

**San Jacinto College District Board Workshop  
November 4, 2019  
District Administration Building, Suite 201**

**MINUTES**

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Dr. Ruede Wheeler, Larry Wilson <b>Absent:</b> Keith Sinor <b>Chancellor:</b> Brenda Hellyer <b>Other:</b> Mandi Reiland, Laurel Williamson, and Teri Zamora
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	Board Chair, Marie Flickinger, called the workshop to order at 5:55 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor (absent), Dr. Ruede Wheeler, 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 Matters and Personnel Matters</b>	It was determined that there were no legal or personnel matters to discuss during this executive session.
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	The meeting did not adjourn to closed session so there was no need to reconvene.
<b>V.</b>	<b>Notification of Closure of Engineering Design Graphics Program at Central Campus and Consolidation</b>	Laurel Williamson provided an overview of the notification of closure of the Engineering Design Graphics Program at Central Campus and consolidation of the program at the South Campus. She explained that the enrollment has been struggling in these programs, specifically at Central and South. With the opening of the

	<p><b>of Program at South Campus</b></p>	<p>new engineering building next year at South, it has been determined to combine the two programs and house them at the South Campus. This requires an official closing of the program at Central Campus due to the different FICE codes at each campus. Some of the entry level design graphics courses will still be offered at Central.</p>
<p><b>VI.</b></p>	<p><b>Review Policy and Procedure on Sustainable Energy Management</b></p>	<p>Teri Zamora explained that Texas Administrative Code (TAC) requires an institution of higher education to prepare an Energy and Water Management Plan. TAC requires the plan be prepared in accordance with guidelines established by the State Energy Conservation Office (SECO). The plan must be updated and submitted annually to SECO, and the institution of higher education must implement cost effective utility conservation elements of its plan.</p> <p>She clarified that the College has a plan but has lacked a policy in this area. The elements of the proposed policy are to meet or exceed the requirements of State and local law and demonstrate ongoing improvement in reducing energy waste. The proposed procedure details the process to accomplish the main goals of the policy and includes a commitment to provide indoor environmental conditions suitable for 95% of occupants. She added that an Energy Management Council was approved in October 2019 by the Strategic Leadership Team.</p> <p>Teri explained that the College initiated and completed a Preliminary Energy Assessment (PEA) under the State Energy Conservation Office’s (SECO) “Local Governments Energy Program.” The auditor estimated that as much as \$681,000 could be saved annually if all recommended projects were implemented, but the cost of implementation was \$5.8 million.</p> <p>Teri noted that the current energy bill for the College is approximately \$3.3 million. Teri also noted several accomplishments related to energy management. She explained that future projects will include energy related items funded by savings in the FY2020 budget generated by lower rates on new electric contract.</p> <p>Members discussed this item further.</p>

		Brenda Hellyer explained that this proposed policy and procedure were sent to the College community for feedback. The policy is on the agenda as a first reading and will be brought forward in December for second reading and a vote.
<b>VII.</b>	<b>Review of Calendar</b>	Brenda reviewed the calendar with the Board. She also reviewed the plan for the Veteran’s Day celebrations to be held at each campus.
<b>VIII.</b>	<b>General Discussion of Meeting Items</b>	<p>Brenda asked if there were any items from the meeting agenda that the members would like to review.</p> <p>Erica Davis Rouse asked if the DDC upgrade item in the purchasing package is part of the energy management item discussed earlier in the workshop. Teri replied that it is part of that.</p> <p>Larry Wilson asked for clarification on the residency policy and procedure that were included in the Board book for first reading in regards to in-district tuition for students who do not reside in district but own property in district. Brenda confirmed that this is correct.</p> <p>Erica asked for an update on the new tuition model. Brenda and Teri explained that it is going well, and a more detailed update could be given.</p> <p>Erica asked about the amount for temporary personnel services. Brenda explained that the Board is being asked to approve a maximum spend amount. This is not necessarily what will be spent. Teri added that this is primarily used on IT needs and to backfill open positions.</p>
<b>IX.</b>	<b>Adjournment</b>	Workshop adjourned at 6:30 p.m.