

## COUNTY OF HOWARD

The Board of Trustees of the Howard County Junior College District met for an executive session, budget hearing and regular board meeting in the Tumbleweed Room in the Student Union Building on the Big Spring site on Monday, August 26, 2019.

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

Dr. John Freeman, Chairman  
Adrian Calvio, Secretary  
Patricia Bennett  
Michael Flores  
Mark Morgan

Cheryl T. Sparks, Ed.D., President  
Amy Burchett, Ed.D., Vice-President Academic and Student Affairs  
Danny Campbell, Administrative Dean Instruction, SWCD  
Pam Callan, Administrative Dean for Instruction and Student Services, San Angelo  
Brenda Claxton, Chief Fiscal Officer/Controller  
Terry Hansen, Chief Athletic and Special Projects Officer  
Jamie Rainey, Workforce and Community Development Officer, San Angelo  
Fabian Serrano, Chief Operations and Safety/Security Officer  
Steve Smith, Chief Business Officer/Internal Auditor

Others present were:

Julie Bailey, Assistant to the President  
Lee Bryant, Security  
Monica Campos, Lamesa Campus Director  
Roger Cline, *Big Spring Herald*  
Bob Henderson, Lamesa EDC Board Member  
Amber Juarez, Guest  
Nora Juarez, Howard College Lamesa Alum  
Drew Mouton, Attorney, Mouton and Mouton, PC  
Sean Overeynder, Lamesa EDC Executive Director  
Kristi Raspe, Mouton and Mouton, PC

Chairman Freeman called the meeting to order at 11:00 a.m. and moved the board into executive session to discuss personnel. The board closed the executive session at 11:40 a.m.

After a recess for lunch, Chairman Freeman opened the public hearing at 12:35 p.m. on the 2019-2020 Howard College and SWCD budgets. Dr. Freeman read the hearing procedures and invited citizens to present their views concerning the proposed budgets. There were no comments. Dr. Freeman closed the public hearing at 12:36 p.m.

Dr. Freeman reconvened the regular meeting at 12:37 p.m. and Adrian Calvio led the invocation.

Trustees moved to New Business. The first item was Visioning/Future Directions. Chairman Freeman recognized Nora Juarez as the *Making Dreams Real* student for Lamesa. Nora is a single mom who worked full-time while getting her degree from Howard College. Her children also attended Howard College. Upon her Howard College graduation, she received a promotion with her job.

Next, Trustees presented a resolution to the Lamesa Economic Development Board for their grant to provide painting of the exterior of the Lamesa campus building, serving as a catalyst for the other renovations. Dr. Sparks also thanked the Weaver Foundation and Dawson County for their generosity. Since they were unable to attend, they will be recognized at a later date.

Next, Trustees were updated on the completed Lamesa bathroom renovation project and viewed pictures of the "before and after" progress.

Next, Trustees considered routine matters including the minutes of the regular meeting on July 30, 2019, budget workshop and special meeting on August 12, 2019, and tax hearings/special meetings on August 20, 2019 and August 23, 2019; monthly financials for July 2019; personnel matters (see attached); and an internal audit report. Mrs. Bennett made the motion to approve the routine matters. Mr. Morgan seconded the motion. All Trustees present voted in favor of the motion.

Trustees moved back to New Business. Drew Mouton presented the annual delinquent tax collection report. He shared that taxes collected for Howard College in 18-19 amounted to \$478,004 with \$329,979 in taxes being added to the delinquent tax roll on July 1, 2019.

Next, Trustees considered the adoption of the annual budgets for Howard College and SWCD for 2019-2020. Dr. Sparks gave an overview of the prepared budget. The Howard College budget is now consolidated to include the Big Spring, Lamesa and San Angelo portions and includes the restricted amounts as does the SWCD budget. The total Howard College budget is \$48,457,686 with a planned deficit of -\$2,270,172. The Big Spring portion of the budget will have a planned deficit budget in the amount of -\$1,927,783 to address roof repairs/insurance funds, the unfinished SUB bathroom project, sprinkler system and daycare playground upgrades. The deficit for the San Angelo portion of the budget is -\$342,389 for the unfinished security cameras and access controls project started this summer and the plumbing for the Construction Trades Building. In addition, there are monies allocated for technology upgrades and contracted security services. The total SWCD budget is \$5,414,840 with a planned deficit of -\$533,852 for roof repairs/insurance funds, unfinished bus maintenance and repairs and the replacement of gas lines to the science section of the Burke Building. In addition, there are funds allocated for contracted security services and an upgrade of audiology equipment. The employee salary list with discussed changes was also included as a part of the budgets. Dr. Sparks shared appreciation to Brenda Claxton and her team for all their hard work. Mr. Calvio made the motion to approve the 2019-2020 budget as prepared. Mr. Flores seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered the tax rate. The maintenance and operation rate proposed was \$0.186645 plus the required interest and sinking tax rate of \$0.023992 to cover the cost of the bond. The total tax rate would be \$0.210637 as compared to last year's tax rate of \$0.232316. Mrs. Bennett made the motion that the property tax rate be increased by the adoption of a tax rate of \$0.210637, which is effectively a 5% increase in the tax rate. Mr. Morgan seconded the motion. All Trustees present voted in favor of the motion.

Trustees moved to the second item, Performance Measures/Outcomes. Trustees considered the quarterly investment report. Mr. Calvio made the motion to approve the report. Mr. Morgan seconded the motion. All Trustees present voted in favor of the motion.

Next, under accountability measures, Dr. Sparks presented the Texas Higher Education Coordinating Board (THECB) Financial Condition report.

Trustees moved to the third item, Monitoring. Trustees considered bids. Steve Smith presented the bid for the copier lease for the district sites. He recommended Hilliard Office Solutions with a bid of \$35,943.84 for 17 copiers for 36 months. He also presented the revised bid for infrastructure as a service for the district which was considered by the Board at the last Board meeting. He recommended Quasar Data Center, LLC with a one-time amount of \$33,700 and a monthly amount of \$14,875 for 36 months. Mr. Flores made the motion to approve the bids (see attached). Mr. Calvio seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered a student handbook change regarding freedom of expression, a catalog change regarding financial aid and an employee handbook change regarding updated salary schedules reflecting the \$1,000 increase inclusive of steps (see all attached). Mr. Morgan made the motion to approve the changes. Mrs. Bennett seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered the annual review of investment policy/changes to Public Funds Investment Act, Policy 4.11 (see attached). Mr. Flores made the motion to approve the policy as updated. Mr. Calvio seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered the Appraisal District Budget. Mrs. Bennett made the motion to approve the budget. Mr. Morgan seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered the appointment of Auditor Services. The administration recommended Logan, Thomas and Johnson LLC as the lead firm to assure compliance with state and federal regulations. This Colorado firm specializes in higher education and had previously assisted James Welch for several years. Local firm Lee, Reynolds and Welch (James) will be assisting. Mr. Calvio made the motion to approve the appointment of Logan, Thomas and Johnson LLC. Mrs. Bennett seconded the motion. All Trustees present voted in favor of the motion.


Next, Trustees considered depository services renewal (see attached). Mr. Flores made the motion to approve the renewal. Mr. Calvio seconded the motion. All Trustees present voted in favor of the motion.

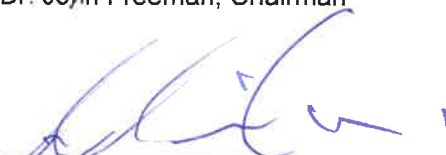
Next, Dr. Sparks reviewed the Board calendar of significant events and activities.

Trustees moved to the fourth item, Board Education and Development. Required Conflict of Interest forms were distributed for Trustees for completion.

Lastly, Dr. Sparks updated Trustees on legislative and general matters and shared she would participate on a panel at the ACCT meeting in October.

There being no other business, Mr. Flores made the motion to adjourn. Mr. Calvio seconded the motion. All Trustees present voted in favor of the motion. The meeting adjourned at 1:40 p.m.

  
\_\_\_\_\_  
Dr. John Freeman, Chairman

  
\_\_\_\_\_  
Adrian Calvio, Secretary  
By Julie Bailey, Recorder