

COUNTY OF HOWARD

The Board of Trustees of the Howard County Junior College District met for a regular meeting in the Fireplace Room in the Student Union Building on the Big Spring site and by telephone conference call on Monday, November 16, 2020.

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

Dr. John Freeman, Chairman
Maxwell Barr, Vice-Chairman by phone
Adrian Calvio, Secretary by phone
Patricia Bennett
Michael Flores
Mark Morgan by phone
Ben Zeichick

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
Steve Smith, Chief Business Officer/Internal Auditor

Others present were:

Julie Bailey, Assistant to the President
Lee Bryant, Security
John Jay Flores, Operation Love Letters
Carolyn Freeman, Guest
Emma Garcia, Executive Assistant
Adrienne Green, KBST
Eric Hansen, Dean Information Technology Systems by phone
Iris Rangel, *Big Spring Herald*
Cindy Smith, Director Information and Marketing
Quintinn Stewart, Director Network Administration

Dr. Sparks explained procedures of the telephonic meeting. Chairman John Freeman called the meeting to order at 12:34 p.m. in accordance with Texas Government Section, 551.045 with Maxwell Barr, Adrian Calvio and Mark Morgan positioned in remote connections and Dr. Freeman, Patricia Bennett, Michael Flores and Ben Zeichick 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 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.

Chairman Freeman led the invocation and welcomed guest, John Jay Flores from Operation Love Letters.

Trustees considered routine matters including the minutes of the regular meeting on October 26, 2020, monthly checklist for October 2020, monthly reports of auxiliary services, personnel matters, and an internal audit. Mrs. Bennett made the motion to approve the routine matters (see attached). Mr. Zeichick seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees moved to New Business. The first item was Visioning/Future Directions. At-Large Trustees John Freeman, Patricia Bennett and Ben Zeichick signed the Statement of Officer and took the Oath of Office.

Next, Trustees considered the Board Officer election. Mr. Zeichick made the motion to elect John Freeman, Chair; Maxwell Barr, Vice-Chair; and Adrian Calvio, Secretary for officers of the Board. Mr. Flores seconded the motion. All Trustees present voted in favor of the motion.

Next, the public was given the opportunity to communicate with the board. John Jay Flores from J and J Handyman addressed the Board concerning an initiative called Operation Love Letters. These letters will be distributed to the elderly and veterans in Howard County. Mr. Flores requested the use of the coliseum to host families to write the letters.

Next, Dr. Sparks shared that the new Chief Tax Appraiser, Richard Miller had planned to attend the meeting and be introduced but was not able to attend. She further shared that the Howard County Appraisal District Board had appointed Sandy Smith to replace Brandon Iden who had resigned earlier. Trustees passed on the consideration to nominate a director to replace Tony Kennedy who had also resigned.

Next, Dr. Sparks shared plans for the 75th anniversary kick-off that would be held November 17.

Next, Dr. Burchett shared the vision, mission, values and strategic planning framework and 19-20 objectives. She also shared the timeline for the next five-year planning strategy.

Next, Dr. Sparks shared the COVID-19 Response Status #8 to date that is on the website. She also discussed proposed changes to the *Open Howard College* document that is also posted on the website.

The second item under New Business was Performance Measures/Outcomes. Trustees considered the quarterly investment report. Mr. Zeichick made the motion to approve the report. Mrs. Bennett seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered the annual investment report. Mrs. Bennett made the motion to approve the report. Mr. Zeichick seconded the motion. All Trustees present voted in favor of the motion.

The third item under New Business was Monitoring. Trustees passed on purchasing and considered an increase to the DigiTex fee (see attached). Mr. Flores made the motion to approve the catalog change. Mrs. Bennett seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered a faculty retirement resolution. Mrs. Bennett made the motion to approve the resolution. Mr. Zeichick seconded the motion. All Trustees present voted in favor of the motion.

Next, Dr. Sparks reviewed the Board calendar of significant events, success of the recently graduated nursing classes and shared thank you notes received.

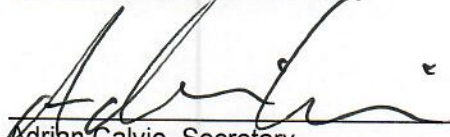
Next, the fourth item under New Business was Board Education and Development. Dr. Sparks updated Trustees on legislative and general matters.

The last item under New Business was Meeting Evaluation and Future Agenda Items. Dr. Freeman asked the Board to begin planning for a new chairman when Board Officers are considered in 2022.

There being no other business, Trustees adjourned at 1:32 p.m.



Dr. John Freeman, Chairman



Adrian Calvio, Secretary
By Julie Bailey