

San Jacinto College District Board Workshop August 3, 2020

The Board of Trustees of the San Jacinto Community College District met by videoconference at 5:15 p.m., Monday, August 3, 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 (via videoconference), 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 5:18 p.m.
II.	Roll Call of Board Members	Marie Flickinger, Erica Davis Rouse (via videoconference), 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	Chair Flickinger adjourned to closed session at 5:19 p.m. Attorney Lisa Brown 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 6:06 p.m.

<p>V.</p>	<p>Update on COVID-19 Responses</p>	<p>Dr. Brenda Hellyer provided an overview of the COVID-19 responses. She explained that since COVID-19 response updates were reviewed with the Board at the July 21 retreat, there have been a few changes.</p> <p>For athletics, pushed back start of practices from September 5 to September 21. This decision is in alignment with the other Gulf Coast Colleges' baseball and softball teams. The intention is that the fall season will still end by the Thanksgiving holidays. There will likely not be scrimmages among the colleges, but we will continue to assess this.</p> <p>For early college high schools (ECHS), Clear Creek ISD will be housing Clear Horizons ECHS on one of their campuses. Classes will be conducted online on a schedule (synchronous). Pasadena ISD's ECHS faculty, staff, and counselors have started and will continue to come back to campus, but students will not be onsite for the fall semester. These classes will also be conducted online on a schedule (synchronous). The Galena Park Career and Technical High School will be managed differently since the classes for this program are technical. Their faculty and staff have begun to return to campus and students who have elected for face to face and those that are enrolled in technical courses will start coming to campus after September 8. Ali Shah, Office of Emergency Management, will walk the facilities with them to ensure they are aware of College protocols. Sheldon ECHS will be all academic and online courses. Deer Park and La Porte are mostly academic online on a schedule (synchronous). Brenda explained that she and other representatives from the College are having regular conversations with the ISDs to ensure alignment.</p> <p>Brenda provided an update on the return to onsite operations for College employees. She said that all administrators started returning to campus a minimum of 50% of the work week on July 27. All staff will return to onsite operations a minimum of 50% of their work week on August 17. Leaders have developed rotating schedules within their teams. The welcome centers (testing, advising, business offices) opened up with minimal staffing last week with expanded staffing in the coming weeks. She said that they are trying to make it clear that the welcome</p>
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		<p>centers are open to address concerns and services that students have not been able to address online.</p> <p>Brenda reviewed fall enrollment numbers. As of this morning, headcount is down 3.4% and contact hours are down 5.1% from last year. Academic enrollment is down 2.7% and technical is down 11%, but there have been significant increases in technical. Technical students are still completing spring and summer courses. When they complete those, they will then be able to enroll for fall courses. Nursing enrollment is currently down because those students are trying to get into clinical spaces. Ten of the twenty-six Bachelor of Science in Nursing (BSN) applications have been accepted so far. They were hoping to have 30 in the first cohort but are comfortable with 26 if all of the applicants are accepted.</p> <p>She explained that the College took ownership of the Generation Park building last Monday. Enrollment is increasing, but it is because students can select any campus for online courses. There are approximately 250 new (to the College) students that are enrolled there currently. Brenda said that they are continuing to review enrollment data and are analyzing by zip code.</p> <p>Brenda explained that the current deadline for hearing citizens at Board meetings under the videoconference and COVID related meeting format creates issues for technology modifications and setup. Brenda recommends that the deadline for submitting forms be temporarily changed to 11:00 a.m. the day of the meeting. The Chancellor is authorized to make this change under the COVID-19 altered operations resolution the Board passed in March. Members were supportive of this recommendation.</p> <p>Members had additional discussion on enrollment.</p>
<p>VI.</p>	<p>Review 2020-2021 Annual Priorities</p>	<p>Brenda provided an overview of the proposed 2020-2021 Annual Priorities. She explained that these annual priorities were developed by the Strategic Leadership Team (SLT) including obtaining feedback from various members of their teams and being informed by the work of a variety of councils, committees, and taskforces. These priorities will be reviewed with the Strategic Leadership Communication Council (SLCC), which consists of</p>

		<p>approximately 150 leaders throughout the College. The SLT members will work with their respective members of the SLCC to determine the necessary action plans to implement these priorities.</p> <p>She reviewed each priority and they are as follows: expand our equity focus and commitment, expansion of transfer opportunities and awareness, career and workforce pathways, holistic student support design and technology, opening of Generation Park Campus, expand our outreach efforts by focusing on creating a college-going culture where one does not exist, positioning for the future, and advance a culture of resiliency and sustainability.</p>
VII.	Review Truth-in-Taxation (TNT) Calculation of rates for Tax Year 2020	<p>Teri Zamora reviewed the truth-in-taxation (TNT) calculation of rated for tax year 2020. She explained that these updates are required by Senate Bill 2 that was passed in the last legislative session in 2019. Truth-in-taxation is designed to produce a no-new revenue tax rate (formerly effective tax rate) and a voter-approved tax rate (formerly rollback rate). The estimated no-new-revenue tax rate for fiscal year 2021 is \$0.116509. After adding the required tax rate for General Obligation debt payments of \$0.057833, the estimated total proposed tax rate is \$0.174342. The estimated voter-approved tax rate for fiscal year 2021 is \$0.183663.</p> <p>Teri provided the history of College tax rates for the last five years. The proposed rates for 2021 are lower than the last five years. She explained that the action item for consideration this evening recommends adopting a tax rate that is not in excess of the voter-approved tax rate. Action is needed to satisfy the new timeline surrounding elections related to taxing entities exceeding the voter-approved tax rate. Action must be taken by the Board prior to August 7. Teri stated that taking this action will enable the College to wait for the final certified appraisal roll in late August or early September before adopting official tax rate. She anticipates adoption of the College’s official tax rate will occur at the regularly scheduled Board meeting on August 31 or October 5.</p>
VIII.	Review 2020-2021 Budget	<p>Brenda explained that the proposed budget has been reviewed with the Board multiple times, and the version that is being presented today does not vary much since the last presentation to the Board.</p>

		<p>Teri reviewed the proposed 2020-2021 budget. She explained the revenue projections and said that after conservatively estimating the state allocation, M&O taxes, tuition and fees, sales and services, and investment income, the proposed Fiscal Year (FY) 2021 budget is approximately \$20,075 less than FY 2020.</p> <p>Teri explained that the FY 2021 priority increases and decreases net to a \$20,075 decrease and she summarized the list of priority initiatives. This net decrease is designed to position the College to continue to serve new and returning students, maintain the College’s fiscal resiliency, retain qualified faculty and staff, and weather the external influences caused by the pandemic.</p> <p>Teri stated that the current constrained and uncertain environment will cause a more conservative approach to spending. The College will move forward cautiously in approving expenditures. There will be no annual raise to employees in this budget, hiring for the majority of open positions is limited, and some savings were identified that will continue into future years. She said that other portions of funding included in the budget were identified to have minimal funding initially available to departments, and require executive-level approval to access incrementally, including items such as: travel, overtime, part-time staff, and posting of full-time positions.</p> <p>Teri provided an overview of the proposed restricted and auxiliary budget. Brenda reviewed the details of the increase in financial aid and grants. Contributing factors are the Promise program, new grants, and an increase in students with financial aid.</p> <p>Larry Wilson asked about the bookstore and the amount that the College receives back from Barnes and Noble. Teri responded that the \$1 million in the budget is an estimate and is close to the guaranteed amount.</p> <p>Erica Davis Rouse asked if the College has expanded the number of courses participating in the first day of class book program. Teri responded affirming the expansion and stated that the plan is to provide an update to the Board in the coming months.</p>
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<p>IX.</p>	<p>Review Policy III.3006.D, Sexual Misconduct</p>	<p>Brenda 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 proposed policy is 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>Sandra Ramirez reviewed Policy III.3006.D, Sexual Misconduct that is being presented to the Board for first reading. This policy and procedure are comprehensive with extensive changes that provide due process for students and employees per current updates to the Title IX Regulations recently published in May 2020 with a requirement to be effective by August 14. The College currently has a policy and procedure in place, but due to the changes required it is recommended that the current policy and procedure be rescinded and a new policy and procedure be implemented.</p> <p>Sandra explained that the College is committed to maintaining a campus environment that is free from discrimination based on sex. In support of that objective, this Policy prohibits sexual harassment, sexual assault, dating violence, domestic violence, and stalking against any student or employee by any person under the control of the College.</p> <p>Members did not express any concerns.</p>
<p>X.</p>	<p>Complete Conflict of Interest Forms</p>	<p>Brenda Hellyer asked the members to complete their respective conflict of interest forms at their places and return them to Mandi Reiland.</p>
<p>XI.</p>	<p>Review of Calendar</p>	<p>Brenda reviewed the calendar with the Board. She reviewed the upcoming CCATT virtual annual meeting and asked which Board member should be designated as the voting delegate for the College. It was determined that Marie Flickinger would be the voting delegate. Brenda also reviewed the details of the upcoming virtual commencement ceremony.</p>

XII.	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.
XIII.	Adjournment	Workshop adjourned at 6:58 p.m.