

## 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, August 1, 2022.

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

Dr. John Freeman, Chairman  
Maxwell Barr, Vice-Chairman  
Adrian Calvio, Secretary  
Dr. Marisha Beck, by phone  
Raul Marquez  
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  
Brenda Madore, Chief of Staff/Institutional Advancement Officer  
Steve Smith, Chief Business Officer/Internal Auditor

Others present were:

Lee Bryant, Security  
Monica Castro, Executive Director/Lamesa by phone  
Roger Cline, *Big Spring Herald*  
Emma Garcia, Executive Assistant  
Cindy Smith, Dean Student Success/Public Information Officer

Chairman John Freeman called the meeting to order at 11:02 a.m. in accordance with Texas Government Section, 551.045 with Marisha Beck positioned in remote connection and other Trustees located in the Fireplace Room in the SUB on the Big Spring campus. Trustee Mark Morgan was absent. 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 11:07 a.m. under Personnel/551.074 to discuss personnel matters.

After a brief recess for lunch, Chairman Freeman reconvened the regular meeting at 12:45 p.m., and Max Barr 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 June 27, 2022, monthly financials for June 2022, monthly reports of auxiliary services, and personnel matters. Mr. Zeichick made the motion to approve the routine matters (see attached). Mr. Barr 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 a request to give Dr. Sparks authority to begin organizational changes discussed in Executive Session. Mr. Calvio made the motion to approve the request. Mr. Marquez seconded the motion. All Trustees present voted in favor of the motion.

Next, Dr. Sparks shared the COVID-19 Response Status #27 to date. There were no changes to the *Open Howard College* plan. Both documents are located on the website.

Next, Trustees considered the designation of Brenda Claxton as the State Certifying/Authorizing Official for the HEERF Grant. Dr. Amy Burchett will continue as the State/Project Director. Mr. Barr made the motion to designate Ms. Claxton as such. Mr. Zeichick seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered a proposal to update the Facilities Master Plan. Phil Furqueron, the long-time architect for Howard College, and Terry Hansen will head up the work. It will take several months and will build on existing plans and the deferred maintenance project list. The new plan will be designed to address all campuses. Mr. Calvio made the motion to approve the proposal. Mr. Zeichick seconded the motion. All Trustees present voted in favor of the motion.

Next, under the budget planning and preparation update, Dr. Sparks discussed the planned work to develop the focus for the fiscal year 2023 as part of the Strategic Plan through 2026 to meet previously focused initiatives of the Board.

Next, under budget update, Trustees reviewed Howard County Appraisal District information, including the certification of values and the Appraisal District's 2022-2023 budget. Dr. Sparks shared that Chief Appraiser, Patricia Davis, has resigned. She will update the Board once her replacement is known.

Next, Trustees considered the Agreement for Assessment and Collection of Taxes with the Tax Assessor Office and approval of the Tax Collection Fee Budget. Mr. Marquez made the motion to reaffirm the agreement and approve the Fee Budget. Mr. Barr seconded the motion. All Trustees present voted in favor of the motion.

Next, under Howard County Tax Assessor update, Trustees reviewed the 2022 tax rate calculation still undergoing completion.

Next, Dr. Sparks updated Trustees on federal funds received from the CARES Act. Updates will be shared as plans materialize for expenditures in this fiscal year.

Next, Dr. Sparks updated the Board on work being completed regarding the Legislative Appropriations Request (LAR).

Next, under performance measures/outcomes, Trustees were updated on the Financial Condition Report. Dr. Sparks relayed that Howard College has been determined to be in healthy financial condition by the Texas Higher Education Coordinating Board and has no indicators of financial stress. Trustees then considered approval of the Quarterly Investment Report. Mr. Barr made the motion to approve the Quarterly Investment Report. Mr. Zeichick seconded the motion. All Trustees present voted in favor of the motion.

Next, under monitoring, Trustees considered the recommended updates to Policy 5.5 Leaves of Absence. Specifically, the holidays for the prison faculty have been updated to reflect the new national holiday observed at the FCI. Mr. Zeichick made the motion to approve the updates. Mr. Barr seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered the approval of the presented Deans/Directors/Exempt Staff recommendations for 22-23. Mr. Barr made the motion to approve the lists as presented. Mr. Zeichick 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 for five different properties. Mr. Barr made the motion to approve the resolution. Mr. Calvio seconded the motion. All Trustees present voted in favor of the motion.

Next, Dr. Sparks updated Trustees on construction/renovation projects. Work continues on the roofing project. Repairs for the flooding event continue as well as conversations with insurance companies involved. Both the Library and Music Building projects received significant interest at the pre-bid conference. There were eight contractors at the Library meeting, and the Music Building meeting had ten interested parties. Four General Contractors were in attendance. Final information will be brought to the August 15 Workshop for review and consideration. The SWCD abatement of the Diagnostic Center and demolition will begin the first week in September. The chip seal and striping project is scheduled to begin on August 2 and is anticipated to be completed by August 3.

Next, Eric Hansen gave the Trustees an update on the Student Information System Implementation Project. Work is moving forward on schedule.

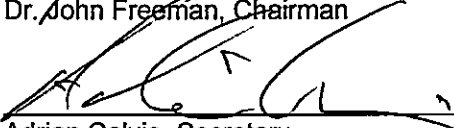
Next, Dr. Sparks gave the President's Report. She discussed upcoming activities and recognized Dalton Kasel, a former Howard College Rodeo Team member who is currently #6 in the world in Bull Riding.

Next, Dr. Sparks informed Trustees that the Texas Association of Community Colleges (TACC) has a new CEO, Ray Martinez III, who is the current Deputy Commissioner at the Texas Higher Education Coordinating Board. Mr. Martinez has worked with Howard College in the past and has a good understanding of the needs of rural community colleges.

Next, Dr. Sparks shared that Trustee Marquez has completed the required THECB short course and Open Meetings Act training. All Trustees must complete cybersecurity training by the end of August.

There being no other business, Trustees adjourned at 1:45 p.m.

  
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Dr. John Freeman, Chairman

  
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Adrian Calvio, Secretary  
By Brenda Madore