

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, May 22, 2023.

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  
Raul Marquez – by phone  
Mark Morgan  
Ben Zeichick

Dr. Cheryl T. Sparks, Ed.D., President  
Dr. Amy Burchett, Ed.D., Executive Vice-President  
Jeff Anderson, Interim Provost, SWCD  
Pam Callan, Provost, San Angelo  
Monica Castro, Executive Dean, Lamesa  
Brenda Claxton, Chief Fiscal Officer/Controller  
Eric Hansen, Chief Technology Systems/Data Security Officer – by phone  
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:

Stephanie Bissonnette, Interpreter  
Emma Garcia, Executive Assistant  
Terry Hansen, Chief Special Projects Officer  
Andrea Medlin, Big Spring Herald  
Tracy Overstreet, Security  
Renee Porter, Interpreter  
Cindy Smith, Dean of Student Success

Chairman Dr. John Freeman called the meeting to order at 12:31 p.m. in accordance with Texas Government Code Section, 551.045 with Dr. John Freeman, Maxwell Barr, Dr. Marisha Beck, Adrian Calvio, Mark Morgan, Ben Zeichick, and Dr. Cheryl Sparks located in the Fireplace Room of the SUB on the Big Spring campus. Raul Marquez participated via the telephonic conference line. 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.

Mr. Calvio led the invocation and then 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 April 24, 2023, financials for April 2023, monthly reports of auxiliary services, personnel matters, and an internal audit report. Mr. Zeichick made the motion to approve the routine matters. Mr. Calvio 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, Dr. Sparks shared the COVID-19 Response Status #37 to date that is on the website. There were no changes to the *Open Howard College* Plan. Dr. Sparks informed Trustees that on May 11 the Federal Government lifted the national emergency declaration, but the State of Texas had not done so yet. She anticipates that will be coming soon. Preparations are being made to adjust Board Meetings to those new requirements once they occur.

Next, Terry Hansen reported on the Facilities Master Plan process. The plan is being created in collaboration with appointed College Architect Phil Furqueron. Some preparation work has already been completed such as the review of the previous Howard College plan as well as the plans of other institutions. The creation of the new plan will include input from all major stakeholders and will begin in earnest in the Fall of 2023. This is a very large project, and they hope to have it completed by the end of the calendar year.

Next, Trustees approved a resolution honoring Roger Cline, Big Spring Herald Editor. Roger faithfully covered Howard College for the Big Spring Herald for many years and unexpectedly passed away last month. The resolution expressed condolences to his family and recognized him for his many years of service. Mr. Zeichick made a motion to approve the resolution as presented. Mr. Morgan seconded the motion. All trustees present voted in favor of the motion.

Next, Dr. Sparks discussed the upcoming June 14 Focused Special Meeting to be held at the San Angelo campus. As part of the Board self-evaluation, Trustees had determined that they would like to visit each of the campuses for a focused Board Meeting spotlighting each campus. Regular meetings will be held in the taxing district for the spotlight on the Big Spring and SWCD campuses. She explained that it will be a Special Meeting because it will be held outside of the taxing district so no regular business will occur. The meeting will include the launch and ribbon cutting of the 50<sup>th</sup> anniversary of the San Angelo campus, a State of the San Angelo Campus report, plus an opportunity to thank and highlight community members, students, and staff members.

Next, Dr. Sparks discussed the effort underway in San Angelo to construct another trades lab designed for the electrical and plumbing courses. A grant was submitted to the Lowe's Foundation. The grant has progressed to the final stage. In addition, the Home Builders Association has been actively soliciting funds for the project.

Next, Trustees considered a resolution thanking the Home Builders Association (HBA) of San Angelo. The HBA has been very generous to the San Angelo Campus. They voted to give \$10,000 in matching at Day of Giving and donated the entire amount. Kristen Oliver-- the HBA Executive Officer, facilitated a donation of \$2,000 from the Texas Builders Foundation, and Bryan Benson and the San Angelo HBA Board of Directors have pledged to build a building at cost. Dr. Beck made a motion to approve the resolution. Mr. Calvio seconded the motion. All Trustees present voted in favor of the motion.

Next, Dr. Sparks introduced Jeff Anderson as the Interim Provost of SWCD. Trustees then considered naming the Biology Lab in the Burke Administration Building after former Provost Danny Campbell. The naming of the lab is an appropriate way to show appreciation for Danny's 43 years of dedicated service to Howard College and SWCD. Mr. Barr made a motion to name the Biology Lab as presented. Mr. Zeichick seconded the motion. All Trustees present voted in favor of the motion.

Next, Dr. Sparks updated Trustees on the SWCD Advisory Council membership. New members, Dr. Asiah Mason and Dale Kesterson have been approved by the Council.

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

Next, Dr. Sparks shared the Quarterly Investment Report. There were no questions.

Trustees moved to the third item, Monitoring.

Next, Trustees considered updates (see attached) to the Employee Handbook and Catalog. Mr. Calvio made a motion to approve the updates as presented. Mr. Barr seconded the motion. All Trustees present voted in favor of the motion.

Next, Terry Hansen gave an update on the Music Building and Library renovations. The Music Building is expected to be complete by the end of June, with the exception of an HVAC unit that has been delayed due to supply chain issues. The Library is expected to be complete about 4 weeks after the Music Building. Fabian Serrano gave an update on landscaping projects at both buildings. Dr. Sparks explained that as we near the end of the projects, there are items that will be needed to put finishing touches on each building. That combined amount could exceed the \$50,000 limit. She asked for the authority to keep the projects moving and approving these changes as needed. Mr. Barr made a motion to approve the request for authority to approve changes. Mr. Zeichick seconded the motion. All Trustees present voted in favor of the motion. Dr. Sparks will report at upcoming Board meetings.

Next, Trustees were updated on the implementation of the student information system by Eric Hansen, Bryan Stokes, and Dr. Amy Burchett. They reported that fall early registration went smoothly. They are moving certain reports over to CAMS. Continuing Education (CE) procedures will be moving to CAMS in the Fall. Bryan Stokes has led the work integrating degree audit. There is still much work going on to transition completely to CAMS but everyone is working well together and progress is on schedule. Dr. Sparks and Trustees thanked the entire Howard College team for their hard work.

Next, Dr. Sparks reviewed the Board calendar of significant events. The regular June Board Meeting will be held June 26, 2023. Summer camps are beginning, and budget work is underway, as well as preparation for the upcoming school year.

Next, Dr. Sparks related that she is very proud of the approximately 600 graduates across the district. She thanked Board members for their participation in graduation events. She also recognized WJCAC Baseball Player of the Week Aaron Manias; All-WJCAC Baseball Team MVP members Aaron Manias, Nyan Hayes, Keenan Spence, and Henry Garcia; and Trey Fort for being named MVP of the NJCAA Men's Basketball All-Star Game in Las Vegas on May 20, 2023.


Trustees moved to the fourth item Board Education and Development.

Next, Dr. Sparks shared legislative updates. HB8 unanimously passed in the Senate on Friday. It is expected to make its way to the Governor's desk for signature. Brenda Claxton's inclusion on the new Texas Higher Education Coordinating Board Community College Finance Advisory Committee is an important representation for Howard College. There is much work to be done prior to the implementation of the new funding measures before September 1, 2023.

Lastly, Dr. Sparks discussed that Trustees will soon need to complete the annual cybersecurity training as required by State law. Information would be forwarded to each Trustee.

There being no other business, Chairman Freeman adjourned the meeting at 1:34 p.m.

  
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Dr. John Freeman, Chairman

  
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Adrian Calvio, Secretary  
By Brenda Madore