

# PEARL RIVER COMMUNITY COLLEGE

## BOARD OF TRUSTEES MEETING MINUTES

**May 10, 2016**

The Board of Trustees of Pearl River Community College met Tuesday, May 10, 2016, at 1:00 p.m. for their monthly meeting in the Olivia Bender Cafeteria's Board of Trustees Room on the Pearl River Community College Campus in Poplarville, Mississippi.

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

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

**PRCC STAFF:** President Dr. William Lewis, Vice President for Business and Administrative Services Mr. Roger Knight, Assistant Director of Public Relations Ms. Janet Braswell, Vice President for Education and Technology Services Dr. Martha Lou Smith, Vice President for the Poplarville Campus and Hancock Center Dr. Adam Breerwood, Executive Director of Development Foundation/Alumni Association Mr. Ernie Lovell, Vice President for Forrest County Operations Dr. Jana Causey, Vice President for Planning and Institutional Research Dr. Jennifer Seal, Vice President for Workforce and Economic Development Dr. Scott Alsobrooks, Director of Nursing Education Dr. Arlene Jones, PRCC Board Attorney Ms. Manya Bryan, and President's Administrative Assistant Ms. Marilyn Dillard

### **Invocation and Pledge**

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

### **Welcome/Guests**

No guests were present for today's meeting.

### **Approval of Minutes**

Chairman Lumpkin requested approval of the **April 12, 2016 board meeting minutes**. A motion was made by Frank Ladner, seconded by Dale Purvis, to approve the April 12, 2016 board meeting minutes. The motion was unanimous.

### **Departmental Reports**

Departmental reports were given by Dr. Smith, Dr. Causey, Dr. Breerwood, Dr. Alsobrooks, and Ernie Lovell.

### **Financial Reports**

In the Financial Reports, Roger Knight presented and reviewed the **Reconciled Bank Balances and Unrestricted Current Fund Statement of Expenditures for April 30, 2016**. No action was necessary.

Mr. Knight presented for review and approval the **April 2016 Disbursement Register (Claim Docket) in the amount of \$1,807,656.33**. A motion was made by Herbert Ray Nobles, seconded by Sonny Knight, to approve the April 2016 Disbursement Register (Claim Docket) as presented herein. The motion was unanimous. The original Disbursement Register is on file in the Business Office.

Mr. Knight presented the **May 2016 Fixed Asset Deletions Report** in the amount of \$266,170.55. This report contains various unserviceable furniture, computer, and other electronic items that are no longer in use and will be prepared for salvage. A motion was made by Sonny Knight, seconded by Tony Waits, to approve the Fixed Asset Deletions Report as defined and stated herein. The motion was unanimous.

Mr. Knight presented for approval the **FY 2017 Student Fee Sheet**. After review and discussion, a motion was made by Sonny Knight, seconded by Herbert Ray Nobles, to approve the FY 2016-2017 Student Fee Sheet. The motion was unanimous. A copy of the FY 2016-2017 Student Fee Sheet is attached hereto as Exhibit A and made a part of these official minutes.

Mr. Knight presented for approval the **Pearl River Community College Instructional Salary Schedule for the fiscal Year Ended June 30, 2017**. After review and discussion, a motion was made by Frank Ladner, seconded by Dale Purvis, to approve said FY 2017 Instructional Salary Schedule as presented and defined herein. The motion was unanimous. A copy of the FY 2017 Instructional Salary Schedule is attached hereto as Exhibit B and made a part of these official minutes.

### **Executive Session**

At this time a motion was made by Frank Ladner, seconded by Tony Waits, to **consider entering** into Executive Session to discuss personnel issues. The motion was unanimous.

A motion was made by Frank Ladner, seconded by P.W. Polk, to **enter** into Executive Session. The motion was unanimous.

A motion was made by Will Russell, seconded by Alan Dedeaux, to **exit** Executive Session. The motion was unanimous.

No action was taken during the Executive Session.

### **Personnel Matters**

Dr. Breerwood presented the following **retirements**:

- Retirement of **Dr. Ann Moore** from the position of Director of Counseling Center/Placement Director effective June 30, 2016.
- Retirement of **Dr. Robert Escudero** from the position of Director of Student Support Services effective June 30, 2016.

- Retirement of **Ms. Carlette Bonnette** from the position of Student Support Services Academic Coach effective May 31, 2016.

A motion was made by Will Russell, seconded by Tony Waits, to approve and accept the retirements of Dr. Moore, Dr. Escudero, and Ms. Bonnette as presented and defined herein. The motion was unanimous.

Dr. Breerwood presented the following **non-renewal of contracts for FY 2017**:

- Non-renewal of **Ms. Naomi Bridgers'** contract for the position of Associate Degree Nursing Skills Lab Manager.
- Non-renewal of **Ms. Marla Breland's** contract for the position of 3/5 Instructor of Associate Degree Nursing.

A motion was made by Sonny Knight, seconded by Tess Smith, to approve the non-renewal of contracts for FY 2017 for Ms. Bridgers and Ms. Breland as presented and defined. The motion was unanimous.

- Non-renewal of **Mr. Josh Hoffpauir's** contract for the position of Head Baseball Coach (3/5)/Instructor of HPR (1/5)/and Athletic Advisor (1/5).

A motion was made by Tony Wait, seconded by Teresa Stafford, to approve the non-renewal of a contract for FY 2017 for Mr. Hoffpauir as presented and defined herein. The motion was unanimous.

Dr. Breerwood presented the following employee **recommendations**:

- Recommendation of employment for **Ms. Tyia Brooks** for the position of Assistant Director of Financial Aid Compliance effective July 1, 2016.
- Recommendation of employment for **Ms. Jamie Amacker** for the position of Mathematics Laboratory Instructor effective August 8, 2016.

A motion was made by Dale Purvis, seconded by Frank Ladner, to approve the employment of Ms. Brooks and Ms. Amacker as presented and defined herein. The motion was unanimous.

Dr. Alsobrooks presented the following **new positions** for the Adult Education Program (ABE/GED):

- Recommendation and approval of two new positions, Adult Basic Education Instructors (Poplarville Campus and Forrest County Center) for the Adult Education Program. These positions will be funded under the MI-Best/Kellogg Grant and will allow for one new instructor at the Poplarville Campus and one new instructor at the Forrest County Center. These positions will be grant-funded effective August 1, 2016 for a period of one year. FY 2017 grant year date is September 1, 2016 to August 31, 2017.

A motion was made by Dale Purvis, seconded by P.W. Polk, to approve the two new grant positions for the Adult Basic Education Program as presented and defined herein. The motion was unanimous.

**Legal Matters**

There were no Legal Matters to present at today's meeting.

**Other Business**

At the request of Dr. Lewis, Dr. Jennifer Seal presented for approval the following PRCC policies:

- **PRCC Non-Discrimination Policy** – A motion was made by Herbert Ray Nobles, seconded by Alan Dedeaux, to approve changes to the PRCC Non-Discrimination Policy as presented and defined herein. The motion was unanimous.
- **PRCC Social Media Policy (new policy)** – A motion was made by Alan Dedeaux, seconded by Dale Purvis, to approve the new PRCC Social Media Policy as presented and defined herein. The motion was unanimous.
- **PRCC Substance Testing for Students in Selected Programs Policy** – A motion was made by Dale Purvis, seconded by Frank Ladner, to approve changes to the PRCC Substance Testing for Students in Selected Programs Policy as presented and defined herein. The motion was unanimous.

**President's Report**

- Reminded board members that the MACJC Trustees Conference will be held July 8-9, 2016 at the Beau Rivage Resort in Biloxi, Mississippi. The July board meeting will be held in conjunction with the Trustees Conference on Friday, July 8. Marilyn Dillard stated that room reservations and confirmations have been secured at the Beau Rivage and that this and other conference information will be made available in the near future.

**Adjournment**

There being no further business to come before the Board of Trustees, the meeting was called for adjournment. A motion was made by Dale Purvis, seconded by Tony Waits, to adjourn. The motion was unanimous.

The next meeting of the PRCC Board of Trustees will be held Thursday, June 16, 2016, at 1:00 p.m. in the Olivia Bender Cafeteria's Board of Trustees Room at Pearl River Community College in Poplarville, Mississippi.

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Alan Lumpkin, Board Chairman

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M. L. "Sonny" Knight, Board Secretary

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