

**San Jacinto College District - Board Workshop
 July 11, 2011, 5:00 p.m.
 District Administration Building, Suite 201**

MINUTES

	Attendees:	Board Members: Marie Flickinger, Brad Hance, Dan Mims, John Moon, Jr., Keith Sinor, Larry Wilson, Dr. Ruede Wheeler Chancellor: Brenda Hellyer conferenced in via telephone. Others: Steve Trncak Others joined after Item III: Teri Fowle, Allatia Harris, Ken Lynn, Neil Matkin, Maureen Murphy, Danny Snooks, Rob Stanicic, Laurel Williamson	
	Agenda Items:	Discussion/Information	Action
I	Performance Management Overview	PowerPoint presentation by Steve Trncak Reviewed: <ol style="list-style-type: none"> 1. Distribution curves with results grouped into three categories: employees combined, faculty, and staff and administrators. <ul style="list-style-type: none"> - Curves provided history for prior years and changes that occurred through validation by the Strategic Leadership Team (SLT). 2. Employee relations metrics for the past two years. <ul style="list-style-type: none"> - Emphasized that this is an important part of the work that happens in the Human Resource department. - The focus is on how to develop employees to be the most successful that they can be and how to support leaders in developing their employees. Discussion: <ol style="list-style-type: none"> 1. Allocating a pool of funds for differential compensation for 2011-2012. <ul style="list-style-type: none"> - No dollar amount has been established yet but will be considered in more detail as the budget is developed. - Based on estimates for the pool, modeling will be completed based on a variety of salary adjustment percentages and the actual performance ratings. - Details will be provided at the Budget Workshop on August 8th. 2. Currently salary adjustments go into employee's base pay. <ul style="list-style-type: none"> - Consistent with how raises have been treated in the past. - Several trustees discussed if there has been a consideration for a bonus or a base pay and bonus combination. - Dr. Hellyer indicated this has been discussed in the past and will be reconsidered in the future. 	

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II	Redeployment, Replacement, and Restructure Discussion	<p>PowerPoint presentation by Steve Trncak</p> <p>Reviewed:</p> <ol style="list-style-type: none"> 1. Highlight of the total open positions and proposed replacement strategy. <ul style="list-style-type: none"> - 150 positions open with 75 planned for replacement. - Openings occurred through the Voluntary Separation and Severance (VSSP), attrition, and the implementation of a soft freeze. - Replacements were determined based on critical need, minimizing impact on students, and ensuring readiness for the fall semester. - As the College continues to evaluate needs, several short-term and long-term goals were reviewed including: <ul style="list-style-type: none"> o Providing superior services to students with fewer employees. o Maintaining appropriate service levels for current business and support processes. o Improving processes and service levels. o Operating more efficiently and effectively. o Creating a leaner, faster, and cheaper organization. o Maintaining employee productivity and morale. 	
III	Full-time Temporary Contracted Positions	<p>PowerPoint presentation by Steve Trncak</p> <p>Reviewed:</p> <ol style="list-style-type: none"> 1. Another classification of faculty will be requested at the August 8, 2011 Board Meeting. <ul style="list-style-type: none"> - This faculty classification will allow the College flexibility in hiring during uncertain times and will allow for a quicker response in filling positions when openings occur. - Contracted faculty will be required to maintain the same level of commitment to teaching, professional development, and college service as full-time contracted faculty. <p>Discussion:</p> <ol style="list-style-type: none"> 1. Differences and similarities between the two classifications were reviewed. 	
IV	Partnership with Pasadena ISD - Career and Technology Center	<p>Handout by Brenda Hellyer</p> <p>Reviewed:</p> <ol style="list-style-type: none"> 1. Potential partnership between Pasadena ISD and San Jacinto College regarding the development of a Career and Technology Center. <ul style="list-style-type: none"> - While the partnership has potential, there are several 	

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		<p>areas that need to be worked out in detail.</p> <ul style="list-style-type: none"> - Areas of concern include developing a business model which addresses capital commitment and return on investment and establishing governance and operational systems. There was also concern expressed about the timeline and impact on the college's campus operations. - Dr. Hellyer was instructed to get more details worked out before any commitment could be made. 	
<p>Due to time constraints, Dr. Hellyer asked the group to review handouts regarding the remaining items on the agenda and let her know if they had questions.</p>			
V.	50 th Anniversary Overview		
VI.	<p>Community College Week Top 100</p> <ul style="list-style-type: none"> - San Jacinto College ranks 26th on national top 100 degree producers list 		
<p>Next Meeting: 8/8/2011 - Budget Workshop</p>			