

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, February 24, 2020.

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

Dr. John Freeman, Chairman  
Maxwell Barr, Vice-Chairman  
Adrian Calvio, Secretary  
Patricia Bennett  
Michael Flores  
Emma Krabill  
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  
Emma Garcia, Executive Assistant  
Savannah Geer, *Big Spring Herald*  
James Welch, Accountant/Lee, Reynolds and Welch  
Ben Zeichick, Trustee Candidate

Chairman John Freeman called the meeting to order at 11:00 a.m. and moved into executive session to hold a conference call with the college attorney to discuss roof and contemplated litigation. Then Trustees completed the president's evaluation.

After a brief recess for lunch, Chairman Freeman reconvened at 12:52 p.m. and Adrian Calvio led the invocation. Dr. Sparks welcomed Ben Zeichick, candidate for the trustee election.

Trustees considered routine matters including the minutes of the regular meeting on January 27, 2020, monthly financials for January 2020, monthly report of auxiliary services, personnel matters, and Education Code 51.252/Fall 2019 report (this report is now required to be presented to Trustees for approval twice a year). Mrs. Bennett made the motion to approve the routine matters (see attached). Mr. Flores seconded the motion. All Trustees present voted in favor of the motion.

Trustees moved to New Business. The first item was Visioning/Future Directions. Trustees considered the Notice of Election. Mr. Morgan made the motion to approve the Notice. Mr. Barr seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees held the drawing for place on the ballot. Candidates drew in order of filing for election. The drawing results were: Ben Zeichick, first; Patricia Bennett, second; John Freeman, third; and Emma Krabill, fourth.

Next, Trustees were updated on the Title V grant submission. Dr. Amy Burchett shared the goals and objectives for the grant that is aligned with our Pathways initiative. The grant is for \$3 million over a five-year period.

Next, Trustees considered a resolution honoring the City of Big Spring for their donation to the Big Spring campus of a surplus generator. This generator will be on the Horace Garrett Building to provide continuity with our IT services should there be another emergency electrical situation. Emma Krabill made the motion to approve the resolution. Mr. Calvio seconded the motion. All Trustees present voted in favor of the motion.



Next, Trustees considered the membership for the SWCD Advisory Council. Their annual meeting will be held April 2-3, at the SWCD campus. Mr. Barr made the motion to approve the membership. Mr. Barr seconded the motion. All Trustees present voted in favor of the motion.

The second item under New Business was Performance Measures/Outcomes. James Welch was in attendance to present the completed audit. Trustees and Dr. Sparks thanked Brenda Claxton and team on their terrific work. There were no findings on the audit. Mr. Calvio made the motion to approve the audit. Mr. Morgan seconded the motion. All Trustees present voted in favor of the motion.

Next, Dr. Sparks shared the fund balance information for the district as well as for individual budgets for each campus.

Next, Trustees considered the Quarterly Investment Report. Mr. Flores made the motion to approve the report. Mr. Calvio seconded the motion. All Trustees present voted in favor of the motion.

Next, Dr. Sparks shared spring 2020 preliminary enrollment and contact hour comparisons (see attached). In addition, she shared that each site was analyzing the enrollment trends and considering action steps to address declining numbers.

The third item under New Business was Monitoring. Trustees considered the extension of the President's contract and job description. Mr. Flores made the motion to extend Dr. Sparks' two-year contract as President of the Howard County Junior College District to the last day of August 2022 and current job description. Mrs. Bennett seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees passed on bids and were updated on the Big Spring campus irrigation request for proposal that was under \$50,000 and the amount budgeted. Trustees then considered the request for proposals for tree pruning and removal for the Big Spring (\$66,700) and SWCD (\$18,000) campuses. The savings on the irrigation project was utilized for the tree project. Emma Krabill made the motion to approve the request for proposals for tree pruning and removal for both campuses. Mr. Morgan seconded the motion. All Trustees present voted in favor of the motion.


Next, Trustees passed on handbook and catalog changes.

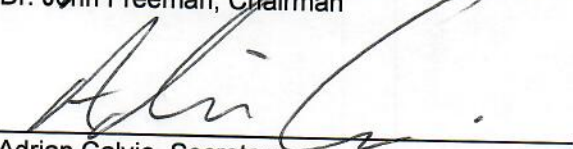
Next, Dr. Sparks reviewed the board calendar and gave a brief update on upcoming events scheduled throughout the district.

The fourth item under New Business was Board Education and Development. Trustees discussed attendance at the Board of Trustees Institute (BoTI) that will be held at the end of March. Trustees determined they will hold a local board retreat conducted by the Texas Success Center where this information will be shared in May.

Lastly, Dr. Sparks shared that the Texas Association of Community Colleges is working on the community college platform for the next legislative session that will begin in January 2021.

There being no other business, Mrs. Bennett made the motion to adjourn. Mr. Flores seconded the motion. All Trustees present voted in favor of the motion. The meeting adjourned at 1:54 p.m.

  
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Dr. John Freeman, Chairman

  
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Adrian Calvio, Secretary  
By Julie Bailey, Recorder