

**NOTICE OF MEETING  
BOARD OF TRUSTEES  
SAN JACINTO COMMUNITY COLLEGE DISTRICT**

The Board of Trustees of the San Jacinto College Community District will meet at 4:45 p.m. on Tuesday, March 17, 2020, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**SPECIAL BOARD MEETING  
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Update on Altered College Operations During COVID-19 Event**
- IV. Consideration of Delegation of Authority to Chancellor for Purchase of Items and Other Operational Expenditures Needed During Altered College Operations**
- V. Adjournment**

Closed Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 *et seq.* of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

Section 551.071 – For the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by law.

Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property.

Section 551.073 – For the purpose of considering a negotiated contract for a prospective gift or donation.

Section 551.074 – 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.

Section 551.076 – To consider the deployment, or specific occasions for implementation, of security personnel or devices.

Section 551.084 – For the purpose of excluding a witness or witnesses from a hearing during examination of another witness.

Section 551.087 – To discuss or deliberate regarding commercial or financial information that the Board has received from a business prospect that the Board seeks or may seek to have locate, stay, or expand in or near the territory of the College and with which the Board is conducting economic development negotiations or to deliberate the offer of a financial or other incentive to such business prospect.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
- B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

Certification as to Posting or Giving of Notice

On this day, March 14, 2020, this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, the College's website, and is readily accessible to the public upon request.

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Brenda Hellyer, Ed.D.

**NOTICE OF SUPPLEMENTAL AGENDA ITEMS TO  
MARCH 17, 2020 SPECIAL BOARD MEETING  
BOARD OF TRUSTEES  
SAN JACINTO COMMUNITY COLLEGE DISTRICT**

Notice is hereby given pursuant to Texas Government Code Sections 551.125 and 551.045 that due to the state of emergency declared by officials of Houston and Harris County, Governor Abbott on behalf of the State of Texas, and President Trump on behalf of the United States of America regarding the spread of coronavirus/COVID-19 (hereafter "COVID-19"), Emergency Supplemental Agenda Items are hereby added to the previously posted March 17, 2020 Special Meeting Agenda of the Board of Trustees of the San Jacinto College Community District, beginning at 4:45 p.m., in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. An emergency exists that requires immediate action of the Board of Trustees because of an imminent threat to public health and safety and/or a reasonably unforeseeable situation, specifically the spread of COVID-19.

**SUPPLEMENTAL AGENDA ITEMS**

**II.A. Public Comment as required by Tex. Gov't Code § 551.007**

**III.A. 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:**

- 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.
- b. 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.

**III.B. Reconvene in Open Meeting**

**IV.A. Consider adoption of Resolution of the Board of Trustees regarding the COVID-19 Virus, including, but not limited to, delegation of authority to Chancellor**

Certification as to Posting or Giving of Notice

This notice was posted in compliance with the Texas Open Meetings Act, at least one hour prior to the emergency supplemental agenda items being added to the special meeting agenda, on March 17, 2020. This notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, the College's website, and is readily accessible to the public upon request.

**Action Item “IV.A”  
Special Board Meeting March 17, 2020  
Consideration of Approval of Resolution to Authorize Delegation of  
Authority to the Chancellor during Altered Operations for COVID-19**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees adopt a resolution making certain delegations of authority to the Chancellor in order to efficiently and effectively prepare the college district in response to the declarations of emergency announced by the United States, the State of Texas, the City of Houston and Harris County, as well as in preparation for any additional declarations of emergency.

**BACKGROUND**

The College’s top priority is the safety of our students and employees. The College’s main goal is to facilitate the continuance of operations in an altered operational format, allowing students to remain on track to meet their learning objectives and complete their studies. Retention of full-time and part-time employees, reduction in turnover, maintaining morale, and facilitating the future return to normal operations is also a top strategic objective.

Many decisions will need to be made outside of our normal method of operations, and also in a timeframe that is outside of the College’s normal pattern.

**IMPACT OF THIS ACTION**

This action will delegate to the Chancellor the authority to act for the Board of Trustees in various areas, including scheduling of work and payments to employees, alteration to 2019-2020 calendar, ability to seek waivers from various agencies, and ability to procure needed items above the Chancellor’s normal threshold. This delegation is sought to facilitate the efficient and effective utilization of resources available to the College to maintain operations in an altered manner.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

Adoption of the resolution has no specific budget implications.

**MONITORING AND REPORTING TIMELINE**

The Chancellor will provide timely and reasonable information to the Board of Trustees with regard to decisions made pursuant to this Resolution.

**ATTACHMENTS**

Attachment 1 – Resolution of the Board of Trustees of  
San Jacinto College – COVID-19 Virus

**RESOURCE PERSONNEL**

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
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**RESOLUTION OF THE BOARD OF TRUSTEES OF SAN JACINTO COLLEGE  
COVID-19 Virus**

WHEREAS, the San Jacinto College Board of Trustees recognizes that officials in the City of Houston and Harris County have declared an emergency regarding the spread of coronavirus/COVID-19 (hereafter “COVID-19”) and that the territory included in San Jacinto College is within the areas where an emergency has been declared; and,

WHEREAS, on March 13, 2020, the Governor of the State of Texas declared a statewide emergency, and, later that same day, the President of the United States declared a national emergency regarding COVID-19;

WHEREAS, the San Jacinto College Board of Trustees recognizes that COVID-19 is an unforeseen and unavoidable emergency of urgent public necessity, that the World Health Organization has declared COVID-19 a pandemic, and that additional emergency declarations may follow in the coming days and weeks; and,

WHEREAS, the San Jacinto College Board of Trustees has a substantial public interest in protecting the health and safety of its students, staff, and community and therefore desires to ensure that the college district and community are prepared to the fullest extent possible to protect the health and safety of students, staff, and community in light of COVID-19; and,

WHEREAS, the Board of Trustees of San Jacinto College seeks to retain its employees, reduce turnover, increase morale, help employees focus on work-related matters while at work, and facilitate the return of employees to normal operations, and believes that an additional public purpose exists in doing so; and,

WHEREAS, the Board of Trustees of San Jacinto College believes the public purposes described above are fulfilled by efficiently and effectively making certain delegations, as described more fully herein, to the Chancellor to address this ever-changing emergency situation in the best interest of the health, safety, and well-being of its students, staff, community, and the citizenship at-large.

IT IS THEREFORE:

RESOLVED THAT the Board of Trustees of San Jacinto College finds a substantial public purpose exists in protecting the health and safety of its students, staff, and community and therefore in ensuring that the college district and community are prepared to the fullest extent possible to protect the health and safety of students, staff, and community in light of COVID-19; and,

FURTHER RESOLVED THAT the Board of Trustees of San Jacinto College finds a public purpose also exists in retaining its employees, reducing turnover, increasing morale, helping employees focus on work-related matters while at work, and facilitating the return of employees to normal operations; and,

FURTHER RESOLVED THAT in furtherance of the public purposes so stated in this Resolution, the Board of Trustees of San Jacinto College makes the following delegations to the Chancellor in order to efficiently and effectively prepare the college district in response to the declarations of emergency announced by the United States, the State of Texas, the City of Houston and Harris County as well as in preparation for the potential declarations of emergencies by other local, state, and/or national and international officials:

- (1) The authority to act in the place of the Board under Board Policy IV.4001.A Compensation, and all related Procedures, and thus make all decisions regarding the payment of employees during altered operations and/or a college closure, to implement the provisions of Board Policy IV.4001.A Compensation, and all related Procedures, and to make determinations regarding the purpose and parameters of any such payments;
- (2) The authority to make decisions regarding the compensation, if any, of full-time and part-time employees, both exempt and non-exempt, who may be required to report to work or work remotely during altered operations and/or a college closure and to implement those decisions;
- (3) The authority to determine work days and hours, if any, for all employees during altered operations and/or a college closure;
- (4) The authority to implement an educational program for students during altered operations and/or a college closure;
- (5) The authority to postpone, suspend, or cancel regular Board meetings during altered operations and/or a college closure in the interest of health and safety after consultation with the Board President;
- (6) The authority to alter the San Jacinto College 2019-2020 calendar by changing and/or adding campus/instructional hours and work/campus days as necessitated by altered operations and/or a college closure or related concerns;
- (7) The authority to create guidelines and make determinations regarding absences, leave time, leave days, and compensation of any employee who is quarantined as a result of COVID-19 and/or who tests positive for COVID-19 and who presents appropriate medical documentation regarding themselves and/or an immediate family member, in the sole discretion of the Chancellor or her designee, in compliance with Texas and federal law;
- (8) The authority to seek any necessary waivers from the Texas Higher Education Coordinating Board, SACSCOC, and any other accreditation or certifications agencies, without further action of the Board of Trustees regarding missed instructional days, low attendance, or any matters related to altered operations and/or a college closure as part of this Resolution;

- (9) The authority to declare a catastrophe and take all actions as appropriate in accordance with Texas Government Code Section 552.233 regarding temporary suspension of the Texas Public Information Act;
- (10) In the event other waivers or immediate action is needed, the Chancellor is authorized to take other action and to submit/apply for other waivers in accordance with guidance and instructions from the national, state and local authorities and/or agencies.

FURTHER RESOLVED THAT (1) the emergence of COVID-19 and its spread constitute an unforeseen emergency/matter of urgent public necessity; (2) the delays posed by competitive procurement of contracts necessary to restore, replace and/or repair equipment, personal property, and/or school facilities will prevent or substantially impair the conduct of classes or other essential college activities; and (3) the Chancellor and her designee(s) are authorized to procure, negotiate, and execute contracts for goods and services that are necessary to mitigate, prevent, restore, and repair damage caused to San Jacinto College equipment, personal property, and facilities or to protect the safety of San Jacinto College students and employees; and (4) the Chancellor shall inform the Board of Trustees of all emergency purchases made hereunder at the next regular Board meeting following such purchases.

The Chancellor and/or designee(s) will provide timely and reasonable information to the Board of Trustees with regard to decisions made pursuant to this Resolution.

This Resolution shall remain in effect until rescinded by Board Action at a duly called Board Meeting.

**CERTIFICATE FOR RESOLUTION**

I hereby certify that the foregoing resolution was presented to the Board of Trustees of San Jacinto College during a special called meeting March \_\_\_\_, 2020, a quorum of the Board of Trustees being then present, it was then duly moved and seconded that the resolution be adopted, and such resolution was then adopted according to the following vote:

Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Abstentions: \_\_\_\_\_

To certify which, witness my hand and the official seal of the District this \_\_\_\_ day of March, 2020.

\_\_\_\_\_  
Chair, Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees