

**San Jacinto College District Board Workshop
August 15, 2016
District Administration Building, Suite 201**

MINUTES

	Board Workshop Attendees:	Board Members: Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Chancellor: Brenda Hellyer Absent: Brad Hance Others: Mini Izaguirre, Chet Lewis, Mandi Reiland, Steve Trncak
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Workshop began at 5:00 p.m.
II.	Roll Call of Board Members	Board Members: Dan Mims, Marie Flickinger, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Absent: Brad Hance
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.074, of the Texas Open Meetings Act	Adjourned to closed session at 5:01 p.m. a. 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. <ul style="list-style-type: none"> • Validation of evaluation ratings for members of the Strategic Leadership Team • Re-assignments related to retirements, Pathways, and SACSCOC. Chet Lewis, Mandi Reiland, and Steve Trncak were present for this portion of the closed session.
IV.	Reconvene in Open Meeting	Reconvened in open meeting at 6:11 p.m.

<p>V.</p>	<p>Review 2016 – 2017 Budget</p>	<p>Mini Izaguirre was present for this item.</p> <p>Brenda Hellyer asked the Board members if after reviewing the draft budget documents, they had any questions.</p> <p>Brenda explained that Larry Wilson had asked her about the raises for employees. She stated that there is a \$2.4 million compensation pool for raises. For FY17, the salary increases will be 3.0 percent for valuable ratings, 3.5 percent for notable ratings, and 4.0 percent for exceptional ratings.</p> <p>The Board agreed that Chet Lewis would present the 2016 – 2017 budget at the Public Budget Hearing following the Board Workshop.</p> <p>Marie Flickinger asked if Chet had heard any updates on the appraisals from the Harris County Appraisal District. Chet responded that he should have the numbers by August 26, 2016.</p>
<p>VI.</p>	<p>Review 2016 – 2018 Strategic Plan and 2016 – 2017 Annual Priorities</p>	<p>Brenda Hellyer reviewed the 2016 - 2018 strategic plan and explained the 2016 – 2017 Annual Priorities.</p> <p>Brenda explained that this action will adopt revisions to the 2018 Strategic Plan including wording changes to the descriptors of the strategic goals and strategy changes. Most significantly, the changes reflected a focus on the next evolution of the College’s student success agenda focused on pathways and eliminating barriers for students. No changes were made to the underlying assumptions and the One College vision. The major changes to the strategic goals were updating the strategies under each goal.</p> <p>Dr. Wheeler asked for Dr. Hellyer to explain the process for establishing a University Center.</p> <p>Brenda explained that Dr. Williamson and Dr. O’Brien are working through the process. Currently, Lamar University is interested in pursuing a partnership with the College. They will need classrooms, and they will want a presence on campus. Brenda explained that we are targeting our ISD partners to create clear pathways for current teachers to obtain their master’s degree at the university center so that they could be credentialed to teach college-level courses. Additionally, we have had conversations with Texas Tech, regarding culinary and science pathways. The plan is to be very specific on what each</p>

		<p>university will bring to the table, and how San Jacinto College and our region will benefit from this partnership.</p> <p>Larry Wilson asked when this will begin. Brenda explained that we are working on the process now and are reviewing the needs in our area. Dr. Wheeler asked if the 2015 Bond Program will cover these costs. Brenda explained that the 2015 Bond Program has dollars set aside in a contingency for special projects which could include a remodel for the university center. Additionally, depending on the location of the university center, there are other renovation dollars available. Larry Wilson mentioned that the University of Houston is expanding its location in Pearland, and he noticed that Alvin Community College (ACC) is selling the property they have in that area. Brenda stated that ACC agreed to sell its location because of limited offerings. She believes the site has struggled for a few years. The UHCL-Pearland facility expansion was funded through the last legislative session. UHCL will build a health science/classroom building. She explained that they will continue to offer upper level nursing classes which supports a nursing pathway for ADN to BSN which San Jacinto College helped them design.</p> <p>Marie mentioned that she noticed that there are no San Jac banners in the schools for college days. Marie specifically mentioned Dobie and Beverly Hills and some of the intermediate schools. Brenda said she would follow up on this.</p> <p>Brenda reviewed the six annual priorities which are as follows:</p> <ul style="list-style-type: none">• Pathways Design and Implementation (Phase I): Improve student learning and success including course completion, retention, and credential completion by scaling-up promising student success strategies, by refining processes and scheduling to be more effective and student focused, by identifying and eliminating barriers, and by aligning with employer and transfer university requirements and expectations.• Course Material Access and Cost Reduction for Students: Develop strategies to reduce costs to students while ensuring appropriate and high quality educational
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		<p>resource materials are available and utilized in the classroom.</p> <ul style="list-style-type: none"> • Fiscal Accountability and Responsibility: Redesign and implement new budget process to focus on strategic priorities, enhance revenues, gain operational efficiencies, meet human and physical resource demands, and eliminate activities that do not enhance student success. • Bond Programs: Plan, design, and construct facilities and infrastructure to meet student, faculty, staff, and employer needs through collaboration with internal teams and industry/business partners to leverage equipment, facilities, and resources. • Talent and Organizational Development: Promote faculty and staff excellence and retention through professional development opportunities targeted at teaching and learning, student success, leadership, and diversity. • Positioning for the Future: Develop an understanding of and plans for addressing the changing landscape in higher education nationally, state-wide, and locally and identify ways for the College to expand its competitive advantage. <p>Brenda explained that each SLT member has prepared detailed action plans based on the annual priorities. These plans are then rolled out across the College for implementation. Brenda explained that she would like the Board to review the College’s mission and vision at an upcoming meeting.</p>
<p>VII.</p>	<p>Update on Fall 2016 Enrollment</p>	<p>Brenda Hellyer reviewed the registration counts as of August 15, 2016.</p> <p>The College-wide unduplicated headcount is up 1.2 percent from last year. The college-wide total of funded contact hours is up 1.1 percent. These numbers include all students who have paid their tuition.</p> <p>Brenda explained that the goal for increase from last year is 3 percent.</p> <p>Larry asked if paid includes athletics students</p>

		<p>Brenda said these numbers do include scholarship students.</p> <p>There has been college-wide work and efforts to increase enrollment.</p>
VIII.	Review Bond Refinancing Activity	<p>Chet Lewis explained that Moody’s and S&P both reaffirmed the College at the same ratings of Aa2 for Moody’s and AA for S&P. The plan is to sell bonds on Thursday.</p>
IX.	Review Proposed Electioneering Procedures	<p>Brenda Hellyer distributed the proposed electioneering procedures and asked the Board for input. She recommends the College create a policy and have supporting procedures for electioneering activities.</p> <p>Larry asked who is going to implement the procedures. He explained that you can put this in place but it will be hard to monitor.</p> <p>Marie asked what “designated area” means. She thinks we need to spell that out specifically.</p> <p>Chet explained that they can use the bathroom, they can vote, but they cannot campaign or do “campaign activities.”</p> <p>John Moon, Jr. is concerned about prohibiting canopies or umbrellas.</p> <p>Brenda explained that Chet will modify that language and we can add a designated area for canopies and umbrellas.</p> <p>Brenda said that Harris County recommended that we develop procedures and adopt them. Chet Lewis will develop the policy, and it will be brought to the Board next month for approval.</p>
X.	Discuss Proposed Process for Concealed Carry Procedures	<p>Brenda Hellyer gave an update on where we are in the process for the concealed carry procedures. She explained that last year, she held sessions at each campus in which she presented educational information on the law and how the College would approach the process. Note cards with questions from employees were collected at the sessions and anyone could submit questions on the College’s website. A survey to College employees went out in March or April that was designed to collect opinions on the process. A task force will be formed and 213 people volunteered to participate. Chet is going to lead the task force with Chief Caldwell and Jerusha Kasch. There will be representation on the task force of faculty, staff, administrators, and students.</p>

		<p>The Student Government Association held a survey on campus for students. The College will do a more comprehensive survey when classes go back in session.</p> <p>Brenda met with and submitted an information packet to Greg Smith, the superintendent of Clear Creed ISD. She will be sending this to all of the superintendents of the ISDs in our area.</p> <p>The plan is to bring draft recommendations to the Board workshop in January or February for review. The procedures must be implemented by August 2017. There may be a need for additional workshops to answer Board questions.</p> <p>Dan wanted to make sure that the task force is familiar with the regulations and law from the State.</p> <p>Brenda stated that the task force will be knowledgeable of Senate Bill 11. Chief Caldwell has analyzed what the four year universities have done so far. Brenda will continue to monitor what comes out of legislature this upcoming session.</p> <p>Keith Sinor stated that people can already carry on campus it is just done illegally. He explained that he does not understand why there is fear on campus regarding the implementation of this law.</p> <p>Brenda explained that it seems there is a lack of understanding around campus carry and the law.</p> <p>Brenda explained that many questions from the survey were regarding how the police will know the difference between those that are legally allowed to carry a handgun, and those that are carrying illegally. The task force will recommend training requirements that specifically address this concern.</p> <p>Marie explained that there was a session that the South Belt Chamber sponsored that Judge Joann Delgado held on campus carry. There were not many employees from San Jacinto College in attendance.</p> <p>Dan has reviewed the data regarding the number of people that have licenses to carry in Texas versus how many employees the College has and the age of our students. He does not think that that many people will carry or that this will be an issue.</p> <p>Brenda wanted to make sure the Board was aware of the timeline and the progress on the process so far. She stated that she will update them with information in the future.</p>
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XI.	General Discussion of Meeting Items	Brenda explained that after the Board received their Board books there was a date changed on action item XIV for the agreement with Harris County Department of Education. The item that will be voted on tonight has a start date of September 20, 2016.
XII.	Calendar	Brenda reviewed the Board calendar.
XIII.	Adjournment	Workshop adjourned at 6:53 p.m.