

**San Jacinto College District Board Workshop
March 2, 2020
District Administration Building, Suite 201**

MINUTES

	Board Workshop Attendees:	Board Members: Erica Davis Rouse, Marie Flickinger, John Moon, Jr., Dan Mims, Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Chancellor: Brenda Hellyer Other: Mandi Reiland, Laurel Williamson, and Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 5:37 p.m.
II.	Roll Call of Board Members	Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
III.	Notification of Closure of Electronics Technology Program	Laurel Williamson provided a notification to the Board of the closure of the electronics technology program. The decision to close this program is based on low enrollment and low graduation rates over a five-year period. Brenda Hellyer explained that we are transitioning the four remaining students into the electrical program. Laurel Williamson left the meeting after this item.
IV.	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 Matters and Personnel Matters	Chair Flickinger adjourned to closed session at 5:41 p.m. It was determined that there were no legal matters to discuss during this closed session. Mandi Reiland and Teri Zamora were present for the closed session for personnel matters.

V.	Reconvene in Open Meeting	The meeting reconvened to the open meeting at 5:45 p.m.
VI.	Discussion of Board Bylaws	Brenda reviewed the proposed changes to the Board bylaws. These were previously reviewed at the February Board Strategic Planning Retreat. Additionally, she clarified a prior question regarding run-off elections. Per the Texas Education Code, “If no candidate receives a majority, then the two candidates receiving the highest number of votes shall run against each other for the position. The run-off election for all positions shall be held on a date that complies with law and shall be ordered, notice thereof given, and held, as provided herein for regular elections.” This requirement is included in the current Board bylaws, so no revision is needed.
VII.	Discussion of Communicable Diseases Policy and Procedures	<p>Teri Zamora provided an overview of planning for public health emergencies. She reviewed the existing policies and procedures that are currently in place on communicable diseases. The recommendations for Policy IV-B-4 has been reviewed and two small edits are suggested. Procedure 8-3 on communicable disease has been reviewed and three clarifying edits are suggested and a reference to the new proposed procedure should be added. Procedure IV.4001.A.k on working during emergencies or weather has been reviewed, and we suggest one edit to add in the possibility of working from home, where appropriate. Procedure IV.4001.A.l on compensation during an unscheduled college closure was reviewed and there are no suggested changes.</p> <p>Also, administration is recommending a new procedure on Public Health Emergencies. The Board was presented with a draft procedure. This is awaiting Strategic Leadership Team approval and gives the College authority to: screen high-risk populations as needed, up to the entire population where valid; report and refer persons to the public health agency where screening is positive; prevent access to College resources to persons symptomatic or non-compliant; and to mass dispense medications in partnership with local health agencies.</p> <p>Teri explained that planning is ongoing and under review to address Coronavirus. Decisions regarding upcoming travel will be addressed upon return from spring break. A sample of action thresholds and related actions will be</p>

		<p>presented as a sample of what might occur. These are still under discussion. She reviewed the steps and guidance for implementation of Protective Measures Level 1 through 4. These guidelines will be adjusted based on actions of surrounding cities and the county.</p> <p>All members were comfortable with this approach.</p>
VIII.	Review of Calendar	Brenda reviewed the calendar with the Board.
IX.	General Discussion of Meeting Items	<p>Brenda asked if there were any items from the meeting agenda that the members would like to review.</p> <p>Teri reviewed mass timber buildings in Texas as a follow up item from the February Board Strategic Planning Retreat and in conjunction with tonight’s Purchase Request #4 which is requesting approval for the guaranteed Maximum Price for the Central Campus Classroom Building.</p> <p>Teri also reviewed a version of the bid recap for the purchasing section. This version is slightly different than what was presented in the Board book. Moving forward, we would like to have asterisks noting the items that are estimates only for architectural services. The members were comfortable with this for future bid recaps.</p>
X.	Adjournment	Workshop adjourned at 6:18 p.m.