

COUNTY OF HOWARD

The Board of Trustees of the Howard County Junior College District met for an executive session via conference call and regular board meeting in the Fireplace Room in the Student Union Building on the Big Spring site and by telephone conference call on Monday, August 3, 2020.

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

Dr. John Freeman, Chairman
Maxwell Barr, Vice-Chairman
Adrian Calvio, Secretary by phone
Patricia Bennett
Emma Krabill by phone
Mark Morgan by phone

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 by phone
Brenda Claxton, Chief Fiscal Officer/Controller
Terry Hansen, Chief Athletic and Special Projects Officer
Jamie Rainey, Workforce and Community Development Officer, San Angelo by phone
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, Director Safety and Security
Kym Clark, Director eLearning Services by phone
Emma Garcia, Executive Assistant
Amanda Duforant, *Big Spring Herald*
Eric Hansen, Dean Information Technology Systems by phone
Iris Rangel, *Big Spring Herald*
Cindy Smith, Director Information and Marketing
Quintinn Stewart, Director Network Administration
Bryan Stokes, Director Institutional Effectiveness
Ben Zeichick, Candidate

Dr. Sparks explained procedures of the telephonic meeting. Chairman John Freeman called the meeting to order at 10:45 a.m. in accordance with Texas Government Section, 551.045 with some Board of Trustees members positioned in remote connections and Dr. Freeman, Maxwell Barr and Patricia Bennett with Dr. Sparks located in the Fireplace Room in the SUB on the Big Spring campus. 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 onsite. The meeting was recorded and will be available on the website.

Trustees moved into executive session to consult with the attorney about The Travelers Indemnity Company litigation and the student information system confidential agreement.

After a brief recess for lunch, Chairman Freeman reconvened the meeting and Maxwell Barr led the invocation. Dr. Sparks recognized Amanda Duforant and Iris Rangel from the *Big Spring Herald*.

Next, the public was 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 June 8, 2020, monthly financials for May and June 2020, monthly report of auxiliary services, personnel matters, and an internal audit. Mrs. Bennett made the motion to approve the routine matters (see attached). Mr. Barr 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 confidential settlement agreement between Howard College and Travelers Indemnity Company. Mr. Barr made the motion to approve the agreement and give authority to the President to sign on behalf of the Board of Trustees. Mrs. Bennett seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered the draft of the Student Information System confidential agreement. Ms. Krabill made the motion to approve the agreement pending final details and grant authority to the President to finalize. Mr. Barr seconded the motion. All Trustees present voted in favor of the motion.

Next, Dr. Sparks shared the COVID-19 Response Status #4 to date (see attached). She shared that new information is in blue and after each meeting, the reported information will be turned to black. At the next meeting, new information will be reported in blue again. When we move out of the altered operations status, we will have this information compiled for future reference. In addition, she shared the current *Open Howard College* document.

The second item under New Business was Performance Measures/Outcomes. Under accountability measures, Dr. Sparks presented the Board of Trustees mid-year update, sharing what Trustees have completed and training, strategies and initiatives for the next few months.

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

Next, student awards presented in person and virtually this spring were shared by video. Dr. Sparks also shared the NJCAA 2019-20 academic teams of the year which included some Howard College athletes.

The third item under New Business was Monitoring. Trustees considered reaffirmation of a bid for the Aerus Beyond Air Purifiers for the district. As part of altered operations, Dr. Sparks approved this purchase to get the devices onsite to begin the semester. They arrived and are being distributed at select heavy massing sites across the district. The bid from Alert services is for 28 Aerus Beyond air purifiers for the district at \$2,500 each for a total of \$70,000 (see attached). Trustees also considered the bid for the Simulation Lab Enterprise Audio Visual Capture and Management System for the San Angelo site. The bid from Intelligent Video Solutions is for \$72,222 and is being funded by the San Angelo Health Foundation grant (see attached). Mr. Calvio made the motion to reaffirm the air purifier bid and approve the bid for the simulation lab. Mr. Morgan seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered Employee Handbook changes regarding TRS (policy 5.3), retirement procedures (policies 6.4, 7.4 and 8.4), and adjunct faculty (policies 9.4 and 9.7). Trustees also considered catalog changes regarding academic information as well as the revised academic calendar to reflect COVID-19 adjustments (see all attached). Mrs. Bennett made the motion to approve the handbook and catalog changes. Mr. Barr seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered the new Emergency Medical Services (EMS) Associate in Applied Science Program that will begin in Fall 2021. Mr. Barr made the motion to approve the new program. Mr. Calvio seconded the motion. All Trustees present voted in favor of the motion.

Next, Dr. Sparks shared a notification from the Coordinating Board concerning a low-producing program (ASL) relative to graduates. Administration will be conferring with the THECB concerning the letter

Next, Trustees considered Deans and Directors and other exempt staff recommendations for 20-21. Mr. Calvio made the motion to approve the recommendations. Mrs. Bennett seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered the Tax Assessor Collection Fee budget. Mr. Barr made the motion to approve the budget. Mrs. Bennett seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered the Howard County Appraisal District budget. Mr. Barr made the motion to approve the budget. Mr. Calvio seconded the motion. All Trustees present voted in favor of the motion.

Next, Dr. Sparks shared information from the Howard County Appraisal District (HCAD) concerning excess funds refunded to Howard College and the HCAD reappraisal plan for 20-21.

Next, Dr. Sparks reviewed the board calendar and shared notes of appreciation.

The fourth item under New Business was Board Education and Development. Dr. Sparks shared legislative and general updates including information on the Legislative Appropriation process, the Texas Comptroller biennial estimate, certification of tax values and the 2020 tax rate calculation worksheet.

Next, Dr. Sparks shared the planning session power point including our vision, who we serve, how students are doing, improvement strategies and strategic priorities (see attached).

Next, Trustees considered the resignation of Trustee Emma Krabill. Mr. Barr regretfully made the motion to accept the resignation. Mrs. Bennett seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered the certificate of unopposed candidates and the order of cancellation for the Trustee election postponed to November. Mrs. Bennett made the motion to approve the election documents. Mr. Calvio seconded the motion. All Trustees present voted in favor of the motion. With this action, Patricia Bennett, John Freeman and Ben Zeichick will be sworn in after the November 3rd election for six-year terms.

Next, Trustees considered the trustee vacancy at-large replacement options including holdover doctrine, election or appointment. Mr. Barr made the motion to appoint Ben Zeichick to fill the remaining three months in the vacancy created by the resignation of Emma Krabill. Mr. Morgan seconded the motion. All Trustees present voted in favor of the motion. Mr. Zeichick signed the statement of officer and took the Oath of Office.

Next, Trustees considered foundation appointments for Trustees. Chairman Freeman serves on all three college foundations. Mrs. Bennett made the motion to appoint Maxwell Barr and Mark Morgan to the Howard College Foundation; Patricia Bennett and Adrian Calvio to the Howard College at San Angelo Foundation; and Michael Flores and Ben Zeichick to the SWCD Foundation. Mr. Barr seconded the motion. All Trustees present voted in favor of the motion.

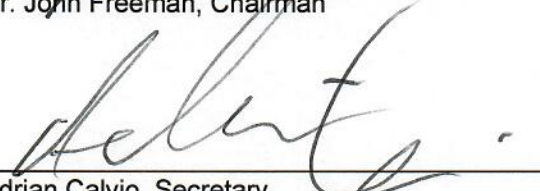
Next, Dr. Sparks shared required training for Mr. Zeichick.

Lastly, Dr. Sparks shared that the annual Association of Community College Trustees meeting would be held virtually October 5-8, 2020.

There being no other business, Chairman Freeman adjourned the meeting at 2:50 p.m.



Dr. John Freeman, Chairman



Adrian Calvio, Secretary
By Julie Bailey