

**San Jacinto College District Board Workshop  
January 30, 2017  
District Administration Building, Suite 201**

**MINUTES**

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Marie Flickinger, Brad Hance, Dan Mims, John Moon, Jr., Dr. Ruede Wheeler, Larry Wilson <b>Absent:</b> Keith Sinor <b>Chancellor:</b> Brenda Hellyer <b>Others:</b> Amanda Fenwick, Allatia Harris, Ginger Lambert, Chet Lewis, Mandi Reiland, Laurel Williamson
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	<b>Workshop began at 5:02 p.m.</b>
<b>II.</b>	<b>Roll Call of Board Members</b>  <b>Absent:</b>	<b>Board Members:</b> Dan Mims, Marie Flickinger, Brad Hance, John Moon, Jr., Dr. Ruede Wheeler, Larry Wilson  Keith Sinor
<b>III.</b>	<b>Calendar Review</b>	Brenda Hellyer reviewed the calendar with the Board and allowed them time to provide feedback on their availability.
<b>IV.</b>	<b>Adjournment to closed or executive session pursuant to Texas Government Code Section 551.072, 551.073, and 551.074 of the Texas Open Meetings Act, for the following purposes: Real Estate, For the purpose of considering a negotiated</b>	Adjourned to closed session at 5:12 p.m.  Allatia Harris, Chet Lewis, and Mandi Reiland were present for the executive session.  a. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property. b. For the purpose of considering a negotiated contract for a prospective gift or donation. c. Personnel Matters - For the deliberation of the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of specific employees.

	<b>contract for a prospective gift or donation, and Personnel Matters</b>	
<b>V.</b>	<b>Reconvene in Open Meeting</b>	Reconvened in open meeting at 6:10 p.m.
<b>VI.</b>	<b>Campus Carry Task Force Progress Update</b>	<p>Chet Lewis gave an overview of the campus carry task force progress. He explained that the police department did a lot of research on policies and procedures from other colleges. The task force was established on November 18, 2016. Subcommittees were created to focus on the following areas: survey, development and analysis, communication and training, and safety, security, and policy.</p> <p>The task force has completed the following:</p> <ul style="list-style-type: none"> <li>• Analyzed Student Government Association Campus Carry Survey results from May of 2016</li> <li>• Analyzed Employee Campus Carry Survey results from Spring 2016</li> <li>• Reviewed and revised Campus Carry Fact Sheet</li> <li>• Reviewed and revised Campus Carry Video</li> <li>• Identified statutory gun exclusion zones at San Jacinto College</li> <li>• Reviewed the latest opinions from the Texas Attorney General regarding campus carry</li> <li>• Established a detailed communication plan</li> <li>• Reviewed the campus carry policies from local universities and compiled a list of policy recommendations for San Jacinto College</li> </ul> <p>The next steps are in progress and expected to be completed soon:</p> <ul style="list-style-type: none"> <li>• Analyze the results of the Campus Carry student survey just completed on January 29, 2017</li> <li>• Complete research regarding university best practices that encompass policies and procedures for employees licensed to carry</li> <li>• Finalize a list of recommended gun exclusion zones for San Jacinto College</li> <li>• Ensure appropriate signage once recommended exclusion zones are approved</li> <li>• Research recommendations of revisions to student handbook/college policy for campus carry violations</li> </ul>

		<p>The overall goal is to determine reasonable rules, regulations, or other provisions to recommend to the Strategic Leadership Team and then review in detail with the Board of Trustees in March, 2017. All committee recommendations are based on the tenants of the law and the survey results.</p> <p>Brad Hance asked about the timeline for universities. Brenda Hellyer explained that the universities had to implement their plan by August 2016, so they are already implemented. The police department and the task force have reviewed the plans put in place by several universities.</p> <p>Brad asked if we are utilizing what they have done or making our own. Chet explained that the College will be implementing a combination in our recommendations.</p> <p>Brad asked how the responses on the student survey differed from the employee survey. Chet explained that the questions on the surveys were different and the task force is in the process of reviewing the student survey.</p>
<b>VII.</b>	<b>Cyber Liability Policy Update</b>	<p>Chet explained that the College has entered into a cyber liability policy. The coverage includes: security and privacy liability insurance, network interruption insurance, event management insurance, and cyber extortion insurance. All of the items have a \$25,000 deductible. The total cost was approximately \$36,500. The College has \$3 million coverage. This is being covered through AIG. This was added to our current insurance. A Request For Proposals (RFP) for insurance will go out next year and this type of insurance will be included in that RFP.</p>
<b>VIII.</b>	<b>85<sup>th</sup> Legislative Session Update</b>	<p>Brenda Hellyer referenced the handout from TACC which explains the Texas Community Colleges Funding Request for 2018-19 Biennium. The components of funding are core operations, performance funding/student success points, and contact hour/instruction. This document shows the original request and the current request for funding. The request is supported not only by TACC but also the Texas Community College Teachers Association and CCATT.</p> <p>Brenda explained that the recommendation House Bill1/Senate Bill 1 are at approximately \$166 a point. TACC’s request was \$185 per point. The Texas Higher Education Coordinating</p>

		<p>Board has requested \$216 per point. The Board discussed motivation behind the success points.</p> <p>Brenda explained that all special items were cut with SB1. There is some impact to community colleges. For San Jacinto College, the concern is funding for Small Business Development Centers which was a special item through University of Houston.</p> <p>Brenda referenced the handout that is specific to San Jacinto College. Statewide, the initial base year contact hours have decreased -0.4%. San Jacinto College has had an increase of 4.3%. This is very important for our College and the related funding allocation.</p> <p>The last handout shows the bills that have been introduced at this point in time. Brenda explained that we are tracking bills that could have an impact on community colleges.</p> <p>Several bills have been filed around select bachelor degrees being offered by community colleges based on workforce need. As previously discussed with the Board, San Jacinto College is pursuing this avenue to meet needs at our area hospitals and industry partners.</p> <p>Marie Flickinger asked for a report on the tax rate changes for the last 20 years if possible. Brenda will make sure we prepare information to assist with discussions.</p>
<p><b>IX.</b></p>	<p><b>May 2017 Board Election Update</b></p>	<p>Amanda Fenwick and Ginger Lambert were present for this item.</p> <p>Chet Lewis reviewed the calendar of important dates for the May 2017 elections.</p> <ul style="list-style-type: none"> <li>• February 17, 5:00 p.m. – Last day to file for a place on the ballot</li> <li>• February 21, 5:00 p.m. – Deadline for write-in candidates to file</li> <li>• February 21, 5:15 p.m. – Conduct ballot drawing</li> <li>• February 22 – First day an election may be cancelled if applicable</li> <li>• April 24 - Last day to notify election judges of duty to hold election and first day of early voting by personal appearance</li> </ul>

		<ul style="list-style-type: none"> <li>• April 26 – Last day to publish or mail notice of election and last day of early voting by personal appearance</li> <li>• May 6 – Election Day 7:00 a.m. – 7:00 p.m.</li> <li>• May 9 – First day to conduct official local canvass</li> <li>• May 17 – Last day to canvass</li> <li>• June 15 – Last day of mandatory office hours</li> </ul> <p>Chet explained that San Jacinto College shares a ballot in a joint election with Galena Park Independent School District (ISD), Deer Park ISD, Pasadena ISD, La Porte ISD/City of La Porte, La Porte ISD/City of Morgan’s Point, and La Porte ISD/City of Shore Acres. The ballot and expenses are shared. San Jacinto College will conduct the election in Channelview ISD, Sheldon ISD, Humble ISD, Pearland ISD, and Clear Creek ISD.</p> <p>The early voting locations and election day polling locations are listed in the handout distributed to the Board.</p> <p>Brenda explained that the Board will be voting on the action item to call an election and to allow the Chancellor to enter into agreements with the entities referenced above. She also reviewed the communication plan that marketing is implementing. A draft of the press release is included in the packet for review and will go out after the Board has voted on the item.</p> <p>Brenda explained that the budget is still to be determined, because we are getting quotes on the postings that meet the legal requirements. This may be a significant dollar amount, but the posting is required by law.</p>
<p><b>X.</b></p>	<p><b>Update on Instruction Programs: Change of Name for Associate of Arts Degree in Physical Education to Associate of Arts in Kinesiology &amp; Notification of Closure of Dental Assisting Program</b></p>	<p>Laurel Williamson was present for this item.</p> <p>Brenda Hellyer explained that the College changed the name of the Associate of Arts Degree in Physical Education to Associate of Arts in Kinesiology.</p> <p>The Board did not have any questions on this item.</p> <p>Brenda notified the Board of the Closure of Dental Assisting Program. This was previously discussed with the Board through personnel matters, but Brenda wanted formal documentation. There was not enrollment to sustain the program. We are currently looking at other non-credit options.</p>

		Brenda wanted to have these notifications to the Board in the official records.
<b>XI.</b>	<b>Houston Chronicle Opportunity News Review</b>	<p>Brenda Hellyer stated that this item is to answer questions that were received from a Board member regarding the Houston Chronicle Opportunity News. Brenda asked the Board to review the memo that is included in the handouts and let her know if there are any additional questions.</p> <p>She gave a brief overview of the history of Opportunity News and costs.</p> <p>Larry Wilson explained that his main question was regarding the purpose and target of this publication. His concern is the stories that are covered need to attract students and expose the audience of the newspaper to our College.</p> <p>Marie Flickinger asked if we have editorial control over the Opportunity News. Brenda explained that the College has control over some content unless it is authored by the Houston Chronicle.</p>
<b>XII.</b>	<b>Communication About Vehicle Donation and Auction</b>	<p>Brenda Hellyer explained the upcoming auction that will sell a donated 1972 Nova kit car (subsequently verified clone car). This vehicle was donated to the San Jacinto College Foundation.</p> <p>She will keep the Board updated on this item.</p>
<b>XIII.</b>	<b>General Discussion of Meeting Items</b>	There were no additional items discussed.
<b>XIV.</b>	<b>Adjournment</b>	Workshop adjourned at 6:50 p.m.