

San Jacinto College District Board Workshop January 31, 2022

The Board of Trustees of the San Jacinto Community College District met at 5:00 p.m., Monday, January 31, 2022, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

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: Lisa Brown (Attorney – via conference call), Allatia Harris, Sandra Ramirez, Mandi Reiland, Laurel Williamson, Teri Zamora, Joanna Zimmermann
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Vice Chair, John Moon, Jr., called the workshop to order at 5:03 p.m.
II.	Roll Call of Board Members	Vice Chair John Moon, Jr. conducted a roll call of the Board members: Erica Davis Rouse Marie Flickinger (arrived during closed session) Dan Mims (arrived during closed session) John Moon, Jr. Keith Sinor Dr. Ruede Wheeler Larry Wilson (arrived during item VI)
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, 551.074, and 551.072 of the Texas Open Meetings Act, for the following purposes:	Vice Chair Moon, Jr. adjourned to closed session at 5:04 p.m. The Board members listed above as attending, Chancellor Hellyer, Sandra Ramirez, Mandi Reiland, and Teri Zamora 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. Attorney Lisa Brown (via conference call) was present for this portion of the closed session.

		<p>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.</p> <p>c. Real Estate Matters - For the purpose of discussing the purchase, exchange, lease or value of real property.</p>
IV.	Reconvene in Open Meeting	Chair Flickinger reconvened to open meeting at 5:58 p.m.
V.	Recap of Bond Sale Held January 25, 2022	<p>Teri Zamora provided a recap of the bond sale from January 25, 2022. The transaction caught the bond market ahead of any major upticks in interest cost predicted in 2022. The sale was preceded by the College being reaffirmed at Aa2 by Moody's and at AA by Standard and Poor's. Standard and Poor's also upgraded the outlook from stable to positive. The College has been able to issue all the debt that was approved in 2015 at historically low interest rates with this sale. The College issued \$40 million of authorized General Obligation (GO) Bonds, refinanced \$7.975 million of GO Bonds for interest savings, and defeased \$2.9 million to help manage the College's tax rate. The closing and delivery of the funds will occur on February 17, 2022.</p> <p>Teri provided an overview of the subscription that occurred on January 25. On average, for all the due dates, the College received 2.3 times more orders than what was needed that day. This allowed us to go back to the subscribers and request a more favorable interest rate.</p> <p>She provided an overview of the financing results, including what we expected to happen and what occurred. Regarding the refunding interest, we were anticipating the True Interest Cost would be 1.26 percent, and it ended up being 1.50 percent. The Average Life we were expecting was 6.49 years and it ended up being 7.34 years. Regarding the new money, we were anticipating the True Interest Cost would be 2.77 percent, and it ended up being 2.48 percent. The Average Life we were expecting was 17.13 years and it ended up being 16.63 years. The professional team used by the College this year was Wells Fargo, Siebert Williams & Shank, and Raymond James as the underwriters. We also used PFM as our independent municipal advisor, Hunton Andrews Kurth LLP as our bond counsel, and Holland and Knight LLP as our disclosure counsel.</p>

<p>VI.</p>	<p>Review Student Success Presentation on Holistic Student Support Design and Technology</p>	<p>Dr. Laurel Williamson, Dr. Allatia Harris, and Joanna Zimmermann joined the workshop. Board member Larry Wilson arrived during this portion of the meeting.</p> <p>Brenda Hellyer stated that the presentation on Holistic Student Support Design and Technology would normally be shown at the Board meeting. She requested Joanna Zimmerman and Laurel Williamson to present at the Board workshop to allow more time for questions.</p> <p>Joanna presented on what the College did during altered operations and continues to do to provide holistic support to our students. She defined what is meant by holistic student support services and provided examples and background on how and when the College began designing and providing this support. Holistic student services are about creating intentional, integrated, seamless, and personalized services that allow our students to access the supports they need when they need it. Students are often not familiar with who to connect with. The Student Services department is working towards a holistic system that wraps around the student and provides them access to intentional and individualized student supports based on their needs.</p> <p>The vision of student support at San Jacinto College is for all students to receive personalized support tailored to their individual needs and delivered by a team of professionals dedicated to each student’s success. To reach this goal, the Student Services department is continuously updating processes and technology.</p> <p>Joanna provided an overview of changes that were made to provide support to students during altered operations which they found also improved in-person experiences. In April 2021, the Student Support Services Division was designed to bring together units that support students’ physical and mental health needs and to promote student engagement. The Student Support Services Division manages Accessibility Services, Mental Health Counseling, and a new Neurodiversity Student Program.</p> <p>In addition to those three areas, Student Services has also broadened Student Engagement & Activities. In July 2021, the Enrollment Services team was created. The Enrollment Services team manages Outreach and Recruitment, Admission, and Orientation and Campus Tours. Joanna</p>
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		<p>provided examples of updates that have been made in this area to better support each student including San Jac Cares which was implemented in April 2020 and included over 600 volunteer callers. Volunteers contacted 58,825 students from April 2020 through May 2021 and 9,561 students June 2021 through January 31, 2022.</p> <p>Erica Davis Rouse asked if the responses and information we receive from the callers are recorded into a system to be able to reference in the future.</p> <p>Dr. Allatia Harris responded that we have spreadsheets, but it is not in a system yet. The spreadsheets with these responses are managed by Allatia's office and her staff confirm student's questions and concerns are addressed.</p> <p>Brenda asked if this will be able to be built in our customer management system.</p> <p>Allatia responded that employees have returned to their regular job duties, and we do not currently have as many volunteers participating in San Jac Cares as we did during altered operations. We are trying to hire student assistants and ambassadors to provide oversight.</p> <p>Joanna covered programs that have been created to provide additional financial support to students. Just in Time Scholarships are funded by the San Jacinto College Foundation and include the Tuition Assistance Program and Book Assistance Program. The College has assisted close to 300 students with the Tuition Assistance Program during the Fall 2021 semester and Spring 2022 semester and 132 students were assisted through the Book Assistance Program during this same time.</p> <p>Erica asked if a student receiving these funds counts against other support they are able to receive.</p> <p>Joanna responded that the first thing they do when these requests are received is contact Robert Merino in Financial Aid to see if he can make a change in the Financial Aid distribution. Going this route has helped to cover a lot of debt for students before they are dropped for non-payment.</p> <p>The last updated program Joanna covered is the Academic Reinstatement program. Students who are academically suspended from San Jacinto College are on probation for one semester and can return the following semester. Student Services developed online modules for students who return</p>
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<p>VII.</p>	<p>Review Mascot Selection Process</p>	<p>Brenda informed the Board of Trustees that Allatia has been working to implement a College-wide mascot for Fall 2023.</p> <p>Allatia explained that the Mascot Selection Committee will have their first meeting in February. A list of the people who will serve on the committee was distributed to the group. Andrea Vasquez will manage the committee. Allatia provided a timeline of the committee. They will research mascots in different regions to find best options in February then finalize the student/employee idea submission process by May 2022. A list of the top three ideas will be brought to the SLT and Board in June 2022. Students and employees will be able to</p>

		<p>vote on the mascot in fall 2022 and the selected mascot will be announced at the October 2022 Board meeting.</p> <p>Brenda recommended adding that the final mascot and athletics branding that is approved by the SLT in March 2023 be brought to the April 2023 Board meeting to allow them to see the final approval.</p>
<p>VIII.</p>	<p>Update on Enrollment and COVID</p>	<p>Teri Zamora provided an update on Spring enrollment and COVID. As of January 31, the headcount enrollment is down 1.5 percent compared to Spring 2021 and down 5.0 percent compared to spring 2020. She reminded the Board members that the resolution they approved in March of 2020 remains in place as discussed in December. This resolution allows the Chancellor to make changes in the following items as needed due to safety considerations: compensation, work schedules, educational programs, procurement, postponement or cancellation of Board meetings, guidance for employees under quarantine, and ability to seek waivers from the THECB, SACSCOC, and others. Any actions on these items will be ratified by the Board.</p> <p>She added that the COVID protocols were updated for employees and students effective January 12. The updated protocols are as follows: “employees/students who test positive for COVID must quarantine for five days from the date the symptoms began. If after a minimum of five days the employee’s COVID symptoms have improved and they are fever-free without the use of medicine, they may return to work but must wear a mask for days 6-10. If the employee/student decides not to wear a mask for days 6-10, they can continue to quarantine at home and return after the additional five days.”</p> <p>Protocols remaining the same are as follows:</p> <ul style="list-style-type: none"> • Quarantine protocols apply to both vaccinated and non-vaccinated employees. • Employees who test positive or are required to quarantine due to COVID may work 100% remotely for up to ten days if their job allows for remote work. • If an employee is unable to work remotely or is too sick to work, they will use their available leave time first. • If all available leave time has been exhausted, the employee will be eligible for up to 80 hours of sick bank. This can be used twice.

		<p>Brenda added that several of our local school districts are not following the five-day guideline and are still requiring ten days due to the guidelines established by the Health and Human Services department. Some school districts are following the new CDC guidelines, and some are still operating on previous guidelines, so we are managing this with each of the school districts.</p> <p>Teri presented on the COVID dashboard. The trend is currently down, but there was an increase in early January. The current daily average is 17.86 cases, with nine of those cases having been present on campus during the past week; the others were remote. She provided an overview of the Harris County positivity rate, Houston area hospitals positivity rate, and measure of contagiousness. The region reached the peak on January 14 but are seeing a decrease in cases moving forward.</p> <p>She provided an update on the HEERF Stimulus Funds. The College received a total of \$30,048,762 in student emergency funds, and all funds have been expended. Regarding MSI funds, the second round of HEERF funds have been dedicated to supplement the Title V Grant which funded several technology updates Joanna presented on. The College still has a total of \$2.1 million uncommitted dollars from the HEERF MSI funds.</p> <p>For Institutional funds, the College has approximately \$500 thousand that has not been committed at this point. She provided a chart that showed where the institutional funds have been allocated including assessing the air flow system in our buildings to determine the best approach for stronger filters and air flow refresh systems on a regular basis to improve the air quality. The College allocated \$7.5 million to lost revenue in this year’s budget which will be expended at the end of this January. We are also holding a reserve of \$4.5 million to be put toward next year’s budget, if needed. The institutional funds expire May 2022 and MSI funds expire in August 2022, but we have the option to receive a 12-month extension so we will be filing for that.</p>
<p>IX.</p>	<p>Update on State and Federal Legislative Sessions</p>	<p>Brenda asked the Board to review the handout and let her know if they have any questions.</p>

X.	Review of Calendar	<p>Brenda provided an overview of the Board calendar. She asked if any of the Trustees would like to attend the Board of Trustees Institute (BOTI). Brenda explained that they will be covering what is happening with the legislative session and work around how to expand the pathways initiative.</p> <p>John Moon, Jr. and Erica Davis Rouse committed to attending BOTI.</p> <p>Brenda informed the Board members that they have been invited to the North Campus Bistro on April 7. Erica committed to attending the North Campus Bistro event.</p>
XI.	Adjournment	<p>Chair Marie Flickinger adjourned the meeting at 7:04 p.m.</p>