

July 18, 2001

The regular meeting of the Board of Trustees of the Mississippi Gulf Coast Community College was held at 10:00 a.m., Wednesday, July 18, 2001, in the Board Conference Room, Perkinston Campus.

The following Board members were present: Don Massengale, Jr., Chairperson; Arlie Howell, First Vice President; J. E. Bryan, Jr., Second Vice Chairperson; Frank Gruich, Treasurer; Gertrude Allen; Geraldine Barnes; Sylvia Bradley; John W. Cooley; Jimmy Estes; Jay Fletcher; Earl Gautier; Thomas Hall; Jean Peden; Gene Rogers; Clyde Strickland; Delores Sumrall; Eula Switzer; and Wilbur Ward. (18) (Mr. Watters requested that his absence be noted as due to a prior commitment.)

College administrators attending the meeting were Dr. Willis Lott, President; Dr. Rick Christmas, Vice President for Instructional Affairs; Dr. Hal Higdon, Vice President for Administration; Jerry Bryan, Comptroller; Vice President Mary Graham, Vice President Houshang Moradmand, Vice President Anna Faye Kelley; Ms. Ouida White, Dean of Instruction at the Jefferson Davis Campus; Jon Lewis, Director of Development; and Colleen Hartfield, Associate Vice President for Institutional Relations.

Other persons attending the meeting were: Deena Necaie, Workforce Director at the Community Campus; J. B. Brown, Welding Instructor at the Perkinston Campus; Scott Jordan, Commercial/Residential Maintenance Instructor at the Jefferson Davis Campus; and Rick McDonald, Automotive Technology Instructor at the Jackson County Campus; Chet Allred, Architect; Dean Holleman, College Attorney, Jan Seals and Gloria Breland, recorders.

Mr. Massengale called the meeting to order and welcomed those present. The invocation was given by Dr. Strickland. Vice Presidents introduced campus guests who were present for the meeting.

Chairperson Massengale appointed Mr. Estes to serve as temporary secretary for the meeting in the absence of Mr. Roberts.

Mr. Massengale acknowledged that the following trustees from MGCCC were recognized by the Mississippi Association of Community/Junior Colleges for their years of service as a member of the Board of Trustees: Delores Sumrall (15 years), Thomas Hall (10 years), and J. E. Bryan, Jr. (25 years).

There being a quorum presented, business was transacted as follows:

AGENDA. A motion was made by Jean Peden, seconded by Gertrude Allen, to approve the agenda with a correction noted on Page 3, Item 3A... should read "Construction of Multipurpose Education Facility" in the motion for this item. Motion carried unanimously.

MINUTES. A motion was made by Delores Sumrall, seconded by Wilbur Ward, to approve Minutes of the June 20, 2001, Board of Trustees as written. Motion carried unanimously.

BILLS AND ACCOUNTS. A motion was made by Eula Switzer, seconded by Delores Sumrall, to approve Bills and Accounts as reflected in the check registers (#02-01). Motion carried unanimously.

INVESTMENT AND INTEREST. A motion was made by Geraldine Barnes, seconded by Jean Peden, to approve the report on Investments and Interest (#02-02). Motion carried with J. E. Bryan, Jr. and Jimmy Estes abstaining.

AWARD BIDS RECEIVED. Item 1. Award Bids Received on July 3, 2001. A motion was made by Delores Sumrall, seconded by Clyde Strickland, 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 therefore upon receipt in good order; and authorize the president to expend funds as authorized in the adopted budget and other statutory provisions (#02-03).

(1) Printing of the 2002-2003 College Catalog

Motion carried unanimously.

Item 2. Exceptions in Bid Tabulations. There were no exceptions in bid tabulations to be reported (#02-04).

Item 3. Report on Purchases Made on Quotations. Dr. Higdon called attention to Board Report No. 20-05 showing purchases made on quotations.

Item 4. Emergency Purchases and/or Single Source Purchases. There were no emergency purchases to be reported (#02-06).

Item 5. Rescind Bid Awarded June 20, 2001 - Standby Generator System. A motion was made by Delores Sumrall, seconded by Wilbur Ward, to rescind bid award on Standby Generator System awarded June 20, 2001, as

noted in Board Report No. 02-07 and readvertise for bids with bids to be received August 14, 2001 and presented to the Board for approval on August 2, 2001. Motion carried unanimously.

COMMITTEE REPORTS AND PROPOSALS. Item 1. Report on Meeting of the Board Executive Committee, July 18, 2001. A motion was made by Gene Rogers, seconded by Geraldine Barnes, to approve the Recommendations of the Executive Committee which recommended that the Board receive the FY2000 Audit Report with final action to be taken at the August 22, 20091, Board of Trustees Meeting (#02-08). Motion carried unanimously.

Item 2. Advertise for Bids - Underground Electrical Conduit, Jackson County Campus. A motion was made by Geraldine Barnes, seconded by Sylvia Bradley, to approve advertising for bids for Underground Electrical Conduit, Jackson County Campus, with bids to be received August 14, 2001, and presented for approval at the August 22, 2001 Board meeting (#02-09). Motion carried unanimously.

Item 3. Advertise for Bids - Food Service Equipment, New Cafeteria and Student Center, Jefferson Davis Campus. A motion was made by Jean Peden, seconded by Eula Switzer, to approve advertising for bids for Food Service Equipment, New Cafeteria and Student Center, Jefferson Davis Campus, with bids to be received August 28, 2001, and presented for approval at the September 19, 2001 Board meeting (#02-10). Motion carried unanimously.

Item 3A. Advertise for Bids - Construct of Multipurpose Education Facility. A motion was made by Wilbur Ward, seconded by Clyde Strickland, to approve advertising for bids for Construction of Multipurpose Education Facility, George County Center, with bids to be received September 6, 2001, and presented for approval at the September 19, 2001, Board meeting (#02-10A). Motion carried unanimously.

Item 4. Reject Bids - Landscape Improvements, Perkinston Campus. A motion was made by Delores Sumrall, seconded by Earl Gautier, to reject bids for Landscape Improvements, Perkinston Campus (#02-11). Motion carried unanimously.

Item 5. Award Bid - Carpet Replacement, Jefferson Davis Campus. A motion was made by Gene Rogers, seconded by Eula Switzer, to award the bid for Carpet Replacement, Jefferson Davis Campus, to Rhodes Carpetmax at a cost of \$29,355 and to approve the transfer of \$2,655 from the Building "H"

Minor Equipment account to the Carpet account (#02-12). Motion carried unanimously.

Item 6. Reject Bids – Locking Systems for Andrews Hall and Moran Hall, Perkinston Campus. A motion was made by Geraldine Barnes, seconded by Earl Gautier, to reject the bids for Locking Systems for Andrews Hall and Moran Hall, Perkinston Campus, and re-advertise for bids with bids to be received August 14, 2001 and presented to the Board for approval at the August 22, 2001 meeting (#02-13). Motion carried unanimously.

Item 7. Award Bid – Alumni House Roof Replacement, Perkinston Campus. A motion was made by Sylvia Bradley, seconded by Clyde Strickland, to award the bid for alumni House Roof Replacement, Perkinston Campus, to Reflect Tech, Inc. at a cost of \$10,900 (#02-14). Motion carried unanimously.

Item 8. Rescind Bid Awarded February 21, 2001 – Lock and Key Replacement System, Jefferson Davis Campus. A motion was made by Jean Peden, seconded by Thomas Hall, to rescind the bid on Lock and Key Replacement, Jefferson Davis Campus, awarded February 21, 2001, as noted in Board Report No. 02-15 and re-advertise for bids with bids to be received on August 14, 2001 and presented for approval at the August 22, 2001 Board meeting. Motion carried unanimously.

Item 9. Final Acceptance – Stadium Heat Pumps, Perkinston Campus. A motion was made by Geraldine Barnes, seconded by Thomas Hall, to accept the Stadium Heat Pumps, Perkinston Campus, as complete and authorize final payment to the contractor (#02-16). Motion carried unanimously.

Item 10. Assignment of Architect – Renovation of Huff and Stone Halls, Perkinston Campus. A motion was made by Wilbur Ward, seconded by Clyde Strickland, to assign the Renovation of Huff and Stone Halls, Perkinston Campus, to the architectural firm of Guild Hardy Associates and authorize the firm to proceed with the design and development of bid specifications (#02-17). Motion carried unanimously.

Item 10A. Acceptance of Proposal for FY2001 Audit. A motion was made by Wilbur Ward, seconded by Delores Sumrall, to accept the proposal of Clifford, Harvey and Culumber, P.A., to conduct the FY2001 financial audit (#02-17A). Motion carried with Earl Gautier and Jay Fletcher voting in opposition.

Item 10B. Renewal of Athletic Accidental Injury Insurance. A motion was made by Thomas Hall, seconded by Gene Rogers, to approve the renewal of Athletic Accidental Injury Insurance with American Youth Student and Sports Insurance, through the Henry Daniels Insurance Agency, with coverage effective August 1, 2001 through May 20, 2002 at a premium cost of \$49,296 (#02-17B). Motion carried unanimously.

Item 11. Enrollment Report, Summer 2001. Dr. Christmas reported that enrollment figures showed an increase in students enrolled for the Summer 2001 session (#02-18).

Item 11A. Report on Mississippi Virtual Community College Online Surveys of Faculty and Students. Dr. Christmas called attention to a report on a survey conducted by the State Board for Community and Junior Colleges regarding faculty and students in the Mississippi Virtual Community College (#02-18A).

Item 12. Inservice Training/Professional Development Activities. Dr. Christmas noted faculty and other college personnel involved in professional development activities during the past month (#02-19).

UNFINISHED BUSINESS. Item 1. Second Reading of Proposed Revisions to Board of Trustee Bylaws. A motion was made by Wilbur Ward, seconded by Thomas Hall, to approve the second reading (final reading) of proposed revisions to the Board of Trustee Bylaws. Motion carried unanimously.

NEW BUSINESS. Item 1. Personnel Changes. A. Employment. A motion was made by Delores Sumrall, seconded by Jean Peden, to approve employment of the following:

NATASHA D. DRONET, Learning Lab Assistant, Jefferson Davis Campus, salary of \$29,092, effective August 16, 2001 through May 15, 2002.

KAREN C. STENNIS, Health and Physical Education Instructor, Jefferson Davis Campus, salary of \$36,360, effective August 16, 2001 through May 15, 2002.

AMY HUNT, Health and Physical Education Instructor, Jackson County Campus, salary for \$30,892, effective August 16, 2001 through May 15, 2002.

RYAN PIERINI, Theatre and Speech Instructor, Jefferson Davis Campus, salary of \$37,468, effective August 16, 2001 through May 15, 2002.

KANDI BETTS, Associate Degree Nursing Instructor, Jackson County Campus, salary of \$38,535, effective August 1, 2001 through May 31, 2002.

SHERRIE BENNETT, Associate Degree Nursing Instructor, Jackson County Campus, salary of \$38,535, effective August 1, 2001 through May 31, 2002.

MARY NOVAK-McCAFFERTY, Associate Degree Nursing Instructor, Jackson County Campus, salary of \$36,608, effective August 16, 2001 through May 31, 2002.

DANIEL MARKS, Environmental Instructor, Jackson County Campus, salary of \$32,324, effective August 1, 2001 through May 31, 2002.

JOHN BUTLER, Assistant Football Coach/ Instructor, Perkinston Campus, salary of \$21,500, effective August 1, 2001 through December 31, 2001.

KENNETH LONG, Head Softball/Assistant Women's Basketball Coach, Perkinston Campus, salary of \$39,000, effective August 1, 2001 through May 31, 2002.

Motion carried unanimously.

B. Resignations/Retirements. A motion was made by Delores Sumrall, seconded by Jean Peden, to approve the following resignation:

GLORIA HAVARD, Practical Nursing Instructor, George County Center, resignation effective August 31, 2001.

Motion carried unanimously.

C. Promotion/Transfer/Contract Chanages. A motion was made by Delores Sumrall, seconded by Jean Peden, to approve the following lateral transfers:

SANDY DAVIS, Learning Lab Assistant, Jackson County Campus, lateral transfer to Developmental English Instructor, Jackson County Campus, effective August 16, 2001 through May 15, 2002.

ASHLEY TIBBS, Learning Lab Assistant, Jefferson Davis Campus, lateral transfer to Learning Lab Assistant, Jackson County Campus, effective August 16, 2001 through May 15, 2002.

TOMMY SNELL, English/Golf Instructor, Perkinston Campus, lateral transfer to English/Golf Instructor, Jefferson Davis Campus, effective August 16, 2001 through May 15, 2002.

WILLIAM MURRAY, Auto Parts Instructor, Perkinston Campus, lateral transfer to Computer Servicing Technology Instructor, Perkinston Campus, effective August 1, 2001 through May 31, 2002.

Motion carried unanimously.

D. Adjunct and Overload Contracts. A motion was made by Sylvia Bradley, seconded by Wilbur Ward, to approve adjunct and overload contracts for Summer Semester 2001, as reported (#02-20). Motion carried unanimously.

E. Continuing Education and Special Contracts. A motion was made by Wilbur Ward, seconded by Geraldine Barnes, to approve continuing education and special contracts for Summer Semester 2001, as reported (#02-21). Motion carried unanimously.

Item 2. Choreographer for *Mississippi Sound*, Perkinston Campus. A motion was made by Delores Sumrall, seconded by Clyde Strickland, to approve contracting with Rosanne Walters as Choreographer for the 2001-2002 *Mississippi Sound* show group, August 24-26, 2001, at a cost of \$1,000 (#02-22). Motion carried unanimously.

Item 3. Consultants for Professional Development Activities. A motion was made by Delores Sumrall, seconded by Thomas Hall, to approve the payment of \$1,850, from Tech Prep funds, for consultants for professional development activities scheduled for August 7, 8 and 10, 2001 (#02-23). Motion carried unanimously.

Item 4. Consultant for Fall Faculty Workshop. A motion was made by Thomas Hall, seconded by Gene Rogers, to approve the payment of \$3,000

from Tech Prep funds, to Dr. Michael Johnson, as consultant for the Fall Faculty Workshop, August 16, 2001 (#02-24). Motion carried unanimously.

Item 5. Proposed Pre-Meteorology Program. A motion was made by Delores Sumrall, seconded by Gene Rogers, to approve the Pre-Meteorology Associate of Arts degree to be offered through all campuses (#02-25). Motion carried unanimously.

REPORT BY THE PRESIDENT. Item 1. Activities of the President – June 21, 2001 through July 18, 2001. Dr. Lott called attention to Board Report No. 02-26 and noted the following items scheduled for the coming month:

2. Activities:

Jul	19	Meeting with Mr. Michael Garrett/MS Power Company
	20	Dedication Ceremony / MS Power Company
	23	Lucedale Rotary Club (speaker)
	26	District Workforce Council Meeting
	26-27	MS State Leadership Conference
	28	Golf Fund Raiser for Fellowship of Christian Athletes
Aug	2	West Florida Alumni Chapter Meeting
	7	Jackson County Trade Show
	9	Executive Council Meeting
	15	New Personnel Orientation
	16	Fall Faculty Workshop (Perkinston Campus)
	22	Board of Trustees Meeting
		Executive Council Meeting

3. Publications. Dr. Lott called attention to the following publications included in the Final Agenda packet:

- News Clippings
- High School Newsletter
- July-August Calendar
- Recruiting Initial Contact Piece
- 2002 Legislative Recommendations

In his report to the Board Dr. Lott (1) expressed appreciation to Board members who attended the MACJC Trustees Conference at the Beau Rivage; (2) thanked trustees for their input in the updating of the Board Bylaws; (3) noted that a memorandum of understanding had been signed with Keesler AFB to offer credit and certification in computer training; (4) reminded Board members of the annual ACCT meeting scheduled October 9-14 in San

Diego, (5) informed Board members that an open house and building ceremony was being planned for the morning of August 22 prior to the Board meeting.

REPORT BY THE CHAIRPERSON. Mr. Massengale commented on the MACJC Trustees meeting. He requested that Mrs. Switzer give the invocation.

ADJOURNMENT. There being no further business, the meeting adjourned for lunch in the Private Dining Room. The following retiring employees were invited to have lunch with the Board:

▶ *Jackson County Campus*
Sandra Briggs

▶ *Jefferson Davis Campus*
Janet Young
David Dedeaux
Robert Rominger

▶ *Perkinston Campus*
Kathryn Lewis
Jesse Jacobs

▶ *George County Center*
Brenda Roberts
Ronnie Mizell

The following employees were also recognized at the luncheon for their twenty-five years of service to the college:

▶ *Jackson County Campus*
Sarah J. Williams
Ivan Gautier
Tom David
Angie Carol Bridges

▶ *Jefferson Davis Campus*
Ronnie Lee

▶ *Perkinston Campus*
Sheree Bond

▶ *Central Office*
April Grace

▶ *Community Campus*
Dr. Elizabeth Nelms

Chairperson

Secretary