

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, March 29, 2021.

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
Mark Morgan
Ben Zeichick

Cheryl T. Sparks, Ed.D., President
Amy Burchett, Ed.D., Executive Vice-President
Pam Callan, Executive Dean, San Angelo by phone
Danny Campbell, Executive Dean, SWCD by phone
Brenda Claxton, Chief Fiscal Officer/Controller
Eric Hansen, Chief Technology Systems/Data Security Officer by phone
Rhonda Kernick, Chief Human Resources Officer by phone
Fabian Serrano, Chief Operations and Safety/Security Officer
Steve Smith, Chief Business Officer/Internal Auditor

Others present were:

Julie Bailey, Chief of Staff
Lee Bryant, Security
Monica Castro, Executive Director/Lamesa by phone
Roger Cline, *Big Spring Herald*
Emma Garcia, Executive Assistant
Terry Hansen, Chief Special Projects Officer
Cindy Smith, Dean Student Success/Public Information Officer
Quintinn Stewart, Director Tech Support Services
Jan Thomas, CPA, Logan, Thomas and Johnson by phone

Dr. Sparks explained procedures of the telephonic meeting. Chairman John Freeman called the meeting to order at 12:31 p.m. in accordance with Texas Government Section, 551.045 with Adrian Calvio positioned in remote connection and other Trustees 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. Patricia Bennett led the invocation.

Next, the public was given the opportunity to communicate with the board. There were no comments.

Trustees considered routine matters including the minutes of the regular meeting on February 24, 2021, and special meeting on March 11, 2021, monthly financials for February 2021, monthly reports of auxiliary services, personnel matters, and an internal audit. Mr. Barr 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. Dr. Sparks reported on the Board of Trustees Institute (BoTI) latest webinar as well as the status of the strategic planning effort to date.

Next, Dr. Sparks shared the COVID-19 Response Status #12 to date that is on the website. There were no changes to the *Open Howard College* document that is also located on the website.

Next, Trustees were provided copies of the 2020 and 2021 amended budgets for the Howard County Tax Appraisal District due to personnel changes as informational items. Not approval was required.

The second item under New Business was Performance Measures/Outcomes. Trustees reviewed the small class reports according to Coordinating Board guidelines.

Next, Jan Thomas presented the completed audit. She shared that the financial statements presented fairly in all material respects, the financial position of the district as of August 31, 2020 and 2019, and the changes in financial position and cash flows for those years ended in accordance with generally accepted accounting principles. Trustees and Dr. Sparks thanked Brenda Claxton and team on their terrific work. There were no findings on the audit. The fund balance information for the district as well as for individual budgets for each campus was also shared.

The third item under New Business was Monitoring. Trustees passed on purchasing and considered a change to the Employee Handbook regarding the part-time pay schedule (see attached). Mrs. Bennett made the motion to approve the handbook change. Mr. Zeichick seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees were updated on construction/renovation projects. Terry Hansen shared work to date on the Big Spring/SWCD roof projects and gave a brief update on the hailstorm damage at the Big Spring and SWCD sites. Fabian Serrano provided a brief update on the completion of the Big Spring campus boiler and chiller projects. All are installed and working.


Next, Dr. Sparks reviewed the Board calendar of significant events and recognized Howard College being designated as a military friendly school (see press release attached).

Lastly, the fourth item under New Business was Board Education and Development. Dr. Sparks updated Trustees on legislative funding status and efforts to address funding shortfalls. She also updated Trustees on general matters and shared dates for future Community College Association of Texas Trustees (CCATT) webinars planned for April and May.

There being no other business, Trustees adjourned at 1:43 p.m.



Dr. John Freeman, Chairman



Adrian Calvio, Secretary
By Julie Bailey