

**San Jacinto College District Board Workshop  
September 13, 2016  
District Administration Building, Suite 201**

**MINUTES**

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson <b>Chancellor:</b> Brenda Hellyer <b>Absent:</b> Brad Hance <b>Others:</b> Allatia Harris, Ann Kokx-Templet, Chet Lewis, Mandi Reiland, Steve Trncak
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	<b>Workshop began at 4:47 p.m.</b>
<b>II.</b>	<b>Roll Call of Board Members</b>	<b>Board Members:</b> Dan Mims, Marie Flickinger, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson <b>Absent:</b> Brad Hance
<b>III.</b>	<b>Adjournment to closed or executive session pursuant to Texas Government Code Section 551.072 &amp; 551.074, of the Texas Open Meetings Act</b>	Adjourned to closed session at 4:48 p.m.  Allatia Harris, Chet Lewis, Mandi Reiland, and Steve Trncak were present for the executive session.  <b>Real estate</b> - For the purpose of discussing the purchase or exchange of real property. Ann Kokx-Templet was present for the real estate portion of the executive session.  <b>Personnel Matters</b> - For the deliberation of the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of specific employees.
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	Reconvened in open meeting at 5:55 p.m.

<b>V.</b>	<b>Update on Enrollment</b>	Dr. Brenda Hellyer gave an update on the current fall enrollment. College-wide unduplicated headcount is up 2.8 percent from last year. The College-wide contact hours are up 1.7 percent from last year. The College has been contacted by approximately 35 students from ITT Technical Institute and four have enrolled. Many have had questions with financial aid and veterans benefits.
<b>VI.</b>	<b>Update on Bond Refinancing</b>	Chet Lewis gave an overview of the College's recent bond refinancing. The College refinanced \$74 million in bonds. The refinancing saved the College a total of \$13.87 million in future bond payments with a net present value savings of \$10.85 million.
<b>VII.</b>	<b>Property Tax Discussion and Vote to Place a Proposal for the Adoption of an Ad Valorem Tax Rate at a Future Meeting</b>	<p>Chet reviewed the effective tax rate calculations and the changes in taxable assessed values. Chet also gave an overview of the history of the College's tax rates.</p> <p>Chet explained that the recommended proposed total proposed tax rate is \$0.182379 which includes the 2016 debt tax rate of \$0.053185. The 2016 maintenance and operation tax rate is recommended to be the same as the prior year at \$0.129194. The proposed rate is above the effective tax rate primarily due to the recent issuance \$150 million of voter authorized debt which increased the 2016 property tax rate to \$0.053185. Generally, if new debt is issued, the adoption of the effective tax rate would cause a decrease in the tax revenue available to the general fund. If the 2016 rate was proposed at the effective tax rate, the general fund property tax revenue would decrease by approximately \$1 million.</p> <p>The proposed debt rate is below the 2014 debt tax rate, which is the debt rate in place when the College began discussing the 2015 bond election.</p> <p>The proposed tax rate will cover debt payments and will provide additional revenues for operations. Brenda explained that she would like to maintain the majority of these funds for one-time or non-recurring items. There is one recurring item that Brenda views as an important item which is an increase in part time faculty pay rates. Human Resources is evaluating the current rates and will bring forward a proposal for the Board to review at a future meeting with the intent to implement in January.</p> <p>Chet Lewis stated that if the College plans to adopt a property tax rate that exceeds the current tax rate, the Board of Trustees</p>

		<p>must take a vote to set the tax rate on a future agenda. If the proposed rate is higher than the current rate, the College is also required to hold two public hearings.</p> <p>Motion was made by Marie Flickinger, seconded by John Moon, Jr., to agree to vote to place a proposal for the adoption of an Ad Valorem Tax rate at a future meeting.</p> <p><b>Motion Carried.</b></p> <p><b>Yeas:</b> Flickinger, Mims, Moon, Jr., Sinor, Wilson, Wheeler  <b>Nays:</b> None</p>
<p><b>VIII.</b></p>	<p><b>Review Purchasing Requests</b></p>	<p>Brenda Hellyer reviewed the purchasing package that the Board will be voting on this evening. Items that were discussed in detail are as follows:</p> <p>Request for Qualifications (RFQ) #16-32 Design Services – Petrochemical Process Plant went through an RFQ process and it is recommended that the College enter into a contract with Tellepsen Corporation. The final contract and fees will be presented in the future to the Board for ratification. This is the engineering for the Glycol unit.</p> <p>Purchase Request #6 is for approval of the Chancellor to select the architect for renovations at the South Campus Student Center. This is a portion of the building to accommodate several student support area functions. A process is being developed to select the architect based on criteria.</p> <p>Purchase Request #1 is for approval of the renovation of the Board Room at the east administration building. This request is for the construction component. The total project is estimated at approximately \$140,000 and will include the new chairs, technology, and conference room updates.</p> <p>Purchase request #10 is for approval for aviation program instruction and support services provided through a third party contractor. The goal is to manage the current students with the assistance of Guidance Aviation, and develop the plan for the future of the program.</p>

<b>IX.</b>	<b>Review of Central Campus Site Plan Proposal</b>	The review of the Central Campus site plan was tabled by Chairman Mims. This proposal will be presented at the next building committee meeting on September 20, 2016.
<b>X.</b>	<b>General Discussion of Meeting Items</b>	Dr. Hellyer distributed two recent testimonies so the Board can review them and stay up to date on upcoming legislative items.
<b>XI.</b>	<b>Calendar</b>	Brenda reviewed the Board calendar.
<b>XII.</b>	<b>Adjournment</b>	Workshop adjourned at 6:24 p.m.