

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, April 25, 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
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
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 by phone
Roger Cline, *Big Spring Herald*
Emma Garcia, Executive Assistant
Terry Hansen, Chief Special Projects
Tony Scharbrough, Leadership Big Spring
Cindy Smith, Dean Student Success/Public Information Officer
Bryan Stokes, Director Institutional Advancement
Mark Willis, Executive Director, Economic Development Corporation

Chairman John Freeman called the meeting to order at 11:00 a.m. in accordance with Texas Government Section, 551.045 with all Trustees located in the Fireplace Room in the SUB on the Big Spring campus. 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 11:02 a.m. under Personnel/551.074 to discuss personnel changes.

After a brief recess for lunch, a public hearing was held at 12:40 p.m. in regard to the Tax Abatement Guidelines and Criteria. There were no comments. Chairman Freeman reconvened the regular meeting at 12:42 p.m. and Marisha Beck led the invocation. Dr. Sparks introduced guests Tony Scharbrough with Leadership Big Spring and Mark Willis with the EDC.

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 28, 2022, financials for March 2022, monthly reports of auxiliary services, and personnel matters. Mr. Flores 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. Trustees considered the Tax Abatement Guidelines and Criteria and resolution (see attached). Dr. Beck made the motion to approve the tax abatement documents. Mr. Calvio seconded the motion. All Trustees present voted in favor of the motion. Dr. Sparks shared there would be a public hearing and consideration of a tax abatement at the May 23rd board meeting. Mark Willis shared the Tax Abatement Advisory Committee would meet on May 11, at 2:00 p.m. at the EDC office.

Next, Dr. Sparks shared the COVID-19 Response Status #24 to date that is on the website. There were no changes to the *Open Howard College* plan. The district is in yellow status based on the level of COVID-19 penetration in the area.

The second item under New Business was Performance Measures/Outcomes. Bryan Stokes, District Director of Institutional Research provided an overview of student debt measures (see attached).

Next, Trustees reviewed tuition and fee comparisons with West Texas colleges, other small colleges and peer colleges and Dr. Sparks shared the reports on the student roundtable meetings held this spring.

The third item under New Business was Monitoring. Steve Smith, Chief Business Officer/Internal Auditor reviewed several purchasing items (see all attached). Trustees considered food service deliveries for the Big Spring and SWCD campuses. Mr. Barr made the motion to approve Great Western Dining Services, Inc. for the food service delivery. Dr. Beck seconded the motion. All Trustees present voted in favor of the motion. Then, Trustees considered vending services for San Angelo and to reject the Lamesa vending service Request for Proposal (RFP) since no RFP documents were requested or received. Dr. Beck made the motion to approve Brannan Enterprises for San Angelo and reject the RFP process for Lamesa. Mr. Zeichick seconded the motion. All Trustees present voted in favor of the motion. Lastly, Trustees considered asbestos abatement bids for the Library and Music Buildings and SWCD Diagnostic Center asbestos abatement and demolition. Mr. Zeichick made the motion to accept the bid from Vanco Insulation, Inc. for \$206,425.00. Dr. Beck seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered two new programs according to the Texas Higher Education Coordinating Board guidelines. Mr. Flores made the motion to approve Registered Medical Assistant (RMA) Associate of Applied Science and Pharmacy Technician Workforce Training Continuing Education Certificate. Mr. Zeichick seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered Employee Handbook Policy 6.13, instructional projects and catalog changes including out-of-district and non-resident tuition increases, room and board charges, program and fee changes and the 22-23 academic calendar, and lastly annual affirmation of the catalog (see all attached). Mr. Barr made the motion to approve the handbook and catalog changes and reaffirm the catalog. Mr. Zeichick seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered district faculty employment as presented for 2022-2023. 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." Dr. Beck 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 an unbudgeted full-time position named Coliseum Event and Mailroom Delivery Assistant. This is a position that combines an open part-time position with funding for part-time monies set aside for coliseum events so that we have a full-time person to cover different areas. Mr. Zeichick made the motion to approve the full-time position. Mr. Calvio 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, Mr. Barr 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. Tommy Tune was nominated by faculty for the Big Spring site. The Professor Emeritus is recognized at graduation. Mr. Barr made the motion to approve Mr. Tune as 2022 Professor Emeritus. Mr. Flores seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees were updated on construction/renovation projects. Terry Hansen, Chief Special Projects Officer, shared work to date on the Big Spring/SWCD roof projects. Mr. Hansen also shared an update on the Library and

Music Building renovation projects. Architectural plans have been released for the bidding process to be considered at the May meeting. Due to the weekend rain on the Big Spring campus, Trustees were also updated on the damage determined thus far and mitigation underway by Fabian Serrano, Chief Operations/Safety and Security Officer and Mr. Hansen.

Next, Eric Hansen, Chief Technology System/Data Security Officer shared work to date on the implementation of the CAMS student information system. The project is advancing on schedule.

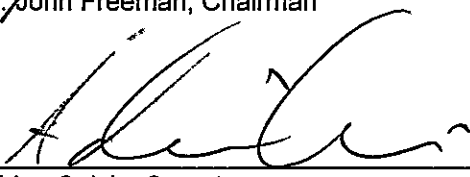
Next, Dr. Sparks reviewed the Board calendar of significant events and recognized the HC Livestock Judging team for their success at the ACU meet where they received 3rd place.

Lastly, Dr. Sparks updated Trustees on legislative and general matters.

There being no other business, Trustees adjourned at 2:43 p.m.



Dr. John Freeman, Chairman



Adrian Calvio, Secretary
By Julie Bailey