

SAN JACINTO COLLEGE DISTRICT  
BOARD MEETING MINUTES

August 11, 2008

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, August 11, 2008, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas for the Regular Board Meeting.

**Members**

**Present:**

Marie Flickinger, Chair  
Dan Mims, Vice Chair  
Ben Meador, Secretary  
Larry Wilson, Assistant Secretary  
J. D. Bruce  
Wayne Slovacek  
Dr. Ruede Wheeler

**Administrators:**

Bill Lindemann  
Brenda Hellyer  
James Fowler  
Ron Rucker  
Ken Lynn  
Laurel Williamson  
Neil Matkin  
Allatia Harris  
Maureen Murphy  
Teri Fowle

**Others Present:**

Lela Bruce	Zana Thompson	Ray Thompson
Randy Bruce	Jennifer Bruce	Corey Thompson
Melissa Webber	James Webber	Grayson Webber
Tracy Frederick	Troy Frederick	Caroline Frederick
Levi Smallwood	Mayor Isbell	John Phelps
Jackie Lindemann	Charlcya Wheeler	Cindy Rucker
Clarence Greer	David McGibben	Catherine O'Brien
Deanna Robinson	Niki Whiteside	Linda Torres
Kelly Simons	Allison Hennessey	Steve Horton
Brook Zemel	Wayne Hall	Teri Fowle
Amanda Booren	Barbara Taplin	Nancy McShane
Hannah McCue	Bill Raffetto	Gary Friery
Bill Mattei	Jason Chan	Kathy Roosa
Keith Hudson	Larry Logsdon	Rob Stanicic
Lt. Baxter	Brenda Dunaway	Danny Snooks
Ginger Lambert	Richard Bailey	Bill Dickerson
Sallie K. Janes	Carol Schwing	George González
Rebecca Goosen		

Chair Marie Flickinger called the regular meeting of the Board of Trustees to order. The invocation was given by Allatia Harris and the pledge was led by Neil Matkin.

**Special  
Recognitions**

Mayor Isbell presented trustee J.D. Bruce with a Proclamation naming August 11, 2008 as J. D. Bruce Day in Pasadena, Texas in recognition of his many years of service to the citizens of Pasadena. Mr. Bruce retired from the San Jacinto College Board of Trustees, effective August 11, 2008.

Board Chair, Marie Flickinger, presented J. D. Bruce a framed Resolution naming him Trustee Emeritus.

Chancellor Bill Lindemann recognized and thanked Mr. Bruce for his many years of service and dedication to San Jacinto College.

Mr. Bruce's daughter, Zana Thompson, spoke on his behalf and thanked everyone for their support and friendship of her father.

There was a brief reception in the lobby in honor of J. D. Bruce's retirement.

**Achieving the  
Dream Presentations**

George González gave an Institutional Outcomes Report on *Internal Support Services*: Ensure public accountability of the College's use of resources. Strengthen the College's process for evaluating, maintaining and upgrading of existing facilities and determining the need for new facilities and infrastructures to support all College-wide teaching and learning.

**Communications:**

Thank you from Margie Greer, Becky Turner and Catherine Gragg for flowers sent in memory of their loved ones.

Thank you from the family of Jim Fonteno for flowers sent in his memory.

Thank you from Devera Allen for a plant sent to her after 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 7999  
Amendment to the  
2007-2008 Budget**

Motion was made by Wayne Slovacek, seconded by Ben Meador, to approve an amendment to the 2007-2008 budget for restricted revenue and expenses relating to federal and state grants.

**Motion carried.**

**Yeas:**

Bruce, Wilson, Wheeler, Slovacek, Mims, Meador

**Nays:**

None.

**Motion 8000  
MOU Between  
and UT Permian  
Basin**

Motion was made by Larry Wilson, seconded by Dan Mims, to Memorandum of Understanding between San Jacinto Community College District and University of Texas of the Permian Basin (Seamless Student Transfer) SST program.

**Motion carried.**

**Yeas:**

Wilson, Mims, Wheeler, Slovacek, Bruce, Meador

**Nays:**

None

**Motion 8001  
Issuance of  
Limited Tax  
General Obligation  
Bonds, Series 2008**

Motion was made by Ruede Wheeler, seconded by Dan Mims, to approve adopting an order authorizing the issuance of San Jacinto Community College District Limited Tax General Obligation Bonds, Series 2008; authorizing the Vice Chancellor of Fiscal Affairs to approve the amount, the interest rate, price and terms thereof and certain other procedures and provisions related thereto.

**Motion carried.**

**Yeas:**

Wilson, Mims, Wheeler, Slovacek, Bruce, Meador

**Nays:**

None

**Motion 8002  
Lease Agreement  
Bay Plaza Office  
Building in Clear  
Lake**

Motion was made by Ruede Wheeler, seconded by Dan Mims, to approve the execution of a lease agreement for instructional space for classrooms/computer labs/conference room and testing center at the Bay Plaza Office Building in the Clear Lake area.

**Motion carried.**

**Yeas:**

Wilson, Mims, Wheeler, Slovacek, Bruce, Meador

**Nays:**

None

**Motion 8003  
Amendment to the  
2007-2008 Budget**

Motion was made by Ben Meador, seconded by J. D. Bruce, to approve an amendment to the 2007-2008 budget for restricted revenue and expenses relating to a reallocation of Employee Insurance Appropriations by ERS to the District.

**Motion carried.**

**Yeas:**

Bruce, Wilson, Wheeler, Slovacek, Mims, Meador

**Nays:**

None.

**Motion 8004  
Contract with  
Crosswind Ventures,  
Inc., to Conduct  
CIO Search**

Motion was made by Dan Mims, seconded by Larry Wilson, to approve a contract with Crosswind Ventures, Inc., to conduct a national search for the Chief Information Officer.

**Motion carried.**

**Yeas:**

Bruce, Wilson, Wheeler, Slovacek, Mims, Meador

**Nays:**

None.

**Motion 8005  
Changes to Policy  
VI-P: Policy on  
Student Records**

Motion was made by Wayne Slovacek, seconded by J. D. Bruce, to approve changes to Policy VI-P: Policy on Student Records. These changes were presented for a first reading to the Board Policy Committee on July 7, 2008.

**Motion carried.**

**Yeas:**

Bruce, Wilson, Wheeler, Slovacek, Mims, Meador

**Nays:**

None.

**Motion 8006  
Changes to Policy  
VI-N: Policy for  
Students Appealing  
A Final Grade**

Motion was made by Ruede Wheeler, seconded by Ben Meador, to approve changes to Policy VI-N: Policy for Students Appealing a Final Grade and accompanying guidelines. These changes were presented for a first reading to the Board Policy Committee on July 7, 2008.

**Motion carried.**

**Yeas:**

Bruce, Wilson, Wheeler, Slovacek, Mims, Meador

**Nays:**

None.

**Motion 8007  
Changes to Policy  
VI-B-3c: Policy  
Against Workplace  
Bullying**

Motion was made by Wayne Slovacek, seconded by Larry Wilson, to approve changes to Policy VI-B-3c: Policy against Workplace Bullying. These changes were presented for a first reading to the Board Policy Committee on July 7, 2008.

**Motion carried.**

**Yeas:**

Bruce, Wilson, Wheeler, Slovacek, Mims, Meador

**Nays:**

None.

**Motion 8008** Motion was made by Dan Mims seconded by Ruede Wheeler, to  
**Consent Agenda** approve the following consent agenda:

- A. Approval of the minutes for July 7, 2008 Regular Board Meeting.
- B. Approval of the 2007/2008 Budget Transfers.
- C. Approval of the personnel recommendations.
- D. Approval of Administrative and Professional Non-Faculty Contract Recommendations.
- E. Approval of the Affiliation Agreements.
- F. Approval of the next regular meeting – September 8, 2008.

**Motion carried.**

**Yeas:** Wheeler, Slovacek, Mims, Wilson, Bruce, Meador

**Nays:** **None**

**Motion 8009** Motion was made by Larry Wilson, seconded by Ben Meador, to approve  
**Bids** the following bids:

**EQUIPMENT, SUPPLIES & SERVICES BIDS**

**District:**

Property/Casualty Insurance	\$1,621,412
Printing Services	600,000
Mailing Services	49,970
Stationary Materials	35,000
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	\$2,306,382

**Campuses (Central and North)**

Ultrasonic Flaw Detectors	60,000
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	\$60,000

**TOTAL OF ALL BIDS** **\$2,366,382**

**PURCHASE REQUEST,  
 SOLE SOURCE VENDORS,  
 COOPERATIVES, AND CONTRACT RENEWALS**

Purchase Request #1 – Purchasing Cooperatives	\$5,225,500
Purchase Request #2 – Architectural/Engineering Services	1,550,000
Purchase Request #3 – Lease Computers	1,500,000
Purchase Request #4 – Media Advertising/Planning Consultant	1,000,000
Purchase Request #5 – Telephone Services Renewal	600,000

Purchase Request #6 – Lan Walton Additional Funding	550,000
Purchase Request #7 – Software License Renewal/Blackboard Support	400,000
Purchase Request #8 – Mailing Services	300,000
Purchase Request #9 – Training/Consulting Services for Banner	245,000
Purchase Request #10 – Charter Bus Service	210,000
Purchase Request #11 – Fuel	203,000
Purchase Request #12 – Credit Card Merchant Services	200,000
Purchase Request #13 – Library Digital Access	195,000
Purchase Request #14 – Legal Services	180,000
Purchase Request #15 – Banner Annual Maintenance	178,293
Purchase Request #16 – COMPASS/ESL/WORKKEY Programs	150,000
Purchase Request #17 – Elevator Service	150,000
Purchase Request #18 – Publication Services	150,000
Purchase Request #19 – Workers’ Compensation Insurance	116,419
Purchase Request #20 - Asphalt Paving Services	110,000
Purchase Request #21 - Leasing Agreement	85,000
Purchase Request #22 - Backup Disk Storage	83,700
Purchase Request #23 - Newspaper/Online Advertising	80,000
Purchase Request #24 - Software	69,000
Purchase Request #25 - College Branding Consultation	60,000
Purchase Request #26 - CDW-G License Renewal	56,000
Purchase Request #27 - Server Management Renewal	55,500
Purchase Request #28 - Cosmetology Equipment/Supplies	55,000
Purchase Request #29 - Membership Dues	55,000
Purchase Request #30 - Identity Management Implementation	54,000
Purchase Request #31 - Software Maintenance	53,500
Purchase Request #32 - Audit Services	50,000
Purchase Request #33 - Architectural Drawings	50,000
Purchase Request #34 - Smarthinking Additional Funds	50,000
Purchase Request #35 - Identity Management Software	43,223
Purchase Request #36 - Automotive Training Equipment	42,686
Purchase Request #37 - Annual Maintenance Renewal	36,180
Purchase Request #38 - Professional Services	35,155
Purchase Request #39 - Cosmetology Equipment/Supplies	35,000
Purchase Request #40 - Axiom Software Maintenance	33,000
Purchase Request #41 - Technical/Maintenance Support	30,190
Purchase Request #42 - Architectural/Engineering/Consulting Additional Funds	30,000
Purchase Request #43 - Annual Maintenance	26,000
Purchase Request #44 - Software	26,000
Purchase Request #45 - Depository/Investment Services	25,000

**TOTAL OF PURCHASE REQUESTS GRAND TOTAL** **\$14,432,346**

**GRAND TOTAL:** **\$16,798,728**

**Motion carried.**

**Yeas:** Flickinger, Wilson, Mims, Wheeler, Slovacek, Bruce, Meador

**Nays:** None

The meeting adjourned to executive session at 8:00 p.m. for the following:

- A. Discussion of Chancellor's Performance Review
- B. Discussion of Possible process for appointing new board member due to the resignation of J. D. Bruce.

The meeting reconvened in open session at 8:45 p. m. with no action taken.

Date approved: September 8, 2008

SAN JACINTO COLLEGE DISTRICT  
SPECIAL BOARD MEETING

August 25, 2008

The Board of Trustees of the San Jacinto Community College District met at 5:30 p.m., Monday, August 25, 2008, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

Present: Marie Flickinger, Chair  
Dan Mims, Vice Chair  
Ben Meador, Secretary  
Larry Wilson, Assistant Secretary  
Wayne Slovacek  
Dr. Ruede Wheeler  
Bill Lindemann  
Brenda Dunaway

Chair Marie Flickinger called the meeting to order.

The meeting adjourned to executive session for the following:

A. Discussion of Chancellor's Contract

The meeting reconvened in open session at 6:20 p. m. with no action taken.

The meeting adjourned at 6:21 p.m.

SAN JACINTO COLLEGE DISTRICT  
BOARD WORKSHOP

August 25, 2008

The Board of Trustees of the San Jacinto Community College District met at 6:30 p.m., Monday, August 25, 2008, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas for a Board Workshop.

Present: Marie Flickinger, Chair  
Dan Mims, Vice Chair  
Ben Meador, Secretary  
Larry Wilson, Assistant Secretary  
Wayne Slovacek  
Dr. Ruede Wheeler  
Bill Lindemann  
Brenda Hellyer  
James Fowler  
Ron Rucker  
Ken Lynn  
Laurel Williamson  
Neil Matkin  
Allatia Harris  
Maureen Murphy  
Teri Fowle  
Danny Snooks

Vice Chancellor of Fiscal Affairs Ken Lynn presented the proposed 2008-2009 Budget to be approved at the 7 p.m. Board Meeting.

Chancellor Bill Lindemann presented the following justification for the 4.5% COLA raise being recommended for approval at the 7 p.m. meeting.

- 1) June 2008 Consumer Price Index for the Houston-Galveston-Brazoria, Texas area which shows a total price increase of 4.9 percent.
- 2) A survey of the raises Texas community colleges are giving their employees (showing that this recommendation is in line).
- 3) Last year's increase helped the College to catch up to many competitors in the area; however, this increase is necessary so that our salaries do not fall behind.

Board members Ruede Wheeler and Larry Wilson both voiced concerns about giving an across the board raise.

Chancellor Lindemann reminded the Board that, at the May 21 Board Workshop, information on Performance Management was presented. This presentation stated that until PM could be implemented, a cost of living raise would be recommended to the Board for approval.

The Chancellor committed that once PM is implemented, across the board raises would not be recommended for approval. Raises will be based on performance.

The meeting adjourned at 6:55 p.m. with no action taken.

SAN JACINTO COLLEGE DISTRICT  
SPECIAL BOARD MEETING

August 25, 2008

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, August 25, 2008, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas for a Special Board Meeting.

Present:

Marie Flickinger, Chair		
Dan Mims, Vice Chair		
Ben Meador, Secretary		
Larry Wilson, Assistant Secretary		
Wayne Slovacek		
Dr. Ruede Wheeler		
Bill Lindemann	Anita Dewease	Shanna Dement
Brenda Hellyer	Larry Logsdon	Bill Dickerson
James Fowler	Danny Snooks	Kelly Simons
Ron Rucker	James Braswell	Hannah McCue
Ken Lynn	Carol Schwing	Nicole Darland
Neil Matkin	Allison Hennessey	Brenda Dunaway
Allatia Harris		
Maureen Murphy		
Teri Fowle		

Chair Marie Flickinger called the special meeting of the Board of Trustees to order. The invocation was given by Brenda Hellyer and the pledge was led by Ben Meador.

**Motion 8010**  
**Approval of**  
**2008-2009 Budget**

Motion was made by Larry Wilson, seconded by Ben Meador, to approve the proposed 2008-2009 Budget for the San Jacinto Community College District.

**Motion carried.**

**Yeas:** Wilson, Wheeler, Slovacek, Mims, Meador

**Nays:** None.

**Motion 8011**  
**4.5% COLA**  
**Increase**

Motion was made by Ben Meador, seconded by Wayne Slovacek, to approve the proposed 4.5% cost of living increase (COLA) for all full-time benefited employees as of September 1, 2008, excluding the Presidents, Vice Chancellor of Fiscal Affairs and the Vice Chancellor of Instructional Programs & Services, whose salaries will stay at the current rate.

Board members made the following statements:

Larry Wilson            "I do not believe in across-the-board raises. It is not equitable for an employee making \$100,000 to get the same percentage raise as those making less."

- Ruede Wheeler "I agree with Larry Wilson."
- Ben Meador "I agree, but until performance management is implemented, a cost of living raise is fair."
- Wayne Slovacek "Agrees with the COLA being recommended by the Chancellor."
- Dan Mims "Agreed with Ben Meador – must allow time to implement PM before raises can be determined by performance."
- Marie Flickinger From these statements, employees should understand that we expect performance management to be implemented according to the schedule. The leadership of the College has fully committed to make this happen.

**Motion carried.**

**Yeas:** Slovacek, Mims, Meador

**Nays:** Wilson and Wheeler

**Motion 8012 Amendment To 403(b) Plan** Motion was made by Dan Mims, seconded by Wayne Slovacek, to approve the amendment to the San Jacinto College Executive 403(b) Plan for key administrative personnel of the San Jacinto College District.

**Motion carried.**

**Yeas:** Wilson, Wheeler, Slovacek, Mims, Meador

**Nays:** None.

**Motion 8013 2008-2009 Salary Schedules, Part-Time Hourly Pay, Market Premiums And Stipends** Motion was made by Ben Meador, seconded by Ruede Wheeler, to approve the 2008-2009 Salary Schedules, part-time hourly rates of pay, market premiums and stipends.

**Motion carried.**

**Yeas:** Wilson, Wheeler, Slovacek, Mims, Meador

**Nays:** None.

**Motion 8014 Personnel Recommendations** Motion was made by Dan Mims, seconded by Wayne Slovacek, to approve the personnel recommendations as presented.

**Motion carried.**

**Yeas:** Wilson, Wheeler, Slovacek, Mims, Meador

**Nays:** None.

**Motion 8015  
Acceptance of  
JD Bruce  
Resignation** Motion was made by Wayne Slovacek, seconded by Larry Wilson, to approve the resignation letter from Trustee, J. D. Bruce, effective August 11, 2008.

**Motion carried.**

**Yeas:** Wilson, Wheeler, Slovacek, Mims, Meador

**Nays:** None.

Chair Marie Flickinger stated that the Board has opted to not fill this position and let the voters decide at the May 2009 Election.

**Motion 8016  
Addendum to  
Chancellor's  
Contract** Motion was made by Ruede Wheeler, seconded by Dan Mims, to approve the Chancellor's Contract as recommended by the Board Budget and Audit Committee.

**Motion carried.**

**Yeas:** Wilson, Wheeler, Slovacek, Mims, Meador

**Nays:** None.

The meeting adjourned at 7:40 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

Date approved: \_\_\_\_\_