

## San Jacinto College District Board Workshop March 1, 2021

The Board of Trustees of the San Jacinto Community College District met by videoconference at 5:00 p.m., Monday, March 1, 2021, 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

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Erica Davis Rouse, Marie Flickinger, Dan Mims, Keith Sinor, Dr. Ruede Wheeler, Larry Wilson <b>Absent:</b> John Moon, Jr. <b>Chancellor:</b> Brenda Hellyer <b>Other:</b> Bo Hopper, Matt Keim, Paul Lamp (via conference call), Sandra Ramirez, Mandi Reiland, Chuck Smith, and 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 5:01 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr. (absent), Keith Sinor, 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 and Personnel Matters</b>	Chair Flickinger adjourned to closed session at 5:02 p.m.  Sandra Ramirez, Mandi Reiland, and Teri Zamora were present for the closed session for a consultation with attorney, Paul Lamp, via conference call.  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.

<p><b>IV.</b></p>	<p><b>Reconvene in Open Meeting</b></p>	<p>Chair Flickinger reconvened to open meeting at 5:33 p.m.</p> <p>Chuck Smith joined the meeting.</p>
<p><b>V.</b></p>	<p><b>Update on February 2021 Weather Closure</b></p>	<p>Dr. Brenda Hellyer provided an update on the weather closure, including the timeframe the College was closed, damages to facilities, insurance coverage, technology updates, and financial and operating impacts.</p> <p>She explained that the College was closed Monday, February 15, through Sunday, February 21. The original plan was to work remotely and transition all classes to fully online on Monday and Tuesday, but it was decided a full College closure was appropriate due to the power outages which occurred early on February 15. She stated that the plan was to keep all of the power on to make sure the pipes would not freeze and for facilities to more easily be prepared for next steps after the storm. This was not feasible because of the power outages which resulted in several frozen pipes and consequently related damages.</p> <p>Brenda explained that police and appropriate leadership were brought to the campuses on Sunday for safety measures with the expectation that they would stay onsite through Tuesday. Employees received their standard pay during the closure unless they were on campus working in which case, they received their standard pay and closure pay in accordance with our policies and procedures.</p> <p>She stated that once the College was back open, we put our instructional recovery plan into place. She provided several scenarios regarding lost instructional time and responses along with the percentage of instruction each part of the term missed. Brenda explained that the deans will work with department chairs and faculty in all areas on how to make up instruction. On March 3, the faculty will submit recovery plans for each of their courses; department chairs will review, compile, and work with deans to approve these plans; and deans will provide final approvals on March 8. This process mirrors our instructional recovery plans for campus closures in the past, and accordingly, THECB and SACSCOC have been notified of the plan as required.</p> <p>Brenda provided an overview of the impact the storm had on electronic resources. The plan was to have tech support available and have employees work remotely, but this could</p>

		<p>not occur due to the power and cellular outages and service interruptions. Most systems are now operational, but there has been some damage to equipment and facilities including water damage. We are continuing with a post-event evaluation and assessment across all facilities.</p> <p>Teri Zamora provided an update on the insurance coverage and financial impacts of the storm. She explained this was an unnamed storm by the National Weather Service, so the entire College has one deductible of \$50,000. The College will be filing a FEMA claim for the deductible amount and any other losses that the insurance will not cover, such as having the police and supervisors on campus during the storm.</p> <p>Teri provided an overview of the damage to facilities on each campus with buildings S1 (Science and Allied Health) and S12 (Interactive Learning Center) at South Campus sustaining the most. The Science and Allied Health building had water damage to the east and west wings on all three stories. The restoration company arrived February 18 and is scheduled to finish recovery by March 12. We are working on a phase-in approach to allow students to be able to have use of health and science labs which are mostly located on the third floor of S1.</p> <p>The chiller at Generation Park seems to be working at less than full capacity and is being assessed to see if it needs to be repaired or replaced.</p> <p>The total estimated repair and replacement cost for all damaged facilities and payroll for additional onsite employees at this point is \$3.48 million. The College also waived late fees on student installment payments and childcare fees for the six days of closure. Two contracts resulting from the storm exceed the Chancellor's delegation of authority, including the contract for Mooring Restoration and Texan Flooring.</p> <p>Next steps are an after-action survey and meeting; review of preparatory actions and develop a plan for future incidents; continue identifying additional damages; continue ongoing assessments, repairs, and replacements; and explore grant offsets for mitigation work.</p>
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<p><b>VI.</b></p>	<p><b>Proposed Energy Efficiency Projects</b></p>	<p>Chuck Smith presented on proposed energy efficiency projects to increase the efficient use of energy through the State Energy Conservation Office (SECO) LoanSTAR program. STAR is an acronym for Saving Taxes and Resources. He explained that SECO focuses on the public sector including local government, school districts, and higher education. They provide technical assistance at little or no cost to help develop eligible projects. They also provide financing through low cost loans and have a series of technical consultants that review proposals for robustness and compliance with program guidelines.</p> <p>He added that there have been no bad LoanSTAR loans throughout the State in 35 years. LoanSTAR makes sense for the College because it is a referee program and focuses on saving money for the taxpayer instead of making money for the lender. The program's technical assistance feature helps to define projects quickly and inexpensively and there is a known pool of funds available for energy efficiency efforts that are not in competition with other needs of the College or State. Oversight by the State Comptroller's office ensures that projects are vetted, and all savings are real. Loan applications are accepted at the College's convenience.</p> <p>Chuck explained how the program works and steps that are taken to apply. The package the College submitted to</p>

		<p>reserve funding for our current application totals just over \$4 million in the following five categories: LED lighting renovation, variable frequency drives (VFD) renovation, HVAC renovation chiller, retro-commissioning, and water fixture renovation. Approximately 25 percent of the proposed package is allocated to LED lighting renovation. He explained that a significant LED lighting conversion was done two years ago but have approximately 30 percent of the College's square footage that still requires upgrade. This is our highest return on investment project at 254 percent which can be used to fund other work.</p> <p>Chuck explained that approximately four percent of the package is allocated to VFD about 20 air handlers that do not currently have them. This project's calculated return on investments is 47 percent on energy savings but there are additional savings in reduced maintenance and extended equipment life that are not factored into this return.</p> <p>He added that approximately 22 percent of the proposed funds will be used to purchase additional chillers. A third of our project is slated to go into retrocommissioning which is the process of systematically inspecting every building and its energy systems to ensure that they are properly designed, operating, and maintained. We believe our payback on this will be about twice as normally seen.</p> <p>Chuck stated that the last 5 percent of the project is allocated to water fixture renovation. Engineers from Energy System Associates have spent the past five days reviewing the first buildings to be retrocommissioned in order to provide the detailed reports required to the State. Once completed and approved, the administration will bring a loan agreement for the Board's consideration.</p> <p>Erica Davis Rouse asked about the retrocommissioning project already underway. Chuck responded that the College's investment in getting the retrocommissioning inspection done was within the Chancellor's approval authority. The big ask is what will be brought forward to the Board in less than two months.</p> <p>A discussion about the energy saving project that was completed two years ago was had.</p> <p>The Board members present had no objections to this plan.</p>
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<p><b>VII.</b></p>	<p><b>Update on 87<sup>th</sup> Legislative Session</b></p>	<p>Brenda Hellyer provided updates on the 87th Legislative Session. On the federal side, we are still waiting on the last Coronavirus Response and Relief Act guidelines but hope to have more information by the Strategic Leadership Team (SLT) retreat on March 11, so administration can begin planning how to distribute the funds.</p> <p>She explained that on the State side, Governor Abbott added an investigation of ERCOT and the Public Utility Commission to his five emergency items. She listed who from our area is on the House and Senate Committees and stated that an electronic list will be sent to all Board members.</p> <p>Brenda provided an update on last week’s Senate Finance hearing, and a copy of the testimony slides were distributed to the Board. The request to the Senate was for level funding or a hold-harmless for all community colleges who have experienced enrollment declines. The hold-harmless is for this session compared to last session. Senate Bill 1 came out with the level funding in total for the community colleges, but 30 institutions had reductions, so we are requesting \$46 million in additional funds to adjust student success points and make sure all community colleges have an enrollment hold-harmless. The request seemed to be positively received, and public and higher education are being seen as high priorities. House Appropriations Article III meets this week, and Brenda informed the Board that she will be testifying. Community College Week at the capitol will be virtual and students will be meeting with elected officials virtually.</p> <p>Larry asked if the State has more money to provide in their budget. Hellyer responded that in January, the Comptroller said we were approximately \$1 billion short, and there is \$11 billion in the rainy-day fund. The budgets that have come forward from the Senate and House have spending \$7 billion over the revenue at this point, and there is still concern about the impact from the winter storm.</p> <p>Brenda stated that Teri Crawford is tracking approximately 70 bills that have been filed around higher education. Four bills have been filed on funding promise programs. She said</p>

		<p>she believes the issue will be how likely anything can happen in light of the budget once a fiscal note is put on them.</p> <p>Dr. Wheeler asked how much the total State budget is. Brenda will get this information for the Board. Keith Sinor responded the State has \$113 billion to spend.</p>
<p><b>VIII.</b></p>	<p><b>Diversity Progress Update</b></p>	<p>Item was posted as Item IX on agenda but was reviewed as Item VIII.</p> <p>Sandra Ramirez presented on the College’s employee diversity progress. The affirmative action plan (AAP) is updated annually, due to the College being a federal contractor and compares the College’s utilization of the demographics of our labor force compared to the available workforce. The College has been working with the same consultant since 2013 and have closed several identified gaps as we have progressed through the years. The only goals that we still have open for this year are post-secondary teaching occupations for individuals who identify themselves as Asian or two or more races.</p> <p>Sandra provided data on diversity of new hires dating back to 2013. Last year, 96 full-time employees were hired. She provided the current and historical data on the demographics of full-time and part-time employees dating back to 2013.</p> <p>Erica asked a question regarding the decrease in the number of full-time faculty and if we are utilizing more adjuncts. Sandra responded that we are not using more adjuncts, and the part-time faculty count is on the next slide. The number is decreasing based on the number of classes we currently have.</p> <p>Brenda added that enrollment was down, and the College put a hiring freeze in place due to COVID and are only bringing forward positions that we can clearly justify filling at this time.</p> <p>Keith asked about the increase in staff and administration considering the faculty has decreased. Brenda explained we have tried to invest more in advisors, police officers, security, and tech support. All staff and administrators are also currently on a hiring freeze, but we believe the increase is due to more support in the student services area.</p>

		<p>Sandra provided an overview of separation data of all full-time employees and their demographics. The data included information on voluntary versus involuntary separations. The turnover rate for all College employees is lower than the national average provided by College University and Professional Association (CUPA) and indicates that employees like working at the College. Supplemental data on the demographics of each campus was also provided to the Board.</p> <p>Brenda explained that part of the decline in the part-time faculty numbers is also because of record clean up. Sandra added that part-time faculty are removed from the system if they have not taught two full semesters.</p> <p>Dr. Wheeler asked for clarification on the reason for analyzing data on employee demographics. Sandra responded that we are required to analyze the data as a federal contractor, but more importantly, we are looking at how we progress and look at recruitment opportunities and diversity outreach. We look for the opportunity to recruit in diverse methods when someone exits.</p> <p>Keith added that we also want to be reflective of our community and move in the direction to be able to represent our students' demographics even better.</p> <p>Brenda added that we have reviewed our hiring practices to recruit more diverse candidates, and we want our students to feel comfortable with our faculty. We are reaching out to communities and sources where we were not previously reaching and want to be that diverse institution where our students are comfortable and can see there are opportunities. Federal compliance is important but not the focus of this work.</p> <p>Keith asked about the impact to the College if we get to the point where we have a \$15 minimum wage. We see a lot of new hires that are currently below the minimum wage. Brenda responded that we are going to look at low start wages in this budget year regardless if the minimum wage increases. We feel we have some areas with lower wages that need to be reviewed.</p>
<b>IX.</b>	<b>2021-2022 Budget Process</b>	Item was posted as Item VIII on agenda but was reviewed as Item IX.



		<p>Teri Zamora provided an overview of the plans for the FY22 (Fiscal Year 2022) unrestricted budget including goals and assumptions, timing of budget, and a revenue estimation plan. The goals are to prepare for long-term viability of the College to serve our students and community, facilitate a stable College workforce, and support growth in student enrollment. We will also be re-prioritizing the performance management process including a pay adjustment.</p> <p>She added that there is still some uncertainty in our revenue streams so we will be very strategic with spending. We are targeting efforts to grow Generation Park and outreach to 2020 and 2021 high school students. Efforts are also being made to coordinate the College’s budget with federal COVID relief funds and determine what to pay from those funds and from the regular budget. She provided a timeline of the budget including submission of budget requests and a SLT retreat to review the requests. Regarding the revenue estimation plan, State allocations will be dependent on the legislative session, and we expect to know more by May or June. The preliminary property tax valuations are usually received by the end of April. We are planning on a flat tuition forecast but need to assess the rest of spring and summer enrollment. Sale, services, and other will be assessed with a decision made by May or June. Interest income has been estimated to \$500,000, but we will continue to monitor this.</p>
<b>X.</b>	<b>Review of Calendar</b> - <b>College Website Calendar</b>	Brenda reviewed the calendar and upcoming events with the Board. Information about the calendar of events on the College website was provided to the Board.
<b>XI.</b>	<b>General Discussion of Meeting Items</b>	Brenda mentioned that there is no new COVID or Federal funding updates at this time. She will bring updates to the Board as more information is received.
<b>XII.</b>	<b>Adjournment</b>	Chair Flickinger adjourned the workshop at 7:01 p.m.