

## San Jacinto College District Board Workshop March 4, 2024

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 4:45 p.m., Monday, March 4, 2024, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

### MINUTES

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Dr. Michelle Cantú-Wilson (arrived during closed session), Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr. (arrived during closed session), Keith Sinor, Larry Wilson <b>Chancellor:</b> Brenda Hellyer <b>Other:</b> Sandra Ramirez, Mandi Reiland, Rob Stanicic, Laurel Williamson, Teri Zamora
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	Chair Flickinger called the workshop to order at 4:47 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Board Chair Flickinger conducted a roll call of the Board members:  Dr. Michelle Cantú-Wilson (arrived during closed session) Erica Davis Rouse, Assistant Secretary Marie Flickinger, Chair Dan Mims John Moon, Jr., Vice Chair (arrived during closed session) Keith Sinor, Secretary Larry Wilson
<b>III.</b>	<b>Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal</b>	Chair Flickinger adjourned to closed session at 4:48 p.m.  The Board members listed above as attending and Chancellor Brenda Hellyer were present for the closed session.  a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law. It was determined after the time of posting that a consultation with an attorney was not needed.

	<b>Matters and Personnel Matters</b>	<p>b. Personnel Matters - For the purpose of considering 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.</p> <ul style="list-style-type: none"> <li>Review Results from the Board Self-Assessment Process</li> </ul>
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	<p>Chair Flickinger reconvened to open meeting at 5:57 p.m.</p> <p>Sandra Ramirez, Mandi Reiland, Rob Stanicic, Laurel Williamson, Teri Zamora joined the workshop.</p>
<b>V.</b>	<b>Discuss Action Steps from the Board Self-Assessment Process</b>	<p>Keith Sinor reported out on the action steps from the Board Self-Assessment. He stated the Board felt they are operating well but two key issues were identified: Board attendance at community events and Board attendance at College events. Their recommendation is to work with the Chancellor to emphasize important events for the Board to be present at and putting a priority list together to be able to know which events they should attend.</p>
<b>VI.</b>	<b>Review 2023-2024 Administrator Salary Schedule</b>	<p>Sandra Ramirez provided an overview of the 2023-2024 administrator salary schedule including background on the goals, methodology, administrator pay plan, and next steps. The goals are to review current administrator salary structure and compensation for alignment with staff and faculty compensation plans and recommend an administrator compensation plan that allows for internal equity and attracts and retains administrators.</p> <p>The administrator solution covers current salary grades 34 – 44 (Directors through Provosts) and will cost approximately \$370,000 for the remainder of Fiscal Year (FY) 24. The adjustments were calculated using the same formula that Evergreen Solutions, LLC developed for the staff solution; equitable distribution of the target cost based on current comparatio and new proposed salary range. Placement for each grade was based on the review of each position. A scale was developed for a factor based on the performance average for the last three years. The factor was used in the calculation of the increase amount. Administrators who were hired in Fiscal Year 2024 (or who were hired in FY 2023 and did not receive a performance evaluation in 2023) received an adjustment</p>

		<p>equal to the percentage factor for Valuable (except to move to the range minimum).</p> <p>Sandra reviewed the proposed administrator pay plan, which includes 20 new pay grades. The recommendations are to adopt a new responsive compensation structure and place individual salaries within ranges based on the comparatio implementation model and performance history.</p> <p>She explained that the individual administrator salaries will not be below the minimum and adjustments will not exceed the maximum of the new ranges. The number of employees for proposed adjustments is 81. She provided a timeline of the communication plan.</p> <p>Keith Sinor asked how many employees’ salary ranges were looked at. Sandra responded all 81 employees who are within the salary grades 34-44 had their position and salary ranges reviewed.</p> <p>Erica Davis Rouse questioned who each individual will need to speak to if they have questions regarding their salary change. Sandra responded the communication will have an email address for them to contact the compensation team with any questions. This is the same process that was used for staff and faculty when they went through their job evaluation process.</p>
<p><b>VII.</b></p>	<p><b>Update on Enrollment</b></p>	<p>Teri Zamora provided an update on spring enrollment. The College is up 3.7 percent in headcount and 5.4 percent in contact hours compared to Spring 2023. She explained when looking at the trends, the College has increased a tenth of a percent each week compared to spring 2020 and contact hours are the highest they have been since before COVID.</p>
<p><b>VIII.</b></p>	<p><b>Review Proposed Change to Tuition Discount for Employee Dependents and Spouses</b></p>	<p>Teri provided an overview of the proposed change to the tuition discount for employee dependents and spouses including the background of the proposal and how it went into effect last summer. The College budgeted \$100,000 for this proposal and \$20,000 has been utilized for this discount. Tonight’s recommendation is for the Board to approve an increase in the percentage tuition discount for</p>

		<p>the dependents and spouses of full-time employees. The percentage will approximate a dollar discount from \$30 per semester credit hour (SCH) to \$60 SCH, beginning Fall 2024.</p>
<b>IX.</b>	<b>Review Sidewalk Project Partnership with Harris County Precinct 2</b>	<p>Dr. Brenda Hellyer explained a request for approval of the sidewalk project partnership with Harris County Precinct 2 is an action item on tonight’s Board agenda. This is at North Campus, where no sidewalks on Uvalde Road have been an issue for several years. Dr. Alexander Okwonna and Chuck Smith have been meeting with Commissioner Adrian Garcia’s office and have come forward with a matching grant to install sidewalks on each side of Uvalde aligning with the College property.</p> <p>Teri expanded on the grant. Harris County has a federal grant and are allocating the dollars to different types of mobility and drainage improvements. The College submitted a grant application but needs to submit a resolution saying the Board supports the grant by March 15 in order to complete the application. The estimated cost of this sidewalk project is \$890,000. The College would fund half of this project and the grant would fund the remaining half.</p> <p>A map of Uvalde Road to illustrate the project was provided to the Board. Teri explained what portions of the sidewalk will be affected by the project. Installing these sidewalks will not only help students on campus but will also help those who utilize the Harris Country transit service.</p> <p>Brenda explained that Chuck and Teri are working through this contract with the County. They are also looking at how the project will be managed. We are hoping the College will be designated to manage the construction side of the project.</p>
<b>X.</b>	<b>Review Recommendation for Contract with Barnes &amp; Noble College Booksellers, LLC</b>	<p>Teri provided an overview of the recommendation for a contract with Barnes &amp; Noble College Booksellers, LLC. The College has a contract with Barnes &amp; Noble with two years remaining on that contract. A request for proposal (RFP) went out to see if there might be other options for vendors and/or construction of a new contract back in November 2023. Three respondents replied to all aspects of both the request for a full bookstore setup and the request</p>

		<p>for a hybrid bookstore. Two additional respondents responded for the hybrid model only. Barnes &amp; Noble scored the highest overall on evaluations of the full bookstore set up and the hybrid model proposals. They also produced the highest financial return based on a consistent assumption of average sale projections.</p> <p>She provided commissions from the bookstore dating back to when the College implemented the Open Books Program in FY18. Student Savings from FY17 through Spring 2023 is estimated at \$32.3 million. The current proposal is to maintain a full bookstore set-up on the campuses and includes the following components: \$300,000 signing bonus, \$25,000 annual donation to scholarships, and \$300,000 facility investment. The total compensation will be \$4.9 million for five years. She provided an illustration of how the future bookstores will look. The proposed store fronts will not need as much space as the current bookstores occupy, so space will be given back to the College to reutilize.</p> <p>The Board discussed the need for continuing to have storefront bookstores on campus and was supportive of the renewing the contract with Barnes &amp; Noble.</p>
<p><b>XI.</b></p>	<p><b>Discuss Recommendation for Memorandums of Understanding with School Districts for College Transfer Math and English Courses</b></p>	<p>Dr. Laurel Williamson provided an overview of the recommendation for Memorandums of Understanding (MOU) with school districts for college transfer Math and English courses. To meet the requirement of House Bill 5, there was a need to develop a course to be delivered by high school teachers that would serve as a waiver for Texas Success Initiative (TSI), which indicates college readiness for Math and English for high school students. We currently have two independent school districts (ISD), Galena Park and Deer Park, who are interested in using this course. Galena Park ISD has decided to implement it for the next year. We believe there will be more interest once other ISD's see the efficacy of this. Currently, all of the ISD's are using Texas Bridge, which serves as a waiver for TSI, but has a lower success rate than other college readiness tests. This may provide a better option.</p> <p>Dr. Michelle Cantú-Wilson asked if the College Prep faculty were involved in the work on the English course development.</p> <p>Laurel responded they were included.</p>

		<p>Michelle asked if the College is capturing data around the population of developmental education (dev-ed) students because of the pandemic.</p> <p>Laurel explained the College is seeing an increase in college preparatory (developmental education) students since fall 2020, with an overall increase of approximately 41% from fall 2020 to fall 2021, with a 5.5% increase from fall 2021 to fall 2022. However, from fall 2022 to fall 2023, we saw a 9.4% decrease.</p> <p>Erica Davis Rouse asked if the Board could receive a report on the progress of how students perform with the new course implementation.</p> <p>Laurel asked to provide this report next year due to the State coming out with a new program called College Connect. In this program, will allow dual credit students to be non-degree seeking, so they do not have to be college ready and take 15 credits before they declare degree seeking which has changes the landscape for our current model.</p> <p>Michelle asked if Texas Higher Education Coordinating Board (THECB) still provides its Almanac.</p> <p>Brenda believes the Almanac is now electronic and offered to send it to Michelle.</p> <p>Brenda stated an update on the new MOU and College Connect will be provided to the Board at a later date.</p> <p>Opportunity High School is also another item that was included in HB8. This is a high school which will provide a General Education Development (GED) program that will align with college credits, so students earn their GED and college certificate. San Jacinto College is one of the pilot colleges in this program, so we are working through that as well.</p>
<p><b>XII.</b></p>	<p><b>Discuss Policy on Information Resources</b></p>	<p>Brenda explained that a summary of changes for the procedures associated with the first reading of the policy on information resources was provided to the Board.</p> <p>Brenda stated the policy was already put into place with the Chancellor authority provision, but she wanted to determine if the Board has any questions.</p> <p>Rob Stanicic explained Senate Bill 64 has required the College to be part of an information security program which required us to implement policies and procedures.</p>

		<p>He provided a diagram to show the federal rules, state laws, and other stakeholders required to comply with this mandate. He explained the need is to have an official policy and procedure that demonstrates the College is complying with the information security program. Other components around cybersecurity incident response, data security, and prohibited technologies are also required and audited.</p> <p>Brenda explained the procedure for acceptable use of information and resources has gone out to the College employees for comment. The procedure for the use of artificial intelligence is being drafted. Rob has formed a taskforce with faculty and other employees throughout the College so that one is being worked differently.</p> <p>John Moon, Jr. asked for an example of prohibited technology and if it applies to the Board. Rob responded there is a very specific list of prohibited technologies from the State.</p> <p>The Board thanked Rob for his work on these requirements.</p>
<b>XIII.</b>	<b>Review of Calendar</b>	Brenda reviewed the calendar and asked the Board members to let Mandi Reiland know if they would like to attend any events.
<b>XIV.</b>	<b>General Discussion of Meeting Items</b> <b>a. Additional Purchasing Support Documents</b>	The Board members had no other questions and no additional purchasing support documents were provided.
<b>XV.</b>	<b>Adjournment</b>	Chair Flickinger adjourned the meeting at 6:58 p.m.