

San Jacinto College District Board Workshop June 15, 2020

The Board of Trustees of the San Jacinto Community College District met by videoconference at 5:00 p.m., Monday, June 15, 2020, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this workshop was made available to the public via a live-stream. At least a quorum of the Board was present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

MINUTES

	Board Workshop Attendees:	Board Members: Erica Davis Rouse, Marie Flickinger, John Moon, Jr. (absent), Dan Mims, Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Chancellor: Brenda Hellyer Other: Sandra Ramirez, Mandi Reiland, and Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 5:00 p.m.
II.	Roll Call of Board Members	Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr. (absent), Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal Matters and Personnel Matters	Chair Flickinger adjourned to closed session at 5:02 p.m. Attorneys Micki Morris and Lisa Brown each attended a portion of the closed session via conference call for the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by law. Sandra Ramirez, Mandi Reiland, and Teri Zamora were present for the closed session.
IV.	Reconvene in Open Meeting	The meeting reconvened to the open meeting at 6:19 p.m.

<p>V.</p>	<p>Review COVID-19 Responses</p>	<p>Brenda Hellyer provided an overview of the College’s COVID-19 responses. She explained that all spring academic courses have been completed via online instruction. Lab instruction cohorts were held beginning on May 4, May 18, and June 1 and are completing in phases by July 2. Summer May mini, Summer 1, and Summer 2 academic courses are fully online. Technical courses were front loaded online with intent to be face-to-face on July 6.</p> <p>The Learning Enhancement Task Force is currently working on a proposed mix of modalities for coursework to be in place for Fall 2020.</p> <p>Brenda reviewed student support services. She explained that drop boxes, food markets, and testing centers began on site in June. Also, office transcript evaluation and financial aid processing are on site. Beginning on July 6, advising, mental health counseling, financial aid advising, disability services, and veteran services will be on site. Other services will remain available remotely.</p> <p>She stated that currently, the plan is for all full-time employees to be on site a minimum of 50% of their time beginning July 6. The other 50% of their time will be remote work. Employees will receive personal protective equipment (PPE) kits when they begin work on site, and we are emphasizing social distancing in all areas. Academic faculty will remain remote and technical faculty will be on site as required for course delivery.</p> <p>Brenda provided an update on the San Jac Cares program which is an initiative to reach out to students in a caring manner, to say hello, and offer direction as needed. The initial program had approximately 160 employees calling 5,646 FTIC Spring 2020 and Fall 2019 students and 6,702 students who had never taken an online or hybrid course. Approximately 80 employees have been making follow up calls to 33% of the remaining spring students.</p> <p>Brenda presented the updated Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funding from the Department of Education. Emergency funds for students were awarded to the College in the amount of \$4.5 million. Approximately \$2.5 million has been disbursed to 2,364 students for spring. The remainder will</p>
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		<p>be disbursed for summer and fall enrollments. The College received \$4.5 million in institution funds to cover costs associated with significant changes to the delivery of instruction due to COVID-19. Part of these funds has been used to purchase laptops to build-on the laptop check out program for students. The College is also designated to receive \$589,000 for being a Hispanic serving institution. This will likely be used for scholarships for fall.</p> <p>Brenda reviewed the functional responses. The phased reopening plan has been developed is are being modified as needed. Brenda, the Strategic Leadership Team (SLT), and the emergency operations team are monitoring updates from local and state agencies. The emergency operations team meets daily, and the SLT meets two to three times weekly. Brenda explained that there is follow-up on all reported COVID cases, and those are completed by the Safety Department for students and Human Resources for employees. Harris County has located a COVID testing site on Central Campus, which provides convenient testing location for College stakeholders. She reviewed the phased opening approach diagram.</p> <p>Brenda stated that all external events that were scheduled on campuses have been cancelled. All on site activities require SLT level approval.</p> <p>Erica Davis Rouse asked how the leadership will handle if there is a need to return to remote only work. Brenda replied that there are plans in development to make this transition, if needed, go smoothly. She also explained that she and the SLT are coordinating with the area independent school districts (ISD) as well.</p> <p>Brenda reviewed an update on the Harris County Promise @ San Jac program. San Jac had the largest percentage of Free Application for Federal Student Aid (FAFSA) completions. Pasadena ISD was a great partner that went above and beyond. She provided the Board with a chart that shows current information on the program.</p> <p>Erica asked what the plans are for the commencement ceremony. Brenda has mixed emotions about holding an in-person event and replied that they are still coordinating logistics</p>
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		and will keep the Board updated as plans are recommended and confirmed.
VI.	Review Proposed Policies and Procedures	<p>Brenda provided an overview of Policy IV.4000.B, Americans with Disabilities Act and Policy IV.4005.A, Remote and Alternate Work Arrangements that are being presented to the Board for first reading.</p> <p>Mandi Reiland explained the process for temporary approval of policies by the Chancellor. Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission gives the Chancellor the authority to sign into effect, waive, or temporarily alter any policy necessary to address an emergency or temporary situation. Under that authority, the two proposed policies are temporarily effective. Per Policy II.2001.A, to become permanent, these changes will follow the standard policy review process at the next regularly scheduled meeting of the Board.</p> <p>Members did not express any concerns.</p>
VII.	Discuss Budget Development	<p>Teri Zamora introduced the discussion of budget development by saying the goals and realities provided to the Board are the same that were covered at the last workshop. She reviewed the working budget revenue scenario. This includes estimated reductions from the state and maintenance and operations (M&O) tax amounts. The 2021 projection total budget is \$169,711,345 which is a reduction from the current 2020 budget of \$178,722,151.</p> <p>Teri reviewed the working budget expense scenario. Increases in expenses are from the Generation Park campus operating funds, property insurance, an adjustment to the part-time adjunct/overload rate to \$43, and adjustment to the part-time and full-time hourly rates for the staff at the Children’s Learning Centers. Brenda explained that we were behind our competitors in the paid rates for adjuncts. A training stipend for part-time faculty was removed and the training became a condition of employment. The hourly rate was increased to offset this and to be more competitive.</p> <p>Teri reviewed the decreases in expense which are as follows: Partial pause on full-time vacancies, reduce attendance at banquets/luncheons, reduce use of part-time staff, reduce give-away items and clothing, reduce travel,</p>

		<p>decrease amount of fresh landscaping, reduce repair and renovation fund, move IT costs to CARES Act funding, decrease food purchases, decrease work study matching funds, consolidate locations of face-to-face classes to reduce utility costs, and reduce use of overtime. These reductions total approximately \$9 million. As additional reductions are identified, then there is a possibility that the more needed job positions can be filled.</p> <p>She explained that summer enrollment is currently up 2.1% and fall enrollment is down 5.7% compared to last year.</p> <p>Teri stated that on-site admissions and enrollment services are being provided at Generation Park since June 8. We are hiring modestly and continuing to focus on enrollment and sharing services with North campus as needed. Our marketing campaign and efforts have increased throughout summer. The building is on target for move-in on August 1 and there are 376 students registered as of June 14.</p> <p>Dr. Ruede Wheeler asked if there is a minimum enrollment at Generation Park to achieve in order to open. Brenda replied that it is a very slim possibility that we would not open the campus, but we will continue to evaluate.</p> <p>Teri reviewed the current financial strategies leading into 2021 which are as follows: performance management process suspended for 2020, hiring pause on most open positions, faculty and staff hiring re-evaluated periodically (5 positions released for hire on June 12, 15-20 additional positions to be released for hire on June 17), all travel on hold, conservative spending, limited to essentials only, technology spending remains a priority and funded primarily by CARES Act, and targeted marketing campaign projects care for students with a “We’re Here for You” campaign that encourages enrollment. Brenda added that there are \$5.4 million in positions on hold currently.</p>
VIII.	Review Capital Improvement Program and Bond Programs Update	<p>Brenda provided a brief overview and due to limited time remaining in the workshop, asked the Board to take the handout to review and let her know if there are any questions or concerns.</p>

IX.	Review Disaster Recovery Preparedness Processes and Requests	Brenda explained there are purchase requests in the Board book on hurricane preparation contracts. Also, one of our petrochem partners would like to rent an area at CPET before and after a hurricane. Board members did not see an issue with this.
X.	Review of Calendar	Brenda reviewed the calendar with the Board. She let the Board know that she would like to change the proposed budget retreat scheduled for July 21 to a strategic planning retreat.
XI.	General Discussion of Meeting Items	Brenda asked if there were any items from the meeting agenda that the members would like to review. There were no additional items to address.
XII.	Adjournment	Workshop adjourned at 7:00 p.m.