

San Jacinto College District Board Workshop April 1, 2024

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 5:00 p.m., Monday, April 1, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

MINUTES

	Board Workshop Attendees:	Board Members: Dr. Michelle Cantú-Wilson, Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Larry Wilson Chancellor: Brenda Hellyer Other: Joshua Dray, Allatia Harris, Mandi Reiland, Rob Stanicic, Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Chair Flickinger called the workshop to order at 5:01 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	Chair Flickinger adjourned to closed session at 5:02 p.m. The Board members listed above as attending, Chancellor Brenda Hellyer, Teri Zamora, and Mandi Reiland were present for the closed session. Others present for closed session 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. It was determined after the time of posting that a consultation with an attorney was not needed.

	Matters, and Security Matters	<p>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.</p> <p>c. Security Matters - To consider the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit. Rob Stanicic and Joshua Dray were present for this portion of the closed session.</p>
IV.	Reconvene in Open Meeting	Chair Flickinger reconvened to open meeting at 6:13 p.m.
V.	Update on Enrollment	<p>Teri Zamora provided an update on enrollment. As of March 21, which was the last day of spring reports, the College’s headcount was up 3.9 percent and contact hours were up 5.6 percent compared to spring 2023. This will be the last report that provides pre-COVID enrollment data and future reports will show data from the previous two years.</p> <p>Dr. Allatia Harris joined the workshop.</p>
VI.	Review of Timeline for Fiscal Year 2025 Budget Process	<p>Teri provided an overview of the timeline for the fiscal year 2025 budget process. The goals for this year’s budget are to ensure long term viability of the College to serve students and the community, support growth in student enrollment and new programs, facilitate strategic College initiatives, and promote a stable College workforce with the Performance Management process. The assumptions are that there will be some uncertainty in revenue streams, we will spend strategically, and there is a commitment to the continuation of the Promise Program.</p> <p>Teri provided an overview of the budget plan. The Board will be asked to approve the proposed 2024-2025 annual priorities in May. Revenue scenarios will be updated based on enrollment trends, ad valorem tax estimates, and estimated state appropriations. The Strategic Plan development will be monitored and new initiatives to ensure key themes are included in the budget will be put into place. The College will continue to allocate funds for projected contract and cost escalations.</p>

		<p>Teri provided an overview of the budget timing. The Strategic Leadership Team (SLT) will review budget requests from their areas in May or June and move forward with the highest prioritized items. The proposed budget will be brought to the Board of Trustees for review at a retreat in July and will be an action item at the August Board meeting.</p> <p>Teri covered the plan for revenue estimates. The Texas Higher Education Coordinating Board (THECB) will be releasing the state allocations and the Financial Aid for Swift Transfer (FAST) allocations in July and the Maintenance and Operations (M&O) tax base will be finalized in July. For tuition, we are currently modeling a three percent enrollment increase but will finalize that projection this summer. Interest income is assumed flat, but there is a prediction that interest rates could decrease this year.</p> <p>Dr. Brenda Hellyer stated she is working to schedule Board retreats. Date options will be sent out soon.</p>
VII.	Review Closure of Mental Health Certificate	<p>Dr. Allatia Harris provided an overview of the request for closure of the Mental Health, Substance Abuse Prevention Specialist Occupational Certificate. When this certification was created, the idea was that those who earned it would teach substance abuse prevention in the public schools. We are finding that a credential is no longer required to teach this information. The College has had five completers in five years in the prevention program, there is not a real market for this certification, and with the change in financial aid requirements, we would have to add hours to the certification.</p> <p>Brenda stated the recommendation to close this certificate program came forward to the SLT and was approved. This is an informational item for the Board as it is an occupational certificate.</p>
VIII.	Review Board of Trustees Institute Call to Action	<p>John Moon, Jr. provided an overview of the Call to Action from the Board of Trustees Institute.</p> <p>Brenda expanded on the Call to Action report with recommended areas for follow up including:</p> <ol style="list-style-type: none"> 1. Review of wage data for the top 10 and lowest 10 credentials at San Jacinto College,

		<ol style="list-style-type: none"> 2. Review top job projections in the Houston Region over the next 10 years to determine alignment with current offerings and consideration for proposed future offerings, 3. Review transfer data of San Jacinto College students with the College’s top five transfer institutions (i.e., how many complete bachelor’s degrees), 4. Review process for opening and closing programs, 5. Provide an overview of how San Jacinto College is currently using artificial intelligence, opportunities and challenges for the future, and what types of policies are needed for employees and students, 6. Participate in the development of San Jacinto College’s next strategic plan including a focus on the next phase of significant opportunities and identifying the top five critical data points to be monitored from a leading and lagging standpoint. <p>The Board was supportive of these actions.</p>
IX.	Review of Calendar	Brenda reviewed the calendar and asked the Board members to let Mandi Reiland know if they would like to attend any events. She explained the items highlighted in green are those that are priority College activities for the Board to attend based on feedback from the Board self-evaluation.
X.	General Discussion of Meeting Items a. Additional Purchasing Support Documents	<p>Brenda explained that the Board members have an action item to approve a one-year extension on the contract for delinquent property tax collections at tonight’s meeting.</p> <p>Teri explained that historically we monitor the College’s collection rates against our peers including the two largest community colleges, local independent school districts (ISDs), and Harris county. The current year collection rate for San Jacinto College is 98.45 percent. This is the highest percentage the College has been since pre-COVID. The College’s collection rate including levies from the prior year is 98.94 percent. The College’s collection rates are in the higher range compared to our peers. Teri stated she is comfortable with the collection rates.</p>
XI.	Adjournment	Chair Flickinger adjourned the meeting at 6:41 p.m.