

The Board of Trustees of the Howard County Junior College District met for an executive session and regular board meeting in the Board Room of the Student Union Building at the Big Spring campus of Howard College on Monday, February 26, 2024.

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
Mark Morgan
Ben Zeichick

Jeff Anderson, Interim Provost, SWCD
Brenda Claxton, Chief Financial Officer
Rhonda Kernick, Chief HR Officer
Brenda Madore, Chief of Staff/Institutional Advancement Officer
Fabian Serrano, Chief Operations and Safety/Security Officer
Steve Smith, Chief Business Officer/Internal Auditor

Others present were:

Stephanie Bissonnette, Interpreter
Ricky Creswell, Security, Guardian Security
Terry Hansen, Retiree
Rene Porter, Interpreter
Cindy Smith, Dean of Student Success/Public Information Officer
Shannon Stuteville, Executive Assistant to the President - recorder

An Executive Session was scheduled for 10:30 a.m., however, no quorum was present, so the meeting was not called to order at that time. Trustees gathered for the regular meeting at 12:30 p.m. The regular meeting was open to the public in the Board Room on the Big Spring Campus. Due to technical difficulties, the recording was not audible but will be posted on the website. Minutes will be available on the website.

Chairman Freeman called the meeting to order at 12:30 p.m. Mr. Zeichick led the invocation.

Dr. Freeman expressed that due to extenuating circumstances the Board would only address agenda items that had been determined as an immediate need. All other items would be tabled until a future date. He asked if all Trustees agreed to this course of action. All Trustees indicated that they did.

Next, Dr. Freeman welcomed attendees and noted the absence of special guests.

Next, the public was invited to address the Board. There were no comments.

Next, Trustees considered routine matters, including the minutes of the regular meeting on January 29, 2024, checklist for January 2024, monthly reports of auxiliary services, personnel matters, and an internal audit report. Mr. Zeichick made a motion to approve the routine matters. The motion was seconded by Mr. Calvio. All Trustees present voted in favor of the motion.

Next, Trustees moved to New Business Visioning/Future Directions.

Next, Dr. Freeman related that Mr. Barr and Mr. Calvio had filed for reelection, with no additional candidates filing by the deadlines for the election on May 4. As a result, the race was uncontested for both Precincts 3 and 4. Trustees then considered a certification of the unopposed candidates, acceptance of the certification, and cancelation of the election. Mr. Zeichick made a motion to approve the certification, acceptance, and cancelation as presented. Mr. Morgan seconded the motion. All Trustees present voted in favor of the motion.

Next, agenda items President's Contract/Job Description, Organizational Changes, Coliseum Floor Name Update, Correctional Studies Program Update, and Howard County Leadership Summit Recap were tabled.

Next, Trustees moved to Performance Measures/Outcomes.

Next, Trustees considered the Quarterly Investment Report. Mr. Morgan made a motion to approve the Quarterly Investment Report as presented. Dr. Beck seconded the motion. All Trustees present voted in favor of the motion.

Next, Brenda Claxton provided a brief update on the final audit, stating there had been no changes since the last report of an unmodified opinion and no findings last month. The final report will be presented for approval at the next meeting.

Next, Trustees moved to Monitoring.

Next, under Purchasing, Trustees considered authorizing Dr. Sparks to proceed with RFP #24-005 Software Consulting for Thesis CAMS Enterprise System Software once a proposal was received. Steve Smith explained that we had purchased consulting hours previously and those had been used. More were needed to continue full customization of the system. Mr. Calvio made a motion to approve authorizing Dr. Sparks to move forward with RFP #24-005. Mr. Morgan seconded the motion. All Trustees present voted in favor of the motion.

Next, the agenda item San Angelo Electrical/Plumbing Lab Update was tabled.

Next, Trustees considered an emergency purchase related to the Central Plant leak due to the immediate need for repairs exceeding \$50,000. Fabian Serrano gave Trustees an update. He explained that this current leak is the third in recent months. The first occurred behind the East Annex that was repaired over the holiday break, the second on February 9 south of the Coliseum. They have identified the issue that caused all three leaks. Mr. Zeichick made a motion to approve the emergency purchase as presented. Mr. Barr seconded the motion. All Trustees present voted in favor of the motion.

Next, the agenda items Upcoming Activities, Recognitions, and Legislative and General Updates were tabled.

Next, Brenda Kay discussed the upcoming Community College Association of Texas Trustees (CCATT) West Texas Trustee Leadership Seminar that will be held Friday, March 22, 2024, at Odessa College. She asked Trustees to confirm their attendance preference so they could be registered. A virtual option is also available. She informed Trustees that if enough members want to attend, they will take the new SWCD bus, meeting at 8:00 a.m. in the stadium parking lot in front of the SUB for departure.

Next, Brenda Kay discussed the Association of Community College Trustees (ACCT) Leadership Congress on October 23-26 in Seattle, Washington, advising Trustees to express their interest in attending promptly so that conference hotel reservations can be secured when the reservation block opens.

Finally, Dr. Freeman informed Trustees that Mr. Zeichick had made a request to move the Regular Meeting scheduled for April 22, 2024, to April 29, 2024. All Trustees agreed to move the date of that meeting to April 29, 2024.

There being no other business, the Trustees adjourned at 12:44 p.m.



Dr. John Freeman, Chairman



Adrian Calvio, Secretary
By Brenda Madore