

**San Jacinto College District Board Workshop
December 12, 2016
District Administration Building, Suite 201**

MINUTES

	Board Workshop Attendees:	Board Members: Marie Flickinger, Brad Hance, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Chancellor: Brenda Hellyer Others: Anita Dewease, Bill Dickerson, Mini Izaguirre, Chet Lewis, Elissa Posway, Mandi Reiland, Danny Snooks, Steve Trncak
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Workshop began at 5:03 p.m.
II.	Roll Call of Board Members	Board Members: Dan Mims, Marie Flickinger, Brad Hance, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
III.	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 contract for a prospective gift or donation, and Personnel Matters	Adjourned to closed session at 5:04 p.m. Chet Lewis, Mandi Reiland, and Steve Trncak 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.

		Reconvened in open meeting at 5:51 p.m.
IV.	2015-2016 Comprehensive Annual Financial Report (CAFR)	<p>Chet Lewis, Elissa Posway, Mini Izaquirre, Bill Dickerson, and Anita Dewease were present for this item.</p> <p>Chet Lewis introduced Elissa Posway with Doeren Mayhew. Elissa distributed the Audit Results document. She gave an overview of the audit process and findings.</p> <p>Elissa stated that with respect to the audit, Doeren Mayhew was required to report the following items:</p> <ul style="list-style-type: none"> • Significant Accounting Policies – The College adopted GASB Statement no. 72, during fiscal year 2016, which had no impact on financial statement amounts and minimal impact on disclosures. • Significant audit adjustments – None • Major disagreements with management – None • Material errors, fraud, and illegal acts – None • Required material written communications will be completed after Board approval of audit • Single audit results can be reviewed beginning on page 77 of the draft CAFR or on page five of the audit results handout <p>Elissa summarized that there were no findings to be reported.</p> <p>Marie Flickinger asked about page 28 of the audit. She asked if the estimate that we will not recoup is approximately a third of the student receivables of \$23,530,298.</p> <p>Chet explained that there is aging that goes into the calculations and estimates. The total amount of student receivables is accumulated for up to four years in the report. Chet’s team explained that the College continues to collect on student balances and holds are placed on student accounts as long as a student owes the College money.</p> <p>Dr. Ruede Wheeler asked who the audits go to. Elissa explained that these go into the data collection center to become official open documents.</p> <p>Chet explained that the reports are also submitted to the Texas Higher Education Coordinating Board, bond rating agencies and related entities, grants agencies, and The State receive audit by January 1. Additionally, it is used in the SACSCOC reaffirmation, and it is uploaded on the College website.</p>

		Chet reviewed significant points from the draft audit report. He thanked the auditors and the fiscal affairs team for their contributions on a clean audit.
V.	Part-time Faculty and Staff Rate Increases	The action item was distributed to the Board for review and questions. Dr. Hellyer asked if the Board had any questions. They had no questions.
VI.	Performance Management Distribution Curves	<p>A presentation of the 2015-2016 performance rating distribution curves were distributed to the Board for review.</p> <p>Steve Trncak gave an overview of the key points of the presentation.</p> <p>Keith asked how many non-renewals we have because of this. Steve did not have that exact number but it was less than five this year.</p> <p>Dr. Wheeler asked if employees disagree with their evaluations and is there a process to review these complaints. Steve explained that there is a secondary review process in place.</p> <p>Brenda said we are also doing leadership development in order to hold all accountable. There is a two way conversation constantly between leaders and direct reports throughout the process.</p>
VII.	85th Legislative Session	<p>Teri Crawford was present for this item.</p> <p>Brenda briefly explained the handouts and the potential impacts to San Jacinto College of the proposed legislature.</p> <p>Brenda explained that she and Teri Crawford have been and will continue to meet with our elected officials. Updates will be provided to the Board throughout the legislative session.</p>
VIII.	Election Calendar	<p>Danny Snooks was present for this item.</p> <p>Brenda explained that the calendar is included in the Board's folder. The first day to file for a place on the ballot is January 18 and the last date is February 17 at 5:00 p.m. The election order will be on the agenda for the Board meeting on January 30.</p>

		<p>Danny Snooks explained that Position 1 and 2 are up for election in May 2017. He explained that if there is any desire for an incumbent to seek office for another elected position, there is not a requirement to resign from the San Jacinto College Board. If the incumbent is elected to the other office, he/she then would be required to vacate the trustee position.</p> <p>Dr. Wheeler asked that if a position is vacated during a Board members term, if the Board has the option to appoint. Danny explained that the Board can appoint in the event of a vacated position.</p>
IX.	General Discussion of Meeting Items	There were no additional items discussed.
X.	Calendar	Brenda reviewed the Board calendar.
XI.	Adjournment	Workshop adjourned at 6:57 p.m.