

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 Monday, February 28, 2022.

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

Dr. John Freeman, Chairman
Maxwell Barr, Vice-Chairman
Adrian Calvio, Secretary by phone
Dr. Marisha Beck
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
Brenda Claxton, Chief Fiscal Officer/Controller
Eric Hansen, Chief Technology Systems/Data Security Officer
Rhonda Kernick, Chief Human Resources Officer
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, Lamesa Director
Roger Cline, *Big Spring Herald*
Vernon Dunagin, Consultant
Luci Gabehart, Campus Dean Health Professions
Emma Garcia, Executive Assistant
Terry Hansen, Chief Special Projects
Jenee Higgins, Campus Dean Instruction
Evan Hoefelmeyer, Assistant Professor
Dee Lindsey, Campus Dean Workforce Development
Cindy Smith, Dean Student Success/Public Information Officer
Bryan Stokes, Director Institutional Advancement
Kelby Vise, Ag Program and Broughton Complex Coordinator/Division Director CTE

Dr. Sparks explained procedures of the telephonic meeting. Chairman John Freeman called the meeting to order at 10:00 a.m. in accordance with Texas Government Section, 551.045 with Adrian Calvio positioned in remote connection and Dr. Freeman 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.

Trustees moved into executive session at 10:02 a.m. under Personnel/551.074 concerning the President's evaluation.

After a brief recess for lunch, Chairman Freeman reconvened the meeting at 12:43 p.m. and Mark Morgan 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 January 24, 2022, financials for January 2022, monthly reports of auxiliary services, personnel matters, and an Internal Audit Report. Mr. Zeichick made the motion to approve the routine matters (see attached). Dr. Beck 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. Trustees considered the certification of unopposed candidates since only one person filed for each position. Mr. Zeichick made the motion to approve the certification of unopposed candidates. Mr. Barr seconded the motion. All Trustees present voted in favor of the motion. Then, Trustees considered cancellation of the election. Mr. Zeichick made the motion to approve cancelling the election. Mr. Barr seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered the continued extension of the President's two-year contract and job description. Mr. Morgan made the motion to extend Dr. Sparks' two-year contract as President of the Howard County Junior College District to the last day of August 2024 and current job description. Mr. Flores seconded the motion. All Trustees present voted in favor of the motion.

Next, Dr. Sparks shared the COVID-19 Response Status #22 to date that is on the website. There were no changes to the *Open Howard College* plan.

Next, under Howard County Leadership Summit, Big Spring campus leaders shared updates on programs on the Big Spring site. Luci Gabehart shared information on the Texas Tech ADN to BSN partnership. Evan Hoefelmeyer and Kelby Vise presented information on the Vet Tech program and the USDA Grant. Dr. Amy Burchett shared information on the Upward Bound grant recently submitted. Dee Lindsey shared highlights on the BAM BIZHUB Partnership/Entrepreneur Certification.

Next, Trustees passed on the Moore Gift Resolution.

Next, under San Angelo Chamber of Commerce/Economic Development efforts, Pam Callan shared information on programs on the San Angelo site. She gave updates on the Artisan Series in partnership with the San Angelo Museum of Fine Arts to teach the lost trades, ASL courses and partnership with Hands Up Interpreting, an Electrical Certificate to prepare students for their journeyman electrical license in partnership with the International Brotherhood of Electrical Workers, and lastly, a partnership with ASU for an engineering 2 + 2 initiative.

Next, Trustees considered the proposed SWCD Advisory Council directors. Mr. Barr made the motion to approve directors. Mr. Zeichick seconded the motion. All Trustees present voted in favor of the motion. The annual meeting for the Advisory Council is May 24-25, 2022.

Next, Danny Campbell gave a brief update on the first summer session for dual credit students at SWCD that will be held June 6-25, 2022.

The second item under New Business was Performance Measures/Outcomes. Dr. Sparks shared the spring 2022 enrollment and contact hour report and a ten-year comparison. Trustees also reviewed enrollment and contact hours for Continuing Education and Workforce Training Education for Quarter 1.

Next, Bryan Stokes presented information on key performance indicators as well as the EMSI report.

Next, Trustees considered the Quarterly Investment Report and were presented the final audit document previously reviewed in January. Mr. Barr made the motion to approve the quarterly report. Mr. Morgan seconded the motion. All Trustees present voted in favor of the motion.

The third item under New Business was Monitoring. Trustees considered the purchase of Student Information System servers, storage and servers software for the CAMS implementation from SHI Government Solutions for \$101,100.59 (see attached). Mr. Barr made the motion to approve the purchase. Dr. Beck seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered a bid for transcript services from the National Student Clearinghouse (see attached). No implementation fees will be paid by the college. Students will pay transaction fees when service is rendered. Dr. Beck made the motion to approve the bid. Mr. Morgan seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees were also updated on the proposed SWCD Seal Coat project with the City of Big Spring. Fabian Serrano is working with the city to assess SWCD streets and parking lots to prep for work this summer. An interlocal agreement will be presented to Trustees at a later date.

Next, Trustees considered a catalog change addressing installment payment plans effective for summer 2022 (see attached). Mr. Morgan made the motion to approve the catalog change. Mr. Barr seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees were updated on construction/renovation projects. Terry Hansen and Vernon Dunagin shared work to date on the Big Spring/SWCD roof projects and the recent rain event. Trustees considered updates to change order #5 and change order #6 (see both attached). Mr. Flores made the motion to approve both change orders. Mr. Barr seconded the motion. All Trustees present voted in favor of the motion.

Next, Eric Hansen and Amy Burchett gave a brief update on the launch of the CAMS student information system which will begin on March 7.

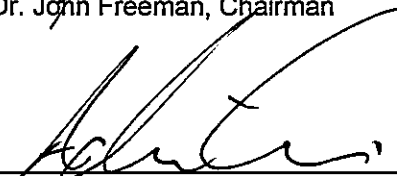
Next, Dr. Sparks reviewed the Board calendar of significant events. She recognized the Theater program for their awards at the TACCSTA Festival, choir student Joseph Fierro for his recent success, the Lamesa SGA for 1st place in the Lamesa Christmas parade, former student Jae Crowder, who is being inducted into the NJCAA Hall of Fame and lastly, former Head Basketball Coach Mark Adams for his success at Texas Tech.

The last agenda item was Board Education and Development. Dr. Sparks updated Trustees on legislative and general matters.

There being no other business, Trustees adjourned at 2:25 p.m.



Dr. John Freeman, Chairman



Adrian Calvio, Secretary
By Julie Bailey