

San Jacinto College District Board Workshop May 11, 2020

The Board of Trustees of the San Jacinto Community College District met at 5:30 p.m., Monday, May 11, 2020, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas. Due to health and safety concerns related to COVID-19, this workshop was made available to the public via a live-stream. At least a quorum of the Board was present in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the governor.

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: Paul Lamp (attorney via conference call), Sandra Ramirez, Mandi Reiland, 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.	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 5:38 p.m. Attorney Paul Lamp, with Karczewski Bradshaw Spalding, attended portion of closed session via conference call for the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law. Mandi Reiland and Sandra Ramirez were present for the closed session.
IV.	Reconvene in Open Meeting	The meeting reconvened to the open meeting at 6:03 p.m.

<p>V.</p>	<p>Review COVID-19 Responses</p>	<p>Dr. Brenda Hellyer provided an overview of the items that would be covered in this update.</p> <p>Brenda explained the instructional modifications that took place for Spring 2020. The classroom instruction was moved online on March 20. All academic courses have been completed. Lab instruction was paused on March 20 and beginning on May 4, May 18, and June 1, this instruction has been scheduled for completion. All spring courses are scheduled to be completed by no later than July 5th. The list of programs for each of these dates was provided to the Board. Faculty who are off contract will be paid for this timeframe. She stated that group size, social distancing, and PPE are all being considered and implemented.</p> <p>She explained that summer terms were modified by offering May Mini and Summer 1 sessions fully online. The technical courses were front loaded online with intent to be face to face July 6. The decision for Summer 2 offerings is still pending at this time. Offerings for fall are still under review. A Learning Enhancement Taskforce has been formed and is reviewing plans, feedback, and options for the fall. This is being led by Dean JR Ragaisis and Faculty Senate President Robb Flynn. The SLT and this task force are considering many options and are considering what was learned during the spring semester to help make decisions and also to consider options in case there is a resurgence in the fall.</p> <p>The group discussed what other Texas colleges are doing.</p> <p>Brenda stated that all student support services are currently offered online with the exception of drop boxes and food markets. Drop boxes are being used for paper documents that students need to drop off that were not sent directly to student services.</p> <p>Brenda explained that an initiative called San Jac Cares was also created to reach out to students in a caring manner, to say hello, and to offer direction as needed. The calling team is composed of 159 San Jac employees and is being led by Dr. Allatia Harris and her team. The focus was first time in college, first time with online, and then other students. More than 12,000 students were called through this program.</p>
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<p>VI.</p>	<p>Discuss Budget Development</p>	<p>Brenda introduced the discussion of budget development by saying that the goals were long term viability of the College to serve students and the community and facilitating the retention of employees. The realities are that there is some uncertainty in all revenue streams, we must spend conservatively, and we must think creatively in all areas. In this budget development process, we will be making some decisions that will affect short-term only and some decisions will need to be effective long-term.</p> <p>Three budget scenarios for Fiscal Year (FY) 2021 were prepared and additional input will be asked for from budget managers. The plan is to determine the most likely revenue scenario in July as we get additional information. The SLT is prioritizing funding requests. The Board will review the preliminary budget at the Budget workshop proposed for July 21. On August 3, there will be a budget hearing and the Board will be asked to vote on the budget for FY 2021.</p>

		<p>Brenda asked the Board to review the working budget scenarios. The best, medium, and worse case scenarios are -5%, -10%, and -15%. Property tax valuations have not been received and there is concern that this year’s collections may be low. The group discussed concerns about property tax revenue.</p> <p>Brenda explained that contact hours are currently down 4.9% for summer and 11.6% for fall, but we are improving on average just under 1% per working day.</p> <p>Brenda explained that for Generation Park we are currently utilizing virtual admissions and enrollment services. We are planning to place a trailer onsite for enrollment in June through August. Hiring is being done modestly while keeping an eye on enrollment and sharing services with North campus as needed. An enhanced marketing campaign is planned for the summer. Brenda provided a brief overview of the marketing and advertising campaign. Additional details are included in the handout for the Board members to review.</p> <p>Brenda added that hiring across the College is on hold and being analyzed very closely and on a case by case basis.</p> <p>Brenda reviewed the following current strategies leading into 2021:</p> <ul style="list-style-type: none"> • Performance Management process suspended for 2020 • Hiring Pause on most open positions • All travel on hold • Conservative spending limited to essentials only • Faculty hiring to be re-evaluated in June, dependent on enrollment • Technology spend remains a priority • Targeted marketing campaign emphasizes care for students – “We’re Here for You” - and encourages enrollment
<p>VII.</p>	<p>Review CIP Update and Recommended Changes to 2008 Bond</p>	<p>Brenda provided an update on the progress of Generation Park construction. The facility should be ready for move-in on August 1.</p>

		<p>Brenda explained that additional updates on construction projects are available in the handout for the Board to review.</p> <p>Brenda reviewed the proposed 2008 Bond Funds reallocation. The recommendation is to utilize the remaining funds available on specific projects to better align with urgent needs and to relieve pressure on the operating budget. The list is in the handout for the Board but each of these items from a purchasing standpoint will come forward for Board approval at future meeting dates.</p> <p>The members were supportive of the proposed changes. Brenda stated the 2008 Bond budget will be revised.</p>
VIII.	Review of Calendar	<p>Brenda reviewed the calendar with the Board. The Board agreed to move the next regularly schedule Board meeting from June 1 to June 15. Will approve this in tonight's consent agenda. The Building and Finance Committee meeting's scheduled for July 21 will be changed to a Board Budget Workshop.</p>
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>There were no additional items to address.</p>
X.	Adjournment	<p>Workshop adjourned at 6:59 p.m.</p>