

## 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, October 17, 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  
Raul Marquez – by phone  
Mark Morgan  
Ben Zeichick

Cheryl T. Sparks, Ed.D., President  
Amy Burchett, Ed.D., Executive Vice-President  
Pam Callan, Provost, San Angelo  
Danny Campbell, Provost, SWCD – by phone  
Monica Castro, Executive Dean, Lamesa  
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  
Bryan Stokes, Chief Institutional Effectiveness Officer  
Steve Smith, Chief Business Officer/Internal Auditor

Others present were:

Lauren Barber, LEADS Student Support Director  
Lee Bryant, Security  
Emma Garcia, Executive Assistant  
Terry Hansen, Chief Special Projects Officer  
Jenee Higgins, Dean of eLearning and Instructional Design  
Andreia Medlin, *Big Spring Herald*  
Cindy Smith, Dean Student Success/Public Information Officer

Chairman Dr. John Freeman called the meeting to order at 12:44 p.m. in accordance with Texas Government Section, 551.045 with Dr. John Freeman, Maxwell Barr, Mark Morgan, and Ben Zeichick with Dr. Sparks located in the Fireplace Room in the SUB on the Big Spring campus. Dr. Marisha Beck, Adrian Calvio, and Raul Marquez participated via telephone conference. 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 a remote connection utilizing a toll-free number for audio purposes. The public was also entitled to participate and address the Board onsite. Due to a technology malfunction, this meeting was not recorded.

Maxwell Barr led the invocation. Chairman Freeman welcomed guests. The public was invited to address the Board. There were no comments.

Next, Trustees considered routine matters including the minutes of the regular meeting held on September 26, 2022, the monthly checklist for September 2022, monthly reports of auxiliary services, and personnel matters. Mr. Barr made the motion to approve the routine matters. Mr. Zeichick seconded the motion. All Trustees present voted in favor of the motion.

Trustees moved to New Business. The first item was Visioning/Future Directions.

Next, Trustees presented previously approved resolutions to Steve and Jo Stone for the donations that created the Dr. Brittany Stone Draper Vocal Scholarship Endowment and Derek Wayne Griffith Memorial Endowed Scholarship, and to Rhonda Hayes for the donation that created the Dr. Robert P. Hayes Memorial Scholarship.

Next, Dr. Sparks shared the COVID-19 Response Status #30, which is on the website. There were no changes to the *Open Howard College Plan* and Alert Status this month.

Next, Trustees heard an update from Jenee Higgins, Dean of eLearning and Instructional Design on the West Texas A&M Finishers Club. Howard College has recently signed a Memorandum of Understanding, which will expand the services the program provides to students who wish to pursue their bachelor's degrees.

Trustees moved to the second item, Performance Measures/Outcomes.

Next, Trustees heard a report relative to the Access focus of the strategic plan. Bryan Stokes shared information on 8<sup>th</sup> Grade Cohorts Tracked, High School to College Rate, Application to Enrollment Rate, and the Dual Credit Conversion Rate.

Next, as part of the Success focus of the strategic plan, Trustees heard the final LEADS report from Cindy Smith. The program has had a significant impact on the first-year student experience and has been integrated into normal operations. We will continue to provide services, review the program, and make improvements going forward.

Next, as part of the Performance Excellence focus of the strategic plan, Fabian Serrano shared the annual security and fire reports for Howard College and SWCD.

Next, Dr. Sparks reviewed the small class reports with Trustees according to Texas Higher Education Coordinating Board guidelines.

Trustees moved to the third item, Monitoring

Next, Trustees considered RFP #22-012 for transformers. Steve Smith reported a trend in the lack of interest in projects by contractors. It was recommended that the RFP be updated and reissued in light of the current bidding environment at a later date. Mr. Zeichick made a motion to close RFP #22-012. Mr. Barr seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered an update of Policy 2.2, which pertains to the makeup of councils and committees and organizational charts, and Policy 4.2 related to Safety. They also considered catalog updates surrounding updates to a co-requisite course and credit by exam. Mr. Barr made a motion to approve the presented updates to Policy 2.2, Policy 4.2, and the catalog updates. Mr. Morgan seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees were updated by Terry Hansen and Fabian Serrano on construction/renovation projects at Big Spring and SWCD, relative to roof projects, flood updates, progress being made on the Library and Music Building renovations, and the completed demolition of the SWCD Diagnostic Center.

Next, Trustees were updated on the implementation of the student information system by Eric Hansen and Amy Burchett. Training is underway and financial aid will begin using the new software this month in preparation for the next financial aid award year.

Next, Dr. Sparks reviewed the Board calendar of significant events. The November Board meeting will be held November 14, 2022. There is a lot of activity going on as normal operations are resumed. She recognized Tammy Alexander and the AEL Department for receiving an award from Texas A&M Center for the Advancement of Literacy for having the most training completed in a face-to-face format. She also noted the windmill dedication on the San Angelo campus and student Kandis Wilkinson who won the Big Spring Art Association award in Acrylics.

Trustees moved to the fourth item, Board Education and Development.

Next, Dr. Sparks shared that the Texas Commission on Community College Finance will release its final recommendations on October 18, 2022. Once those recommendations are released the Texas Higher Education Coordinating Board will begin to model how they will impact individual community colleges in the state. Colleges will begin working with their legislative teams in preparation for the upcoming session.

Next, Dr. Sparks reviewed the status of new trustee training and asked to move the Purchasing Process

Update to the November Board meeting.

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Next, Dr. Sparks gave a brief update on the Community College Association of Texas Trustees West Region Trustee Leadership Seminar. Trustee Zeichick, who also attended virtually, gave his impressions of the meeting.

Lastly, Dr. Sparks spoke briefly about the Association of Community College Trustees Congress (October 26-29). Five of the seven trustees will be attending.

There being no other business, Chairman Freeman adjourned the meeting at 2:30 p.m.

  
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Dr. John Freeman, Chairman

  
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Adrian Calvio, Secretary  
By Brenda Madore