

The Board of Trustees of the Howard County Junior College District met for a regular meeting in the Maddux Auditorium of the SouthWest College of the Deaf on Monday, October 21, 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 (via Zoom)  
Raul Marquez  
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 Technology Systems/Data Security 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 Student Success/Public Information Officer  
Steve Smith, Chief Business Officer/Internal Auditor

Others present were:

David Alvarez, Associate Network Administrator/Lead Technician  
Stephanie Bissonette, Interpreter, SWCD  
Shannon Creswell, Director of Student and Administrative Services, SWCD  
Ricky Creswell, Security  
Devin DeVore, District Software Support Coordinator  
Julian Franco, Director of Facilities & Fleet Maintenance/District EPA Coordinator, SWCD  
Jennifer Key, Assistant to Director of Student & Administrative Services, SWCD  
David O'Donnell, Technical Support Specialist, SWCD  
Rene Porter, Interpreter, SWCD  
Rod Rodriguez, Safety Security Coordinator II, SWCD  
Sandra Sloat, Financial Aid Advisor, SWCD  
Quintinn Stewart, District Director of Technical Support Services  
Shannon Stuteville, Executive Assistant to the President  
Cheng Tan, Mathematics Faculty, SWCD  
Maydee Vande Hey, Coordinator of Residence Education, SWCD  
Lisa Westlund, Faculty/Visual Communications Technology & Tutorial Center Coordinator, SWCD

Special guests present:

Debbie Burnaman (via Zoom), SWCD Advisory Committee Member  
Gina D'Amore (via Zoom), SWCD Advisory Committee Member  
Jeffrey McKeel, SWCD Student  
Sima Mehan (via Zoom), SWCD Advisory Committee Member  
Celena Ponce (via Zoom), SWCD Advisory Committee Member

The Board of Trustees of the Howard County Junior College District met for a regular meeting in the Maddux Building Auditorium of the SouthWest College for the Deaf (SWCD) on Monday, October 21, 2024.

Prior to the meeting and as part of this focused meeting's purpose, trustees, administration, and special guests participated in a short tour of the SWCD dormitories.

After a short break for lunch, trustees convened for the regular meeting.

Chairman Dr. John Freeman called the meeting to order at 12:32 p.m. The meeting was open to the public in the auditorium. The meeting was recorded, and the recording and minutes are available on the website. Mr. Zeichick led the invocation.

Next, Dr. Sparks recognized several guests, members of the SWCD Advisory Committee, who were present via Zoom. She invited these members to introduce themselves.

Next, Dr. Sparks provided an overview of the meeting's focus, referencing the Board's strategic planning self-evaluation from 2023, during which the Board committed to increasing its presence across the district's four campuses. Dr. Sparks explained that today's meeting was focused on the SWCD campus, its students, and operations. As SWCD is located within the taxing district, the Board would also conduct regular business.

Next, Trustees considered routine matters including the minutes from the Regular Meeting held on September 23, 2024, and Special Meeting held on October 7, 2024; the checklist for September 2024; the monthly auxiliary report; personnel matters; and an internal audit report. Mr. Zeichick made a motion to approve the routine matters as presented. Mr. Marquez seconded the motion. All Trustees present voted in favor of the motion.

Trustees moved to New Business.

Next, Jeff Anderson, Provost of SWCD, gave the State of SWCD Campus report. He noted that enrollment includes 47 residential students, as well as 9 dual credit students from Coahoma High School and 17 from Forsan High School, marking the first cohort from Forsan in recent years.

Jeff also highlighted the recent dorm renovations and the students' anticipation of moving into the new wing, new equipment for the Dental Lab Technology program with 3D printing courses planned for Fall 2025, new furniture in the main building lobby, dormitories, and MSC, and ongoing updates to the Teaching and Learning Center in Room 306. Recruitment for a Marketing/Admissions/Outreach Coordinator is underway to support further recruitment efforts.

Next, Jeff introduced Jeffrey McKeel, who shared his personal story as a student. Originally from Missouri, Jeffrey expressed his gratitude for finding SWCD, where he can learn in an environment that communicates in ways he understands. Previously working in autobody shops, he found online education challenging but has discovered a renewed passion for learning at SWCD.

Next, continuing with the SWCD campus focus, and in alignment with Board strategic priorities, Dr. Sparks reviewed the latest SWCD Student Roundtable results. She described the roundtable process and how student feedback is managed and addressed, then highlighted specific feedback from SWCD students.

Next, Dr. Sparks provided an update on the 2024 Facilities Master Plan, detailing current and planned projects for SWCD. She gave an overview of the Master Plan's development, its history, and outlined goals and timelines for improvements specific to SWCD.

Next, Dr. Sparks informed trustees that earlier this month, the Appraisal District reported receiving only one nomination to replace the board seat vacated by Noel Hoff, and the nominee was deemed ineligible. The district has extended the nomination period by 45 days. Trustees may submit additional nominees at the next meeting.

Next, Trustees moved to Performance Measures/Outcomes.

Next, Dr. Sparks presented the Fall enrollment update, reporting increased enrollment across all campuses: Big Spring is up 11.5%, Lamesa 12.3%, San Angelo 37.8%, and SWCD up 46%. While much of this increase is attributed to dual credit enrollment, the Big Spring campus experienced growth among its campus-based students as well. She emphasized the importance of dual credit programs in encouraging high school students to

consider Howard College for post-secondary education. Final enrollment data for the fall will be presented at a later date.

Next, Fabian Serrano gave a brief update on the Annual Security and Safety Reports/Emergency Operations Plan, now available on the college website.

Next, under Monitoring, Trustees considered several handbook and catalog updates. Dr. Sparks outlined compensation guidelines for embedded dual credit faculty in the taxing district. Embedded instructors in Howard County schools will receive \$500 per credit hour. This rate had been determined from extensive internal research and collaboration with local ISD partners. She also reviewed updates to emergency notification information and social media platform updates in the employee handbook as well as updates to EMS program fees. Mr. Barr made a motion to approve the handbook and catalog updates as presented. Mr. Morgan seconded the motion. All Trustees present voted in favor of the motion.

Next, Fabian Serrano reported on progress with Big Spring Campus's Coliseum Air Handling Units and Transformers, noting an upcoming meeting to discuss transformer replacement logistics.

Next, Fabian Serrano continued with an update on repairs at the Big Spring Campus Anthony Hunt Library. He noted that workers discovered a damaged pipe that required a 3-foot section replacement and 130 feet of epoxy lining. The library staff has been flexible with the work, and the repaired pipes are expected to last 50 more years. Serrano noted that the epoxy lining cost \$49,000, with final project totals pending.

Next, Fabian Serrano updated trustees on the nearly completed Lamesa Vestibule project, which mirrors recent upgrades to other campus buildings with a ceiling grid, light panel, and heavy-duty carpet in the entrance vestibule. Dr. Sparks mentioned that photos of the finished area would be shared with trustees.

Next, Dr. Sparks delivered the President's Report. She highlighted upcoming activities:

- Five board members will attend the ACCT Leadership Congress in Seattle. Travel arrangements are complete.
- The rodeo team will compete at Texas Tech this week.
- The Howard Harvest event will be held Saturday, October 26.
- The official launch of the Open Roads Promise is scheduled for October 30 at 10:00 a.m., with the Howard College Foundation meeting at 11:30 a.m.
- The Theater Department will hold Haunted Histrionics on October 31, weather permitting.
- All-district Zoom meeting is set for Friday, November 1.
- The County Workforce Luncheon will be held November 6, focusing on local industry alignment. Representatives from area school districts and Howard College will gather to collect input from industry partners.
- Brenda Claxton is preparing for the upcoming audit on November 4. (Now changed to November 11.)

Next, Dr. Sparks recognized the SWCD students who helped serve lunch and thanked Jeffrey McKeel for sharing his student story.


Next, Dr. Sparks provided updates on legislative matters and shared that the Legislative Appropriations Request (LAR) October Version had been submitted.

There being no other business, Trustees adjourned at 1:24 p.m.



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Dr. John Freeman, Chairman



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Adrian Calvio, Secretary  
By Brenda Madore