

**San Jacinto College District Board Workshop
July 11, 2016
District Administration Building, Suite 201**

MINUTES

	Board Workshop Attendees:	Board Members: Marie Flickinger, Brad Hance, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Chancellor: Brenda Hellyer Others: Ann Kokx-Templet, Chet Lewis, Mandi Reiland, Rob Stanicic, Steve Trncak
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Workshop began at 5:16 p.m.
II.	Roll Call of Board Members	Board Members: Dan Mims, Marie Flickinger, Brad Hance, 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, 551.074, & 551.076, of the Texas Open Meetings Act	Adjourned to closed session at 5:17 p.m. a. For the purpose of discussing the purchase, exchange, lease or value of real property. Ann Kokx-Templet, Chet Lewis, Steve Trncak, and Mandi Reiland were present for Item A of the executive session. b. 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. Chet Lewis, Steve Trncak and Mandi Reiland were present for Item B of the executive session. c. To consider the deployment, or specific occasions for implementation, of security personnel or devices. Chet Lewis, Rob Stanicic, Steve Trncak, and Mandi Reiland were present for Item C of the executive session.
IV.	Reconvene in Open Meeting	Reconvened in open meeting at 6:31 p.m.

<p>V.</p>	<p>Review of 2015 Junior College Assessment Report</p>	<p>Chet Lewis gave overview of the Junior College Assessment Report (JCAR). He explained that the JCAR is an assessment tool that all junior colleges use to evaluate the college’s readiness for disaster situations. The following areas are assessed:</p> <ul style="list-style-type: none"> • Environmental Design • Police and Security • Emergency Management • IT Security • Environmental Health and Safety • Facilities • Business Continuity • Policies • Communications • Residential <p>Chet explained that the JCAR assessment is performed every three years and after each assessment, a planned improvement list is prepared and prioritized. The report was submitted in August 2015. One of the requirements is to review the report with the governing Board of the organization.</p> <p>Marie Flickinger asked if the College needs to have emergency response training for students. Chet stated that the safety assessment does not go to students currently, but we can look into that. Marie asked about question 13 on the handout. Chet explained the question, “Does your college district provide residential facilities,” was answered correctly, because the College does not own any residential facilities. Currently, the College utilizes rental facilities for athlete housing. No action was needed from the Board. This report was informative.</p>
<p>VI.</p>	<p>Update on Budget Preparation and Upcoming Legislative Session</p>	<p>Brenda Hellyer explained the letter from the State of Texas. The letter explains four percent budget cuts will be required when the 2018-2020 biennium Legislative Appropriations Request is submitted.</p> <p>Brenda explained that at a Texas Association of Community Colleges (TACC) meeting last week, the four percent reduction was discussed along with TACC’s legislative funding request. TACC is still waiting to hear from the Legislative Budget Board on details regarding the exact calculation and reporting requirements. The priorities defined at the TACC meeting were:</p> <ol style="list-style-type: none"> 1. Restore 4% cut,

		<p>2. Increase core funding \$25 million, and 3. Increase funding by 5%.</p> <p>Brenda explained that the College’s budget process for fiscal year 2017-2018 will be to employ the principles of zero based budgeting. Brenda has already asked departments to cut their budgets by two percent. At the Finance Committee meeting on August 2, details on the budget will be presented. Documents will go out to the Board following the meetings on August 2. The budget will be presented to the Board for the August 15 Board budget workshop and budget hearing.</p> <p>Dr. Ruede Wheeler asked if we would have our tax assessment values numbers by the August 2016 meetings. Brenda explained that estimates will be used in the budget documents until certified numbers are received in late August.</p> <p>Marie asked when the four percent budget cuts will be. Chet explained that the budget cuts will be for fiscal year 2018 (academic year 2017-2018) and 2019 (academic year 2018-2019).</p>
VII.	Complete Conflict of Interest Forms	Conflict of Interest forms from the College’s internal audit department were distributed to the Board members to complete and return.
VIII.	General Discussion of Meeting Items	There were no other items discussed.
IX.	Calendar	Brenda reviewed the Board calendar.
X.	Adjournment	Workshop adjourned at 6:48 p.m.