

San Jacinto College District Board Workshop August 31, 2020

The Board of Trustees of the San Jacinto Community College District met by videoconference at 5:30 p.m., Monday, August 31, 2020, in Room 104 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., 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 5:35 p.m.
II.	Roll Call of Board Members	Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr., 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	It was determined that a closed session was not needed.
IV.	Reconvene in Open Meeting	It was determined that a closed session was not needed, so the meeting did not need to reconvene into open session.

<p>V.</p>	<p>Update on COVID-19 Responses</p>	<p>Dr. Brenda Hellyer provided an overview of the COVID-19 responses. She reviewed the current fall enrollment which is down in headcount approximately 5.8% and 7.7% in contact hours. The largest part of the decrease in contact hours is in technical programs which is down 14% while academic is down 5.1%. She explained that the budget was built with anticipated flat enrollment, and everyone is working diligently to increase enrollment. She stated that enrollment for first time in college (FTIC) students and continuing students is down. Dual Credit enrollment is up which offsets other declines.</p> <p>Brenda explained that the San Jac Cares calling program will continue through fall as well. She stated that the program made another 18,000 calls over the summer with varying responses from students, but most are incredibly positive. Brenda provided a summary of how the calls she completed went.</p> <p>Brenda provided an update on the enrollment at Generation Park and explained that approximately 600 of the total enrollments there are FTIC students. The remaining enrollment is because students can select any campus for their online courses.</p> <p>Brenda explained that there are 499 students in the Promise program which is a little less than what was originally anticipated. Out of those, 71% are receiving federal or state financial aid. The Financial Aid department is still processing students, so we will have a better idea of the financial requirements of this program in October.</p> <p>She communicated that there are students on campus in the technical programs, and strong health and safety protocols are in place. The processes are continuing to work. She added that some may think that the College totally shut down campus activity since March, but that is not accurate. There have been approximately 66,000 visits onsite since altered operations began. She clarified that this is duplication of people but represents a significant number of total visits.</p> <p>Brenda informed the Board members that the Strategic Leadership Team (SLT) approved for a limited number of employees to be allowed an exception for losing vacation</p>
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<p>VI.</p>	<p>Review and Discuss Summary of FY2020 Internal Audit Work and Proposed FY2021 Audit Plan</p>	<p>Brenda explained that the FY2020 internal audit work and proposed FY2021 audit plan would usually be presented to the Finance Committee, but those meetings have been cancelled since altered operations began. She recommends that they remain cancelled through December, and any items that would usually be presented to the committees be presented at the monthly workshops. Members agreed that this is the best approach.</p> <p>Teri Zamora reviewed the summary of the fiscal year 2020 internal audit work and proposed the fiscal year 2021 audit plan. She provided an update on the current internal audit team and a timeline of the audits that are completed and in progress.</p> <p>Members asked if there are any major areas of concern. Teri replied that any areas that had highly significant findings are being corrected immediately, but those were limited. Other areas that have concerns or minor discrepancies are in progress.</p> <p>Teri added that the internal audit department also conducts consulting and other activities. She provided an overview of the fiscal year 2020 activities which include: COVID-19 related reviews, state auditor’s office complaints, committee and council work, staff organization representation, and oversight of ethical conduct and conflict of interest training.</p> <p>Teri reported that in fiscal year 2020, there were six anonymous reports received to EthicsPoint and none of those rose to the level of fraud. All were addressed and resolved by the appropriate SLT member.</p> <p>She explained that fiscal year 2021 will have a consulting focus and will also close out of pending audits.</p>
<p>VII.</p>	<p>Review Anticipated Calendar for</p>	<p>Teri Zamora reviewed the anticipated calendar for adoption for the 2020 property tax rate. She explained that final numbers have not been received from Harris County</p>

	<p>Adoption for 2020 Property Tax Rate</p>	<p>Appraisal District (HCAD) which effects the timeline for Board approval.</p> <p>She explained that the Board approved the 2020-2021 budget on August 3, 2020, a significant portion of which is supported by tax revenues. The tax revenues were estimated based on the preliminary values provided by HCAD. She added that Senate Bill 2 outlines the tax adoption process for cities, counties, and other entities. The College is considered a Special Taxing District and Senate Bill 2 includes several changes in the required tax adoption process. This included changes to timing, language, notices, and communications. Key language changes are:</p> <ul style="list-style-type: none"> • Effective rate = no-new-revenue rate (NNRR) • Rollback rate = voter-approval rate (VAR) <p>Teri provided the tax adoption process items completed to date. She also reviewed the items that are to be completed. Brenda added that the Board will likely need to have a special Board meeting on September 22, 2020, to approve the proposed tax rate, announce date of public hearing (if necessary), and date of rate adoption, which are both tentatively scheduled for October 5, 2020. She explained that after receipt of the certified values from HCAD, she will communicate any needs or timeline changes to the Board members.</p>
<p>VIII.</p>	<p>Update on Construction and Facilities</p>	<p>Teri presented the monthly safety report which includes information through July. There were a couple of events and a number of incidents in July. She reviewed each incident and explained that there were no major incidents.</p> <p>She provided an overview of the construction and facilities projects.</p> <p>Teri provided an overview of the proposed roundabout near the new classroom building at the Central campus that was designed with city input and within city restrictions. The roundabout is on College property so there will be minimal city approval required. Members were comfortable with the preliminary proposal as presented.</p> <p>She explained that the Davison building renovation is near completion and should be in service by September 14,</p>

		<p>2020. Anderson and Ball buildings have been demolished. She added that the classroom building’s foundation design was approved by the City of Pasadena which will utilize 90% of the existing piers. She explained that final plans on the McCollum building were completed by the end of August and demolition will begin in September. At North campus, the Spencer, Brightwell, and Wheeler renovation is nearly complete and will be available for fall classes. At South campus, the Longenecker building, domestic water project, Jones building, and new central plant are all in progress.</p> <p>Teri explained that the Generation Park campus opened successfully. Student services and instructional activities are underway. Building signage should be complete in October.</p> <p>Teri provided an overview of the remaining projects. At maritime, the fire station was erected, the fire trainer is in use, the LBC bulkhead is nearly complete, and the port widening project is expected to occur with no impact. The smaller projects of DDC network, glazing replacement, and access control are moving well. The security gates are complete at North and South, and the gates at Central will be installed this week.</p>
IX.	Review Faculty Senate Constitution Updates	<p>Brenda Hellyer explained that the Faculty Senate constitution updates are being presented to the Board as an informational item. She reviewed the proposed changes and explained that the main modifications are to add representation for Generation Park and Maritime. She explained that the Faculty Senate officers recommended these changes, and she supports them. She added that she has been working with the officers of the Faculty Senate as well as the Staff and Administrative Organizations throughout altered operations, and they have all been very supportive.</p>
X.	Discuss Board Self-Evaluation Process	<p>Brenda explained that the Board bylaws state that the Board will complete a self-evaluation process every two years. In June, it was two years since the last evaluation, but COVID has delayed the opportunity to begin this cycle of self-assessment. Brenda asked the Board to review the last self-assessment document and send any changes or questions to Mandi Reiland. The next steps are that the evaluation will be distributed to the Board members to</p>

		complete at the beginning of October and that submitted items will be sent to Keith Sinor, Board Secretary, to compile and analyze. He will present his analysis to the Board for review at the November Board workshop.
XI.	Review of Calendar	Brenda reviewed the calendar with the Board. She reviewed the upcoming ACCT Leadership Congress virtual event and asked which Board member should be designated as the voting delegate for the College. It was determined that Dan Mims would be the voting delegate.
XII.	General Discussion of Meeting Items	<p>Brenda asked if there were any items from the meeting agenda that the members would like to review.</p> <p>Keith Sinor asked how COVID is affecting the College's nursing programs. Brenda replied that the Bachelor of Science in Nursing (BSN) program has 24 students which is close to the goal of 30. Licensed Vocational Nursing (LVN) program enrollment is high but Associate's Degree in Nursing (ADN) and Surgical Technology are low because of the issues with clinical spaces. Clinical opportunities are slowly increasing, and our teams are monitoring this diligently.</p>
XIII.	Adjournment	Workshop adjourned at 6:51 p.m.