### San Jacinto College District Board Workshop  
**November 11, 2013**  
**District Administration Building, Suite 201**

#### MINUTES

| Board Workshop Attendees: | **Board Members:** Dan Mims, John Moon, Jr., Keith Sinor, Larry Wilson, Dr. Ruede Wheeler, Brad Hance  
Absent: Marie Flickinger  
Chancellor: Brenda Hellyer  
Others: Steve Trncak  
**Joined after Item IV:**  
Human Resource members: Sandra Ramirez, Vickie Del Bello, Shanna Dement, Jimmy Quinn  
**Joined after Item IX:** Calvin Powitzky, Ken Lynn, Frank Rizzo, Ron Rucker, Robert Trabanino |
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<td><strong>Agenda Item:</strong></td>
<td><strong>Discussion/Information</strong></td>
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<td>I.</td>
<td>Call the Meeting to Order</td>
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| II. | Roll Call of Board Members | Dan Mims Conducted Roll Call  
**Board Members Present:** John Moon, Jr., Keith Sinor, Larry Wilson, Dr. Ruede Wheeler, Brad Hance  
**Board Members Absent:** Marie Flickinger |
| III. | Adjournment to Executive Session  
Time: 5:02 p.m. | Adjournment to closed or executive session pursuant to Texas Government Code Section 551.074, the Texas Open Meetings Act, for the following purposes:  
**Legal Matters**  
a. For the purpose of a private consultation with the Board’s attorney  
**Personnel Matters**  
a. Deliberate 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

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<th>IV.</th>
<th>Reconvene in Open Meeting</th>
<th>Reconvene in Open Meeting at 6:05 p.m.</th>
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<td>V.</td>
<td>Educational Supplement Guideline Discussion</td>
<td>Steve Tmncak presented handout on Educational Supplement Guidelines. Steve presented an overview of the last four years payout listed on handout. He is recommending $23,500.00 in educational supplements on the consent agenda for consideration at tonight’s meeting. The guidelines have been in place since 1990’s. They are in the process of being reviewed.</td>
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| VI.  | Review of Adjunct Pay Market Premiums | Steve introduced the Human Resources team present. Presenters included: Sandra Ramirez, VP Human Resources Vickie Del Bello, Director, Employee Relations and Performance Shanna Dement, Director, Compensations & HRIS Jimmy Quinn, Senior Compensation Analyst Jimmy began with an overview of current adjunct faculty rates, ten year historical perspective, and market survey results. From the survey, it was apparent that SJC needs to adjust its rates in order to be more competitive, especially in specialized workforce areas. Additional considerations include proposed market premiums for full time faculty for select instructional disciplines that have remained difficult to recruit and retain. Several cost scenarios were reviewed. Recommended actions effective Spring 2014 are:  
  • Hold existing adjunct lecture and lab rates at current levels for remainder of FY2013-2014.  
  • Establish adjunct instructional market premium of $5.00 per contact hour for the following disciplines: Computer Information Technology, Instrumentation and Electrical, Process Technology, Pipefitting, and Welding.  
  • Maintain guideline to anchor Formula Pay |
to existing #38/hour lecture and $32/hour lab rates (no market premium added).

- Add additional market premiums for full-time faculty in the following disciplines in alignment with adjunct market premiums: Computer Information Technology, Instructional & Electrical, Process Technology, Pipefitting, and Welding.

Brenda Hellyer stated that this proposal is an action item on tonight’s agenda.

Dr. Ruede Wheeler asked if we hire adjunct faculty for short term classes.

Brenda Hellyer explained that we do and we are looking at additional increases for contract training courses.

Brad Hance asked if the lack of increase in other subject areas will create problems.

Brenda Hellyer explained that we believe we can manage for the Spring but we need to look at across the board increases for the Fall 2014.

### VII. Review of Adjunct Load Options

Steve Trncak gave an informational (no action item on agenda) overview of Adjunct Faculty Load and Benefit Cost Analysis based on eligibility under state and federal regulations.

Vickie Del Bello and Sandra Ramirez presented PowerPoint.

Vickie went over slides addressing:

- Adjunct faculty load limit
- Teacher Retirement System (TRS) Eligibility effective September 1, 2013
- TRS Hour Calculation
- Employee Retirement System (ERS) Eligibility effective September 1, 2013
- Affordable Care Act (ACA)
- Legislative changes to state contributions based on Senate Bill 1812

The various areas address load limits, hours worked which include teaching and preparation, and benefit eligibility. The rules and legislation are complex.

Shanna presented an assessment and estimated impact of these rules and regulations.

- Based on Fall 2013 staffing and projections for Spring 2014,
  - 70 adjuncts will be eligible for both TRS and ERS benefits if they teach
the same load in Spring (est. cost $524,531)
  o 172 adjuncts will be eligible for TRS only (est. cost $154,800)
  o 242 adjuncts will be eligible for some type of benefit (TRS/ERS) if they teach the same load in Spring

Shanna discussed other considerations
- Not all adjuncts may select the insurance offered
- Lack of availability of adjuncts and hard to fill disciplines may result in ERS eligibility
- Potential drop in Spring classes may lower number of eligible adjuncts
- Private sector companies reacting to ACA may impact adjunct selection of family coverage

Shanna presented the three options discussed by the Strategic Leadership Team include:
- No restrictions of work load (est. cost $679,331 per year)
- 29.5 Hour Limit (est. cost $217,800 per year)
- 19.5 Hour Limit (no additional costs)

The recommendation of the SLT was to go with the 29.5 hour limit for Spring 2014.

Keith Sinor asked how much we pay for dependents.
Shanna explained ¾ of the total San Jacinto College pays which is required by the State.

Dan Mims asked if adjusting allowed hours will affect hiring and recruiting adjuncts.
Steve says it could affect recruiting but we are trying to control the impact. We will not be the only ones affected.
Brenda Hellyer explained that the three Provosts are going to have a meeting with the Deans to determine the effects and predict the impact and they will reevaluate for Fall 2014.

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<th>VIII.</th>
<th>Review of Graduation Plan</th>
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<td>Brenda Hellyer discussed the upcoming graduation schedule and the possibility of the College going to a one college graduation in the future. The concern is over the increased number of graduations and how best to accommodate them and their families. A college-wide graduation will</td>
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not decrease costs. Rather there will be increased costs, but the plan is to improve the graduate experience and accommodate their guests. For May 2014, the commencement ceremony will be held at Reliant Stadium. For December 2014, possibly Minute Maid.

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<th>Calendar</th>
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|      | • Next board meeting date: December 10, 2013  
      | • Graduation schedule |

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<th>X.</th>
<th>Review of Schematic Designs on Maritime Training Center</th>
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<td>Calvin Powitzky, Ken Lynn, Frank Rizzo, Ron Rucker, and Robert Trabanino were in attendance for presentation. Calvin reviewed the site plan and went over the plans for the first floor, second floor, the building isometric, building elevations, and the schedule.</td>
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<th>XI.</th>
<th>General Discussion of Meeting Items</th>
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<th>XII.</th>
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<td>Workshop Adjourned at 7:00 p.m.</td>
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