

**San Jacinto College District - Board Workshop  
August 29, 2011, 5:00 p.m.  
District Administration Building, Suite 201**

**MINUTES**

	<b>Attendees:</b>	<p><b>Board Members:</b> Marie Flickinger, Brad Hance, Dan Mims, Keith Sinor, Larry Wilson, Dr. Ruede Wheeler  <b>Chancellor:</b> Brenda Hellyer  <b>Absent:</b> John Moon, Jr.  <b>Others:</b> Ken Lynn, Steve Trncak, Nicole Darland  <b>Left after Item I:</b> Ken Lynn  <b>Left during Item IV:</b> Steve Trncak</p>
	<b>Agenda Items:</b>	<b>Discussion/Information</b>
I	Budget Review	<p>5:00 p.m. – Workshop Began  Hellyer opened the workshop with asking if any members had specific questions regarding the budget documents and assumptions that had been provided and discussed with the Board at earlier planning sessions.</p> <p>Hellyer asked Lynn to provide a brief discussion around the property tax projections and tax rates. Notification received from Harris County Appraisal District which appears to confirm assumptions to adopt the effective tax rate for maintenance and operation. The valuations are more positive than initial projections which will lower the debt service tax rate slightly in comparison to original projections made in conjunction with the last bond sale. Lynn is in the preliminary stages of the effective tax rate and debt service tax rate calculations. They should be finalized for approval at the September Board Meeting.</p> <p>Hellyer explained that a Compensation Pool for Salary Adjustments has been established at \$1.872 million. This will provide for the following raise adjustments based on each employee’s performance evaluation:  Valuable – 3%  Notable – 3.5%  Exceptional – 4.25%  Room for Improvement - .5%  Unacceptable – 0%  This pool continues with the commitment to a performance management system.</p> <p>Hellyer explained that a Compensation Study Pool of \$1.1 million has been established to address adjustments identified through the study. A multi-year plan is being developed and will be presented to the Board before funds are expended.</p> <p>Hellyer explained that tuition and fees have been developed for budgetary purposes with 3.5% growth generating \$1.5 million in revenue and a reserve for instructional costs has been established of \$.6 million. The leadership is constantly monitoring enrollment and adjustments will be made as deemed necessary.</p>

**San Jacinto College District - Board Workshop  
August 29, 2011, 5:00 p.m.  
District Administration Building, Suite 201**

**MINUTES**

		<p>Hellyer explained that \$5 million in additional dollars have been set aside for benefits including retirement that the College must cover this year due to shortfalls in State funding. Additionally, \$1 million has been set aside as a reserve.</p> <p>Hellyer explained the to be allocated category of \$750,000 consists of \$500,000 for new programs and \$250,000 for the Human Resource reorganization which was approved last year with the contingency that updates be presented to the Finance Committee for final release.</p> <p>Wilson asked about account 66345 on page 35 which reflects \$6.9 million. Lynn explained this is a holding account for the compensation study, raises, and benefits. These dollars are held in this pool account until pushed out to the respective budget areas. The dollars are not duplicated in the budget but the various budget documents report the budget in different views.</p> <p>Hance inquired about the levels of funding in executive direction and control at the campuses on page 56. Lynn will look at these budget areas and provide more detail. Wheeler stated that the College use to have an efficiency calculation by campus. Hellyer stated that a calculation is still being done but is being revisited based on all of the changes that have occurred in the budgeting process.</p> <p>Wilson asked about the Athletic General category on page 30. An analysis will be provided at an upcoming meeting about the cost and benefits of athletic programs.</p> <p>Hellyer asked if there were any other concerns about the proposed budget. None came forward.</p>
II	Annual Priorities	<p>Hellyer reviewed the 2011-2012 annual priorities and explained how these were in alignment with the 2010-2013 strategic plan for the College. Hellyer highlighted changes that have occurred since the draft version that was provided earlier to the Board.</p> <p>Wheeler inquired about the amount of distance learning classes that the College is providing to students and how that compares to five years ago. Hellyer responded that 100% online courses represent 10% of the College's contact hours and hybrid represents 5%. Five years ago, 100% online was 6% and hybrid was 1.3%.</p> <p>A go forward plan for distance learning will be presented to the Board in September.</p>

**San Jacinto College District - Board Workshop**  
**August 29, 2011, 5:00 p.m.**  
**District Administration Building, Suite 201**

**MINUTES**

III	Facility Planning	<p>Hellyer explained that a Request for Qualifications (RFQ) for Master Planning and a separate one for Architectural Services were released several months ago. Hellyer recommends that the College NOT move forward with the Master Planning RFQ at this time. Rather, she recommends the College leadership move forward with key planning steps that will be needed to inform the master planning process. Several of these steps are underway (i.e. space utilization, infill process, program analysis) and additional steps have been identified as significant to the process (demographic analysis, program plan, facility assessment). Once data has been gathered from these processes, the master planning process will be reconsidered. Hellyer will instruct Lynn to notify and thank the vendors who submitted.</p> <p>At an upcoming Board meeting, Hellyer will request approval of the architects based on the RFQ process.</p> <p>Wilson asked that the leadership be diligent in its negotiation of fees with these architects. Hellyer will instruct Lynn to address the fee negotiations.</p>
IV	SLT Validation	<p>In accordance with the College's performance management system, Hellyer provided the Board with a summary of evaluation metrics for each member of the Strategic Leadership Team (SLT). There were considerable discussions around the College's strategic plan; annual priorities, specifically, those around the student success agenda; and continuing forward with a one-college approach. Hellyer will move forward with the evaluations for the SLT members being completed during the week of September 12<sup>th</sup>.</p>
		<p>6:55 p.m. - Workshop Adjourned.</p>