

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, February 27, 2023.

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

Dr. John Freeman, Chairman – Executive Session only
Maxwell Barr, Vice-Chairman
Adrian Calvio, Secretary – in person and by phone
Dr. Marisha Beck
Raul Marquez – in person and by phone
Mark Morgan
Ben Zeichick

Dr. Cheryl T. Sparks, Ed.D., President
Dr. Amy Burchett, Ed.D., Executive Vice-President
Pam Callan, Provost, San Angelo
Danny Campbell, Provost, SWCD
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
Brenda Madore, Chief of Staff/Institutional Advancement 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:

Lee Bryant, Security
Emma Garcia, Executive Assistant
Terry Hansen, Chief Special Projects Officer

Chairman Dr. John Freeman called the meeting to order at 10:03 a.m. in accordance with Texas Government Code Section, 551.045 with Dr. John Freeman, Maxwell Barr, Adrian Calvio, Dr. Marisha Beck, Raul Marquez, Mark Morgan, Ben Zeichick, and Dr. Sparks located in the Fireplace Room of 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 a remote connection utilizing a toll-free number for audio purposes. The public was also entitled to participate and address the Board onsite. The meeting was recorded and is available on the website.

Trustees moved into Executive Session at 10:04 a.m. under Personnel/551.074 to discuss the President's Evaluation. Chairman Freeman closed the Executive Session at 11:53 a.m.

After a brief recess for lunch, Vice-Chairman Barr reconvened the regular meeting at 12:46 p.m. Chairman Freeman had another commitment and did not participate in the regular meeting. Adrian Calvio and Raul Marquez also participated remotely for the regular meeting, having participated in Executive Session in person.

Vice-Chairman Barr led the invocation and then 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 January 23, 2023, financials for January 2023, monthly reports of auxiliary services, personnel matters, and an internal audit report. Mr. Zeichick made the motion to approve the routine matters. Mr. Morgan 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 considered the President's two-year contract and job description. Mr. Zeichick made a motion to extend Dr. Sparks' two-year contract as President of the Howard County Junior College District to the last day of August 2025 and approved the job description as presented. Dr. Beck seconded the motion. All Trustees present voted in favor of the motion.

Next, Dr. Sparks shared the COVID-19 Response Status #34 to date that is on the website. There were no changes to the *Open Howard College* Plan. Reports will continue until the state of emergency has been ended by the Governor.

Next, Trustees considered two resolutions recognizing and thanking the City of San Angelo and Shannon Medical Center for their leadership and service during the COVID-19 pandemic for the Concho Valley area. The resolutions will be presented at a special Board Meeting currently being planned to be held in San Angelo. Mr. Zeichick made a motion to approve both resolutions. Mr. Maxwell seconded the motion. All Trustees present voted in favor of the motion.

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

Next, Dr. Sparks shared the Spring 2023 Enrollment and Contact Hour Report as compared to the previous year and a ten-year comparison. Trustees also reviewed enrollment and contact hours for Continuing Education and Workforce Training Education for Quarter 1 as compared to the previous year.

Next, Bryan Stokes presented information on key performance indicators. These indicators are considered leading indicators of how students are doing right now as opposed to those metrics that occur after the fact, such as graduation rates. Bryan explained how these metrics had been developed as part of the Pathways work.

Next, Dr. Sparks communicated to Trustees that the Howard County Leadership Summit would be held February 28, 2023, in the Coliseum from 1:30 p.m. to 4:30 p.m. Final preparations were underway, and it was expected to be a productive meeting. The event brings many of the governmental boards and other entities in Howard County together to share information on how they can support one another. Trustees Calvio and Marquez would attend to represent the College.

Next, Trustees reviewed the Quarterly Investment Report.

Next, Dr. Sparks reported on the Texas Higher Education Coordinating Board (THECB) Desk Audit of the Texas Educational Opportunity Grant (TEOG) program. Howard College had one finding. The College addressed the issue and the THECB has approved that plan.

Next, Trustees were presented the final audit document previously reviewed in January.

Trustees moved to the third item, Monitoring.

Next, in relation to RFP #23-001 for Audio Visual Upgrades for Distance Learning Rooms, Dr. Sparks asked for administrative authority to proceed with the best proposal prior to the next board meeting following current RFP procedures. Although the proposal had been released in early January, vendors had requested more time to prepare proposals due to the supply chain issues and the need to meet the June 2023 deadline for project completion. Proposals will be open on March 7. This authority will allow the administration to keep moving the project forward to meet grant deadlines. The final decision would be brought back to the Board for final affirmation at the March 27 Board Meeting. This will be the final expenditure of CARES Act funds and will provide needed equipment upgrades that will benefit student learning during pandemic-type operations. Mr. Morgan made the motion. Dr. Beck seconded the motion. The Board voted unanimously to extend that authority to the President.

Next, Trustees considered the Bell IT Services quote for Clear Pass. Eric Hansen explained that the services and hardware provided would strengthen network security and access control. The quote was completed under an interlocal agreement. Mr. Morgan made a motion to approve the quote. Dr. Beck seconded the motion. All Trustees present voted in favor of the motion.

Next, under Handbook and Catalog Changes, Trustees were updated on the Prohibited Technologies Security Policy and affirmed the current status of the policy as written, which is still evolving. Mr. Morgan made a motion to affirm the policy. Mr. Zeichick seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees were updated on construction/renovation projects at Big Spring and SWCD, on roof projects, flood updates, and received information on progress being made on the Library and Music Building renovations. The roof projects and flood repair projects are substantially complete. It has been a large and complex process.

Trustees thanked Terry for his hard work and leadership on the project the last two years. They were also informed about the sign repair on the San Angelo campus.

Next, Trustees were updated on the implementation of the student information system by Eric Hansen, Bryan Stokes, and Amy Burchett. Data validation, modifications, training, and updates continue. Progress is being made and they are working towards a "go live" date. Registration for fall will be on the new system and the Financial Aid Department is already utilizing the system.

Next, Dr. Sparks reviewed the Board calendar of significant events. The March Board Meeting will be held March 27, 2023.

Next, Dr. Sparks recognized the Howard College Choir students who participated in the Texas Music Educators Association (TMEA) 2-Year All-State Choir.

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

Next, Dr. Sparks discussed that the House Appropriations and Senate Finance Committees have heard the presentation relative to the recommendations made by the Texas Commission on Community College Finance (TCCCF). The Governor also spoke about community college funding in the State of the State address. These are both positive occurrences. She related that the bill is still being worked on at Texas Legislative Council, but it is expected to be filed shortly. Data is being gathered by the Texas Association of Community Colleges (TACC) on continuing education. The financial projections have not yet been completed as to what the impact of the proposed legislation will be on Howard College. TACC will be advocating for passage for the rest of the session.

Next, Dr. Sparks reported on Howard County Day and Community College Day at the Capitol, which both occurred on January 26. College administrators, college students, and other local groups visited Austin and were able to meet their elected representatives and learn about the political process. It was a great learning opportunity for all involved. Students and others were able to visit the floors of both the Senate and House Chambers and learn about the legislative process directly from their elected representatives. Trustee Marquez attended those events and the Community College Association of Texas Trustees (CCATT) New Trustee Orientation the following day.

Lastly, Trustee Marquez reported on the CCATT New Trustee Orientation.


There being no other business, Vice-Chair Barr adjourned the meeting at 2:12 p.m.



Dr. John Freeman, Chairman



Maxwell Barr, Vice-Chairman



Adrian Calvio, Secretary
By Brenda Madore