

***Board of Trustees
Meeting***

March 7, 2016

**NOTICE OF MEETING
BOARD OF TRUSTEES
SAN JACINTO COMMUNITY COLLEGE DISTRICT**

The Board of Trustees of the San Jacinto College Community District will meet at 5:45 p.m., Monday, March 7, 2016, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD WORKSHOP
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.074 the Texas Open Meetings Act, for the following purposes:**
 - Personnel Matters-**
 - a. 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.
- IV. Reconvene in Open Meeting**
- V. Review Bond Rating**
- VI. General Discussion of Meeting Items**
- VII. Review Calendar**
- VIII. Adjournment**

Additional Closed Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

Section 551.071 – For the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by law.

Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property.

Section 551.073 – For the purpose of considering a negotiated contract for a prospective gift or donation.

Section 551.074 – 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.

Section 551.076 – To consider the deployment, or specific occasions for implementation, of security personnel or devices.

Section 551.084 – For the purpose of excluding a witness or witnesses from a hearing during examination of another witness.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
- B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

Certification as to Posting or Giving of Notice

On this day, March 4, 2016, this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, the College's website, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

**NOTICE OF MEETING
BOARD OF TRUSTEES
SAN JACINTO COMMUNITY COLLEGE DISTRICT**

The Board of Trustees of the San Jacinto College Community District will meet at 7:00 p.m. on Monday, March 7, 2016, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD MEETING
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Invocation and Pledge to the Flags**
- IV. Special Announcements, Recognitions, Introductions, and Presentations**
 - Honorarium Award Recipients Laurel Williamson
 - San Jacinto College Selected as the Texas Career Preparedness Award Recipient for the ACT College and Career Readiness Campaign Laurel Williamson
- V. Student Success Presentations**
 - Financial Aid 101 Laurel Williamson
- VI. Communications to the Board of Trustees**
- VII. Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board**
- VIII. Informative Reports to the Board**
 - A. San Jacinto College Financial Statement
 - B. San Jacinto College Foundation Financial Statement
 - C. Capital Improvement Program

ACTION ITEMS

- IX. Consideration of Approval of Amendment to the 2015-2016 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Policy IV-B-4: Policy on Communicable Disease – Second Reading**
- XI. Consideration of Approval of the Selection of Underwriting Firms for Upcoming Bond Issuances**

PURCHASING REQUESTS

XII. Consideration of Purchasing Requests

CONSENT AGENDA

XIII. Consent Agenda

(Any item placed on the consent agenda shall be removed and taken up as a separate matter, if so requested by any member of the Board, otherwise all items will be voted on with one (1) motion.)

- A. Approval of the Minutes for the February 1, 2015 Board Workshop and Regular Board Meeting**
- B. Approval of the Budget Transfers**
- C. Approval of Personnel Recommendations**
- D. Approval of the Affiliation Agreements**
- E. Approval of the Next Regularly Scheduled Meeting**

XIV. Items for Discussion/Possible Action

(Items removed from the Consent Agenda, will be considered at this time)

XV. Adjournment

Closed Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

Section 551.071 – For the purpose of a private consultation with the Board’s attorney on any or all subjects or matters authorized by law.

Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property.

Section 551.073 – For the purpose of considering a negotiated contract for a prospective gift or donation.

Section 551.074 – 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.

Section 551.076 – To consider the deployment, or specific occasions for implementation, of security personnel or devices.

Section 551.084 – For the purpose of excluding a witness or witnesses from a hearing during examination of another witness.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
- B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

Certification as to Posting or Giving of Notice

On this day, March 4, 2016, this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, the College's website, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Statement of Net Position
January 31,

<u>Assets</u>	<u>2016</u>	<u>2015</u>
Current assets:		
Cash and cash equivalents	\$ 73,375,887	75,270,925
Investments	3,447,008	14,340,693
Accounts receivable - taxes	36,193,064	38,863,704
Accounts receivable	16,072,866	19,270,472
Deferred charges	637,644	698,816
Inventories	462,236	522,096
Total current assets	<u>130,188,705</u>	<u>148,966,706</u>
Noncurrent assets:		
Restricted cash and cash equivalents	82,796,540	61,283,160
Restricted investments	-	1,023,097
Other long term investments	-	3,489,876
Capital assets, net	<u>403,697,624</u>	<u>370,436,277</u>
Total noncurrent assets	<u>486,494,164</u>	<u>436,232,410</u>
Total assets	<u>616,682,869</u>	<u>585,199,116</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	<u>4,542,533</u>	<u>-</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	11,953,024	14,872,848
Accrued liabilities	7,852,258	9,363,025
Accrued compensable absences and deferred compensation	2,592,077	2,747,035
Deferred revenues	<u>34,243,476</u>	<u>37,558,732</u>
Total current liabilities	<u>56,640,835</u>	<u>64,541,640</u>
Noncurrent liabilities:		
Net pension liability	24,842,147	-
Bonds and notes payable	<u>337,880,396</u>	<u>297,048,732</u>
Total noncurrent liabilities	<u>362,722,543</u>	<u>297,048,732</u>
Total liabilities	<u>419,363,378</u>	<u>361,590,372</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	<u>7,599,287</u>	<u>-</u>
<u>Net assets</u>		
Beginning of year	\$ 176,203,176	208,536,020
Current year addition	<u>18,059,561</u>	<u>15,072,724</u>
Total net position	<u>194,262,737</u> \$	<u>223,608,744</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Five Months Ended January 31, 2016

Consolidated -All Funds
(Not Including Capital Improvement Program)

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>Prior Year Actual 1/31/15</u>	<u>% of 8/31/15 Actual</u>
REVENUES:					
State Appropriations	\$ 46,094,872	\$ 19,667,798	42.67	\$ 19,817,016	42.68
Local Taxes - Maintenance & Operations	59,125,000	27,939,195	47.25	24,246,173	42.83
Local Taxes - Debt Service	22,879,299	10,272,012	44.90	11,308,376	43.30
Credit Tuition	41,169,879	34,879,080	84.72	33,829,484	86.48
Credit Fees	14,514,415	10,468,743	72.13	10,444,032	76.07
Credit Exemptions & Waivers	(2,843,954)	(3,488,638)	122.67	(3,074,642)	88.69
Bad Debt	(800,000)	(270,668)	33.83	(534,000)	33.38
Continuing Professional Development	6,445,000	2,871,189	44.55	2,310,748	38.63
Sales & Services	1,507,900	1,005,161	66.66	977,572	46.28
Investment Income	600,000	105,781	17.63	116,577	44.07
Auxiliary Services	3,590,000	1,628,227	45.35	1,476,045	39.28
Grants	68,402,855	22,198,930	32.45	22,709,903	45.87
Local Grants	2,273,897	1,306,543	57.46	1,519,645	71.84
Total	<u>262,959,163</u>	<u>128,583,353</u>	<u>48.90</u>	<u>125,146,929</u>	<u>52.00</u>
EXPENDITURES:					
Instruction	70,319,548	31,394,012	44.64	30,739,920	45.19
Public Service	5,476,809	2,541,425	46.40	2,086,441	35.77
Academic Support	29,212,472	6,954,506	23.81	6,513,876	44.62
Student Services	13,764,813	5,774,717	41.95	5,841,782	39.74
Institutional Support	69,224,715	26,138,751	37.76	26,406,312	45.26
Physical Plant	17,835,085	6,855,107	38.44	7,948,859	37.09
Scholarships and Fellowships	53,039,747	22,348,925	42.14	23,262,589	47.45
Auxiliary Enterprises	3,811,798	2,237,684	58.70	2,331,064	45.67
Depreciation	19,589,384	6,683,722	34.12	6,598,154	40.93
Capital Purchases	-	(405,069)	-	(1,654,792)	27.95
Total	<u>282,274,371</u>	<u>110,523,780</u>	<u>39.15</u>	<u>110,074,205</u>	<u>44.52</u>
TRANSFERS AMOUNG FUNDS:					
Transfers In	2,805,050	(973,495)	-	(71,636)	-
Transfers Out	(2,805,050)	973,495	-	71,636	-
Net Increase (Decrease) in Net Position	<u>\$ (19,315,208)</u>	<u>\$ 18,059,573</u>		<u>\$ 15,072,724</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Five Months Ended January 31, 2016

11 Unrestricted Funds

	Adjusted Budget	Actual (41.67%)	% Actual to Adjusted Budget	Prior Year Actual 1/31/15	% of 8/31/15 Actual
REVENUES:					
State Appropriations	\$ 36,486,413	\$ 15,679,638	42.97	\$ 15,971,427	43.00
Local Taxes - Maintenance & Operations	59,125,000	27,939,195	47.25	24,246,173	42.83
Credit Tuition	39,342,879	33,415,998	84.94	32,403,532	86.71
Credit Fees	14,514,415	10,468,743	72.13	10,444,032	76.07
Credit Exemptions & Waivers	(2,843,954)	(3,488,638)	122.67	(3,074,642)	88.69
Bad Debt	(800,000)	(270,668)	33.83	(534,000)	33.38
Continuing Professional Development	6,445,000	2,871,189	44.55	2,310,748	38.63
Sales & Services	1,507,900	950,851	63.06	942,015	46.45
Investment Income	600,000	38,907	6.48	69,910	52.08
Total	<u>154,377,653</u>	<u>87,605,215</u>	<u>56.75</u>	<u>82,779,195</u>	<u>55.96</u>
EXPENDITURES:					
Instruction	65,928,846	29,365,244	44.54	28,870,591	45.49
Public Service	4,839,445	2,289,513	47.31	1,825,634	35.28
Academic Support	13,766,586	5,520,763	40.10	5,316,516	46.10
Student Services	12,640,870	5,217,049	41.27	5,308,603	39.89
Institutional Support	36,287,926	16,978,223	46.79	15,959,020	41.84
Physical Plant	17,835,085	6,855,107	38.44	7,948,859	37.09
Total	<u>151,298,758</u>	<u>66,225,899</u>	<u>43.77</u>	<u>65,229,223</u>	<u>42.62</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	(264,727)	-	(8,149)	-
Transfers Out	2,805,050	882,704	-	68,438	-
Net Increase (Decrease) in Net Position	<u>\$ 273,845</u>	<u>\$ 20,761,339</u>		<u>\$ 17,489,683</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Five Months Ended January 31, 2016

Federal Restricted Funds

	Adjusted Budget	Actual (41.67%)	% Actual to Adjusted Budget	Prior Year Actual 1/31/15	% of 8/31/15 Actual
REVENUES:					
Grants	\$ 64,985,938	\$ 21,014,716	32.34	\$ 21,792,869	45.97
Total	<u>64,985,938</u>	<u>21,014,716</u>	<u>32.34</u>	<u>21,792,869</u>	<u>45.97</u>
EXPENDITURES:					
Instruction	658,746	283,251	43.00	228,821	45.24
Public Service	231,298	75,686	32.72	83,082	43.04
Academic Support	14,456,300	853,166	5.90	515,919	34.13
Student Services	386,605	132,645	34.31	103,636	61.27
Institutional Support	1,941,130	407,043	20.97	313,671	31.53
Scholarships and Fellowships	47,311,859	19,262,925	40.71	20,547,740	46.67
Total	<u>64,985,938</u>	<u>21,014,716</u>	<u>32.34</u>	<u>21,792,869</u>	<u>45.97</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Five Months Ended January 31, 2016

State Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>Prior Year Actual 1/31/15</u>	<u>% of 8/31/15 Actual</u>
REVENUES:					
State Paid Benefits	\$ 9,608,459	\$ 3,988,160	41.51	\$ 3,845,589	41.39
Grants	<u>3,416,917</u>	<u>1,184,214</u>	<u>34.66</u>	<u>917,034</u>	<u>43.68</u>
Total	<u>13,025,376</u>	<u>5,172,374</u>	<u>39.71</u>	<u>4,762,623</u>	<u>41.81</u>
EXPENDITURES:					
Instruction	3,676,340	1,692,448	46.04	1,617,299	40.36
Public Service	187,514	108,629	57.93	110,312	36.56
Academic Support	641,902	493,780	76.92	381,701	43.88
Student Services	656,146.00	402,025	-	399,294	34.56
Institutional Support	5,499,157	1,519,811	27.64	1,531,248	49.87
Scholarships and Fellowships	<u>2,364,317</u>	<u>955,681</u>	<u>40.42</u>	<u>722,769</u>	<u>36.37</u>
Total	<u>13,025,376</u>	<u>5,172,374</u>	<u>39.71</u>	<u>4,762,623</u>	<u>41.81</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Five Months Ended January 31, 2016

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>Prior Year Actual 1/31/15</u>	<u>% of 8/31/15 Actual</u>
REVENUES:					
Local Grants	\$ 2,273,897	\$ 1,306,543	57.46	\$ 1,519,645	71.84
Total	<u>2,273,897</u>	<u>1,306,543</u>	<u>57.46</u>	<u>1,519,645</u>	<u>71.84</u>
EXPENDITURES:					
Instruction	55,616	43,950	79.02	13,044	52.57
Public Service	218,552	67,597	30.93	67,413	41.19
Academic Support	347,684	86,797	24.96	299,740	43.81
Student Services	81,192	22,998	28.33	30,249	43.40
Institutional Support	33,951	5,165	15.21	20,023	22.12
Scholarships and Fellowships	<u>1,536,571</u>	<u>1,145,490</u>	<u>74.55</u>	<u>1,141,286</u>	<u>92.37</u>
Total	<u>2,273,566</u>	<u>1,371,997</u>	<u>60.35</u>	<u>1,571,755</u>	<u>69.29</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(331)	(99,311)	-	(63,487)	-
Transfers Out	<u>-</u>	<u>90,791</u>	<u>-</u>	<u>3,198</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (56,934)</u>		<u>\$ 8,179</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Five Months Ended January 31, 2016

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>Prior Year Actual 1/31/15</u>	<u>% of 8/31/15 Actual</u>
REVENUES:					
Credit Tuition	<u>\$ 1,827,000</u>	<u>\$ 1,463,082</u>	<u>80.08</u>	<u>\$ 1,425,952</u>	<u>81.58</u>
Total	<u>1,827,000</u>	<u>1,463,082</u>	<u>80.08</u>	<u>1,425,952</u>	<u>81.58</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>1,827,000</u>	<u>984,829</u>	<u>53.90</u>	<u>850,794</u>	<u>48.08</u>
Total	<u>1,827,000</u>	<u>984,829</u>	<u>53.90</u>	<u>850,794</u>	<u>48.08</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u><u>\$ -</u></u>	<u><u>\$ 478,253</u></u>		<u><u>\$ 575,158</u></u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Five Months Ended January 31, 2016

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>Prior Year Actual 1/31/15</u>	<u>% of 8/31/15 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 54,310	-	\$ 35,557	42.07
Total	<u>-</u>	<u>54,310</u>	<u>-</u>	<u>35,557</u>	<u>42.07</u>
EXPENDITURES:					
Instruction	<u>-</u>	<u>9,119</u>	<u>-</u>	<u>10,165</u>	<u>60.22</u>
Total	<u>-</u>	<u>9,119</u>	<u>-</u>	<u>10,165</u>	<u>60.22</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 45,191</u>		<u>\$ 25,392</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Five Months Ended January 31, 2016

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>Prior Year Actual 1/31/15</u>	<u>% of 8/31/15 Actual</u>
REVENUES:					
Sales & Services	\$ -	\$ 27,724	-	\$ 14,714	3.27
Auxiliary Services	<u>3,590,000</u>	<u>1,600,503</u>	<u>44.58</u>	<u>1,461,331</u>	<u>44.18</u>
Total	<u>3,590,000</u>	<u>1,628,227</u>	<u>45.35</u>	<u>1,476,045</u>	<u>39.28</u>
EXPENDITURES:					
Non-Instructional Labor	902,211	356,079	39.47	505,699	38.58
Benefits	210,000	176,234	83.92	134,943	25.74
Supplies	804,108	309,656	38.51	320,188	43.23
Travel	264,988	198,775	75.01	168,356	30.13
Contracted Services	383,015	150,381	39.26	156,630	41.88
Scholarships and Fellowships	1,186,826	1,032,089	86.96	1,037,295	65.51
Utilities	<u>60,650</u>	<u>14,470</u>	<u>23.86</u>	<u>7,953</u>	<u>62.02</u>
Total	<u>3,811,798</u>	<u>2,237,684</u>	<u>58.70</u>	<u>2,331,064</u>	<u>45.67</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(221,798)	(609,457)	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ (855,019)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Five Months Ended January 31, 2016

95 Retirement of Indebtedness

	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>Prior Year Actual 1/31/15</u>	<u>% of 8/31/15 Actual</u>
REVENUES					
Transfers In	\$ 2,583,252	\$ -	-	\$ -	-
Investment Income	-	66,874	-	46,667	35.82
Local Taxes - Debt Service	<u>22,879,299</u>	<u>10,272,012</u>	<u>44.90</u>	<u>11,308,376</u>	<u>43.30</u>
Total	<u>25,462,551</u>	<u>10,338,886</u>	<u>-</u>	<u>11,355,043</u>	<u>42.57</u>
EXPENDITURES					
Institutional Support	<u>25,462,551</u>	<u>7,228,509</u>	<u>28.39</u>	<u>8,582,350</u>	<u>53.46</u>
Total	<u>25,462,551</u>	<u>7,228,509</u>	<u>28.39</u>	<u>8,582,350</u>	<u>53.46</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 3,110,377</u>		<u>\$ 2,772,693</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Five Months Ended January 31, 2016

97 Investment in Plant

	Adjusted Budget	Actual (41.67%)	% Actual to Adjusted Budget	Prior Year Actual 1/31/15	% of 8/31/15 Actual
EXPENDITURES					
Depreciation	\$ 19,589,384	\$ 6,683,722	-	\$ 6,598,154	40.93
Capital Purchases	-	(405,069)	-	(1,654,792)	27.95
Total	-	6,278,653	-	4,943,362	49.64
Net Increase (Decrease) in Net Position	<u>\$ 19,589,384</u>	<u>\$ (6,278,653)</u>		<u>\$ (4,943,362)</u>	

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Five Months Ended January 31, 2016

91 Capital Projects	<u>Adjusted Budget</u>	<u>Actual (41.67%)</u>	<u>Prior Year Actual 1/31/15</u>
REVENUES:			
Investment Income	<u>\$ -</u>	<u>\$ -</u>	<u>(683)</u>
Total	<u>-</u>	<u>-</u>	<u>(683)</u>
EXPENDITURES:			
2008 Bond Program	<u>-</u>	<u>12,074,686</u>	<u>6,872,555</u>
Total	<u>-</u>	<u>12,074,686</u>	<u>6,872,555</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (12,074,686)</u>	<u>\$ (6,873,238)</u>



Monthly Investment Report
January 31, 2016



A Volatile Month Driven by Global Forces

-
-

Four major forces were at play in January and the markets were whip-sawed all month because of them.

Oil continued its slide from \$105 in June 2014 to end at \$33.74 and hit below \$30 temporarily. Supply was dictated by geopolitical games as Saudi Arabia opened the spigots to hurt its arch rival Iran. But the drop has hurt energy companies and the banks, which loaned to them. Many investors had to sell, adding volatility to stocks.

The execution of a Shia cleric added to concerns over Middle East instability as did the highly unstable dictator in North Korea with his claims of a tested hydrogen bomb.

Although resulting in a veritable tax break for consumers, oil's price slide lead other indicators in a global slowdown. The month-end stabilization of price however may slightly ease the deflationary concerns.

China tried to control liquidity and support its yuan and found it is not so easy to control capital markets. The meltdown in the Shanghai market added to concerns that the second largest economy was cratering.

The slowdown in China has dropped **commodity** use and prices worldwide and hurt emerging markets which exported the ores. The drop was extenuated by the \$3.8 trillion in dollar denominated debt those sub-Saharan countries had issued.

The amount of the debt is not as dangerous as the strength of the dollar. **Currencies** have materially added to volatility this month. The dollar is strong because of our economic strength, its credit backing and the fact that only the US is raising rates. All other central banks are lowering rates to support their exports and stave off further economic weakness in their respective countries.

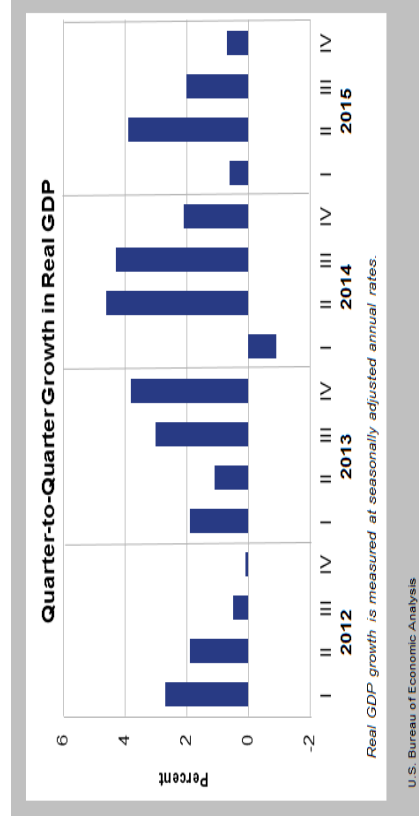
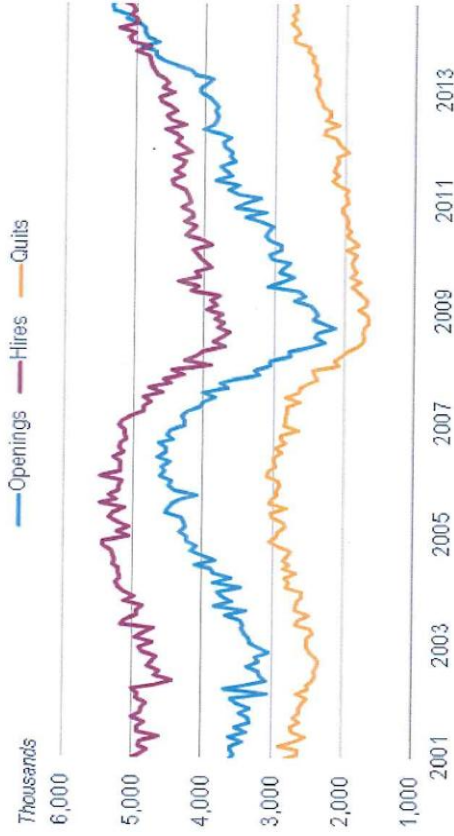
The Fed is in a Tight Spot

- Globally central banks are moving to reduce their currencies and stave off recessions. The ECB's Draghi recognized the weakness in Europe and more potential easing. Brazil is already in recession and trying to reduce rampant inflation. The Bank of Japan moved to lower its yen and support its exports. All these moves unnerved markets.
- The BOJ surprised by taking a step contemplated by Swiss, Danes and Swedes and introduced a *negative* 0.1% deposit rate for banks on certain excess deposits. It also increased its massive quantitative easing program. They will buy certain ETFs and REITs all in an effort to reach a target 2% inflation rate.
- The Federal Reserve also moved from its optimistic view in December and has retreated to a "data dependent" view. The predicted four rate hikes has been reduced to a possible two. This announcement calmed the markets somewhat as investors anticipated continued dovish sentiment and possible actions from the Fed. However, after just having raised rates in December the Fed can hardly reverse course just because of volatile markets. The balance between employment growth and tightening financial conditions is a tenuous one.

- Despite headwinds the US has managed to grow near a 2% rate for 6.5 years but the Chinese situation, the dollar's strength and oil's price has slowed GDP to a 1.8% (pending revisions) in 2015. That is still near the 2% ongoing rate although below the earlier anticipated 3%. Global moves and the lack of inflation will continue to weigh along with the dollar.

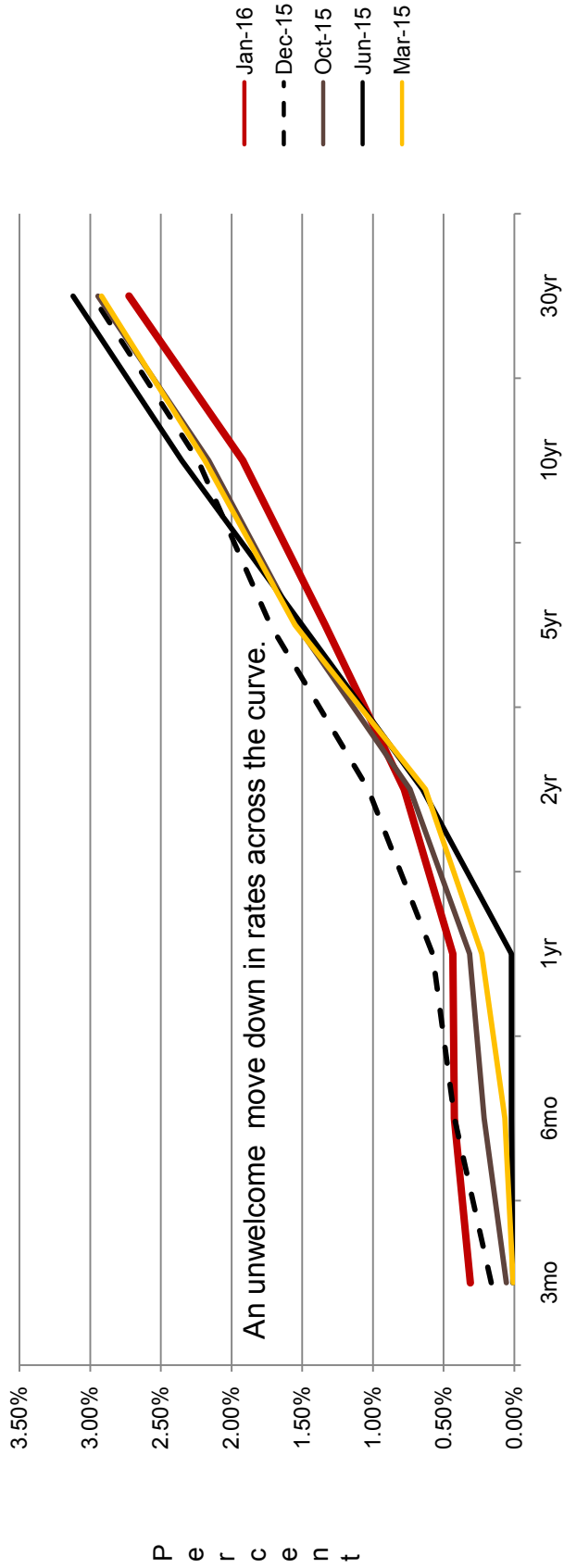
- Financial stability is the Fed's third mandate and the Fed is being held captive by outside trends. It is definitely a *wait and watch* mode.

Employment Continues to Improve



Rates

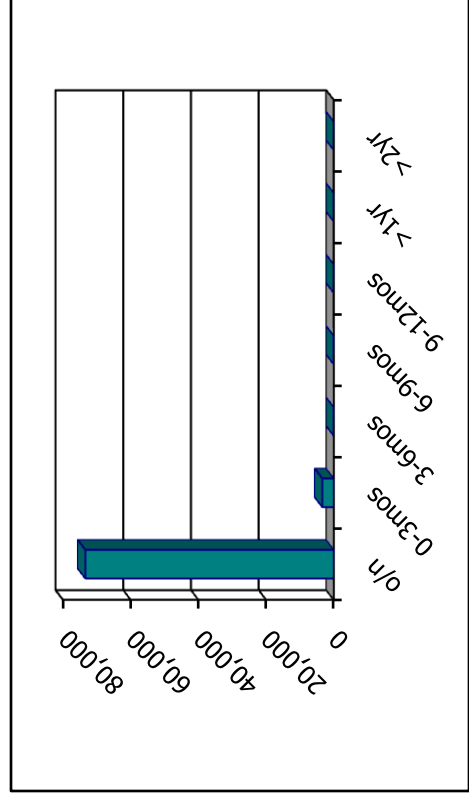
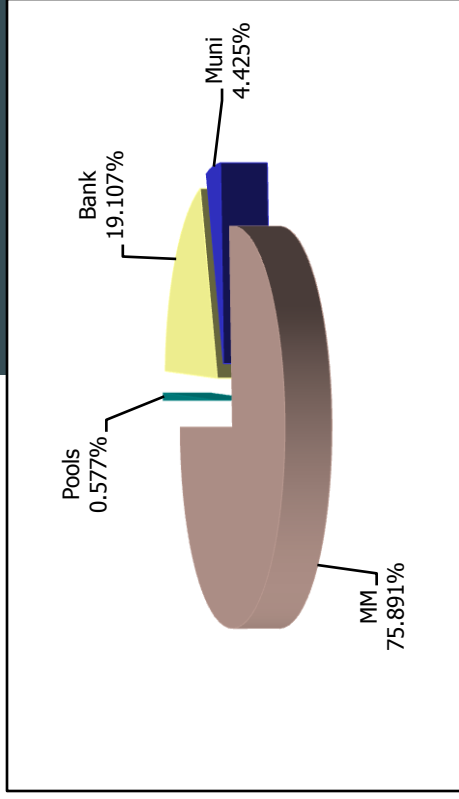
- The 2-year Treasury Note is definitely the fulcrum of the curve. Shorter rates are rising and longer rates are decreasing leading to a flattening curve.
- The decrease in rates from December 2015 (in all but the 3 month area) is a direct result of the slowing US economy and the dovish message from the Fed which hints at much fewer rate hikes this year.
- With every other nation and central bank lowering their rates the US markets remain relatively high in rates along with the relative safety they afford investors. The volatility in January also pulled funds out of the stock markets into the relative calm of bonds. If the Fed is not going to raise rates then holders of bonds will see profits accruing until the economy re-starts.



End of Month Rates - Full Yield Curve - Fed Funds to 30yr

As of January 31, 2016

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The extremely low short-term rates make diversification difficult but rate movements will allow for better use of securities which can help us build ladders of stability for the portfolio.
- Banks remain *uninterested* in new deposits and municipal debt will become less attractive as rates rise and the supply of new bonds dries up.
- It is time to reduce cash balances and stretch out into the two year area. Going too long will continue to have risks if rates rise more quickly than expected but cash, though improved, must be reduced.
- The non-cash portion of your portfolio is yielding 0.611%.



Bond Portfolio

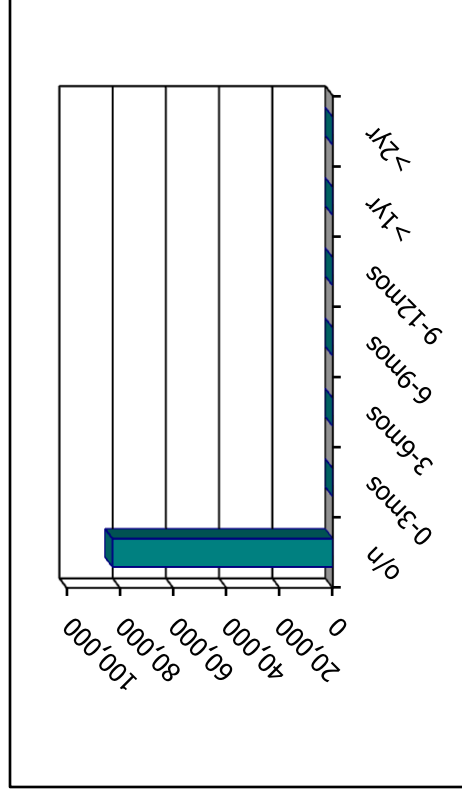
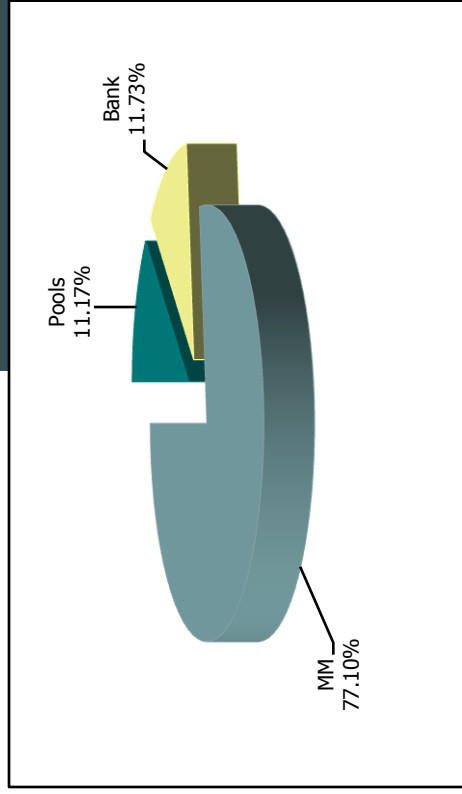
As of January 31, 2016

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.

- The extremely low short-term rates make diversification difficult but rate movements will allow for better use of securities which can help us build ladders of stability for the portfolio.

- Banks remain *uninterested* in new deposits and municipal debt will become less attractive as rates rise and the supply of new bonds dries up.

- It is time to reduce cash balances and stretch out into the two year area. Going too long will continue to have risks if rates rise more quickly than expected but cash, though improved, must be reduced.





**San Jacinto Community College
Portfolio Management
Portfolio Summary
January 31, 2016**

Patterson & Associates
901 S. MoPac
Suite 195
Austin, TX 78746

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Passbook/Checking Accounts	14,668,683.94	14,668,683.94	14,668,683.94	9.19	1	1	0.000
Municipal Bonds	3,395,000.00	3,397,509.35	3,397,317.73	2.13	994	13	0.611
Investment Pools/Money Markets	141,503,742.64	141,503,742.64	141,503,742.64	88.68	1	1	0.252
Investments	159,567,426.58	159,569,935.93	159,569,744.31	100.00%	22	1	0.236
Total Earnings	January 31	Month Ending	Fiscal Year To Date				
Current Year	24,024.12		113,264.45				

The following reports are submitted in accordance with the Public Funds Investment Act (Texas Gov't Code 2256). The reports also offer supplemental information not required by the Act in order to fully inform the governing body of the San Jacinto Community College/Foundation of the position and activity within the College's and Foundation's portfolio of investments. The reports include a management summary overview, a detailed inventory report for the end of the period, a transaction report, as well as graphic representations of the portfolio to provide full disclosure to the governing body.

-, Vice Chancellor of Fiscal Affairs



**San Jacinto Community College
Summary by Type
January 31, 2016
Grouped by Fund**

Patterson & Associates
901 S. MoPac
Suite 195
Austin, TX 78746

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: Bond Funds						
Investment Pools/Money Markets	9	82,796,539.98	82,796,539.98	51.89	0.246	1
Subtotal	9	82,796,539.98	82,796,539.98	51.89	0.246	1
Fund: Consolidated Portfolio						
Municipal Bonds	3	3,395,000.00	3,397,317.73	2.13	0.611	13
Passbook/Checking Accounts	9	14,668,683.94	14,668,683.94	9.19	0.000	1
Investment Pools/Money Markets	6	58,707,202.66	58,707,202.66	36.79	0.260	1
Subtotal	18	76,770,886.60	76,773,204.33	48.11	0.226	2
Total and Average	27	159,567,426.58	159,569,744.31	100.00	0.236	1



**San Jacinto Community College
Fund BOND - Bond Funds
Investments by Fund
January 31, 2016**

Patterson & Associates
901 S. MoPac
Suite 195
Austin, TX 78746

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Investment Pools/Money Markets											
708340211	10064	JPM - Debt Service	12/05/2007	9,708,381.50	9,708,381.50	9,708,381.50	0.070	0.069	0.070		1
XXX794	10228	East West ICS 08 Bond Proceeds	09/09/2014	14,993,602.42	14,993,602.42	14,993,602.42	0.350	0.345	0.350		1
XXX844	10229	East West ICS Debt Service	09/09/2014	8,806,241.48	8,806,241.48	8,806,241.48	0.350	0.345	0.350		1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	9,842.68	9,842.68	9,842.68	0.200	0.197	0.200		1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	40,008,164.69	40,008,164.69	40,008,164.69	0.220	0.216	0.220		1
86-72000844	10232	East West MM Debt Service	09/09/2014	18,698.73	18,698.73	18,698.73	0.220	0.216	0.220		1
9999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	4,208,006.15	4,208,006.15	4,208,006.15	0.267	0.263	0.267		1
9999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	5,041,910.74	5,041,910.74	5,041,910.74	0.280	0.276	0.280		1
9999999916	10106	LSIP GOF - Debt Service	07/30/2009	1,691.59	1,691.59	1,691.59	0.280	0.276	0.280		1
Subtotal and Average				82,796,539.98	82,796,539.98	82,796,539.98		0.242	0.246		1
Total Investments and Average				82,796,539.98	82,796,539.98	82,796,539.98		0.242	0.246		1

Fund GEN - Consolidated Portfolio
Investments by Fund
January 31, 2016

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Passbook/Checking Accounts											
1390012195A	10164	Bank of America - Operating	09/01/2015	45,133.50	45,133.50	45,133.50					1
9999999914	10089	Credit Cards - In Transit	09/01/2015	35,224.37	35,224.37	35,224.37					1
708340062	10086	Disbursements	09/01/2015	-796,808.43	-796,808.43	-796,808.43					1
707759296	10069	JPM - Federal Programs	09/01/2015	0.00	0.00	0.00					1
707759338	10062	JPM - Operating	09/01/2015	15,425,917.61	15,425,917.61	15,425,917.61					1
707759346	10085	Payroll Fund	09/01/2015	-60,620.93	-60,620.93	-60,620.93					1
9999999913	10088	Petty Cash	09/01/2015	20,025.00	20,025.00	20,025.00					1
707759353	10181	Student Deferred Income	09/01/2015	0.00	0.00	0.00					1
707759361	10103	JPM - Workmen's Comp	09/01/2015	-187.18	-187.18	-187.18					1
Subtotal and Average				14,668,683.94	14,668,683.94	14,668,683.94		0.000	0.000		1
Municipal Bonds											
248866WC5	10218	Denton TX	06/04/2013	1,772,317.73	1,770,000.00	1,772,265.60	4.000	0.591	0.599	02/15/2016	14
442331YP3	10216	Houston TX	05/16/2013	625,000.00	625,000.00	625,243.75	0.787	0.776	0.787	03/01/2016	29
796311CJ5	10217	San Antonio TX Drain Utility	05/16/2013	1,000,000.00	1,000,000.00	1,000,000.00	3.000	0.513	0.520	02/01/2016	0
Subtotal and Average				3,397,317.73	3,395,000.00	3,397,509.35		0.603	0.611		12
Investment Pools/Money Markets											
XXX810	10227	East West ICS	09/09/2014	40,012,130.88	40,012,130.88	40,012,130.88	0.350	0.345	0.350		1
86-7200810	10230	East West MM	09/09/2014	136,793.31	136,793.31	136,793.31	0.220	0.216	0.220		1
9999999993	10034	LSJP GOF - Operating	09/01/2007	2,643.79	2,643.79	2,643.79	0.280	0.276	0.280		1
707759320	10035	JPM - Money Market	09/01/2007	18,000,498.06	18,000,498.06	18,000,498.06	0.060	0.059	0.060		1
9999999996	10038	TCB - Money Market	09/26/2007	114,347.82	114,347.82	114,347.82	0.350	0.345	0.350		1
9999999991	10032	TexPool	09/01/2007	440,788.80	440,788.80	440,788.80	0.267	0.263	0.267		1
Subtotal and Average				58,707,202.66	58,707,202.66	58,707,202.66		0.257	0.260		1
Total Investments and Average				76,773,204.33	76,770,886.60	76,773,395.95		0.223	0.226		1



INVESTMENT PROFESSIONALS

Patterson & Associates
901 S. MoPac
Suite 195
Austin, TX 78746

San Jacinto Community College
Interest Earnings
Sorted by Fund - Fund
January 1, 2016 - January 31, 2016
Yield on Average Book Value

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Annualized Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
Fund: Bond Funds												
708340211	10064	BOND	RRP	9,708,381.50	682,783.94	4,152,139.50		0.070	0.057	199.29	0.00	199.29
999999999	10084	BOND	RRP	4,208,006.15	1,576,271.53	1,636,367.80		0.267	0.282	391.58	0.00	391.58
999999916	10106	BOND	RRP	1,691.59	1,402.41	1,663.28		0.280	0.283	0.40	0.00	0.40
XXX794	10228	BOND	RRP	14,993,602.42	19,990,186.66	19,022,775.28		0.350	0.211	3,415.76	0.00	3,415.76
XXX844	10229	BOND	RRP	8,806,241.48	8,804,637.53	8,804,792.75		0.350	0.214	1,603.95	0.00	1,603.95
86-72000794	10231	BOND	RRP	9,842.68	13,210.08	171,763.94		0.200	0.201	29.34	0.00	29.34
86-72000844	10232	BOND	RRP	18,698.73	15,298.62	18,038.25		0.220	0.220	3.37	0.00	3.37
86-72004242	10233	BOND	RRP	40,008,164.69	45,007,643.98	44,195,818.00		0.220	0.218	8,164.69	0.00	8,164.69
999999917	10234	BOND	RRP	5,041,910.74	2,049,293.30	2,048,297.27		0.280	0.281	488.57	0.00	488.57
	Subtotal			82,796,539.98	78,140,728.05	80,051,656.07			0.210	14,296.95	0.00	14,296.95
Fund: Consolidated Portfolio												
999999991	10032	GEN	RRP	440,788.80	34,624.00	389,411.74		0.267	0.270	89.18	0.00	89.18
999999996	10038	GEN	RRP	114,347.82	114,316.03	114,319.11		0.350	0.327	31.79	0.00	31.79
707759320	10035	GEN	RRP	18,000,498.06	10,000,296.03	11,322,858.03		0.060	0.052	498.06	0.00	498.06
999999993	10034	GEN	RRP	2,643.79	2,294.00	2,609.44		0.280	0.280	0.62	0.00	0.62
442331YP3	10216	GEN	MC1	625,000.00	625,000.00	625,000.00	03/01/2016	0.787	0.772	409.89	0.00	409.89
796311CJ5	10217	GEN	MC1	1,000,000.00	1,002,049.23	1,000,958.51	02/01/2016	3.000	0.530	2,500.00	-2,049.23	450.77
248866WC5	10218	GEN	MC1	1,770,000.00	1,777,284.31	1,774,640.81	02/15/2016	4.000	0.619	5,900.00	-4,966.58	933.42
XXX810	10227	GEN	RRP	40,012,130.88	40,004,842.66	40,005,547.97		0.350	0.215	7,288.22	0.00	7,288.22
86-7200810	10230	GEN	RRP	136,793.31	129,124.11	135,291.05		0.220	0.219	25.22	0.00	25.22
	Subtotal			62,102,202.66	53,689,830.37	55,370,636.66			0.207	16,742.98	-7,015.81	9,727.17
	Total			144,898,742.64	131,830,558.42	135,422,292.73			0.209	31,039.93	-7,015.81	24,024.12



**San Jacinto Community College
 Amortization Schedule
 January 1, 2016 - January 31, 2016
 Sorted By Fund - Fund**

Investment #	Fund	Maturity Date	Beginning Par Value	Purchase Principal	Original Premium or Discount	Ending Book Value	Amounts Amortized And Unamortized As of 01/01/2016	Amount Amortized This Period	Amt Amortized Through 01/31/2016	Amount Unamortized Through 01/31/2016
10218	GEN	02/15/2016	1,770,000.00	1,930,751.40	160,751.40	1,772,317.73	-153,467.09	-4,966.58	-158,433.67	2,317.73
Denton TX			4.000				7,284.31			
10217	GEN	02/01/2016	1,000,000.00	1,066,600.00	66,600.00	1,000,000.00	-64,550.77	-2,049.23	-66,600.00	0.00
San Antonio TX Drain Utility			3.000				2,049.23			
		Subtotal		2,997,351.40	227,351.40	2,772,317.73	-218,017.86	-7,015.81	-225,033.67	2,317.73
		Total		2,997,351.40	227,351.40	2,772,317.73	-218,017.86	-7,015.81	-225,033.67	2,317.73



**San Jacinto Community College
 Projected Cashflow Report
 Sorted by Monthly
 For the Period February 1, 2016 - August 31, 2016**

Projected Trans. Date	Investment #	Fund	Security ID	Transaction Type	Issuer	Par Value	Original Cost	Principal	Interest	Total
February 2016										
02/01/2016	10217	GEN	796311CJ5	Maturity	San Antonio TX Drain Utility	1,000,000.00	1,066,600.00	1,000,000.00	15,000.00	1,015,000.00
02/15/2016	10218	GEN	248866WC5	Maturity	Denton TX	1,770,000.00	1,930,751.40	1,770,000.00	35,400.00	1,805,400.00
					Total for February 2016	2,770,000.00	2,997,351.40	2,770,000.00	50,400.00	2,820,400.00
March 2016										
03/01/2016	10216	GEN	442331YP3	Maturity	Houston TX	625,000.00	625,000.00	625,000.00	2,459.38	627,459.38
					Total for March 2016	625,000.00	625,000.00	625,000.00	2,459.38	627,459.38
					GRAND TOTALS:	3,395,000.00	3,622,351.40	3,395,000.00	52,859.38	3,447,859.38

San Jacinto College Foundation
Statement of Financial Position

As of January 31, 2016

ASSETS

Current Assets

Checking/Savings

General Fund	\$ 1,260,063
Other Funds	-

Total Checking/Savings	1,260,063
------------------------	-----------

Accounts Receivable

Interest Income Receivable	53
Pledge Receivables	304,400
Special Events Receivables	8,555

Total Accounts Receivable	313,008
---------------------------	---------

Other Current Assets

SJC Short Term Investments	5,817,516
----------------------------	-----------

Total Other Current Assets	5,817,516
----------------------------	-----------

Other Assets

SJC Long Term Investments	3,006,131
---------------------------	-----------

Total Other Assets	3,006,131
--------------------	-----------

Total Assets	10,396,718
--------------	------------

TOTAL ASSETS	\$ 10,396,718
--------------	---------------

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Event Payable	635
---------------	-----

Grants Payable	188,131
----------------	---------

Programs Payable	58,182
------------------	--------

Endowments Payable	110,818
--------------------	---------

Scholarships Payable	187,922
----------------------	---------

Student Success Payables	42,030
--------------------------	--------

Total Accounts Payable	587,718
------------------------	---------

Total Current Liabilities	587,718
---------------------------	---------

Total Liabilities	587,718
-------------------	---------

Equity

Net Assets	9,490,833
------------	-----------

Net Income	318,167
------------	---------

Total Equity	9,809,000
--------------	-----------

TOTAL LIABILITIES & EQUITY	\$ 10,396,718
----------------------------	---------------

San Jacinto College Foundation
Statement of Activities
For the Period Ending January 31,

	<u>2016</u>	<u>2015</u>	<u>Change</u>
Ordinary Income/Expense			
Income			
Contributions			
Grant Contributions	\$ 91,500	\$ 128,460	\$ (36,960)
Permanently Restricted	219,897	177,550	42,347
Program Sponsorship	396,791	59,600	337,191
SJC Unrestricted	6,975	-	6,975
Temporarily Restricted	250,477	337,882	(87,405)
Total Contributions	<u>965,640</u>	<u>703,492</u>	<u>262,148</u>
Other Income			
Special Events	146,715	151,432	(4,717)
Investment Incomes	(65,898)	253,004	(318,902)
Total Other Income	<u>80,817</u>	<u>404,436</u>	<u>(323,619)</u>
Total Income	1,046,457	1,107,928	(61,471)
Expense			
Programs			
Scholarships Awarded	311,057	332,962	(21,905)
Grants Awarded	156,797	132,983	23,814
Programs Sponsored	109,565	11,300	98,265
Student Success Initiatives	34,465	122,832	(88,367)
Total Programs	<u>611,884</u>	<u>600,077</u>	<u>11,807</u>
Supporting Services			
Management and General	6,839	10,274	(3,435)
Fundraising	107,997	108,009	(12)
Sponsorship Expense	1,570	3,700	(2,130)
Total Supporting Services	<u>116,406</u>	<u>121,983</u>	<u>(5,577)</u>
Total Expense	<u>728,290</u>	<u>722,060</u>	<u>6,230</u>
Net Ordinary Income	318,167	385,868	(67,701)
Other Income/Expense	-	-	-
Net Income	<u>\$ 318,167</u>	<u>\$ 385,868</u>	<u>\$ (67,701)</u>



January 1, 2016 to January 31, 2016

Contributions

Donors	Amount	Fund
Corporations	31,700	Energy Venture, Golf 2016, Golf 2015
Foundations	11,000	Scholarship Fund
Individuals	53,750	Scholarship Fund, Golf 2015
Total Donor Contributions	<u><u>\$ 96,450</u></u>	Annual Fund, Scholarships, Veteran Fund, Promise
Employee		
Various	300	Alumni Fund
Various	500	Scholarship Fund
Individual	26,800	Endowment
Total Employee Contributions	<u><u>\$ 27,600</u></u>	
Total Contributions	<u><u>\$ 124,050</u></u>	

Construction Projects

As of January 31, 2016

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	FY13-15 Expenditures	FY16 Expenditures	Total Expenditures	Moved to Construction in Process	Remaining Balance	Percent of Budget Encumbered/ Expensed
Capital Projects											
F13042 - Admin Campus Master Plan	1,730,000	2,685,000	4,415,000	-	6,881	4,357,350	2,235	4,359,585	4,359,585	48,534	98.90%
Sub-total	1,730,000	2,685,000	4,415,000	-	6,881	4,357,350	2,235	4,359,585	4,359,585	48,534	98.90%
Repair and Renovation											
F15073 - CC Hallway Lamp Replacement	9,762	22,300	32,062	-	176	29,824	-	29,824	-	2,062	93.57%
F15083 - CC Bldg 30 Electrical Upgrades	34,847	-	34,847	-	34,847	-	-	-	-	-	100.00%
F16013 - CC Ballroom Fans C14.264	43,013	-	43,013	-	19,587	-	-	-	-	23,426	45.54%
F16016 - CC Business Center C14.204	35,427	1,608	37,035	-	37,035	-	-	-	-	-	100.00%
F16024 - CC Dormitory Fire Alarm Devices	4,911	-	4,911	-	4,911	-	-	-	-	-	100.00%
F16034 - CC Central Ballroom Storage	3,481	-	3,481	-	3,481	-	-	-	-	-	100.00%
F16037 - CC C3.150/152 Renovation	350	-	350	-	350	-	-	-	-	-	100.00%
F15058 - NC N8.122/126 Wall Removal	9,593	-	9,593	-	9,593	-	-	-	-	-	100.00%
F15076 - NC Admin Suite N-7.228	55,839	-	55,839	-	1,431	28,937	25,471	54,409	-	-	100.00%
F15079 - NC Utilities Tunnel Condition	25,270	-	25,270	-	8,570	6,680	10,020	16,700	-	-	100.00%
F15088 - NC Baseball BP Facility	39,600	25,991	65,591	-	36,745	420	26,523	26,943	-	1,903	97.10%
F15097 - NC Energy Savings Project	43,226	-	43,226	-	841	42,289	96	42,385	-	-	100.00%
F16007 - NC N-1 Lamp Replacement	56,040	-	56,040	-	56,040	-	-	-	-	-	100.00%
F16014 - NC N10.161 & 137 Reno	16,166	-	16,166	-	3,569	-	12,596	12,596	-	-	100.00%
F16039 - NC Baseball Field Bldg Roof	2,725	-	2,725	-	2,725	-	-	-	-	-	100.00%
F15068 - SC Multi Purpose Gallery	7,910	61,381	69,291	-	57,174	3,955	8,162	12,117	-	-	100.00%
F16018 - SC S Press Box	4,500	-	4,500	-	3,520	-	980	980	-	-	100.00%
F16036 - SC Wastewater Study	6,000	-	6,000	-	6,000	-	-	-	-	-	100.00%
F15071 - Dist Generation Park Analysis Update	9,170	-	9,170	-	2,055	7,115	-	7,115	-	-	100.00%
F15074 - Dist Building Envelop Standard	9,800	-	9,800	-	4,900	4,900	-	4,900	-	-	100.00%
F15096 - Dist Office-CIO	42,410	2,060	44,470	-	8,998	-	28,558	28,558	-	6,914	84.45%
F15098 - Dist Admin West Bldg Parking Lot P2	6,000	77,278	83,278	-	78,615	3,000	1,663	4,663	-	-	100.00%
F16023 - Dist Audit Sound Attenuation	7,679	11,290	18,970	-	11,290	-	7,679	7,679	-	-	100.00%
F16030 - Dist Marketing A1.210	109,444	-	109,444	-	104,817	-	-	-	-	4,627	95.77%
F16032 - Dist ITS RFS	8,074	-	8,074	-	8,074	-	-	-	-	-	100.00%
F16038 - Dist A1.200B Renovation	7,032	-	7,032	-	5,112	-	1,920	1,920	-	-	100.00%
F16040 - Dist Campus Roof Survey	13,095	-	13,095	-	13,095	-	-	-	-	-	100.00%
F16047 - Dist Marketing Furniture	9,345	-	9,345	-	9,345	-	-	-	-	-	100.00%
721101 - CC Misc	3,122	-	3,122	-	2,897	225	-	225	-	-	100.00%
F16001 - CC - Other Projects	5,000	1,272	6,272	-	1,272	-	4,007	4,007	-	993	84.17%
F16002 - NC - Other Projects	5,000	-	5,000	-	2,681	-	750	750	-	1,569	68.61%
F16003 - SC - Other Projects	5,000	-	5,000	-	2,142	-	1,710	1,710	-	1,148	77.04%
F16004 - 6 Dist - Other Projects	20,000	2,140	22,140	-	8,607	-	4,675	4,675	-	8,858	59.99%
Sub-total	658,832	205,320	864,152	-	550,496	127,345	134,811	262,156	-	51,500	94.04%
Completed Projects											
F15003 - CC Misc	10,000	(4,678)	5,322	-	-	2,947	2,375	5,322	-	-	100.00%
F15072 - CC Frels Dividing Wall 355-361	9,700	31,493	41,193	-	-	34,748	6,445	41,193	-	-	100.00%
F16022 - CC Student Center Shades	7,569	(3,628)	3,941	-	-	-	3,941	3,941	-	-	100.00%
F15086 - Dist Admin West Lights	104,716	3,940	108,656	-	-	27,164	81,492	108,656	-	-	100.00%
F15092 - Dist A1- 211 Workstation	9,600	(171)	9,429	-	-	2,808	6,622	9,429	-	-	100.00%
F15093 - Dist SBCD Office Renovation	6,265	154	6,419	-	-	5,858	561	6,419	-	-	100.00%
Sub-total	147,850	27,111	174,961	-	-	73,525	101,436	174,961	-	-	100.00%
TOTALS	2,536,682	2,917,431	5,454,113	-	557,377	4,558,220	238,482	4,796,703	4,359,585	100,034	98.17%

2008 Capital Improvement Program

As of January 31, 2016

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central								
1001 - CC Primary Service Retrofit	2,774,950	1,742,468	4,517,418	-	9,845	4,470,178	37,395	99.17%
1203 - CC Anders Gym	10,398,474	(9,210,501)	1,187,973	-	-	109,723	1,078,250	9.24%
1102 - CC In-Fill	47,572	1,197,962	1,245,534	-	15,010	1,195,393	35,131	97.18%
1909- CC Petrochem/Vo Tech Building	-	2,169,015	2,169,015	-	1,900,205	36,462	232,348	89.29%
Sub-total	13,220,996	(4,101,055)	9,119,941	-	1,925,060	5,811,756	1,383,125	84.83%
North								
2201 - NC Lehr Library	2,022,600	12,026,576	14,049,176	-	2,860,531	10,505,708	682,937	95.14%
2202 - NC Nichols Gym	4,949,996	(4,381,454)	568,542	-	-	18,617	549,925	3.27%
2102 - NC In-Fill	23,086	903,178	926,264	-	39,529	858,896	27,839	96.99%
2402 - NC MET Infrastructure N Library	851,510	(786,417)	65,093	-	703	58,740	5,650	91.32%
Sub-total	7,847,192	7,761,883	15,609,075	-	2,900,763	11,441,961	1,266,351	91.89%
South								
3202 - SC Smallwood Gym	6,919,331	(6,350,774)	568,557	-	-	18,557	550,000	3.26%
3102 - SC In-Fill	23,086	1,326,047	1,349,133	-	54,088	970,387	324,658	75.94%
Sub-total	6,942,417	(5,024,727)	1,917,690	-	54,088	988,944	874,658	54.39%
District								
1828/2814/3817 - D DDC Network	2,190,750	494,572	2,685,322	-	56,138	2,477,058	152,126	94.33%
6803 - Maritime Training Facility	18,000,000	8,433,236	26,433,236	-	355,524	25,339,700	738,013	97.21%
Program Management- 720100	-	1,202,954	1,202,954	-	355,709	248,091	599,154	50.19%
Contingency	19,487,902	(10,477,322)	9,010,580	-	-	-	9,010,580	-
Sub-total	39,678,652	(346,560)	39,332,091	-	767,371	28,064,849	10,499,872	73.30%
Completed Projects								
1908 - CC Science Building	35,752,627	(148,641)	35,603,986	-	-	35,603,986	-	100.00%
1109 - CC Maintenance & Police Bldg	3,560,360	2,702,048	6,262,408	-	-	6,262,408	-	100.00%
1301 - CC Building 31 Renovation	-	497,887	497,887	-	-	497,887	-	100.00%
1817 - CC Transportation Center	17,333,267	2,998,752	20,332,019	(137,768)	-	20,332,019	-	100.00%
1820 - CC Paving & Drainage	10,490,274	(913,895)	9,576,379	(207,575)	-	9,576,379	-	100.00%
1821 - CC Allied Health Addition	10,568,880	1,189,925	11,758,805	296,549	-	11,758,805	-	100.00%
1202 - CC Davis Library	8,418,096	(155,756)	8,262,340	-	-	8,262,340	-	100.00%
1217 - CC Transportation Center Buildout	-	1,039,383	1,039,383	-	-	1,039,383	-	100.00%
1818 - CC Industrial Tech Buildings	7,758,416	(3,727,679)	4,030,737	-	-	4,030,737	-	100.00%
2401 - NC Outdoor Lighting	13,472	785	14,257	-	-	14,257	-	100.00%
2901 - NC Paving & Drainage	3,142,449	(435,395)	2,707,054	(15,714)	-	2,707,054	-	100.00%
2903 - NC Student Success Center	11,093,580	801,084	11,894,664	(499,063)	-	11,894,664	-	100.00%
2906 - NC Science & Allied Health	42,240,000	(6,014,982)	36,225,018	-	-	36,225,018	-	100.00%
3201 - SC Parker Williams Library	2,449,600	369,372	2,818,972	-	-	2,818,972	-	100.00%
3401 - SC Traffic Signal Relocation	75,988	(25,773)	50,215	-	-	50,215	-	100.00%
3402 - SC Water and Electrical Upgrade	29,305	(5,044)	24,261	-	-	24,261	-	100.00%
3903 - SC Student Success Center	8,220,000	2,074,228	10,294,228	109,650	-	10,294,228	-	100.00%
3905/3911 - SC Paving & Drainage	2,747,068	7,891,993	10,639,061	-	-	10,639,061	-	100.00%
3906 - SC Mechanical Upgrades	1,252,855	(558,604)	694,251	(19,524)	-	694,251	-	100.00%
3907 - SC MEP Infrastructure	4,381,500	283,388	4,664,888	-	-	4,664,888	-	100.00%
*3908 - SC Primary Service at New Site	809,625	(809,625)	-	-	-	-	-	-
3909 - SC Science & Allied Health	53,868,525	(6,251,379)	47,617,145	-	-	47,617,145	-	100.00%
6003 - D Graphics	900,000	724,824	1,624,824	-	-	1,624,824	-	100.00%
6902 - D Campus Mechanical Upgrades	1,869,857	518,564	2,388,421	(3,767)	-	2,388,421	-	100.00%
6007 - D Furniture Consultant	335,000	(335,000)	-	-	-	-	-	-
Sub-total	227,310,744	1,710,458	229,021,202	(477,212)	-	229,021,202	-	100.00%
TOTALS	295,000,000	-	295,000,000	(477,212)	5,647,282	275,328,712	14,024,006	95.25%

*Funds reallocated to other projects.

Fiscal Year 2008 CIP Expenditure	136,403
Fiscal Year 2009 CIP Expenditure	3,442,083
Fiscal Year 2010 CIP Expenditure	24,831,811
Fiscal Year 2011 CIP Expenditure	64,513,921
Fiscal Year 2012 CIP Expenditure	89,492,069
Fiscal Year 2013 CIP Expenditure	41,378,480
Fiscal Year 2014 CIP Expenditure	17,693,910
Fiscal Year 2015 CIP Expenditure	26,723,926
Fiscal Year 2016 CIP Expenditure	7,116,108
Total CIP Expenditure	275,328,712

2015 Revenue Bond

As of January 31, 2016

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/Expensed
North - CIT								
North CIT - 904605-722909	47,591,645	-	47,591,645	-	9,414,277	5,802,013	32,375,355	31.97%
Contingency (726900)	2,408,355	-	2,408,355	-	-	-	2,408,355	-
Sub-total	50,000,000	-	50,000,000	-	9,414,277	5,802,013	34,783,710	30.43%

2008 Bond Program

ID	Task Name	2008		2009		2010		2011		2012		2013		2014		2015		2016		2017		2018			
		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
1	Central Campus																								
2	1820 - Paving & Drainage																								
8	1817 - Transportation Center																								
15	1818 - Industrial Technology II																								
25	1109 - Maintenance/Police																								
39	1301 - Building 31																								
53	1821 - Allied Health																								
67	1908 - Science Building																								
84	1001 - Primary Service Retrofit																								
94	1202 - Davis Library																								
108	1203 - Anders Gym																								
121	North Campus																								
122	2901 - Pavement & Drainage																								
128	2903 - Student Success Center																								
142	2906 - Science & Allied Health																								
156	2201 - Lehr Library																								
170	2202 - Nichols Gym																								
184	South Campus																								
185	3903 - Student Success Center																								
199	3905 - Paving & Drainage																								
212	3906 - Mechanical Upgrades																								
218	3907 - MEP Infrastructure																								
224	3909 - Science & Allied Health																								
238	3201 - Parker Williams Library																								
252	3202 - Smallwood Gym																								
266	District																								
267	Graphics																								
271	DDC Network																								
274	6902 - Campus Mechanical Upgrades																								
280	6803 - Maritime Center																								

Action Item "IX"
Regular Board Meeting March 7, 2016
Consideration of Approval of Amendment to the 2015-2016 Budget
for Restricted Revenue and Expenses Relating to Federal and State Grants

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve an amendment to the 2015-2016 budget for restricted revenue and expenses related to grants.

BACKGROUND

Federal, state, and local grants may require amendments for receipt of newly awarded grants or changes to existing grants. These amendments should be processed in a timely manner in order to provide the access to funding to meet the objectives set forth within the grant requirements. This budget amendment request includes the additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants received during the month of February 2016.

IMPACT OF THIS ACTION

Approval of the budget amendment will allow the College's staff to implement the programs in accordance with the requirements of funded award amounts.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$45,996, so the net impact on the College budget is zero.

MONITORING AND REPORTING TIMELINE

The Office of Grants Management provides continuous monitoring of grant operations, which are included in the annual financial report to the Board of Trustees.

ATTACHMENTS

Attachment 1- Budget Amendments-03-07-16

Attachment 2- Grant Detail-03-07-16

RESOURCE PERSONNEL

Chet Lewis

281-998-6306

chet.lewis@sjcd.edu

Michael Lee Moore

281-998-6162

michael.moore@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant Amendments
March 7, 2016

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>US Department of Education/Texas Higher Education Coordinating Board - Carl Perkins Career and Technical Education -Basic Grant (Additional Funds)</u>					
Federal Grant Revenue	528421	56700	554100	110000	(9,324)
Operating Supplies - Consumable	528421	56700	711410	460911	8,880
Indirect Costs	528421	56700	731500	620909	444
					\$ -
<u>San Jacinto College Foundation - Student Success Initiatives FY 2016 Semiannual Awards (New Grant)</u>					
Local Grant Revenue	571039	56700	554300	110000	(30,172)
Instructional Supplies - Consumable	571039	56700	711110	466213	7,090
Operating Supplies - Consumable	571039	56700	711410	466213	7,462
Contractual Svcs-Catering/Meals	571039	56700	731270	466213	480
Contractual Svcs - Printing	571039	56700	731330	466213	280
Cont Sv-Outside Performance/Speaker	571039	56700	731380	466213	14,860
					-
<u>Houston Art Alliance (HAA) – Omnibus Concert Event (New Grant)</u>					
Local Grant Revenue	571041	56700	554300	110000	(5,000)
Cont Sv-Outside Performance/Speaker	571041	56700	731380	465837	5,000
					-
<u>Kinder Morgan Foundation - Kids + Culture Summer Camp 2016 (New Grant)</u>					
Local Grant Revenue	571040	56700	554300	110000	(1,500)
PT - Institutional	571040	56700	614100	460911	1,440
Insurance - Workman's Compensation	571040	56700	651300	460911	5
Insurance - Unemployment	571040	56700	651400	460911	5
Insurance - Medicare Tax	571040	56700	651500	460911	25
ORP - P-T/SJC Retirement	571040	56700	652130	460911	25
					-
Net Increase (Decrease)					\$ -

Note: Credits to revenues are increases and credits to expenses are decreases.
Conversely, debits to revenue are decreases and debits to expenses are increases.

March 07, 2016 Board Book – Grant Amendments Detail List

US Department of Education/Texas Higher Education Coordinating Board - Carl Perkins Career and Technical Education -Basic Grant (Additional Funds)

The Perkins Act defines vocational-technical education as organized educational programs offering sequences of courses directly related to preparing individuals for employment in current or emerging occupations requiring other than a baccalaureate or advanced degree. Programs include competency-based applied learning, which contributes to an individual's academic knowledge, higher-order reasoning, problem solving skills, and the occupational-specific skills necessary for economic independence as a productive and contributing member of society. The most frequent use of funds include: occupationally relevant equipment, vocational curriculum materials, materials for learning labs, curriculum development or modification, staff development, career counseling and guidance activities, efforts for academic-vocational integration, supplemental services for special populations, hiring vocational staff, remedial classes, and expansion of tech prep programs. The additional funding is a reallocation from the previous year's total state funding.

San Jacinto College Foundation - Student Success Initiatives FY 2015 Semiannual Awards (New Grant)

Semiannually, San Jacinto College Foundation invites faculty and staff to submit proposals designed to support Student Success projects. Preference is given to proposals that directly engage students and focus upon maximizing the probability of academic success. This spring there are 9 awards in these areas: music, literature, history, nursing, Developmental Education, Scenario-based Learning and Service-Learning. These grants are pilot projects, which, if successful, may continue with express permission of the College if funds are available.

Houston Art Alliance (HAA) – Omnibus Concert Event (New Grant)

Houston Arts Alliance is a public-private initiative that invests in Houston's arts and cultural sector, advances Houston's reputation as an arts and culture destination, and works to elevate the quality of life for all Houstonians through arts and culture. As the City's designated, nonprofit, local arts agency, HAA provides programs and services for the arts and cultural sector and awards grants annually to nonprofit arts and cultural organizations and individual artists. This grant project will help fund a Wind Ensemble and Chamber Brass/Percussion event in late April involving San Jacinto College and three Pasadena high schools.

Kinder Morgan Foundation - Kids + Culture Summer Camp 2016 (New Grant)

The Kinder Morgan Foundation believes that today's youth are tomorrow's leaders, and its mission is to provide youth with opportunities to learn and grow. A specific goal is to help today's science, math and music students become the engineers, educators and musicians who will support our diverse communities for many years to come. To accomplish this goal, the Kinder Morgan Foundation funds programs that promote the academic and artistic interests of young people in the many cities and towns across North America where Kinder Morgan operates. This grant funds a music camp, where students work with music instructors to learn material that is new and challenging. Participants culminate the summer camp experience with a group performance.

Action Item “X”
Regular Board Meeting March 7, 2016

Consideration of Policy IV-B-4: Policy on Communicable Disease – Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends the Board of Trustees approve the revisions of Policy IV-B-4 Policy on Communicable Diseases. The final approval will eliminate Policy IV-B-5.

BACKGROUND

Policy IV-B-4 Policy on Communicable Disease for Students and Policy IV-B-5 Policy on Communicable Disease for Employees were originally adopted on February 3, 1992. Recognizing that the intent of each policy was for all individuals whether student or employee, the two policies were combined and specific language currently covered under Health Insurance Portability and Accountability Act rules was removed. In addition, the standard Notifiable Conditions List was identified for more clarity. The proposed policy also identifies a Health Response Team that will allow for an effective communication process for communicable disease incidents. The proposed policy and procedures were reviewed by the college’s legal counsel.

IMPACT OF THIS ACTION

These revisions will create a clear and concise policy, and are supported by procedures that focus on the safety and wellbeing of our students and employees.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

None anticipated.

MONITORING AND REPORTING TIMELINE

The revised policy and procedures were presented to the Board of Trustees on February 1, 2016. The policy and procedures were circulated from February 2, 2016, to February 19, 2016 to the College community for comments and concerns according to the policy workflow process. Comments were received requesting clarification of notifiable conditions and primary reporters. Such modifications were made to both the policy and procedures and were circulated to the College community on February 26, 2016. The Board of Trustees, through this second reading, is requested to approve the revisions of Policy IV-B-4 and eliminate Policy IV-B-5. Procedures will not be approved by the Board of Trustees but are provided as information. Procedures 3-12: Communicable Disease for Employees has been combined with the updated Procedures 8-3: Procedures for Communicable Disease.

ATTACHMENTS

- Attachment 1 – Current Policies and Procedures
- Attachment 2 – Proposed Policy and Procedures (with track changes for modification since first reading)
- Attachment 3 – Proposed Policy and Procedures (final format)

Action Item "X"
Regular Board Meeting March 7, 2016

Consideration of Policy IV-B-4: Policy on Communicable Disease – Second Reading

RESOURCE PERSONNEL

Chet Lewis	281-998-6307	chet.lewis@sjcd.edu
Ginger Lambert	281-998-6183	ginger.lambert@sjcd.edu
Jerusha Kasch	281-542-2042	jerusha.kasch@sjcd.edu

Attachment 1

Policy IV-B-4 Policy on Communicable Diseases For Students

This policy defines communicable diseases and outlines the management procedures in the college environment for students having communicable diseases.

- Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), meningitis, meningococcal infections, and tuberculosis. A complete list of the communicable diseases reportable to the health authority and therefore subject to this policy is included as Attachment A. For the purposes of this policy, the term "HIV infection" shall include AIDS, AIDS-Related Complex (ARC), and a positive test for the antibody to human immunodeficiency virus.
- The college's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for responding to a student with a communicable disease.
- The college shall not discriminate in enrollment against any student solely on the grounds that the student has a communicable disease. Members of the student body of the college shall not be denied access to college facilities or campus activities solely on the grounds that they have a communicable disease. The college reserves the right to exclude, or restrict, a person with a communicable disease from college facilities, programs, and functions if the college makes a medically based determination that the person constitutes a direct threat to the health or safety of others.
- The college shall comply with all pertinent statutes and regulations which protect the privacy of persons in the college community who have a communicable disease. The college shall ensure that procedural safeguards sufficient to maintain the strictest confidence about persons who have HIV infection are in effect in all offices of the college.
- The college shall develop and maintain a comprehensive education program about HIV infection for members of the college community. The program shall include, but is not limited to, the following topics: current medical opinions about the nature of HIV infection and its symptoms, methods of transmission, types of behavior which increase the risk of transmission of the disease, preventive measures for avoiding infection by the HIV virus, confidentiality, and behaviors, associated with HIV transmissions which are in violation of Texas law.

ATTACHMENT A

25 Tex. Admin. Code s 97.3 (b) [as amended in 12 Tex. Reg. 4690 (1987)]:

The following diseases are reportable:

acquired immune deficiency syndrome; amebiasis; anthrax; botulism-adult and infant; brucellosis; campylobacteriosis; chickenpox; Chlamydia trachomatis infection; cholera; coccidioidomycosis; dengue; diphtheria; encephalitis (specify etiology); gonorrhoea; Hansen's disease (leprosy); Haemophilus influenzae infections; hepatitis, viral-type A, type B, type D (delta agent), type non-A/non-B, and unspecified types; histoplasmosis; HIV infection; influenza and flu-like illness; legionellosis; leptospirosis; listeria infection; Lyme disease; malaria; measles; meningitis-bacterial, aseptic/viral, fungal and other

(specify etiology, all types); meningococcal infections; mumps; pertussis; plague; poliomyelitis; paralytic; psittacosis; Q fever; rabies in man; Reyes syndrome; Rocky Mountain spotted fever; rubella; rubella congenital syndrome; salmonellosis; shigellosis; syphilis; tetanus; toxic shock syndrome; trichinosis; tuberculosis; tularemia; typhoid fever; typhus fever-endemic (murine) and epidemic; vibrio infections; viral hemorrhagic fever; and yellow fever.
(Effective February 3, 1992.)

Policy #:	IV-B-4
Policy Name:	Policy on Communicable Disease for Students
Pages:	2
Adopted Date:	February 3, 1992
Revision/Reviewed Date:	
Effective Date:	February 3, 1992
Associated Procedure:	8-3

Policy IV-B-5: Policy on Communicable Disease for Employees

This policy defines communicable diseases and outlines the management procedures in the workplace for employees having communicable diseases.

- Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), meningitis, meningococcal infections, and tuberculosis. A complete list of the communicable diseases reportable to the health authority and therefore subject to this policy is included as Attachment A. For the purposes of this policy, the term "HIV infection" shall include AIDS, AIDS-Related Complex (ARC), and a positive test for the antibody to human immunodeficiency virus.
- The college's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for responding to an employee with a communicable disease.
- The college shall not discriminate in employment against any employee solely on the grounds that the employee has a communicable disease. Members of the faculty, administration, or staff of the college shall not be denied access to college facilities or campus activities solely on the grounds that they have a communicable disease. The college reserves the right to exclude or restrict a person with a communicable disease from college facilities, programs, and functions, or take appropriate employment action, if the college makes a medically based determination that the person constitutes a direct threat to the health or safety of others or, by reason of the communicable disease or infection, the person is unable to perform the duties of the job.
- The college shall comply with all pertinent statutes and regulations which protect the privacy of persons in the college community who have a communicable disease. The college shall ensure that procedural safeguards sufficient to maintain the strictest confidence about persons who have HIV infection are in effect in all offices of the college.
- The college shall develop and maintain a comprehensive education program about HIV infection for members of the college community. The program shall include, but is not limited to, the following topics: current medical opinions about the nature of HIV infection and its symptoms, methods of transmission, types of behavior which increase the risk of transmission of the disease, preventive measures for avoiding infection by the HIV virus, confidentiality, development of staff problem-solving skills, occupational precautions, and behavior associated with the transmission which are in violation of Texas law.

ATTACHMENT A

25 Tex. Admin. Code s 97.3 (b) [as amended in 12 Tex. Reg. 4690 (1987)]:

The following diseases are reportable:

acquired immune deficiency syndrome; amebiasis; anthrax; botulism-adult and infant; brucellosis; campylobacteriosis; chickenpox; Chlamydia trachomatis infection; cholera; coccidioidomycosis; dengue; diphtheria; encephalitis (specify etiology); gonorrhea; Hansen's disease (leprosy); Haemophilus influenzae infections; hepatitis, viral-type A, type B, type D (delta agent), type non-A/non-B, and unspecified types; histoplasmosis; HIV infection; influenza and flu-like illness; legionellosis; leptospirosis; listeria infection; Lyme disease; malaria; measles; meningitis-bacterial, aseptic/viral, fungal and other (specify etiology, all types); meningococcal infections; mumps; pertussis; plague; poliomyelitis; paralytic; psittacosis; Q fever; rabies in man; Reyes syndrome; Rocky Mountain spotted fever; rubella; rubella congenital syndrome; salmonellosis; shigellosis; syphilis; tetanus; toxic shock syndrome; trichinosis; tuberculosis; tularemia; typhoid fever; typhus fever-endemic (murine) and epidemic; vibrio infections; viral hemorrhagic fever; and yellow fever.

Policy #:	IV-B-5
Policy Name:	Policy on Communicable Disease for Employees
Pages:	1
Adopted Date:	February 3, 1992
Revision/Reviewed Date:	
Effective Date:	February 3, 1992
Associated Procedure:	<u>3-12</u>

Procedure 8-3: Communicable Disease For Students

These administrative procedures apply to all communicable diseases, including, but not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), meningitis, meningococcal infections, and tuberculosis. A complete list of the communicable diseases subject to these administrative procedures is included as Attachment A to the policy Communicable Diseases-Students. For the purposes of these administrative procedures, the term "HIV infection" shall include AIDS, AIDS-Related Complex (ARC), and a positive test for the antibody to human immunodeficiency virus.

Whenever any student of the college has, or suspects that he or she has a communicable disease, the student is encouraged to immediately report this information to the Vice President of Student Services, who can provide information, education, and counseling and testing referrals.

- As a general rule, those students diagnosed as having a communicable disease, and who are physically able, will be permitted to attend classes and utilize college facilities in an unrestricted manner.
- Each case will be handled on an individual basis with the input of the Vice President of Student Services, the student, the student's private physician, and/or appropriate personnel of the City Health Department. The Vice President of Student Services is responsible for gathering the input of this group. This may be done either through contact between individuals or a meeting of the group. In the case of a student with HIV infection, any discussions with the health department will be conducted without identifying the student unless the student gives written consent to release his/her name.
- The input of the persons in Subsection II.B. shall be used to consider whether the student diagnosed with a communicable disease might pose a risk of transmission to others in the classroom and/or college setting. This group shall provide information concerning the student's knowledge about the transmission of the communicable disease and his or her understanding of the need to attend to the disease through medical care, personal hygiene, educational counseling, and the avoidance of high risk behavior. Given the current state of medical knowledge, the group will provide information concerning (a) the nature of the risk (how the disease is transmitted); (b) the duration of the risk (how long is the student infectious); (c) the severity of the risk (what is the potential harm to third parties); and (d) the probability that the disease will be transmitted and will cause varying degrees of harm. In formulating decisions regarding the student's status, the Vice President of Student Services will attempt to reach a consensus. However, if no consensus can be reached, the decision of the Vice President of Student Services will control.
- Each case shall be reevaluated when deemed necessary, or at least on an annual basis, so long as the student has a communicable disease and remains enrolled.
- If the student wishes to contest decisions concerning exclusion or restriction from college facilities, programs and functions, the procedures relative to any such contest shall be those provided by ⁵⁰

applicable college policies and procedures.

- If the Vice President of Student Services receives information from any source that a student has a communicable disease, the Vice President of Student Services shall contact the student to confirm the accuracy of the information. If the student confirms that he or she has a communicable disease, these administrative procedures will be followed by the college to determine the response by the college.

The Vice President of Student Services may act as the college's designee for purposes of reporting communicable diseases to the City Health Department.

- The Vice President of Student Services shall function as the liaison with the student's physician regarding the individual's health status, and the coordinator of services, if any, provided by other staff.
- The right to privacy of the individual shall be respected. Therefore, knowledge that a student has a communicable disease should be confined to those persons with a direct need to know, if any, as determined by the Vice President of Student Services with the input of the group specified in Subsection II.B.
- Factors to be considered in determining who, if anyone, has a need to know that a student has a communicable disease include the nature of the communicable disease, the modes of transmission of the disease, the student's schedule and activities, the risk of transmission, the possible need to respond to a medical emergency, the mental and/or physical condition of the student, whether the person has a legitimate need to know to provide for his or her protection and provide for the student's health and welfare, and any other factors relevant in a particular case. The Vice President of Student Services will attempt to obtain a consensus of the group in determining who has a need to know. If no consensus can be reached, the decision of the Vice President of Student Services will control. Those persons considered to have a need to know should be provided an appropriate educational program which should include information concerning such precautions as may be necessary with regard to the specific communicable disease, and directives concerning the necessity of maintaining the confidentiality of the information.
- With regard to a student who has HIV infection, the group of persons with a direct need to know, if any, may be informed of the student's HIV infection only if the student authorizes such disclosure. The Vice President of Student Services may seek authorization to disclose the information to the group of persons who have a need to know. Authorization to release information that a student has HIV infection shall follow the requirements of Subsection IV.C.

The Texas Legislature has enacted legislation that pertains to maintaining strict confidentiality regarding persons who have HIV infection. Section 81.101 of the Texas Health and Safety Code defines "test result" to mean any statement that indicates that an identifiable individual has or has not been tested for AIDS or HIV infection, antibodies to HIV, or infection with any other probable causative agent of AIDS including a statement or assertion that the individual is positive, negative, at risk, or has or does not have a certain kind of antigen or antibody. Section 81.103 provides that a test result is confidential. Any person who possesses or has knowledge of the result may not release or disclose a test result or allow a test result to become known.

- A test result may be released to a local health authority if reporting is required under the Act. With regard to the college, the Vice President of Student Services should notify the local health authority when HIV infection is known or suspected in a student attending college. The Vice President of Student Services will report to the local health authority whatever information is deemed by the local health authority to be pertinent in a particular case.
- A test result may be released to a physician, nurse, or other health care personnel who has a legitimate need to know the test result in order to provide for his/her protection and to provide for the student's health and welfare.
- A test result may be released if the student, or person legally authorized to consent for the student,

voluntarily releases or discloses the test result or authorizes the release or disclosure of the test result. The authorization must be in writing and signed by the student, or person legally authorized to consent for the student, and must state the persons or entities or classification of persons or entities to whom test results may be released or disclosed.

The Vice President of Student Services shall routinely monitor the medical status of all students identified as having a communicable disease. Changes in the student's medical status may warrant removal or restriction from the classroom and/or college setting. Before a student is removed or restricted from the classroom and/or college setting, the Vice President of Student Services may convene the group described in Subsection II.B. to consider any new circumstances which may warrant removal or restriction. A student may be removed temporarily or permanently whenever the student's condition constitutes a direct threat to the health or safety of others. Circumstances necessitating temporary removal shall be monitored as often as appropriate to determine whether the condition precipitating removal has changed. In formulating decisions regarding the student's status, the Vice President of Student Services will attempt to reach a consensus. However, if no consensus can be reached, the decision of the Vice President of Student Services will control.

The student who has a communicable disease may need to be removed from the college campus or program for his/her own protection when cases of acute or short-term communicable diseases, such as measles or chicken pox, are occurring in the campus or program population. The Vice President of Student Services will notify the student's physician and the student whenever his/her services becomes aware of such a situation. The student's physician and the student will be responsible for determining whether the student should be removed from the college campus or program.

Routine and standard procedures shall be used to clean up after a student has an accident or injury on campus or in any college program. Blood or bodily fluids emanating from ANY person shall be treated cautiously. Gloves shall be worn when cleaning up blood spills or other bodily fluid spills. These spills shall be disinfected with a ten percent bleach solution or an approved cleansing solution.

The college shall be prepared to refer students to sources of competent and confidential testing for HIV infection upon a request for such screening. All testing will be at the student's expense. In addition, the college shall be prepared to refer those desiring to be tested to qualified counselors outside of the college. Such counseling shall be at the student's expense.

The college will make available to all students upon request the educational pamphlet on AIDS developed by the Texas Department of Health.

The college recognizes that certain communicable diseases which students may contract, such as, but not limited to, influenza, are not serious. For communicable diseases which are not serious, the foregoing administrative procedures are permissive rather than mandatory, at the discretion of the Vice President of Student Services, except for Subsections III and IV.A. relating to reporting requirements and Subsection VII relating to procedures for cleaning up bodily fluid spills.

Procedure #:	8-3
Procedure Name:	Communicable Disease For Students
Pages:	3
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	IV-B-4

Procedure 3-12: Communicable Disease For Employees

These administrative procedures apply to all communicable diseases, including, but not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), meningitis, meningococcal infections, and tuberculosis. A complete list of the communicable diseases subject to these administrative procedures is included as Attachment A to the policy on Communicable Diseases-Employees. For the purposes of these administrative procedures, the term "HIV infection" shall include AIDS, AIDS-Related Complex (ARC), and a positive test for the antibody to human immunodeficiency virus.

Whenever an employee of the college has, or suspects that he or she has, a communicable disease, the employee is encouraged to immediately report this information to the Vice Chancellor of Human Resources who can provide information, education, and counseling and testing referrals.

As a general rule, those employees diagnosed as having a communicable disease, and who are receiving medical attention, and are physically able to perform the duties of their job assignment, will be permitted to continue in normal work activities and utilize college facilities and services in an unrestricted manner.

Each case will be handled on an individual basis with the input of the Vice Chancellor of Human Resources, the employee, the employee's private physician, and/or appropriate governmental health department personnel. The Vice Chancellor of Human Resources is responsible for gathering the input of this group. This may be done either through contact between individuals or a meeting of the group. In the case of an employee with HIV infection, any discussions with the health department will be conducted without identifying the employee unless the employee gives written consent to release the employee's name to the health department.

The input of the persons in Subsection II-B. shall be used to consider whether the employee diagnosed with a communicable disease might pose a risk of transmission to others in the classroom and/or college setting. This group shall provide information concerning the employee's knowledge about the transmission of the communicable disease and his or her understanding of the need to attend to the disease through medical care, personal hygiene, educational counseling, and the avoidance of high risk behavior. Given the current state of medical knowledge, the group will provide information concerning (a) the nature of the risk (how the disease is transmitted); (b) the duration of the risk (how long is the employee infectious); (c) the severity of the risk (what is the potential harm to third parties); and (d) the probability that the disease will be transmitted and will cause varying degrees of harm. Recommendations, if any, concerning the person's employment status and/or conditions of employment shall be made by the Vice Chancellor of Human Resources to the college Chancellor. In formulating decisions regarding the employee's status, the Vice Chancellor of Human Resources will attempt to reach a consensus. However, if no consensus can be reached, the decision of the Vice Chancellor of Human Resources will control.

Each case shall be reevaluated when deemed necessary, or at least on an annual basis, so long as the employee has a communicable disease and remains employed.

If the employee wishes to contest decisions concerning his or her employment status and/or conditions of employment, the procedures relative to any such contest shall be those provided by applicable college policies and procedures.

If the Vice Chancellor of Human Resources receives information from any source that an employee has a communicable disease, the Vice Chancellor of Human Resources shall contact the employee to confirm the accuracy of the information. If the employee confirms that he or she has a communicable disease, these administrative procedures will be followed by the college to determine the response by the college.

An employee who is in an infectious stage of a communicable disease that can be transmitted by air, water, or other liquid, or skin-to-skin contact is prohibited from attending work. Any employee who knowingly comes to work in an infectious stage of a communicable disease that can be transmitted during the normal activities of the workday may be subject to disciplinary action, including dismissal.

The Vice Chancellor of Human Resources may act as the college's designee for purposes of reporting communicable diseases to the City Health Department.

The Vice Chancellor of Human Resources shall function as the liaison with the employee's physician regarding the individual's health status, and the coordinator of services, if any, provided by other staff.

The right to privacy of the individual shall be respected. Therefore, knowledge that an employee has a communicable disease should be confined to those persons with a direct need to know, if any, as determined by the Vice Chancellor of Human Resources with the input of the group specified in Subsection II-B.

Factors to be considered in determining who, if anyone, has a need to know that an employee has a communicable disease include the nature of the communicable disease, the modes of transmission of the disease, the employee's job assignment, the risk of transmission, the possible need to respond to a medical emergency, the mental and/or physical condition of the employee, whether the person has a legitimate need to know to provide for his or her protection or provide for the employee's health and welfare, and any other factors relevant in a particular case. The Vice Chancellor of Human Resources will attempt to obtain a consensus of the group specified in Subsection II-B. in determining who has a need to know. If no consensus can be reached, the decision of the Vice Chancellor of Human Resources will control. Those persons considered to have a need to know should be provided an appropriate educational program which should include information concerning such precautions as may be necessary with regard to the specific communicable disease, and directives concerning the necessity of maintaining the confidentiality of the information.

With regard to an employee who has HIV infection, the group of persons with a direct need to know, if any, may be informed of the employee's HIV infection only if the employee authorizes such disclosure. The Vice Chancellor of Human Resources may seek authorization to disclose the information to the group of persons who have a need to know. Authorization to release information that an employee has HIV infection shall follow the requirements of Subsection IV-C.

The Texas Legislature has enacted legislation that pertains to maintaining strict confidentiality regarding persons who have HIV infection. Section 81-101 of the Texas Health and Safety Code defines "test result" to mean any statement that indicates that an identifiable individual has or has not been tested for AIDS or HIV infection, antibodies to HIV, or infection with any other probable causative agent of AIDS including a statement or assertion that the individual is positive, negative, at risk, or has or does not have a certain kind of antigen or antibody. Section 81-103 provides that a test result is confidential. Any person who possesses or has knowledge of the results may not release or disclose a test result or allow a test result to become known.

A test result may be released to a local health authority if reporting is required under the Act. With regard to the college, the Vice Chancellor of Human Resources should notify the local health authority when HIV infection is known or suspected in an employee. The Vice Chancellor of Human Resources will report to the local health authority whatever information is deemed by the local health authority to be pertinent in a particular case.

A test result may be released to a physician, nurse, or other health care personnel who has a legitimate need to know the test result in order to provide for his/her protection and to provide for the employee's health and welfare.

A test result may be released if the employee, or person legally authorized to consent for the employee, voluntarily releases or discloses the test results or authorizes the release or disclosure of the test results. The authorization must be in writing and signed by the employee, or person legally authorized to consent for the employee, and must state the persons or entities or classification of persons or entities to whom test results may be released or disclosed.

The Vice Chancellor of Human Resources shall routinely monitor the medical status of all employees identified as having a communicable disease. Changes in the employee's medical status may warrant removal or restriction from the classroom and/or college setting. Before an employee is removed from the

classroom and/or college setting, the Vice Chancellor of Human Resources may convene the group described in Subsection II-B. to consider any new circumstances which may warrant removal or restriction. An employee may be removed temporarily or permanently whenever the employee's condition constitutes a direct threat to the health or safety of others or, by reason of the communicable disease or infection, the employee is unable to perform the duties of the job. Circumstances necessitating temporary removal shall be monitored as often as appropriate to determine whether the condition precipitating removal has changed. In determining if an employee should be removed or restricted, the Vice Chancellor of Human Resources will attempt to reach a consensus. However, if no consensus can be reached, the decision of the Vice Chancellor of Human Resources will control.

The risk of transmission of AIDS or HIV Infection in the work setting is extremely minimal. Employees are put on notice that refuse to work with an HIV infected co-worker because of the existence of the infection when no risk of transmission exists is prohibited. Anyone who refuses to work with an HIV infected employee or student after the group in paragraph II-B. determines that there is no risk of transmission shall be subject to disciplinary action up to and including termination.

Current policies and procedures may be used with the employee:

- When the immunodeficient individual may need to be absent from his or her work duties for his/her own protection when cases of acute or short-term communicable diseases, such as measles or chicken pox are occurring in the college population.
- When there is a question of whether the individual is physically or emotionally capable of performing his or her duties as an employee of the college.

Routine and standard procedures shall be used to clean up after an employee has an accident or injury on campus or in any college program. Blood or bodily fluids emanating from ANY person shall be treated cautiously. Gloves shall be worn when cleaning up blood spills or other bodily fluid spills. These spills shall be disinfected with a ten percent bleach solution or an approved cleansing solution.

The college shall be prepared to refer employees of the college to sources of competent and confidential testing for HIV infection upon a request for such screening. All testing will be at the employee's expense. In addition, the college shall be prepared to refer those desiring to be tested to qualified counselors outside of the college. Such counseling shall be at the employee's expense.

The college recognizes that certain communicable diseases which employees may contract, such as, but not limited to, influenza, are not serious. For the communicable diseases which are, in the discretion of the Vice Chancellor of Human Resources, not serious, the foregoing administrative procedures are permissive rather than mandatory, except for Subsections III and IV-A. relating to reporting requirements and Subsection VIII relating to procedures for cleaning up bodily fluid spills.

Procedure #:	3-12
Procedure Name:	Communicable Disease For Employees
Pages:	4
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	IV-B-5

Attachment 2

**SAN JACINTO COLLEGE
BOARD OF TRUSTEES POLICIES**

**SAFETY, HEALTH & RISK MANAGEMENT
IV-B-4 Policy on Communicable Disease**

1. INTRODUCTION

This policy defines communicable diseases and outlines the management procedures in the college environment for students and employees, or others having communicable diseases. This policy applies to all members of the college community, including students, employees, contractors, vendors, and visitors.

2. DEFINITION

“Communicable diseases” are diseases defined by the state and federal government as diseases that can be transmitted easily among a population. A list of state required [NOTIFIABLE CONDITIONS](#) can be found on Texas Department of State Health Services website.

~~“Notifiable Conditions” are identified by the Texas Department of State Health Services (TDSHS). TDSHS has the primary responsibility for all conditions listed on the document. (Please Note: Not all conditions listed on the NOTIFIABLE CONDITIONS list are communicable diseases. Other conditions exist on the list for general state wide statistical reporting from hospitals, physicians and laboratories. -The document also refers to reporting requirements. Primary reporters of notifiable conditions are Physicians, Hospitals, and Laboratories. San Jacinto College is not a primary reporter of notifiable conditions and is therefore not under the same reporting requirements listed in the notifiable condition list. This list identifies key communicable diseases and requirements for notification and communication.~~

“Health Response Team (HRT)” is responsible for managing communicable disease incidents at the college.

“Epidemic” means the occurrence in a community or region of cases of an infectious disease or illness that exceeds normal expectancy.

“Pandemic” is an epidemic of infectious disease that has spread through human populations across a large region.

3. GENERAL POLICY

Formatted: Indent: Left: 0"

Attachment 2

- A complete list of Communicable diseases are found on the Notifiable Conditions list as linked above.
- The college's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for responding to a student/employee with a communicable disease. The college will consult with the Local Health Jurisdiction's communicable disease specialist and Health Officer to receive recommended guidance for the best protection of the college population.
- The college shall not discriminate in enrollment or employment against any individual solely on the grounds that the individual has a communicable disease. The college reserves the right to exclude, or restrict a person with a communicable disease from college facilities, programs, and functions if the college makes a medically based determination that the person constitutes a direct threat to the health or safety of others.
- The college shall comply with all pertinent statutes and regulations which protect the privacy of persons in the college community, including following all applicable Health Insurance Portability and Accountability Act and Family Educational Rights and Privacy Act rules and any rules imposed by Texas law.
- Depending on the nature of the communicable disease, the individual's activities and responsibilities, and the safety risk to others, the college will evaluate whether a reasonable accommodation can be made to enable the individual to continue with his or her studies, employment, or other activities.

Policy #:	IV-B-4
Policy Name:	Policy on Communicable Disease for Students/Employees
Pages:	2
Adopted Date:	February 3, 1992
Revision/Reviewed Date:	February 5, 2016
Effective Date:	March 8, 2016
Associated Procedure:	Procedure 8-3

SAN JACINTO COLLEGE

PROCEDURES

SAFETY, HEALTH & RISK MANAGEMENT

8-3 Procedures for Communicable Disease

1. Introduction

The following procedures involve the college's response to a communicable disease incident involving a student, employee, or other individual who attends a college function, event, program, activity, or meeting.

San Jacinto College recognizes that students, employees, and other individuals with communicable diseases may wish to engage in as many of their regular pursuits as their condition and ability to perform their duties allows, including attending classes or working. As long as these individuals are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or others, the Administration of the college should be sensitive to their condition and ensure that they are treated consistently and equally with other students and employees. At the same time, San Jacinto College has an obligation to provide a safe environment for all students, employees, and others.

2. Procedure

- a. These administrative procedures apply to all communicable diseases listed on the [NOTIFIABLE CONDITIONS](#) list. If an individual has, or suspects that he or she has, a communicable disease, they should ~~{after consulting}~~ consult with their physician to receive reporting requirements. If instructed by their physician the individual should immediately report the matter to one of the following individuals/college officials:
 - i. Dean of Student Development (for students)
 - ii. Director of Employee Relations (for employees)
 - iii. Director of Safety, Health, Environment and Risk Management (SHERM),
or
 - iv. Director of Emergency Management (contractors and vendors).These individuals may provide information, education, counseling, and testing referrals.
- b. As a general rule, those individuals who are diagnosed with a communicable disease and who have been cleared by a physician not to be infectious to others, will be permitted to attend classes/work and utilize college facilities in an unrestricted manner.
- c. Each case will be handled on an individual basis with the input of the Health Response Team (HRT). The HRT may consist of the following college roles: Dean of Student Development, Director of SHERM, Director of Emergency Management, Director of

Attachment 2

Employee Relations, the individual, the individual's private physician, and/or appropriate personnel of the local health jurisdiction. The Director of Safety, Health, Environment and Risk Management is the chair and responsible for gathering the input of this group. The input of the HRT shall be used to consider whether the individual diagnosed with a communicable disease might pose a risk of transmission to others in the classroom and/or college setting. Each case shall be reevaluated at reasonable intervals, so long as the individual has a communicable disease and remains enrolled or employed or continues to perform service for the college.

- d. A student, employee or other individual (including an independent contractor) who has a communicable disease and who desires to participate in college activities should be encouraged to provide current reports from his or her treating physician concerning their condition, whether they should be in contact with others, and if current health status permits him or her to attend classes or college functions, or perform the essential functions of his or her job. San Jacinto College reserves the right to require a medical examination of an employee by a physician appointed by the college to determine fitness for duty and to ensure that the illness does not pose a direct threat to others.
- e. If a HRT member receives information from any source that an individual has a communicable disease, they are to immediately report the information to the Director of SHERM.
- f. The Director of SHERM shall contact the individual to confirm the accuracy of the information.
- g. The Director of SHERM will convene the HRT to review the incident and develop an action plan.
- h. Should any disease reach an epidemic or pandemic state, the college will monitor the situation by communicating with local and/or state health officials in order to provide appropriate information to the college community and develop plans to minimize exposure which may include the temporary closure of facilities or campuses if, after consulting with local and/or state health officials, such closures are in the best interest of the college and community.
- i. An individual's health condition is personal and confidential, and reasonable precautions should be taken to protect information regarding an individual's health condition. All college personnel will respect the medical privacy rights of all individuals and shall comply with all laws regulating the confidentiality of medical information, including Health Insurance Portability and Accountability Act, Family Educational Rights and Privacy Act, and the Texas Health & Safety Code. Information shall not be shared, published, or redisclosed except as permitted by law.
- j. The HRT shall monitor the medical status of all individuals identified as having a communicable disease. Changes in the individual's medical status may warrant re-evaluation of the HRT's previous recommendations and/or consultation with medical personnel. These circumstances will be reviewed on a case by case basis and will serve to provide the protection of the individual and the college population.
- k. The Director of SHERM shall serve as the point of contact between local and state health jurisdiction and the college as it relates to the campuses and shall expeditiously make local health jurisdiction aware of any contagious diseases as allowed or required by law.

Attachment 2

- l. Recommendations for notification and decontamination will be provided by the local health jurisdiction. The college will comply with these recommendations.
- m. Revisions and/or updates to the policy and/or procedures must be reviewed and approved by the HRT.
- n. Students and employees in allied health programs are subject to additional requirements in the event of exposure to a communicable disease. These protocols are maintained at the department level.

Procedure #:	8-3
Procedure Name:	Procedure on Communicable Disease for Students / Employees
Pages:	4
Adopted Date:	February 3, 1992
Revision/Reviewed Date:	February 5, 2016
Effective Date:	March 8, 2016
Associated Policy:	Policy IV-B-4

Attachment 3

SAN JACINTO COLLEGE
BOARD OF TRUSTEES POLICIES

SAFETY, HEALTH & RISK MANAGEMENT

IV-B-4 Policy on Communicable Disease

1. INTRODUCTION

This policy defines communicable diseases and outlines the management procedures in the college environment for students and employees, or others having communicable diseases. This policy applies to all members of the college community, including students, employees, contractors, vendors, and visitors.

2. DEFINITION

“Communicable diseases” are diseases defined by the state and federal government as diseases that can be transmitted easily among a population. A list of state required [NOTIFIABLE CONDITIONS](#) can be found on Texas Department of State Health Services website.

“Notifiable Conditions” are identified by the Texas Department of State Health Services (TDSHS). TDSHS has the primary responsibility for all conditions listed on the document. (Please Note: Not all conditions listed on the NOTIFIABLE CONDITIONS list are communicable diseases. Other conditions exist on the list for general state wide statistical reporting from hospitals, physicians and laboratories. The document also refers to reporting requirements. Primary reporters of notifiable conditions are Physicians, Hospitals, and Laboratories. San Jacinto College is not a primary reporter of notifiable conditions and is therefore not under the same reporting requirements listed in the notifiable condition list.

“Health Response Team (HRT)” is responsible for managing communicable disease incidents at the college.

“Epidemic” means the occurrence in a community or region of cases of an infectious disease or illness that exceeds normal expectancy.

“Pandemic” is an epidemic of infectious disease that has spread through human populations across a large region.

3. GENERAL POLICY

- A complete list of Communicable diseases are found on the Notifiable Conditions list as linked above.

Attachment 3

- The college's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for responding to a student/employee with a communicable disease. The college will consult with the Local Health Jurisdiction's communicable disease specialist and Health Officer to receive recommended guidance for the best protection of the college population.
- The college shall not discriminate in enrollment or employment against any individual solely on the grounds that the individual has a communicable disease. The college reserves the right to exclude, or restrict a person with a communicable disease from college facilities, programs, and functions if the college makes a medically based determination that the person constitutes a direct threat to the health or safety of others.
- The college shall comply with all pertinent statutes and regulations which protect the privacy of persons in the college community, including following all applicable Health Insurance Portability and Accountability Act and Family Educational Rights and Privacy Act rules and any rules imposed by Texas law.
- Depending on the nature of the communicable disease, the individual's activities and responsibilities, and the safety risk to others, the college will evaluate whether a reasonable accommodation can be made to enable the individual to continue with his or her studies, employment, or other activities.

Policy #:	IV-B-4
Policy Name:	Policy on Communicable Disease for Students/Employees
Pages:	2
Adopted Date:	February 3, 1992
Revision/Reviewed Date:	February 5, 2016
Effective Date:	March 8, 2016
Associated Procedure:	8-3

SAN JACINTO COLLEGE

PROCEDURES

SAFETY, HEALTH & RISK MANAGEMENT

8-3 Procedures for Communicable Disease

1. Introduction

The following procedures involve the college's response to a communicable disease incident involving a student, employee, or other individual who attends a college function, event, program, activity, or meeting.

San Jacinto College recognizes that students, employees, and other individuals with communicable diseases may wish to engage in as many of their regular pursuits as their condition and ability to perform their duties allows, including attending classes or working. As long as these individuals are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or others, the Administration of the college should be sensitive to their condition and ensure that they are treated consistently and equally with other students and employees. At the same time, San Jacinto College has an obligation to provide a safe environment for all students, employees, and others.

2. Procedure

- a. These administrative procedures apply to all communicable diseases listed on the [NOTIFIABLE CONDITIONS](#) list. If an individual has, or suspects that he or she has, a communicable disease, they should consult with their physician to receive reporting requirements. If instructed by their physician the individual should immediately report the matter to **one** of the following college officials:
 - i. Dean of Student Development (for students)
 - ii. Director of Employee Relations (for employees)
 - iii. Director of Safety, Health, Environment and Risk Management (SHERM),
or
 - iv. Director of Emergency Management (contractors and vendors).These individuals may provide information, education, counseling, and testing referrals.
- b. As a general rule, those individuals who are diagnosed with a communicable disease and who have been cleared by a physician not to be infectious to others, will be permitted to attend classes/work and utilize college facilities in an unrestricted manner.
- c. Each case will be handled on an individual basis with the input of the Health Response Team (HRT). The HRT may consist of the following college roles: Dean of Student Development, Director of SHERM, Director of Emergency Management, Director of

Attachment 3

Employee Relations, the individual, the individual's private physician, and/or appropriate personnel of the local health jurisdiction. The Director of Safety, Health, Environment and Risk Management is the chair and responsible for gathering the input of this group. The input of the HRT shall be used to consider whether the individual diagnosed with a communicable disease might pose a risk of transmission to others in the classroom and/or college setting. Each case shall be reevaluated at reasonable intervals, so long as the individual has a communicable disease and remains enrolled or employed or continues to perform service for the college.

- d. A student, employee or other individual (including an independent contractor) who has a communicable disease and who desires to participate in college activities should be encouraged to provide current reports from his or her treating physician concerning their condition, whether they should be in contact with others, and if current health status permits him or her to attend classes or college functions, or perform the essential functions of his or her job. San Jacinto College reserves the right to require a medical examination of an employee by a physician appointed by the college to determine fitness for duty and to ensure that the illness does not pose a direct threat to others.
- e. If a HRT member receives information from any source that an individual has a communicable disease, they are to immediately report the information to the Director of SHERM.
- f. The Director of SHERM shall contact the individual to confirm the accuracy of the information.
- g. The Director of SHERM will convene the HRT to review the incident and develop an action plan.
- h. Should any disease reach an epidemic or pandemic state, the college will monitor the situation by communicating with local and/or state health officials in order to provide appropriate information to the college community and develop plans to minimize exposure which may include the temporary closure of facilities or campuses if, after consulting with local and/or state health officials, such closures are in the best interest of the college and community.
- i. An individual's health condition is personal and confidential, and reasonable precautions should be taken to protect information regarding an individual's health condition. All college personnel will respect the medical privacy rights of all individuals and shall comply with all laws regulating the confidentiality of medical information, including Health Insurance Portability and Accountability Act, Family Educational Rights and Privacy Act, and the Texas Health & Safety Code. Information shall not be shared, published, or redisclosed except as permitted by law.
- j. The HRT shall monitor the medical status of all individuals identified as having a communicable disease. Changes in the individual's medical status may warrant re-evaluation of the HRT's previous recommendations and/or consultation with medical personnel. These circumstances will be reviewed on a case by case basis and will serve to provide the protection of the individual and the college population.
- k. The Director of SHERM shall serve as the point of contact between local and state health jurisdiction and the college as it relates to the campuses and shall expeditiously make local health jurisdiction aware of any contagious diseases as allowed or required by law.

Attachment 3

- l. Recommendations for notification and decontamination will be provided by the local health jurisdiction. The college will comply with these recommendations.
- m. Revisions and/or updates to the policy and/or procedures must be reviewed and approved by the HRT.
- n. Students and employees in allied health programs are subject to additional requirements in the event of exposure to a communicable disease. These protocols are maintained at the department level.

Procedure #:	8-3
Procedure Name:	Procedure on Communicable Disease for Students / Employees
Pages:	4
Adopted Date:	February 3, 1992
Revision/Reviewed Date:	February 5, 2016
Effective Date:	March 8, 2016
Associated Policy:	IV-B-4

Action Item “XI”
Regular Board Meeting March 7, 2016
Consideration of Approval of the Selection of
Underwriting Firms for Upcoming Bond Issuances

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends the Board of Trustees approve the selection of the underwriter team which will be in the syndicate for the issuance of general obligation bonds to be issued related to the \$425 million bond election and any bond issuances related to refunding opportunities.

BACKGROUND

On November 3, 2016, the voters in the San Jacinto College District approved a \$425 million bond referendum to be used to update infrastructure, security, and technology; renovate existing facilities; and construct new buildings on all of our campuses. In addition, market conditions have presented an opportunity to generate potential costs savings through the refinancing of approximately \$51 million of existing bonds. The process of issuing bonds in either scenario requires the college to select a syndicate of underwriters to sell the bonds in the public market to investors.

With the assistance of RBC Capital Markets, the College’s financial advisor, a Request For Qualifications (RFQ) for underwriting services was developed (RFQ #16-13). On Jan 12, 2016, the College received 28 responses from national, regional and minority women business enterprise firms to provide underwriter services. The administration worked with RBC Capital to develop a scoring of the RFQ weighted evaluation criteria, which included: firm qualifications; team qualifications and experience; firm capital position; underwriting experience; and marketing capabilities & strategy. Additional items were reviewed in the selection process which included a review of any outstanding litigation and the inclusion of other required documents. A pool of underwriters is proposed to allow the ability to work with a larger number of underwriters over various anticipated issuance dates. The recommendation includes six (6) regional firms, six (6) national firms, and two (2) minority women business enterprises firms to be included in the syndicate pool.

Based on current projections, the college anticipates issuing \$150 million of general obligation bonds series and \$51 million of refunding bonds in March 2016. The parameter order for the issuance was approved at the prior board meeting held on February 1, 2016. The remaining issuance of general obligation bonds associated with recent election are anticipated to be \$100 million, \$100 million and \$75 million in the years 2018, 2020 and 2022, respectively. The remaining issuances will be approved at future meetings of the Board of Trustees.

IMPACT OF THIS ACTION

The approval of the underwriters will allow the administration to continue the efforts to issue \$150 million of general obligation bonds to fund projects as approved by the voters and

**Action Item “XI”
Regular Board Meeting March 7, 2016
Consideration of Approval of the Selection of
Underwriting Firms for Upcoming Bond Issuances**

potentially refinance existing bonds to generate savings based on current market conditions. These issuances are currently anticipated to occur in March 2016.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

All expenses related to the underwriting service will be included as an allowable financing cost of the bond issuance, as allowed by applicable Texas statutes and regulations.

MONITORING AND REPORTING TIMELINE

An update report will be provided to the Board of Trustees at the subsequent board meeting after the bonds are issued.

ATTACHMENTS

Attachment 1 - Excerpts from the RFQ evaluation report prepared by RBC Capitals Markets.

RESOURCE PERSONNEL

Chet Lewis

281-998-6306

Chet.Lewis@sjcd.edu

RFQ Process & Score Sheet

SECTION 1



RBC Capital Markets

RFQ Process for Underwriting Pool

1. San Jacinto College District's Purchasing Department worked with RBC Capital Markets ("RBCCM") to develop a Request for Proposal (RFP)
 - Reviewed various RFPs from other Issuers
 - Developed questions and points system
 - On December 21, 2015, an Underwriting RFP was Released via Municipal Advisory Council (MAC) & Local Newspaper(s)
 - On January 6, 2016, RBCCM and District discussed and responded to various questions via MAC
2. On January 12, 2016, the District received 28 Proposals to serve as part of the District's Underwriting Bond Pool
 - Respondents' proposals were segmented as either National, Regional, or Minority Women business Enterprise ("MWBE")
 - Being more familiar with the respondents, RBCCM was the primary evaluator of all Underwriting Proposals
 - On January 15, 2016, RBCCM presented initial findings to Purchasing Department via conference call
3. On January 26, 2016, RBCCM met with San Jacinto College District's New CFO, Mr. Chet Lewis and reviewed methodology and initial results
 - RBCCM brought hard copies of all 28 RFP responses to Mr. Chet Lewis
 - Mr. Lewis ask RBCCM for additional information from RFP, namely;
 - ✓ Capital (Ability) & Capital Commitment (Willingness)
 - On February 17, 2016, RBCCM met again with Mr. Lewis to discuss Capital Position and other related RFP questions
4. On February 23rd, RBCCM viewed the current presentation with Mr. Lewis for final comments, in preparation for the Board meeting on Monday, March 7, 2016
5. Underwriting Pool Composition by Firm Type: 6 National Firms, 6 Regional Firms, 2 MWEB Firms will make up the Underwriting Pool for San Jacinto College District. The Pool is expected to remain in place through 2022, but can be changed at the discretion of the District.
 - \$150 Million Limited Tax General Obligation Bonds, Series 2016A
 - \$ 53 Million Limited Tax G.O. Refunding Bonds, Series 2016B
 - \$100 Million Limited Tax G.O. Bonds, Series 2018
 - \$100 Million Limited Tax G.O. Bonds, Series 2020
 - \$ 75 Million Limited Tax G.O. Bonds, Series 2022
6. Underwriting Teams will be formed from selected Underwriting Pool members

RFQ Score Sheet & Potential Pool Members

“R” or Regional Firm Pool Members:

- 1) Raymond James, 2) William Blair, 3) Piper Jaffray & Co., 4) First Southwest (Hilltop Securities), 5) Mesirow Financial, 6) Coastal Securities

“N” or National Firm Pool Members:

- 1) Citigroup, 2) Bank of America, 3) Wells Fargo, 4) Goldman Sachs, 5) JP Morgan, 6) Morgan Stanley

“MWBE” or Minority Women Business Enterprise:

- 1) Samuel A. Ramirez, 2) Siebert Bradford Shank & Co.

Company	Firm Qualifications		Team Qualifications and Experience		Firm Capital Position		Underwriting Experience		Marketing Capabilities and Strategy		Total		"Ability" Excess Net Capital	"Willingness" to commit capital	Comments
	Maximum Score: 15	Score: 15	Maximum Score: 15	Score: 15	Maximum Score: 20	Score: 20	Maximum Score: 25	Score: 25	Maximum Score: 25	Score: 25	Maximum Score: 100	Score: 100			
Raymond James	r	15.00	13.00	13.00	13.00	13.00	15.00	22.00	22.00	78.00	\$	371,769,502	Strong	\$1.8B in commitments over last 3 years/600+ trns \$3MM/avg	
William Blair	r	12.00	15.00	11.00	11.00	11.00	20.00	20.00	20.00	78.00		174,851,927	Strong	About 100 deals; total about \$200MM in commitments; \$2MM/avg	
Piper Jaffray & Co.	r	13.00	11.00	12.00	12.00	8.00	18.00	18.00	18.00	73.00		155,451,000	Strong	\$6B committed over 3 years	
First Southwest	r	12.00	12.00	12.00	12.00	8.00	16.00	16.00	16.00	68.00		82,370,000	Fair	About \$150MM committed in 3 yrs	
Mesirow Financial	r	10.00	12.00	14.00	14.00	8.00	14.00	15.00	15.00	66.00		73,324,450	Fair	About \$150MM committed in 3 yrs (examples)	
Coastal Securities	r	12.00	10.00	10.00	10.00	13.00	14.00	15.00	15.00	63.00		53,806,476	Fair	About \$200MM to \$300MM; several deals unclear of if capital used	
Stifel, Nicolaus & Company	r	10.00	12.00	12.00	12.00	6.00	15.00	15.00	15.00	62.00		320,200,884	Strong	\$1.8B 3 yrs	
George K. Baum	r	12.00	12.00	9.00	9.00	15.00	12.00	12.00	12.00	60.00		13,246,000	Fair	About \$200MM in commitments, 200 deals	
Fidelity Capital Markets	r	11.00	10.00	10.00	10.00	15.00	10.00	10.00	10.00	59.00		2,232,396,112	Fair	About \$64MM over 5 transactions	
FTN Financial	r	10.00	10.00	10.00	10.00	15.00	10.00	10.00	10.00	55.00		2,700,000,000 *	Fair	About \$60MM over about 20 transactions	
Hutchinson Shockey Erley & Co.	r	12.00	10.00	12.00	12.00	5.00	11.00	15.00	15.00	55.00		9,228,760	Fair	About \$150MM committed in 3 yrs (examples)	
Frost Capital Markets	r	10.00	10.00	10.00	10.00	2.00	15.00	15.00	15.00	52.00		1,536,521	No Answer	Case studies were small transactions @30% commitments	
Crews & Associates	r	12.00	10.00	10.00	10.00	6.00	10.00	8.00	8.00	46.00		17,073,333	Fair	38 transactions about \$150MM in commitment	
Stephens	r	10.00	8.00	8.00	8.00	9.00	9.00	8.00	8.00	44.00		106,882,526	Fair	About \$50MM in commitments over 3 yrs	
Samco Capital Markets	r	10.00	10.00	10.00	10.00	4.00	10.00	8.00	8.00	42.00		6,163,501	Poor	About \$17MM in commitments over 3 yrs/ 3 deals in 2013 only	
Citigroup Global Markets	n	15.00	11.00	11.00	11.00	20.00	16.00	21.00	21.00	83.00		5,756,000,000	Very Strong	Several significant transactions	
JP Morgan Securities	n	15.00	11.00	11.00	11.00	20.00	15.00	22.00	22.00	83.00		10,700,000,000	Strong	Underwritten \$100MM - \$220MM on 5 largest capital commitments	
Bank of America	n	15.00	10.00	10.00	10.00	20.00	15.00	22.00	22.00	82.00		8,678,000,000	Very Strong	Underwritten \$5.1 billion since 2013	
Wells Fargo Securities	n	15.00	13.00	11.00	11.00	20.00	14.00	20.00	20.00	82.00		124,900,000,000 **	Very Strong	Underwritten nearly \$1.3 Billion since 2013	
Goldman, Sachs & Co.	n	15.00	11.00	10.00	10.00	20.00	15.00	20.00	20.00	81.00		13,169,000,000	Very Strong	Underwritten 3.2 Billion since 2013	
Morgan Stanley	n	15.00	10.00	10.00	10.00	20.00	13.00	22.00	22.00	80.00		7,784,000,000	Very Strong	Several significant transactions	
Jefferies	r	12.00	10.00	10.00	10.00	17.00	16.00	16.00	16.00	71.00		1,177,141,000	Strong	Jefferies is a primary dealer and should be considered national firm	
Samuel A. Ramirez & Co.	mwbe	12.00	10.00	10.00	10.00	5.00	14.00	18.00	18.00	59.00		7,200,000	Fair	Several transactions over \$200MM in total; majority under \$4MM	
Siebert Bradford Shank & Co.	mwbe	10.00	10.00	10.00	10.00	6.00	12.00	20.00	20.00	59.00		17,828,918	Fair	20 transactions, about \$200MM in total; avg. about \$10MM	
Cabrera Capital Markets, LLC	mwbe	8.00	8.00	8.00	8.00	4.00	10.00	12.00	12.00	42.00		2,050,000	Fair	About \$32MM over 3 years; all under \$6MM; avg. about \$1.5MM	
Estrada Hinojosa & Co	mwbe	9.00	8.00	8.00	8.00	4.00	10.00	10.00	10.00	41.00		3,977,776	Fair	Only showed 2015 deals: \$9.3MM in 3 deals; \$3MM / deal	
Blaylock Beal Van, LLC	mwbe	7.00	6.00	6.00	6.00	5.00	9.00	11.00	11.00	38.00		5,606,531	Fair	About \$10MM over 3 years; all under \$5MM	
Price Financial Products Co.	mwbe	8.00	8.00	8.00	8.00	2.00	6.00	8.00	8.00	32.00		164,706	Poor	No balances reported	

* Represents firms not selected in underwriting pool

* Unconfirmed

** Tier 1 Capital

Calendar of Events

San Jacinto Community College District
\$150MM Limited Tax General Obligation Bonds, Series 2016A
\$75MM Limited Tax General Obligation Refunding Bonds, Series 2016B

Plan of Finance

- Order to adopt the sale of (up to) \$150 Million of Limited Tax General Obligation Bonds
 - Explore how many currently callable bonds coming due in 2017, 2018, 2019 for potential cash defeasance, Fixed Rate short calls
- Order to refund existing bonds (see all outstanding debt for candidates); About \$53MM works (1/22).
- Board Meeting to Adopt Order: Monday, February 1st

2016																																																																			
January							February							March							April																																														
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																																								
							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

Date	Action
01/12/2016	Underwriting Proposal Due
01/15/2016	RBC CM reviewed proposal results with Purchasing
01/15/2016	Bond Counsel/Disclosure Counsel (AK) to circulate a draft POS and Appendix A for review
01/22/2016	All Comments are due of POS and 2nd draft circulated of underwriting RFI/RFPP
01/26/2016	RBC CM meets with San Jacinto to review Plan of Finance & Calendar of Events
01/29/2016	Bond Counsel/Disclosure Counsel to circulate 2nd Draft of POS and Appendix A for review
02/01/2016	Board to adopt new money and refunding parameters
02/03/2016	Comments of POS & Appendix A due by 3 p.m.
02/05/2016	Bond Counsel/Disclosure Counsel to circulate 3rd Draft of POS and Appendix A for review (circulate to Moodys & S/P)
02/10/2016	Andrews Kurth to circulate revised drafts & Appendix A
02/11/2016	RBC to circulate POS drafts to Rating Agencies
02/15/2016	Comments of POS & Appendix A due by 11am
02/18/2016	Rating Agencies circulate questions to RBC & District
02/18/2016	Finalize Underwriting Syndicate & Teams
02/25/2016	Conference calls with Rating Agencies: Moody's 9-10am and S&P 10:30-11:30am
03/07/2016	Board to approve underwriting syndicate for Series 2016A&B
03/08/2016	District to notify firms of Underwriting Pool Members & Series 2016 Syndicate Members & Circulate POS to 2016 Underwriters
03/08/2016	Rating Agencies Release Ratings
03/09/2016	Underwriter's Counsel to submit questions to San Jacinto & RBC for review
03/11/2016	Disclosure Conference Call with Underwriters/Underwriter's Counsel to review Diligence questions
03/14/2016	Post POS
03/22/2016	Targeted Bond Sale
03/24/2016	Circulate Draft of FOS
03/29/2016	Publish FOS
04/20/2016	Bond Closing

**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
MARCH 7, 2016**

I. EQUIPMENT, SUPPLIES & SERVICES BIDS

RFP #16-06	Contract for Plumbing Service (pgs. 2-3)	\$	100,000
RFP #16-18	Lean Six Sigma and Project Management Training Service (pgs. 4-6)		100,000
TOTAL OF ALL BIDS			200,000

**II. PURCHASE REQUESTS,
SOLE SOURCE VENDORS,
COOPERATIVES, AND CONTRACT RENEWALS**

Purchase Request #1 -	Programming Services for South Campus Center for Engineering and Technology (pgs. 7-8)	\$	110,000
Purchase Request #2 -	North Campus Library Substantial Completion (pg. 9)		-
TOTAL OF PURCHASE REQUESTS			110,000
GRAND TOTAL:			\$ 310,000

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends the Board of Trustees approve a contract with Modern Plumbing Company, Inc. to provide plumbing maintenance and repair services.

BACKGROUND

A request for proposals, Project Number 16-06, was issued to procure general plumbing services, as needed basis. Four responses were received and evaluated by a team consisting of Maintenance and Facility staff who determined the proposal submitted by Modern Plumbing Company, Inc. would provide the best value to the College.

The maintenance department is responsible for the College’s plumbing equipment and related infrastructure. Services provided by an outside firm are required for larger projects and to assist with emergency repairs that may arise throughout the year.

IMPACT OF THIS ACTION

The selected vendor will provide all work necessary to install, repair, or maintain plumbing infrastructure and equipment when the College does not have the capacity to perform these services with its own staff. The qualified licensed plumbing contractor will supply staff and equipment as required per project specifications.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for these services is \$100,000. This expenditure is funded by the Maintenance Department’s 2015-2016 operating budget and subsequent year budgets, subject to approval by the Board.

MONITORING AND REPORTING TIMELINE

The initial contract term will be for one (1) year, ending March 7, 2017, with renewal options of four (4) additional one-year periods.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ron Andell	281-929-4659	ron.andell@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

Project Name Plumbing Services
Project Number RFP 16-06
Number of Evaluators 3

Stated Criteria	Criteria Explanation	Total Points Available	Brant	Charlie's Plumbing	Gowan	Modern Plumbing
Firm Qualifications and Experience	Firm's history, size, locations, and years of service	25	22	23	20	24
Personnel Qualifications and Experience	Professional experience and qualifications of individuals assigned to the account	10	7	6	5	8
Project Approach & Services	Technical approach to the scope of services and implementation processes	25	23	21	19	24
References	Firm's performance and reputation with other clients	15	14	12	12	14
Price Proposal	Firm's ability to meet requirements within a competitive price	25	19	19	18	22
		100	85	81	74	91
Total Points received						

Final Ranking

Vendor Name	Total Score
Modern Plumbing	91
Brant	85
Charlie's Plumbing	81
Gowan	74

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends the Board of Trustees approve a contract to provide Lean Six Sigma and project management training services from TKL Management Group for the continuing professional development department (CPD).

BACKGROUND

In 2009, CPD began offering a 16-contact hour course on Project Management. A CPD review of the course revealed industry required more than just basic project management knowledge, rather they require instruction that will allow the student to obtain a Project Management Professional certification. In response to this requirement, a 35-contact hour certification course was developed. A post-course review of the industry expectations demonstrated the need to offer a lean six sigma course, which was initiated in 2012.

The enrollment for these courses realized 20–30 participants in each course and prepared the students well, resulting in a 98% pass rate on those who had taken the certification exam for both lean six sigma and project management courses. Our unemployed and underemployed students have gained employment, as a result of taking these courses provided with grant funds. As a result of completing company specific projects, passing the written exam, and attaining a certification, students can move into positions that offer salaries ranging from \$60,000 to \$120,000 per year.

A request for proposals, Project Number 16-18, was issued to provide lean six sigma and project management training classes. Four responses were received and evaluated by a team consisting of CPD staff who determined the proposal submitted by TKL Management Group would provide the best value to the College.

IMPACT OF THIS ACTION

These classes are being offered as part of the College's Department of Labor Ready to Work Grant. The intent is to continue to elevate the skill levels of more unemployed and underemployed and incumbent workers with these offerings. The reputation of these classes is attracting companies to enroll their employees in these courses to improve the skill level of their workforce.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for these services is \$100,000. This expenditure is funded by the CPD Business & Professions Department's 2015-2016 operating budget and subsequent year budgets, subject to approval by the Board.

MONITORING AND REPORTING TIMELINE

The initial award term will be for one (1) year, ending March 7, 2017, with renewal options of three (3) one-year time periods.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

Craig Zimmerman	281-478-3684	Craig.Zimmerman@sjcd.edu
David Lewis	281-542-2061	David.Lewis@sjcd.edu
Genie Freeman-Scholes	281-998-5555	Genevieve.Scholes@sjcd.edu

Project Name Lean Six Sigma & Project Management Training Services
Project Number RFP 16-18
Number of Evaluators 3

Stated Criteria	Criteria Explanation	Total Points Available	TKL Mgmt Group	MNK Info Tech Inc.	Brisk Business	New Horizons
Price Proposal	Hourly rates for on-site work and reimbursable travel-related expenses.	90	78	50	49	51
Qualifications and Experience of Personnel	Professional experience and qualifications including certifications of proposed staff members.	75	66	45	70	36
Project Approach and Services	Management approach to ensure staffing plan is adequate and staff have the type of experience and qualifications necessary to successfully perform the requirements.	60	59	33	51	42
Qualifications and Experience of Firm	Description of firm, its history, size, past/present contracts, and references.	45	39	28	45	34
Business Questionnaire	Performance reputation, value added services, and personnel.	30	28	16	20	19
		300	270	172	235	182
Total Points Received						

Final Ranking

Vendor Name	Total Score
TKL Mgmt Group	270
Brisk Business	235
New Horizons	182
MNK Info Tech Inc.	172

Purchase Request #1
Regular Board Meeting March 7, 2016
Consideration of Approval to Purchase Programming Services –
South Campus Center for Engineering and Technology

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends the Board of Trustees approve a contract for programming services from Facility Programming and Consulting (Facility Programming) for a new Center for Engineering and Technology to be constructed at the South Campus.

BACKGROUND

Facility Programming provides a critical first step in the architectural design process by defining the detailed requirements of the programs and processes required for new buildings or renovated spaces. The details required to complete the assessment are gathered collaboratively from all stakeholders by defining the vision, goals and needs as they relate to the program features, instructional requirements, physical adjacencies, space allocation, and equipment requirements.

Architectural programming services are classified as professional services pursuant to Section 2254 of the Texas Government Code and are exempt from competitive bidding per Section 44.031(f) of the Texas Education Code.

IMPACT OF THIS ACTION

Facility Programming provides critical project development services for construction and renovation projects. The services provided by Facility Programming facilitate the coordination of construction projects and reduce the impact to the students and employees of the College.

Facility program development is indispensable in capturing the multiple and dynamic variables which combine the proposed new and existing educational offerings and facility requirements in order to meet the needs of our constituents and community. Determining proper adjacencies, access, interactions and overall space requirements before the design of a new building provides best overall value in the building life cycle for the College.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this request is \$110,000. This expenditure is funded from the 2015 Bond Capital Improvement Program.

MONITORING AND REPORTING TIMELINE

Programming services are expected to last approximately four to five months with additional time provided for final review. The estimated report delivery date is anticipated to occur before October 1, 2016.

Purchase Request #1
Regular Board Meeting March 7, 2016
Consideration of Approval to Purchase Programming Services –
South Campus Center for Engineering and Technology

ATTACHMENTS

None

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Bill Dowell	281-998-6122	william.dowell@sjcd.edu
Randi Faust	281-998-6106	randi.faust@sjcd.edu

Purchase Request #2
Regular Board Meeting March 7, 2016

Consideration of Approval of North Campus Library Substantial Completion

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends the Board of Trustees authorize the Vice Chancellor of Fiscal Affairs to sign the Certificate of Substantial Completion for the North Campus Library.

BACKGROUND

At the December 2014 Board meeting, a Guaranteed Maximum Price contract in the amount of \$10,927,987 was awarded to Tellepsen Builders, LP for construction of a new library. Construction has been successfully completed and the new building will begin serving students on March 8, 2016.

The Certificate of Substantial Completion is significant in that the Architect and Construction Manager-at-Risk (CMR) certify the constructed facility is materially complete except for punch list corrections that need to be completed. Substantial completion allows the CMR to reduce the site staffing levels and transfer responsibility for insuring the structure to the Owner. Acceptance by the Owner at the earliest date possible reduces construction costs.

IMPACT OF THIS ACTION

The Certificate of Substantial Completion will confirm acceptance of the building by the College subject to agreed punch list items. Acceptance of the Certificate of Substantial Completion will also commence the associated warranty periods.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Following final financial review and closure of project documentation, any remaining funds from this project will be transferred to the 2008 Bond Capital Improvement Program general contingency.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Larry Logsdon	281-998-6120	larry.logsdon@sjcd.edu
Randi Faust	281-998-6106	randi.faust@sjcd.edu

Item "A"
Regular Board Meeting March 7, 2016
Approval of the Minutes for the February 1, 2016
Board Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the February 1, 2016, Board Workshop and Regular Board Meeting.

**San Jacinto College District Board Workshop
February 1, 2016
District Administration Building, Suite 201**

MINUTES

	Board Workshop Attendees:	Board Members: Marie Flickinger, Brad Hance, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Chancellor: Brenda Hellyer Others: Chet Lewis, Mandi Reiland, Steve Trncak, Laurel Williamson
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Workshop began at 5:20 p.m.
II.	Roll Call of Board Members	Board Members: Dan Mims, Marie Flickinger, Brad Hance, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
III.	Review Bond Order	<p>Chet Lewis gave an overview of the bond order action item. This action and parameter gives the CFO delegation of authority to issue obligation building bonds.</p> <p>The Chancellor recommends that the Board of Trustees approve the parameter order authorizing the issuance of a maximum of \$150 million of Limited Tax General Obligation Buildings Bonds and/or a maximum of \$125 million Limited Tax General Obligation Refunding Bonds and authorizing the Vice Chancellor of Fiscal Affairs to approve the amount, interest rate, price, terms and other provisions thereof.</p> <p>Chet explained that the College will not be issuing the new and refunding issues as combined bonds. The order document was prepared by the College's bond council, Andrews Kurth. Chet pointed out that there are three items that this action item allows for:</p> <p>(1) For the New Buildings Bonds - the maximum issuance is \$150 million; the price shall not be less than 90% of the aggregate original principal amount of the bonds plus accrued interest; the maximum maturity date will not exceed 40 years;</p> <p>(2) For the Refunding Bonds - the maximum issuance is \$125 million, the net present value savings in debt service resulting</p>

		<p>from any refunding of the refunded bonds shall be, in the case of any current refunding, at least 3% and, in the case of any advance refunding at least 4% of the principal amount of the refunded bonds as shown by a table of calculations prepared by the College's financial advisor and attached to the Officer's Pricing Certificate; the amount of the bonds must be sufficient to provide the amounts necessary to fund the costs and related issuance expenses of the refunded bonds; and</p> <p>(3) For Either Bond Series - the parameter sale is authorized for one year from the date of the Order; the net effective interest rate shall not exceed the maximum rate allowed by Chapter 1204, Texas Government Code, as amended; the costs of issuance shall be paid by the bonds.</p> <p>Chet explained that the options for underwriters will be brought back to the Board for approval at a future meeting.</p> <p>Dr. Wheeler asked what a refunding bond is. Chet explained that refunding bonds refinance existing series of bonds.</p> <p>Brenda Hellyer stated that updates will be provided to the Board of Trustees regarding any bond issuances of the College. The first \$150 million of the \$425 million 2015 bond will be focused on the petrochemical building, welcome center, cosmetology/culinary, engineering center, and infrastructure.</p> <p>Dr. Wheeler asked if there are dollar amounts from the total bond amount tied to specific projects. Brenda explained that there are dollar estimates that the Board approved.</p> <p>Dr. Wheeler asked what the estimate is on the Petrochemical building. Brenda responded that the estimate for the Petrochemical building is approximately \$52.4 million. We are using the budget numbers and updating them as we progress, so the amount could change as we get further into the project, but such changes will be brought to the Building Committee.</p> <p>Dr. Wheeler asked if we are required to use the \$150 million in a specified time. Chet explained that we do have a specified period of time.</p> <p>Keith asked if we have looked at the amount of bonds that are currently favorable for refunding.</p>
--	--	--

		<p>Chet explained RBC is in the process of doing that and we will have more information on that when we get a report from them.</p> <p>Brenda explained we did a refunding last spring, but she was not sure if the rates have changed that much. RBC and Chet are reviewing the best plan.</p> <p>Brenda explained that there were 28 underwriters that submitted RFQ's. Chet is currently reviewing the documentation submitted and will bring a recommendation forward.</p> <p>Brenda stated that she is not anticipating that we will sell before end of March.</p>
IV.	Discuss Contract for Financial Advisor	<p>Chet explained that RBC began doing work on the 2015 bond during the development phase, and since the bonds were approved by the voters, that work has continued. He recommends that we renew the contract with RBC for one year. We will move forward with the bond issuance and then evaluate and make a recommendation for future financial advisor options. The terms and rates will stay the same with this renewal.</p> <p>Brenda pointed out there is a termination for convenience clause.</p> <p>RBC has served as the College's financial advisor since the 1999 bond.</p>
V.	Review Harris County Appraisal District Notice of Board Vacancy	<p>Brenda explained that we nominated Toni Trumbull and then voted on David Janda after finding out he was also on the ballot. Toni passed away so Brenda recommends nominating David again. We have 75 days to complete the process so we will bring this item back to a future board meeting to vote on.</p>
VI.	Update on Spring Enrollment	<p>Brenda covered enrollment per campus as of February 1, 2016. Overall, college-wide unduplicated headcount is up 3.5%. That is approximately 920 students, of which 437 were at North Campus. The enrollment at North increased largely because of dual credit. Each campus is up and the total contact hours has increased 2.8%. The technical side at Central is down slightly and South is down quite a bit due to the auto body program being moved to North. Cosmetology is down at South and Central due to changes in some of the class structure. Nursing is down a little also. Each Provost, Dean, and Department Chair are looking into specific program enrollment areas.</p> <p>Brad Hance asked how long we continue to have these enrollment</p>

		<p>reports. Brenda explained that we keep reporting this data until the 2nd 8 week classes begin.</p> <p>Marie pointed out that we lost a lot on technical. Brenda explained that is mostly due to auto body and cosmetology but all programs are being reviewed.</p>
<p>VII.</p>	<p>Discuss Comments Regarding Textbook and Course Material Cost Reduction Initiative</p>	<p>Brenda explained that Laurel, Steve, and Brenda met with the Faculty Organization (FO) officers on Friday. They went over a series of items but one item was on textbooks and the resolution that they presented last month at the Board Meeting. There were a few items that need to be clarified specifically based on their questions. At the last workshop, Brenda stated that there was a perception that some faculty thought the Chancellor wanted to adopt the textbooks. The FO clarified that this is not the perception of the faculty.</p> <p>Another item to clarify is regarding part time faculty. There was a comment about the number or percentage of part time faculty. We have approximately 1200 part time and full time faculty, of those 680 (55%) are part time. The essence of what we need to look at is on course delivery. Approximately 62% of our sections are taught by full time faculty, versus 38% taught by part time. From a contact hour standpoint, 63% are taught by full time faculty. A handout was provided that gave four years of history on course delivery. Brenda stated that she did not want there to be a perception that we had part time faculty teaching the majority of our sections and contact hours. There has been an increase of full time course load since 2011.</p> <p>Dr. Wheeler asked if part time faculty are a concern of full time faculty. Brenda replied that there is always a concern that there are enough full time faculty teaching classes. Also, based on her conversation with the FO, they are concerned that we are not paying the part time faculty enough. We are looking at part-time rates of pay. We do have adequate coverage, but we are looking at specific programs to ensure that we have full time coverage in all areas. Laurel said that there may be some programs that are out of sync and have too high of part time faculty coverage. Those areas are being reviewed and hard questions are being asked.</p> <p>Keith asked where other colleges are with their percentages. Brenda stated that she did a presentation at the Texas Higher</p>

		<p>Education Coordinating Board (THECB) in November, and the numbers varied. Some are at 40% and some are at 60% full time. The more rural colleges are closer to 70% full time. Lone Star is doing a lot of hiring currently because its percentage of full time was lower than 40%.</p> <p>Brenda mentioned that the petrochem advisory council has been discussing how to get more adjunct faculty in that program. They are helping with recruiting retirees.</p> <p>Another comment that was made in the last workshop was that part time faculty do not have a say in the textbook decisions. Brenda stated that after the meeting with the FO officers, they said that in some departments, part time faculty are involved in the process. We do not know how broad that is across the College, but some areas have part time contributions on textbook selection.</p> <p>Brenda said there was a comment made that faculty on the taskforce agreed with the recommendations around college-wide textbook adoptions. In the minutes from last month, we clarified that her understanding of the faculty on the task force agreed with the recommendations based on the parameters they were given. They may not agree that a college-wide adoption process needs to be implemented, but based on the parameters they were given, those faculty members thought that it was a good process.</p> <p>Another item we were asked to clarify was how many students go from campus to campus. We know that last fall, there were approximately 1500 students that were taking classes between campuses. We know that 1100 of those were taking classes between Central and South. When we had conversations with the FO, we clarified that last fall there were 1540 unique students that were repeating a class that they had taken at a different campus at some point. What we are trying to show with this information is that textbook choices do have an impact on students that take classes across multiple campuses. We will be looking into this data further to help with the review of processes on textbook selection.</p> <p>Brenda stated that a question was brought forward to her that it was her and not the Board that wanted college-wide textbook adoptions.</p> <p>Dan stated that the Board wants to clarify that the Board of Trustees directed the Chancellor and Strategic Leadership Team</p>
--	--	--

		<p>to work toward the adoption of college-wide textbooks.</p> <p>Larry and Marie also stated that the Board has been discussing this for years.</p> <p>Dan said there is a written response that he will read in the Board meeting this evening. The Board is committed to student success and we know that textbooks are a big part of that. The Board still wants to move forward in decreasing the financial burden to our students, and there are several different areas related to textbooks that will be looked at for that. The impact of textbook costs on course completion and course materials are areas that the Board would like looked at and addressed. The Board’s statement will address these areas which will be read at the meeting.</p> <p>Dr. Wheeler stated that a textbook can change the class. Students taking the same course should have the same textbook across the College. Dan agreed that it could help.</p> <p>Marie asked what we are doing about a faculty member requiring the book that the professor has written for his/her courses. Dan said he thinks that the task force and Laurel are looking into that. There are going to be solutions, plural, not just a solution.</p> <p>Marie said a student came to her that could not find a book for a class and had to go to a store across from the College to locate it. We need to make sure students are not having this problem.</p> <p>Brenda explained that all processes need to be looked at. We have taken the recommendations from the task force and are developing a game plan to address those recommendations. There were several items identified that are related to business process issues. We will map out processes and identify areas for enhancement, i.e. how do textbooks get adopted, what are the critical dates, what are the gaps in the processes, what are the relationships with publishers, how do we manage those relationships differently? We are also reviewing our contract with Barnes & Noble. We understand the contract margin we have is the same that the University of Houston has, but we also want to know more about publisher relationships.</p> <p>There are also issues with reporting information to our Independent School Districts (ISDs). This has caused some financial burdens on our ISDs that are being addressed. We identified 62 courses that had adopted the same textbook college-</p>
--	--	---

		<p>wide, but we need to review how those adoptions impacted costs of textbooks. If they are still using the same bundles that cannot be resold, then we may not be achieving our goal. Also, we are going to form a group to work on open source materials.</p> <p>Austin Community College is working on its associate of business degree with open source materials being adopted. The textbooks for this degree were costing approximately \$2600. They are looking at open source material options and reducing the costs to approximately \$200. This is an example of one of the models that are available for us to review. Valencia College is a group that we are bringing in to present on March 11 to our English faculty. We had a faculty member that started using open source materials this semester but some students still wanted a textbook and we were not prepared to handle that. We also need to review our policies and procedures. We need to review procedures on faculty authored textbooks and the conflict of interest that creates. We will be focusing on all of those components but we do not want to sacrifice quality.</p>
<p>VIII.</p>	<p>Review Student Services Reorganization</p>	<p>Laurel Williamson explained the process and goals behind the student services reorganization. She referenced the email from the Chancellor to the College community regarding the details of the student services reorganization.</p> <p>Laurel explained that over the past year, we began discussions about what was needed in student services in order to facilitate seamless pathways for our students “from front door to completion.” With the Human Resources staff and the student services leadership team, we began a series of meetings to map out our current student services structures and processes, and ask hard questions about where students encountered barriers or confusion in the application, testing, admissions, financial aid, advising, and counseling processes. We wanted to know what worked and didn’t work for students. We looked at other institutions for best practices, interviewed students, and discussed issues and barriers, with staff members. The major changes have to do with re-designing our entry processes, the review and acceptance of applications and admissions paperwork, the deployment of our shared educational planner program and their placement within the organization, the re-design of enrollment services and a change from “enrollment specialist” to “admissions advisor,” and a move from the First Year Experience concept to the idea that students need support from entry to exit.</p>

		<p>Laurel gave an overview of the major changes involved in the reorganization:</p> <ul style="list-style-type: none"> • Shared educational planners: We will have one educational planner position that will serve as coordinator of the program, providing consistent oversight for all ISDs. We will have eight ed planners embedded in the high schools, and we will have three who are assigned to each of the Dual Credit offices on the campuses. That gives us 12 total. These 12 shared ed planner positions will now report into Pam Campbell's division. Under this new structure, we will have more on-site follow-up for the embedded ed planners, more liaison functions fulfilled by the coordinator, and more support in the Dual Credit offices where we have seen significant enrollment growth. The embedded personnel will be a priority, and we will analyze carefully the ongoing work in that area. • Admissions Advisors (formerly enrollment specialists): This position will change into an advising position and a one-stop entry point for students. We are centralizing both the student's first interaction with the College and the "paperwork" associated with it. Staff will be moved from enrollment services into the Registrar's office where we will move all processing functions. Currently, the processing and admissions functions are located in one person or across several offices, which slowed down the processes. Now, the new Admissions Advisors will be the entry contact for a student to apply, be admitted, advised, and registered. All the paperwork functions will be moved to the new processing office. This will speed up entry for students, and they will deal with only one person upon entry, rather than bouncing from office to office. • The new role of the Educational Planning, Counseling, and Completion office will be guiding the student in educational planning and completion processes beginning the student's second semester. We want to enhance our early alert system, provide mandatory advising at critical points along a student's progress, and support students more actively toward completion. In addition, this office will provide awareness campaigns and mental health activities and support in compliance with new federal regulations. • In support of those new federal regulations and a need for additional support in student compliance and judicial
--	--	--

		<p>affairs, we will have a Dean for Compliance and Judicial Affairs. The focus of this office includes responsibilities that touch every aspect of the College and staff work closely with the college police force, health and safety, emergency management, and departments and divisions. Student discipline and appeals processes will be overseen by Compliance and Judicial Affairs.</p> <ul style="list-style-type: none"> • First Year Experience Coordinators will now be Orientation and Campus Tours Coordinators. Over time, the functions of these offices had become an extension of Student Life, and those activities and events which have merit and student participation will be moved to Student Life. The Orientation and Campus Tours Coordinators will now focus on the New Student Orientation experience, and we will do more advising and actual registration during orientations. <p>Laurel stated that we eliminated the language about first year experience and it is now called front door to completion. The process is no longer about just the first year, but about the whole San Jacinto College experience.</p> <p>Laurel stated that the entire student services division has stayed committed to our students and they have been willing to think differently about how we serve students and about how we build the most effective pathways for our students from entry to completion. We had many people serving in interim positions throughout student services because we did not want to do hiring until we completed the re-organization plan. Because of the outstanding work of those who remained in the positions for a year or more, we will be appointing people into those positions. In other areas that have changed or where interim staff served for a short time, we will post positions.</p> <p>Dr. Wheeler asked what we are doing differently in recruiting to get non-college going high school graduates in the door. Laurel explained that we are doing demographic studies on students who are not going on to college after high school. We want to start targeting that population when they are in tenth grade. Laurel can provide a list of the recruiting that is being done.</p> <p>Dr. Wheeler also enquired about the effect of the University of Houston Clear Lake's downward expansion on our enrollment. Brenda explained that we initially felt the impact, but the effects</p>
--	--	--

		<p>have not been significant.</p>
<p>IX.</p>	<p>Discuss Senate Bill 1004 and Dual Credit Changes</p>	<p>Brenda gave an overview of Senate Bill 1004 (SB 11).</p> <p>The four community colleges in Harris County (Lee College, Lone Star, Houston Community College (HCC), and San Jacinto College) are required to service the independent school districts in Harris County with dual credit. The THECB has said that these colleges should develop agreements with all of the school districts in Harris County. Brenda stated that she does not see us doing that unless the school district is specifically interested in our dual credit programs.</p> <p>Houston Independent School District (HISD), was one of the ISDs who supported this bill, and has approached us with interest in our dual credit program. Pam Campbell has been working with them on the process. First, they want to bring a cohort of students to Central Campus from Caesar Chavez High School for afternoon classes focusing on petrochem. Their goal is to use our modified early college academy model but focusing on technical programs. Ideally, the students will begin the program as freshman, and when they are seniors, they will graduate with an associate’s degree. We are currently working through the memorandum of understanding.</p> <p>Brenda explained one of the issues is the charge to students being serviced under SB 1004. HCC and Lone Star do not charge any tuition for dual credit. Lee College has put in a flat charge of \$100 for two courses. Brenda has been unable to confirm that these structures will be put in place with HISD.</p> <p>Another one of the issues we have with early college high school and dual credit students is around residency. If the student is under the age of 18, residency is determined by the parent’s residency. If the parent is undocumented then the student’s residency is categorized as out of state whether they were born in the United States or not. These students still receive the 70% exemption but the cost is significantly higher. This is an issue for all school districts and those in our taxing area have concerns about it.</p> <p>Currently, our out of district early college high schools and dual credit students receive a 70% exemption on tuition. Brenda recommends that we use this fee model for the students that fall under SB 1004. Brenda will bring back more details as we look</p>

		<p>further into all aspects of this bill and its requirements.</p> <p>Dr. Wheeler asked if the senate bill specifically states that we have to take out of district students or is worded saying we can. Brenda replied that the bill as she understands it, says we need to service all of the school districts. The THECB has said we need to have agreements with all of the school districts. Brenda will send the Board the senate bill to review.</p> <p>Dr. Wheeler thinks that we should charge the students so that the San Jacinto College tax payers are not paying for out of district students.</p> <p>Dan Mims agrees with the Chancellor’s recommendation to charge out of district rates with a 70% exemption.</p> <p>Brenda stated that we will move forward with the recommendation on fees. We will also follow up if there is anything we can do on the residency issue that was discussed earlier.</p>
<p>X.</p>	<p>General Discussion of Meeting Items</p>	<p>Brenda mentioned the site planning of Central Campus that was discussed at the last Building Committee meeting. As we look at the location of the new petrochem building and glycol unit, the original proposed location may not be the best fit. A new master plan will be developed and that will include looking at new uses of the golf course. This plan is currently being developed.</p> <p>Keith Sinor asked what the time frame is on the study. Brenda said the time frame is 90 days.</p> <p>Marie asked if we will have a workshop on this. Brenda responded that we will.</p> <p>Brenda would like to plan a Board strategy retreat. The Board is available March 1, 8:00 am – 12:00 pm. The location will be at Central Campus, and Mandi will send out details.</p> <p>Larry Wilson noted that it is very reasonable that we were able to work out an agreement with Shore Acres on the police coverage at the Maritime Center. Brenda explained that we are still working on the details for fire and emergency response.</p>

XI.	Calendar	Brenda reviewed the Board calendar.
XII.	Adjournment	Workshop adjourned at 6:38 p.m.

**San Jacinto College District
Board Meeting Minutes**

February 1, 2016

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, February 1, 2016, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for the Regular Board Meeting.

Board of Trustees: Marie Flickinger
Brad Hance
Dan Mims, Chair
John Moon, Jr., Secretary
Keith Sinor, Assistant Secretary
Dr. Ruede Wheeler
Larry Wilson, Vice Chair

Chancellor: Brenda Hellyer

Others Present:

Richard Bailey	Larry Logsdon	Betty Woodfill
Joshua Banks	Kevin McKisson	Craig Zimmerman
Dean Barnes	Kerry Mix	
Paul Bourds	Sandi Morgan	
Cristina Cardenas	Kevin Morris	
Janet Cowey	Wanda Munson	
Teri Crawford	Sharon Nelson	
Suzanne DeBlanc	Catherine O'Brien	
Anita Dewease	Jeff Parks	
Connie Duren	Tim Peterson	
Amanda Fenwick	Christina Potts	
George González	Bill Raffetto	
Rebecca Goosen	Shelley Rinehart	
Allatia Harris	Barbara Schumacher	
Judy Harrison	Michelle Selk	
Joseph Hebert	Kelly Simons	
Clare Iannelli	Debbie Smith	
Sallie Kay Janes	Danny Snooks	
Brenda Jones	Ann Tate	
Bryan Jones	Steve Trncak	
Michael Kane	Imelda Umansor	
Tami Kelly	Van Wigginton	
David LeMaster	Laurel Williamson	
Chet Lewis	Jerry Woodfill	

Call the Meeting to order:	Chair Dan Mims called the regular meeting of the Board of Trustees to order at 7:00 p.m.
Roll Call of Board Members:	Marie Flickinger Brad Hance John Moon, Jr. Keith Sinor Dr. Ruede Wheeler Larry Wilson
Invocation and Pledges to the Flags:	The invocation was given by Van Wigginton. The pledges to the American flag and the Texas flag were led by Brad Hance.
Special Announcements, Recognitions, and Presentations:	<ol style="list-style-type: none"> 1. Dr. Allatia Harris recognized the Volleyball team, Coach Sharon Nelson for her 400th win, Kelly Saenz for induction into the Canadian Hall of Fame, and Tom Arrington for induction into the College of Marin Hall of Fame. 2. Dr. Laurel Williamson recognized the 2015-2016 Excellence Award Recipients: Betty Woodfill, Barbara Schumacher, and Imelda Umansor. She also recognized the Minnie Piper Nominee, Barbara Schumacher. Laurel recognized the 2014-2015 League Innovation of the Year for the teams work on College Community Day. The team included: Susan Temple, Martha Robertson, Ann Pearson, Jeannie Wright, Donna Cubstead, and Laurel Williamson.
Student Success Presentations:	<ol style="list-style-type: none"> 1. George González provided an overview of the Fall Certified Headcount and FTIC Fall-to-Fall Persistence Rates.
Communications to the Board:	<ol style="list-style-type: none"> 1. A thank you was sent to the Board from Amanda Fenwick, for the plant sent in memory of her mother in law. 2. A thank you was sent to the Board from The Niday Family, for the plant sent in memory of Jack Niday. 3. A thank you was sent to the Board from Ann Kokx-Templet, for the plant sent in memory of her father.
Response from Board of Trustees Regarding December 14, 2015 Resolution from Faculty Organization	<p>Dan Mims read the official response from the Board of Trustees regarding the December 14, 2015 Resolution from the Faculty Organization presented under the Hearing of Such Citizens or Groups desiring to be Heard Before the Board.</p> <p>Response from Board of Trustees Regarding December 14, 2015 Resolution from Faculty Organization:</p> <p>At the December 14, 2015, Board of Trustees Meeting, comments and a resolution were presented by the president of the Faculty Organization.</p>

This evening, the Board of Trustees would like to take a few minutes to respond to those comments.

First, I would like to clarify that the Board of Trustees directed the Chancellor and SLT to work toward the adoption of college-wide text books.

The Board of Trustees appreciates and values the input of the College's employee groups. We take issues seriously and balance employee input with the external pressures that are impacting higher education, but more specifically, impacting San Jacinto College. As a Board, we believe San Jacinto College must be proactive rather than reactionary in addressing external pressures and trends.

Furthermore, we are an institution anchored by a student success agenda that is focused on credential completion and providing the highest quality education. We are thankful for all of the College's employees. We know all of the faculty, staff and administrators are committed to this important and difficult work of student success which requires that we are continuously striving to improve through innovative methods. We know that it takes all of us working in alignment and collaboratively to continue on this path to reach successful results.

As a Board, we are committed to doing what is right for students, employees and our community. To this end, we believe as a college community, we must attack the runaway costs of textbooks and course materials. Such costs are a barrier to our current, future, and potential students, especially in light of the large economically disadvantaged population that San Jacinto College serves.

We want to thank the members of the Textbook Procedures Task Force. Their work identified several significant issues that need to be addressed regarding textbook and course material adoptions. We realize reducing the costs of textbooks is a multi-faceted and complex issue and only one of these issues is about college-wide adoption. We understand that faculty make the decisions about course material adopted, but we also understand that there are a multitude of changing options available. To understand and explore these options requires an integrated learning experience with our vendors, publishers, peers, students, and other constituents. Such exploration must be accomplished through a college-wide dedicated process of discovery. It also requires that we re-evaluate assumptions, data, processes, policies, and procedures.

Our charge to the employees of San Jacinto College – all faculty, staff, and administrators, – is to reduce the cost of textbooks and course materials to students, while maintaining or enhancing the quality of the

resources utilized and the educational experience of all of our students.

As a part of this charge, we request regular updates at the end of each semester on how cost reductions to students have been achieved and a highlight of specific milestones and successes. We know this is not a short term goal, and we are committed to see this work over the next three years.

We thank each of you for committing to address this significant change and for realizing that the reduction in the cost of textbooks and course materials is imperative for the success of our students.

Additional comments:

Larry Wilson made a statement that he attends Trustee conferences and likes to attend the sessions on cutting textbooks costs. We have done numerous things so far to reduce costs, but we have been asking the Chancellor for the last seven years or so to keep reducing the costs to students. It is not just tuition that is a concern, but also the high costs of textbooks.

Marie Flickinger made a statement that this has been a concern of the Board for many years starting in about 2007 when we first outsourced the bookstore to Barnes and Noble. She explained that of all the complaints, she receives the most are on textbook costs. With today's technology there has to be a way that we can work together to develop not just textbook solutions but course material solutions. She stated that she knows that those working on this problem will be able to achieve this.

**Hearing of Such
Citizens or Groups
of Citizens Desiring
to be Heard Before
the Board:**

There were no citizens desiring to be heard before the Board.

**Informative
Reports:**

Dan Mims indicated such reports were in the board documents.

**Motion 9684
Consideration of
Approval of
Amendment to the
2015-2016 Budget
for Restricted
Revenue and
Expenses Relating
to Federal and State
Grants**

Motion was made by Keith Sinor, seconded by Brad Hance, for Approval of Amendment to the 2015-2016 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

Motion Carried.

Yeas: Flickinger, Hance, Moon, Jr., Sinor, Wilson, Wheeler

Nays: None

**Consideration of
Policy IV-B-4:
Policy on
Communicable
Disease – First
Reading
(Information Only)**

Informational item. Dr. Brenda Hellyer explained the informational item on Policy IV-B-4: Policy on Communicable Disease – First Reading.

No vote needed.

**Motion 9685
Consideration of
Approval of the
2016 – 2017
Academic Calendar**

Motion was made by Dr. Ruede Wheeler, seconded by Keith Sinor, for Approval of the 2016 – 2017 Academic Calendar.

Motion Carried.

Yeas: Flickinger, Hance, Moon, Jr., Sinor, Wilson, Wheeler

Nays: None

**Motion 9686
Consideration of
Ratification of the
Interlocal
Agreement with the
City of Shoreacres
to Provide Security
and Police Services
at the Maritime
Technology and
Training Center**

Motion was made by Larry Wilson, seconded by Dr. Ruede Wheeler, for Ratification of the Interlocal Agreement with the City of Shoreacres to Provide Security and Police Services at the Maritime Technology and Training Center.

Motion Carried.

Yeas: Flickinger, Hance, Moon, Jr., Sinor, Wilson, Wheeler

Nays: None

**Motion 9687
Consideration of
Approval of the
Naming of the
North Campus
Library**

Motion was made by Marie Flickinger, seconded by Larry Wilson, Approval of the Naming of the North Campus Library.

Motion Carried.

Yeas: Flickinger, Hance, Moon, Jr., Sinor, Wilson, Wheeler
Nays: None

**Motion 9688
Consideration of
Approval of
Contract with RBC
Capital Markets**

Motion was made by Dr. Ruede Wheeler, seconded by Brad Hance, for Approval of Contract with RBC Capital Markets.

Motion Carried.

Yeas: Flickinger, Hance, Moon, Jr., Sinor, Wilson, Wheeler
Nays: None

**Motion 9689
Consideration of
Approval of an
Order Authorizing
the Issuance of San
Jacinto Community
College District
Limited Tax
General Obligation
Building and/or
Refunding Bonds;
Setting Certain
Parameters for the
Bonds; Authorizing
the Vice Chancellor
of Fiscal Affairs to
Approve the
Amount, the
Interest Rate, Price,
including the Terms
thereof and Certain
Other Procedure
and Provisions
Related Thereto**

Motion was made by Marie Flickinger, seconded by John Moon, Jr., for Approval of an Order Authorizing the Issuance of San Jacinto Community College District Limited Tax General Obligation Building and/or Refunding Bonds; Setting Certain Parameters for the Bonds; Authorizing the Vice Chancellor of Fiscal Affairs to Approve the Amount, the Interest Rate, Price, including the Terms thereof and Certain Other Procedure and Provisions Related Thereto.

Motion Carried.

Yeas: Flickinger, Hance, Mims, Moon, Jr., Sinor, Wilson, Wheeler
Nays: None

**Motion 9690
Consideration of
Construction
Requests**

Motion was made by Brad Hance, seconded by Keith Sinor, for approval of the construction requests.

Construction Request #1 \$21,766,675
Guaranteed Maximum Price for North Campus
Center for Industrial Technology, Phase III

Construction Request #2 90,000
Contract for Master Planning Services (pgs. 6-7)

Total: \$21,856,675

Motion Carried.

Yeas: Flickinger, Hance, Moon, Jr., Sinor, Wilson, Wheeler

Nays: None

**Motion 9691, 9692,
9693, 9694
Consideration of
Purchasing
Requests**

Motion 9691 was made by Keith Sinor to divide the action items for purchasing. Specifically, he motioned to call for a separate vote on CSP #16-08 North Campus Baseball Facility and Purchase Request #6 for Method of Procurement for South Campus Softball Field Press Box. The motion was seconded by Brad Hance.

A vote was taken for the Board to divide the action items for purchasing as specified in the motion.

Yeas: Hance, Flickinger, Moon, Jr., Sinor, Wilson, Wheeler

Nays: None

Motion 9691 Carried.

Motion 9692 was made by John Moon, Jr., seconded by Marie Flickinger, for approval of the remaining purchasing requests (Purchase Requests 1 through 5) totaling \$581,000.

A vote was taken on the remaining purchasing requests (Purchase Requests 1 through 5) in the amount of \$581,000.

Yeas: Hance, Flickinger, Moon, Jr., Sinor, Wilson, Wheeler

Nays: None

Motion 9692 Carried.

Motion 9693 was made by Larry Wilson, seconded by Dr. Ruede Wheeler, for CSP #16-08 North Campus Baseball Facility in the amount of \$809,808.

A vote was taken for CSP #16-08 North Campus Baseball Facility in the amount of \$809,808.

Motion 9693 Carried.

Yeas: Flickinger, Hance, Moon, Jr., Wilson, Wheeler

Nays: Sinor

Motion 9694 was made by Brad Hance, seconded by Marie Flickinger, for Purchase Request #6 Method of Procurement for South Campus Softball Field Press Box.

A vote was taken for Purchase Request #6 Method of Procurement for South Campus Softball Field Press Box.

Motion 9694 Carried.

Yeas: Flickinger, Hance, Moon, Jr., Wilson, Wheeler

Nays: Sinor

**Motion 9695
Consent Agenda**

Motion was made by Marie Flickinger, seconded by John Moon, Jr. to approve the consent agenda.

Motion Carried.

Yeas: Flickinger, Hance, Moon, Jr., Sinor, Wilson, Wheeler

Nays: None

Adjournment:

Meeting Adjourned at 7:41 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve budget transfers for 2015-2016 which have been made in accordance with State accounting procedures.

BACKGROUND

Adoption of the budget by the Board of Trustees in August of each year serves as the authorization to expend funds for the next fiscal year. The budget is adopted by functional classification (or cost elements: Instruction, Academic Support, Student Services, Institutional Support, and Operation and Maintenance of Plant) as defined by the National Association of College and University Business Officers (NACUBO). Realizing that the budget is a viable document that reflects the evolving needs of the College in terms of meeting goals and objectives, occasional reallocation of budgeted funds between cost elements is warranted. The budget transfers under consideration represent previously authorized expenditures that are requested to be reclassified from one cost element to another cost element.

IMPACT OF THIS ACTION

Approval of the budget transfers will allow the College to more effectively utilize existing resources in fulfilling its instructional objectives.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – Budget Transfers

RESOURCE PERSONNEL

Mini Izaguirre

281-998-6347

mini.izaguirre@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
 Budget Transfers For The March 7, 2016 Board Meeting
 Budget Transfers Related to Fiscal Year 2015-16

DISTRICT	ELEMENT OF COST	DEBIT	CREDIT
	INSTRUCTION	-	-
	PUBLIC SERVICE	-	-
	ACADEMIC SUPPORT	4,890	150
	STUDENT SERVICES	850	-
	INSTITUTIONAL SUPPORT	1,930	23,575
	PHYSICAL PLANT	-	-
	AUXILIARY ENTERPRISES	-	-
CENTRAL	INSTRUCTION	10,188	60,515
	PUBLIC SERVICE	-	-
	ACADEMIC SUPPORT	60,500	687
	STUDENT SERVICES	-	-
	INSTITUTIONAL SUPPORT	-	-
	PHYSICAL PLANT	-	-
	AUXILIARY ENTERPRISES	-	-
NORTH	INSTRUCTION	2,819	317
	PUBLIC SERVICE	-	-
	ACADEMIC SUPPORT	700	1,100
	STUDENT SERVICES	-	-
	INSTITUTIONAL SUPPORT	-	-
	PHYSICAL PLANT	-	-
	AUXILIARY ENTERPRISES	-	-
SOUTH	INSTRUCTION	25,821	2,030
	PUBLIC SERVICE	-	-
	ACADEMIC SUPPORT	1,410	20,735
	STUDENT SERVICES	-	-
	INSTITUTIONAL SUPPORT	-	-
	PHYSICAL PLANT	-	-
	AUXILIARY ENTERPRISES	-	-
		109,109	109,109

RECOMMENDATION

Recommend Board approval of the following Affiliation Agreements:

Central Campus

Department

Medical Imaging Program

Affiliation Entity

Focus Medicare Imaging & Diagnostic Center

Eye Care Technology Program

Berkeley Eye Institute, P.A.

Eye Care Technology Program

Eye Center of Texas

Emergency Medical Technology
(Central & North Campuses)

Alpha Rescue EMS

Surgical Technology Program
(Associate of Applied Science)

Harris Health System

Surgical Technology Program
(Certificate of Technology)

Harris Health System

Surgical Technology, Respiratory Care,
Medical Laboratory, Associate Degree Nursing
(ADN), Emergency Medical Technician (EMT)

Memorial Hermann-Texas Medical
Center and Children’s Memorial
Hermann Hospital

South Campus

Department

Physical Therapist Assistant Program

Affiliation Entity

Physiotherapy Corporation

Pharmacy Technician Program

St. Louis College of Pharmacy

Vocational Nursing Program

21st Century Residential Care Homes

1st Amendment to Affiliation Agreement
in effect as of February 1, 2016
(South and North Campuses)

Walgreen Co.

North Campus

Department

Health Information Management

Affiliation Entity

Regent Care Center-Kingwood

Health Information Management

Deer Park Family Clinic, P.A.

**Item “D”
Regular Board Meeting March 7, 2016
Approval of the Affiliation Agreements**

Emergency Medical Technology

Southeast Volunteer Fire Department

2nd Amendment to Affiliation Agreement
dated January 1, 2015

CHCA Bayshore, L.P. dba Bayshore
Medical Center

Health Information Management

Kingwood Pines Hospital

RATIONALE

The Affiliation Agreements were reviewed by the College’s external legal counsel.

FISCAL IMPLICATIONS TO THE COLLEGE

N/A

CONTACT PERSONNEL

Daniel J. Snooks, Attorney
Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

Item "E"
Regular Board Meeting March 7, 2016
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, April 4, 2016.