

STATE OF TEXAS

May 4, 2020

COUNTY OF HOWARD

The Board of Trustees of the Howard County Junior College District met for a regular board meeting by telephone on Monday, May 4, 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
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
Kym Clark, Director eLearning Services
Emma Garcia, Executive Assistant
Eric Hansen, Dean Information Technology Systems
Ray Rivera, Campus Dean Adult, Continuing, and Career Tech Education
Cindy Smith, Director Information and Marketing
Ben Zeichick, Trustee Candidate

Dr. Sparks explained procedures of the telephonic meeting. Chairman John Freeman called the telephonic special meeting to order at 1:30 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. A moment of silence was observed for the invocation.

Next, community members that were on the telephonic call were given the opportunity to communicate with the board. There were no comments.

Next, Trustees considered routine matters including the minutes of the regular meeting on February 24, 2020, special emergency meeting on March 27, 2020, and special meeting on April 6, 2020; monthly financials for February and March 2020, monthly report of auxiliary services and personnel matters. Mr. Barr made the motion to approve the routine matters (see attached). Ms. Krabill 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. Under special initiatives, Dr. Sparks shared the COVID-19 Response Status #2 (see attached) to date. She shared that new information is in blue and after each meeting, the reported information would be turned to black. At the next meeting, new information will be reported in blue again. When the college moves out of the altered operations status, this compiled information will be available for future reference.

Next, Trustees considered a resolution for Keep Big Spring Beautiful and Delek US for their contribution of 10 Elderica Pine trees to the Big Spring site. Mr. Barr made the motion to approve the resolution. Mr. Morgan seconded the motion. All Trustees present voted in favor of the motion.

Next, Dr. Sparks shared the power point presentation recently presented by a team of SWCD leaders to the Governor's Committee on People with Disabilities.

The second item under New Business was Performance Measures/Outcomes. Trustees considered the Quarterly Investment Report. Mr. Barr made the motion to approve the report. Mr. Calvio seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered faculty retirement resolutions. Since there were not any at this time, Ms. Krabill made the motion to give the administration authority to prepare any faculty retirement resolutions that would be needed. Mr. Morgan seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered two nominations for professor emeritus for this year. Mary Tinsley was nominated for the San Angelo site and Gayla Williams for the Big Spring site. Professor Emeritus is usually recognized at graduation but due to COVID-19, this will be done at another time this year. Mr. Calvio made the motion to approve the nominations. Mr. Barr seconded the motion. All Trustees present voted in favor of the motion.

Next, under accountability measures, Trustees reviewed the small class reports for spring according to Coordinating Board guidelines. Dr. Sparks shared the S & P Ratings article affirming the college's AA-/Stable status. In addition, Dr. Sparks shared the annual quick facts.

The third item under New Business was Monitoring. Trustees considered affirmation of the bid for the SUB cafeteria vent-a-hood on the Big Spring site from Edward Don and Company for \$95,539.79. Mr. Barr made the motion to affirm the bid. Mrs. Bennett seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered the handbook and catalog changes. The changes included Board Handbook policy 3.14 president's job description and policy 4.21 concealed carry; Employee Handbook policy 4.18 concealed carry (attached), policy 5.5 leaves of absence (attached), and the Faculty Senate Constitution (attached). Mr. Morgan made the motion to approve the Board and Employee Handbook changes. Mr. Barr seconded the motion. All Trustees present voted in favor of the motion. Additionally, Trustees considered the annual reaffirmation of the catalog, miscellaneous catalog changes (attached) and the academic calendar (attached). Mrs. Bennett made the motion to reaffirm the catalog and approve the changes and calendar. Mr. Barr seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered Cabinet recommendations. Dr. Sparks recommended the renewal of the following individuals in the listed administrative positions: Amy Burchett, Vice-President Academic and Student Affairs; Brenda Claxton, Chief Fiscal Officer/Controller; Steve Smith, Chief Business Officer/Internal Auditor; Fabian Serrano, Chief Operations and Safety/Security Officer; Terry Hansen, Chief Athletic/Special Projects Officer; Pam Callan, Administrative Dean-San Angelo; Danny Campbell, Administrative Dean for Instruction-SWCD and Jamie Rainey, Workforce and Development Officer, San Angelo. Ms. Krabill made the motion to approve the cabinet recommendations. Mrs. Bennett seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered district faculty employment as presented for 2020-2021. Mr. Calvio made the motion to approve the faculty employment. Mr. Morgan seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered a transfer of a scholarship fund from the college to the Howard College Foundation. Mr. Morgan made the motion to approve the transfer of funds. Mrs. Bennett seconded the motion. All Trustees present voted in favor of the motion.

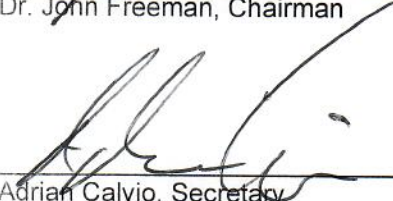
Next, Dr. Sparks reviewed the board calendar and shared tentative dates for the next board meeting. She shared notes of appreciation and recognized theater students that were successful at the annual TCCSTA Festival, the ADN program being recognized in the top 10 best RN programs in Texas for 2019, as well as, the LVN students with a 100% pass rate.

The fourth item under New Business was Board Education and Development. Dr. Sparks shared election information and legislative and general updates regarding the economic situation and actions take to reduce spending.

There being no other business, Chairman Freeman adjourned the meeting at 2:35 p.m.



Dr. John Freeman, Chairman



Adrian Calvio, Secretary
By Julie Bailey