

**SAN JACINTO COLLEGE DISTRICT**  
**Board of Trustees Strategic Planning Retreat Minutes**  
**August 5, 2024**

The Board of Trustees of the San Jacinto Community College District met at 4:00 p.m., Monday, August 5, 2024, in room A-2.203 of the Administration Building, 4620 Fairmont Parkway, Pasadena, Texas for a strategic planning retreat.

**Attendance**

**Present:**

Members: Dr. Michelle Cantú-Wilson, Marie Flickinger (arrived during retreat), John Moon, Jr., Dan Mims (absent), Erica Davis Rouse, Keith Sinor, Larry Wilson

**Chancellor:** Brenda Hellyer

**Others Present:** Carin Hutchins, Mandi Reiland, Teri Zamora

I. Call the Meeting to Order

The retreat was called to order at 4:07 p.m. by Vice Chair Moon, Jr.

II. Roll Call of Board Members

Vice Chair Moon, Jr, conducted a roll call of the Board members:

Dr. Michelle Cantú-Wilson  
Erica Davis Rouse  
Marie Flickinger (arrived during retreat)  
Dan Mims (absent)  
John Moon, Jr.  
Keith Sinor  
Larry Wilson

III. Review Fiscal Year 2025 Budget

- A. Teri Zamora provided an overview of the fiscal year (FY) 2025 budget.
- B. She reviewed the unrestricted revenue projections. The group discussed the various revenue sources.
- C. Teri reviewed the net tuition revenue and provided an enrollment update that included comparisons to Fall 23 and Fall 22. The group discussed enrollment.
- D. John Moon, Jr. asked if a survey could go to students to see what barriers they experienced. He recommend that feedback be provided to those that are making changes in the financial aid and FAFSA rules and processes.
- E. Brenda Hellyer mentioned that they are considering adding Promise retention specialists.
- F. Dr. Michelle Cantú-Wilson and Erica Davis Rouse recommended having the members of the Promise cohorts meet up. It can help students to have others to collaborate with.

- G. Michelle also mentioned that informational videos to help educate parents would be helpful. She will send a sample video that she has that could be used for reference.
  - H. Teri provided an overview of the property tax revenue. The group discussed.
  - I. Teri presented the M&O tax revenue and various options. The Board reviewed the proposed options and after discussion, recommended option 5 with a proposed M&O tax rate of 0.106982 per \$100 valuation.
  - J. Teri and Brenda reviewed the budget highlights for FY 2025. FY 2025 priority increases the net to \$8,773,588. The increase will position the College to continue to serve students, maintain fiscal resiliency, retain qualified faculty and staff, and weather external influences.
  - K. *Marie Flickinger arrived at 5:24 pm.*
  - L. Brenda and Teri reviewed the priority initiatives which include new faculty positions, Title V funded personnel, San Jac Online, and other FY 24 positions added during the year.
  - M. Teri reviewed the unrestricted expenses which included salaries and benefits as well as non payroll operating expenses.
  - N. Teri provided an overview of the restricted budget revenues and expenses. She also reviewed the auxiliary budget.
  - O. The group reviewed and discussed next steps in the budget process which are:
    1. Incorporate feedback from this retreat
    2. Review final recommendation at Board workshop on August 12; Board anticipated to adopt the budget at their regular meeting on August 12
    3. Budget becomes effective September 1
    4. Continue with Property Tax Adoption Process
  - P. Teri reviewed the strategic finance plan. She explained this is a financial strategy that allows the College to serve the needs of stakeholders efficiently and reliably into the future. Planning for financial efficiency and sustainability to undergird continued high performance.
- IV. 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:
- 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.  
It was determined after the time of posting that a closed session on personnel matters was not needed.
- V. Reconvene in Open Meeting

It was determined after the time of posting that a closed session was not needed.

VI. Wrap-up with Summary and Follow-up  
Nothing additional was discussed.

VII. Adjournment  
The retreat was adjourned at 5:59 p.m.