

San Jacinto College District Board Workshop September 9, 2024

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 4:45 p.m., Monday, September 9, 2024, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

MINUTES

	Board Workshop Attendees:	Board Members: Dr. Michelle Cantú-Wilson, Erica Davis Rouse (absent), Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor (absent), Larry Wilson Chancellor: Brenda Hellyer Other: Kacie Allen, Allatia Harris, Sandra Ramirez, Teri Zamora, Mandi Reiland
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Chair Flickinger called the workshop to order at 4:48 p.m.
II.	Roll Call of Board Members	Chair Flickinger conducted a roll call of the Board members: Dr. Michelle Cantú-Wilson (arrived during closed session) Erica Davis Rouse, Assistant Secretary (absent) Marie Flickinger, Chair Dan Mims John Moon, Jr., Vice Chair Keith Sinor, Secretary (absent) Larry Wilson
III.	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	Chair Flickinger adjourned to closed session at 4:50 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. b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or

	Matters, and Security Matters	<p>employee or to hear complaints or charges against a public officer or employee.</p> <ul style="list-style-type: none"> • Other personnel matters <p>c. Security Matters - To consider the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit.</p> <ul style="list-style-type: none"> • Teri Zamora attended this portion of the closed session.
IV.	Reconvene in Open Meeting	<p>Chair Flickinger reconvened to open meeting at 6:18 p.m.</p> <p>Kacie Allen, Mandi Reiland, and Linda Torres joined the workshop.</p>
V.	Review and Approval of Junior College Assessment Report (JCAR) and Emergency Management Plan	<p>Teri Zamora provided an overview of the Junior College Assessment Report (JCAR) and what each section covers.</p> <ul style="list-style-type: none"> • Section 1 - Contact Information and District Demographics • Section 2 - Safety and Security Audit • Section 3 - Emergency Management/Planning • Section 4 - Additional Safety and Security Information <p>The additional safety and security information are provided within the report that the Board reviewed. This report is submitted to the Texas School Safety Center.</p>
VI.	Enrollment Update – Fall 2024	<p>Teri provided an update on enrollment. As of today, September 9th, the College’s headcount is 31,466 and contact hours are 5,488,784. This is a 0.6 percent increase in headcount compared to fall 2023 and a 1.3 percent increase in contact hours.</p>
VII.	Update on Property Tax Rate Adoption	<p>Teri explained the final property tax assessments were received on August 30, 2024, so the figures have changed a bit from the numbers presented in July. The no-new-revenue rate is \$0.148918 and the voter-approval tax rate is \$0.158151. She reminded the Board that the College increased the homestead exemption from one percent to five percent last year. The tax collection rate for this year is 97.58 percent, which is lower than last year’s at 98.77 percent. The Total Ad Valorem tax rate for this year is 0.154868, which is the same number that was given in the previous estimate. The debt service rate will be 0.044914 which is a very small increase from the prior estimate. The College is keeping the same overall tax rate, which was</p>

		discussed during the budget approval process. This rate will be adopted during the October 7, 2024 meeting.
VIII.	<p>Review and Discussion of Annual Internal Audit Report</p> <p>A. Summary of FY2023-2024 Internal Audit Work</p> <p>B. Proposed FY2024-2025 Plan</p>	<p>Linda Torres, Director of Internal Audit, provided an update on the internal 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.</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 15 open CAPs, which are outlined in the audit report. During the year, eight reports on ethics and fraud concerns were made through Ethics Point. All reports were addressed and handled appropriately.</p> <p>Linda provided a summary of the proposed audit plan for 2024-2025. The proposed audits and follow-up audits can be found on page 19 of the Annual Audit Report.</p> <p>Brenda and the Board thanked Linda and her team for all their work.</p>
IX.	Update on Process for Election of Appraisal District Board Members	<p>Dr. Brenda Hellyer explained Senate Bill 2, enacted in the 88th second special session, which defines how appraisal district directors in counties with a population of 75,000 or more are now appointed.</p> <p>Teri Zamora explained the new process. There will now be nine district directors governing the appraisal district. Five will be selected by the voting taxing units, one will be the county tax assessor collector, and three will be elected at-large by voters in the county. This new process will allow the College to have more representation than it has had in the past. Nominations for these positions are due October 15, 2024 and official votes are due December 15, 2024. The College is recommending to not submit a nomination. The College should evaluate and be mindful when voting for the nominees in December.</p>

<p>X.</p>	<p>Review Request for Funding Allocations from 2015 Bond Contingency and Interest Earnings</p>	<p>Teri provided an overview of the requests for funding allocations from the 2015 Bond Contingency.</p> <ul style="list-style-type: none"> • The College is requesting to increase the funding for the current Maritime Expansion project by \$211,000. This increase will cover the anticipated cost of the pool heating and cooling project. The provision of heating and cooling capacity will allow year-round use of the pool. • The College is requesting \$2.2 million to begin caulking parking lots at Maritime and Generation Park, as well as plan for repaving Rick Schneider Road and lot P-6 at South Campus. • The College is requesting funds to adjust the hardware functioning of an additional 19 vestibules, so that their doors will open sequentially, potentially saving an estimated 20% of the energy used each time the doors are activated. <p>Teri explained \$2.8 million of unspent dollars are being returned to the 2015 Bond contingency fund, so the revised amount after funding the projects listed above would be \$19.1 million with \$157,000 being returned to the fund from project closeouts.</p> <p>She provided an overview of requests for new allocations from bond issue interest earnings. The need to extend waterproofing higher up the building wall at the C-3 Low Roof, combined with the replacement of fascia panels, has resulted in a slightly higher than estimated replacement cost, so an additional \$212,612 is being requested.</p> <p>The last request is allocating funds that are already set aside for Generation Park future expansion to provide additional equipment for the Center for Biotechnology. The estimated cost to equip this facility will be \$600,000 bringing the revised total for this fund to \$16.8 million.</p> <p>Those present were supportive of this plan.</p>
<p>XI.</p>	<p>Review of Calendar</p>	<p>Brenda reviewed the calendar and asked the Board members to let Kacie Allen know if they would like to attend any events. The October Building and Finance Committee meetings are being cancelled due to the Association of Community College Trustees (ACCT) conference. The December Board Meeting was rescheduled from December 2nd to December 9th. The</p>

		Spring 2025 commencement has been rescheduled from May 9 th to May 16 th due to NRG having an event on May 9 th .
XII.	Complete Conflict of Interest Forms	The Board was provided Conflict of Interest forms to complete and return to Linda Torres.
XIII.	General Discussion of Meeting Items a. Additional Purchasing Support Documents	Brenda stated the compact benchtop chromatography system was awarded to GMI OpCO LLC. The Board had no questions about any items in the Board book.
XIV.	Adjournment	Chair Flickinger adjourned the meeting at 6:52 p.m.