

PEARL RIVER COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING MINUTES

June 12, 2012

The Board of Trustees of Pearl River Community College met at 1:00 p.m. on Tuesday, June 12, 2012, for their monthly meeting in the Board of Trustees Room in the Olivia Bender Cafeteria on the Poplarville Campus.

TRUSTEES IN ATTENDANCE/ABSENT:

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

PRCC STAFF: President Dr. William Lewis, Vice President for Business and Administrative Services Mr. Roger Knight, Vice President for Poplarville Campus and Hancock Center Dr. Adam Breerwood, Director of Public Relations Mr. Chuck Abadie, Vice President for General Education and Technology Services Dr. Martha Lou Smith, Director of Development Foundation/Alumni Association Mr. Ernie Lovell, Vice President for Enrollment Management Mr. Dow Ford, Vice President for Forrest County Operations Dr. Cecil Burt, President's Administrative Assistant Ms. Marilyn Dillard, and Board Attorney Mr. Martin Smith

GUESTS: None

Chairman Frank Ladner opened the meeting by welcoming all attendees to today's meeting. He requested everyone to stand for the Invocation and Pledge of Allegiance. Dr. Burnett provided the Invocation. After the Pledge of Allegiance, the following business was transacted.

At this time, Dr. Lewis recognized Dr. Cecil Burt for 40 years of service to the College.

At the request of Dr. Lewis, Mr. Ford presented an overview and provided a handout on the Mississippi Department of Education's changes in college admission. He reported that if a student enrolls in higher education for the first time after July 1, 2012, in order to be eligible for federal student aid, that student must have either a high school diploma or a General Educational Development certificate (GED) or have been home schooled. He added that these changes have been incorporated into the College's Admission Policy.

Chairman Ladner requested approval of the **May 8, 2012, board meeting minutes**. A motion was made by Mr. Haynes, seconded by Mr. Knight, to approve the May 8, 2012, board meeting minutes. The motion carried.

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

On behalf of the Buildings and Grounds Committee, Dr. Lewis reported on the bids for the new men's dormitory received on Thursday, May 24, 2012. He stated that the lowest bid was higher than the projected bid amount and available funds. Dr. Lewis recommended that the board reject all 12 bids, let the architect re-design the dormitory specifications, and then submit the project for rebidding. A motion was made by Mr. Robbins, seconded by Mr. Nobles, to approve the re-bidding of the new men's dormitory as defined herein. The motion carried.

Roger Knight then presented and reviewed the **Reconciled Bank Balances for May 31, 2012**, and the **Statement of Expenditures for May 31, 2012**. No action was necessary.

Mr. Knight presented for review and approval the **May 2012 Disbursement Register (Claim Docket) in the amount of \$1,532,944.49**. A motion was made by Mr. Knight, seconded by Mr. Polk, to approve the May 2012 Disbursement Register (Claim Docket) as presented herein. The motion carried. The original Disbursement Register is on file in the Business Office.

Mr. Knight then presented a **Single Source Item** for a Fingerprint Transmission System with Live Scan or Card Scan Configurations for the Nursing Education Department in the amount of \$6,553.00. This single source item is from Automation Designs and Solutions, Inc. A motion was made by Mr. Nobles, seconded by Mr. Waits, to approve said Single Source Item for purchase. The motion carried.

Mr. Knight then presented the **Fixed Asset Deletions Report for June 2012** in the amount of \$725.54. Said report contains various non-serviceable computer items for salvage. A motion was made by Mr. Freeman, seconded by Mr. Nobles, to approve. The motion carried. The Fixed Asset Deletions Report for June 2012 is on file in the Business Office.

The **PRCC Instructional Salary Schedule For the Year Ended June 30, 2013** was then presented for approval by Mr. Knight. A motion was made by Mr. Polk, seconded by Mr. Freeman, to approve said salary schedule as presented. The motion carried.

Mr. Knight then presented and provided a copy of the **PRCC Budgets for FY 2012-2013**. After his presentation and board discussion the budget, Mr. Knight requested board approval of the budget. Mr. Knight stated that the 2012-2013 Budget provides a 2 percent salary increase for all employees. A motion was made by Mr. Nobles, seconded by Dr. Burnett, to approve the PRCC Budgets for FY 2012-2013 as presented. The motion carried.

The following personnel **resignations and retirements** were presented as follows:

Dr. Breerwood presented the **resignations** of **Ms. Zaria Williams** from the position of Assistant Women's Basketball Coach/Student Advisor effective June 30, 2012; **Mr. Zack Zulli** from the position of Assistant Baseball Coach/Instructor of HPR effective May 15, 2012; and the **retirements** of **Ms. Brenda Lee** from the position of Instructor of Associate Degree Nursing effective May 15, 2012; and **Ms. Delite Bunn** from the position of Head Resident of Holden Residence Hall effective May 30, 2012.

Dr. Burt presented the **resignations** of **Mr. Harold Schultz** from the position of Instructor of Biology effective May 15, 2012, and **Ms. Rebecca Brown** from the position of WIN Office Technology Program Coordinator/Instructor effective June 15, 2012.

Mr. Knight presented the **retirement** of **Ms. Helen Jarvis** from the position of Custodian effective June 30, 2012.

Dr. Smith presented the **retirement** of **Ms. Jeanne Dyar** from the position of Director of College Libraries (11 mos) effective June 30, 2012.

A motion was made by Mr. Nobles, seconded by Mr. Waits, to approve and accept the personnel **resignations and retirements** as presented and defined above. The motion carried.

The following personnel recommendations were presented as follows:

Dr. Breerwood presented the **transfer** of **Ms. Meghan James** from the position of Assistant Softball Coach/Student Services and Athletic Department Assistant to the position of Coordinator of Residence and Student Life effective July 1, 2012, and the **transfer** of **Ms. Amy Esslinger** from the position of part-time, temporary Instructor of Associate Degree Nursing to the full-time permanent position of Instructor of Associate Degree Nursing effective July 1, 2012.

Dr. Burt presented the **employment** of **Ms. Debbie Goldberg** for the position of Instructor of Occupational Therapy Assistant Technology (Clinical)(12mos) effective July 1, 2012, and the **employment** of **Ms. Hope Baldwin** for the position of WIN Office Technology Instructor effective July 1, 2012.

A motion was made by Dr. Burnett, seconded by Mr. Robbins, to approve the personnel **transfers and employment recommendations** as presented and defined above. The motion carried.

Dr. Lewis then presented the annual **2012-2013 Personnel Recommendations** for board approval. A motion was made by Mr. Robbins, seconded by Mr. Freeman, to approve the 2012-2013 Personnel Recommendations as presented. The motion carried.

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

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

- Reminded the board that the annual MACJC Trustees Conference will be held July 13-14, 2012. Trustees attending the conference in Tunica, Mississippi, are Frank Ladner, Teresa Stafford, and H. R. Nobles.
- Reported that Mr. Preston Smith, Principal Owner of Business Information Services, LLC, will be providing a presentation on the **Demographics Study and Enrollment Projections of Pearl River Community College** at the July 17, 2012 meeting.
- Reported that PRCC ranks #1 in Mississippi for graduation completion rates and #17 nation-wide.
- Reported that the College's website is being revamped with a new branding design by Rare Designs of Hattiesburg.
- Dr. Lewis informed the board that effective July 1, 2012, he will begin a two-year term as Chairman of the Mississippi Community College President's Association.

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

The next meeting of the PRCC Board of Trustees will be held Tuesday, July 17, 2012, at 1:00 p.m. in the Board of Trustees Room in the Olivia Bender Cafeteria on the Poplarville Campus.

Frank Ladner, Board Chairman

M. L. "Sonny" Knight, Board Secretary

The official signed minutes are on file in the PRCC President's Office and are available for viewing upon request.