

**San Jacinto College District Board Workshop
November 5, 2018
District Administration Building, Suite 201**

MINUTES

	Board Workshop Attendees:	Board Members: Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Chancellor: Brenda Hellyer Other: Micki Morris (Rogers, Morris, and Grover), Mandi Reiland, Steve Trncak, Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 5:17 p.m.
II.	Roll Call of Board Members	Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071 of the Texas Open Meetings Act, for the following purposes: Legal Matters	Adjourned to closed session at 5:18 p.m. Legal Matters – For the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by the law. Micki Morris (Attorney with Rogers, Morris, and Grover), Mandi Reiland, Steve Trncak, and Teri Zamora were present for this item.
IV.	Reconvene in Open Meeting	Reconvened in open meeting at 6:31 p.m.
V.	Update on SACSCOC On-site Visit	Brenda Hellyer provided an overview of the SACSCOC On-Site visit. The Committee was impressed with the visit and with the interactions with students. They were very impressed with how many students were studying and interacting throughout the campuses. The focus report was great. The only issue they noted was that they are still verifying nine faculty credentials. We will get a final report on those faculty. The committee also mentioned a few questions on the Quality Enhancement Plan (QEP). They liked approach and topic. Their concern was about

		<p>broad engagement. They explained that they would like to see more part-time faculty engagement, and they wanted more specificity on how we will assess the QEP. They also spoke highly of the Board and the Board’s engagement. Marie, Keith, and Dan met with the on-site committee during the visit. A formal letter is to come in approximately two weeks, and we have four months to respond. The SACSCOC Board will vote on our reaffirmation at its June meeting. Brenda anticipates a positive report. She expressed her thanks to all of the employees who have supported the off-site and on-site reports and visits. Many hours went into all of this.</p> <p>Marie commented on the Board interview and she said that all of our Board members are great.</p>
<p>VI.</p>	<p>Discuss Budget Amendment to Auxiliary Fund Budget</p>	<p>Teri Zamora reviewed action item XIII which will be voted on at the meeting following this workshop. She brought this as an action item because we generally do not bring the auxiliary budget amendments to the Board for approval. We just bring restricted and unrestricted budget amendments. She explained that the 2018-2019 College Auxiliary budget was approved by the Board on July 9, 2018 and included revenues of \$3,281,000 and expenditures of \$2,396,000. Conservative projections were utilized for revenues and are considered reasonably attainable. The College recently entered into two new vendor contracts, one with Barnes & Noble College Booksellers, LLC and one with Bottling Group, LLC (Pepsi). Commissions on the sales were included in Auxiliary Fund revenues for both contracts for 2018-2019.</p> <p>The contract with Barnes & Noble also contains a one-time signing bonus of \$700,000 amortized over the 8-year life of the contract, which equates to \$87,500 annually. The contract with Bottling Group, LLC also contains a provision for Pepsi to pay an annual sponsorship fee in the amount of \$77,000 for each of the five years of the contract. These additional revenue streams generated by the two contracts amount to \$164,500 annually; none of which was included in the Board approved Auxiliary budget due to uncertainty regarding the date of receipt of the initial payments, and the intended use of the funds.</p> <p>Teri explained that the recommendation is to use these funds for students to address food insecurity and hunger on campus. The program will work in a parallel manner to</p>

		<p>the food pantry, which addresses hunger and food insecurity for students when they are off campus. Students in the program will be allowed \$8.00 a day at the campus cafeterias. This will be a pilot program with the hope to eventually obtain grant funding also. Board members expressed they were comfortable with this recommendation.</p> <p>Dan Mims recommends updating these companies on the data and use of the funds.</p>
VII.	Highlight Association of Community College Trustees (ACCT) Leadership Congress	This item was tabled and will be discussed at a future workshop.
VIII.	Report on Transatlantic Operations Program Trip	This item was tabled and will be discussed at a future workshop.
IX.	Review of Calendar	<p>Brenda reviewed the calendar with the Board.</p> <p>Brenda also explained that she and Dr. Williamson plan to conduct the retreat with the Board on the development of the strategic plan. Mandi will send possible dates for a retreat in January.</p>
X.	General Discussion of Meeting Items	<p>Brenda asked if there were any items from the meeting agenda that the members would like to review.</p> <p>Brenda mentioned the Get a Glimpse Internship request in the purchasing section. She explained that there would be a presentation about this program at the Board meeting prior to the approval of the purchasing request.</p> <p>Larry Wilson asked for clarification on Strategic Leadership Team (SLT) members eligibility for ESA's (Extra Service Agreements). Brenda explained that SLT members are not eligible to receive an ESA.</p>
XI.	Adjournment	Workshop adjourned at 6:56 p.m.