

## San Jacinto College District Board Workshop February 1, 2021

The Board of Trustees of the San Jacinto Community College District met by videoconference at 5:00 p.m., Monday, February 1, 2021, in Room 104 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, Dan Mims, Keith Sinor, Dr. Ruede Wheeler, Larry Wilson <b>Absent:</b> John Moon, Jr. <b>Chancellor:</b> Brenda Hellyer <b>Other:</b> Bo Hopper, Paul Lamp (via conference call), Joseph Pena, Sandra Ramirez, Mandi Reiland, Chuck Smith, 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 5:01 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr. (absent), 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 and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal and Personnel Matters</b>	Chair Flickinger adjourned to closed session at 5:02 p.m.  Sandra Ramirez, Mandi Reiland, and Teri Zamora were present for the closed session for a consultation with attorney, Paul Lamp, via conference call.  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. 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.

<b>IV.</b>	<b>Reconvene in Open Meeting</b>	The meeting reconvened to the open meeting at 5:55 p.m.
<b>V.</b>	<b>Construction Update</b>	<p>Chuck Smith joined the meeting.</p> <p>Chuck Smith provided a construction update. The College's overall safety performance continues to be excellent. There was one OSHA injury in December, an employee cut his hand on a portable band saw and required stitches.</p> <p>Dr. Brenda Hellyer clarified that Chuck's safety report is on large construction projects and does not include maintenance.</p> <p>Chuck provided an overview of the 2015 Bond Program master schedule. He explained that the schedule remains largely intact. Although there is still a full year of significant effort on the Central Campus Classroom Building and the McCollum and Jones renovations, focus is shifting toward successful program completion of the Bond projects. This also includes the execution of the Deferred Maintenance projects approved by the Board in December and which are now beginning to get underway.</p> <p>Chuck provided updates on the following projects:</p> <ul style="list-style-type: none"> <li>• The new Fairmont drive entrance has been completed except for the entrance gate, which is currently being fabricated.</li> <li>• The Central Classroom Building is progressing nicely. The timber work is being completed by a four-man crew, and we began our mechanical and electrical installations on the completed section last week.</li> <li>• At Davison, revisions to the Audio Engineering Laboratory to reduce sound leakage into adjacent spaces have been successfully completed. A temporary recording studio has been installed in the second-floor classrooms to support instruction while architect, Kirksey, and their sub-consultants continue to diagnose the failure of the recording studio to meet sound transmission expectations. The College will not be paying for these required revisions.</li> <li>• At the McCollum Building, work on the entire east wing, the lobby, and the first two floors of the rotunda are progressing smoothly. Installation of</li> </ul>

		<p>the new mechanical systems in these areas is nearing completion, and the build back of partitions has begun.</p> <ul style="list-style-type: none"><li>• At North Campus, the Wheeler Building is complete, and work is underway on the adjacent Brightwell Building. We have had to route temporary heating hot water supply piping to bridge the systems taken out of service at Brightwell. We expect this situation to be wholly resolved within the next forty-five days.</li><li>• The primary work at Longenecker is complete and the building has been turned over to the campus except for a handful of rooms. Work has begun on the glazing project.</li><li>• All work on the South Campus domestic water line upgrade except for the final cleaning and changeover to the new system has been completed. Changeover will happen as soon as the meter is installed. The courtyard has been restored and construction barriers removed.</li><li>• Contractor Whiting-Turner has work at the Jones Building in full swing. Asbestos abatement is in progress at the north end of the building and protection has been installed over the terrazzo flooring that will be preserved and the start of general ceiling demolition.</li><li>• The old Fire House at South Campus has been demolished, and the site is ready to be excavated for the new Central Plant.</li><li>• Over the winter break, the illuminated building sign at Generation Park was installed and is now operational. In addition, we have submitted the additional parking lot to the county for permitting and requested Board approval of the competitive sealed proposal method of delivery.</li></ul> <p>Chuck explained that the Board approved the transfer of approximately \$12 million in savings from completed projects into “Deferred Maintenance” projects. He provided a chart to show estimated total project costs with a significant contingency included.</p> <p>He added that one of the first of those projects, which is submitted for approval of method this evening, is the C-26 detention pond. In the case of the C-26 detention pond, the civil engineer did not include a proper drainage system,</p>
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		<p>and water has been forcing itself through any crack it could find or make to relieve the pressure. This progressive force against one side of the wall eventually caused a catastrophic collapse of a ninety-foot long section of the pond wall last summer. The architect and structural engineer on the project stepped in and produced the plan of work which is being used to solicit for repairs that will be paid out of the deferred maintenance project budget. We believe this represents the fastest path to repair and best use of taxpayer resources.</p> <p>Chuck explained that the remaining systemic revisions projects in the Bond Program are still being worked on and all are progressing. He highlighted the results of the construction audit thus far. In the case of the six audited projects, the auditors recovered more than \$1.1 million in overbillings, and likely prevented additional amounts due to the attention focused on these issues. The College's investment in a reputable construction auditor has returned \$9 for each dollar invested in the auditor.</p> <p>Brenda added that the Board has a purchase request item for approval of an additional \$80,000 to continue the work with our auditors. She added that these auditors also monitor and assess wage discrepancies.</p> <p>Erica Davis Rouse asked for an example of overbillings that the auditors are catching.</p> <p>Chuck responded that his team amends the contracts to rule something that is being caught as a trend out of the agreement. We select contractors based on what their fee is going to be and establish rules, so the auditor catches any discrepancies. We look at inflation, mark ups, and wage rates. We must look out for the taxpayers.</p> <p>Keith Sinor asked if there are any contractors that are worse than others and require a closer eye to be kept on them.</p> <p>Chuck responded that there are contractors who are going to stretch the limit if they can and will quickly fix it if we express a concern. There are also contractors who will claim that we have interpreted the contract wrong and ignore an issue that has already been raised which causes problems. They also modify contracts if there really is an interpretation issue.</p>
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<b>VI.</b>	<b>Update on Energy Projects</b>	Due to limited time, this item was tabled until the next workshop.
<b>VII.</b>	<b>Recap of Bond Sale Held on January 26, 2021</b>	<p>Teri Zamora provided a recap of the bond sale held on January 26, 2021 and reported that the sale was very successful. We had planned to sell our bonds on January 19, but another large college planned for that date, so we deferred to January 26. We did a combined transaction and issued \$85 million of new General Obligation debt and refunded \$21 million. We arranged to prepay \$4.5 million in General Obligation Bonds which are callable next year so these dollars will be put in escrow. We did not have to use any unrestricted money. All of these transactions will close on February 18, 2021.</p> <p>Teri provided a chart to show how much debt principal would be due each year. We were trying to sell \$88 million in bonds and received \$567 million in offers. She provided projected versus actual finances and explained that the true interest cost that was projected in December was 1.96 percent, and the actualized interest was 1.49 percent. We had 32.15 percent savings in the refunded bonds instead of the projected 26.78 percent savings. In new money, the projected true interest costs were 2.89 percent, and we actualized 2.34 percent. She provided an overview of the professional team who assisted with the transaction including the underwriters, independent municipal advisor, bond counsels, and disclosure counsel.</p>

		There is an additional \$40 million of the 2015 Bond remaining that will be issued when needed.
<b>VIII.</b>	<b>Review of Board Election Calendar and Processes</b>	<p>Teri Zamora provided an overview of the Board election calendar and processes. There is a new statute that requires us to post candidate requirements on the College website by May of the previous year, which was completed.</p> <p>She communicated that if there are any contested trustee positions, any candidates will be notified of the drawing to receive places on the ballot on February 18, and on February 22 the drawing for order of names listed on the ballot will take place. She explained that the public notice of the election will be posted on April 1, and the election will be held May 1. She reported that if an election is needed, the College will hold a joint election with Harris County, and she provided a list of each parties' responsibilities. The estimated cost to run the joint election is roughly equivalent. We previously spent \$156,000, and our estimate to participate with Harris County is \$150,000. If the election is cancelled, the College is only responsible for payment for services rendered by the county until the point of cancellation. Research indicates that the College's jurisdiction will have the same or greater number of early voting and polling locations by contracting with Harris County. Early voting for the election will be April 19-27, 2021.</p> <p>Brenda explained that the Board has an action item to approve the election order this evening. The Board was given a revised version of the Spanish election order which will be signed tonight and a press release announcing the election will go out tomorrow.</p>
<b>IX.</b>	<b>Update on COVID-19 Responses and Federal Stimulus Funding</b>	<p>Brenda Hellyer provided an update on COVID-19 responses and federal stimulus funding. She explained that there was an executive order that President Biden signed regarding higher education and COVID, and we are still working on details around this.</p> <p>She stated that employees who have COVID symptoms, test positive, or are asked to quarantine are eligible to work remotely for up to 80 hours. Vaccines cannot be required at this time due to the FDA emergency approval process for the current vaccine. She explained the process</p>

		<p>for visiting onsite and receiving a wrist band upon passing the pre-screening.</p> <p>She added that we had one incident of transmission due to exposure on campus out of the 292,966 total visitors on campus since April 2020.</p> <p>Brenda provided an update on the San Jac Cares program stating that calling is kicking off for the next phase, and marketing has created a campaign called “Add a Spring 8B on Us”. We will use Hispanic Serving Institution/Minority Service Institution (HSI/MSI) dollars and are telling students if they take an 8B course after spring break, we will pay their tuition for that course.</p> <p>She provided a brief update on spring enrollment. Enrollment is currently 22 percent face-to-face and 78 percent online. The College’s enrollment is down 3.9 percent in headcount and 4.6 percent in contact hours. San Jac is doing better than most of the colleges we have received feedback from. For summer, we are looking at 50 percent face-to-face and 50 percent online. For fall 2021, we are planning 60 to 70 percent face-to-face and 30 percent online. She clarified that percentages of courses may change based on demand. She provided a comparison of modalities in spring 2020 versus spring 2021.</p> <p>Keith asked if there are certain courses where enrollment is down more.</p> <p>Brenda responded that automotive and petrochemical courses are down in enrollment. Nursing is stable but had some clinical sites cancel due to the uptick in COVID in January.</p> <p>Brenda explained that the College continues to partner with Harris County Public Health (HCPH) by hosting a COVID testing site. The College partnered with HCPH by hosting a COVID vaccination site but has since transitioned to Memorial Stadium to prevent the testing and vaccination sites being in the same location.</p> <p>She provided an update on the CARES Act funds. Grants have been awarded to 2,722 unduplicated students and a total of 4,173 grants have been awarded. We received \$4.475 million in institutional dollars and \$589,000 in HSI/MSI dollars. The remaining balance of these dollars is</p>
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		<p>\$1.203 million in institutional and \$158,000 in HSI. The remaining institutional dollars will be used to distribute as emergency grants and HSI funds will be used for 8B scholarships. She provided an update on the new stimulus fund, Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA), which was signed into law on December 27, 2020. She stated that we are waiting for the guidelines and dollars. Student aid dollars will stay the same as the CARES Act, but we will get an additional \$19.35 million in institutional dollars, and the HSI amount is still unsure. Emergency funding will be distributed to students between February 2021 and January 2022. We are still assessing where to allocate the institutional funds but will not make decisions until the final guidance is received.</p> <p>Brenda provided an update on the FY2021 budget revenues and expenses. She explained that the College set aside funds (\$8.2 million) in the FY2021 unrestricted budget to meet revenue shortfalls and needed expenditures. The remaining amount of this reserve as of February 1 is \$4.2 million.</p> <p>Marie Flickinger asked if Harris County takes some extra time to get amounts credited to accounts. Teri responded that we get drastically different timelines every year, but she does not know the cause of this. We looked at this information over a four-year window and concluded that by the end of February we have normally collected approximately 90 percent of our tax revenues.</p> <p>Brenda presented on the technology access status. The College had a pool of 2,362 registered and paid students who indicated a need for a computer, internet access, or both. We were able to loan out 623 laptops, 577 virtual desktops, 14 webcams, and 24 MiFi's. We confirmed that 86 students applied or are applying for home broadband assistance with Comcast or AT&amp;T and one student has been reimbursed for broadband assistance. We have 1,026 students who have not responded regarding their technology needs.</p> <p>She informed the Board that College Community Day will be on February 11 with a focus on catching up on projects, remote work will be extended beyond February 14, and we are still developing a plan for spring commencement.</p>
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<p><b>X.</b></p>	<p><b>Update on Promise Program</b></p>	<p>Brenda provided an update on the Promise Program. She stated that 517 Promise students started in the fall with 371 (72%) of those being enrolled full-time in spring classes. Of those, 22 students appealed poor performance, and 28 of the students are not attending full-time and are no longer eligible for Promise. We have 16 (3%) students who are on academic suspension and have not appealed so we are reaching out to them, and 102 (20%) students did not return for the spring semester. It was a hard year for these students, so we are trying to put extra support in place for them. The pledge goal for Promise 2021 is 90 percent, and the deadline is Friday. We currently have an average of 73% pledged for all three of our Pasadena high schools.</p>
<p><b>XI.</b></p>	<p><b>Update on 87<sup>th</sup> Legislative Session</b></p>	<p>Brenda explained that Teri Crawford put together a document to cover Federal updates and an update on the 87<sup>th</sup> Texas Legislative Session.</p> <p>At the federal level, she summarized that Congress passed a FAFSA (Free Application for Federal Student Aid) Simplification Act in December which should help to quickly move some data and processes around FAFSA. This Act does not go into effect for another year. She added that the College’s Maritime Center of Excellence program continues to move forward.</p> <p>At the State level, an update on the State biennial revenue was released with a billion-dollar shortfall which is much better than anticipated. She informed the group that Dave Phelan was announced as the Speaker of the House but has not announced his committees yet.</p> <p>She explained that Senate Bill 1 was the lead funding bill on the budget. The total funding for community colleges decreased approximately 2/10 of a percent which was due to special items funding. The formula funding did not decline. She explained the different buckets of funding and how they were impacted. Thirty of the fifty colleges in Texas have reduced funding with this budget bill and San Jacinto College is one of those. Texas Association of Community Colleges (TACC) is looking at how to pivot and have sustainability or hold harmless funding for each college. She explained the Public Education Finance Commission during the 86<sup>th</sup> Legislative Session took a hard look at the funding model for school districts.</p>

		Community colleges are looking at how to analyze the funding model for community colleges across the State using a commission model. Community College Association of Texas Trustees' (CCATT) legislative committee is in support of a Community College Finance Commission and will be a recommendation to its full board. Community College Student Day at the Capitol will now be virtual.
<b>XII.</b>	<b>Review of Expressive Activities Policy and Procedure</b>	Brenda reviewed the expressive activities policy and procedure and explained that this is an item in the board book for first reading. This was mandated through Senate Bill 18 in the last legislative session and had requirements for when it was supposed to be implemented with a reporting requirement to the leadership at the State on December 1, 2020. We did not meet the deadline to report to the State or the deadline to meet the initial implementation for this bill. We submitted our notification on December 14, 2020, and did an emergency implementation of the policy. We are in compliance and have not received a response to our letter. The policy and related procedure were sent to the College community for feedback and can be amended if any changes are needed based on the feedback received.
<b>XIII.</b>	<b>Review of Calendar</b>	Brenda reviewed the calendar and upcoming events with the Board. A calendar of campus activities is on the website and will be distributed to the Board at the next Board meeting.
<b>XIV.</b>	<b>General Discussion of Meeting Items</b>	<p>a. Delegation of Construction Procurement Method Brenda explained that this is not for the Board to delegate issuing a contract but is regarding the process of notification around the procurement method. These have been brought as Board action items and have delayed processes, so we are requesting the Board to delegate the Chancellor, Brenda Hellyer and Teri Zamora to approve the procurement method. The final purchase order or contract will still be brought to the Board.</p> <p>b. Proposed Changes to Budget Development Policy and Procedure Brenda explained we have generally had a budget hearing before the budget is approved which is not a requirement. Instead, feedback can be collected</p>

		the budget in the public comment section of the appropriate Board meeting. We are proposing to eliminate the budget hearing and allow for public comments during the regular Board meeting. This is in the Board book for first reading.
<b>XV.</b>	<b>Adjournment</b>	Workshop adjourned at 7:08 p.m.