

**San Jacinto College District  
Special Board Meeting Minutes**

**March 17, 2020**

**The Board of Trustees of the San Jacinto Community College District met at 4:45 p.m., Tuesday, March 17, 2020, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for a Special Board Meeting.**

**Chancellor:** Brenda Hellyer

**Others Present:** Teri Crawford  
Bo Hopper  
Matt Keim  
Paul Lamp  
Joe Pena  
Sandra Ramirez  
Laurel Williamson  
Teri Zamora

**Call the Meeting to order:** Chair Marie Flickinger called the special meeting of the Board of Trustees to order at 4:48 p.m.

**Roll Call of Board Members:** Erica Davis Rouse  
Dan Mims  
John Moon, Jr.  
Keith Sinor  
Dr. Ruede Wheeler  
Larry Wilson

**Public Comment as required by Tex. Gov't Code § 551.007** There were no citizens desiring to be before the Board of Trustees.

**Update on Altered College Operations During COVID-19 Event** Dr. Brenda Hellyer provided an update on altered college operations during the COVID-19 event. She reviewed the ongoing external inputs and ongoing information inflows and participation. This includes but is not limited to the Texas Department of State Health Services, Harris County officials, Office of the Governor, local Independent School Districts, and other State and local entities. Brenda reviewed the instructional, student services, and operational planning. All current and ongoing work are within the legal parameters set by Federal, State, and local entities.

Brenda reviewed the following strategic objectives:

- To protect the health and safety of our students and employees
- To be prepared by Monday, March 23 to begin completing the Spring semester through online, hybrid, and alternate classwork, depending on the type of course, and to make-up one week of lost instruction time
- To keep students on track for completion
- To enable the majority of College employees to work remotely, while continuing to provide necessary services, with the remainder working on campus
- To retain full-time & part-time employees, reduce turnover, increase morale, help employees focus on work, and facilitate future return to normal operations

Brenda and the administration recommend that the Board consider a proposed resolution that delegated authorities to the Chancellor to act in place of the Board, during the COVID-19 altered operations and/or College closure, to accomplish the above strategic objectives through the following:

- Determine payment of employees during altered operations
- Implement provisions of Policy IV.4001.A Compensation
- Determine purpose and parameters of payments
- Alter 2019-2020 calendar
- Establish guidelines regarding time off and work hours
- Ability to seek waivers from THECB, SACSCOC, and other accreditation agencies
- Ability to procure
- Seek other waivers or actions as needed

**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 5:06 p.m.

It was determined that there were no personnel matters to discuss during this closed session.

Paul Lamp (attorney with Karczeski Bradshaw Spalding), Sandra Ramirez, Mandi Reiland, Laurel Williamson, and Teri Zamora were present for the closed session for consultation with an attorney.

**Reconvene in  
Open Meeting**

The meeting reconvened to the open meeting at 6:00 p.m.

**Consideration of  
Delegation of  
Authority to  
Chancellor for  
Purchase of Items  
and Other  
Operational  
Expenditures  
Needed During  
Altered College  
Operations**

This item was tabled.

**Motion 10027  
Consider  
adoption of  
Resolution of the  
Board of Trustees  
regarding the  
COVID-19 Virus,  
including, but not  
limited to,  
delegation of  
authority to  
Chancellor**

Motion was made by Dr. Ruede Wheeler, seconded by Dan Mims, to adoption Resolution of the Board of Trustees regarding the COVID-19 Virus, including, but not limited to, delegation of authority to Chancellor.

**Motion Carried.**

**Yeas:** Davis Rouse, Flickinger, Mims, Moon, Jr., Sinor, Wheeler, Wilson

**Nays:** None

**Adjournment:**

Meeting Adjourned at 6:02 p.m.