

# PEARL RIVER COMMUNITY COLLEGE

## BOARD OF TRUSTEES MEETING MINUTES

August 8, 2017

The Board of Trustees of Pearl River Community College met Tuesday, August 8, 2017, at 1:00 p.m. for their monthly meeting in the Board of Trustees Room at Pearl River Community College in Poplarville, Mississippi.

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

Mr. Alan Lumpkin, Chairman  
Mr. Alan Dedeaux, Vice Chairman  
Mr. M. L. "Sonny" Knight, Secretary  
Ms. Tess Smith - Absent  
Mr. Dale Purvis  
Mr. Purvis W. "P.W." Polk, Jr.  
Dr. Gale Harris  
Mr. Anthony Charles "Tony" Waits

Mr. Frank Ladner  
Mr. Herbert Ray Nobles  
Ms. Wendy Bracey  
Mr. Donnie Williamson  
Mr. Brian Freeman  
Mr. Will Russell  
Mr. Don Welsh  
Ms. Teresa Lynn Stafford - Absent

**PRCC STAFF:** President Dr. Adam Breerwood, Vice President for College Operations Mr. Roger Knight, Vice President for Poplarville Campus and Instruction Dr. Martha Lou Smith, Vice President for Planning and Institutional Research Dr. Jennifer Seal, Vice President for Forrest County Operations Dr. Jana Causey, Director of the Development Foundation and Alumni Affairs Mr. Ernie Lovell, Director of Public Relations Mr. Chuck Abadie, Vice President for Workforce and Economic Development Dr. Scott Alsobrooks, PRCC Board Attorney Ms. Manya Bryan, and President's Executive Administrative Assistant Ms. Marilyn Dillard

### **Invocation and Pledge**

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

### **Welcome/Guests**

Dr. Breerwood opened the meeting by welcoming everyone to today's meeting. A special welcome was extended to Mr. Shea McNease, P.E, Shows, Dearman and Waits Engineering, Inc., who will be providing an update on the PRCC Hattiesburg Campus Pedestrian Commons Project, and to Ms. Angela Herzog, CPA, Herzog CPA Company, PLLC, who will provide an overview of the PRCC FY 2016 Audit Report.

### **Presentations**

Dr. Breerwood recognized Mr. Shea McNease, P.E., who provided an update on the **Forrest County Center Pedestrian Commons project**. Mr. McNease stated that this project will be constructed between Buildings #3 and #5 and will form a horseshoe shape encompassing the adjacent parking lot into a pedestrian commons area with handicap and non-handicap pathways. He added that the project will be funded with 80 percent federal highway administration funds and 20 percent matching funds. He requested board approval of two items before this project can proceed: (1) To authorize President Adam Breerwood as the LPA Official and (2) To authorize the advertising process in the Clarion Ledger. The tentative timeline for this project is the opening of bids on September 19, presentation of the winning bid at the October board meeting, and contractor work to begin at the end of this year. On item #1, a motion was made by Frank Ladner, seconded

by Herbert Ray Nobles, to approve Dr. Breerwood as the designated LPA Official as stated and defined herein. The motion was unanimous. On item #2, a motion was made by Brian Freeman, seconded by Will Russell, to authorize the advertisement of bids for this project in the Clarion Ledger as stated and defined herein. The motion was unanimous.

Dr. Breerwood then recognized Ms. Angela Herzog, CPA, who provided an overview of the **PRCC FY 2016 Audit Report**. After the presentation of the audit, she informed the board that the audit contains no financial or federal findings. She further stated that the report received an unmodified report which means that this is the best report that can be issued. She congratulated the board of trustees on a great audit report.

### **Approval of Minutes**

Chairman Lumpkin requested approval of the **July 11, 2017 board meeting minutes**. A motion was made by Frank Ladner, seconded by Tony Waits, to approve the July 11, 2017 board meeting minutes. The motion was unanimous.

### **Departmental Reports**

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

### **Financial Reports**

Mr. Roger Knight, Vice President for College Operations, presented today's Financial Reports.

Mr. Knight presented and reviewed the **Reconciled Bank Balances and Unrestricted Current Fund Statement of Expenditures ending July 31, 2017**. No action was necessary.

Mr. Knight presented for review and approval the **July 2017 Disbursement Register (Claim Docket) in the amount of \$1,788,654.77**. A motion was made by Tony Waits, seconded by Sonny Knight, to approve the July 2017 Disbursement Register as presented herein. The motion was unanimous. The original Disbursement Register is on file in the Business Office.

Mr. Knight presented the following **Single Source Item** for approval:

- Single source vendor, Future Tek, for a Model S6000 Sorter/Conveyor Training System, Components, and Controller for Programming, Software, and License, in the amount of \$47,818.00.

A motion was made by Sonny Knight, seconded by Alan Dedeaux, to approve the single source item for purchase as stated and defined herein. The motion was unanimous.

### **Personnel Matters (Employment)**

Dr. Smith recommended the **employment** of **Mr. John Ladner** for the position of Instructor of Unmanned Aerial Systems Technology effective August 1, 2017; the **employment** of **Ms. Michele Seal** for the grant position of MI-BEST Project Coordinator effective August 1, 2017; and the **employment** of **Mr. Malcolm Hotzman** for the position of Instructor of Associate Degree Nursing effective August 7, 2017.

Dr. Smith recommended the **employment** of **Mr. Thomas James Keen** for the position of Assistant Men's Soccer Coach/Instructor of Health, Physical Education, and Recreation (HPR) effective August 7, 2017.

A motion was made by Frank Ladner, seconded by Alan Dedeaux, to approve the recommendations of employment as presented and defined herein. The motion was unanimous.

#### **Personnel Matters (Termination)**

Dr. Alsobrooks recommended acceptance of **termination** of **Ms. Lou Ellen Ratliff** from the position of Instructor of Instrumentation Technology effective August 8, 2017.

A motion was made by Don Welsh, seconded by Dale Purvis, to accept the termination of Ms. Ratliff as presented by Dr. Alsobrooks. The motion was unanimous.

#### **Legal Matters**

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

#### **Other Business**

- Dr. Breerwood requested board approval of a **RESOLUTION OF THE BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE DISTRICT RENAMING THE PRCC HONORS COLLEGE, LOCATED ON THE POPLARVILLE AND FORREST COUNTY CAMPUSES, THE DR. WILLIAM LEWIS HONORS INSTITUTE**. A motion was made by Herbert Ray Nobles, seconded by Dale Purvis, to approve said resolution as stated and defined herein. The motion was unanimous. A copy of said resolution is attached hereto as Exhibit "A" and made a part of these official minutes.
  
- On behalf of the Buildings and Grounds Committee, Dr. Breerwood recommended approval of the **selection and employment of Architect Edward Wikoff to begin preparation of a Masterplan for the PRCC Hancock Center**. The plan will include three proposed buildings for workforce education, an academic center, and an administration building to be constructed on the 5.8 acre site located adjacent to the Hancock County School. To date, one appraisal has been received and a second appraisal is expected in the near future. Dr. Breerwood added that the architect's fee is \$68,510.75 which will be used from legislative funds. A motion was made by Frank Ladner, seconded by Alan Dedeaux, to approve the employment of Architect Edward Wikoff to begin preparing the Hancock Center Master Plan as stated and defined herein. The motion was unanimous.

#### **President's Report**

- Dr. Breerwood updated the board on the MACJC Trustees Conference held July 7 in Jackson, Mississippi. Trustees were recognized for their years of service beginning with 10 years and each additional 5 years of service as a board member. Dr. Breerwood presented plaques to Tony Waits and Dale Purvis for 10 years of service and to Frank Ladner for 25 years of service.
  
- Dr. Breerwood reported that the Professional Development Day held August 7, 2017 for all faculty and staff was a successful event. He added it was a well-attended day and

the professional development sessions were informative and well-received by all employees.

- Dr. Breerwood reminded the board that he will host a working meeting for the board of trustees on Tuesday, September 12, 2017, from 9:00 a.m. to 12 noon just prior to the regular scheduled board meeting. He encouraged all board members to attend if possible.

**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 Herbert Ray Nobles, to adjourn. The motion was unanimous.

The next meeting of the PRCC Board of Trustees will be held Tuesday, September 12, 2017, at 1:00 p.m. in the Board of Trustees Room in the Olivia Bender Cafeteria on the College's main campus in Poplarville, Mississippi.

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Alan Lumpkin, Board Chairman

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M. L. "Sonny" Knight, Board Secretary

**EXHIBIT ITEM**

**EXHIBIT A                    RESOLUTION OF THE BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE DISTRICT RENAMING THE PRCC HONORS COLLEGE, LOCATED ON THE POPLARVILLE AND FORREST COUNTY CAMPUSES, THE DR. WILLIAM LEWIS HONORS INSTITUTE**

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.