

PEARL RIVER COMMUNITY COLLEGE

Board of Trustees Meeting Minutes

May 9, 2023

The Board of Trustees of Pearl River Community College met Tuesday, May 9, 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, *Chairman*
Mr. M. L. "Sonny" Knight, *Secretary*
Mr. Dale Purvis, *Vice Chairman*
Dr. Steven Hampton
Mr. Ike Haynes
Ms. Teenia Perry
Mr. Donnie Williamson
Mr. Rhett Ladner

Mr. Frank Ladner
Mr. Michael Waits
Mr. Carl Michael Day
Mr. Don Welsh- Absent
Mr. Brian Freeman
Dr. Gale Harris
Ms. Teresa Stafford
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. 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. Craig Tynes, *Executive Director of Facility Planning and Capital Projects*
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. Dale Purvis provided the Invocation. Following the Invocation and Pledge of Allegiance, the following business was transacted.

Guests

None.

Recognitions

Dr. Breerwood recognized Phi Theta Kappa faculty advisors and students from both the Poplarville Campus and the Forrest County Campus for their recent International Honors. Upon their recognition, a photo was taken of all PTK advisors and students.

Pearl River Community College's Phi Theta Kappa International Honor Society chapters returned from the annual Catalyst conference with a plethora of awards and distinctions. Representatives from both Beta Tau Gamma Chapter (Forrest County Campus) and Iota Mu Chapter (Poplarville Campus) traveled to Columbus, Ohio for the event.

Several individual advisors received recognition at the event. Dr. Terri Smith Ruckel received the prestigious Mosal Award for Advisors. Kira Arthurs was one of 20 recipients of the Paragon for New Advisors Award. The Distinguished College Administrator Award was given to Michelle Wilson-Stokes. Dr. Ryan Ruckel received the Continued Excellence Advisor Award.

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Presentations

Troy Johnston, Attorney at Butler Snow LLP in Jackson, MS gave a presentation on **Energy Savings Financing**. Upon completion of the presentation, Board Attorney Josh Mars made a recommendation to engage Butler Snow LLP and begin discussions regarding an Energy Savings Contract. A motion was made by Frank Ladner, seconded by Mike Waits to approve the above recommendation as stated and defined herein. The motion was unanimous.

Approval of Minutes

Chairman Waits called for approval of the **April 11th board meeting minutes**. A motion was made by Teresa Stafford, seconded by Frank Ladner, to approve the April 11, 2023 board meeting minutes as presented. The motion was unanimous.

Departmental Reports

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

Financial Reports

Ms. Clark presented and reviewed the **Reconciled Bank Balances ending April 30, 2023 and Unrestricted Current Fund Statement of Expenditures ending April 30, 2023**. No board action was necessary for these reports.

Ms. Clark presented for review and approval the **April 1, 2023 through April 30, 2023 Disbursement Register (Claim Docket)** in the amount of \$3,320,897.00 total disbursements. Included in this amount is student refunds in the amount of \$281,706.42. A motion was made by Mike Waits, seconded by Carl Michael Day, 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 **May 2023 Fixed Assets Deletion Report** for institution wide in the amount of \$44,470.66. 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 John Shows, seconded by Carl Michael Day, to approve the May 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 ConvergeOne for the purchase of a NetLab+VE-License-16 Pod +1-year Maintenance in the amount of \$9,995.00. A motion was made by Teresa Stafford, seconded by Mike Waits to approve the above **Single Source Item** as stated and defined herein. The motion was unanimous.

Ms. Clark presented the for review and approval the **Instructional Faculty Salary Schedule for the Fiscal Year ending June 30, 2024**. A motion was made by Carl Michael Day, seconded by Rhett Ladner to approve the above Instructional Faculty Salary Schedule as stated and defined herein. The motion was unanimous.

Ms. Clark presented for review and approval the **Student Fee Sheet for Fiscal Year 2024**. A motion was made by Frank Ladner, seconded by John Shows to approve the FY 2024 Student Fee Sheet as stated and defined herein. The motion was unanimous.

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Personnel Matters – Resignations

Dr. Causey presented for acceptance the **resignation for purposes of retirement** of **Mr. Eddie Sandifer** from the position of ADA Coordinator/Advisor (FCC) effective June 30, 2023.

Dr. Causey presented for acceptance the **resignation** of **Mr. Lucas Lymuel** from the position of Recruitment of Marketing Specialist (FCC) effective May 5, 2023.

Dr. Causey presented for acceptance **the resignation** of **Ms. Kristie Windham** from the position of Instructor of Medical Radiologic Technology (12 Months) effective May 10, 2023.

Dr. Smith presented for acceptance the **resignation** of **Mr. Phillip Duke** from the position of Manufacturing and Apprenticeship Specialist/Trainer (12 Months) effective April 30, 2023.

Ms. Harper presented for acceptance the **resignation for purposes of retirement** of **Ms. Tyia Brooks** from the position of Director of Financial Aid effective May 31, 2023.

A motion was made by Carl Michael Day, seconded by Rhett Ladner to accept the resignations of **Mr. Sandifer, Mr. Lymuel, Ms. Windham, Mr. Duke, and Ms. Brooks** as presented and defined herein. The motion was unanimous.

Personnel Matters – Recommendations for Employment and Employee Transfers

Dr. Smith presented for approval the **recommendation** of **Mr. Vernon E. (Trey) Smith, III** for the position of Manufacturing Business Developer for Workforce Education effective May 15, 2023.

Dr. Smith presented for approval the **recommendation** of **Ms. Tasha May** for the position of Senior Admission and Records Data Coordinator effective May 1, 2023.

Dr. Barnes presented for approval the **recommendation** of **Mr. Nick Ramjattan** for the position of Aircraft Maintenance Technology Instructor (12 Months) effective August 1, 2023.

Dr. Smith presented for approval the **transfer** of **Ms. Stephanie Clark** from the position of Enrollment Specialist to the position of Workforce Information Specialist.

Dr. Smith presented for approval the **transfer** of **Ms. Ellen Rouse** from the position of Testing Proctor to the position of Enrollment Specialist.

A motion was made by Teresa Stafford, seconded by Donnie Williamson to approve the recommendations for employment and employee transfers of **Mr. Smith, Ms. May, Mr. Ramjattan, Ms. Clark, and Ms. Rouse** as presented and defined herein. The motion was unanimous.

Legal Matters

None.

Other Business

Ms. Melanie Davis reviewed and presented the **2021-2022 Instructional and Administrative Assessment Charts** and recommended board approval of the document. A motion was made by

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Ike Haynes, seconded by Carl Michael Day to approve the above Assessments Charts as reviewed and presented by Ms. Davis. The motion was unanimous.

The **Buildings and Grounds Committee** met prior to the board meeting to discuss the changes, growth, and expansion of PRCC's campus. Chairman Waits discussed the expansion of Student Housing as well as removing obstacles in the Office of Student Services.

Chairman Waits called on Dr. Breerwood to discuss action taken during the **Buildings and Grounds Committee meeting**. Dr. Breerwood made a recommendation to engage Albert and Robinson Architects, PLLC for the planning and construction of the Allied Health and Nursing Building at the Forrest County Campus as well as Master Planning for Future Campus Projects. A motion was made by the Buildings and Grounds Committee, seconded by Frank Ladner to approve the above campus projects as stated and defined herein. The motion was unanimous.

President's Report

Dr. Breerwood reminded the board that pictures would be rescheduled for the June 13th board meeting.

Dr. Breerwood reminded the board about the Biloxi Shuckers baseball game on Wednesday, June 28th and asked that anyone who would like to attend please let Ms. Smith know through email. He stated that Ms. Smith would be updating those attending the MACCT Conference about details soon.

Dr. Breerwood expressed his excitement for the new master plan and the impact it was going to have for years to come. He stated it was a unique opportunity to make PRCC an even more special place.

Dr. Breerwood discussed some of the master plan with additions to the Brownstone Center, Physical Plant, new roadways, as well as new infrastructure.

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 Ike Haynes, seconded by Mike Waits to adjourn. The motion was unanimous.

The next meeting of the PRCC Board of Trustees will be held Tuesday, June 13, 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 May 9, 2023 Board of Trustees Meeting Minutes

None.

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.