

San Jacinto College District Board Workshop October 7, 2024

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 4:45 p.m., Monday, October 7, 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, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Larry Wilson Chancellor: Brenda Hellyer Other: Kacie Allen, Sandra Ramirez, Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Chair Flickinger called the workshop to order at 4:50 p.m.
II.	Roll Call of Board Members	Chair Flickinger conducted a roll call of the Board members: Dr. Michelle Cantú-Wilson Erica Davis Rouse, Assistant Secretary Marie Flickinger, Chair Dan Mims John Moon, Jr., Vice Chair Keith Sinor, Secretary Larry Wilson
III.	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	Chair Flickinger adjourned to closed session at 4:51 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. 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.

		<ul style="list-style-type: none"> • Conduct Chancellor Evaluation • Discuss Board Positions
IV.	Reconvene in Open Meeting	<p>Chair Flickinger reconvened to open meeting at 6:27 p.m.</p> <p>Kacie Allen, Sandra Ramirez, Teri Zamora, and Joanna Zimmermann joined the workshop.</p>
V.	Overview of Title IX and Reporting Requirement Under Texas Education Code 51.252	<p>Joanna Zimmermann presented the Title IX reporting requirements. Employees are legally required to report any observations witnessed or information received regarding sexual harassment, sexual assault, dating violence, or stalking committed by or against a student or employee who was enrolled or employed at the College at the time of the incident. She provided steps on how to handle a complaint at the College and who to report to.</p> <p>The Texas Education Code (TEC) 51.252 provides specific requirements for College employees to report when they have knowledge of sexual harassment, sexual assault, dating violence, or stalking affecting a student or employee. Under Texas law, an employee who has knowledge of these types of incidents and fails to report or promptly report will be terminated per the regulations. The annual compliance training includes Title IX and TEC 51.252 requirements and is mandatory for all College employees.</p> <p>Dr. Brenda Hellyer reviewed the Chief Executive Officer Report and explained this is a report that must be provided to the Board of Trustees annually per the Texas Education Code. This report provides an update on any employees who have reported incidents to the Title IX coordinator September 1, 2023 through August 31, 2024. There were 123 reports submitted, including 21 confidential reports. Appropriate action was taken with three employees for their failure to make a Title IX report or to promptly report.</p> <p>Brenda stated she is made aware of these reports and receives more details quarterly.</p> <p>Larry Wilson asked what the process is once a report is received and who determines if it needs to be investigated. Joanna responded that once reports are received, they are reviewed to determine if they fall under the Title IX</p>

		requirements. If it does, an investigation will be initiated including walking through the process with the alleged victim and providing the appropriate resources.
VI.	Update on Enrollment – Fall 2024	Teri Zamora provided an update on the fall enrollment. She explained a note has been added to notate how many new students have enrolled since the first day of the semester, meaning they are new to the College since the start of the semester. Since the first day of class, 1,043 new students have enrolled this semester. The College is currently 0.9 percent above last year’s headcount and had a 1.5 percent increase in contact hours compared to last year.
VII.	Review Request for Allocation from Existing 2015 Bond Funds	<p>Teri provided an overview of the requests for funding allocations from the 2015 Bond Contingency. The College is requesting to increase the funding for the renovation of the North Campus welcome center. Advising, business operations, and financial aid are all housed in the same area, which required the renovation to be larger than anticipated. The business and advising operations will be configured to have four service windows instead of 17, and 14 additional offices will be added to allow for private student advising. Due to the increase of the project, the College is requesting \$700,000 in addition to the \$600,000 budget that was approved last summer. That original budget was developed based on renovations completed at the South welcome center. The large scope and price inflation account for the increase. This approval would bring the new contingency balance to \$18,299,572.</p> <p>The Board members did not have any questions.</p>
VIII.	Review San Jacinto College Official and Daily Use Name	<p>Brenda explained the history of San Jacinto College’s official and daily use name. It was the original intention of the Board of Regents in 1996 to change the name from San Jacinto Junior College to better reflect San Jacinto College's expanded mission as a "community" college. It was the Board's intention to use the name, San Jacinto Community College District, in all legislative and legal documents. However, the daily use of the College name could remain the same.</p> <p>Brenda found a memo from 2007 that stated the College is registered with the Texas Higher Education Coordinating Board (THECB) as San Jacinto Community College District. She listed examples where the College is listed as</p>

		<p>different names. She stated she has checked with the Provosts and there does not seem to be any talk around the College’s official name, so she does not see a need for any additional steps on this item.</p> <p>The Board members did not have any questions.</p>
IX.	Update on Pipeline Incident	<p>Brenda updated the Board on the pipeline incident including a timeline of events and processes the College put in place during the event. The College did not incur any significant costs or revenue loses during this incident. There was a small loss of childcare and food services revenue due to the evacuation closure. The Office of Emergency Management, police, and communications duties were redirected from normal daily tasks to coordinating and assisting with this incident. Instructors developed plans to make-up class time as deemed necessary.</p>
X.	Review of Calendar A. Review of ACCT Leadership Congress Activities and Voting Delegation	<p>Brenda reviewed the calendar and asked the Board members to let Kacie Allen know if they would like to attend any events. She informed them that several campus activities have been added in case they would like to attend any. The Board determined John Moon, Jr. and Dr. Michelle Cantú-Wilson will be the voting delegates during the Association of Community College Trustees (ACCT) conference.</p>
XI.	General Discussion of Meeting Items a. Additional Purchasing Support Documents	<p>The Board members had no questions about any items in this Board book.</p>
XII.	Adjournment	<p>Chair Flickinger adjourned the meeting at 7:00 p.m.</p>