

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 Howard College on Monday, September 23, 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 (by Zoom)
Mark Morgan
Ben Zeichick

Dr. Cheryl T. Sparks, Ed.D., President
Dr. Amy Burchett, Ed.D., Executive Vice-President
Jeff Anderson, Provost, SWCD
Pam Callan, Provost, San Angelo
Monica Castro, Executive Dean, Lamesa
Brenda Claxton, Chief Fiscal Officer/Controller
Eric Hansen, Chief Information Technology Officer
Brad Keller, Chief Institutional Research Officer
Laurie Kincannon, Chief Human Resources Officer
Dr. Brenda Madore, Ed.D., Chief of Staff/Institutional Advancement Officer - recorder
Fabian Serrano, Chief Operations and Safety/Security Officer
Cindy Smith, Chief of Student Success/Public Information Officer
Steve Smith, Chief Business Officer/Internal Auditor

Others present were:

Stephanie Bissonnette, Interpreter
Terry Deathridge, Security
Sterling Freeman Luna, Guest
Renee Porter, Interpreter
Savannah Robinson, Big Spring Herald
Shannon Stuteville, Executive Assistant to the President
Mick Sudano, District Website Administrator/Director of Marketing, Big Spring
Shane Taiclet, District Director of Administrative Services

Chairman Dr. John Freeman called the meeting to order at 11:02 a.m. Immediately after calling the meeting to order, the Board moved into Executive Session to discuss the Junior College Audit (JCAR) Report and personnel matters. The regular meeting was open to the public in the Board Room on the Big Spring Campus and through remote connection utilizing a toll-free number. The meeting was recorded and will be available on the website. Minutes will also be available on the website. Upon conclusion of the Executive Session at 12:23 p.m., the Board recessed for lunch.

Next, Chairman Freeman reconvened the regular meeting at 1:02 p.m. The invocation was led by Adrian Calvio.

Next, Dr. Freeman and Dr. Sparks recognized a special guest, Mrs. Sterling Freeman Luna, Dr. Freeman's granddaughter. Mrs. Luna, a graduate of the Howard College ADN program, recently completed her bachelor's degree and is now pursuing a master's. As part of her studies, she was required to attend and observe a board meeting. Dr. Sparks invited her to briefly address the Board, and Mrs. Luna expressed gratitude for the education she had received at Howard College, sharing her aspiration to become a nursing instructor.

Next, Trustees considered routine matters, including the minutes from the August 26, 2024, Executive Session/Budget Hearing/Regular Meeting; the checklist for August 2024; the monthly auxiliary report; personnel matters; an internal audit report; and the Education Code 51.252 Report. Trustee Zeichick made a motion to

approve these routine matters. Trustee Calvio seconded the motion. All Trustees present voted in favor of the motion.

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

Next, Trustees considered nominating a candidate for the open seat on the Howard County Central Appraisal District Board but decided not to nominate anyone. Trustee Calvio made a motion not to nominate a candidate for the open seat. Trustee Zeichick seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered the agreement for the assessment and collection of taxes with the Howard County Tax Assessor. Trustee Barr made a motion to approve the agreement. Trustee Morgan seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered the auction of two Howard County Trustee Properties to the highest bidder for cash, without reservation. Trustee Barr made a motion to approve the auction of the properties. Trustee Beck seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered renaming the Lamesa General Scholarship to the Naomi Presley Memorial Scholarship, in honor of the Lamesa adjunct faculty member who passed away earlier this year. Trustee Morgan made a motion to rename the scholarship. Trustee Zeichick seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered a resolution thanking Medical Arts Hospital for their role in developing the EMS program. Trustee Zeichick made a motion to approve the resolution. Trustee Beck seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered authorizing Dr. Sparks to proceed with naming the new San Angelo Plumbing and Electrical Building. Trustee Barr made a motion to authorize Dr. Sparks to proceed with the naming. Trustee Morgan seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered additions to the SWCD Advisory Council, which provides advisory input and services to SWCD programs. Trustee Beck made a motion to approve the additions to the SWCD Advisory Council as presented. Trustee Barr seconded the motion. All Trustees present voted in favor of the motion.

Next, under Performance Measures/Outcomes, Dr. Madore updated the Board on preparations for the launch of the Open Roads Promise program, scheduled for October 30, 2024. Board members were invited to attend the launch event. Dr. Sparks shared part of a narrative written by Mick Sudano about a photograph he had taken of an open road, which will play a significant role in the program's marketing efforts.

Next, Dr. Sparks discussed the upcoming Howard County Workforce meeting on November 6, which will be hosted by Howard College to gather feedback from local industry partners. The event will include lunch and take place on the Big Spring campus. Dr. Sparks emphasized that this is an opportunity to listen to industry feedback and coincides with Chamber of Commerce efforts to increase student retention in the area.

Next, Trustees considered the Junior College Audit (JCAR) Report. Dr. Sparks indicated that the addition of security positions would be considered in the near future. Trustee Beck made a motion to approve the JCAR Report. Trustee Zeichick seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees were informed that Howard College passed a Department of Public Safety (DPS) audit with only one minor finding.

Next, Dr. Sparks briefed Trustees on the upcoming Office of Civil Rights audit scheduled for October 15-16, 2024. Representatives will visit each campus, and Trustees had already received documents outlining the extensive information that must be submitted. Dr. Sparks noted that these audits occur only once every 25 years and that a comprehensive architectural review is part of the process. Parkhill, Smith, and Cooper had been recommended for this review, with Perkins grant funds offsetting some costs. Dr. Sparks also indicated that some new policies or policy updates could be warranted and sought authority to proceed in both retaining Parkhill, Smith, and Cooper and creating or updating any policies identified. Trustee Calvio made a motion to authorize Dr. Sparks to secure

Parkhill, Smith, and Cooper and to update any pertinent policies. Trustee Barr seconded the motion. All Trustees present voted in favor of the motion.

Next, under Monitoring, Trustees considered the Region 17 Education Service Center 2024-2025 West Texas Food Service Cooperative Interlocal Agreement, which pertains to food purchases for Howard Cottage. Trustee Barr made a motion to approve the agreement. Trustee Morgan seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered the Texas Interlocal Cooperative Agreement between Howard County and Howard College, allowing the college to benefit from the county's lower fuel prices, secured through their bid process. Trustee Zeichick made a motion to approve the agreement. Trustee Calvio seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered three large purchases made through interlocal agreements. These include two 2025 Chevrolet Suburbans, a 2024 Ford F-350 Crew Cab for the Rodeo program, and an 80-ton air-cooled chiller to replace a failed unit in the Broughton Ag Complex. Trustee Calvio made a motion to approve the purchases. Trustee Barr seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered updates to the Handbook and Catalog and authorizing Dr. Sparks to post and hire for a Chief Instructional Officer position. Dr. Sparks discussed the possibility of personnel reassignments and mentioned the possible need for a Coordinator of High School Partnerships position for the southern areas of the district. Trustee Zeichick made a motion to approve handbook and catalog changes as presented and to authorize Dr. Sparks to post and hire for the Chief Instructional Officer position. Trustee Barr seconded the motion. All Trustees present voted in favor of the motion.

Next, Fabian Serrano updated Trustees on various construction projects. The SWCD Residence Hall remains on schedule, but air handling units for the Big Spring Campus Coliseum have been delayed until mid-February. However, transformers are scheduled for installation during the winter break to minimize disruption. Fabian also addressed plumbing and electrical issues at the Anthony Hunt Library, including necessary repairs to a cast iron pipe and a voltage problem caused by an aging transformer, which will be replaced in December.

Dr. Sparks reminded Trustees that these projects, except for the unexpected library problems, were part of the budget passed in August. She also mentioned roof leaks in the Warren Building, likely needing attention soon, following heavy rainfall the previous weekend.

Shane Taiclet provided a brief update on the nearing completion of the San Angelo Plumbing and Electrical Lab, which remains on schedule.

Next, Dr. Sparks delivered the President's Report, reviewing the Board calendar of significant events. She highlighted Senator Sparks' upcoming town hall on the Big Spring campus on Wednesday, September 25, 2024. SWCD will be celebrating Deaf Awareness Week, which included a Rotary Club meeting on the SWCD campus on Friday, September 27, 2024, where students and staff will present a program. Senator Sparks and Representative Darby will return for Howard County Legislative Day on Wednesday, October 2, 2024, which includes a bus tour for legislators and local leaders.

She also reported that athletics are in full swing, with the Howard College Rodeo Team placing second at a recent competition, behind only Tarleton State University, and the Theater Department had recently put on a great production that was well received.

Next, Dr. Sparks informed Trustees that Ben Zeichick and Dr. Madore attended the 2024 Community College Association of Texas Trustees (CCATT) Annual Conference in Amarillo. Ben gave a brief update on the information gathered at the conference.

Next, Dr. Sparks reminded Trustees to select their meal options for the 2024 Association of Community College Trustees (ACCT) Annual Conference, which will be held in Seattle on October 23-26. Portions of the itinerary for attending trustees were also discussed.

There being no other business, Trustees adjourned at 2:31 p.m.



Dr. John Freeman, Chairman



Adrian Calvio, Secretary
By Brenda Madore