

## COUNTY OF HOWARD

The Board of Trustees of the Howard County Junior College District met for an executive session and regular meeting in the Fireplace Room in the Student Union Building on the Big Spring site and by telephone conference call on Wednesday, June 23, 2021.

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

Dr. John Freeman, Chairman  
Adrian Calvio, Secretary  
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 by phone  
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*  
Emma Garcia, Executive Assistant  
Terry Hansen, Chief Special Projects  
Stephen Pool, EMSI Economist by phone  
Cindy Smith, Dean Student Success/Public Information Officer  
Michael Smith, Attorney by phone  
Quintinn Stewart, Director Tech Support Services  
Bryan Stokes, Director Institutional Effectiveness

Dr. Sparks explained procedures of the telephonic meeting. Chairman John Freeman called the meeting to order at 11:04 a.m. in accordance with Texas Government Section, 551.045. 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.

Trustees moved into executive session under Personnel/551.071 for attorney consultation about the Student Information System Software.

After a brief recess for lunch, Chairman Freeman reconvened the regular meeting at 12:51 p.m. and Adrian Calvio led the invocation.

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 April 26, 2021, financials for April and May 2021, monthly auxiliary services, personnel matters and Education Code 51.252/Spring 2021 report. Mr. Morgan made the motion to approve the routine matters (see attached). Mr. Calvio seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees moved to New Business. Under the 2026 Strategic Plan, Dr. Sparks shared information from the last Board of Trustees Institute (BoTI) webinar. Bryan Stokes reviewed the proposed 2026 Strategic Plan (see attached). Mr. Flores made the motion to approve the plan for the next five years. Mrs. Bennett seconded the motion. All Trustees present voted in favor of the motion.

Next, Stephen Pool, an EMSI economist shared the EMSI Program Gap Demand Analysis for Howard College (see power point attached).

Next, Trustees considered the Student Information System Software agreement. Mr. Zeichick made the motion to grant authority for Dr. Sparks to negotiate a SIS software agreement. Mr. Calvio seconded the motion. All Trustees present voted in favor of the motion.

Next, Dr. Sparks shared the COVID-19 Response Status #14 to date that is on the website.

Next, under 75<sup>th</sup> anniversary initiatives, Trustees considered resolutions of thanks for area foundations. The Big Spring Area Foundation granted \$20,000 to Howard College/Big Spring for the "First Flight" scholarship to fund the first dual credit course for Howard County high school students and granted \$10,000 to SWCD to fund a dual credit summer session on-campus for deaf and hard of hearing dual credit students from across the state and nation. The McGary Regan Foundation granted Howard College/Big Spring \$20,000 and SWCD \$25,000 for student scholarships. Mr. Zeichick made the motion to approve the resolutions. Mrs. Bennett seconded the motion. All Trustees present voted in favor of the motion. Dr. Sparks shared that Delek has also participated in 75<sup>th</sup> initiatives with financial support.

Next, under budget preparation, Dr. Sparks shared information to date on the legislative appropriation for 2022-23. She also shared the Howard County Appraisal District projected certified estimate of value and other funding information including the use of CARES federal funding to offset lost revenue as budget work begins. Trustees requested the budget focus to revolve around the strategic plan as previously discussed for expenditures.

The second item under New Business was Performance Measures/Outcomes. Trustees considered the Quarterly Investment Report. Mr. Zeichick made the motion to affirm the report Trustees received in May. Mr. Flores seconded the motion. All Trustees present voted in favor of the motion.

Next, under accountability measures, Dr. Sparks discussed the Compliance with Public Funds Investment Act and Rider 5, General Appropriations Act, reporting requirements and full compliance noted. She also shared that Howard College had no stress factors in the Coordinating Board Annual Financial Condition Report.

Next, Trustees considered a resolution honoring the Big Spring Convention and Visitors Bureau for their assistance with the Howard College Rodeo for the last ten years. Mr. Morgan made the motion to approve the resolution. Mr. Flores seconded the motion. All Trustees present voted in favor of the motion.

Next, Dr. Sparks presented the student roundtable reports from spring.

The third item under New Business was Monitoring. Under Purchasing, Trustees considered the competitive sealed proposal submittals for window replacement and retrofit. Based on the bidding climate, hail storm #3 impact and uncertainty of state and federal funding, the administration recommended rejecting this proposal. Steve Smith, then presented the Request for Proposals for electrical and plumbing services and recommended approval (see attached). Mr. Morgan made the motion to reject the competitive sealed proposal submittals for window replacement and retrofit and approve the proposals for electrical and plumbing services. Mrs. Bennett seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered the resolution authorizing the auction of Howard County Trustee Properties to the Highest Bidder for Cash, without reservation. Mr. Calvio made the motion to approve the resolution. Mr. Zeichick seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered changes to the Employee Handbook including Policy 4.2, disallowable travel expenses; Policy 4.19, Closed Circuit Television (CCTV); Policy 5.5, Leaves of Absence; and Policy 6.6, Private Lessons Pay. Catalog changes included are curriculum and program changes, as well as financial aid changes (see all attached). Mr. Zeichick made the motion to approve the handbook and catalog changes. Mr. Calvio seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered the Memorandums of Understanding with college foundations. Mr. Zeichick made the motion to approve the Memorandums of Understanding. Mrs. Bennett seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered faculty retirement resolutions for Linda Marino, SWCD and Marty Rice, Dave Jones and Don Weeks from the Howard College FCI Correctional Studies program. Mrs. Bennett made the motion to approve the resolutions. 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 the status of the insurance claim for hail storm #3.

Next, Trustees considered the naming of the San Angelo Campus Construction Trades Building. Administration recommended the building be named "*Builders of San Angelo Workshop*", in honor of the many contractors and leaders in San Angelo that assisted with the 3-year building project. Mr. Morgan made the motion to approve the name for the building. Mr. Flores seconded the motion. All Trustees present voted in favor of the motion.

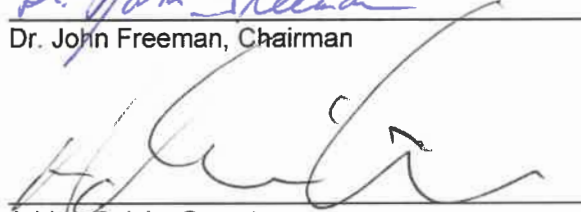
Next, Dr. Sparks reviewed the Board calendar of significant events, and shared thank you notes. Trustees determined the date for the next board meeting would be August 2, 2021.

Next, Dr. Sparks reported that all Trustees had completed the required Cybersecurity Awareness Training.

Lastly, Dr. Sparks shared the Special Session of the Legislature will begin July 8.

There being no other business, Trustees adjourned at 3:10 p.m.

  
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Dr. John Freeman, Chairman

  
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Adrian Calvio, Secretary  
By Julie Bailey