

PEARL RIVER COMMUNITY COLLEGE

Board of Trustees Meeting Minutes

June 13, 2023

The Board of Trustees of Pearl River Community College met Tuesday, June 13, 2023, at 1:00PM for their monthly meeting. This meeting was held in the West Dining Room of the Olivia Bender Cafeteria on the Pearl River Community College Campus in Poplarville, Mississippi.

Trustees in Attendance/Absent:

Mr. Tony Waits, <i>Chairman</i>	Mr. Frank Ladner
Mr. M. L. "Sonny" Knight, <i>Secretary</i>	Mr. Michael Waits
Mr. Dale Purvis, <i>Vice Chairman - Absent</i>	Mr. Carl Michael Day
Dr. Steven Hampton	Mr. Don Welsh
Mr. Ike Haynes	Mr. Brian Freeman
Ms. Teenia Perry	Dr. Gale Harris
Mr. Donnie Williamson	Ms. Teresa Stafford
Mr. Rhett Ladner - Absent	Mr. John Shows

PRCC Staff in Attendance:

Dr. Adam Breerwood, *President*
Dr. Martha Lou Smith, *Vice President for Instruction/Provost*
Dr. Jana Causey, *Vice President for Forrest County Center, Allied Health and Nursing Programs*
Dr. Jennifer Seal, *Vice President for Planning and Institutional Research*
Dr. Raymunda Barnes, *Vice President for Hancock Center*
Mr. Jeff Long, *Vice President for Poplarville Campus and Student Services*
Ms. Candace Harper, *Vice President for Enrollment Management and Business Services*
Mr. Matt Logan, *Chief Information Officer*
Ms. Maghan Smith, *Executive Assistant to the President*

Invocation and Pledge

Chairman Tony Waits presided and opened the meeting. Ike Haynes provided the Invocation. Following the Invocation and Pledge of Allegiance, the following business was transacted.

Guests

None.

Recognitions

Dr. Breerwood recognized the Pearl River Community College Cheer Team for their 2023 UCA National Championship. Director of Athletics, Patrick Ochs and several of the Cheer Team members were in attendance to present the National Championship trophy to the Board. Dr. Breerwood and Board Chairman Tony Waits then took a photo with Mr. Ochs and the team members.

Presentations

Troy Johnston, Attorney at Butler Snow LLP presented two **Energy Savings Project Resolutions** to the board for approval, a **Resolution of Intent** and **District Sales Parameter Resolution**. The Exhibit Items (A-F) in the District Sales Parameter Resolution can be found in the Exhibit Items section of the board meeting minutes. A motion was made by Carl Michael Day, seconded by

June 13, 2023

Brian Freeman to approve the above Resolutions as stated and defined herein. The motion was unanimous.

Approval of Minutes

Chairman Waits called for approval of the **May 9th board meeting minutes**. A motion was made by Frank Ladner, seconded by Sonny Knight, to approve the May 9, 2023 board meeting minutes as presented. The motion was unanimous.

Departmental Reports

Departmental reports were presented by Dr. Martha Lou Smith, Dr. Jana Causey, Dr. Jennifer Seal Dr. Raymunda Barnes, Mr. Jeff Long, and Ms. Candace Harper.

Financial Reports

Ms. Clark presented and reviewed the **Reconciled Bank Balances ending May 31, 2023 and Unrestricted Current Fund Statement of Expenditures ending May 31, 2023**. No board action was necessary for these reports.

Ms. Clark presented for review and approval the **May 1, 2023 through May 31, 2023 Disbursement Register (Claim Docket)** in the amount of \$2,862,465.11 total disbursements. Included in this amount is student refunds in the amount of \$99,337.82. A motion was made by Carl Michael Day, seconded by Teresa Stafford, to approve the Disbursement Register as stated and defined herein. The motion was unanimous. The original Disbursement Register is on file in the Business Office.

Ms. Clark presented for review and approval the **June 2023 Fixed Assets Deletion Report** for institution wide in the amount of \$28,662.75 The report contains various unserviceable computers and electronic items that are no longer in use and will be prepared for salvage. A motion was made by Brian Freeman, seconded by Teresa Stafford, to approve the June 2023 Fixed Assets Deletion Report as stated and defined herein. The motion was unanimous. The original report is on file in the Business Office.

Ms. Clark presented for review and approval a **Single Source Item** from Dynamic Solutions, Inc. for the purchase of a MicroVib II Aircraft Vibration Control System in the amount of \$12,893.00; a **Single Source Item** from ATP Inc for the purchase of Aviation Maintenance and Regulatory Libraries in the amount of \$17,806.00; a **Single Source Item** from Zetec for the purchase of a MIZ-21C Eddy Current Instrument in the amount of \$23,607.85; and a **Single Source Item** from Synced Up Products for the purchase of a Synced Up Custom Made Synth Cart in the amount of \$6,400.00. A motion was made by John Shows, seconded by Frank Ladner to approve the above **Single Source Items** as stated and defined herein. The motion was unanimous.

Ms. Clark presented for review and approval the **Pearl River Community College Budgets for the Fiscal Year Ending June 30, 2024**. A motion was made by Sonny Knight, seconded by Brian Freeman to approve the FY 2024 Budgets as stated and defined herein. The motion was unanimous.

Ms. Clark presented for review and approval the **Pearl River Community College Fiscal Year 2024 Personnel Recommendations**. A motion was made by John Shows, seconded by Donnie Williamson to approve the FY 2024 Personnel Recommendations as stated and defined herein. The motion was unanimous.

June 13, 2023

Personnel Matters – Resignations

Dr. Causey presented for acceptance the **resignation for purposes of retirement** of **Ms. Tamela Hyland** from the position of Instructor of Associate Degree Nursing effective June 30, 2023.

Dr. Causey presented for acceptance the **resignation** of **Ms. Anna Bailey** from the position of Instructor of Biology/Anatomy and Physiology(FCC) effective May 31, 2023.

Dr. Smith presented for acceptance the **resignation** of **Ms. Hannah Morris** from the position of Academic Advisor effective July 31, 2023.

A motion was made by Sonny Knight, seconded by Teresa Stafford to accept the resignations of **Ms. Hyland, Ms. Bailey, and Ms. Morris** as presented and defined herein. The motion was unanimous.

Personnel Matters – Recommendations for Employment and Employee Transfers

Ms. Harper presented for approval the **recommendation** of **Ms. Jaime Missimer** for the position of Director of Financial Aid (12 Months) effective June 1, 2023.

Dr. Smith presented for approval the **recommendation** of **Ms. Paige Hutchinson** for the position of Work-Based Learning Coordinator effective June 10, 2023.

Dr. Causey presented for approval the **recommendation** of **Ms. Jessica Lumpkin** for the position of Instructor Medical Radiologic Technology (12 Months) effective June 19, 2023.

Dr. Causey presented for approval the **recommendation** of **Ms. Cindy Skinner** for the position of Instructor of Associate Degree Nursing effective August 7, 2023.

Dr. Causey presented for approval the **recommendation** of **Dr. Marcy Hart** for the position of Instructor of Associate Degree Nursing effective August 7, 2023.

Dr. Causey presented for approval the **recommendation** of **Ms. Melissa Wheaton** for the position of Instructor of Associate Degree Nursing effective August 7, 2023.

A motion was made by Carl Michael Day, seconded by Brian Freeman to approve the recommendations for employment and employee transfers of **Ms. Missimer, Ms. Hutchinson, Ms. Lumpkin, Ms. Skinner, Ms. Hart, and Ms. Wheaton** as presented and defined herein. The motion was unanimous.

Legal Matters

Josh Mars discussed Employee Retention Credits which is a fully refundable tax credit for employers who retained their employees throughout the pandemic.

Other Business

Dr. Smith reviewed and presented the **CTE Local Plan Application for Fiscal Year 2024** and recommended board approval of the document. A motion was made by Brian Freeman, seconded by Teresa Stafford to approve the above the CTE Local Plan Application as reviewed and presented by Dr. Smith. The motion was unanimous.

June 13, 2023

Dr. Seal reviewed and presented **New Policies** including Freedom of Expression, Satisfactory Academic Progress, and Survey Administration as well as **Revised Policies** including Advanced Placement Credit and Non-Discrimination and recommended board approval. A motion was made by Sonny Knight, seconded by Donnie Williamson to approve the above policies as reviewed and presented by Dr. Seal. The motion was unanimous.

The **Buildings and Grounds Committee** met prior to the board meeting and made a recommendation to move forward with financing options for the Masterplan including the possibility of purchasing land and the construction of four new dormitories. A motion was made by the Buildings and Grounds Committee, seconded by Frank Ladner to approve the above as stated and defined herein. The motion was unanimous.

President's Report

Dr. Breerwood thanked the board for approving the employee pay raise for FY 2024 and for their continued support.

Dr. Breerwood discussed the Office of Civil of Rights and the importance of the new Policies previously mentioned by Dr. Seal.

Dr. Breerwood reminded the board that PRCC would be hosting the MACC Board of Trustees Conference June 28-30 at the IP Casino Resort Spa in Biloxi, MS.

Dr. Breerwood updated the board on the Hancock County Campus progress including the Hangar, camera work in Building 1, and electrical and plumbing in Building 2.

Dr. Breerwood explained that he is very excited about the Masterplan and expects to be out for bid by mid-September.

Executive Session

Frank Ladner called for a motion to consider entering into **Executive Session** to discuss legal and personnel matters. A motion was made by Chairman Tony Waits, seconded by Brian Freeman, to consider entering into Executive Session. The motion was unanimous.

A motion was then made by Donnie Williamson, seconded by Brian Freeman, to remain in Executive Session for the discussion of legal and personnel matters. The motion was unanimous.

A motion was made by Carl Michael Day, seconded by Frank Ladner, to exit Executive Session. The motion was unanimous.

At this time, the meeting returned to Open Session. Action was taken during the Executive Session regarding a personnel matter that are reflected in Executive Session Minutes.

June 13, 2023

Adjournment

There being no further business to come before the Board of Trustees, Chairman Waits called for the meeting to be adjourned. A motion was made by Sonny Knight, seconded by Donnie Williamson to adjourn. The motion was unanimous.

The next meeting of the PRCC Board of Trustees will be held Tuesday, July 11, 2023 at 1:00PM at Pearl River Community College's Olivia Bender Cafeteria.

Tony Waits
Chairman of the Board

M. L. "Sonny" Knight
Secretary of the Board

Exhibit Items for the June 13, 2023 Board of Trustees Meeting Minutes

Energy Savings Project

District Sales Parameter Resolution;

Exhibit A – Indenture;

Exhibit B – Loan Agreement;

Exhibit C – Private Placement Agreement, along with its exhibit of JPMorgan Chase Bank's executed term sheet;

Exhibit D – Tax Intercept Agreement;

Exhibit E – Energy Equipment Installation Contract (executed); and

Exhibit F – Energy Savings Contract.

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