

**San Jacinto College District  
Regular Board Meeting Minutes**

**November 5, 2018**

**The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, November 5, 2018, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for the Regular Board Meeting.**

**Board of Trustees:** Erica Davis Rouse, Assistant Secretary  
Marie Flickinger, Chair  
Dan Mims, Vice Chair  
John Moon, Jr.  
Keith Sinor, Secretary  
Dr. Ruede Wheeler  
Larry Wilson

**Chancellor:** Brenda Hellyer

**Others Present:**

Sara Saaya	George González	Martha Robertson
Salem Al-Ayyadhi	Rebecca Goosen	Kelly Simons
Alexis Arauza	Alicia Gutierrez	Rob Stanicic
Joshua Banks	Allatia Harris	John Stauffer
Lee Benjamins	Elisabeth Harthcock	Janice Sullivan
Lester Byrd	Joseph Hebert	Ann Tate
Michelle Callaway	Rosie Helms	Steve Trncak
Cristina Cárdenas	Shawnell Holman	Nancy Van Handel
Ann Cartwright	Lisa Houston	Andrea Vasquez
Jahmal Clemons	Mini Izaguirre	Van Wigginton
Janet Cowey	Sallie Kay Janes	Laurel Williamson
Teri Crawford	Brenda Jones	Joshua Wilson
Joyleen DiRocco	Ruth Keenan	Joanna Zimmermann
Bill Dowell	Ann Kokx-Templet	Teri Zamora
Linda Drobnich	Robert Merino	
Chris Duke	Kevin Morris	
Dianne Duron	Alexander Okwonna	
Maria Fargo	Bill Raffetto	
Teddy Farias	JR Ragaisis	
Amanda Fenwick	Sandra Ramirez	
Victoria Flores	Mandi Reiland	
Rachel Garcia	Heather Rhodes	
Scott Gernander	Shelley Rinehart	

**Call the Meeting to order:** Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:04 p.m.

**Roll Call of Board Members:** Erica Davis Rouse  
Dan Mims  
John Moon, Jr.  
Keith Sinor  
Dr. Ruede Wheeler  
Larry Wilson

**Invocation and Pledges to the Flags:** The invocation was given by Shelley Rinehart. The pledges to the American flag and the Texas flag were led by Erica Davis Rouse.

**Special Announcements, Recognitions, Introductions, and Presentations:**

1. Teri Crawford recognized Jahmal Clemons for Being Named a U.S. Navy Blue Angels 2018 Key Influencer.
2. Amanda Fenwick recognized the Marketing Department for Receiving the National Council for Marketing & Public Relations Medallion Award and the Public Relations Society of America Silver Excalibur Award.
3. Van Wigginton recognized the San Jacinto College STEM Council for Receiving the National ChemLuminary Award for STEM Outreach in 2017.
4. Dr. Ann Cartwright recognized Elisabeth Harthcock for Receiving the Outstanding Chemistry Teacher Award for Two-Year Colleges in the Greater Houston Area.

**Student Success Presentations:** Dr. Sallie Kay Janes and Linda Droblich presented on the Get a Glimpse Internship Program.

**Communications to the Board:**

1. A thank you was sent to the Board from Karen Duston for the plant sent in memory of her son.
2. A thank you was sent to the Board from Matt Crow for the plant sent in memory of his mother.
3. A thank you was sent to the Board from Rob Stanicic for the plant sent in memory of his Aunt.
4. A copy of the final 2018-2019 budget was distributed to the Board.
5. A copy of the Opportunity News was distributed to the Board.
6. Dr. Brenda Hellyer recognized that Board Chair Marie Flickinger was recognized on October 15<sup>th</sup> at the Governor's Mansion for 2018 Governor's Volunteer Award.
7. Dr. Brenda Hellyer acknowledged the Veteran's Day calendar items.
8. Chair Marie Flickinger recognized Dan Mims for being elected to the Association of Community College Trustee's Board of Directors.

**Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board:** There were no citizens desiring to be heard before the Board.

**Informative Reports:**

Chair Marie Flickinger indicated such reports were in the Board documents and online.

- A. San Jacinto College Financial Statements
- B. San Jacinto College Foundation Financial Statements
- C. Capital Improvement Program
- D. San Jacinto College Building Committee Minutes
- E. San Jacinto College Finance Committee Minutes

**Motion 9916  
Consideration of  
Approval of  
Amendment to  
the 2018-2019  
Budget for  
Restricted  
Revenue and  
Expenses  
Relating to  
Federal and  
State Grants**

Motion was made by Larry Wilson, seconded by Dan Mims, for approval of Amendment to the 2018-2019 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

**Motion Carried.**

**Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson  
**Nays:** None

**Motion 9917  
Consideration of  
Approval of  
Policy  
VI.6000.A,  
Student Records  
Management &  
Policy  
VI.6000.B,  
Confidentiality  
of Student  
Records -  
Second Reading**

Motion was made by Dr. Ruede Wheeler, seconded by Erica Davis Rouse, for of Approval of Policy VI.6000.A, Student Records Management & Policy VI.6000.B, Confidentiality of Student Records - Second Reading.

**Motion Carried.**

**Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson  
**Nays:** None

**Motion 9918  
Consideration of  
Approval of  
Policy V.5001.B,  
Classroom  
Behavior –  
Second Reading**

Motion was made by John Moon, Jr., seconded by Dan Mims for Approval of Policy V.5001.B, Classroom Behavior – Second Reading.

**Motion Carried.**

**Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson  
**Nays:** None

- Motion 9919**                      Motion was made Keith Sinor, seconded by Dr. Ruede Wheeler, for Approval of Policy V.5002.A, Definition of Credit Hour – Second Reading.
- Consideration of Approval of Policy V.5002.A, Definition of Credit Hour – Second Reading**                      **Motion Carried.**
- Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson  
**Nays:** None
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- Motion 9920**                      Motion was made by Larry Wilson, seconded by Dan Mims, for Approval of a Budget Amendment For Auxiliary Services Revenue and Alleviating Campus Food Insecurity (ACFI).
- Consideration of Approval of a Budget Amendment For Auxiliary Services Revenue and Alleviating Campus Food Insecurity (ACFI)**                      **Motion Carried.**
- Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson  
**Nays:** None
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- Motion 9921**                      Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., for Rescission of Policy IV-C-12: Conflict of Interest/Outside Employment.
- Consideration of Rescission of Policy IV-C-12: Conflict of Interest/Outside Employment**                      **Motion Carried.**
- Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson  
**Nays:** None
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- Motion 9922**                      Motion was made by Erica Davis Rouse, seconded by Keith Sinor, for Approval of the 2019 Board of Trustees Regularly Scheduled Meeting Dates.
- Consideration of Approval of the 2019 Board of Trustees Regularly Scheduled Meeting Dates**                      **Motion Carried.**
- Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson  
**Nays:** None

**Consideration of Approval of Policy #, Compensation – First Reading (Informational only)** Informational Item on Policy #: Compensation - First Reading (Informational Only).  
**No vote needed.**

**Motion 9923 Consideration of Purchasing Requests** Motion was made by Dan Mims, seconded by John Moon, Jr., for approval of the purchasing requests.

RFP #19-02 Contract for Internship Staffing Services	\$4,000,000
 Purchase Request #1 Contract for Materials Testing Services for North Campus Cosmetology and Culinary Center	  59,901
 Purchase Request #2 Contract for Architectural Services for Generation Park Academic Building	  1,061,750
 Purchase Request #3 Contract for Testing and Balancing Services for Central Campus Center for Petrochemical, Energy, and Technology	  104,021
 Purchase Request #4 City of Houston Impact Fees, 2015 Bond Program	  50,210
 Purchase Request #5 Method of Procurement for South Campus Welcome Center Interior Renovations	  -
 Purchase Request #6 Renew Contracts for Promotional Items	  300,000
 Purchase Request #7 Renew Contracts for Printing Collaterals	  235,000
 Purchase Request #8 Additional Funds for Asphalt and Concrete Services	  150,000
 Purchase Request #9 Additional Funds for Software Maintenances and Support Services	  18,260
 Purchase Request #10 Purchase Centrifugal Pump Learning System	  82,790

Purchase Request #11	
Purchase Training Program Services	<u>75,000</u>
<b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$6,136,932</b>

**Motion Carried.**

**Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson

**Nays:** None

**Motion 9924  
Consent Agenda**

Motion was made by Larry Wilson, seconded by Dr. Ruede Wheeler, to approve the consent agenda.

- A. Approval of the Minutes for the October 1, 2018 Board Workshop and Regular Board Meeting
- B. Approval of the Minutes for the October 16, 2018 Special Board Meeting
- C. Approval of the Budget Transfers
- D. Approval of Personnel Recommendations, Extra Service Agreements, 2018 Educational Advancement Incentives
- E. Approval of the Affiliation Agreements
- F. Approval of the Next Regularly Scheduled Meeting

**Motion Carried.**

**Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson

**Nays:** None

**Items for  
Discussion/  
Possible Action**

There were no additional items discussed.

**Adjournment:**

Meeting Adjourned at 7:47 p.m.