

## San Jacinto College District Board Workshop November 7, 2022

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

### MINUTES

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson <b>Chancellor:</b> Brenda Hellyer <b>Other:</b> Micki Morris (via conference call), Mandi Reiland, Teri Zamora
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	Board Chair, Marie Flickinger, called the workshop to order at 5:00 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Board Chair Flickinger conducted a roll call of the Board members:  Erica Davis Rouse (absent) Marie Flickinger Dan Mims (arrived during Item VI) John Moon, Jr. Keith Sinor (absent) Dr. Ruede Wheeler Larry Wilson
<b>III.</b>	<b>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</b>	Board Chair Flickinger adjourned to closed session at 5:02 p.m.  The Board members listed above as attending, Chancellor Brenda Hellyer, Teri Zamora, and Mandi Reiland 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. Conference call with attorney Micki Morris. 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.
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	Board Chair Flickinger reconvened to open meeting at 5:32 p.m.
<b>V.</b>	<b>Review of Proposal to Update College's Contribution Rate to the Optional Retirement Program</b>	<p>Dr. Brenda Hellyer reviewed the proposal to update the College's contribution rate to the Optional Retirement Program (ORP) and explained that an action item was included in the Board book for consideration of approval. The recommendation is to increase the College's contribution rate from 3.5 percent to 4.0 percent. She provided background on the ORP and explained the difference between ORP and the Texas Retirement System (TRS) plan. Employees of San Jacinto College can select from two retirement plans, ORP or TRS. ORP is only available to faculty, librarians, and administrators. Brenda provided an overview of the historical percentage of the total TRS and ORP contributions from 2015 to present. The contributions were equal until FY20-21 when the total TRS contribution (combined state and college contribution) increased to 7.5 percent with the total ORP contribution remaining the same at 6.8 percent. The Faculty Senate (FS) brought this inconsistency to Brenda's attention during a monthly FS meeting which resulted in reviewing the contributions. This action item will approve adjusting the College's voluntary ORP contribution from 0.2 percent to 0.7 percent in order to match the TRS contribution. The College is allowed one annual adjustment, so the request is to approve the adjustment for this year and backdate to September 1, 2022. This action will make the College's contribution for all employees consistent at 4.0 percent. The cost of this adjustment is approximately \$50,000 annually.</p> <p>Teri Zamora added that the State statute caps the total ORP contribution at 8.5 percent. If TRS keeps increasing and the College keeps increasing its ORP contribution, there could be a point where the College will reach the cap.</p> <p>Larry Wilson asked for clarification on the payout for TRS versus ORP.</p> <p>Brenda explained that ORP is a defined contribution plan meaning it is based on the value of the employee's retirement plan. TRS is a defined benefit plan.</p>

		<p>Teri added that employees on TRS will receive a percentage of their salary for the remainder of life when retiring. An ORP is like a 401K, an employee leaves with the amount the employee contributed and invested.</p> <p>Brenda added that the focus of the College is to look at how to be consistent with the College’s contributions for all employees. She explained that, after tonight’s approval, all employees who are impacted by this change will receive a letter from Human Resources informing them of the new contribution percentage. We intend to review the contributions as part of the annual budget process.</p> <p>The Board members were comfortable with this plan.</p>
<p><b>VI.</b></p>	<p><b>Discuss Upcoming Proposal to Provide Employee’s Dependents with Tuition Assistance at San Jacinto College</b></p>	<p>Brenda explained a request to waive the out of district fee on tuition for employee dependents was previously brought forward by the Staff Organization. This request was discussed by the Strategic Leadership Team (SLT), and it was decided that there should be a proposal which would treat all College employees in the same manner. The SLT proposes a \$30 discount per semester credit hour for all full-time employee’s spouses and dependents under the age of 26. The plan is to pilot this program in Summer 2023 in order to test processes and then it would be fully implemented for the 2023 fall semester.</p> <p>Teri added that this is a fairly common employee benefit with some institutions fully covering tuition for employee’s dependents.</p> <p>Brenda added that this will come forward as an action item in December if enough support is received from the Board. She asked for their feedback on the proposal.</p> <p>Teri provided an overview of a chart provided to the Board to show a schedule of in-district and out-of-district tuition and mandatory fees for San Jacinto College in comparison to the other Gulf Coast Colleges.</p> <p>Brenda explained that this proposal will be treated as an employee benefit and may help with recruiting and retaining employees.</p> <p>The Board members were comfortable with this action item being brought to the December Board Meeting.</p>

<p><b>VII.</b></p>	<p><b>Review Recommended Adjustments to Capital Budget</b></p>	<p>Teri provided an overview of the recommended adjustment to the capital budget for the 2008 Bond Program. The last project that was funded by the 2008 Bond Program is completed, and we are awaiting the final bill. The contingency currently has \$133,555. The request is to repurpose these remaining funds into the previously approved roof replacements for Buildings N7, N8, and N9 at the North Campus. The recommendation is to expend these funds as soon as possible to bring the 2008 Bond fund to a close.</p> <p>The Board members agreed with this plan.</p>
<p><b>VIII.</b></p>	<p><b>Update on Exploration of AAS Program and Non-Credit Training in Biopharma Manufacturing</b></p>	<p>Brenda provided an update on the exploration of an Associate of Applied Science (AAS) program and noncredit training in biopharma manufacturing. This has been under development for quite a while. Amgen previously conducted a nationwide search for a new manufacturing operation. McCord Development applied nominating Generation Park as a location and Generation Park was named a finalist. Generation Park did not win as there was a concern over the workforce component. San Jacinto College participated in a study with the Greater Houston Partnership to gather input around the Houston biosciences industry and potential growth areas. One key finding is that there needs to be a focus on developing a trained workforce in the Houston area. The College has been gathering information regarding other entities in the region around the biopharma industry and met with the director and various industry members of BioHouston to hear workforce needs. We saw a demand for technicians and for the Associate of Applied Sciences graduates. The College is continuing to gather input with a variety of biopharma companies in the region. Additionally, we are exploring licensing curriculum and adapting it to what is needed from the employers in the Houston region.</p> <p>Dan Mims asked for clarification on the skills being taught and what faculty we have or need to deliver this program.</p> <p>Brenda responded that the technicians would need to be in a clean room environment. The program is a lot of instrumentation and sciences and manufacturing of biochemicals.</p> <p>Teri added that Dr. Christopher Wild, Dean of Health Sciences at South Campus, used to work for Amgen and is currently writing the white paper to obtain Texas Higher</p>

		<p>Education Coordinating Board (THECB) approval for the degree based on the curriculum that has been developed at the State level. The College will hire adjunct faculty as needed, but the College already has several faculty members with backgrounds to align with this need.</p> <p>Larry asked if this is a field that must be licensed and where the program would be located.</p> <p>Teri responded that the company provides the additional specific training needed once the student completes the degree. Much of the requirements will be specific to the company requirements and standards.</p> <p>Brenda added that McCord Development is building a 65,000 square foot facility as a biomanufacturing facility to rent to different companies, and the College would like to rent a space there. We are developing this program initially in a rented facility to test its success. The College entered into a consulting agreement with the National Institute for Bioprocessing Research and Training (NIBRT). They will work with the College to assess workforce needs and specific competencies for area biomanufacturing companies. She explained that the equipment and labs manufacturers appear to be interested in the training components for this program, so we will look at partnership opportunities also. The plan is to bring the proposal for the new associate degree forward at the December Board Meeting and have it submitted to the THECB in January.</p> <p>The Board members were supportive of this proposal.</p>
<p><b>IX.</b></p>	<p><b>Update on State and Federal Legislative Sessions</b></p>	<p>Brenda provided an overview of the State and Federal legislative sessions. On the Federal side, the College continues to monitor the Student Loan Debt Relief executive order. The Maritime Centers of Excellence program funding is still being negotiated between the House and Senate, so we are also monitoring this.</p> <p>On the State side, the Commission voted on the final funding recommendations at its meeting on October 18. A few changes were made in the final version that differ from what was reviewed with the Board at the October 3 workshop. Brenda reviewed these changes with the Board members. Community colleges overall are down in enrollment as compared to Fall 2019/pre-COVID enrollment. She provided</p>

		<p>an overview of the three sources of revenue that community colleges are funded through: State Appropriations, local property taxes, and tuition and fees and included a chart to show what percentage each source funds. She highlighted slide 10 which highlights the dynamic funding formula that is recommended as opposed to the current static allocation formula. This is a historic opportunity to transition from a funding model that is static and merely redivides the same pie, to one that provides colleges with predictable funding based on outcomes.</p> <p>Brenda reviewed slide 11 which highlights key changes that were made from the September draft recommendations. The biggest change is that dual credit on an academic or workforce pathway has been added as an outcome measure. She noted that the items in red throughout the document are what differs from what was reviewed with the Board at the last workshop. Dual credit was changed to a maximum tuition rate, which is what the State will reimburse colleges for free and reduced lunch students. A temporary hold harmless was built to ensure that College’s won’t receive less funding under the new formula. The last substantial change is the addition for discretionary authority to be provided to the Texas Commissioner of Higher Education to address “unintended consequences” of the new funding formula. San Jacinto College will most likely be 100 percent outcomes based. She provided an overview of the funding and how it will be allocated. These recommendations are receiving a lot of support from the legislators.</p> <p>Dan asked if other community colleges support this model. Brenda replied that it was unanimous in support from the 48 community colleges who are members of the Texas Association of Community Colleges (TACC). The details of the models are still being worked and will then be broken down by colleges.</p>
<p><b>X.</b></p>	<p><b>Discuss Anders Gym Memorabilia</b></p>	<p>Teri provided an overview of the plans for the Anders Gym memorabilia. In recognition of the importance of the gym in many people’s lives, the College is providing the opportunity for anyone interested to purchase commemorative artifacts.</p> <p>Items available are:</p> <ul style="list-style-type: none"> <li>• commemorative brick with plaque and history letter</li> <li>• commemorative benchtop with plaque and history letter</li> </ul>

		<ul style="list-style-type: none"> <li>• commemorative gym floor section with plaque and history letter.</li> </ul> <p>An email will be sent to the same distribution list that was used for the mascot voting informing individuals of this opportunity. This opportunity will also be advertised on the College’s website and social media platforms. The plan is to have these artifacts ready for distribution by December 16. Scott Gernander is going through other items in the gym and digitizing old records and manuals to be retained or displayed on Central Campus.</p> <p>Larry asked if something can be put in the place of the gym to honor Anders as he was one of the first Board Members. Brenda and Teri will check. Brenda recommended using the cornerstone.</p> <p>Members were supportive of plan for memorabilia.</p>
<b>XI.</b>	<b>Review of Calendar</b>	Brenda asked the Board members to look at the upcoming events on the calendar they received and let Mandi Reiland know if they would like to attend any of the events. The November 15 <sup>th</sup> Building and Finance Committee meetings will be cancelled. Brenda informed the Board that the new mascot will be unveiled at the December 9 <sup>th</sup> commencement ceremony.
<b>XII.</b>	<b>General Discussion of Meeting Items</b>	Brenda provided an additional purchasing support item as a follow up item. The Board approved delegation of authority at the October Board Meeting for a contract for Primary Feeder Electrical Repair for the North Campus Project. This contract was awarded to Pfeiffer & Son for \$179,800. The Board also delegated for the demolition of the Central Campus gym. This contract was awarded to AAR Incorporated for \$4077,850. Both contracts awarded were within the budget.
<b>XIII.</b>	<b>Adjournment</b>	Board Chair Flickinger, adjourned the workshop at 6:43 p.m.