San Jacinto College District Board Workshop
August 7, 2023

The Board of Trustees of the San Jacinto Community College District met for a Board Workshop at 5:00 p.m., Monday, August 7, 2023, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

MINUTES

	Board Workshop Attendees:	**Board Members:** Marie Flickinger, Dr. Michelle Cantú-Wilson, Erica Davis Rouse (absent), Dan Mims, John Moon, Jr. Keith Sinor, Larry Wilson **Chancellor:** Brenda Hellyer **Other:** Mandi Reiland, Teri Zamora, Micki Morris (attorney – via conference call)
	Agenda Item:	**Discussion/Information**
I.	**Call the Meeting to Order**	Chair Flickinger called the workshop to order at 5:01 p.m.
II.	**Roll Call of Board Members**	Board Chair Flickinger conducted a roll call of the Board members: Dr. Michelle Cantú-Wilson Erica Davis Rouse (absent) Marie Flickinger Dan Mims John Moon, Jr. Keith Sinor 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 5:03 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. Conference call with attorney. Teri Zamora and Mandi Reiland were present for this portion. 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.
		• Validation of evaluation ratings for members of the Strategic Leadership Team.
IV.	**Reconvene in Open Meeting**	Chair Flickinger reconvened to open meeting at 6:14 p.m.
V.	**Review End of 88th Session Legislative Update Report**	Dr. Brenda Hellyer asked the Board members to review the End of 88th Legislative Session Report and let her know if they have any questions. She explained that most of the items were covered in the last workshop, but this document provides an overall summary of the legislative session.
VI.	**Update on Fiscal Year 2024 Budget**	Teri Zamora presented an update on the Fiscal Year 2024 (FY24) budget. This update addressed changes in the budget since the Board's Strategic Planning Retreat, which occurred on July 25, 2023. Additional property tax valuation information has been received, and there was a 13.2 percent increase in the tax base compared to last year. Based on the new valuations, the proposed ad valorem tax rate is 0.146195 which generates approximately $1 million more in tax revenue than previously presented. She provided an overview of budget highlights for FY24 including personnel costs, operational costs, and capital reserve costs. The increase in ad valorem revenues was allocated to increase the budget for repair and renovation expenditures by $200,000 and deferred maintenance by $800,000.

As previously presented to the Board, the new community college funding model approved during the 2023 legislative session strongly supports dual credit enrollment via the Financial Aid for Swift Transfer (FAST) program. The FAST program funds tuition for all high school students participating in dual credit who have qualified for free and reduced lunch anytime in the previous four years. The College will receive an estimate of $2.9 million in FAST revenue, with $1.5 million allocated to pay tuition for FAST students, and $1.4 million available to cover other dual credit costs.

Brenda explained that since the retreat, the College leadership has been meeting with each local superintendent and members of their team regarding the FAST program. |

		Each presentation addressed the model in place at that school district. Teri provided an overview of the estimated financial impacts for each school district. Estimates are in the process of being refined, operational steps are being taken, and drafting of required amendments to existing memorandums of understanding (MOU) are under development. All of the local taxing and service area superintendents are supportive of participating in this program and see it being beneficial to their students and parents. Brenda pointed out that data for Galena Park is still being finalized and an estimate for their savings is being revised. The FAST program will be implemented for fall 2023. Dr. Michelle Cantú-Wilson asked if free and reduced lunch recipients was a reporting issue, especially with some school districts opening the program to all students. Brenda responded that in our models, we used specific data provided by the school districts or what was on the Texas Education Agency (TEA) report. Using the TEA report, we found there were some errors. The issue for the school districts is families or students who do report that they qualify for free and reduced lunch. We are addressing reporting concerns with the Texas Higher Education Coordinating Board. The group discussed the FAST program data. The Board members were supportive of the budget and had no additional questions.
VII.	**Review Property Tax Rate Adoption and Process**	Teri explained that there will be an action item on tonight's agenda to approve that the College's tax rate will not be higher than the voter-approval tax rate. She reminded the Board members of the no-new-revenue tax rate and voter-approval rate and how each are calculated. The tax revenues were estimated based on the preliminary values provided by Harris County Appraisal District (HCAD) in late April 2023, and updated for the most recent certified estimates received from HCAD on July 25th. Additionally, these values were updated in the preliminary 2023 Tax Rate Calculation Worksheet prepared by the Harris County Tax Assessor Collector on August 2, 2023.

		Teri provided a timeline of the tax adoption process. We anticipate that final certified values from HCAD will be received between August 28th and September 1st. At that time, the no-new-revenue and voter-approval tax rates will be recalculated by the Harris County Tax Assessor Collector using the final certified values from HCAD. If final certified values are not received by September 1st, a Special Board Meeting will need to be held to approve the proposed tax rate. If certified values are received on time, the proposed tax rate will be approved at the September Board meeting and adopted at the October Board meeting.
VIII.	**Update on Enrollment**	Teri provided an update on enrollment. As of this morning, the College's headcount is currently up 12.6 percent compared to last year and 6.1 percent compared to fall 2019. Contact hours are up 14.1 percent compared to last year and 11.1 percent compared to fall 2019. Thursday, August 10th, will be the date to purge for nonpayment, so we are monitoring closely and reaching out to students using different methods to remind them of non-payment. Brenda added that the College is up in enrollment in every category including dual credit, first time in college (FTIC), transfer, and continuing students.
IX.	**Discuss Assignments for Board Committees and San Jacinto College Foundation Board**	Chair Marie Flickinger stated that she is assigning Keith Sinor (committee chair), Dr. Michelle Cantú-Wilson, and John Moon, Jr. to serve on the Board Building Committee, and Dan Mims (committee chair), Erica Davis Rouse, and Larry Wilson are being assigned to serve on the Board Finance Committee. Marie Flickinger will serve as ex-officio on both committees. On the San Jacinto College Foundation Board, she has asked Dan, John, and Keith to continue to serve.
X.	**Complete Conflict of Interest Forms**	Brenda explained that the Board members received their conflict of interest forms and asked them to complete these forms and return them to Mandi Reiland.
XI.	**Review of Calendar**	Brenda reviewed the calendar with the Board and asked them to let Mandi Reiland know if they would like to attend any of the listed events. She asked if 4:30 p.m. on September 19th would work if a Special Board Meeting is required. This meeting will require a quorum. The Board members present agreed with this time.

XII.	**General Discussion of Meeting Items**	Larry Wilson asked what steps we are taking to collect the $1 million in bad debts the College currently has in the FY24 budget.
		Teri responded that this is the bad debt allowance set up based on outstanding receivables. The College has a collection process which includes working with the students until the semester after they have quit attending classes at the College. The debts are then turned over to a collection agency.
		Brenda informed the Board members that an electronic board book program is being implemented. More details will be provided to the Board as implementation moves forward.
		Larry commented that the Opportunity News is a great resource but does not get seen well in the Houston Chronicle. He said that many people do not subscribe to the Chronicle. He asked about different ways to distribute this publication.
		Brenda responded that the articles in the Opportunity News are emailed out to different groups, and all of the stories are written in house to allow multiple distributions. She has met with the Marketing department, and the purpose of the Opportunity News is on expanding brand awareness. We have made progress in working with the Houston Chronicle on greater distribution, awareness, and ads based on the Opportunity News. She said she receives comments about the Opportunity News when attending meetings, so it does seem to be reaching people and building our brand.
		Several Board members commented on how well the marketing department does on brand awareness and advertising. Keith commented that both aspects are important and multiple mediums are needed.
XIII.	**Adjournment**	Chair Flickinger adjourned the meeting at 6:54 p.m.