

SAN JACINTO COLLEGE DISTRICT
Board of Trustees Strategic Planning Retreat Minutes
February 21, 2020

The Board of Trustees of the San Jacinto Community College District met at 8:30 a.m., Friday, February 21, 2020, in room A-2.203 of the San Jacinto College District Annex Administration Building, 4620 Fairmont Pkwy., Pasadena, TX 77504, for a Board Strategic Planning Retreat.

Members Present: Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson

Others Present: Brenda Hellyer, Sandra Ramirez, Mandi Reiland, Teri Zamora

I. The meeting was called to order at 8:31 a.m. by Chair Marie Flickinger.

II. Roll Call of Board Members

Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson

III. Review of Bond Projects

A. Teri Zamora reviewed the budget adjustment requests and general project updates. Teri explained that at this point, fourteen projects are essentially complete. In the aggregate, these fourteen projects represent 40 percent of the bond funds and were finished for approximately four percent less than their revised budgets.

B. She explained that it should be noted that these numbers are based on the last reconciliations performed. They do tend to vary slightly as project costs are reconciled and closed out. It would be extremely helpful if the Chancellor could be authorized with one-time adjustment authority on each project following closure of up to \$50,000 to accommodate late invoices and refunds, etc.

a. Discussion –

- i. All members were comfortable with this process.
- ii. Dan Mims asked that the Board receive monthly updates on the adjustments.
- iii. Teri stated that these reports would be provided.
- iv. Erica Davis Rouse asked how the College determines which buildings are renovated versus a demolition and rebuild.
- v. Brenda Hellyer responded that there are several steps. One of the first steps is to determine if the building is structurally sound then many factors are reviewed to determine the best course of action.

C. The group reviewed the current status of elevators, windows, and envelope work. All were comfortable with the direction as presented.

D. The group reviewed the South Campus proposed changes and related projects.

- a. Discussion –
 - i. The group discussed the utilities and an electrical upgrade.
- E. The group reviewed the maritime update.
 - a. Discussion –
 - i. John Moon, Jr. expressed concerns about the plan for the Port’s modifications to the land at the Maritime Campus. He is concerned about the long-term effects and stated that they need to bulkhead it.
 - ii. Members asked about the timeline of this work. Brenda answered that the Port believes they can get this approved in April with plans to complete the work by 2023 or 2024.
 - iii. Brenda reviewed the proposed maritime budget changes.
 - iv. The group briefly discussed naming opportunities for the Maritime Technology and Training Center. This includes proposals for various donor levels, plan for a donor wall, and recognition of past donors. All were comfortable with this direction.
- F. The group reviewed the Generation Park Parking Proposal. Teri explained that they are concerned at this point that the 400 spaces in the current parking lot that fronts the building may be slightly undersized for the actual student population. To prepare for that possibility, we are suggesting setting aside \$3.5 million to allow for the design and construction of the next parking area. This additional surface parking will represent the total surface parking that will be allowed by McCord at the Generation Park campus. All future parking additions will come in the form of a parking garage, which we anticipate will be in tandem with construction of the second building.
 - a. Discussion –
 - i. The group discussed reserved parking at Generation Park and throughout the campus.
 - ii. All were comfortable with the direction being taken for additional parking at Generation Park.
- G. The group reviewed the continued work and upgrades underway for the Direct Digital Control (DDC) upgrades. Additional urgent needs in control systems have been identified with a request to increase the budget by \$809,000.
- H. The group reviewed updates on other CIP projects not requiring budget adjustments.
 - a. Discussion -
 - i. As each were reviewed, the Board discussed various plans for renovations at each location. Projects reviewed include: Center for Petrochemical, Energy, and Technology (CPET) notices of deficiencies, Central Campus McCollum renovation, Central Campus classroom building, upcoming Board action items, move in updates, and financing plan.
 - ii. Teri reviewed the notices of deficiencies in the CPET building. Issues should be resolved by responsible parties. The Board will be updated on the progress.
 - iii. One component during the selection process for use of architectural firms on future projects will continue to be based on

analysis of past and current project performance.

- iv. The upcoming Board actions items would have been presented to the Board Building Committee meeting but there was not a meeting this month. The Board will be asked to vote on these items at the next Board meeting in March.

IV. Review Generation Park Activities

- A. An overview of the leadership team at Generation Park was provided.
- B. Registration for Fall 2020 classes will begin in April. A temporary registration site will be established on campus.
- C. The group reviewed the staffing plans for faculty and staff.
 - a. Discussion –
 - i. Larry Wilson asked questions about custodial and police presence. Teri explained that the contract with ABM will expand to cover Generation Park. She will be working through the police coverage utilizing our police department. He also inquired about the fire protection in that area. Teri will confirm these pieces and bring an update back to the Board.
- D. The group reviewed the temporary locations of offices while the first building is under construction.
- E. The group reviewed the marketing plan and efforts.
- F. The group reviewed the outcomes of the past and visioning sessions and plans for future sessions. Brenda provided an overview of what is included in the strategic vision from Facility Programming. Members can take this document to review in greater detail.
- G. Brenda asked if members had any questions on Generation Park.
 - a. Discussion –
 - i. Members expressed that after the initial enrollment in Fall they will know more.
 - ii. Erica Davis Rouse asked about mailing lists and what we are doing to let people sign up for more information. Teri explained that the marketing team and Generation Park leadership are currently doing a variety of marketing efforts in the area. She added that we will have more engagement in those efforts after the temporary offices open at McCord Development.
 - iii. Brenda will follow up with marketing on other details and provide updates to the Board.

V. Discussion on Naming Facilities

- A. The group reviewed building names and the proposed modification of the names for consistency.
 - a. Discussion –
 - i. Members would like history of named buildings researched, confirmed, and documented. Teri explained that there is currently research going on to provide this to the Board.
 - ii. Erica suggested a different name for support services center. Also, the welcome center needs to indicate student services is provided.

- VI. Update on Harris County Promise at San Jacinto College
 - A. The group reviewed the Promise update, current pledge totals, and Pell eligibility.
 - B. Brenda reviewed the Foundation’s role in the Promise program. This is a possibility for a future campaign, but we will analyze after the model is reviewed after the first cohort enrolls.
 - C. Brenda reviewed the next steps and deadlines.

 - VII. Review Proposed Updated to Board Bylaws
 - A. The group reviewed proposed updates to consider.
 - a. Discussion –
 - i. Members asked if the statement on page 1 regarding winning candidates with a majority of votes and run-off elections is required. Teri will look into this and bring back information.
 - ii. All were comfortable with the proposed changes. This will be an action item at an upcoming Board meeting.

 - VIII. Review Employee Diversity Progress
 - A. Sandra Ramirez provided an overview on employee diversity progress.
 - a. Discussion -
 - i. The group discussed unconscious bias training and process for selecting diverse hiring committees.
 - ii. Erica said that even though we are exceeding the AAP percentages in Hispanic data, we could still do better.
 - iii. Dan added that our Hispanic students are performing well with their student success rates higher than other groups.

 - IX. Review Operating Results and Opportunities
 - A. The group reviewed the Early High School Memorandums of Understanding. They are currently being updated for Board approval. They contain a provision for school districts to share in the operating costs of space on College campuses beginning Fall 2020.
 - B. The group reviewed the current mascots and the need to determine an approach for mascots for the future with addition of the Maritime Training Center and the upcoming opening of the Generation Park campus.
 - a. Discussion –
 - i. The group discussed mascots.
 - ii. The recommendation is to engage a marketing consultant to determine next steps.
 - iii. The Board agrees that this needs to be addressed.
- Note: Larry Wilson had to leave the meeting at 12:08 p.m. Brenda Hellyer and Marie Flickinger had to leave at 12:13 p.m. Teri Zamora continued the meeting with the remaining Board members.
- C. The group reviewed the tuition model that was implemented in Fall 2019. The implementation went well, and all parties involved are happy with this change. This includes students and employees.

- D. The group reviewed the Fresh Start Program opportunity. Teri also reviewed the bad debt analysis as of February 2020. The purpose of the program is to capture former students who had not completed and have minimal debt. If they go through all of the steps of the program, the debt could be paid through a scholarship funded by auxiliary revenues. We will be looking into more specific data on this student population before moving forward. The plan is to bring back more information to the Board for review. All were comfortable with looking into this.
- E. Teri reviewed other items that would be coming to the Board for review. The items reviewed were: contract for depository items, contract for merchant credit card services, and adoption of existing tuition rates and exemptions.

- X. Review Board Calendar
 - A. Mandi Reiland reviewed the Board calendar of upcoming events.

- XI. Wrap-up with Summary for Follow-up
 - A. No additional items were reviewed.

- XII. Adjournment
 - A. Vice Chair John Moon, Jr. adjourned the meeting at 12:30 p.m.