

The Board of Trustees of the Howard County Junior College District met for a special emergency meeting by telephone on Friday, March 27, 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  
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 Castro, Director Lamesa Campus  
Margaret Cervantes, District Financial/Grant Accountant  
Kym Clark, Director eLearning/PASS Center Coordinator-Online  
Emma Garcia, Executive Assistant  
Marnita Guinn, Program Chair ADN/Professor  
Eric Hansen, Dean Information Technology  
Meagan McBee, Financial Aid Advisor  
Cindy Smith, Director Information and Marketing  
James Villa, guest

Dr. Sparks explained procedures of the telephonic meeting. Chairman John Freeman called the telephonic special emergency meeting to order at 4:04 p.m. in accordance with Texas Government Section, 551.045 with Board of Trustees members positioned in remote connections and Dr. Freeman with Dr. Sparks located in the office of the president. Roll call was taken by voice response. Based on the suspended proceedings of the Open Meetings Act in accordance with Section 418.016 of the Texas Government Code, the meeting was open to the public through remote connection utilizing a toll-free number for audio purposes and visual presentation available through GoToMeetings and on the website. The public was also entitled to participate and address the Board. The meeting was recorded and will be available on the website.

Based on the declarations of emergency in place, Dr. Sparks gave an overview (see attached) of the purpose of the resolution to delegate authority to the president during altered operations of the COVID-19 pandemic in excess of current authority provided to the president through existing policy. Many decisions will be made outside of the normal method of operations and normal timeframe and pattern. During this altered operations timeframe and with this authority, the president will provide timely and reasonable information with decisions made until the altered operations status ceases. At that time the expanded delegation of authority will cease and operations will return to normal. Dr. Sparks shared that this action and resolution were based on information provided by other community colleges in other parts of the state in more advanced stages of COVID-19 response, giving specific credit to San Jacinto College and McLennan College.


Next, Trustees considered the resolution (see attached) to authorize delegation of authority to the President during altered operations for COVID-19. Mark Morgan made the motion to approve the resolution. Maxwell Barr seconded the motion. All Trustees on the telephonic call voted in favor of the motion.

Next, Dr. Sparks presented the college's strategic plan for the Response to COVID-19 (see attached) developed in the initial stages of planning which will be the foundation of the college's action during the altered operations status and will be modified as necessary. The status reports that will be provided to the Board by the president during the altered operations status will be based on the objectives of this strategic plan. Dr. Sparks emphasized the sayings/slogans of Howard College as a foundation for the spirit of this response.

Next, Dr. Sparks shared the COVID-19 Response Status #1 (see attached) that has been based on Stage 1/no confirmed cases in the college service area and effective March 24<sup>th</sup> has moved to Stage 2/confirmed cases in the college service area. As of the March 27<sup>th</sup> date, she reviewed the efforts to secure timely information, continual planning to react to the information, instructional planning, preparation, and deployment, college service department planning, preparation and deployment, identification of specialized purchases, declarations of emergency and results of same, specific actions that have been taken and upcoming decisions. Dr. Sparks praised the employees for their exceptional efforts on the behalf of the students, teamwork, innovation, prior preparation creating ease of response and overall service to the communities.

Lastly, community members that were on the telephonic call were given the opportunity to communicate with the board. There were no comments and Chairman Freeman adjourned the meeting at 5:24 p.m.

  
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John Freeman, Chairman

  
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Adrian Calvio, Secretary  
By Julie Bailey