

## San Jacinto College District Board Workshop November 2, 2020

The Board of Trustees of the San Jacinto Community College District met by videoconference at 5:15 p.m., Monday, November 2, 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

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Erica Davis Rouse, Marie Flickinger, John Moon, Jr., Dan Mims, Keith Sinor, Dr. Ruede Wheeler, Larry Wilson <b>Chancellor:</b> Brenda Hellyer <b>Other:</b> Kacie Allen, Mandi Reiland, 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 5:19 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
<b>III.</b>	<b>Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.074, and 551.076 of the Texas Open Meetings Act, for the following purposes: Legal Matters, Personnel Matters, and Security Matters</b>	Chair Flickinger adjourned to closed session at 5:20 p.m.  a. Legal Matters - It was determined that there were no legal matters to review. 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. <ul style="list-style-type: none"> <li>• Review Results from the Board’s Self-Assessment – Board Members and Dr. Brenda Hellyer were present for this portion of the closed session.</li> </ul> c. Security Matters – To consider the deployment, or specific occasions for implementation, of security personnel or devices.

		<ul style="list-style-type: none"> <li>• Discuss Matters Related to Security - Mandi Reiland and Teri Zamora joined the closed session for this item.</li> </ul>
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	The meeting reconvened to the open meeting at 6:41 p.m.
<b>V.</b>	<b>Discuss Action Steps from the Board Self-Assessment Process</b>	<p>Keith Sinor provided an update on the Board Self-Assessment Process and the action items that were discussed and agreed to in the closed session. The actions from their self-assessments are as follows:</p> <ul style="list-style-type: none"> <li>• The Board will strive to attend all regularly scheduled meetings and be on time.</li> <li>• Increased effort will be made to attend various College events. A separate calendar with College-wide events will be sent out to Board members.</li> <li>• An increased continuing education for Board members, including additional retreats to discuss community college issues and planning in greater depth, a presentation of workshops on state related issues or other issues related to our College or other community colleges in general.</li> <li>• Bi-weekly communication from the Chancellor on updates on College issues, reports on government affairs from the SLT on issues going on at the federal and state levels; especially during the legislative session.</li> <li>• Periodical articles that are relevant to continuing education.</li> </ul>
<b>VI.</b>	<b>Update on COVID-19 Responses</b>	<p>Dr. Brenda Hellyer reviewed the COVID-19 Response presentation which provided a historical update to the College’s response to COVID. Since April, the College has had 181,000 visitors to the College campuses and district offices and have had no campus transmissions. We have had four transmissions take place in off-campus housing for athletes. The Board were also given the Case Tracking dashboard, and Brenda provided instructions on how to navigate this dashboard. As of today, 673 COVID cases have been traced and of those 544 have been cleared. We have had three confirmed positives within the past 14-day period and 126 cases historically. Employees can access more detail on their internal dashboard, including cases by month. Employee related cases are traced through Human Resources and student cases are traced by Susanna González through our Emergency Management office.</p>

		<p>Brenda informed the Board that leadership would like to extend the College’s winter break to include December 21 and December 22. This aligns with area community colleges and school districts. The academic calendar will be revised to reflect this change.</p> <p>She provided an update on the plan for the spring semester. The plan is to offer more face-to-face options and will continue to add courses based on student demand. We will offer these face-to-face classes in large enough rooms to allow for social distancing. Last fall, 74% of offerings were face-to-face, and this fall, we are at 1% face-to-face and 15% hybrid. We currently have 84% of our courses online. For the spring, we plan to offer 10% face-to-face and 16% hybrid, so 74% will be offered online. Students will be able to choose what modality they prefer should we have to return to online only options. We are working on marketing efforts to show students these different options. We were two weeks late on enrollment, so our numbers are below last year’s number by 25%. We continue to see lower enrollment on transfer, continuing students, and first time in college (FTIC) students. Regarding withdrawals, we are right in line with last year’s number.</p> <p>Brenda provided an update on the COVID testing sites on campuses. These sites have been used by students, employees, athletes, and community. We are also in conversation with Harris County about becoming a COVID vaccination spot when that is made available. Athletes will go home at Thanksgiving and will not return to campus afterwards. Additionally, we are working closely with our workforce partners and making sure they understand hybrid options are still hands-on.</p>
<p><b>VII.</b></p>	<p><b>Update on Harris County Promise @ San Jac Program</b></p>	<p>Brenda provided an update on the questions that were brought forward in the Harris County Promise @ San Jac Program presentation from October. She reported that we are planning to move forward with a 2021 cohort and will continue with maintaining the current three schools. Good Reason Houston has agreed to support the College’s Promise Program with a \$200,000 donation if we do not implement an income cap which was also discussed at the October meeting. She provided an overview of the cost of the current cohort and how it is being funded. She estimates the next cohort will require \$484,000. We have</p>

		<p>\$200,000 right now and will be working with the Foundation on donations for the second cohort.</p> <p>Keith Sinor asked if the intention is to have a cohort start every year. Brenda responded that we are currently in a three-year agreement with Good Reason Houston. This agreement can be adjusted, but her intentions are expanding this program if we can grow it with the funding.</p> <p>The Board was comfortable with the information as presented and had no further questions.</p>
<b>VIII.</b>	<b>Construction Update</b>	<p>Teri Zamora provided an update on construction. She reported that employees who were displaced from the Davidson building fire moved back into the building this week. She also provided an update on the CPET entrance that is being constructed and said everything is going well.</p>
<b>IX.</b>	<b>Review of Calendar</b>	<p>Brenda reviewed the calendar with the Board.</p>
<b>X.</b>	<b>General Discussion of Meeting Items</b>	<p>Brenda explained that the College’s external audit firm, Whitley Penn, will be emailing each Board member a questionnaire to obtain information about transactions between the College and any related parties. Board members may have completed a similar form for the College’s Internal Audit Department, but the questionnaire sent by Whitley Penn is separate and a required document. Please note all Board responses must be sent directly back to Whitley Penn.</p>
<b>XI.</b>	<b>Adjournment</b>	<p>Workshop adjourned at 6:58 p.m.</p>