

PEARL RIVER COMMUNITY COLLEGE

Board of Trustees Meeting Minutes

July 11, 2023

The Board of Trustees of Pearl River Community College met Tuesday, July 11, 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* - Absent
Mr. M. L. "Sonny" Knight, *Secretary*
Mr. Dale Purvis, *Vice Chairman*
Dr. Steven Hampton - Absent
Mr. Ike Haynes - Absent
Ms. Teenia Perry
Mr. Donnie Williamson
Mr. Rhett Ladner - Absent

Mr. Frank Ladner
Mr. Michael Waits
Mr. Carl Michael Day - Absent
Mr. Don Welsh
Mr. Brian Freeman - Absent
Dr. Gale Harris
Ms. Teresa Stafford
Mr. John Shows - Absent

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 Campus, Allied Health and Nursing Programs*
Dr. Jennifer Seal, *Vice President for Planning and Institutional Research*
Dr. Raymunda Barnes, *Vice President for Hancock Campus*
Mr. Jeff Long, *Vice President for Poplarville Campus and Student Services*
Ms. Delana Harris, *Executive Director of Development Foundation and Alumni 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

Vice Chairman Dale Purvis presided and opened the meeting. Donnie Williamson provided the Invocation. Following the Invocation and Pledge of Allegiance, the following business was transacted.

Guests

None.

Recognitions

None.

Presentations

None.

Approval of Minutes

Vice Chairman Purvis called for approval of the **June 13th board meeting minutes**. A motion was made by Frank Ladner, seconded by Sonny Knight, to approve the June 13, 2023 board meeting minutes as presented. The motion was unanimous.

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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. Delana Harris.

Financial Reports

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

Ms. Clark presented for review and approval the **June 1, 2023 through June 30, 2023 Disbursement Register (Claim Docket)** in the amount of \$2,848,969.05 total disbursements. Included in this amount is student refunds in the amount of \$535,862.04. A motion was made by Mike Waits, seconded by Frank Ladner, 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 \$6,417.56 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 Sonny Knight, seconded by Donnie Williamson, 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 AVOTEK for the purchase of Miscellaneous Aviation Maintenance Trainer Equipment in the amount of \$89,487.00; a **Single Source Item** from Snap-on Industrial for the purchase of Automated Tool Control Products in the amount of \$67,235.68; and a **Single Source Item** from Snap-on Industrial for the purchase of a Polartek Eco AC Machine in the amount of \$6,446.25. A motion was made Sonny Knight, seconded by Donnie Williamson to approve the above **Single Source Items** as stated and defined herein. The motion was unanimous.

Personnel Matters – Resignations

Mr. Long presented for acceptance the **resignation for purposes of retirement of Ms. Georgia Field** from the position of Director of Student Support Services effective June 30, 2023.

Dr. Causey presented for acceptance the **resignation of Ms. Eleanore Primeax** from the position of Program Director/Instructor of Dental Assisting Technology effective July 31, 2023.

Dr. Causey presented for acceptance the **resignation of Ms. Jaclyn Smith** from the position of Instructor of Associate Degree Nursing effective July 31, 2023.

Dr. Causey presented for acceptance the **resignation of Ms. Melinda Carlisle** from the position of Instructor of Practical Nursing (Hancock) effective July 24, 2023.

A motion was made by Frank Ladner, seconded by Sonny Knight to accept the resignations of **Ms. Field, Ms. Primeax, Ms. Smith, and Ms. Carlisle** as presented and defined herein. The motion was unanimous.

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Personnel Matters – Recommendations for Employment and Employee Transfers

Ms. Harper presented for approval the **recommendation** of **Ms. Kaitlyn Jones** for the position of Recruitment and Marketing Specialist effective July 17, 2023.

Dr. Smith presented for approval the **recommendation** of **Mr. William Patterson** for the position of Biology Instructor (9 Months) effective August 1, 2023.

Dr. Smith presented for approval the **recommendation** of **Ms. Tamara Nicole Creel** for the position of Academic Advisor (12 Months) effective August 1, 2023.

Dr. Causey presented for approval the **employee transfer** of **Dr. Henry Ross Setze**, Instructor of Physics and Mathematics, from a full-time position to a 3/5 position with benefits.

Dr. Causey presented for approval the **recommendation** of **Dr. Shamekia Woods** for the position of Instructor of Biology/Anatomy and Physiology (FCC) (9 Months) effective August 1, 2023.

Dr. Causey presented for approval the **employee transfer** of **Ms. Terica McKennis** for the position of Administrative Assistant for Student Services (FCC) to the position of ADA Coordinator/Advisor (FCC) effective July 1, 2023.

A motion was made by Frank Ladner, seconded by Sonny Knight to approve the recommendations for employment and employee transfers of **Ms. Jones, Mr. Patterson, Ms. Creel, Dr. Setze, Dr. Woods, and Ms. McKennis** as presented and defined herein. The motion was unanimous.

Legal Matters

PRCC Board Attorney, Josh Mars discussed two claims received by the College and updated the Board on the current status of each claim. Mr. Mars also discussed the closing of the Energy Savings Bond that would take place the following Monday between Dr. Breerwood, Mr. Purvis, Mr. Knight, Mr. Mars, and Troy Johnston from Butler Snow.

Other Business

Dr. Seal reviewed and presented a **Revised Policy (Employment Letter Policy)** and recommended board approval. A motion was made by Sonny Knight, seconded by Donnie Williamson to approve the above policy as reviewed and presented by Dr. Seal. The motion was unanimous.

President's Report

Dr. Breerwood thanked the board members who attended the MACC Board of Trustees Conference. He explained that he received some great feedback from his colleagues around the state and was looking forward to preparing for next year's conference.

Dr. Breerwood updated the board on the Hangar project and said it looked phenomenal. He expressed his excitement for the future of the facility upon its completion.

Dr. Breerwood discussed the Buildings and Grounds Committee meeting that took place prior to the board meeting. He explained that the committee met with the Masterplan Architect, Chris Robinson and that it was a very successful meeting. He expects the project to be out for bid in the next few months.

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Dr. Breerwood informed the board that it is time for the reaffirmation process and the SACSCOC 5th Year Report is coming up for PRCC. A Cabinet meeting is set to begin discussions in the next few weeks.

Dr. Breerwood informed the board that campus is very busy right now with summer camps including band, athletic, and day camps. He ended his President's report by letting the board know that he appreciates them very much for all that they do for the College.

Adjournment

There being no further business to come before the Board of Trustees, Vice Chairman Purvis 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, August 8, 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

Dale Purvis
Vice Chairman of the Board

Exhibit Items for the July 11, 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.