

# PEARL RIVER COMMUNITY COLLEGE

## Board of Trustees Meeting Minutes

October 8, 2024

The Board of Trustees of Pearl River Community College met Tuesday, October 8, 2024, 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. John Shows, <i>Secretary - Absent</i>	Mr. Michael Waits
Mr. Dale Purvis, <i>Vice Chairman</i>	Mr. Carl Michael Day - Absent
Dr. Steven Hampton	Mr. Don Welsh
Mr. Ike Haynes	Mr. Brian Freeman
Ms. Teenia Perry	Ms. Paulette Holliday
Mr. Donnie Williamson	Ms. Teresa Stafford
Mr. Rhett Ladner - Absent	Dr. Marcus Houston

### **PRCC Staff in Attendance/Absent:**

Dr. Adam Breerwood, *President*  
Dr. Martha Lou Smith, *Executive Vice President for Instruction/Provost*  
Dr. Jennifer Seal, *Executive Vice President for Planning and Accreditation - Absent*  
Dr. Jana Causey, *Vice President for Forrest County Campus*  
Dr. Raymunda Barnes, *Vice President for Hancock County Campus*  
Dr. Jeff Long, *Executive Vice President for Student Services*  
Ms. Candace Harper, *Executive Vice President for Enrollment Services - Absent*  
Ms. Delana Harris, *Executive Director of Development Foundation and Alumni Services - Absent*  
Ms. Bettye Clark, *Chief Financial Officer*  
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. Dr. Steven Hampton provided the Invocation. Following the Invocation and Pledge of Allegiance, the following business was transacted.

### **Guests**

None.

### **Recognitions**

None.

### **Presentations**

None.

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### **Approval of Minutes**

Chairman Waits called for approval of the **September 10<sup>th</sup> board meeting minutes**. A motion was made by Frank Ladner, seconded by Donnie Williamson, to approve the September 10, 2024, board meeting minutes as presented. The motion was unanimous.

### **Departmental Reports**

Departmental reports were presented by Dr. Smith, Dr. Causey, Dr. Barnes, and Dr. Long.

The Buildings and Ground Committee met to discuss three **Certified Bid Tabulation Forms**. Dr. Breerwood recommended that the Buildings and Grounds Committee approve the following: PRCC Building #1 Renovations and Additions at the Forrest County Campus, the low bid from Jay-Van Company who proposed a base bid of \$2,776,000.00; PRCC Building #2 Reroof at the Forrest County Campus, the low bid from Mandal's, Inc., who proposed a base bid of \$292,722.00; PRCC New Childcare, Cosmetology, and Barbering Facility at the Poplarville Campus, the low bid from Culpepper Construction and Masonry, LLC, who proposed a base bid of \$3,025,000.00. A motion was made and seconded by the Buildings and Grounds Committee to approve the certified bid tabulation forms as stated and defined herein. The motion was unanimous.

### **Financial Reports**

Ms. Clark presented and reviewed the **Reconciled Bank Balances ending September 30, 2024, and Unrestricted Current Fund Statement of Expenditures ending September 30, 2024**. No board action was necessary for these reports.

Ms. Clark presented for review and approval the **September 1, 2024, through September 30, 2024, Disbursement Register (Claim Docket)** in the amount of \$8,167,275.14 total disbursements. Included in this amount are student refunds in the amount of \$5,468,880.56. A motion was made by Donnie Williamson, 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 approval the **October 2024 Fixed Assets Deletion Report** institution-wide in the amount of \$33,949.05. 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 Dr. Marcus Houston, seconded by Teenia Perry, to approve the October 2024 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 approval a **Reverse Bid Item** from Snap-on for the purchase of Rechargeable Tool Cabinet, Tools, Service Contract, and Software in the amount of \$71,022.79. A motion was made by Teresa Stafford, seconded by Donnie Williamson to approve the reverse bid item as stated and defined herein. The motion was unanimous.

### **Personnel Matters – Resignations and Retirements**

Ms. Clark presented for acceptance the **resignation for purposes of retirement of Mr. Timothy Pulver** from the position of Department Chair Occupational Therapy Assistant, Instructor of Occupational Therapy Assistant Tech effective December 31, 2024.

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Ms. Clark presented for acceptance the **resignation for purposes of retirement of Ms. Tonia Seal** from the position of Director of Admissions and Records and ADA/Civil Rights Coordinator effective March 31, 2025.

A motion was made by Donnie Williamson, seconded by Teenia Perry to accept the retirements of **Mr. Pulver and Ms. Seal** as presented and defined herein. The motion was unanimous.

#### **Personnel Matters – Recommendations for Employment and Employee Transfers**

Ms. Clark presented for approval the **recommendation of Ms. Jordan Cutchall** for the position of Instructional Design Specialist effective October 1, 2024.

A motion was made by Mike Waits, seconded by Dr. Marcus Houston, to approve the recommendations of **Ms. Cutchall** as presented and defined herein. The motion was unanimous.

#### **Legal Matters**

None.

#### **Other Business**

None.

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

Dr. Breerwood updated the board on the status of the acquisition of land in Hancock County. The sale is still active, and our attorneys are working through paperwork.

Dr. Breerwood reminded the board that Homecoming would be held on Thursday, October 10<sup>th</sup>.

Dr. Breerwood informed the board that one of his former soccer players was bringing his soccer teams to campus later in the day for a tour of campus. Former alumni assisting in the recruitment of potential students for the college is great for the institution and shows the impact PRCC has on former students.

Dr. Breerwood informed the board that there could be potential tweaks to the funding formula for Mississippi Community Colleges moving forward and that he would keep them informed of any changes.

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**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 Donnie Williamson, seconded by Frank Ladner to adjourn. The motion was unanimous.

The next meeting of the PRCC Board of Trustees will be held Tuesday, November 12, 2024, at 1:00PM at Pearl River Community College's Olivia Bender Cafeteria.

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Tony Waits  
Chairman of the Board

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John Shows  
Secretary of the Board

**Exhibit Items for the October 8, 2024, 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.