

SAN JACINTO COLLEGE DISTRICT
REGULAR BOARD WORKSHOP MINUTES
May 4, 2009

The Board of Trustees of the San Jacinto Community College District met at 4:45 p.m., Monday, May 4, 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, Dr. Ruede Wheeler, and Dr. Brenda Hellyer

Kelly Mizell, Gail Mason, Jim Semones, Terry Hanks, Deanna Robinson, Collin Hutchison, Lesley Kauffman, Mike Kent, Ann Cartwright, Eddie Weller, Susan Temple, Steve Trncak, Laurel Williamson, Ron Rucker, James Fowler, Ken Lynn, Neil Matkin, Allatia Harris, Maureen Murphy, Teri Fowle, Danny Snooks, Will Ponder and Brenda Dunaway.

I. Presentation by the faculty on *Faculty Performance Management*

Terry Hanks – opening remarks

Ann Cartwright – Communications Subcommittee Overview

James Semones

Faculty Job Description

Performance Definitions

- Teaching (nine criteria)
- Professional Development
- Service within the College and the Profession

Mike Kent

Timeline/Process

- Annually
- Timeline

Process

- Very similar to non-faculty
- Faculty Performance
- Overall Job Performance
- Evaluation Ratios
- Class Observations

Faculty Evaluation Cycle

Validation Process for Faculty

Performance Matrix

Terry Hanks – Deliverables from the Team

Deanna Robinson – Recommendations/Questions/Concerns

Issues that could impact the success of the system

- Department chair workload
- Faculty load inequity
- Fall in-service faculty office prep time
- Distance learning faculty and department chair evaluations need to be addressed
- Request this committee remain intact during pilot year
- Summer training for department chairs
- Nomenclature (confusion with Individual Payment Plan)
- New faculty not allowed an evaluation rating higher than meets requirement

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Chair Marie Flickinger – how will this affect student improvement?

Eddie Weller – incentive for faculty to do extra work, try new things, engage students – will be positive impact on student learning.

James Semones – Any time you get faculty to reflect on what they are doing – students benefit.

Ruede Wheeler – It seems the biggest problem we have is retention.

James Semones – if you make human connection with students – creates positive environment – makes a difference.

Eddie Weller – key is faculty trying own thing. Mine is calling them by name.

Maureen Murphy – Faculty are not just rewarded, but expected to work on retention, etc. This group has turned this info into a positive.

Brenda Hellyer – This has been painful, but seeing incredible results. The momentum of the team was contagious.

Steve Trncak – Through this process – everyone owns. You are going in front of peers and advocate.

Terry Hanks – this has been well-received by the faculty. So far, no negative feedback.

Marie Flickinger – thanked the group stating this is exciting – with good possibilities down the road.

II. Discussion of H1N1 - Public Emergencies and H1N1 Procedures and Policies

Ron Rucker and Ginger Lambert presented material on H1N1 and shared what we have learned, how we should handle and what we have done.

Brenda Hellyer explained action item XVIII on the agenda - to approve the emergency leave plan in response to a declared public health emergency.

Chancellor Hellyer also explained the changes in Policy V-L-3: Policy Payroll During an Unscheduled Closure - action item XIV for approval.

III. Senate Bill 1895

Chancellor Hellyer presented SB 1895 – relating to the terms of members of the governing board of junior college district. Gallegos is trying to get passed in Austin (Members of the board serve staggered terms of four years, with the terms of as close to one-half of the members as possible expiring in each even-numbered year).

Larry Wilson asked Brenda Hellyer to contact Representatives Davis, Legler and Smith.

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

SAN JACINTO COLLEGE DISTRICT
REGULAR BOARD MEETING MINUTES
May 4, 2009

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, May 4, 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:

Brenda Hellyer

Ron Rucker

James Fowler

Laurel Williamson

Ken Lynn

Teri Fowle

Neil Matkin

Allatia Harris

Maureen Murphy

Others Present:

Rusty Hellyer

Toni Pendergrass

Joe Kirkland

Ann Templet-Kokx

Caitlyn Court

Kelly Simons

Brook Zemel

Barbara Taplin

Gerod Chance

Larry Logsdon

Richard Bailey

Sarah Janes

Dana Belt

Ann Jacoby

Reilly Hellyer

Ginger Lambert

Denise Segelquist

Alison Hennessey

George Gonzalez

Shailyn Jance

Lt. Mayo

Bill Raffetto

Jason Chan

Susan Muha

Rebecca Goosen

Woody Dunseith

Floyd McConnell

Amanda Booren

Bill Dickerson

Steve Trncak

Michael Moore

Bill Mattei

Royce Ann Walker

Wanda Munson

Theresa Towery

Gary Friery

Keith Hudson

Danny Snooks

Niki Whiteside

Eddie Weller

LeAnn Williams

Jason Devoice

Chair Marie Flickinger called the regular meeting of the Board of Trustees to order. The invocation was given by Wayne Slovacek and the pledge was led by Dr. Ruede Wheeler.

**Special
Recognitions**

North campus speech professor Floyd McConnell presented the speech and debate team awards won at the Novice Nationals/Phi Rho Pi Nationals.

South campus cosmetology professor Dana Belt recognized the Skills USA student award winners.

South campus president Dr. Maureen Murphy recognized Dr. Eddie Weller for his election as Vice President of the Southwestern Social Sciences Association.

Institutional Outcomes Report

None

Achieving the Dream Presentation

None

Communications:

Thank you from Brenda Mitchell and Johnnie Rountree for plants sent during their recent hospital stay.

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 8088
Budget Amendment for Restricted Revenue & Expenses**

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

Motion carried.

Yeas:

Wilson, Wheeler, Slovacek, Mims, Meador

Nays:

None

**Motion 8089
Declaration of Library Books and Equipment as Surplus**

Motion was made by Larry Wilson, seconded by Dan Mims, to declare de-accessioned library books and other equipment as surplus or salvage and further authorize the disposal of such property by public auction, trade, bid or any appropriate manner which provides the best value for the College.

Motion carried.

Yeas:

Wilson, Wheeler, Slovacek, Mims, Meador

Nays:

None

**Motion 8090
Deny Property Tax Exemption**

Motion was made by Ruede Wheeler, seconded by Ben Meador, to deny the request from American Housing Foundation and Brandywood Housing, Ltd. for a 50% property tax exemption for the 2009 tax year and subsequent tax years under Texas Tax Code §11.1825

Motion carried.

Yeas:

Wilson, Wheeler, Slovacek, Mims, Meador

Nays:

None

**Motion 8091
Contract with
Coca Cola Enterprises
For Beverage Vending
And Pouring Rights**

Motion was made by Larry Wilson, seconded by Ruede Wheeler, to authorize the Chancellor to approve a contract with Coca Cola Enterprises, Inc. resulting from RFP #09-27 Beverage Vending and Pouring Rights.

Motion carried.

**Yeas:
Nays:**

Wilson, Wheeler, Slovacek, Mims, Meador
None

**Motion 8092
Positions Designated
As Participants of the
Executive 403(b) Plan**

Motion was made by Ben Meador, seconded by Dan Mims, to approve the executive management positions; thereby, designating them as participants of the San Jacinto College District Executive 403(b) Plan – Presidents: Central, North and South; Vice Chancellors: Fiscal Affairs and Instructional Programs & Services; Associate Vice Chancellor – Marketing; and Executive Assistant to Chancellor/Board of Trustees.

Motion carried.

**Yeas:
Nays:**

Wilson, Wheeler, Slovacek, Mims, Meador
None

**Motion 8093
Addendum to
Administrative Contract**

Motion was made by Dan Mims, seconded by Wayne Slovacek, to approve and authorize for the Chancellor to prepare and execute the addendum to an administrative contract for the position of executive assistant to the Chancellor/Board of Trustees.

Motion carried.

**Yeas:
Nays:**

Wilson, Wheeler, Slovacek, Mims, Meador
None

**Motion 8094
Changes to Policy
V-L-3: Policy Payroll
During an Unscheduled
Closure**

Motion was made by Larry Wilson, seconded by Ruede Wheeler, to approve the changes to Policy V-L-3: Policy Payroll During an Unscheduled Closure.

Motion carried.

**Yeas:
Nays:**

Wilson, Wheeler, Slovacek, Mims, Meador
None

**Motion 8095
Consent Agenda**

Motion was made by Ruede Wheeler, seconded by Ben Meador, to approve the following consent agenda:

- A. Approval of the minutes for April 13, 2009 Board Workshop and Regular Board Meeting; and April 22, 2009 Special Board Meeting and Workshop.

The meeting adjourned at 7:25 p.m.