Pressure Gauge	1-Jan-90 DELETE		2434843	\$0.00
B Lewis	10135 Micronta Electric Tester	1-Jan-90 DELETE	None		\$0.00
B Lewis	10136 Black & Decker Cordless 3/8" drill	1-Jan-90 DELETE	None		\$0.00
C Dean	10141D HP Officejet Pro K5400 Printer	14-Sep-07 DELETE	MY73R382G1		\$149.99
B Lewis	10461DS Gateway E4610S	25-Jan-08 DELETE		40567228	\$1,199.00
B Lewis	10462DS Gateway 19" Monitor	25-Jan-08 DELETE	M137BBON01912		\$49.99
B Lewis	10962D Non-Optic Handpiece VA-HP #Y140952	7-Jan-08 DELETE	06Y06942		\$600.45
B Lewis	10963D Optic Handpiece, VA-LUX-HP #Y140960	7-Jan-08 DELETE		7705497	\$786.50
B Lewis	12309FS Cavitron	2-Feb-10 DELETE		21936	\$2,231.99
C Dean	7296A DELL CPU	13-Jan-05 DELETE	6F5ZK61		\$365.05
C Dean	7302A DELL CPU	13-Jan-05 DELETE	GC5ZK61		\$365.05
B Lewis	7561AS FILM PROCESSOR	17-Nov-04 DELETE		473999	\$4,806.00
B Lewis	7589AS HP Laserjet 4200N Printer	1-Dec-04 DELETE	CNGX200843		\$1,399.00
B Lewis	7591AS HOWARD COMPUTER	18-Nov-04 DELETE	075402-4904		\$1,051.00
B Lewis	7592AS HOWARD COMPUTER	18-Nov-04 DELETE	075403-4904		\$1,051.00
B Lewis	7593AS HOWARD COMPUTER	18-Nov-04 DELETE	075404-4904		\$1,051.00
B Lewis	7595AS HOWARD COMPUTER	18-Nov-04 DELETE	075406-4904		\$1,051.00
B Lewis	7596AS HOWARD COMPUTER	18-Nov-04 DELETE	075407-4904		\$1,051.00
B Lewis	7598AS HOWARD COMPUTER	18-Nov-04 DELETE	075409-4904		\$1,051.00

B Lewis	7599AS	HOWARD COMPUTER
B Lewis	7600AS	HOWARD COMPUTER
B Lewis	7601AS	HOWARD COMPUTER
B Lewis	7602AS	HOWARD COMPUTER
B Lewis	7603AS	HOWARD COMPUTER
B Lewis	7604AS	HOWARD COMPUTER
B Lewis	7606AS	HOWARD COMPTEER
B Lewis	7607AS	HOWARD COMPUTERS
B Lewis	7608AS	HOWARD COMPUTER
B Lewis	7609AS	HOWARD COMPUTER
B Lewis	7610AS	HOWARD COMPUTER
B Lewis	7611AS	HOWARD COMPUTER
B Lewis	7612AS	HOWARD COMPUTER
B Lewis	7613AS	HOWARD COMPUTER
B Lewis	7641A	HP Laserjet 1320 Printer
B Lewis	7763A	DELL 17" Flat Panel Monitor (cost assigned to Tag 7765A)
B Lewis	7764A	DELL KEYBOARD (COST ASSIGNED TO TAG 7765A)
B Lewis	7765A	DELL CPU
C Tanguis	8070B	Dell Computer
C Tanguis	8080B	Dell Monitor
C Tanguis	8081B	Dell Computer
C Tanguis	8083B	Dell Monitor
C Tanguis	8085B	Dell Computer
C Tanguis	8086B	Dell Monitor
C Tanguis	8097B	Dell Monitor
B Lewis	8371BS	Gateway Monitor
B Lewis	8372BS	Gateway E-4300 Computer
B Lewis	8385BS	17"Blk LCD Flat Panel Monitor
B Lewis	8386BS	Gateway E-4300 Computer
B Lewis	8387BS	Gateway 17" LCD Flat Panel Monitor
B Lewis	8388BS	Gateway E-4300 Computer
B Lewis	8395BS	Gateway Monitor
B Lewis	8396BS	Gateway E-4300 Computer
B Lewis	8521B	Dell Flat Panel Monitor
B Lewis	8522B	Dell Dimension 3000 Computer
C Tanguis	8791B	Dell Computer
C Tanguis	8793B	Dell Computer
B Lewis	9405CS	Gateway E4610S Computer
B Lewis	9429CS	Gateway 17" Monitor
B Lewis	9672CS	Dell Latitude Notebook W/Flash Drive Laptop

			11/5/2010
18-Nov-04	DELETE	075410-4904	\$1,051.00
18-Nov-04	DELETE	075388-4904	\$1,051.00
18-Nov-04	DELETE	075389-4904	\$1,051.00
18-Nov-04	DELETE	075390-4904	\$1,051.00
18-Nov-04	DELETE	075391-4904	\$1,051.00
18-Nov-04	DELETE	075392-4904	\$1,051.00
18-Nov-04	DELETE	075394-4904	\$1,051.00
18-Nov-04	DELETE	07395-4904	\$1,051.00
18-Nov-04	DELETE	075396-4904	\$1,051.00
18-Nov-04	DELETE	075397-4904	\$1,051.00
18-Nov-04	DELETE	075398-4904	\$1,051.00
18-Nov-04	DELETE	075401-4904	\$1,051.00
18-Nov-04	DELETE	075400-4904	\$1,051.00
18-Nov-04	DELETE	075399-4904	\$1,051.00
27-Apr-05	DELETE	CNFC54D151	\$382.50
26-Apr-05	DELETE	CN-OU4931-46633-53U1	\$0.00
26-Apr-05	DELETE	CNOJ46287161652H056Z	\$0.00
26-Apr-05	DELETE	1S5N971	1,206.06
18-Aug-05	DELETE	4RYQ081	\$978.43
18-Aug-05	DELETE	CNOD5428728725657CAS	\$0.00
18-Aug-05	DELETE	1QYQ081	\$978.43
18-Aug-05	DELETE	CNOD5428728725658AJS	\$0.00
18-Aug-05	DELETE	HQYQ081	\$978.43
18-Aug-05	DELETE	CNOD542872872565371S	\$0.00
18-Aug-05	DELETE	CNOD5428728725658AJS	\$0.00
25-Jan-06	DELETE	MRU5750N03712	\$359.00
25-Jan-06	DELETE	36124252	\$940.00
13-Jan-06	DELETE	MRU5750N04616	\$359.00
13-Jan-06	DELETE	36124251	\$940.00
13-Jan-06	DELETE	MRU5750N04615	\$359.00
13-Jan-06	DELETE	36124250	\$940.00
13-Jan-06	DELETE	MRU5750N04621	\$359.00
13-Jan-06	DELETE	36122940	\$940.00
3-Jan-06	DELETE	CNOY44137287258C1VEL	\$0.00
3-Jan-06	DELETE	5NF3091	\$573.42
8-Jun-06	DELETE	C9YH0B1	\$1,041.20
8-Jun-06	DELETE	5BYH0B1	\$1,041.20
23-Jan-07	DELETE	38621634	\$1,153.09
23-Jan-07	DELETE	MG46B70P00840	\$147.27
14-Feb-07	DELETE	FJ7RFC1	\$1,462.00

B Lewis	NT146	Shovel	1-Jan-90 DELETE	None	11/5/2010
B Lewis	NT147	Post hole digger	6-May-96 DELETE	None	\$0.00
B Lewis	NT148	Ax	1-Jan-90 DELETE	None	\$22.87
B Lewis	NT149	Micrometer (small box)	1-Jan-90 DELETE	None	\$0.00
B Lewis	NT150	Bar Clamp Set	1-Jan-90 DELETE	None	\$0.00
B Lewis	NT151	C Clamp	1-Jan-90 DELETE	None	\$0.00
			<b>Total</b>		<u>\$88,498.18</u>

Date Approved by Board \_\_\_\_\_

Signature of Dean of Business Services \_\_\_\_\_

## **MISSION STATEMENT**

Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.

## **STRATEGIC GOALS**

1. To prepare students to transfer and be successful in their studies at baccalaureate institutions and/or to be successful in careers for which they have been prepared.
2. To provide quality student services.
3. To provide access to college courses and programs using various instructional methods, including distance education.
4. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.
5. To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, augment community services, and make college services available via the Internet.
6. To improve communication among campus personnel and community members regarding the College goals, objectives, and activities.
7. To recruit and retain students from a diverse population.
8. To provide workforce training programs that meet requirements of business, industry, educational, and public service agencies for basic skills, specific job skills, and technical skills training.



**PEARL RIVER COMMUNITY COLLEGE**

**POLICY AND PROCEDURE MANUAL**

**DISCLAIMER**

The policies contained in this manual have been approved by the Board of Trustees of Pearl River Community College and are subject to change by the Board of Trustees at any time. Procedures attached to the policies have been approved by the Administrative Council and the President of the College and are also subject to change at any time. The Policy and Procedure Manual provides guidelines for students, faculty, and staff of the College and for the community served by the College. The Manual does not imply any contractual rights. The official copy of the Manual is available online at [www.prc.edu](http://www.prc.edu). A print copy that is up-to-date at the time it is printed may be obtained from the Office of Planning and Research in the Alexander Administration Building on the Poplarville Campus.