

SAN JACINTO COLLEGE DISTRICT
REGULAR BOARD WORKSHOP MINUTES
April 13, 2009

The Board of Trustees of the San Jacinto Community College District met at 5:00 p.m., Monday, April 13, 2009, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas for a Board Workshop.

Present: Marie Flickinger, Dan Mims, Ben Meador, Larry Wilson, Wayne Slovacek, and Dr. Ruede Wheeler

I. Discussion of Executive Management Team Evaluations

Chancellor Bill Lindemann and Executive Vice Chancellor Brenda Hellyer met with the Board to discuss personnel issues (EMT evaluations).

Ron Rucker, James Fowler, Laurel Williamson, Ken Lynn, Neil Matkin, Allatia Harris, Maureen Murphy, Teri Fowle, Danny Snooks, Will Ponder and Brenda Dunaway joined them for the following:

II. Presentation by Will Ponder on Solicitation of Electrical Energy

Consultant Will Ponder of ACR Engineering gave a presentation on the steps in the process of solicitation of electrical energy (powerpoint presentation "Electric Deregulation 2009 – Now What?") The College's current electricity contract expires in December 2009. Based on the current market conditions and the price of natural gas, now is the most appropriate time to issue a solicitation for a new electricity provider.

III. Discussion of Program Management Services

Ken Lynn gave an update on Program Management Services – where we are. He (thru our attorney) is negotiating the contract with Rizzo and Associates.

Larry Wilson asked – "Can we quit building if the economy takes a downturn"?

Ken Lynn – there is a termination clause in the contract.

Brenda Hellyer stated that we have been contacted by vendors re project management. If OK with the Board – she will respond to them.

Dan Mims – The Board Building Committee has reviewed how the Rizzo and Associates proposed contract compares with area program management services. They are very competitive, low-end, cost effective.

** Ken Lynn – Legal opinion of Maureen Singleton (attorney) is that the College does not have to bid the contract.

IV. Fiscal Issues – Ken Lynn

- Lyondell is paying property taxes. He will email the information on the amount being paid to the College.

- Tax Abatement – Is the College interested in the possibility of offering tax abatement to a major industrial company considering construction of a \$250 million plant in Harris County? Ken Lynn to review the concept and present to the Board at the workshop on April 22.

Adjourned to regular board meeting at 7:00 p.m. with no action taken.

SAN JACINTO COLLEGE DISTRICT
REGULAR BOARD MEETING MINUTES
April 13, 2009

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, March 2, 2009, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas for the Regular Board Meeting.

Members

Marie Flickinger, Chair

Present:

Dan Mims, Vice Chair

Ben Meador, Secretary

Larry Wilson, Assistant Secretary

Wayne Slovacek

Dr. Ruede Wheeler

Administrators:

Bill Lindemann

Brenda Hellyer

Ron Rucker

James Fowler

Laurel Williamson

Ken Lynn

Teri Fowle

Neil Matkin

Allatia Harris

Maureen Murphy

Others Present:

Carol Schwing

Joe Kirkland

Ann Templet-Kokx

Sherry Jones

Kelly Simons

Brook Zemel

Barbara Taplin

Steve Horton

Larry Logsdon

Richard Bailey

Sarah Janes

Toni Pendergrass

Deborah Myles

Alison Hennessey

Susan Arscott

Catherine OBrien

Kathy Knapp

Bill Raffetto

Jason Chan

Susan Muha

Rebecca Goosen

Woody Dunseith

Ginger Lambert

Michael Moore

Bill Mattei

Royce Ann Walker

Wanda Munson

Pam Campbell

Gary Friery

Keith Hudson

Danny Snooks

Niki Whiteside

Chair Marie Flickinger called the regular meeting of the Board of Trustees to order. The invocation was given by Bill Lindemann and the pledge was led by Larry Wilson.

**Special
Recognitions**

John and Rose Moon presented Darryl and Donnie Carpenter a \$25,000 check to the SJC Foundation in honor of their parents Don and Barbara Carpenter for an endowed scholarship. Foundation Chair Wayne Webb presented the Moons with a plaque from the Foundation in appreciation of their support.

South campus students were recognized for winning awards in the C.M. Caldwell Paper Prize competition at the Texas State Historical Association's annual meeting. Megan Burns won first place state wide (and a check for \$400) while Amelia Giles won third place (and a check for \$150) for the articles that they wrote last semester in the

interdisciplinary Honors course. Eddie Weller gave a handout: the table of contents from *Touchstone Magazine* including three articles written by South campus students.

David Norman and Homer Swihart presented the TOYOTA TTEN (Technician Training and Education Network) special award given to the Central Automotive Department at a recent Achievement Recognition Event held at the Monument Inn in March; and Central Automotive TTEN student, Jared Mouser, placed first in postsecondary Skills USA automotive competition held in San Antonio at St. Phillips College.

Dr. Steve Horton, Dean of Technical Education Central Campus, was recognized for receiving the 2008 Texas Region IV Outstanding Service to Career and Technical Education Award by the Career and Technology Association of Texas.

Institutional Outcomes Report

Teri Fowle and George González gave a report on Access and Outreach (*Increase access to instruction and service, and provide community outreach and information*). Committee team leader Teri Fowle presented the target goals and George González presented the data.

Board member Larry Wilson mentioned that HCC has a “parent” program that SJC might want to look into.

Achieving the Dream Presentation

Board members Dan Mims, Larry Wilson and Marie Flickinger reported on their recent attendance at the Achieving the Dream Board Institute in Santa Fe.

Dan Mims encouraged other board members to attend future conferences. Good ideas were shared between the colleges. He stressed that current data is not only necessary – it is needed now.

Larry Wilson explained that the need to have current data is based on developmental education. He is astonished at the low retention rate. All colleges are looking into ways to retain these students.

Marie Flickinger agreed with their above comments and stressed that the Board is fully committed to student success.

Communications:

Thank you from Catherine Gragg, George González, Peggy Imhoff, Al Senulis and Maria Miranda for flowers sent in memory of their loved ones; and from Richard Sims for plant sent following recent surgery.

Hearing of Citizens:

None.

Informative Reports:

Report on Gifts and Grants was presented and filed for information. The Financial Statement was presented and filed for information.

**Motion 8072
Notification to SACS
re Course Work**

Motion was made by Wayne Slovacek, seconded by Ben Meador, to approve the notification to Southern Association of Colleges and Schools that San Jacinto College is offering 50% or more of course work towards degrees for identified areas.

Motion carried.

**Yeas:
Nays:**

Wilson, Wheeler, Slovacek, Mims, Meador
None

**Motion 8073
Notification to Texas
Higher Education
Coordinating Board**

Motion was made by Dan Mims, seconded by Ben Meador, to approve the notification to Texas Higher Education Coordinating Board San Jacinto College is offering 50% or more of course work towards degrees and certificates for identified areas.

Motion carried.

**Yeas:
Nays:**

Wilson, Wheeler, Slovacek, Mims, Meador
None

**Motion 8074
New Program:
Massage Therapy
Certificate**

Motion was made by Larry Wilson, seconded by Ruede Wheeler, to approved the addition of the Massage Therapy Certificate of Technology Program on the Central Campus beginning with the 2009 fall term.

Motion carried.

**Yeas:
Nays:**

Wilson, Wheeler, Slovacek, Mims, Meador
None

**Motion 8075
Budget Amendment for
Restricted Revenue &
Expenses**

Motion was made by Ben Meador, seconded by Larry Wilson, to approve an amendment to the 2008-2009 budget for restricted revenue and expenses relating to federal and state grants.

Motion carried.

**Yeas:
Nays:**

Wilson, Wheeler, Slovacek, Mims, Meador
None

**Motion 8076
Competitive Sealed
Proposal for Construction:
Central Campus Civil
Package**

Motion was made by Dan Mims, seconded by Larry Wilson, to approve the following delivery methods for evaluation of bids and proposals: Competitive Sealed Proposal for the Central Campus Civil Package to fulfill the legal requirements for advertising and receiving all construction contracts.

Motion carried.

**Yeas:
Nays:**

Wilson, Wheeler, Slovacek, Mims, Meador
None

**Motion 8077
Granting Utility
Easement to
CenterPoint Energy
Houston**

Motion was made by Ruede Wheeler, seconded by Larry Wilson, to approve granting a utility easement area to CenterPoint Energy Houston to provide new electrical service for the south campus soccer and softball field lighting.

Motion carried.

**Yeas:
Nays:**

Wilson, Wheeler, Slovacek, Mims, Meador
None

**Motion 8078
Agreement with
ACR Engineering
to Provide Consulting
Services for Procurement
of Electricity**

Motion was made by Ben Meador, seconded by Ruede Wheeler, to authorize the Chancellor to enter into an agreement with Will Ponder of ACR Engineering to provide consulting services for the procurement of electricity for the College.

Motion carried.

**Yeas:
Nays:**

Wilson, Wheeler, Slovacek, Mims, Meador
None

**Motion 8079
Chancellor Authorization
to Contract with an
Energy Provider**

Motion was made by Wayne Slovacek, seconded by Larry Wilson, to authorize the Chancellor to enter into a contract with an electricity provider for electrical services for the College.

Motion carried.

**Yeas:
Nays:**

Wilson, Wheeler, Slovacek, Mims, Meador
None

**Motion 8080
Steve Trncak as
Vice Chancellor of
Human Resources**

Motion was made by Wayne Slovacek, seconded by Ben Meador, for approval that Steve Trncak assume the position of Vice Chancellor of Human Resources, effective September 1, 2009. Salary and benefits to be commensurate with those paid to the vice chancellor of instruction and vice chancellor of fiscal affairs.

Motion carried.

**Yeas:
Nays:**

Wilson, Wheeler, Slovacek, Mims, Meador
None

**Motion 8081
Resolution Naming
William H. Lindemann, Jr.
Chancellor Emeritus**

Motion was made by Dan Mims, seconded by Larry Wilson, to approve Resolution to bestow the title of *Chancellor Emeritus* on Dr. William H. Lindemann, Jr., retiring San Jacinto Community College District Chancellor. Ben Meador read the resolution.

Motion carried.

Yeas: Wilson, Wheeler, Slovacek, Mims, Meador
Nays: None

Motion 8082 Motion was made by Ben Meador, seconded by Larry Wilson,
Consent Agenda to approve the following consent agenda:

- A. Approval of the minutes for March 2, 2009 Regular Board Meeting.
- B. Approval of the 2008/2009 Budget Transfers.
- C. Approval of the Personnel Recommendations.
- D. Approval of the 2009-2010 Contract Recommendations.
- E. Approval of the Affiliation Agreements.
- F. Approval of the next regular meeting – May 4, 2009.

Motion carried.

Yeas: Wheeler, Slovacek, Mims, Wilson, Meador
Nays: None

Motion 8083 Motion was made by Larry Wilson, seconded by Ruede Wheeler, to
Bids approve the following bids:

Ben Meador excused himself from the room and abstained from voting.

EQUIPMENT, SUPPLIES & SERVICES BIDS

District:

RFP # 09-18 Fixed Asset Inventory Services	\$ 42,645
Bid # 09-23 Fire Protection	30,000
RFP # 09-25 Snack Vending Services	66,303
CSP # 09-28 Electrical Upgrade (District Office)	616,643
CSP # 09-37 North Campus Drainage and Paving	<u>2,417,279</u>
TOTAL OF ALL BIDS	\$3,172,870

Purchase Requests, Sole Source Vendors, Cooperatives, and Contract Renewals

ITS

Purchase Request #1 – Additional Funds, Technical & Consulting Services	\$450,000
Purchase Request #2 – Computer Hardware	60,000
Purchase Request #3 – Internet Connection	42,000
Continuing and Professional Development	
Purchase Request #4 – Build Out of Leased Space	35,100
Purchase Request #5 – Leasing Agreement (SBDC)	131,220
Industrial Technology	
Purchase Request #6 – Mounting Racks/Control Equipment	80,000
Purchase Request #7 – Electrical Equipment	35,000

Individual Departments

Purchase Request #8 – Interpreting Services	258,000
Purchase Request #9 – Temporary Staffing Services	287,000
Purchase Request #10 – Copier Maintenance	<u>89,000</u>
TOTAL OF ALL PURCHASE REQUESTS	\$1,467,320

GRAND TOTAL:

\$4,640,190

Motion carried.

Yeas: Wilson, Mims, Wheeler, Slovacek

Abstained: Meador

Nays: None

The meeting adjourned at 8:01 p.m. immediately followed by a reception in the lobby for retiring Chancellor, Dr. William H. Lindemann, Jr.

SAN JACINTO COLLEGE DISTRICT
SPECIAL BOARD MEETING MINUTES
April 22, 2009

The Board of Trustees of the San Jacinto Community College District met at 5:00 p.m., on Wednesday, April 22, 2009, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas for a Special Board Meeting.

Members Present: Marie Flickinger, Chair
Larry Wilson, Assistant Secretary
Wayne Slovacek
J. D. Bruce
Dan Mims, Secretary
Dr. Ruede Wheeler

Others Present: Bill Lindemann
Brenda Hellyer
Ken Lynn
Ron Rucker
Frank Rizzo
Steve Trncak
Teri Fowle
James Fowler
Laurel Williamson
Danny Snooks
Brenda Dunaway
Justin Petty
Presidents were absent

Chair Marie Flickinger called the meeting to order. Teri Fowle gave the invocation and the pledge was led by Steve Horton.

**Motion 8084
Program Management
Services Contract** Motion was made by Ruede Wheeler, seconded by Dan Mims, to approve a contract with Rizzo and Associates to provide construction program management consulting services for the 2008 Bond Program.

Chair Marie Flickinger asked for questions.

Larry Wilson questioned particulars of the \$63,000 amount.

Ken Lynn responded that this is a standard contract awarded to Brown & Root in the 1999 Bond Program. This contract is well-below market and approved by the College attorneys.

Larry Wilson asked what in the contract covers if there is a need to cancel, i.e., one or both becomes disabled, etc.

Ken Lynn explained there are provisions in the contract to terminate or approve viable replacement/s.

Chancellor Lindemann stated if the Board had concerns about the contract:

- This could be a first reading.
- Have a work session with the Board Building Committee to review with Frank Rizzo and Ron Rucker.
- Back to the Board for final approval.

Larry Wilson – no other issues.

Ben Meador – think Larry’s questions are well taken. In the final analysis, knowing the kind of job they have done outweighs the savings we might get.

Dan Mims – I also appreciate Larry’s questions, but in dealing with construction myself, we are getting a good deal.

Chancellor Lindemann – We are not only getting a good arrangement, but quality individuals who have worked together and build exemplary buildings, on time, on budget.

No more questions.

Motion carried.

Yeas: Wilson, Wheeler, Slovacek, Mims, Meador
Nays: None

Motion 8085
Purchase of a Food Franchise License for Campus Food Courts
Motion was made by Ben Meador, seconded by Wayne Slovacek, to approve the purchase of a Food Franchise License Agreement with Pizza Hut Inc. (PHI) and A&W Restaurants, Inc. (A&W) from Yum! Brands.

Ken Lynn explained a typo in the recommendation. Approving a total cost of \$20,000 instead of \$10,000.

Ben Meador moved to amend this resolution and change the recommendation to expend \$20,000 for the purchase of four Food Franchise Licenses. Each franchise license if for a five-year term. It is the intent of the College to operate the franchises in the renovated cafeteria areas of the Central and South campuses.

Dan Mims - Make sure we hire a good, quality manager in order to contain labor and waste.

Larry Wilson questioned when will begin.

Ken Lynn – the goal is to open August 2009.

No more questions.

Motion carried.

Yeas: Flickinger, Mims, Wheeler, Slovacek, Bruce, Wilson
Nays: None

**Motion 8086
Chrysler Training
Center Contract**

Motion was made by Wayne Slovacek, seconded by Dan Mims, to approve Chrysler Training Center Facility Usage Agreement from Sandra David with Raytheon to be effective May 1, 2009 through January 31, 2014.

Motion carried.

**Yeas:
Nays:**

Flickinger, Mims, Wheeler, Slovacek, Bruce, Wilson
None

**Motion 8087
General Motors
Training Center
Contract**

Motion was made by Ben Meador, seconded by Ruede Wheeler, to approve the Raytheon General Motors Training Center and ACDelco Contract dated 11/15/2007 to be amended to extend the term through December 31, 2011.

Motion carried.

**Yeas:
Nays:**

Flickinger, Mims, Wheeler, Slovacek, Bruce, Wilson
None

The meeting adjourned at 5:30 p.m. immediately followed by a Board workshop in Room 201.

SAN JACINTO COLLEGE DISTRICT
BOARD WORKSHOP MINUTES
April 22, 2009

The Board of Trustees of the San Jacinto Community College District met at 5:30 p.m., Monday, April 22, 2009, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas for a Board Workshop.

Present: Marie Flickinger, Dan Mims, Ben Meador, Larry Wilson, Wayne Slovacek, and Dr. Ruede Wheeler
Others: Bill Lindemann, Brenda Hellyer, Ken Lynn, Laurel Williamson, James Fowler, Steve Trncak, Teri Fowle, Danny Snooks, Christina Nieland and Brenda Dunaway

I. Personnel Issues - Christina Nieland presented the *Full-Time Employee Headcount Analysis for 2003-2008*. Introduction: Our mission, vision, and annual objectives are focused on meeting the external and internal challenges of the College. Anchored by our mission, vision, and annual objectives we have taken a deliberate approach to align our people resources through staffing, reorganizations, and re-deployment initiatives to meet those challenges. This effort is aimed at increasing focus on the right initiatives, increasing value to customers, and reducing costs where we can.

- Data Source
- Overview
- Overall Certified Credit Contact Hours and Student Head Count
- Shared Services/Campus/District
- Headcount Analysis - North, South, Central and District

James Fowler explained that because the initial query in Banner gave wrong numbers – Christina put together the numbers manually.

Chair Marie Flickinger stated that because of the wrong numbers – she requested this updated information.

Brenda Hellyer mentioned that a process is being put in place to determine justification for new hires.

Ben Meador – Do we plan to put a program in place for a quarterly basis report?

Christina Nieland – Yes. We need to look at the elements of data entry and what we want.

Brenda Hellyer – Ken Lynn will work on measures with the Gulf Coast Consortium Colleges, etc. looking at how to move forward with a data system.

Marie Flickinger – Was there a saving to the College by outsourcing maintenance and bookstores?

Brenda Hellyer – \$800,000 annual - maintenance
\$1.1M revenue from Barnes/Noble with a better pricing to students.
The College will be reviewing the service level of both.

II. Request for Property Tax Abatement – discussed at April 13, 2009 workshop.

Attorney Danny Snooks gave a Tax Abatement history. At the July 1996 meeting, the Board voted to discontinue the granting of tax abatements.

Ben Meador – Do we really want to open the door to these taxing identities?

Larry Wilson – Do any have % by years, i.e., 5th year full?

Ken Lynn – That is possible.

All board members agreed to explore. Dr. Lindemann suggested that Ken Lynn work with the Budget/Audit Committee to develop a plan and guidelines to circulate to the full board for review and then possible approval by the at the June meeting.

Dr. Ruede Wheeler suggested that Ken Lynn look at the Harris County guidelines.

III. Discussion of Preliminary 2009-2010 Budget Projections (Handouts)

- Revenue
- Expenditures
- Unknowns

Ken Lynn presented the above - this is his best planning estimate. He will adjust the operating budget as all unfolds and, will bring a balanced budget for approval at the August Board Meeting.

Brenda Hellyer stated that the College is not looking at an increase in tuition and fees for this year. Reviewing a multi-year plan – may increase year after next.

IV. Issue \$150 Million of GO Bonds from 2008 Authorization

Ken Lynn presented the following discussion items:

- A. Advantages
 - 1. Funds for completion of Tier 2 projects will be on hand
 - 2. Possibly take advantage of current construction price opportunities
- B. Disadvantage
 - 1. Pay interest on unexpended funds for 10 months longer than planned
- C. Amount sufficient to fund all construction/renovations other than
 - 1. Libraries
 - 2. Gyms
- D. Believe issue can be accomplished within tax rate promises made during election
- E. Issue can be complete before year-end
- F. Plan 3rd issue of \$65 million May, 2012

All agreed for Ken Lynn to work with financial advisors and get process started. The intention is to bring to the Board for approval by mid-summer.

At 8:15 p.m. – that portion of the workshop ended. The Board members, Dr. Lindemann and Brenda Hellyer met to discuss personnel issues – review of EMT compensation.