

COUNTY OF HOWARD

The Board of Trustees of the Howard County Junior College District met for an executive session and regular board meeting in the Tumbleweed Room in the Student Union Building on the Big Spring site on Monday, April 22, 2019.

The following members of the Board and District Administration were present:

Dr. John Freeman, Chairman  
Maxwell Barr, Vice-Chairman  
Adrian Calvio, Secretary  
Michael Flores  
Mark Morgan

Cheryl T. Sparks, Ed.D., President  
Nancy Bonura, Co-Administrative Dean for Instruction and Student Services, SWCID  
Amy Burchett, Ed.D., Vice-President Academic and Student Affairs  
Danny Campbell, Co-Administrative Dean for Instruction and Student Services, SWCID  
Brenda Claxton, Chief Fiscal Officer/Controller  
Terry Hansen, Chief Athletic and Special Projects Officer  
Erin MacKenzie, Administrative Dean for Instruction and Student Services, Big Spring Area  
Fabian Serrano, Chief Operations and Safety/Security Officer  
Steve Smith, Chief Business Officer/Internal Auditor

Others present were:

Emma Garcia, Executive Assistant  
Lee Bryant, Security  
Shannon Creswell, Interpreter  
Candice Maldonado, District Dean of Financial Aid  
Cindy Smith, District Director Information and Marketing

Chairman John Freeman called the meeting to order at 11:15 a.m. and moved into executive session to discuss the Texas Commission on Environmental Quality and roof litigation.

After a brief recess for lunch, Trustees reconvened at 12:32 p.m. and Maxwell Barr led the invocation.

Trustees considered routine matters including the minutes of the regular meeting on March 25, 2019, monthly financials for March 2019, monthly report of auxiliary services, personnel matters and an internal audit. Mr. Barr made the motion to approve the routine matters (see attached). Mr. Flores seconded the motion. All Trustees present voted in favor of the motion.

The Board moved to New Business. The first item was Visioning/Future Directions. Trustees considered the construction method recommended by the architects for the roofing projects. Adrian Calvio made the motion to affirm the competitive sealed proposal method and Mark Morgan seconded it. All Trustees present voted in favor of the motion.

Next, Trustees considered an interlocal agreement with the city. This agreement will allow our SWCID students to use city land for the Adventure Club camping activities. Mr. Flores made the motion to approve the agreement (see attached). Mr. Calvio seconded the motion. All Trustees present voted in favor of the motion.

Next, Dr. Sparks shared they have met with Parkhill, Smith, and Cooper (PSC) and Tienert Construction to discuss the start-up of the bathroom projects in Dora Roberts Student Union Building which is scheduled to begin on Monday, May 13.

Next, Dr. Sparks shared the Lamesa Economic Development Corporation Resolution. Trustees considered a resolution of appreciation to the Lamesa EDC. Mr. Barr made the motion to approve the resolution (see attached). Mr. Calvio seconded the motion. All Trustees present voted in favor of the motion. The resolution will be presented at a future board meeting.

Next, Dr. Sparks shared SWCID House Bill 1101/Senate Bill 828 (SWCID Name Change) was on its way to the Governor. It has the distinction of being the first House bill sent to the Governor for signature.

The second item under New Business was Performance Measures/Outcomes. Trustees considered two faculty retirement resolutions. Mr. Morgan made the motion to approve the resolutions for Mary Tinsley and Tommy Tune and to give administration authority to prepare pending faculty retirement resolutions for presentation at graduations. Mr. Calvio seconded the motion. All Trustees present voted in favor of the motion.

Next, Dr. Sparks shared the Memorandums of Understanding with College Foundations. Trustees considered the annual review of the MOUs of each foundation. Mr. Morgan made the motion to approve the Memorandums of Understanding. Mr. Barr seconded the motion. All Trustees present voted in favor of the motion.

Next, under accountability measures, student success indicators were addressed relative to student debt as part of the Board Training requested. Dr. Amy Burchett and Candice Maldonado shared an overview of factors that contribute to student debt for Howard College and community college students in general. Measures being taken at Howard College to prevent or minimize student debt were shared. In addition, efforts to provide non-academic emergency support were shared.

The third item under New Business was Monitoring. Trustees passed on bids.

Next, Trustees considered the annual reaffirmation of Employee Handbook policy 4.17 credit card processing (see attached) as well as the college catalog. In addition, catalog changes for additional fee courses or services were reviewed. Mr. Calvio made the motion to approve the annual reaffirmations and the catalog changes. Mr. Flores seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered Cabinet recommendations. Dr. Sparks recommended the renewal of the administrative positions. Mr. Barr made the motion to approve the cabinet recommendations. Mr. Morgan seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered district faculty employment as presented for 2019-2020. Dr. Sparks pointed out Policy 6.1, which indicates, "Official notice of employment status is issued to faculty from the office of the president during April of each academic year. The official offer of employment is made when a completed contract is presented. The preparation of contracts is dependent upon the adoption of the college budget that may be delayed pending the passage of an appropriations bill by the State Legislature or other circumstances. All contracts and a copy of the employee's job description must be signed and returned to the president no later than fourteen (14) days from the date of issue or the offer of employment shall be void. The offer of a contract of employment may be withdrawn by the Board at any time before it is signed and delivered to the office of the president." Mr. Barr made the motion to approve the faculty employment. Mr. Morgan seconded the motion. All Trustees present voted in favor of the motion.

Next, Dr. Sparks reviewed the board calendar and gave a brief update on upcoming events scheduled throughout the district. She shared notes of appreciation.

The fourth item under New Business was Board Education and Development. Dr. Sparks shared that the Coordinating Board training for Trustees had been shared with Trustee Emma Krabill and she has until July to complete the training.

Next, Dr. Sparks shared legislative updates including information relative to appropriations and a concerning service area bill. She shared that the Community College Association of Texas Trustees (CCATT) had forwarded a letter of opposition on behalf of all Texas Trustees to the committee considering the service area bill.

There being no other business, Mr. Flores made the motion to adjourn. Mr. Morgan seconded the motion. All Trustees present voted in favor of the motion. The meeting adjourned at 2:05 p.m.

  
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Dr. John Freeman, Chairman

  
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Adrian Calvio, Secretary  
By Emma Garcia, Recorder