

San Jacinto College District Board Workshop August 12, 2024

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 5:00 p.m., Monday, August 12, 2024, 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 (arrived during closed session), John Moon, Jr., Keith Sinor, Larry Wilson Chancellor: Brenda Hellyer Other: Allatia Harris, Sandra Ramirez, Teri Zamora, Mandi Reiland
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Chair Flickinger called the workshop to order at 5:04 p.m.
II.	Roll Call of Board Members	Chair Flickinger conducted a roll call of the Board members: Dr. Michelle Cantú-Wilson Erica Davis Rouse, Assistant Secretary Marie Flickinger, Chair Dan Mims (arrived during closed session) John Moon, Jr., Vice Chair Keith Sinor, Secretary Larry Wilson
III.	III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.072, and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal Matters, Real	Chair Flickinger adjourned to closed session at 5:05 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. It was determined after the time of posting that a consultation with an attorney was not needed. b. Real Estate Matters - For the purpose of discussing the purchase, exchange, lease or value of real property.

	<p>Estate Matters, Personnel Matters, and Security Matters</p>	<p>It was determined after the time of posting that there were no real estate matters to discuss.</p> <p>c. 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> <ul style="list-style-type: none"> • Other personnel matters (Sandra Ramirez attended this portion of the closed session) • Validation of evaluation ratings for members of the Strategic Leadership Team
<p>IV.</p>	<p>Reconvene in Open Meeting</p>	<p>Chair Flickinger reconvened to open meeting at 6:19 p.m.</p> <p>Dr. Allatia Harris, Sandra Ramirez, Mandi Reiland, and Teri Zamora joined the workshop.</p>
<p>V.</p>	<p>Update on Fall Enrollment</p>	<p>Dr. Brenda Hellyer provided an update on fall enrollment. As of this morning, enrollment is at 27,592 in headcount, which is a two percent decrease compared to fall 2023. The contact hours are 4,933,696 which is a 1.4 percent decrease from fall 2023. The largest decline was in continuing students, and we are down slightly in first time in college (FTIC) students. We are working on both of these areas with various outreach efforts. The enrollment has been increasing each week and we continue to see progress.</p> <p>Dr. Michelle Cantú-Wilson asked if we are capturing the number of Promise students who missed the deadline to apply but would have been enrolled. Brenda responded that we are capturing data on those who applied and did not attend plus we will be able to see how many went to other institutions.</p> <p>Keith Sinor asked if the Promise program is the reason for more contact hours. Brenda responded that the Promise scholars are the reason since they are required to take 12 hours to be eligible for the program.</p> <p>Dr. Allatia Harris explained 500 Promise students were in the first cohort and 67.2 percent completed with successful outcomes with 50 percent receiving their degree. The students who are continuing have over 50 hours. We are tracking each Promise cohort and will provide updates in the future.</p>

<p>VI.</p>	<p>Update on Fiscal Year 2025 Budget</p>	<p>Teri explained the changes that were discussed during the Strategic Budget Retreat have been included in this presentation. Increasing the Ad Valorem Tax added half a million dollars to the College’s revenues so there is now a \$9.27 million increase in total revenues from all sources for the year. We have reserved \$1 million to cover anticipated shortfalls in tax collections and \$478,000 will be allocated in October by the Strategic Leadership Team (SLT) to cover future expenses. The College’s net tuition revenue had no change and remains at a \$1.1 million increase. The tax base had no change, but the proposed tax rate is now \$0.106982 for M&O which results in a total tax rate of \$0.154868 when added to the debt tax rate. This rate is between the no new revenue rate and the voter approval rate. Tonight, there will be an action item to approve that the College is not going to propose a rate at the voter approval rate or above.</p> <p>Teri explained the personnel costs did not change from what was discussed during the Board Retreat, but operational costs had a slight increase in reserves. She explained an adjustment has been made in the Restricted Fund budget to the FY24 Federal, State and Local Grants total, caused by a change in accounting for student loans funds. Previously the College budgeted those loans and recorded them as revenue and expense, but it is now recorded as a governmental pass-thru and is no longer deemed to affect revenues and expenses. The FY24 budget has been adjusted to make sure the two budgets are comparable since FY24 had the loans included and FY25 did not. More students are now eligible for the Pell grant, so it has increased by \$8 million.</p> <p>Larry Wilson asked what “Alleviating Campus Food Insecurity” in the auxiliary budget means. Teri explained this is the food program through Student Services which provides students in need with vouchers so they can eat at the campus cafeterias.</p> <p>Michelle asked which food items are available in the Campus Marketplaces the students typically choose. She is curious about the needs in our area. Brenda does not have that information but can get it from Student Services. The College just did a food and supply</p>
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		drive due to Hurricane Beryl, and baby supplies and personal hygiene products seemed to be in high demand.
VII.	Review Property Tax Rate Adoption and Process	Teri reiterated there will be an action item this evening to approve that the College is not going above the voter approval rate. The no new revenue tax rate is \$0.149810, and the estimated voter-approval rate is \$0.158074. The rate the College is proposing (\$0.154868) is slightly above the midpoint between the two rates. She provided an overview of the tax adoption process and timeline. The Board of Trustees will adopt the tax rate during the October 7 th Board meeting.
VIII.	Review Senate Bill (SB) 17 Compliance Report	<p>Sandra Ramirez explained that the administration is recommending the Board review the College’s submission for the certification for compliance with Senate Bill 17. She provided background on the Bill and updates that were made at the College to be compliant with this Bill. The Board was provided a copy of the submission for review, and Sandra explained the contents included in the submission.</p> <p>Allatia added that employees have been encouraged to ask questions when they do not know if something is compliant, and we have been consulting legal to answer these questions. Our legal consultant, Lisa Brown, also did training with faculty and department chairs to keep everyone in compliance.</p> <p>Michelle commented that providing these resources is a great step to take in making sure the College stays compliant.</p> <p>Keith Sinor asked who all was required to work on this compliance report.</p> <p>Sandra explained there was a comprehensive compliance chart that covered all departments who would be involved from SLT members, every instructional and institutional area, Grants, Human Resources, and Student Services.</p> <p>Brenda explained that she and Chair Flickinger will be required to sign the report after it is approved as an action item this evening. The report will then be submitted to the Texas Higher Education Coordinating Board (THECB) for review.</p>

		The Board complimented how well the report was done.
IX.	Review Closure of the Heavy Diesel Power – AAS and Certificate of Technology	<p>Allatia explained the background of the degree and why the program was formed. The College had three years of apprenticeships with Aggreko, which was the feeder of the program. Aggreko was sold to a company who decided to go a different way with how they train so the degree no longer has the same value. Aggreko defined the coursework for the program and other companies on our advisory committee don't see the program aligning with their needs. There are currently eight students enrolled in this program, one student plans to complete but the others are new in the program and after advising, have decided to go a different direction in their career path.</p> <p>Larry asked if this would end all diesel training programs. Allatia clarified it would only close the program that offers this specific certificate. The other diesel programs will remain.</p> <p>Brenda explained the close out process. A notification letter will be sent to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and THECB. We will also develop a teach out plan for students in the program.</p>
X.	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.
XI.	General Discussion of Meeting Items a. Additional Purchasing Support Documents	<p>Larry asked how much we are paying for the contract with Houston Spaceport. Brenda responded that the structure of the contract has not changed, but the cost has increased largely because we have additional space.</p> <p>Teri explained the College received 10,000 more square feet and the cost increased \$20,000 so the contract is now for \$65,000 and will increase two percent annually.</p> <p>Michelle asked if any renovations are being done at the Houston Spaceport. Brenda responded that a lot of new equipment is being received but very little renovations are being made. There will also be a company in the facility where Intuitive Machines had been which will help provide more hands-on</p>

		training for our students.
XII.	Adjournment	Chair Flickinger adjourned the meeting at 6:54 p.m.