

**San Jacinto College District Board Workshop  
June 4, 2018  
District Administration Building, Suite 201**

**MINUTES**

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson <b>Chancellor:</b> Brenda Hellyer <b>Other:</b> Sandra Ramirez, Mandi Reiland, Steve Trncak, Wayne Wauters, Laurel Williamson, 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 5:02 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
<b>III.</b>	<b>Adjournment to closed or executive session pursuant to Texas Government Code Section 551.074 and 551.072 of the Texas Open Meetings Act, for the following purposes: Personnel Matters &amp; Real Estate</b>	Adjourned to closed session at 5:03 p.m.  <ul style="list-style-type: none"> <li>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. <ul style="list-style-type: none"> <li>• Review Results from the Board’s Self-Evaluation Assessments Board Member and Brenda Hellyer present for this item.</li> <li>• Personnel Item Steve Trncak, Mandi Reiland, and Teri Zamora present for this portion.</li> </ul> </li> <li>b. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property. Brenda Hellyer present for this item.</li> </ul>
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	Reconvened in open meeting at 6:05 p.m.
<b>V.</b>	<b>Review Action Steps from the</b>	There was 100 % participation by Board members in completing the self-evaluation instrument. The comments

	<b>Board Self-Evaluation Process</b>	<p>were reviewed and a compiled report of comments was prepared by Keith Sinor (Board Secretary).</p> <p>Keith Sinor provided the following action steps from the Board Self-evaluation process:</p> <ul style="list-style-type: none"> <li>• Board Members should strive to attend all regularly scheduled meetings and be on time so that the posted meeting can start on time.</li> <li>• Board Members should make an increased effort to attend various College events.</li> <li>• Board Members would like to increase continuing education by: <ul style="list-style-type: none"> <li>○ Additional retreats to discuss community college issues and future planning in greater depth than workshops allow</li> <li>○ Presentations at workshops on federal and state issues and other issues related to the operation of a community college (i.e. Financial Aid, College Prep, etc.)</li> </ul> </li> <li>• Board Members agreed to complete the self-evaluation process every two years. The format should be updated prior to next evaluation period.</li> </ul>
<b>VI.</b>	<b>Review Proposed Changes to Board Bylaws</b>	<p>Brenda Hellyer reviewed the proposed change to the Board Bylaws. The Chancellor recommends that the Board of Trustees approve the updated Board of Trustees Bylaws which includes a revision for a bi-annual self-evaluation of the Board of Trustees. The proposed revision to the Bylaws adds a section regarding the Board of Trustees self-evaluation process which will occur bi-annually. The process will include an assessment questionnaire for all Board members to complete with summarized results compiled by the secretary or assistant secretary. Such results will be reviewed by the Board of Trustees and Chancellor at a subsequent work session. Changes to the Bylaws were discussed with the Board at its workshop on May 7, 2018.</p>
<b>VII.</b>	<b>Review of 2018-2019 Budget Assumptions</b>	<p>Teri Zamora explained the Fiscal Year 2019 budget framework and process. In the process, the College has remained true to its mission and strategic plan, and the</p>

		<p>leadership worked together and prioritized competing items to best benefit our students.</p> <p>She explained that the revenue realities and assumptions include:</p> <ul style="list-style-type: none"><li>• the implementation of the Technology Fee at \$2 per semester credit hour will be the only overall tuition and fee increase,</li><li>• conservative growth in enrollment after adjusting to the current year’s experience rate,</li><li>• continue to hold steady the Maintenance &amp; Operation tax rate for local taxpayers along with a 2.59% preliminary estimate of growth in tax base,</li><li>• State funding is level with FY2018,</li><li>• increased interest income on cash and investments, and</li><li>• proposed increase of Child Care Center fees.</li></ul> <p>Teri reviewed the revenue projections table included in the presentation. She pointed out that the Sales and Services line item is primarily composed of the Child Care Centers.</p> <p>Teri explained the Ad Valorem Tax Rates. The College has a stable history of assessed valuation growth and has been conservative in managing the tax rate. The tax rate calculations will be adjusted when the tax rolls are received in August.</p> <p>She reviewed the expense realities and assumptions for the College which include: a commitment to an annual salary increase, completion and opening of new bond-financed projects, implementation of meaningful strategic initiatives, and operational and compliance necessities.</p> <p>Dr. Ruede Wheeler asked about new buildings being in the budget. Teri responded that the budget includes approximations of the costs involved with new buildings.</p> <p>Teri reviewed the future approach to the budget process which is to continue to embrace a proactive mode for cost control and remain true to the 2016-2018 Strategic Plan.</p> <p>Erica asked about the implementation and utilization of new budget items especially with new technology. Teri</p>
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<p><b>VIII.</b></p>	<p><b>Review Employee Diversification Status Update</b></p>	<p>Steve Trncak, Sandra Ramirez, and Wayne Wauters present for this item.</p> <p>Steve provided an overview of the status of the employee diversity initiatives. He explained that the College must adhere to the U.S. Equal Employment Opportunity Commission (EEOC) which makes it illegal to discriminate against a job applicant or an employee. This is a requirement at all public and private organizations. He reviewed the College’s EEOC statement which is “The San Jacinto College District is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws.”</p> <p>Steve explained that the College also has to adhere to regulations of the Office of Federal Contractor Compliance Programs (OFCCP). OFCCP administers and enforces Executive Order 11246, as amended, which prohibits federal contractors and federally-assisted construction contractors and subcontractors, who do over \$10,000 in government business in one year, from discriminating in employment decisions on the basis of race, color, religion, sex, or national origin.</p> <p>He reviewed that an Affirmative Action Plan (AAP) is needed due to certain federal contracts entered into through the College’s Continuing and Professional</p>

		<p>Development area. In the AAP, an annual “Utilization Analysis” is conducted of the College’s labor force demographics compared to the available workforce within Department of Labor’s established job classifications. The AAP does not include elected officials and/or board members because they are not employees. The term “underutilization” is used when workplace diversity does not meet the same level of diversity as the recruitment area. Underutilization results in the establishment of an AAP goal, focusing on a specific job group.</p> <p>Steve explained that if there are gaps, the contractor will specify in its AAP the specific procedures it will follow and the good faith efforts it will make to provide equal employment opportunity. The College has expanded efforts in outreach, recruitment, and training, as some of the affirmative steps. Employment determinations will always be based on qualifications, knowledge, skills and abilities (KSAs). The best candidate for the job will be selected.</p> <p>He reviewed the various job group classifications, the historical changes at the College since 2014, and the year-to-year data comparisons. Since 2014, we have closed the gaps in four out of the seven groupings. Factors that have impacted the goal attainment are recruitment and retention enhancers, such as a successful institution, organizational culture, high engagement levels, benefits package, and work/life balance. The College has a low turnover in all employee classifications.</p> <p>Marie asked how our turnover compares to other community colleges near us. Steve answered that we have average data.</p> <p>Steve explained that we have made progress on postsecondary teaching occupations in the past two years, we still have a significant underutilization of Asians and individuals of more than two races in this category. We have made progress on management occupations, but we are ramping up our efforts in attaining this goal. Also, we have lost a little ground in natural resources over the last two years. This progress has been made as a result of many College-wide initiatives.</p>
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<b>IX.</b>	<b>Review of Calendar</b>	Brenda reviewed the calendar with the Board.
<b>X.</b>	<b>General Discussion of Meeting Items</b>	<p>Brenda asked if there were any additional items the members would like to review.</p> <p>Erica asked for clarification on the RFP#18-19, Contract for Landscaping Services. Brenda explained that purchasing was unable to finalize negotiations on pricing with the company that had the highest points. In this case, they move to the company with the second highest points and were able to finalize pricing.</p> <p>Erica also asked for additional details on our current traditional and digital advertising. Brenda said she would get this information to her.</p>
<b>XI.</b>	<b>Adjournment</b>	Workshop adjourned at 6:58 p.m.