

August 18, 1999

The regular meeting of the Board of Trustees of the Mississippi Gulf Coast Community College was held at 10:00 a.m., Wednesday, August 18, 1999, in the Board Conference Room, Darby Hall, Perkinston Campus.

The following Board members were present: Mrs. Jean Peden, Chairperson; Mr. J. E. Bryan, Jr., First Vice Chairperson; Mr. Harry Roberts, Second Vice Chairperson; Dr. Frank Gruich, Secretary; Mr. Arlie Howell, Treasurer; Mrs. Gertrude Allen; Mrs. Sylvia Bradley; Ms. Geraldine Barnes; Mr. James Cerra; Mr. John Cooley; Mr. Duane Diaz; Mr. Earl Gautier; Mr. Tom E. Hall; Mr. Moreno Jones; Mr. Don Massengale; Mrs. Delores Sumrall; Mrs. Eula Switzer; and Mr. Robert Watters. (20)

College administrators attending the meeting were Dr. Willis H. Lott, President; Dr. Richard Christmas, Vice President for Instructional Affairs; Mr. Everett Compston, Vice President for Administration and Finance; Vice President Donnie Taylor; Vice President Mary Graham; Vice President Houshang Moradmand; Vice President Cliff Quinn, Mr. Robert Smith; Mr. Jerry Bryan, and Mrs. Colleen Hartfield.

Other persons attending the meeting were Mr. Jon Lewis and Mr. Dean Holleman, College Attorney.

Mrs. Peden called the meeting to order and welcomed those present. The invocation was presented by Mrs. Allen.

Mrs. Peden recognized Mr. Duane Diaz as a new Board member representing Harrison County and presented him with a lifetime courtesy pass. Mr. Diaz's appointment was for a five-year term.

AGENDA. A motion was made by Mrs. Delores Sumrall, seconded by Mr. Moreno Jones, to approve the Agenda as presented with the deletion of item 2A under "Award Bids Received". Motion carried unanimously.

MINUTES. A motion was made by Mrs. Eula Switzer, seconded by Ms. Geraldine Barnes, to approve Minutes of the July 21, 1999, Board of Trustees meeting as written. Motion carried unanimously.

BILLS AND ACCOUNTS. Item 1. A motion was made by Mrs. Eula Switzer, seconded by Ms. Geraldine Barnes, to approve Bills and Accounts as reflected in the check registers (#00-16). Motion carried unanimously.

INVESTMENT AND INTEREST. A motion was made by Mr. James V. Cerra, seconded by Mrs. Delores Sumrall, to approve the report on Investments and Interest (#00-17). Motion carried with Mr. Moreno Jones and Mr. J. E. Bryan, Jr. abstaining.

AWARD BIDS RECEIVED. Item 1. Award Bids Received August 3, 1999. A motion was made by Mrs. Sylvia Bradley, seconded by Mr. Moreno Jones, to approve the awarding of bids received on the following items with the deletion of items listed on the Exceptions in Bid Tabulations Report and authorize payment therefor upon receipt in good order; and authorize the president to expend funds as authorized in the adopted budget and other statutory provisions (#00-18)

(1) Carpet; (2) Digital Scanning Platemaking System; (3) Coil Binding System; (4) Shrink-Wrap Packaging System; (5) Tabletop Folder; (7) Parking Lot Lighting; (8) Telecommunication Supplies.

** (6) Automated Teller Machine (ATM) will be considered under Item 7 below.

Motion carried unanimously.

Item 2. Award Bids Received July 29, 1999. A motion was made by Mrs. Eula Switzer, seconded by Mr. Moreno Jones, to approve the awarding of bids received on the following item and authorize payment therefor upon receipt in good order; and authorize the president to expend funds as authorized in the adopted budget and other statutory provisions (#00-19).

(1) Purchase of Pickup

Motion carried unanimously.

Item 3. Exceptions in Bid Tabulations. A motion was made by Mrs. Sylvia Bradley, seconded by Ms. Geraldine Barnes, to approve exceptions in bid tabulations (#00-20). Motion carried unanimously.

Item 4. Report on Purchases Made on Quotations. Mr. Compston called attention to purchases made on price quotations as shown in Board Report No. 00-21.

Item 5. Emergency Purchases and/or Single Source Purchases. A motion was made by Mr. J. E. Bryan, Jr., seconded by Mr. Harry Roberts, to approve subject purchases as listed in Board Report No. 00-22. Motion carried unanimously.

Item 6. Rescind Bid Awarded July 21, 1999. A motion was made by Mr. John W. Cooley, seconded by Mrs. Sylvia Bradley, to rescind the bid on Computer Lab/Classroom Furniture (Bid No. 007-0700-2000/Item #3) awarded July 21, 1999, as noted in Board Report No. 00-23 request written quotes as stated (#00-22). Motion carried unanimously.

Item 7. Proposal for Automated Teller Machine (ATM), Jackson County Campus. A motion was made by Ms. Geraldine Barnes, seconded by Mrs. Sylvia Bradley, to accept the proposal from Merchants and Marine Bank for an ATM machine, Jackson County Campus, as indicated in Board Report No. 00-24. Motion carried unanimously.

COMMITTEE REPORTS AND PROPOSALS. Item 1. Award Bid—Harrison Hall Roof Repair, Perkinston Campus. A motion was made by Mrs. Sylvia Bradley, seconded by Mrs. Delores Sumrall, to award the bid for Reroofing of Harrison Hall, Perkinston Campus, to Mandal's, Inc. at a base bid of \$66,565, a cost of \$3 per square foot for roof decking replacement, and a cost of \$4 per linear foot for fascia (#00-25). Motion carried unanimously.

Item 2. Reject Bid—Greenhouse Construction, Perkinston Campus. A motion was made by Mrs. Eula Switzer, seconded by Mrs. Gertrude Allen, to reject the bid on Greenhouse Construction, Perkinston Campus, and readvertise, with bids to be received on September 15, 1999 and submitted to the Board for approval at the September 22, 1999 meeting (#00-26). Motion carried unanimously.

Item 3. Advertise for Bids—Restroom Renovations, George County Occupational Training Center. A motion was made by Mrs. Eula Switzer, seconded by Mrs. Sylvia Bradley, to advertise for bids for Restroom Renovations, George County Occupational Training Center, with bids to be received September 15, 1999 and submitted to the Board for approval at the September 22, 1999 meeting (#00-27). Motion carried unanimously.

Item 4. Advertise for Bids—Materials for Construction of Athletic Storage Facility, Perkinston Campus. A motion was made by Mr. John W. Cooley, seconded by Ms. Geraldine Barnes, to advertise for bids for materials for construction of the athletic Storage Facility, Perkinston Campus, with bids to be received September 15, 1999 and submitted to the Board for approval on September 22, 1999 (#00-28). Motion carried unanimously.

Item 4A. Report on Meeting of the Board Building Committee, August 18, 1999. A motion was made by Ms. Geraldine Barnes, seconded by Mr. Thomas E. Hall, to approve the recommendations of the Board Building Committee (#00-28A). Motion carried unanimously.

Item 5. Transfer of Capital Funds. A motion was made by Ms. Geraldine Barnes, seconded by Mrs. Gertrude Allen, to approve the transfer of \$7,800 from the Harrison Hall Roof Repair project, Account No. 720-803C-70523, to a new capital account to replace the air compressor at the George County Occupational training Center (#00-29). Motion carried unanimously.

Item 6. Donation of Topsoil, Perkinston Campus. A motion was made by Mrs. Delores Sumrall, seconded by Mrs. Eula Switzer, to accept the donation of approximately 2,000 yards of topsoil to the Perkinston Campus, valued at \$14,000, from Mr. Terry Cooley (#00-30). Motion carried unanimously.

Item 7. Salvage Committee Recommendations. A motion was made by Ms. Geraldine Barnes, seconded by Mr. J. E. Bryan, Jr., to approve recommendations of the Salvage Committee as presented in Board Report no. 00-31. Motion carried unanimously.

Item 7A. Grant Application for On-Line Course Development. A motion was made by Mr. Thomas E. Hall, seconded by Mr. Robert Watters, to approve the submission of a grant application to fund the development of on-line courses through the Mississippi Virtual Community College (#00-31A). Motion carried unanimously.

Item 7B. Grant Application for a Language Component in the Learning Lab, Jefferson Davis Campus. A motion was made by Mrs. Delores Sumrall, seconded by Mrs. Sylvia Bradley, to approve the submission of a grant application to the Knight Foundation for \$175,089 to fund a language component in the Jefferson Davis Campus learning laboratory (#00-31B). Motion carried unanimously.

Item 8. National Student Organization Competitions. Dr. Christmas reviewed Board Report No. 00-32 noting activities of students in the various campus organizations.

Item 9. Student Financial Aid Summary, 1998-99. Dr. Christmas called attention to Board Report No. 00-33.

Item 10. Preliminary Enrollment Report, Fall 1999. Dr. Christmas gave an oral report on enrollment as provided from pre-registration information and indicated that enrollment figures are down as compared to last year.

Item 11. Inservice Training/Professional Development Activities. Dr. Christmas reviewed Board Report No. 00-34.

Item 12. Presentation: Personnel Employment Procedures. Mr. Hal Higdon presented a review of the College's procedures for employment of personnel.

UNFINISHED BUSINESS. There was no unfinished business to be considered.

NEW BUSINESS. Item 1. Personnel Changes. A. Employment. A motion was made by Mrs. Delores Sumrall, seconded by Mr. Thomas E. Hall, to approve the following employment:

CARIN PLATT, Study Skills Instructor, Jackson County Campus, salary of \$19,219, effective August 16, 1999 through December 31, 1999.

SUZANNE CLEEK, Computer Science Instructor, Perkinston Campus, salary of \$36,821, effective August 16, 1999 through May 15, 2000.

GLENDA REDMOND, Assistant Librarian, Perkinston Campus, salary of \$38,000 effective August 1, 1999 through May 30, 2000.

GINA ESCHER, Associate Degree Nursing Instructor (75%), Jackson County Campus, salary of \$26,012, effective August 16, 1999 through May 15, 2000.

ROSE ROURIRAJI, Secondary Applications Instructor, West Harrison County Occupational Training Center, salary of \$34,126, effective August 16, 1999 through May 31, 1999.

SCOTT JORDAN, Temporary full-time Commercial/ Residential Maintenance Instructor, Jefferson Davis Campus, salary of \$14,456, effective August 16 1999 through December 31, 1999.

GAYE WINTER, Temporary full-time Language Arts Instructor, Jefferson Davis Campus, salary of \$17,063, effective August 16, 1999 through December 31, 1999.

GEAN STEWART, Practical Nursing Instructor, Jackson County Campus, salary of \$30,708, effective august 16, 1999 through May 31, 2000.

DEBRA CLEMONS, Practical Nursing Instructor, Jackson County Campus, salary of \$30,708, effective August 16, 1999 through May 31, 2000.

Motion carried unanimously.

B. Promotions/Transfers/Contract Changes. A motion was made by Mrs. Delores Sumrall, seconded by Mr. Thomas E. Hall, to approve the following promotions:

BRENDA ANDERSON, promotion from Learning Lab Instructor, Perkinston Campus to Biology Instructor, Perkinston Campus, salary of \$36,817, effective August 16, 1999 through May 15, 2000.

D'SHEA BROWN, promotion from Intramural/Fitness Center Coordinator, Jefferson David Campus to Health and Physical Education Instructor, Jefferson Davis Campus, salary of \$30,892, effective August 16, 1999 through May 15, 2000.

Motion carried unanimously

C. Resignations/ Retirement: A motion was made by Mrs. Delores Sumrall, seconded by Mr. Thomas E. Hall, to approve the following resignations/retirements:

ROSS BICKFORD, Industrial Maintenance Instructor, Jefferson Davis Campus, resignation effective August 15, 1999.

MORRIS DALE BOX, Pipefitting/Plumbing Instructor, Jackson County Campus, resignation effective July 31, 1999.

LAUREN LEIGH WITHERS, Secondary Technology Applications Instructor, West Harrison County OTC, declined position.

JOAN FITCH, English Instructor, Jefferson Davis Campus, retirement effective August 31, 1999.

JENNIFER ANN DRYE, Physical Education Instructor, Jefferson Davis Campus, retirement effective July 30, 1999.

Motion carried unanimously.

D. Adjunct and Overload Contracts. A motion was made by Mr. James V. Cerra, seconded by Mrs. Gertrude Allen, to approve adjunct and overload contracts for Fall Semester 1999, as reported (#00-35). Motion carried unanimously.

E. Continuing Education and Special Contracts. A motion was made by Ms. Geraldine Barnes, seconded by Mrs. Eula Switzer, to approve continuing education and special contracts for Fall Semester 1999, as reported (#00-36). Motion carried unanimously.

Item 2. Change Site/Date of Board of Trustees Meeting. A motion was made by Mr. James V. Cerra, seconded by Mr. Robert Watters, to approve the following changes in Board of Trustees Meeting sites/dates:

September 22, 1999.....George County OTC
October 20, 1999..... Jackson County Campus
November 17, 1999.....Jefferson Davis Campus
*December 15, 1999 Board Conference Room
*Denotes date change

Motion carried unanimously.

REPORT BY THE PRESIDENT. Item 1. Activities of the President – July 22, 1999 through August 18, 1999. Dr. Lott reviewed activities of the past month and noted the following schedule (#00-37).

Item 2. Activities:

Aug 19-20 Visit Student Registration
19 Jackson County Chamber of Commerce Grand Opening
23 MS Community College Foundation Board Meeting
24 MS Association of Community/Junior Colleges
Reception/MS State Univ. Early Childhood Institute
26 Executive Council Meeting

Sept 2 Football Game / MS Delta (Moorhead)
9 Executive Council Meeting
Football Game / Coahoma Comm. College (Perk)
13 President's Advisory Council Meeting
16 Football Game / Holmes Comm. College(Gulfport)
18 Showcase Golf Tournament
20-21 Strategic Planning
22 Board of Trustees Meeting

Item 3. Publications:

- ▶ News Clipping
- ▶ Continuing Education Course Schedule
- ▶ *Community College Journal*
- ▶ Bulldog Club Flyer

Item 4. Video Presentation: *The Gulf Coast Story.* Dr. Lott introduced the video presentation of *The Gulf Coast Story*.

REPORT BY THE CHAIRPERSON. Mrs. Peden expressed appreciation for attendance at the meeting.

ADJOURNMENT. There being no further business, the meeting adjourned for lunch in the private dining room.

Chairperson

Secretary