

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, June 26, 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
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
Rhonda Kernick, Chief HR 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:

Stephanie Bissonnette, Interpreter
Emma Garcia, Executive Assistant
Terry Hansen, Chief Special Projects Officer
Andreia Medlin, Big Spring Herald
Tracy Overstreet, Security
Renee Porter, Interpreter
Shannon Stuteville, Executive Assistant

Following a tour of the Library and Music Buildings and lunch, Vice-Chairman Maxwell Barr called the meeting to order at 12:45 p.m. 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.

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 May 22, 2023, and the minutes for the special meeting held June 14, 2023, financials for May 2023, monthly reports of auxiliary services, and personnel matters. Dr. Freeman 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 #38 to date that is on the website. There were no changes to the *Open Howard College Plan*. Dr. Sparks informed Trustees that this will be the last time this report is made to them. On May 11, 2023, the Federal Government lifted the national emergency declaration, and Governor Abbott declined to renew the Emergency Declaration on June 15, 2023, which means normal operations could resume. Dr. Sparks related that notification has been sent to all faculty and staff and guidance given on the return to normalcy. Everyone is being encouraged to follow the CDC guidelines for exposure and positive cases. All COVID-19 Response status documents will be kept on file for any future need. Reporting continues to federal and state agencies. Dr. Sparks thanked the college community

for their outstanding efforts in the beginning days and the entirety of this altered operations time period.

Next, Dr. Sparks thanked Board members for their attendance at the June 14, 2023, Special Board Meeting held at the San Angelo Campus. She also thanked Andreia Medlin from the Big Spring Herald for her attendance and coverage of the event. She congratulated Provost Pam Callan and the other members of the San Angelo team for their outstanding work in preparing for and holding a successful meeting. Board members also thanked all involved and were impressed with the achievements of the campus.

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

Next, Dr. Sparks gave Trustees a summary of the Texas Higher Education Coordinating Board Financial Condition Analysis. Howard College has received a rating of 0-1 financial stress, which indicates no financial stress. Dr. Sparks credited Brenda Claxton for her management of the financial health of the district that led to this excellent rating. Brenda Claxton added that wise decision making by the Board and executive leadership was also a root cause.

Next, Dr. Sparks gave a brief update on the SACSCOC 5th-year report. Howard College has recently received word that there is no further follow-up needed. This is a huge accomplishment. The college is now preparing for the next steps in the reaffirmation process.

Trustees moved to the third item, Monitoring.

Next, Brenda Claxton and Steve Smith presented a recommendation to consider Wells Fargo as the depository for the district. Brenda and her team had thoroughly researched and reviewed the RFPs that had been submitted and determined that Wells Fargo was the best option. Mr. Morgan made the motion to approve the recommendation. Dr. Freeman seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered a recommendation to purchase the Alertus Mass Notification System. Steve Smith presented the recommendation and Fabian Serrano explained the function of the system. It is a hardware and software system that will allow for targeted notification in the event of emergencies on the campuses. The system will be purchased using HEERF funds, which are available under the approved extension. Dr. Beck made a motion to approve the recommendation. Mr. Zeichick seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered updates to the Employee Handbook and changes in numbering of certain policies (see attached). Mr. Calvio made the motion to approve the handbook updates. Mr. Zeichick seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered administrative and professional contracts. Mr. Zeichick made a motion to approve administrative and professional contracts as presented. Mr. Calvio 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. Much of the work has been accomplished, however, they are a little behind schedule due to delays outside of their control. They are working diligently to have everything completed before the beginning of the fall semester. A few change orders have been approved by Dr. Sparks under the authority previously given to her by the Board. One of those, related to the HVAC ductwork, has saved a significant amount of money on the project. Mr. Zeichick made a motion to affirm the change orders and approve the change order related to ductwork. Dr. Freeman seconded the motion. All Trustees present voted in favor of the motion.

Next, Dr. Sparks updated Trustees on the West Texas Training Center (W TTC) Renovation at the San Angelo Campus. She reminded them of the tour they took at the June 14 Special Meeting and discussed planned updates to the W TTC.

Next, Dr. Sparks discussed the Electrical/Plumbing Trades Lab at the San Angelo Campus that is in the planning and fundraising stages.

Next, Trustees were updated on the implementation of the student information system by Eric Hansen, Bryan Stokes, and Dr. Amy Burchett. They reported that employees are now working out of both POISE and CAMS. They continue to work on implementing degree audit, TSI calculations, and Blackboard integrations. State reporting is now being looked at. Bryan and Eric attended the CAMS conference and related that it was

beneficial to network with other colleges who have gone through a similar conversion process. There is still much work going on to transition completely to CAMS, but everyone is working well together, and progress is on schedule.

Next, Dr. Sparks reviewed the Board calendar of significant events. The next Board Meeting will be held August 14, 2023.

Next, Dr. Sparks:

- Related that Howard College had been noted by the San Angelo Chamber of Commerce as a key contributor to their recent designation as one of the top Chambers in the state for economic development.
- Howard College received good news from the Big Spring Community Area Foundation. They have received two grants, one that will fund the First Flight Scholarship for dual credit students and the other for the Greg Henry New Horizons Memorial Scholarship that is awarded to non-traditional students.
- Recognized Brenda Kay Madore for her completion of Leadership Big Spring.
- Recognized John Overton for his selection to participate in the Marine Corps Educator Workshop.
- Noted that the Barr family had recently been recognized by the Heritage Museum with induction into the Cowboy and Cowgirls Hall of Fame. The Barr family has provided service to the community and Howard College in various ways for many years. Most recently, Max Barr has served as a Trustee since 2009 and his father James Barr from 1975-1994.

Trustees moved to the fourth item Board Education and Development.

Next, Dr. Sparks shared legislative updates. Brenda Claxton continues her work on the rulemaking committee for HB8. There was a discussion of the many moving parts involved in deciding how to implement the new funding formula. More information will be released as the committee works through the summer in preparation for the beginning of the school year. It is a great asset to Howard College to have Brenda on the committee.

Next, Dr. Sparks related that some Trustees had completed the required Cybersecurity training due by the end of the month. Others are in progress.

Lastly, Trustees approved nominating Trustee Ben Zeichick for potential election to the Community College Association of Texas Trustees (CCATT) Board of Directors.

There being no other business, Vice-Chairman Barr adjourned the meeting at 1:54 p.m.



Dr. John Freeman, Chairman



Maxwell Barr, Vice-Chairman



Adrian Calvio, Secretary
By Brenda Madore