

San Jacinto College District Board Workshop March 7, 2022

The Board of Trustees of the San Jacinto Community College District met at 5:00 p.m., Monday, March 7, 2022, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

MINUTES

	Board Workshop Attendees:	Board Members: Erica Davis Rouse, Marie Flickinger (absent), Dan Mims (absent), John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson (absent) Chancellor: Brenda Hellyer Other: Kacie Allen, Sandra Ramirez, Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Vice Chair, John Moon, Jr., called the workshop to order at 5:04 p.m.
II.	Roll Call of Board Members	Board Vice Chair John Moon, Jr. conducted a roll call of the Board members: Erica Davis Rouse Marie Flickinger (absent) Dan Mims (absent) John Moon, Jr. Keith Sinor Dr. Ruede Wheeler Larry Wilson (absent)
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:	Board Vice Chair Moon, Jr. adjourned to closed session at 5:06 p.m. The Board members listed above as attending, Chancellor Hellyer, Sandra Ramirez, and Teri Zamora were present for the closed session. a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law. b. 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.
IV.	Reconvene in Open Meeting	Board Vice Chair Moon, Jr. reconvened to open meeting at 5:43 p.m.
V.	Discuss Highlights from Board of Trustees Institute	<p>Dr. Brenda Hellyer explained that the Board received a presentation of summarized information from the Board of Trustees Institute (BOTI) that was compiled by attendees Erica Davis Rouse, John Moon, Jr., and herself.</p> <p>Erica Davis Rouse commented on the equity conversations highlighted at the BOTI and how the College is applying that information to our students’ enrollment, completion, and labor market data. She referenced the notes and follow-up section of the presentation. She explained that we received wage and salary information for the top five programs that our students complete and were surprised at some of the data. For example, we learned that Hispanics are underrepresented in Science Technologies, which is one of the highest paying workforce opportunities and are overrepresented in Liberal Arts, which offers the lowest wage data. We would like to look at this data along with transfer data to see if these students are transferring to a university and achieving a higher wage.</p> <p>Erica explained that there was also a conversation on looking at equity in regard to socioeconomic and ensuring students have what is needed in order to earn their college credential. She referenced a conversation about the needs of traditional students versus returning older students. We would like the data to be disaggregated by age also.</p> <p>Brenda noted that this will be added to the notes and follow-up section of the presentation.</p> <p>John Moon, Jr. commented that we will also add information on the top 25 programs for enrollment, completion, and salary information by race/ethnicity. He stated that one of the presenters emphasized making a difference in “1% changes” and making sure that every student is served and feels heard. He also attended a breakout session with Austin Community College about work with the industry leaders and heard about their perspective on workforce needs and how to align that need with programs offered at community colleges.</p>

		<p>Brenda commented that she attended a breakout session that discussed community college trustees meeting with student school district board members in order to highlight the significance of the dual credit partnerships. It was agreed that meetings between the San Jacinto College trustees and our school district boards should occur next academic year (2022-2023) with preparations beginning now. These meetings had been discussed previously but did not occur because of COVID.</p> <p>John added a message from the school district partners in these meetings was that they were surprised to find out the cost for the college to provide dual credit programs.</p>
<p>VI.</p>	<p>Discuss Process for Dual Credit Memorandums of Understanding</p>	<p>Brenda stated that the Board received a copy of the Memorandum of Understanding (MOU) that the College is executing with Humble Independent School District to establish a Dual Credit Summer Academy at Generation Park. This MOU will be effective in the summer and goes through August 31. The estimated number of students attending this academy is 120 but can increase. Some of these students are in our taxing district. We will provide a 75% waiver dependent on the student's taxing district.</p> <p>She added that an MOU with Friendswood ISD will likely be brought to the Board at next month's meeting as they have asked the College to partner on several technical dual credit programs.</p> <p>Keith Sinor questioned if the term date on the MOU with Humble ISD should be 2022. Brenda responded that it should be and will get it corrected. She thanked Keith for bringing this error to her attention.</p>
<p>VII.</p>	<p>Review Board Bylaws and Related Application for Appointment</p>	<p>John stated that Marie Flickinger had asked Brenda to review a few items in the Board Bylaws. It was found that the Application for Appointment was outdated per a review by legal counsel, so changes were made. There were no changes made to the bylaws or policies, but the application was updated.</p> <p>Brenda provided an overview of the changes that were made to the Application for Appointment form, and the Board was provided an updated form with tracked changes. The revised application will be effective immediately.</p>

<p>VIII.</p>	<p>Discuss Employee Referral Program</p>	<p>Sandra Ramirez provided an overview of the proposed employee referral program and stated that the College is planning to implement this referral program effective today under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission to address temporary situations. We hope this employee referral program will help the College to build our application pool. Full-time positions will be group two at a \$3,000 payment. Group three refers to the hard-to-fill positions that we are seeing in our nursing department. For groups two and three, if the referred candidate is hired, the employee who referred them will receive half of their payment after 90-days and will receive the remainder if the employee remains at the College for a year. The following employee groups are not eligible for the employee referral program:</p> <ul style="list-style-type: none"> • members of the Strategic Leadership Team (SLT) • employees in a leadership position with the same leadership chain of the vacancy • employees within the Human Resources department • employees participating on the interview committee for the position in which the candidate applied • part-time employees • paid interns <p>Brenda explained that because of the hiring and recruitment challenges that have developed, this policy will be effective as of March 7, 2022, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission to address temporary situations. Affirmation of the change will follow the standard policy review process which requires a second reading which is anticipated to occur at the next regularly scheduled meeting of the Board on April 4, 2022. The policy and procedure on the Employee Referral Program went to the College community for feedback today.</p> <p>The Board agreed that this is a good idea and is something that many industries do.</p>
<p>IX.</p>	<p>Review Credit Tuition Schedule, Exemptions, and Waivers</p>	<p>Teri Zamora presented on the College’s credit tuition rates. The proposed tuition rates per semester credit hour for fiscal year 2023 are the same as those that have been in place since the College moved to a no-fee structure in fiscal year 2020. The intent was to leave these rates in place for the next four</p>

		<p>years, so they will be reassessed this time next year for fiscal year 2024.</p> <p>She added that in comparison to tuition and fees at the 49 other Texas community colleges, San Jacinto College is 6th lowest in the state for in-district tuition, 10th lowest in the state for out-of-district tuition, and 29th lowest in the state for out-of-state tuition. In comparison to tuition and fees at Houston-area community colleges, there is only one local college with lower in-district rates than San Jacinto College. The College’s out-of-district and out-of-state rates are lower than the larger area colleges.</p> <p>Brenda explained that the Board will be voting to reaffirm the credit tuition model during the Board meeting.</p> <p>Teri provided an overview of tuition exemptions and waivers. The College is not proposing anything different than what has already been enacted in the past. She stated that the College’s largest waiver is dual credit, which is currently a 75% waiver, amounting to \$6.8 million in fiscal year 2020, and \$7.8 million in fiscal year 2021.</p> <p>Brenda informed the Board that the intention is to keep all of the exemptions and waivers the same.</p> <p>John asked if there had been any surprises on not charging fees that came to light since the implementation of the current credit tuition model.</p> <p>Teri responded that all the fees were added to the total tuition when calculating the new tuition rate. There were a few surprises that some departments felt compelled to cover their incidental costs, but we demonstrated that the College is bringing the funds in institution-wide instead of by program, which shifted their mindset.</p> <p>Keith asked if we are including other colleges’ fees when we compare tuition rates. Teri responded that we include their tuitions and mandatory fees when making a comparison.</p> <p>Erica suggested using the students who got the waiver for highest ranking high school scholar in marketing campaigns.</p>
X.	Update on Enrollment and COVID	Teri provided an update on enrollment and COVID. As of today, headcount enrollment is down 1.5 percent compared to spring 2021 and down 4.8 percent compared to spring 2020.

		<p>Credit tuition recorded for Fall 2021 and Spring 2022 through January 31, 2022, is \$838,000 less than the same period in FY2021. A decrease of \$557,094 in the Dual Credit Exemption for the same time period is netted against this amount, leaving a net tuition decrease of approximately \$281,000.</p> <p>Brenda added that the spring 2020 enrollment number is pre-COVID. Several institutions at the BOTI said they were down 15 percent compared to prior to COVID.</p> <p>Teri stated that the College’s COVID metrics have fallen below the threshold under which the College takes special precautions regarding traveling, events, and other activities. She provided a chart with key metrics and showed that the College is measuring under the threshold for action in all metrics. Employees and students have been advised of the new Center for Disease Control and Prevention (CDC) guidance related to mask-wearing, indicating that it remains an option for those individuals who prefer to wear them. Protocols for sick and quarantining employees remain in place, as enacted in January 2022. She provided an overview of the COVID dashboard, which shows the number of positive cases has decreased dramatically with 1.43 being the average number of weekly cases.</p> <p>Brenda added that all of our partner school districts are no longer requiring face coverings. She asked Teri if she has had any recent reports on the number of people testing at Central Campus’s testing site. Teri did not have a recent report but knows they are low and will get those numbers.</p>
<p>XI.</p>	<p>Review Timeline for 2022-2023 Budget Process</p>	<p>Teri presented on the timeline of the 2022-2023 budget process. Dr. Laurel Williamson and the provosts met in the month of February to review and propose needs for new and repurposed faculty positions. The Strategic Leadership Team (SLT) reviewed and approved the faculty positions in early March. Budget owners have until April 8 to submit any requests for new and repurposed staff positions. SLT members will finalize the recommended budget items within their division on April 29, and revenue estimates will be finalized on May 2. The SLT will have a budget retreat to review all items in mid-May and final adjustments to the budget will be made in June or July. The Board will be provided an update on the status of the budget on May 2 and</p>

		<p>June 6. The budget will be proposed to the Board Finance Committee on July 19 and brought to the Board of Trustees on August 8 for approval.</p> <p>Brenda explained that the Board calendar states the August meeting will be on August 1, but she is proposing to move it to August 8. She will cover this when she reviews the Board calendar.</p> <p>Brenda asked Teri if she has received any word on preliminary property tax values. Teri responded that she has not but has a meeting before the tax rolls come out. She will likely not know much more until then.</p>
XII.	Update on State and Federal Legislative Sessions	<p>Brenda provided an overview of the state and federal legislative sessions. She provided an update on the status of the fiscal year 2022 appropriations and stated that there has been an extension for the federal budget. The College has been asked to put together an appropriations request and is working through this. On the state updates, the Texas primaries have been completed with any runoffs scheduled for May 24, a link to the results was provided on the handout distributed to the Board. Results from the races that affect our area are outlined on the back of the handout.</p> <p>She added that Senator Larry Taylor will be recognized for all the work that he has done for community colleges at our Foundation Gala. Without him, we would not have our Bachelor of Science in Nursing.</p>
XIII.	Review of Calendar	<p>Brenda reviewed upcoming events and asked the Board to let Kacie Allen know if they would like to attend. She highlighted the March 10, Economic Alliance event and May 14, Texas Chiropractic College Gala. She also informed the Board that the North Shore Rotary Fish Fry will be on May 14 and asked them to let us know if they would like tickets.</p> <p>She informed the Board that she would like to move the August Board meeting, which is currently scheduled for August 1, to August 8. Members were comfortable with the change.</p> <p>She provided details on the May 20 Foundation Gala and thanked Keith for his sponsorship.</p>

XIV.	General Discussion of Meeting Items	<p>Brenda stated there are two additional items that need to be discussed. One item is the evaluation attachments for the South Campus electrical upgrade, the Central Campus chiller, and the North Campus chiller. These attachments for purchases were requested during the January retreat. These are the detailed sheets that were provided to the Building Committee.</p> <p>The second item distributed is an updated purchasing recap sheet. The one that was provided in the Board book did not have the correct amount for purchase request #12. The action item in the Board book said the amount is \$278,000, and the recap sheet said the amount is \$211,000. The new recap sheet has been adjusted to reflect the correct amount, which is \$278,000.</p>
XV.	Adjournment	Vice Chair Moon, Jr. adjourned the meeting at 6:25 p.m.