

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, April 26, 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
Michael Flores
Mark Morgan
Ben Zeichick

Cheryl T. Sparks, Ed.D., President
Amy Burchett, Ed.D., Executive Vice-President
Danny Campbell, Executive Dean, SWCD
Pam Callan, Executive Dean, San Angelo 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*
Craig Ferguson, City of Big Spring Fire Chief
Emma Garcia, Executive Assistant
Adrienne Green, KBST
Terry Hansen, Chief Special Projects
Dr. Rohith Saravanan, SMMC
Cindy Smith, Dean Student Success/Public Information Officer
Bryan Stokes, Director Institutional Effectiveness

Chairman John Freeman called the meeting to order at 12:32 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. Michael Flores led the invocation. Dr. Freeman welcomed guests Fire Chief Craig Ferguson and Steward ORMC and SMMC Chief Medical Officer, Dr. Rohith Saravanan.

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 March 29, 2021, monthly financials for March 2021, 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. Dr. Sparks shared the COVID-19 Response Status #13 to date that is on the website and temporary COVID protocols required for the use of the Dorothy Garrett Coliseum being established following guidance of local health authorities. Craig Ferguson and Dr. Saravanan discussed these protocols with Trustees. There were no changes to the *Open Howard College* document that is also located on the website.

Next, Dr. Sparks reported on the Board of Trustees Institute (BoTI) latest webinar on community college funding.

Next, Bryan Stokes shared the status of the planning for the vision, mission, values and strategic planning effort to date.

Next, Bryan presented the TRELIS Report that is a student financial wellness survey that was completed in Fall 2020 (see attached). Trustees inquired if students with need are receiving help. Initiatives in place were discussed.

Next, Trustees considered a resolution for the transfer of donated funds to the Howard College Foundation. Mr. Barr made the motion to approve the resolution. Mr. Zeichick seconded the motion. All Trustees present voted in favor of the motion.

The second item under New Business was Performance Measures/Outcomes. Dr. Sparks shared dual credit and tuition studies information utilizing internal and external data that was used to analyze and determine the best cost recommendation for the institution and the students relative to tuition and fees. Two studies were conducted and compared, taking into account COVID impact.

The third item under New Business was Monitoring. Trustees considered the reaffirmation of the catalog and changes needed including increases in tuition, changes to the dual credit tuition structure, the academic calendar and changes to the Student Handbook regarding student harassment and discrimination (see all attached). Mr. Zeichick made the motion to reaffirm the catalog and approve the catalog and handbook changes. Mr. Morgan seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered a bid for 175 Microsoft Surface Laptop 3 devices funded with CARES funds (see attached). Mr. Barr made the motion to approve the bid from National Cooperative Purchasing Alliance through an interlocal contract for a total of \$195,300. Mr. Morgan seconded the motion. All Trustees present voted in favor of the motion. Trustees also considered a master lease agreement for printers (see attached). Mrs. Bennett made the motion to approve the bid from Hewlett-Packard Financial Services Company through an interlocal contract. Mr. Zeichick seconded the motion. All Trustees present voted in favor of the motion. Trustees passed on light boards.

Next, Trustees considered cabinet recommendations. Dr. Sparks recommended the renewal of the administrative positions. Mr. Zeichick made the motion to approve the recommendations as presented. Mr. Flores seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees passed on the nomination of an individual for the Howard County Appraisal District Board.

Next, Trustees considered district faculty employment as presented for 2021-2022. Dr. Sparks pointed out Policy 6.1 which indicates "Official notice of employment status is issued to faculty from the office of the president during April of each academic year. The official offer of employment is made when a completed contract is presented. The preparation of contracts is dependent upon the adoption of the college budget that may be delayed pending the passage of an appropriations bill by the State Legislature or other circumstances." All contracts and a copy of the employee's job description must be signed and returned to the president no later than fourteen (14) days from the date of issue or the offer of employment shall be void. The offer of a contract of employment may be withdrawn by the Board at any time before it is signed and delivered to the office of the president." Mr. Zeichick made the motion to approve the faculty employment. Mr. Barr 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, Mrs. Bennett made the motion to give authority to the administration to prepare any faculty resolutions needed prior to graduation. Mr. Zeichick seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered a nomination for professor emeritus. Diane Gierke was nominated for the San Angelo site. The Professor Emeritus is recognized at graduation. Mr. Zeichick made the motion to approve Mrs. Gierke as 2021 Professor Emeritus. Mrs. Bennett 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 recent hailstorm damage at the Big Spring and SWCD sites. He also shared updates on work at Foundation Field and the Big Spring Refinery Park.

Next, Dr. Sparks reviewed the Board calendar of significant events and shared recognitions.

The fourth item under New Business was Board Education and Development. Dr. Sparks informed Trustees they would be emailed a link to complete the state-required Cybersecurity Awareness training.

Lastly, Dr. Sparks updated Trustees on current legislative appropriation information and general matters. Finally, she shared the date for the final Community College Association of Texas Trustees (CCATT) webinar planned for May 6, on success metrics.

There being no other business, Trustees adjourned at 3:16 p.m.



Dr. John Freeman, Chairman



Adnan Calvio, Secretary
By Julie Bailey