

**San Jacinto College District Board Workshop
December 11, 2017
District Administration Building, Suite 201**

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 Others: Teri Crawford, Allatia Harris, Ann Kokx-Templet, Elissa Poway (Doeren Mayhew), Bill Raffetto, Mandi Reiland, Rob Stanicic, Steve Trncak, Laurel Williamson, Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 4:47 p.m.
II.	Roll Call of Board Members	Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.074 and 551.072 of the Texas Open Meetings Act, for the following purposes: Personnel Matters & Real Estate	Adjourned to closed session at 4:49 p.m. a. 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. Mandi Reiland was present for this discussion. b. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property. Mandi Reiland and Ann Kokx-Templet were present for this discussion.
IV.	Reconvene in Open Meeting	Reconvened in open meeting at 5:17 p.m.
V.	Discuss Delegation of Procurement for Glycol Unit	Brenda Hellyer explained the action item for Purchase Request #10, Consideration of Approval of Delegation of Authority for Method of Procurement. This item

		<p>recommends the Board of Trustees delegate authority and designate the Chancellor to approve the procurement methodology for construction of the Glycol Unit at the Center for Petrochemical, Energy, and Technology (CPET) at the Central Campus.</p> <p>Brenda explained that the original method of procurement for the CPET, in 2015, included the Glycol Unit and was awarded to Tellepsen Builders. The original intent was for the construction manager at risk (CMR) method to be used, but based on recent discussions with the development team which includes College facilities and purchasing personnel, industry partners, program manager, and Tellepsen Builders, Inc., a revised approach is being considered. The approach will be analyzed over the next few weeks and such delegation will allow for the project to continue through December and January.</p> <p>The solicitation to select a firm to construct the glycol unit will be issued in January 2018 with the intention to bring forward a recommendation for award to the March or April 2018 Board meeting.</p> <p>The Board members present were comfortable with this action item and process.</p> <p>Teri Crawford, Anita Dewease, Bill Dickerson, Allatia Harris, Elissa Posway, Bill Raffetto, Rob Stanicic, Steve Trncak, Laurel Williamson, and Teri Zamora joined the meeting.</p> <p>Brenda introduced Teri Zamora to the Board. Each Board member introduced themselves to Teri.</p>
VI.	Review Performance Management Distribution Curves	<p>Brenda Hellyer reviewed the historical performance management distribution curves.</p> <p>She reviewed the trend lines of the one college faculty, staff, and administrators' validated performance ratings and the percentage per type of rating. There is additional information in the packet that the Board can review.</p>
VII.	Review 2016-2017 Comprehensive Annual Financial Report	<p>Elissa Posway with Doeren Mayhew reviewed the audit results report for year ended August 31, 2017 and gave an overview of the audit process and findings.</p>

		<p>Elissa stated that with respect to the audit, Doeren Mayhew was required to report the following items:</p> <ul style="list-style-type: none"> • Auditor’s Responsibilities under Generally Accepted Government Auditing Standards – <ul style="list-style-type: none"> ○ Financial Statements – Unmodified Report ○ Internal Control over Financial Reporting – No significant deficiencies or material weaknesses ○ Public Funds Investment Act – Compliant ○ Major Program Compliance Report – Noncompliance with the reporting compliance requirement for the Small Business Development Centers program. Brenda explained that the internal process for reporting has been modified and there should be no delay next year. The auditor will review this program again next year. • Significant Accounting Policies – The College adopted GASB Statements No. 74, 77, 78, and 79 during fiscal year 2017, all of which had no impact on financial statement amounts and minimal impact on disclosures. • Management’s Judgements and Accounting Estimates – Estimates were reviewed and within an acceptable range • Significant Audit Adjustments – No significant adjustments • Major disagreements with management – None • Material errors, fraud, and illegal acts – None • Required material written communications will be completed after Board approval of audit <ul style="list-style-type: none"> ○ Engagement letter dated April 17, 2017 ○ Audit reports – to be issued ○ Management representation letter – to be obtained upon issuance of audit reports <p>Elissa explained that an audit performed in accordance with the Uniform Guidance and the State of Texas Single Audit Circular requires tests of the College’s compliance with requirements of major Federal and State of Texas programs, including consideration of related internal controls. The student financial aid cluster and the small business development centers were reviewed. No findings were noted as a result of audit procedures performed and unmodified reports will be used on the student financial aid cluster. A noncompliance with respect to submitting</p>
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VIII.	Highlight 2017 Texas Higher Education Leadership Conference Agenda	<p>Brenda asked Erica Davis Rouse to give an overview of her experience at the THECB Leadership Conference. Erica explained that she attended the conference and enjoyed the experience.</p> <p>Brenda stated for the record that Erica Davis Rouse has completed all required training for new Board members. This includes: THECB Leadership Conference, open meetings act training, public information act training, and public funds investment act training.</p>
IX.	Review Communications to the Board of Trustees Received by the Chancellor	<p>Brenda provided an overview of two communications to the Board.</p> <p>One communication was an email from Michelle Pray regarding the vote to discontinue the four sports programs. Brenda asked the Board to read the communication. She specifically noted the comment regarding a donation from Spencer Tillman. Brenda stated for the record that to date, there has not been a donation or offer of a donation of \$30 million from Spencer Tillman.</p> <p>Brenda also explained that a women with an athletics coalition group has visited the Chancellor’s office. Brenda and assistants from her office have attempted to contact and set up a meeting with her multiple times but she has not been reached.</p> <p>Marie stated that she has also received calls in regards to the rumored donation. She explained that there has been</p>

		<p>no such donation but that contacting the Chancellor to discuss would be the best option.</p> <p>Keith Sinor stated that his wife Rae has also been contacted regarding the rumored donation. She clarified to the person that contacted her, that contacting the Chancellor to discuss would be the best option.</p> <p>The second communication is to the Board from Robert Drewett in regards to the LED lighting project. He is a supplier to one of the bidders. This bidder had the lowest price but was not awarded the project. Ann Kokx-Temple, Director, Contracts and Purchasing Services, responded to this email of concern. She clarified the legal and other requirements by which the College selected the vendor for this project.</p>
X.	Reviewed Letter Received From Achieving the Dream	Brenda reviewed a recent letter from Achieving the Dream that she received. This letter references the engagement of the Board which “continues to be a model for appropriate and effective leadership by a governing entity.” Brenda wanted the Board to be aware of this communication from Achieving the Dream.
XI.	Review of Calendar	Brenda reviewed the calendar with the Board.
XII.	General Discussion of Meeting Items	Brenda asked the members if there were any additional items for discussion. There were no questions or other items for discussion.
XIII.	Adjournment	Workshop adjourned at 6:17 p.m.