

# San Jacinto College District Board Workshop

## January 29, 2024

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 5:15 p.m., Monday, January 29, 2024, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

### MINUTES

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Dr. Michelle Cantú-Wilson, Erica Davis Rouse (absent), Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor (absent), Larry Wilson (absent) <b>Chancellor:</b> Brenda Hellyer <b>Other:</b> Allatia Harris, Sandra Ramirez, Mandi Reiland, Teri Zamora
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	Chair Flickinger called the workshop to order at 5:18 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Board Chair Flickinger conducted a roll call of the Board members:  Dr. Michelle Cantú-Wilson Erica Davis Rouse, Assistant Secretary (absent) Marie Flickinger, Chair Dan Mims John Moon, Jr., Vice Chair Keith Sinor, Secretary (absent) Larry Wilson (absent)
<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 Matters and Personnel Matters</b>	Chair Flickinger adjourned to closed session at 5:20 p.m.  The Board members listed above as attending and Chancellor Brenda Hellyer were present for the closed session.  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. It was determined after the time of posting that a consultation with an attorney was not needed.  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.

IV.	<b>Reconvene in Open Meeting</b>	Chair Flickinger reconvened to open meeting at 5:52 p.m.
V.	<b>Review Action for Designation of Unrestricted Cash Reserves for Future Capital Projects</b>	<p>Teri Zamora provided an overview of the designation of unrestricted cash reserves for future Capital Projects. This will be an action item during tonight’s Board meeting. She explained a policy was passed in 2018 that requires the College to have four to six months cash of unrestricted dollars on hand. At the end of August 2022, the College had 5.5 months of cash on hand. In previous years, the overage would be used to pay down debt, but there was no callable debt last year, so the Board approved moving \$5 million of those funds to the capital projects to use in the future for deferred maintenance once Bond funds are depleted. After moving these funds, the College had 5.2 months of cash on hand. Last year, November 2022 was our lowest month, and the College still had four months of cash on hand. This year, December 2023 was our lowest month, and the College had \$84.4 million or 4.6 months of cash on hand.</p> <p>Teri explained the timeline of when the funds are received from the state throughout the year. Under the new formula, the state will give the College half of the funds in October, a fourth in February, and the last fourth in June The new method of designating this extra cash into the “Capital Projects Fund” to be used for deferred maintenance seems to be the most prudent way forward. The College currently has \$6 million plus interest in this fund and will have \$11 million plus interest if tonight’s request to transfer \$5 million is approved.</p> <p>Dr. Michelle Cantú-Wilson asked if a fund like this existed prior to the Capital Projects Fund. Teri responded there was not one in this manner where the funds are waiting for use. It will likely be a couple of years before we need it. It depends how fast we are able to complete the current projects being funded through bond dollars or if we need any other emergency repairs. We had roofs on buildings across the campuses assessed and there will be a presentation later this evening to request additional funds from the Bond fund and from interest earnings on bond funds to start addressing these issues and parking lot renovations.</p> <p>Teri explained these funds are being put in a designated account so it will be clear they are not readily available for the College’s normal expenditures. An update on this Future Capital Projects Fund will be included in the monthly construction reports moving forward.</p>

		<p>Marie Flickinger asked about the timeline of a next Bond being issued.</p> <p>Brenda explained the master planning process will be discussed during the Board Retreat. We need to get our hands around facility needs based on the changes we are seeing in delivery and student and community needs. She is hopeful that we will not need to issue another Bond for several years.</p> <p>Dr. Allatia Harris joined the workshop.</p>
<b>VI.</b>	<b>Update on Enrollment</b>	<p>Teri provided an update on spring enrollment. As of this morning, the College’s headcount was 28,281, which is an increase of 3.7 percent compared to spring 2023. This is the highest headcount we have had since spring 2020. We are 2.8 percent down compared to spring 2020, when the pandemic began, but are up 1 percent in contact hours. The Promise program is contributing to the increase in contact hours.</p> <p>Brenda added that the College is currently about 48 percent face-to-face enrollment on the academic side, which is lower than last semester. Prior to covid, we were approximately 70 percent face-to-face in academic courses.</p>
<b>VII.</b>	<p><b>Review Request for Funding Allocations for Parking Lot Preservation and Reroofing Projects</b></p> <p><b>A. Allocation from 2015 Bond contingency for College-wide parking lot preservation</b></p> <p><b>B. Allocation from available bond interest funds for College-wide reroofing and upgrade projects</b></p>	<p>Teri presented on the request for funding allocations for parking lot preservation and reroofing projects. She explained several of the parking lots across campuses are experiencing cracked pavement. In general, the parking lots with the worst conditions are being addressed first, but there are several other lots that can be preserved to save money and keep them from having to be fully replaced. She explained that the Board had previously supported \$800,000 for pavement preservation at the North Campus. The new request is for an additional \$1.5 million, with the total available funding to be used to address pavement preservation across all campuses. The total balance currently available in the bond contingency is \$21.19 million. The new contingency balance after support of this request will be \$19.69 million.</p> <p>Teri provided an overview of the request for interest earnings from the Bond funds to be allocated toward new roofing repairs. She provided a chart with needed roofing repairs and costs. The total estimated cost for these repairs is \$4.32 million. The available amount of bond interest earnings is \$5.57 million. If this request is supported, the remaining bond interest earnings will be \$1.25 million. This is also going to be included in Capital</p>

		<p>Improvement Program (CIP) reports and each contract will go to the Board for approval through the purchasing action items.</p> <p>The Board was supportive of this plan.</p>
<b>VIII.</b>	<b>Review Proposal to Offer an Associate of Applied Science in Magnetic Resonance Imaging (MRI) Degree</b>	<p>Dr. Allatia Harris provided an overview of the proposal to offer an Associate of Applied Science in Magnetic Resonance Imaging (MRI) Degree. She explained the College currently offers an enhanced certificate in MRI which means a student must have earned a degree in Sonography or Radiography to enter the MRI enhanced certificate program. This certificate program then takes another year to complete. The advisory committee was looking for a way to expedite this and decided to reconfigure this program to offer a degree instead of a certificate. She explained the equipment and staffing needs for this program. The plan is to have 20 students in the first year, 25 in the second year, and 30 in the third year.</p> <p>Brenda explained that this proposal is being brought to the Board at this evening's Board meeting for approval. The intention is to have this degree program in place by fall 2024.</p> <p>Michelle commented about a student she knows of from another college who went through the Sonography program then had to go through another year to complete the MRI certification and was frustrated about this process.</p> <p>The Board members were supportive of this proposal.</p>
<b>IX.</b>	<b>Review of Calendar</b>	<p>Brenda reviewed upcoming events on the calendar and asked the Board members to let Mandi Reiland know if they would like to attend any events.</p>
<b>X.</b>	<b>General Discussion of Meeting Items</b> <b>a. Additional Purchasing Support Documents</b>	<p>Brenda provided an overview of updates made to policies and procedures and informed the Board that they will have a few to review and approve during the Board meeting. She also informed the Board that two delegations they approved have been completed.</p> <p>The Board members had no other questions and no additional purchasing support documents were provided.</p>
<b>XI.</b>	<b>Adjournment</b>	<p>Chair Flickinger adjourned the meeting at 6:25 p.m.</p>