

San Jacinto College District Board Workshop May 3, 2021

The Board of Trustees of the San Jacinto Community College District met by videoconference at 5:00 p.m., Monday, May 3, 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

	Board Workshop Attendees:	Board Members: Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Dr. Ruede Wheeler, Larry Wilson Absent: Keith Sinor Chancellor: Brenda Hellyer Other: Bo Hopper, Matt Keim, Paul Lamp (via conference call), Micki Morris (via conference call), Sandra Ramirez, Mandi Reiland, Van Wigginton, Laurel Williamson, and Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 5:01 p.m.
II.	Roll Call of Board Members	Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor (absent), Dr. Ruede Wheeler, Larry Wilson
III.	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	Chair Flickinger adjourned to closed session at 5:02 p.m. Board members and Chancellor Hellyer were present for the entirety of the closed session. Teri Crawford, Sandra Ramirez, Mandi Reiland, and Teri Zamora were present for portions of the closed session. Attorney Micki Morris was contacted via conference call for a consultation. Attorney Paul Lamp was contacted via conference call for a consultation. 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.

		<p>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.</p>
IV.	Reconvene in Open Meeting	<p>Chair Flickinger reconvened to open meeting at 6:29 p.m.</p> <p>Laurel Williamson and Van Wigginton joined the meeting.</p>
V.	Update on COVID Response and Status of Enrollment	<p>Dr. Brenda Hellyer provided an update on the COVID response. We are continuing to monitor local, state, and federal conditions and guidance and are continuously updating FAQ's for students and employees. We monitor the Harris County positivity rate along with the Houston area hospitals positivity rate. We have communicated that staff and administrators will return on site at 100 percent effective June 1. Faculty will return to pre-COVID schedules beginning with the Summer term. The Board of Trustees will resume regular face-to-face (f2f) meetings on June 7. The College will restore the 4 ½ day, 40-hour summer work week from June 1 to July 31. The College began gathering employee and student vaccination status on a voluntary basis via the pre-screening forms. The current employee rate of vaccination is 39 percent, and the student rate is 24 percent.</p> <p>Teri Zamora presented a chart with trigger points for COVID protocol reversals. The chart included trigger points, measures, and actions once those measures are met. As the COVID situation has evolved over the last 15 months, these trigger points have been revised and are continuing to be reconsidered. She explained that social distancing will be relaxed over the next month, so we will be able to manage employees coming back 100% on June 1. We anticipate being able to remove the pre-screening form in the summer and re-assessing the face covering requirements in the fall. We are having events at the College campuses and are resuming limited travel. All events, rentals, and travel are vetted by the Office of Emergency Management and Strategic Leadership Team (SLT) member prior to approval. Regarding commencement, we currently have 900 students scheduled to attend the morning ceremony and 680 attending the afternoon ceremony.</p> <p>Marie Flickinger asked how this number compares with the number of graduates two years ago.</p>

		<p>Brenda responded we would have had approximately 1,000 graduates participating two years ago. We are inviting graduates from last year (spring 2020) to participate this year since their ceremony was virtual due to COVID. The morning program is for academic degrees and the afternoon is for STEM and technical degrees.</p> <p>Teri Z. provided an update on COVID emergency funding. Response and relief funds that were allocated to the College in December and the Recovery Act funds received in March will all be handled together in a bucket. A total of \$4.5 million will be distributed during the summer to students as emergency funds. We anticipate approximately \$10 million next fall and \$10 million next spring. These funds will be given to students as cash payments. We had approximately \$19 million institutional funds in December and will receive approximately \$21 million Recovery Act funds. Teri Z. provided an overview of the categories the SLT is considering allocating some of these institutional funds to. As we would with grants, the College will hire someone to oversee the allocation of relief funds to make sure we are compliant with all the rules and processes. We will allocate \$5 to \$6 million to lost revenue. Any revenue that we did not generate this year that we can prove we would have generated two years ago can be rolled into the FY2022 unrestricted budget.</p> <p>Brenda provided an overview of positions the College will be hiring with grant monies but reiterated we need to make sure to spend wisely so we do not fill positions long-term that we cannot fund once emergency funds run out.</p> <p>Brenda covered plans for summer and fall course options. For summer 2021, we plan approximately 48 percent of courses will be offered f2f and 52 percent will remain online. Enrollment is currently up 8 percent compared to last summer but is down 13 percent compared to summer 2019. Of the academic offerings, approximately 14 percent of students have enrolled f2f and hybrid and 54 percent of technical registrants have enrolled f2f and hybrid. Section counts are larger for summer 2021 at 2,259 in comparison to 1,748 in summer 2019.</p> <p>For fall, we plan to offer 60 percent f2f and 40 percent online courses. Enrollment is currently down 21 percent from last fall and 36 percent compared to fall 2019. We are down in</p>
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<p>VI.</p>	<p>Update on State and Federal Legislative Sessions</p>	<p>Brenda provided an update on the State and Federal legislative sessions. On the Federal side, we are still moving forward with earmarks. Congressman Nehls’ office has moved forward with the aerospace training request, and several Republican Senators, including Texas Senators Cornyn and Cruz, have signed a “Dear Colleague” letter stating that they oppose bringing earmarks back. However, we have heard from Senator Cornyn’s staff that they are open to improving the process, so funds are being used responsibly.</p> <p>On the Maritime Center of Excellence, we have been requesting \$30 million for the program through FY 2022 appropriations. This week the program benefited from a bipartisan group of 17 members of Congress led by Congresswoman Sylvia Garcia who signed on to a request for this appropriations level. We will continue tracking this request.</p> <p>On the State side, the Senate and the House have differences between their budget bills. There are differences for community colleges around their hold harmless funding and the weights are an issue. There had been a hope for an amendment to modify the weights to agree with the recommendations from the community colleges. This did not happen, so the Conference Committee has been named to try to merge the House and Senate versions.</p> <p>Brenda explained that last week, she and Teri Crawford had multiple meetings to discuss the hold harmless for community colleges as well as the weights for the success points. Additionally, today, Comptroller Glenn Hegar released an update on the available general revenue, and it is expected to increase by \$3.12 billion in additional available funds for general spending. We are waiting for an assessment of that means for the State budget and community college funding.</p> <p>The TRUE (Texas Reskilling and Upskilling through Education) initiative for workforce training is moving forward. The Community College Finance Commission bill, sponsored by Senator Larry Taylor, has been moving forward</p>

		<p>also. The Governor’s office has informed the community colleges that he is proposing an amendment that allows his office to appoint the Chair of this Commission. In the current version of the bill, the Governor would appoint a community college CEO, or a business partner, or someone who understands community college finance. The Governor’s amendment would allow the same appointments for the Lt. Governor and the Speaker of the House. The way the bill was originally written would have allowed community colleges to have five representatives on the commission and with the amendment there will be two or three. The details are still evolving. Brenda asked the Board to review the legislative session summary and let her know if they have any questions.</p>
<p>VII.</p>	<p>Update on Diversity Progress – Additional Data</p>	<p>Sandra Ramirez presented an update on the employee diversity progress. The purpose of this updated presentation is to provide clarification on questions that were asked on her original employee diversity progress presentation back in March.</p> <p>Sandra explained that this data is tracked for two purposes:1) the College has a strategic goal of “Our People” which is focused on our commitment to acquiring, developing, and retaining quality and diverse employees who are passionate about our educational mission and 2) due to our federal contracts, the College is required to annually track this data and provide an Affirmative Action report from a compliance standpoint.</p> <p>Sandra provided an overview of the full-time faculty new hire data. There was no change on the new hire full-time faculty data but for Affirmative Action reporting, the analysis looks at only new employees to the College. This presentation includes additional information to capture both new-to-the-college and part-time to full-time transfers in response to a question about new full-time faculty hires being low in 2020.</p> <p>The data on full-time faculty was updated to include department chairs in the full-time faculty count for fall 2013 throughfall 2020. The data on part-time faculty was updated to capture unduplicated numbers to stay consistent with the rest of the report. The March version of this presentation showed duplicated part-time faculty numbers. The full-time administrator’s data was updated to include SLT members.</p>

		<p>Erica Davis Rouse asked where we should be with Hispanic administrators.</p> <p>Sandra responded that we do not have a goal for administrators. The only Affirmative Action plan goal we still have is to hire individuals in faculty positions who are two or more races or are Asian.</p> <p>Erica responded that we are meeting our mandated goal but questioned if we are meeting our goal as an institution to have accurate representation of our student population.</p> <p>Sandra responded that we do not have a specific goal for Hispanic for faculty, but we do have an institutional goal of progressing in that area. It also depends on the available workforce and we are waiting on the 2021 census data.</p> <p>Brenda added that we are expanding our recruitment efforts to make sure we reach diverse candidates for our hiring pools.</p>
<p>VIII.</p>	<p>Review Proposed Updates to Board Bylaws</p>	<p>Brenda reviewed the updates to the Board bylaws and explained the Board received a summary of changes that includes the key eliminates that are being modified. These changes included grammatical changes and clarifications around Board representation, the procedural processes around filling a vacated Trustee position, and the duties of the Board and their responsibility. There will be training for the Board around walking quorum communication efforts in June or August.</p> <p>The biggest change on the bylaws is around public comments. The original document references hearing of citizens but should say public comments, so this language was changed to be consistent throughout the document. We had a limit of 60 minutes for public comments, which is no longer allowed, so this has been updated to be compliant. We are recommending keeping the same eight-hour notice requirement if someone would like to speak to the Board which has been implemented during COVID. The self-assessment of the Board has also been modified to be from bi-annual to annual. Brenda asked the Board to review the changes, and the plan is that the bylaws will be brought forward for approval at the June Board meeting.</p>

IX.	Review Updates to Faculty Senate Constitution	Brenda reviewed the updates to the Faculty Senate Constitution. She explained the Faculty Senate made changes to their constitution and the Board were provided a summary of changes along with the updated constitution as an informational item. The changes include clarifying and organizing the document and expanding its members to include Generation Park. Brenda and Sandra worked with the Faculty Senate on these changes and are comfortable with the recommended changes.
X.	Review of Calendar a. Spring Commencement b. 60th Anniversary	Brenda reviewed the calendar with the Board. She explained the Board schedule for commencement and asked them to let Mandi know if there are changes. She announced that May 18 is the Aspen watch party and recommended where she would like Board members to attend the watch party. There will be an SLT member at each location, and lunch will be provided. The State required annual Cybersecurity Training is due on June 7. Mandi will email the link to watch the video tomorrow. She recommended having a Board retreat on June 25. All Board members present agreed this date works. Brenda proposed to move the August 30 board meeting to September 13 to kick off the official 60 th Anniversary activities. All Board members present were comfortable with this recommendation.
XI.	General Discussion of Meeting Items	There was no additional discussion.
XII.	Adjournment	Chair Flickinger adjourned the workshop at 7:22 p.m.