

San Jacinto College District Board Workshop October 2, 2023

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 4:15 p.m., Monday, October 2, 2023, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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| | Board Workshop Attendees: | Board Members: Marie Flickinger, Dr. Michelle Cantú-Wilson, Erica Davis Rouse, Dan Mims, John Moon, Jr. Keith Sinor, Larry Wilson Chancellor: Brenda Hellyer Other: Jimmy Quinn, Sandra Ramirez, Mandi Reiland, Linda Torres, Teri Zamora, Micki Morris (Attorney – via videoconference), Tom Sage (Attorney – via videoconference), Clay Holland (Attorney – via videoconference) |
| | Agenda Item: | Discussion/Information |
| I. | Call the Meeting to Order | Chair Flickinger called the workshop to order at 4:15 p.m. |
| II. | Roll Call of Board Members | Board Chair Flickinger conducted a roll call of the Board members: Dr. Michelle Cantú-Wilson Erica Davis Rouse, Assistant Secretary Marie Flickinger, Chair Dan Mims John Moon, Jr., Vice Chair Keith Sinor, Secretary 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 | Chair Flickinger adjourned to closed session at 4:17 p.m. The Board members listed above as attending and Chancellor Brenda Hellyer were present for the closed session. Other attendees are noted below. 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. |

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| | <p>purposes: Legal Matters and Personnel Matters</p> | <p>Videoconference call with attorneys, Micki Morris, Tom Sage, and Clay Holland. Teri Zamora, Sandra Ramirez, and Mandi Reiland were present for this portion.</p> <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. Teri Zamora, Sandra Ramirez, and Mandi Reiland were present for this portion.</p> |
| <p>IV.</p> | <p>Reconvene in Open Meeting</p> | <p>Chair Flickinger reconvened to open meeting at 5:13 p.m.</p> <p>Linda Torres joined the workshop.</p> |
| <p>V.</p> | <p>Review and Discussion of Annual Internal Audit Report and Plan</p> | <p>Linda Torres, Director of Internal Audit, provided an update on the audit work done this year as well as a proposal for next year. The annual internal audit report satisfies the requirements of the Texas Government Code and is posted to the College’s website. She walked the Board through the internal audit report that was distributed to them and explained what is included in the report including a list of all the audit review projects. The remaining outstanding FY23 projects will be completed within the next week.</p> <p>Linda provided an overview of the follow-up audits that were completed. The department and its leadership receive corrective action plans (CAP) when an internal audit is issued. At the end of this year, there were 16 open CAPs, which are outlined in the audit report. Additionally, thirteen cash counts were performed this year with no significant issues. During the year, nine reports on ethics and fraud were made through the anonymous hotline (Ethics Point) provided on the College’s website. Two of these reports required action by Internal Audit.</p> <p>Linda reviewed three outstanding audit reports: College’s Promise program, Culinary Arts program, and minors on campus. She explained the audit concerns from each area and the recommended CAPs to remedy these issues. Detailed reports were provided to the Board and the items were also outlined in the annual report. One of the observations for minors on campus is that the College lacks a centralized minor on campus program, to ensure the</p> |

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| | | <p>various avenues for minors to be on campus are documented and College-wide oversight is taking place. The CAP for this observation is to research and verify legal requirements for minors on College campuses. The Strategic Leadership Team (SLT) has recommended developing a College-wide taskforce to develop categorical list of types of minors on campus events, develop procedures for the various categories, and determine responsible parties for administration of each.</p> <p>Linda provided a summary of the proposed audit plan for 2023-2024. The proposed audits and follow-up audits can be found on page 23 of the Annual Audit Report. In order to distribute reports more timely, she informed the Board that she will be emailing the completed audit reports to the Board Finance Committee once completed. There will also be regular report outs at the Committee meetings. She also works with Brenda Hellyer and Teri Zamora if anything that needs attention arises.</p> <p>The Board was supportive of this plan. Brenda thanked Linda and her team for all their work.</p> <p>Linda Torres exited, and Jimmy Quinn joined the workshop.</p> |
| <p>VI.</p> | <p>Overview of Title IX Compliance and Training</p> | <p>Sandra Ramirez presented on the Title IX reporting requirements. Effective January 1, 2020, employees were legally required to report any observations witnessed or information received regarding sexual harassment, sexual assault, dating violence, or stalking committed by or against a student or employee who was enrolled or employed at the College at the time of the incident. She provided steps on how to handle a complaint, at the College, and stated the incident should be reported to Joanna Zimmermann as the Title IX Coordinator. Sandra is no longer going to be listed as a Title IX co-lead. Incidents can also be reported online, to the Office of Students Rights and Responsibilities, to campus police, and to Human Resources.</p> <p>Sandra stated that if there is a complaint against a Title IX Coordinator, the complaint should be filed with Teri Zamora, Vice Chancellor of Fiscal Affairs. If there is a complaint against the Chancellor or any Board Members, the complaint should be filed with the Board Chair.</p> |

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| | | <p>Charges against the Board Chair should be filed with the Board Vice Chair. The official receiving the charge shall take appropriate action, and the investigation report will be presented to the Board of Trustees. Sandra explained that the Texas Education Code states that an employee who has knowledge of a Title IX incident will result in mandatory termination if they fail to report.</p> <p>Sandra reviewed the Chief Executive Officer Report and explained this is a report that must be provided to the Board of Trustees annually per the Texas Education Code. The report provides an update on any employees who have reported incidents to the Title IX coordinators. The report being reviewed is for September 1, 2022 through August 31, 2023. There were 77 reports and 13 confidential reports received by employees during this time. Confidential reports are those received by a mental health counselor. Of those reported, zero investigations were required as these reports were out of the College’s jurisdiction or did not involve current employees or students. The Chief Executive Officer Report will be reviewed with the Board every October and will also be posted to the College’s website to be accessed as public information.</p> <p>Brenda added that she receives these reports and reviews this information with Sandra quarterly.</p> |
| <p>VII.</p> | <p>Review Recommendation to Offer a Bachelor of Applied Technology Degree in Information Technology with an Emphasis in Cybersecurity</p> | <p>Brenda reviewed the recommendation to offer a Bachelor of Applied technology Degre in Information Technology with an Emphasis in Cybersecurity and informed the Board members this will be an action item for this evening. This request is a result of meeting with Cybersecurity industry leaders on the Chancellor’s advisory council. Conversations and feedback during those meetings made it clear this is a degree the College should offer. A handout was distributed that provided an overview of the program. The next steps include notifying the Texas Higher Education Coordinating Board (THECB) and the Higher Education Regional Committee (HERC) then completing the steps required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This program will require investment by the College during the first couple of years, but it is forecasted for revenue to exceed costs by year five based on enrollment and completion projections.</p> |

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| | | <p>The Board members had no questions regarding this action item.</p> |
| <p>VIII.</p> | <p>Review Results of Job Evaluation Study</p> | <p>Jimmy Quinn, Compensation Manager, reviewed the results of the job evaluation study. He provided an overview on the goals of the study, the outreach that was completed by Evergreen Solutions, LLC. (Evergreen), market survey methodology, new salary grades, proposed employee recommendations, and communication plan. Evergreen reviewed the College’s current compensation system to ensure internal equity and surveyed peer organizations to ensure external competitiveness. They then provided the College with a compensation system that is equitable internally and externally and is aligned with the compensation philosophy.</p> <p>Jimmy covered the four project phases and marketing survey methodology. All results were adjusted for regional cost of living. Outreach to the College community was done through nine orientation sessions and 27 focus groups, with approximately 150 employees participating. The goal of these sessions was to identify strengths and areas of improvement within the College. The findings are as follows:</p> <ul style="list-style-type: none"> • Strengths - Generous benefits (health, retirement, paid time off), campus culture and mission of the College, work schedule, and strong relationships with colleagues. • Areas of improvement – Compensation is not competitive with the local market, inequity in classification/job titles related to scope of work, stipend administration, and communication. <p>He also provided a chart illustrating the new salary grades that are being proposed.</p> <p>Erica Davis Rouse asked what differentiates between minimum, midpoint, and maximum salary per each grade. Jimmy responded that it is currently based on experience. For faculty, it is based on level of education and experience.</p> <p>Jimmy explained the recommendations for staff and faculty are to adopt a new market responsive compensation structure and place individual salaries within ranges based on the CompaRatio implementation model and</p> |

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| | | <p>performance history. This moves employees based on placement in current pay range and maintains employee earned salary progression into market adjusted ranges. For staff, there are 754 employees for proposed adjustments out of 787 total staff. For faculty, there are 519 employees for proposed adjustments out of 551 total faculty.</p> <p>Keith Sinor asked how these ranges move over time. Brenda responded that we would adjust ranges in the future but still need to determine how much. The adjustment to the ranges needs to be considered annually as we set annual performance raises.</p> <p>Erica asked how ranges are set for new hires. Jimmy responded that ranges for the faculty is formula driven by education and experience. Staff have a range and all current incumbents' backgrounds are looked at and compared to someone internal with the same background.</p> <p>Jimmy provided an overview of the next steps for the communication plan. Employees included within the job evaluation study will receive an email notifying them of their individual impact (adjustment or not) on Monday, October 30.</p> <p>Larry Wilson asked what the financial impact for these adjustments will be. Brenda responded that \$6 million was set aside during the budget process for the job evaluation study. These funds will be used November 1, 2023, through August 31, 2024 to get through the fiscal year. Next year, we will need an additional \$1.2 million to annualize these adjustments.</p> <p>Brenda and the Board members thanked Sandra and her team for their work.</p> <p>Jimmy Quinn exited the workshop.</p> |
| <p>IX.</p> | <p>Discuss Changes to Policy and Procedure on Outside Employment</p> | <p>Sandra explained the original proposal of changes to the outside employment policy and procedure were sent to the College for feedback in February. Over 40 comments were received. These were reviewed at the Strategic Leadership Team (SLT) level, and an employee taskforce was formed which met multiple times addressing concerns. The taskforce drafted an updated policy and procedure which was received by the SLT, and the majority of their changes</p> |

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| | | <p>were adopted. She provided an overview of the summary of changes and steps on how employees will submit their disclosure forms and the process afterwards. Failure to disclose outside employment can result in disciplinary action. The intent is for this policy and procedure to be implemented in January 2024.</p> <p>Erica asked if this policy and procedure are for any outside employment unrelated to the College. Sandra explained this is referring to any employment that employees actually receive compensation (reported on 1099 or W-2) for outside of the College.</p> <p>Brenda explained this is not an action item for this evening’s Board meeting and is only first reading so a vote will not be required tonight. Leadership will monitor what kind of feedback is received from the College community and bring this back for second reading to vote on at the November Board meeting.</p> |
| <p>X.</p> | <p>Discuss Changes to Employee Relations Policies and Procedures</p> | <p>Sandra provided an overview of changes to the College’s employee relations Policy IV.4002.B, Termination or Demotion for Contractual Employees and Policy IV.4002.C, Termination and Demotion for Non-Contractual Employees. The College is also recommending a new Policy, IV.4002.E, Employee Performance Counseling and Corrective Action. Most of these changes were updates in language that were made in response to Senate Bill (SB) 17. Sandra highlighted the significant changes made to this policy and procedure. Title IX regulations relating to the failure to make a mandatory report were also added to this policy and procedure.</p> <p>Brenda added that she is required to review and approve any termination made at the College. This policy and procedure went out for College-wide comments today, and employees have two weeks to send feedback. Once feedback is received, it will be reviewed by Sandra and her team. We will also be requiring additional training in response to SB17.</p> |
| <p>XI.</p> | <p>Review Request for Allocation from Existing 2015 Bond Contingency Funds</p> | <p>Teri provided an overview of the request for allocation from existing 2015 Bond contingency funds for replacement of the heating, ventilation, and air conditioning (HVAC) system in Slocomb Auditorium which is a building used for internal functions and for functions hosted by the community. While we were unable</p> |

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| | | <p>to establish exactly how old the air handler is, it is likely original to the building and far beyond its original anticipated life. The College currently has \$16.6 million left in its contingency, the HVAC replacement is estimated to be \$1 million, leaving \$15.6 million in contingency after funding this project.</p> <p>The Board members were supportive of this request.</p> |
| XII. | Review of Calendar | <p>Brenda reviewed the calendar and asked the Board members to let Mandi Reiland know if they would like to attend any events.</p> <p>The Board members discussed the upcoming Association of Community College Trustees Leadership Congress and determined that Michelle and Dan would be the voting delegates at the Congress.</p> |
| XIII. | General Discussion of Meeting Items | <p>Larry asked a question about the increased budget for concrete work.</p> <p>Teri responded that one of the deferred maintenance projects approved by the Board was a parking lot assessment of North campus. Significant repair and structural work are being done on places that need repair from the foundation shifting.</p> <p>Brenda provided an overview of the delegation of authority projects taking place. The contract for the P9 parking lot reconstruction project at the South Campus was awarded to Millennium Projects Solutions for \$1,147,788.83, effective September 11, 2023, with substantial completion by January 12, 2024. The approval of the contract for the roof life extension project for Building N-10 on North Campus is still pending.</p> |
| XIV. | Adjournment | <p>Chair Flickinger adjourned the meeting at 6:42 p.m.</p> |