

San Jacinto College District Board Workshop November 6, 2023

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 4:45 p.m., Monday, November 6, 2023, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

MINUTES

	Board Workshop Attendees:	Board Members: Marie Flickinger, Dr. Michelle Cantú-Wilson, Erica Davis Rouse, Dan Mims, John Moon, Jr. Keith Sinor, Larry Wilson Chancellor: Brenda Hellyer Other: Sandra Ramirez, Mandi Reiland, Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Chair Flickinger called the workshop to order at 4:47 p.m.
II.	Roll Call of Board Members	Board Chair Flickinger conducted a roll call of the Board members: Dr. Michelle Cantú-Wilson Erica Davis Rouse, Assistant Secretary Marie Flickinger, Chair Dan Mims John Moon, Jr., Vice Chair Keith Sinor, Secretary Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.074, and 551.076 of the Texas Open Meetings Act, for the following purposes: Legal Matters, Personnel Matters, and Security Matters.	Chair Flickinger adjourned to closed session at 4:49 p.m. The Board members listed above as attending and Chancellor Brenda Hellyer were present for the closed session. Other attendees are noted below. 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. Only Board members and Chancellor Hellyer attended this portion. b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or

		<p>employee or to hear complaints or charges against a public officer or employee.</p> <ul style="list-style-type: none"> • Chancellor Evaluation - Only Board members and Chancellor Hellyer attended this portion. • Personnel Item - Board members, Chancellor Hellyer, Teri Zamora, Sandra Ramirez, and Mandi Reiland attended this portion. <p>c. Security Matters - To consider the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit. - Board members, Chancellor Hellyer, Teri Zamora, Sandra Ramirez, and Mandi Reiland attended this portion.</p>
IV.	Reconvene in Open Meeting	Chair Flickinger reconvened to open meeting at 6:02 p.m.
V.	Review Annexation Resolution	Dr. Brenda Hellyer provided background on the need for the annexation resolution and explained it was discovered that the 35 acres of land at the South Campus purchased by the College in 2002 was not recorded properly into the College’s taxing district. This property lies within the College’s service area, but also within Clear Creek ISD, thus excluding it from automatic inclusion in the College’s taxing district. There will be an action item during tonight’s Board Meeting to approve the annexation of this territory owned by the College and a resolution will also need to be signed.
VI.	Update on Job Evaluation Study Rollout and Full-time Salary Schedules	<p>Sandra Ramirez provided an update on the job evaluation study rollout and updated salary schedules. A handout to show the timeline and phases of the rollout was distributed to the Board. Sandra provided an overview of the phases of the rollout that have been completed.</p> <p>She explained that on October 30, letters went out via email to over 1,341 employees informing them of the changes to their pay and salary grade. Changes in pay were implemented November 1. Sandra provided an overview of the updated salary schedules for full-time staff and administrators currently in salary grades 32 and below and full-time faculty. The new salary grades are being brought to the Board for approval this evening. The College will review salary grades for faculty and staff annually to remain current in relation to the current market values. The job evaluation study has received positive feedback from the College including 26 emails from employees thanking</p>

		<p>the Board and Strategic Leadership Team (SLT). All employees submitting questions to Human Resources have received a response. Additionally, an online Frequently Asked Questions (FAQ) document has been created and is updated based on questions received.</p>
VII.	Discuss Board Self-Evaluation Process	<p>Brenda explained the Board self-assessment is usually done in June but was postponed with the transition of Board members this year. She asked the Board to review the example provided to them and let her know if any changes are needed to the questions.</p> <p>The Board members had no changes.</p> <p>This assessment will be sent to the Board to fill out and submit next week, and there will be a discussion and report out during the December workshop.</p>
VIII.	Update on Next Steps Related to Senate Bill 17 Compliance	<p>Sandra provided an update on next steps related to Senate Bill (SB) 17 compliance. She provided an overview of what College employees cannot do in order to stay compliant with SB17, found in Texas Education Code Section 51.3525(b)(1). The College was required to adopt policies and procedures to address violations of the prohibitions listed in the Texas Education Code referenced above. The following policies and procedures were revised to comply with the SB17 requirement:</p> <ul style="list-style-type: none"> • Policy on Termination or Demotion of Contractual Employees • Policy on Termination or Demotion of Non-Contractual Employees • Policy on Employee Performance and Counseling <p>These policies are being provided to the Board today for second reading. Changes are also being made to the 2019-2024 Strategic Plan to have language compliant with SB17. A handout with the current and updated language was distributed to the Board. Sandra provided an overview of the changes. There were no changes to the values, vision, or mission. The document with the final changes will be brought to the Board for approval in December. We are still working with Lisa Brown on guidelines for conferences, memberships, and training.</p> <p>Brenda added that the College is working with Lisa on a</p>

		<p>guidance document. The Faculty Senate was also asked to gather questions to be addressed during training.</p> <p>Dr. Michelle Cantú Wilson complimented the language change and stated it makes it clear what the College’s efforts are and feels the words “access” and “belonging” read better than “equity.”</p> <p>Brenda added that the College is also conducting focus groups to determine what access and belonging mean to employees College-wide.</p>
<p>IX.</p>	<p>Update on Supplier Diversity Purchasing Reports for Fiscal Years 2022 and 2023</p>	<p>Teri Zamora introduced Damon Harris, Chief Procurement Officer. Damon provided an overview of the supplier diversity purchasing reports for fiscal years (FY) 22 and 23. He covered key elements including the process to obtain data for the Minority/Women Business Enterprises (MWBE) report and different types of classifications mentioned throughout the report. This report is only representative of the spend with suppliers that the College has set up as a vendor in Banner and does not capture the contracts with sub-contractors which are managed by our general contractor. In FY24, a new requirement has been added to the publicly advertised solicitations for general contractors to track and report spend with subcontractors along with the subcontractors’ diversity classifications.</p> <p>Teri clarified this means if one large contractor got the contract and engaged several sub-contractors, we would only show the funds that were given to the main contractor.</p> <p>Damon provided an overview of the chart found on slides three and four of his presentation illustrating the total amount and percentage of total paid in each classification in FY22 compared to FY23 and explained what caused the changes. He provided an overview of slide five which illustrates funds that were paid to MWBE owned businesses, small businesses, and non-MWBE owned businesses.</p> <p>He explained that MWBE has increased from 15 percent in FY22 to 17 percent in FY23. Spending with small businesses has decreased by four percent in FY23 compared to FY22. Damon provided a chart to illustrate how spending by race/ethnicity compares in FY22 to FY23. One highlight is the spending with Hispanic</p>

		<p>businesses in FY23 increased by \$5 million compared to FY22. He informed the Board of the in-person and virtual events he and his team have been attending to encourage more MWBE and small business vendors to partner with the College. The College has added 492 new vendors since March 2023.</p> <p>The Board complimented Damon and his team for their work on this.</p> <p>Erica Davis Rouse asked Damon if he is receiving any type of recurring feedback about doing business with San Jacinto College while speaking to vendors throughout the community.</p> <p>Damon responded the most consistent feedback he is receiving is regarding how cumbersome navigating the College’s solicitation platform is. He and his team are looking at other user friendly options.</p> <p>Michelle offered to meet with Damon to introduce him to the Houston Community College Business Plan Competition.</p>
X.	Discuss Change to Schedule for Receipt of State Appropriations	<p>Teri provided an overview of the change to the schedule for receipt of State Appropriations. Historically, the College received funding over a 10-pay schedule. The updated system will be a 3-pay system with fewer payments and the College will receive half of its allotment in October then 25 percent payments in both February and June. This improves the College’s cash flow since it will receive more dollars sooner. The financial comparisons will be odd this year due to this change but will be comparable again by next year.</p>
XI.	Notification of Program Closure, Personal Trainer Program	<p>Brenda notified the Board and explained that the Personal Trainer Program has struggled with enrollment due to there being no need for this credential to get into personal training. The students who were enrolled in the program were contacted about completing the program and there was no interest. A letter has been sent to Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to notify them of our intent to close the program.</p>
XII.	Review of Calendar	<p>Brenda reviewed the calendar and asked the Board members to let Mandi Reiland know if they would like to</p>

		<p>attend any events. The Board members received a list of who will be seated at their tables for State of the College. Brenda asked them to review the list and let her know of any questions.</p> <p>Michelle pointed out the December Board meeting is the night before the Texas Higher Education Coordinating Board Higher Education Leadership Conference. It was determined it would be best to move the Board meeting from December 11 to December 4 to allow for travel to the conference. Brenda and Teri will confirm with the auditors and let the Board know when the date is updated.</p>
XIII.	General Discussion of Meeting Items	<p>Brenda reviewed the Delegation of Authority summary and provided an update on an awarded contract for the roof life extension project at North Campus. The contract was awarded to Atlas Universal Roofing, Inc. in the amount of \$362,553. She informed the Board members there will be another delegation of approval requested tonight for a project at Generation Park due to it being time sensitive.</p> <p>Brenda informed the Board members that the second reading of the proposed updates to the Outside Employment policy are on the meeting agenda for this evening and asked Sandra to provide an overview of some feedback the College has received on this policy. Sandra stated eight comments were received and explained how these comments have been addressed in updates made to the policy.</p>
XIV.	Adjournment	Chair Flickinger adjourned the meeting at 6:57 p.m.