

**San Jacinto College District Board Workshop
February 5, 2018
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 Absent: Erica Davis Rouse Chancellor: Brenda Hellyer College Personnel: Mandi Reiland, Steve Trncak, Laurel Williamson, Teri Zamora Other: Robert Bernal
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 5:02 p.m.
II.	Roll Call of Board Members	Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Absent: Erica Davis Rouse
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.074 and 551.073 of the Texas Open Meetings Act, for the following purposes: Personnel Matters & Prospective Donation	Adjourned to closed session at 5:03 p.m. a. 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. Mandi Reiland, Steve Trncak, Laurel Williamson, and Teri Zamora were present for this discussion. b. Prospective Gift - For the purpose of considering a negotiated contract for a prospective gift or donation. Mandi Reiland, Steve Trncak, Laurel Williamson, and Teri Zamora were present for this discussion.
IV.	Reconvene in Open Meeting	Reconvened in open meeting at 5:57 p.m. Robert Bernal joined after Board reconvened in open meeting.

<p>V.</p>	<p>Review Status of BAT/BSN Process and Next Steps</p>	<p>Brenda Hellyer provided an overview of the background and approval of the Bachelor of Applied Technology (BAT)/Bachelor of Science in Nursing (BSN) process. She stated that after the meeting in October 2017 with Dr. Belle Wheelan, President SACSCOC, it was realized that the process for substantive change will require us to slow down our anticipated timeline. This is due to the College being in the midst of the 10 year reaffirmation of the accreditation process. The move to the BAT/BSN would require a substantive change and that would be best achieved following the reaffirmation process. The Board members discussed options.</p> <p>Laurel Williamson explained the reaffirmation report will go to the SACSCOC Board for review in June 2019. If Dr. Wheelan approves, we can also submit our substantive change for the Bachelor’s degree at that same meeting. If this is allowed, we could then have a small pilot in Fall 2019. The first full class would be January 2020. A taskforce led by Dr. Alexander Okwonna and Rhonda Bell will begin to research and develop a process and report.</p> <p>Dr. Ruede Wheeler asked if there will be issues with the four year institutions if we offer Bachelor’s degrees. Laurel explained that the Texas Higher Education Coordinating Board developed a process for handling those issues during the request process. Brenda stated that we also sent out a letter to the Higher Education Regional Council (HERC) of the Gulf Coast region and no comments were received back.</p> <p>Brenda explained that she had a meeting about two weeks ago with Bay Area Houston Economic Partnership (BAHEP) that included a panel of representatives of the Hospital Corporation of America (HCA). They are already changing the process with their current nurses. They are moving to Bachelor’s degrees only for registered nurses and Brenda stated they are moving a little faster on this change than we had originally anticipated.</p> <p>Brenda stated that if we cannot meet the June 2019 deadline, we can meet the December 2019 deadline to have our substantive change on the agenda for the SACSCOC Board meeting.</p>
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VI.	Discuss Federal Financial Aid Appeal and Settlement	<p>Brenda provided an overview of the history of the diploma mill that had effects on financial aid. The College’s program review has been conducted. We originally anticipated by the Department of Education (DOE) a potential liability of \$173,000. It was then reduced to approximately \$122,000 and we are settling at \$69,000. When we reached \$69,000, legal counsel drafted a letter of contest. The process to contest is more complicated than originally anticipated so we evaluated the cost to pursue. It was determined to be in the best interest of the College to settle in the amount of \$69,000 for 22 students. Additionally, this settlement is only addressing the Pell grants and not the student loans which could have increased the potential liability.</p> <p>Dan Mims asked where the money will come from in our budget.</p> <p>Brenda explained that it will come from allowance for uncollectable accounts and this has already been reserved. She explained that the next step is for her and Lisa Brown to send a letter in response to the settlement agreement.</p> <p>John Moon, Jr. asked if the DOE took into consideration the success rates of these students.</p> <p>Brenda responded no.</p>
VII.	Discuss Participation with Construction Collaborative Consortium	<p>Brenda referenced the action item handout and the document that was distributed to the Board on Saturday. Construction Collaborative Consortium, also called C3, was presented to the Building Committee at its last meeting. The recommendation is to authorize the Chancellor to enroll San Jacinto College as a member of the Construction Careers Collaborative on a pilot basis for the Central Campus Welcome Center construction project.</p> <p>The Construction Career Collaborative (C3) is a not-for-</p>

		<p>profit alliance of construction owners, contractors, design professionals, and trade organizations working to create a sustainable and skilled construction craft workforce for the Greater Houston Region. It is required that the work force of C3 member companies be paid as W-2 employees, with overtime pay, worker’s compensation insurance, OSHA credentials, and on-going craft and safety training.</p> <p>Brenda reviewed the requirements to become a member of C3. She explained that participation in C3 visibly positions San Jacinto College as a leader in the development of a high quality trades workforce. Should the assertions of C3 proponents prove true, the College will also be making an investment in the quality of future building projects and expanding the College’s connection to the construction industry in general.</p> <p>Brenda said that a review of the cost impact to owners, conducted in September 2017 by Tellepsen Builders for the College, concluded that the cost premium for C3 participation was 0.22 percent of the cost of construction.</p> <p>Board members present were comfortable with this direction and did not have any additional questions.</p>
<p>VIII.</p>	<p>Update on Closure of Athletic Programs</p>	<p>Brenda reviewed the email that she sent to the College community on January 24, 2018, that provided an update regarding the closure of our volleyball, soccer, and men’s and women’s basketball programs (a decision that was made a little over a year ago). She explained that the Strategic Leadership Team members, working with Human Resources, have spent the past year reviewing staffing in various programs and finding options and opportunities for employees whose jobs are affected by the decision to close programs. We have reviewed employees’ qualifications, transcripts, work histories, and other related experiences for various positions that are open or will soon become available at the College.</p> <p>Volleyball: Head coach Sharon Nelson, currently a member of the physical education faculty at Central Campus, will transition into the biology department as a faculty member at Central Campus. Jeff Pearce, success coordinator and assistant volleyball coach at Central Campus, will serve as Career Coordinator for programs in the Center for Petrochemical, Energy, and Technology.</p>

		<p>Soccer: Head coach Ian Spooner stayed with the team through their season and has begun a new assistant coaching position at Florida Gulf Coast University. Part-time assistant coach Pablo Reyes will serve as part-time head coach for the spring semester only, as he winds down the program and works with athletes, preparing them for transfer to universities.</p> <p>Women’s Basketball: Head coach Michael Madrid accepted an assistant coaching position last May at the University of Texas at El Paso. Assistant coach Kayla Weaver, a college prep math faculty member, stepped into the role of head coach for the 2017-18 academic year. She will return to her college prep math faculty position for the 2018-19 academic year. Nick Winkleman joined the team as a temporary assistant coach for the 2017-18 basketball season, understanding that the position ends in the spring.</p> <p>Men’s Basketball: Head coach Scott Gernander, Jr., has accepted the position of Dean of Administration at Central Campus and will begin that role in April. Assistant coach Albert Talley will close out the men’s basketball program and assume the role of Chair of the Education Department at Central Campus, as the current chair will be retiring at the end of this academic year.</p> <p>Athletic Trainers: This summer, Jessica Davenport will transition into her new role as an educational planner. Troy Rabon and Carie Mueller will continue as athletic trainers, with Troy moving to North campus. Carrie Mueller will remain at South campus.</p> <p>Baseball and Softball coaches Tom Arrington and Kelly Saenz and assistant coaches Eric Weaver and Kelsey Walters will continue in their current roles.</p> <p>Marie Flickinger then explained that due to ongoing rumors about a donation that never materialized, she asked the Chancellor to draft an editorial to explain the difficult decision on closing the programs and clear up rumors.</p> <p>Some members present expressed their concerns on sending the editorial out. Many thought it would stir up additional controversy around the topic, and they think it would be best to move on and let it go. A few members</p>
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IX.	Update on Enrollment	<p>Brenda reviewed the current enrollment report from today. She explained that enrollment is up 1.6 percent in headcount and down 2.8 percent in contact hours.</p> <p>Laurel explained that a lot is going on in college prep that has effected the enrollment numbers. She explained that what we are seeing is students who live in areas that were heavily effected by Hurricane Harvey may not have returned this semester. She had the research department run analysis on the enrollment by zip code and you could see those areas had a decrease in enrollment. She anticipates that many of the students should be returning in the fall semester. She explained that many of our employees are still feeling the effects of Harvey and that is a clear indication that our students most likely were effected as well.</p> <p>Brenda explained that numbers are down in technical programs, and we are digging into those numbers.</p> <p>Dr. Wheeler asked if one campus was effected the most. Brenda explained that based on the zip code analysis, North and South campus were mostly effected by Harvey. Central campus is down in technical programs.</p>
X.	Review of Board Bylaws	<p>Brenda reviewed suggested changes to the Board Bylaws. They were presented to the Board in track changes. The Board was comfortable with the changes as presented with the exception of the following items. After discussion, the following edits were suggested:</p> <p>When electing officers, the members thought it would be best to have “simple majority of the total membership of the Board.”</p> <p>In reference to Board committee, the group determined to clarify that two trustees must be present to advance items to the Board. This does not include the Board Chair since the change was made to have that position serve as ex-officio, which is a non-voting member. Also, remove the statement regarding two Trustees assigned to a special committee.</p>

		<p>Recommend to not change the time requirement of filing applications for hearing of citizens at meetings. The members would reconsider a change from 10 minutes to 30 minutes.</p> <p>The next step is that these changes will come to the Board at the next meeting on March 5, 2018.</p>
XI.	Review of Calendar	Brenda reviewed the calendar with the Board.
XII.	General Discussion of Meeting Items	Brenda asked the members if there were any additional items for discussion. There were no questions or other items for discussion.
XIII.	Adjournment	Workshop adjourned at 6:56 p.m.