

**San Jacinto College District Board Workshop
July 9, 2018
District Administration Building, Suite 201**

MINUTES

	Board Workshop Attendees:	Board Members: Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler (arrived at approximately 4:55 p.m. prior to start of closed session), Larry Wilson Chancellor: Brenda Hellyer Other: Mandi Reiland, Laurel Williamson, Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 4:45 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.	Discuss Submission of Safety Security Response to Junior College Audit Report (JCAR)	<p>Teri Zamora provided an overview of the Submission of Safety Security Response to Junior College Audit Report (JCAR). She explained that community colleges are required to self-assess all measures related to safety and security and report the results every three years (TEC 37.108) and that the Junior College Audit Report (JCAR) is the assessment tool that is prescribed by the Texas School Safety Center. The tool requires reports be shared with the Board of Trustees prior to submitting. She summarized the process of compiling the report and that it is completed with input from many employees throughout the College.</p> <p>Teri explained that the areas that are most heavily assessed in the report are policy, security, and facilities, but there are many topics included in the questions. The work group assembled for the cross-functional review consisted of 24 employees representing: safety, police, facilities, faculty, student services, athletics, and campus administration. The work group answered 619 questions with a response of either yes or no. Of those, 23 questions required a response of “no.” The survey was circulated to all College employees to solicit their feedback on safety issues. The</p>

		<p>responses of students to a safety statement survey conducted in 2017 was reviewed for input. After reviewing all input, the official JCAR response was prepared. Teri explained that an additional report was prepared for management review, citing all questions for which “no” was entered. The list of questions and responses was provided to the Board. She clarified that a response of “no” is not necessarily a negative response.</p> <p>Erica Davis Rouse asked what is currently in place for emergency drills. Teri replied that table top exercises have been completed at the administrative level for active shooter training. Campus-wide fire/evacuation drills are conducted. We are working on a schedule that will roll out in August 2018 that includes fire drills and shelter in place drills. Next steps will include active shooter training for all employees that would include various scenarios.</p> <p>Brenda Hellyer explained that the report that Teri reviewed is what must be submitted to the State. She asked the Board to adjourn into executive session to discuss additional security matters.</p> <p>Keith Sinor read the closed session announcement.</p> <p>Chair Marie Flickinger noted that Dr. Ruede Wheeler joined the meeting during the presentation.</p>
<p>IV.</p>	<p>Adjournment to closed or executive session pursuant to Texas Government Code Section 551.076, 551.074, 551.072, and 551.073 of the Texas Open Meetings Act, for the following purposes: Security, Real Estate, Prospective Donation, & Personnel Matters</p>	<p>Adjourned to closed session at 5:03 p.m.</p> <ul style="list-style-type: none"> a. Security - To consider the deployment, or specific occasions for implementation, of security personnel or devices. Teri Zamora and Mandi Reiland present for this item. b. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property. Teri Zamora and Mandi Reiland present for this item. c. Prospective Donation - For the purpose of considering a negotiated contract for a prospective gift or donation. Teri Zamora and Mandi Reiland present for this item.

		<p>d. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee. Teri Zamora present for this item.</p>
V.	Reconvene in Open Meeting	Reconvened in open meeting at 6:09 p.m.
VI.	Review of 2018-2019 Budget	<p>Brenda Hellyer explained that page 8 of the handout that was sent to the Board with the meeting preparation materials has been updated. There was a reclassification between the marketing budget and the ITS budget. These changes are highlighted and reflected in the budget documentation.</p> <p>Larry Wilson asked for clarification on differentiated course fees. Teri explained that those course fees are not applicable to all courses. A differentiated course fee is for specific courses that are determined based on the cost of the class.</p> <p>Larry asked for clarification on the line item for executive direction and control. Teri explained that the page he is referring to is categorized by department. Executive direction and control is primarily the Chancellor's department and other executive level administrative expenses. This includes the salaries and benefits for direct reports to the Chancellor.</p> <p>Keith asked why maritime and continuing and professional development (CPD) were the only two areas that did not increase revenue. Teri explained that those two areas focused on improvement of quality rather than growth, so their revenue did not increase. Brenda clarified that CPD reviewed its budget with more scrutiny to modify the budget for the upcoming year. She also stated that the maritime program had been impacted by oil prices and other economic impacts. The advisory council has indicated that industry is not training as heavily as it was before the price fluctuation. In the future, budget for the petrochemical program is going to be separated from the CPD budget.</p> <p>Larry asked about growth in the distance learning fee. Teri explained that there is growth but we under budgeted last</p>

		<p>year. Brenda stated that there will be a presentation in the coming months on distance learning. Erica asked for clarification on whether there is a distance learning fee for hybrid courses. Brenda stated she would confirm this information. Laurel Williamson received an update later in the meeting from her team and stated that the fee for distance learning courses is \$30 and for hybrid courses the fee is \$15.</p> <p>Teri pointed out the revenue comparison from last year to this year for the auxiliary services. She also noted the budget differences for the athletic programs closures. This also effects the food budget because of the reduction in athletic meals.</p> <p>Erica asked if there are any other areas that we could be more conservative on. Teri stated that the proposed budget is already very conservative. The next steps are to get the final ad valorem numbers and make adjustments after those are received in August.</p> <p>Brenda stated that we are hoping the enrollment growth is higher than the predicted growth used in the proposed budget, especially since we are going into the legislative session.</p> <p>Erica asked where we will see the impact of the new security modifications that are being implemented this year. Teri explained that they are in various areas depending on what they are, and some are coming from the 2015 and 2008 Bond Programs.</p> <p>Keith asked what the College tax base is. Teri said that it is approximately \$60 billion.</p> <p>A more detailed presentation will be presented in the public budget hearing immediately before the regular Board meeting. This presentation is similar to the one presented to the Board previously.</p>
VII.	Complete Conflict of Interest Forms	Brenda asked for the Board to complete the yearly conflict of interest forms and turn them in to Mandi Reiland.
VIII.	Update on SACSCOC Off-site Report and	Laurel explained that there were twelve comment areas as a result of the SACSCOC off-site report review. Two of those are for new standards and the other ten are for items

	<p>Preparation for On-site Visit</p>	<p>that require additional documentation to be submitted. The College is not out of compliance on any of the areas, but we need to submit additional documentation to support the standard. The areas that received comments are as follows: Systematic Review of Mission, Goals, Strategic Plan, General Education (15 SCH) in all Associate Degree Programs, Administrative Staff Evaluations, Institutional Effectiveness for Educational Programs, Noncredit to Credit (Credit for Prior Learning), Academic Program Coordination, Technology Use, Institutional Credits for a Degree, Faculty Credentialing, and Definition of Credit Hours. Laurel explained the feedback for each item and the plan to provide additional support for each of the standards.</p> <p>Laurel summarized that the process is a great peer review process which is designed to be formative and to provide areas to focus on for continuous improvement.</p> <p>Dan Mims asked how many pages were in the report. Laurel said that there were approximately 500 pages of narratives which included 10,000 links to supporting documentation.</p> <p>Brenda explained that many employees are working on gathering the additional documentation needed. The on-site review is scheduled for October 30 and October 31, 2018. When the schedule is confirmed, the Board will receive details on the date and time for their interviews.</p> <p>Laurel also explained that faculty credentialing is the biggest issue, but the new process will be fully implemented and completed by September.</p>
<p>IX.</p>	<p>Notification of Closure of Aviation Program</p>	<p>Brenda Hellyer explained that updates on the Aviation Program has been reviewed with the Board members several times over the past few years.</p> <p>The Aviation Program at San Jacinto College is a small program compared to other technical and professional programs that are in high demand (e.g., process technology, instrumentation, nursing). The College has experienced a steady decline in enrollment over the past five years primarily as a result in a change in Veterans Administration policy. Students earning an Associate of Applied Science (AAS) degree in aviation graduate with</p>

		<p>approximately 250 flight hours. Commercial airlines (United, Southwest and Delta) require a minimum of 1500 flight hours.</p> <p>Students graduating with a Professional Pilot AAS must earn an additional 1250 hours to apply for openings with the airlines. The market for professional pilots is very competitive allowing the airlines to hire new pilots with 2000 to 3000 flight hours. AAS graduates generally serve as flight instructors with a beginning salary of \$25.00 per hour. Serving as a flight instructor allows the graduate to accumulate flight hours to achieve the ATP Certification.</p> <p>The Veterans Administration (VA) issued a memorandum in 2015 that required the immediate removal of courses leading to a private pilot certification. The VA change impacted the San Jacinto College program because the private pilot certification was the entry level for new students seeking to become commercial pilots. Programs that maintained their own planes were able to continue offering a degree that included the private pilot certificate. An example of a successful aviation program is Texas State Technical College in Waco which owns 21 of their own planes and is housed at the airport.</p> <p>Over half of our students were veterans using VA funding to underwrite their private pilot certificate and the AAS degree. The loss of funding for private pilot training created an obstacle that prevented aspiring pilots from entering the program and the result was a dramatic decline in enrollment. The loss of enrollment created a situation where tuition and contact hour reimbursement no longer offset the expense of running the program.</p> <p>Brenda stated that we currently have one student completing flight training this summer. We have been working with our flight students since 2016 to complete their flight training as is demonstrated by the nine (9) graduates in 2016-2017. A number of the students changed majors and have transferred to four-year institutions.</p> <p>Depending on progress at Ellington Field, we may have a need for a program in the future, but it would be drastically different.</p>
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X.	General Discussion of Meeting Items: Building Related and Other	<p>Brenda reviewed two articles with the Board. One discusses the rising cost of construction materials which could have an effect on the 2015 Bond Program. The other article was run in the Houston Chronicle online in response to the action item to rescind a policy on undocumented immigrants as previously reviewed, the College complies with the State of Texas requirements, and this policy is outdated.</p> <p>Brenda asked if there were any additional items the members would like to review. There were no additional items discussed.</p>
XI.	Review of Calendar	Brenda reviewed the calendar with the Board.
XII.	Adjournment	Workshop adjourned at 6:51 p.m.