

# PEARL RIVER COMMUNITY COLLEGE

## BOARD OF TRUSTEES MEETING MINUTES

**August 13, 2013**

The Board of Trustees of Pearl River Community College met Tuesday, August 13, 2013, at 1:00 p.m. for their monthly meeting in the Pearl River Community College Olivia Bender Cafeteria's Board of Trustees Room in Poplarville, Mississippi.

### **TRUSTEES IN ATTENDANCE/ABSENT:**

Mr. Frank Ladner, Chairman	Mr. Dale Purvis
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	Mr. Purvis W. "P.W." Polk, Jr.
Mr. Ike Haynes	Dr. Gale Harris
Mr. Anthony Charles "Tony" Waits	Mr. Don Welsh
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, Vice President for General Education and Technology Services Dr. Martha Lou Smith, Director of Development Foundation/Alumni Association Mr. Ernie Lovell, Vice President for Forrest County Operations Dr. Cecil Burt, Director of Public Relations Mr. Chuck Abadie, Vice President for Economic and Community Development Dr. Scott Alsobrooks, Director of Institutional Effectiveness Dr. Jennifer Seal, Director of Information Technology Mr. Steve Howard, Board Attorney Mr. Martin Smith, and President's Administrative Assistant Ms. Marilyn Dillard

### **GUESTS: None**

Chairman Frank Ladner opened the meeting by welcoming all trustees, spouses, and guests to today's meeting. Alan Dedeaux provided the Invocation. After the Invocation, the following business was transacted.

Dr. Lewis then recognized and welcomed Steve Howard and Dr. Jennifer Seal. Mr. Howard provided a presentation on the College's newly activated Call Center which was implemented to handle the volume of calls during registration, and Dr. Seal provided a presentation on the Quality Enhancement Plan (QEP) which focuses on student learning.

Chairman Ladner requested approval of the **July 12, 2013, board meeting minutes**. A motion was made by Herbert Ray Nobles, seconded by Ike Haynes, to approve the July 12, 2013, board meeting minutes. The motion was unanimous.

Departmental reports were then presented by Dr. Smith, Dr. Burt, Dr. Breerwood, Dr. Alsobrooks, and Mr. Lovell.

The Buildings and Grounds Committee met today prior to the board meeting. Chairman Sonny Knight requested that Dr. Lewis provide the details on the possible property purchase at the Forrest County Center.

Sonny Knight, Chair of the Buildings and Grounds Committee, reported that the committee met prior to today's board meeting. He stated that the committee discussed the issue of purchasing the **Pete Johnson property located adjacent to the Forrest County Center**. He asked Dr. Lewis to provide the details to the full board. Dr. Lewis stated that the possible purchase of the Pete Johnson property that borders the Forrest County Center has been discussed with the board in past meetings. He reported that this nine-plus acre plot of land is for sale and the purchase of the land will allow much needed parking space and other facilities. He added that this purchase will create many opportunities for the College, and it will be a wise decision for future planning. Dr. Lewis added that he recommends, along with the agreement of the Buildings and Grounds Committee, the board's approval to purchase this nine-plus acre plot of land. A motion was then made by Herbert Ray Nobles, seconded by Craig Robbins, to approve the purchase of the nine-plus acre plot of land currently owned by Pete Johnson. During discussion of the land purchase, Dr. Lewis informed the board that the funds for this project are available through the Bureau of Building and Grounds, and that two appraisals have been obtained with the average price being \$930,000.00. Final purchase of this property will also be contingent on approvals by the State Bureau of Building, Grounds, and Real Property Management and the Mississippi Community College Board. After discussion, a vote was taken on the motion, and the motion carried. All board members voted in favor of the motion with the exception of Sonny Knight who voted no.

On behalf of the Buildings and Grounds Committee, Committee Chairman Sonny Knight made a motion to **employ an architect to begin a new 10-year master plan study for the Poplarville Campus and an architect to develop a concept for a new science laboratory building and a renovation of the existing Science and Mathematics Building**. The motion was seconded by Ike Haynes, and the motion carried.

In the financial reports, Roger Knight presented and reviewed the **Reconciled Bank Balances and Unrestricted Current Fund Statement of Expenditures for July 31, 2013**. No action was necessary.

Mr. Knight then presented for review and approval the **July 2013 Disbursement Register (Claim Docket) in the amount of \$3,278,901.74**. A motion was made by Dr. Burnett, seconded by Alan Lumpkin, to approve the July 2013 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 three **Fixed Asset Deletions Reports for August 2013** in the amounts of \$48,991.36. These reports contain various computer and electronic items that are no longer useable or serviceable and will be salvaged. A motion was made by Herbert Ray Nobles, seconded by Alan Dedeaux, to approve said Fixed Asset Deletions Reports for August 2013 for salvage. The motion was unanimous. The reports as defined herein are on file in the Business Office.

The following **employee resignations** and a **program closure** were then presented for approval and or acceptance:

- Dr. Breerwood presented the **resignation** of **Ms. Becky Giardino** from the position of Instructor of Sociology effective July 22, 2013, and the **resignation** of **Mr. Wesley Pheiffer** from the position of Recruiter effective August 1, 2013.
- Dr. Alsobrooks presented the **resignation** of Mr. Samuel Lawler from the position of Instructor of Heating, Air Conditioning and Refrigeration Technology effective July 29, 2013.

- Dr. Alsobrooks presented the **closure** of the **Web Development Technology Program** due to low enrollment. The program will work with all currently enrolled sophomore students with an effective closeout date of May 14, 2014.

A motion was made by Dr Ben Burnett, seconded by Brian Freeman, to approve and accept the employee resignations and program closure as presented and defined above. The motion was unanimous.

The following **employee recommendations** were then presented for approval and or acceptance:

- Dr. Alsobrooks presented the **employment** of **Mr. Ralph King** for the position of Instructor of Computer Networking Technology effective August 5, 2013.
- Dr. Burt presented the **employment** of **Dr. Douglas “Rudy” Gatlin II** for the positions of Instructor of Psychology (3/5) (FCC) & Instructor of Music (2/5)(FCC) effective immediately.
- Dr. Breerwood presented the **employee transfer** of **Dr. Aaryn Purvis** for the position of Instructor of Sociology effective August 5, 2013. Dr. Purvis has been employed at Pearl River Community College since 2010 as an adjunct instructor and Title III Grant Specialist.
- Dr. Breerwood presented the **employment** of **Mr. James Hudson** for the position of Instructor of Speech (3/5)(Hancock Center) effective August 5, 2013.

A motion was made by Sonny Knight, seconded by Brian Freeman, to approve the above define recommendations for employment as stated. The motion was unanimous.

In **Legal Matters**, Mr. Smith reported that there are no legal issues to present to the board today.

In Other Business matters, Roger Knight recommended for approval the employment of **Albert and Associates Architects for architectural services for the Re-Roofing Project of Building 5 on the Forrest County Center Campus**. This project will be paid by the Repair/Replace Fund provided by the Mississippi Legislature. A motion was made by Sonny Knight, seconded by Herbert Ray Nobles, to approve the architectural services of Albert and Associates for the Re-Roofing Project of Building 5 on the Forrest County Center Campus. The motion was unanimous.

Dr. Smith presented for approval the **Off Site Locations of Class Offerings**. A motion was made by Alan Lumpkin, seconded by Herbert Ray Nobles, to approve said Off Site Locations of Class Offerings as presented. The motion was unanimous. A copy of the Off Site Locations of Class Offerings is attached hereto as Exhibit “A” and made a part of these official minutes.

Chairman Frank Ladner discussed the **Trustee Scholarship and Flower Fund**. He requested that all contributions (\$175.00 per board member) be taken care of within the next week. After some discussion, Sonny Knight made a motion that all trustees contributions to this fund be withheld through the business office and taken from the travel/per diem payments that are provided for board members. Alan Lumpkin seconded the motion, and the motion was unanimous.

In the President’s Report, Dr. Lewis reported that a grand opening ceremony will be held for the Ethel Holden Brownstone Center for the Arts Tuesday, September 24, 2013. He stated that the grand opening will include a ribbon cutting ceremony and a performance by the Mississippi Symphony and that the price of tickets will be \$15.00.

Dr. Lewis also informed the board that a pre-meal dinner will be held prior to the opening football game on August 29. Invitations will be mailed for the pre-game meal which will be held at 5:30 p.m. in the Olivia Bender Cafeteria's West Dining Room.

A motion was then made by Herbert Ray Nobles, seconded by Tony Waits, to **consider entering** Executive Session to discuss a personnel matter. The motion was unanimous.

A motion was then made by Gale Harris, seconded by Sonny Knight, to **remain** in Executive Session. The motion was unanimous.

A motion was then made by Herbert Ray Nobles, seconded by Dale Purvis, to **exit** Executive Session. The motion was unanimous.

As a note to the minutes, no action was taken during Executive Session.

There being no further business to come before the Board of Trustees, a motion was made by Herbert Ray Nobles, seconded by Sonny Knight, to adjourn. The motion was unanimous.

The next meeting of the PRCC Board of Trustees will be held **Tuesday, September 10, 2013**, at 1:00 p.m. in the Olivia Bender Cafeteria Board of Trustees Room.

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Frank Ladner, Board Chairman

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M. L. "Sonny" Knight, Board Secretary

Exhibit A

Off Site Locations of Class Offerings

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.