

***Board of Trustees  
Meeting***

***July 9, 2018***

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

The Board of Trustees of the San Jacinto Community College District will meet at 4:45 p.m., Monday, July 9, 2018, 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 551.076, 551.074, 551.072, and 551.073 of the Texas Open Meetings Act, for the following purposes:**
  - a. Security - To consider the deployment, or specific occasions for implementation, of security personnel or devices.
  - b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
  - c. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property.
  - d. Prospective Donation - For the purpose of considering a negotiated contract for a prospective gift or donation.
- IV. Reconvene in Open Meeting**
- V. Discuss Submission of Safety Security Response to Junior College Audit Report (JCAR)**
- VI. Review 2018-2019 Budget**
- VII. Complete Conflict of Interest Forms**
- VIII. Update on SACSCOC Off-site Report and Preparation for On-site Visit**
- IX. Notification of Closure of Aviation Program**
- X. Review of Calendar**
- XI. General Discussion of Meeting Items**
  - Building Related
  - Other
- XII. 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<sup>2</sup>

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.

Section 551.087– To discuss or deliberate regarding commercial or financial information that the Board has received from a business prospect that the Board seeks or may seek to have locate, stay, or expand in or near the territory of the College and with which the Board is conducting economic development negotiations or to deliberate the offer of a financial or other incentive to such business prospect.

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, July 6, 2018, 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.

July 6, 2018

**NOTICE OF PUBLIC HEARING  
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., Monday, July 9, 2018, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**PUBLIC BUDGET HEARING**

- I. Call the Meeting to Order**
  
- II. 2018 – 2019 Budget Presentation**
  
- III. Public Comment on 2018 – 2019 Budget**
  
- IV. Adjourn to Regular Board Meeting**

Certification as to Posting or Giving of Notice

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Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet immediately following the Public Budget Hearing, Monday, July 9, 2018, 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**
  - Recognition of the Central and South Campus Phi Beta Lambda (PBL) State and National Student Awards Brenda Jones  
Van Wigginton
  - Recognition of the State and National South Campus Phi Theta Kappa (PTK) Chapter and Student Awards Brenda Jones
  - Recognition of Dr. Brenda Jones for Receiving the PTK Distinguished Alumni Award and PBL Business Person of the Year Award Laurel Williamson
- V. Student Success Presentations**
  - Spring Course Retention and Success Rates Michelle Callaway
- VI. Communications to the Board of Trustees**
- VII. Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board**

*In accordance with the San Jacinto Community College District Board of Trustees Bylaws, located on the College's website, a citizen desiring to appear before the Board of Trustees shall complete the Application for Hearing before the Board of Trustees and file said application along with any supporting information concerning the citizen's concern, complaint or commendation, with the Executive Assistant to the Chancellor, ten (10) minutes prior to the start of the posted meeting time. The time allotted each citizen or organization for presentation shall be no more than five (5) minutes. The total time for hearing of citizens shall be no more than 60 minutes at any one meeting. Presentation of matters concerning a complaint or charge against a San Jacinto Community College District employee or officer will be heard in closed session unless the individual who is the subject of the change or complaint requests a public hearing.*
- VIII. Informative Reports to the Board**
  - A. San Jacinto College Financial Statements
  - B. San Jacinto College Foundation Financial Statements
  - C. Capital Improvement Program

## **ACTION ITEMS**

- IX. Consideration of Approval of Amendment to the 2017-2018 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Approval of Proposed Budget for 2018 – 2019**
- XI. Consideration of Approval of Policy VI.6003.B: Admissions – Second Reading**
- XII. Consideration of Approval of Policy VI.6004.A: Compliance with Health Insurance Portability and Accountability Act (HIPAA) – Second Reading**
- XIII. Consideration of Approval of Policy VII.7001.B: Publications, Academic Calendar, Distribution of Literature, and Advertising – Second Reading**
- XIV. Consideration of Approval of National Intercollegiate Mutual Aid Agreement**
- XV. Consideration of Approval of Interlocal Agreement with City of La Porte**
- XVI. Consideration of Approval of Annexation of Territory Owned by the City of Houston at Ellington Field Located in the Clear Creek ISD Taxing District**
- XVII. Consideration of Approval to Modify Incidental and Lab Fees**
- XVIII. Consideration of Approval to Rescind Policy VI-X: Policy on Undocumented Immigrants**
- XIX. Consideration of Approval of Policy #: Student Conduct and Discipline – First Reading (Information Only)**
- XX. Consideration of Approval of Policy #: Student Complaints – First Reading (Information Only)**
- XXI. Consideration of Approval of Policy #: Campus Sexual Misconduct – First Reading (Information Only)**

## **PURCHASING REQUESTS**

- XXII. Consideration of Purchasing Requests**

## **CONSENT AGENDA**

- XXIII. 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 June 4, 2018 Board Workshop and Regular Board Meeting**
  - B. Approval of the Budget Transfers**
  - C. Approval of Personnel Recommendations and 2017-2018 Part-Time Hourly Rate Schedule, 2018-2019 Stipends and Market Premiums Salary Schedule**
  - D. Approval of the Affiliation Agreements**
  - E. Approval of the Next Regularly Scheduled Meeting**
- XXIV. Items for Discussion/Possible Action**  
(Items removed from the Consent Agenda or items discussed in closed session, will be considered at this time)

## **XXV. 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:

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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.

Section 551.087 – To discuss or deliberate regarding commercial or financial information that the Board has received from a business prospect that the Board seeks or may seek to have locate, stay, or expand in or near the territory of the College and with which the Board is conducting economic development negotiations or to deliberate the offer of a financial or other incentive to such business prospect.

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Brenda Hellyer, Ed.D.

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

<u>Assets</u>	<u>2018</u>	<u>2017</u>
<b>Current assets:</b>		
Cash and cash equivalents	\$ 97,405,404	\$ 92,494,467
Accounts receivable - taxes	4,526,825	5,461,004
Accounts receivable	14,220,918	12,884,119
Deferred charges	1,641,343	1,653,853
Inventories	363,167	443,645
Total current assets	<u>118,157,657</u>	<u>112,937,088</u>
<b>Noncurrent assets:</b>		
Restricted cash and cash equivalents	151,164,462	182,933,719
Capital assets, net	<u>444,009,224</u>	<u>429,455,849</u>
Total noncurrent assets	<u>595,173,686</u>	<u>612,389,568</u>
Total assets	<u>713,331,343</u>	<u>725,326,656</u>
<b>Deferred outflows of resources:</b>		
Deferred outflow related to pensions	6,924,946	5,502,111
Deferred outflow related to defeased debt	<u>10,590,323</u>	<u>5,597,855</u>
Total deferred outflows of resources	<u>17,515,269</u>	<u>11,099,966</u>
<b>Liabilities</b>		
<b>Current liabilities:</b>		
Accounts payable	14,746,178	16,732,666
Accrued liabilities	5,243,685	5,395,075
Accrued compensable absences and deferred compensation	2,282,788	2,612,623
Deferred revenues	<u>9,969,267</u>	<u>10,043,714</u>
Total current liabilities	<u>32,241,918</u>	<u>34,784,078</u>
<b>Noncurrent liabilities:</b>		
Net pension liability	31,890,143	29,942,125
Bonds and notes payable	<u>465,489,942</u>	<u>474,576,096</u>
Total noncurrent liabilities	<u>497,380,085</u>	<u>504,518,221</u>
Total liabilities	<u>529,622,003</u>	<u>539,302,299</u>
<b>Deferred inflows of resources -</b>		
Deferred inflow related to pensions	<u>3,795,258</u>	<u>4,122,366</u>
<b>Net assets</b>		
Beginning of year	164,328,451	166,844,720
Current year addition	<u>33,100,900</u>	<u>26,157,237</u>
Total net position	<u>\$ 197,429,351</u>	<u>\$ 193,001,957</u>



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Nine Months Ended May 31, 2018

11 Unrestricted Funds

	<u>Adjusted Budget</u>	<u>Actual (75%)</u>	<u>% Actual to Adjusted Budget</u>	<u>5/31/17</u>	<u>% of 8/31/17 Actual</u>
<b>REVENUES:</b>					
State Appropriations	\$ 38,785,178	\$ 27,741,074	71.52	\$ 26,069,542	71.47
Local Taxes - Maintenance & Operations	66,740,000	64,745,885	97.01	62,930,042	97.04
Credit Tuition	44,569,109	43,183,256	96.89	43,045,933	98.10
Credit Fees	15,210,000	15,580,870	102.44	15,291,960	100.67
Credit Exemptions & Waivers	(5,670,000)	(5,539,088)	97.69	(4,789,588)	98.33
Bad Debt	(1,800,000)	(1,419,419)	78.86	(1,763,084)	130.79
Continuing Professional Development	5,041,723	3,940,513	78.16	4,071,474	73.84
Sales & Services	3,269,775	2,922,696	89.39	1,242,253	742.66
Investment Income	500,000	790,526	158.11	217,270	62.59
Hurricane Harvey Recoveries	-	598,600	-	-	-
Total	<u>166,645,785</u>	<u>152,544,913</u>	<u>91.54</u>	<u>146,315,802</u>	<u>91.33</u>
<b>EXPENDITURES:</b>					
Instruction	67,619,581	56,564,083	83.65	56,320,245	80.45
Public Service	5,224,894	4,182,976	80.06	3,681,709	63.87
Academic Support	13,998,919	9,474,377	67.68	9,273,665	73.43
Student Services	15,181,623	10,243,520	67.47	9,947,035	69.95
Institutional Support	40,751,032	27,266,122	66.91	28,569,012	75.97
Physical Plant	19,849,717	12,629,407	63.63	11,606,470	69.58
Hurricane Harvey	30,000	899,945	2999.82	-	-
Total	<u>162,655,766</u>	<u>121,260,430</u>	<u>74.55</u>	<u>119,398,136</u>	<u>76.09</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(37,000)	(3,897)	-	(9,411)	-
Transfers Out	4,027,019	2,773,419	-	3,385,265	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 28,514,961</u>		<u>\$ 23,541,812</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Nine Months Ended May 31, 2018

Federal Restricted Funds

	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	5/31/17	% of 8/31/17 Actual
<b>REVENUES:</b>					
Grants	\$ 56,720,025	\$ 41,450,041	73.08	\$ 41,668,433	87.44
Total	<u>56,720,025</u>	<u>41,450,041</u>	<u>73.08</u>	<u>41,668,433</u>	<u>87.44</u>
<b>EXPENDITURES:</b>					
Instruction	610,041	354,321	58.08	351,187	90.48
Public Service	260,762	132,639	50.87	158,292	75.44
Academic Support	7,945,912	3,250,688	40.91	2,686,835	63.57
Student Services	396,870	291,394	73.42	226,278	76.02
Institutional Support	1,164,982	652,161	55.98	751,626	63.28
Scholarships and Fellowships	46,341,458	36,768,838	79.34	37,494,215	90.65
Total	<u>56,720,025</u>	<u>41,450,041</u>	<u>73.08</u>	<u>41,668,433</u>	<u>87.41</u>
<b>TRANSFERS AMONG FUNDS:</b>					
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 Nine Months Ended May 31, 2018

State Restricted Funds

	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	5/31/17	% of 8/31/17 Actual
REVENUES:					
State Paid Benefits	\$ 10,250,000	\$ 8,479,409	82.73	\$ 7,675,176	59.63
Grants	5,712,947	2,758,325	48.28	2,519,106	81.80
Total	<u>15,962,947</u>	<u>11,237,734</u>	<u>70.40</u>	<u>10,194,282</u>	<u>63.91</u>
EXPENDITURES:					
Instruction	6,575,546	3,871,122	58.87	3,821,107	59.73
Public Service	285,593	267,693	93.73	236,236	58.45
Academic Support	1,145,789	1,013,566	88.46	1,080,587	60.68
Student Services	1,188,876	1,152,076	96.90	1,078,598	60.93
Institutional Support	4,251,841	2,663,514	62.64	1,953,639	59.47
Scholarships and Fellowships	2,515,302	2,269,763	90.24	2,024,115	87.50
Total	<u>15,962,947</u>	<u>11,237,734</u>	<u>70.40</u>	<u>10,194,282</u>	<u>63.91</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
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 Nine Months Ended May 31, 2018

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (75%)</u>	<u>% Actual to Adjusted Budget</u>	<u>5/31/17</u>	<u>% of 8/31/17 Actual</u>
<b>REVENUES:</b>					
Local Grants	\$ 2,725,207	\$ 1,599,540	58.69	\$ 1,776,326	88.27
Total	<u>2,725,207</u>	<u>1,599,540</u>	<u>58.69</u>	<u>1,776,326</u>	<u>88.27</u>
<b>EXPENDITURES:</b>					
Instruction	82,339	39,168	47.57	40,240	48.48
Public Service	223,624	126,613	56.62	132,761	72.70
Academic Support	729,451	75,541	10.36	155,805	85.80
Student Services	56,779	28,378	49.98	24,240	99.86
Institutional Support	48,226	4,639	9.62	29,074	40.39
Scholarships and Fellowships	1,867,190	1,427,838	76.47	1,423,040	84.77
Total	<u>3,007,609</u>	<u>1,702,177</u>	<u>56.60</u>	<u>1,805,160</u>	<u>81.23</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(282,402)	(132,351)		(225,917)	-
Transfers Out	<u>-</u>	<u>-</u>		<u>17,863</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 29,714</u>		<u>\$ 179,220</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Nine Months Ended May 31, 2018

27 Texas Public Education Grant

	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	5/31/17	% of 8/31/17 Actual
REVENUES:					
Credit Tuition	\$ 1,815,000	\$ 1,912,847	105.39	\$ 1,918,879	112.91
Investment Income	-	-	-	0	-
Total	<u>1,815,000</u>	<u>1,912,847</u>	<u>105.39</u>	<u>1,918,879</u>	<u>112.91</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>1,815,000</u>	<u>1,732,799</u>	<u>95.47</u>	<u>1,785,832</u>	<u>84.42</u>
Total	<u>1,815,000</u>	<u>1,732,799</u>	<u>95.47</u>	<u>1,785,832</u>	<u>84.42</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u><u>\$ -</u></u>	<u><u>\$ 180,048</u></u>		<u><u>\$ 133,047</u></u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Nine Months Ended May 31, 2018

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (75%)</u>	<u>% Actual to Adjusted Budget</u>	<u>5/31/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 6,428	-	\$ 215,490	72.43
Total	<u>-</u>	<u>6,428</u>	<u>-</u>	<u>215,490</u>	<u>72.43</u>
EXPENDITURES:					
Instruction	-	17,882	-	14,093	42.25
Student Services	-	46,494	-	-	-
Total	<u>-</u>	<u>64,376</u>	<u>-</u>	<u>14,093</u>	<u>-</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (57,948)</u>		<u>\$ 201,397</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Nine Months Ended May 31, 2018

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (75%)</u>	<u>% Actual to Adjusted Budget</u>	<u>5/31/17</u>	<u>% of 8/31/17 Actual</u>
<b>REVENUES:</b>					
Auxiliary Services	\$ 3,535,367	\$ 2,607,691	73.76	\$ 2,787,577	87.14
Total	<u>3,535,367</u>	<u>2,607,691</u>	<u>73.76</u>	<u>2,787,577</u>	<u>84.29</u>
<b>EXPENDITURES:</b>					
Non-Instructional Labor	811,026	495,155	61.05	571,194	78.78
Benefits	190,527	311,655	163.58	324,133	73.22
Supplies	1,334,084	415,349	31.13	458,406	79.86
Travel	251,910	338,742	134.47	350,707	65.93
Contracted Services	441,650	247,396	56.02	215,439	76.34
Scholarships and Fellowships	1,190,293	1,481,770	124.49	1,495,714	91.70
Utilities	550	-	-	9,209	-
Total	<u>4,220,040</u>	<u>3,290,067</u>	<u>77.96</u>	<u>3,424,802</u>	<u>81.62</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(721,673)	(682,376)	-	(637,225)	-
Transfers Out	37,000	-	-	-	-
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 Nine Months Ended May 31, 2018

95 Retirement of Indebtedness

	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	5/31/17	% of 8/31/17 Actual
<b>REVENUES</b>					
Investment Income	\$ -	\$ 209,683	-	\$ 736,284	2230.69
Local Taxes - Debt Service	<u>28,583,724</u>	<u>27,979,743</u>	<u>97.89</u>	<u>26,410,272</u>	<u>98.86</u>
Total	<u>28,583,724</u>	<u>28,189,426</u>	<u>-</u>	<u>27,146,556</u>	<u>101.49</u>
<b>EXPENDITURES</b>					
Institutional Support	<u>32,282,149</u>	<u>13,680,413</u>	<u>42.38</u>	<u>14,300,728</u>	<u>75.55</u>
Total	<u>32,282,149</u>	<u>13,680,413</u>	<u>42.38</u>	<u>14,300,728</u>	<u>75.55</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(3,022,944)	(1,954,795)	-	(2,530,575)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (675,481)</u>	<u>\$ 16,463,808</u>		<u>\$ 15,376,403</u>	



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Nine Months Ended May 31, 2018

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (75%)</u>	<u>% Actual to Adjusted Budget</u>	<u>5/31/17</u>	<u>% of 8/31/17 Actual</u>
<b>EXPENDITURES</b>					
Depreciation	\$ 22,000,000	\$ 12,610,479	57.32	\$ 13,961,928	75.72
Capital Purchases	-	(580,796)	-	(687,286)	-
Total	<u>22,000,000</u>	<u>12,029,683</u>	<u>-</u>	<u>13,274,642</u>	<u>88.92</u>
Net Increase (Decrease) in Net Position	<u>\$ (22,000,000)</u>	<u>\$ (12,029,683)</u>		<u>\$ (13,274,642)</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Nine Months Ended May 31, 2018

Consolidated -All Funds  
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (75%)	% Actual to Adjusted Budget	5/31/17	% of 8/31/17 Actual
<b>REVENUES:</b>					
State Appropriations	\$ 49,035,178	\$ 36,220,483	73.87	\$ 33,744,718	68.38
Local Taxes - Maintenance & Operations	66,740,000	64,745,885	97.01	62,930,042	97.04
Local Taxes - Debt Service	28,583,724	27,979,743	97.89	26,410,272	98.86
Credit Tuition	46,384,109	45,096,103	97.22	44,964,812	98.65
Credit Fees	15,210,000	15,580,870	102.44	15,291,960	100.67
Credit Exemptions & Waivers	(5,670,000)	(5,539,088)	97.69	(4,789,588)	98.33
Bad Debt	(1,800,000)	(1,419,419)	78.86	(1,763,084)	130.79
Continuing Professional Development	5,041,723	3,940,513	78.16	4,071,474	73.84
Sales & Services	3,269,775	2,929,124	89.58	1,457,743	313.65
Investment Income	500,000	1,000,209	200.04	953,554	250.84
Auxiliary Services	3,535,367	2,607,691	73.76	2,787,577	84.29
Grants	62,432,972	44,208,366	70.81	44,187,539	87.10
Local Grants	2,725,207	1,599,540	58.69	1,776,326	88.27
Hurricane Harvey Recoveries	-	598,600	-	-	-
Total	<u>275,988,055</u>	<u>239,548,620</u>	<u>86.80</u>	<u>232,023,345</u>	<u>89.98</u>
<b>EXPENDITURES:</b>					
Instruction	74,887,507	60,846,576	81.25	60,546,872	78.73
Public Service	5,994,873	4,709,921	78.57	4,208,998	64.15
Academic Support	23,820,071	13,814,172	57.99	13,196,892	70.13
Student Services	16,824,148	11,761,862	69.91	11,276,151	69.13
Institutional Support	78,498,230	44,266,849	56.39	45,604,079	74.66
Physical Plant	19,849,717	12,629,407	63.63	11,606,470	69.58
Scholarships and Fellowships	52,568,950	42,199,238	80.27	42,727,202	90.01
Auxiliary Enterprises	4,220,040	3,290,067	77.96	3,424,802	81.62
Depreciation	22,000,000	12,610,479	57.32	13,961,928	75.72
Hurricane Harvey	30,000	899,945	2999.82	-	-
Capital Purchases	-	(580,796)	-	(687,286)	19.58
Total	<u>298,693,536</u>	<u>206,447,720</u>	<u>69.12</u>	<u>205,866,108</u>	<u>78.29</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(4,064,019)	(2,773,419)	-	(3,403,128)	-
Transfers Out	4,064,019	2,773,419	-	3,403,128	-
Net Increase (Decrease) in Net Position	<u>\$ (22,705,481)</u>	<u>\$ 33,100,900</u>		<u>\$ 26,157,237</u>	

# Capital Improvement Program

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position  
For the Nine Months Ended May 31, 2018

91 Capital Projects

	Adjusted Budget	Actual (75%)	5/31/17
<b>REVENUES:</b>			
Investment Income	\$ -	\$ 1,311,655	\$ -
Total	-	1,311,655	-
<b>EXPENDITURES:</b>			
Bond Programs	-	25,474,014	26,900,122
Total	-	25,474,014	26,900,122
Net Increase (Decrease) in Net Position	\$ -	\$ (24,162,359)	\$ (26,900,122)



**Monthly Investment Report**

**May 31, 2018**



# Political Premiums

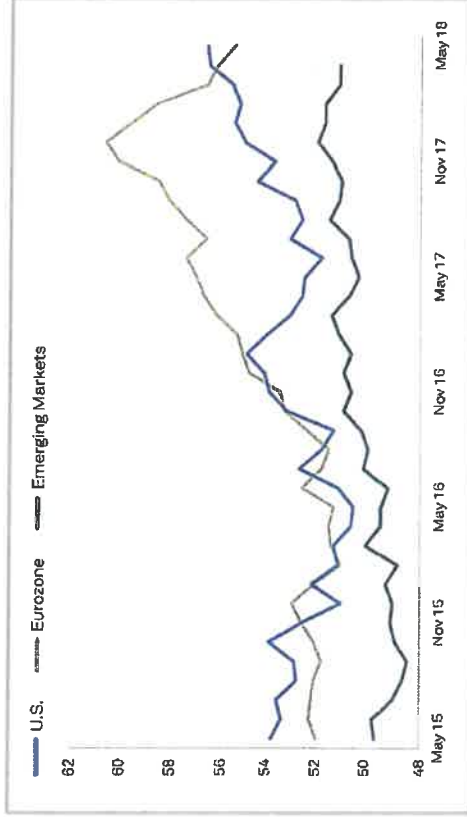
The month was dominated by political and trade events which created a mild headwind to the US economy and brought volatility as risks changed almost daily with those risks weighed and markets responding. Weaker EU data, heightened trade tensions and a strong US dollar were overshadowed by political uncertainty in southern Europe to add risk premiums across the globe.

Trade tantrums continued and escalated through the month as the US applied tariffs unexpectedly to its closest allies (UK, Canada and the EU) and extended the steel and aluminum tariffs to Mexico and Canada. If the position is to apply negotiating pressure it has its dangers. NAFTA is complicated by upcoming elections in Mexico and Canada. Cross channel distortions with other trading partners may result in a backlash which could hurt the US economy and our rate trajectory. Talks with North Korea have been much more successful on nuclear tensions which lowers the risks which had caused a significant flight to US Treasury safety.

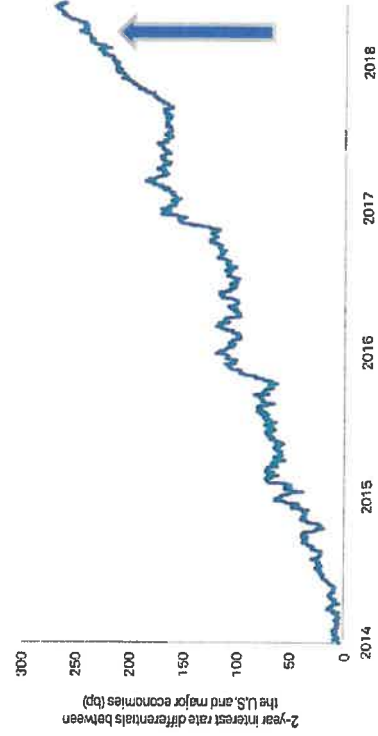
European headwinds are particularly strong as the Zone slows with low employment and inflation. The earlier EU intention to normalize rates has been put on hold and interest rates spreads to US rates make the US an attractive investment again bringing money to the US and applying downward rate pressure in the middle and long end of the curve.

The most tumultuous events however came from Italy and Spain both of which have new leaders. The coalition of Italian socialists created a Euro-skeptic administration supporting the fear of EU's 3<sup>rd</sup> biggest economy possible departure from the Union. Even if that does not occur it has undermined investor confidence and slowed growth in Italy. This follows a long history of Italian political turmoil but true consideration of an EU exit, toggled to Brexit and the UK problems at Ireland's border, has a distinctly more serious ring to it.

## Europe Suffers from Slow Growth and Political Turmoil



## INTEREST RATE DIFFERENTIALS BETWEEN THE U.S. AND MAJOR ECONOMIES



# The Expansion Continues



Despite the global headwinds, the US economy continues on its slow and steadily improving pace.

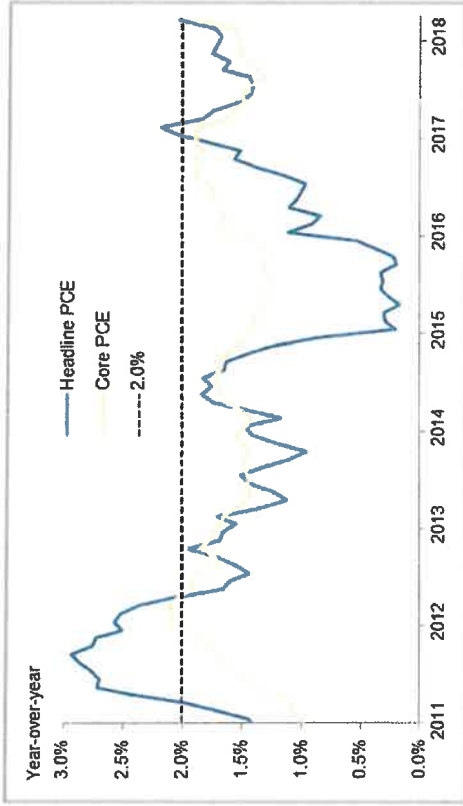
Non-farm payrolls in May surged past expectations adding 223,000 jobs and taking the unemployment rate to 3.8% - the lowest rate since 2000. Part of the lower rate drop was from the lower participation rate which measures folks of working age in the workforce. Otherwise the news was all positive with private payrolls and manufacturing expanding and hourly earnings accelerating. These hourly earnings put more money in consumer hands and as a result **consumer buying** has picked up after the few month's slowdown.

The ISM leading indicator echoed the good news across almost all its categories. Broad based gains were measured in employment, prices paid, productivity, new orders and backlogs, and supply deliveries. Matched with increasing **construction** and home sales this paints a positive picture in the US.

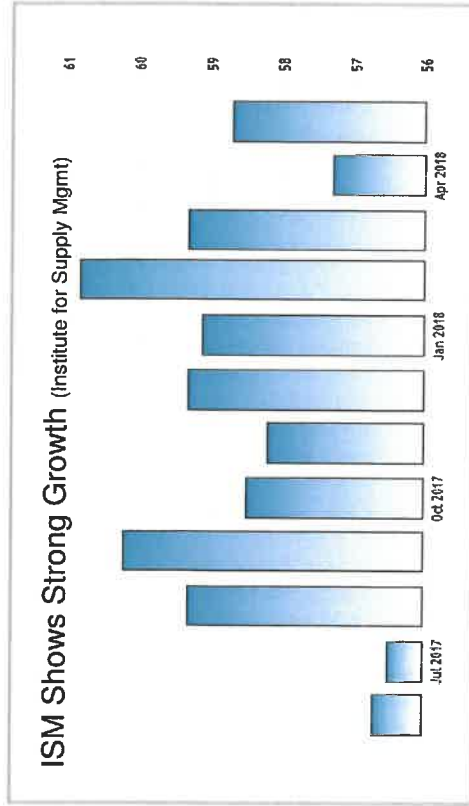
**Inflation** has also crept up slightly but remains elusive. The very strong US dollar prevents inflation growth currently but as corporations start to borrow for inventory rebuilding and capital expansion this could weaken the dollar. That weakening, of course, also helps the trade imbalance.

With the positive expansion the 2Q GDP expectations have also reached 3.1% Q/Q. This is all positive news for the FOMC meeting in June. Expectations are for a rate increase to 1.75-2% which is near what many consider the *neutral rate*: the rate at which it neither stimulates nor slows economic growth. The key here will be the rate at which they move. With negative external forces, if the FOMC moves too fast the market will expect a flat curve and could push the long end downward further. This would raise fears of a recession (often preceded by a flat curve) – a consideration well understood by the Fed.

Personal Consumption Expenditures



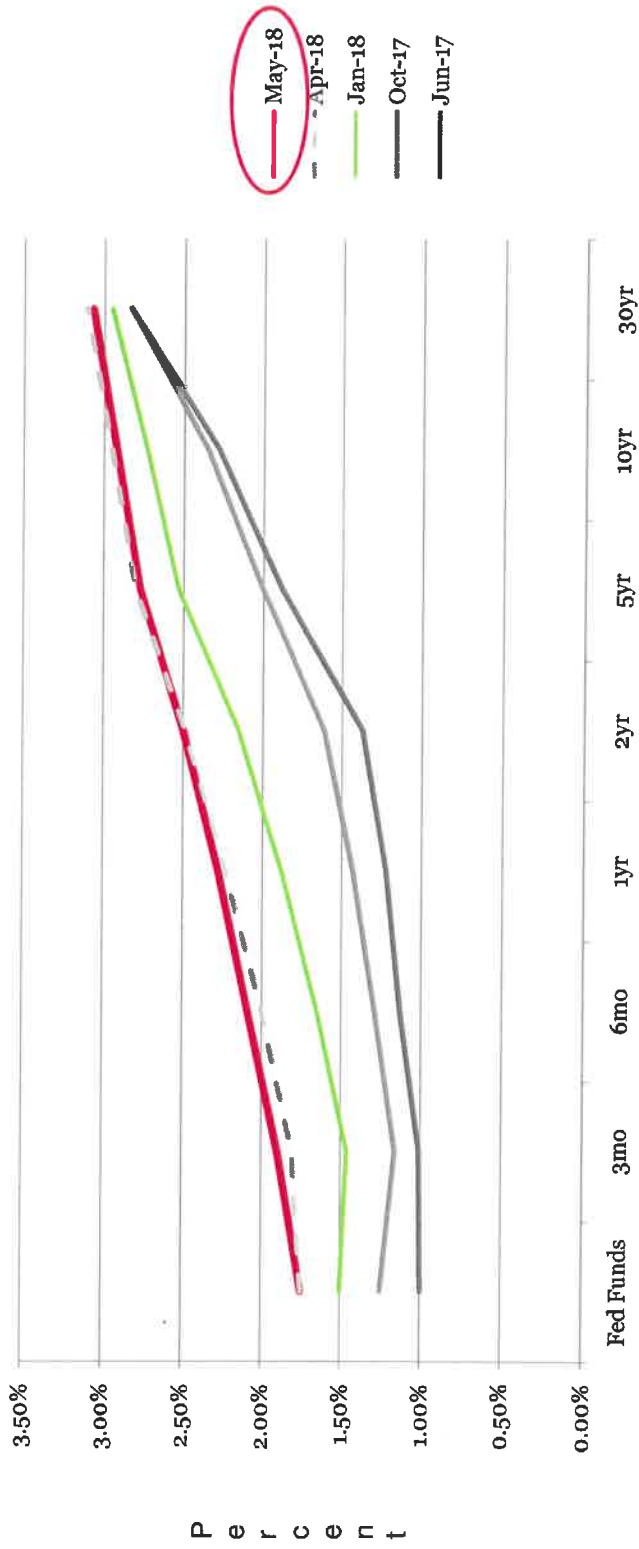
ISM Shows Strong Growth (Institute for Supply Mgmt)





# Rates Struggle to Find Right Balance

- The concern for a flattening (less steep) curve has not abated and it is wait and see on the FOMC June 13<sup>th</sup> announcement. Any lessening of a hawkish tone from the Fed (to raise rates) will change the equation dramatically as the market expects at least 2 more hikes in 2018.
- Every expectation (and the futures markets) points to a rate hike in June bringing the overnight rate to the 1.75-2.0% range.
- The long end refuses to move upward until stronger indications of inflation appear. In addition, the rate differential with other sovereigns facing difficulties with slower economies continues to bring funds into the US market, even the long end.
- The yield on the Treasury 3-month is quite near the dividend yield on the S&P 500 which could cause a shift away from the riskier stock market alternatives.



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



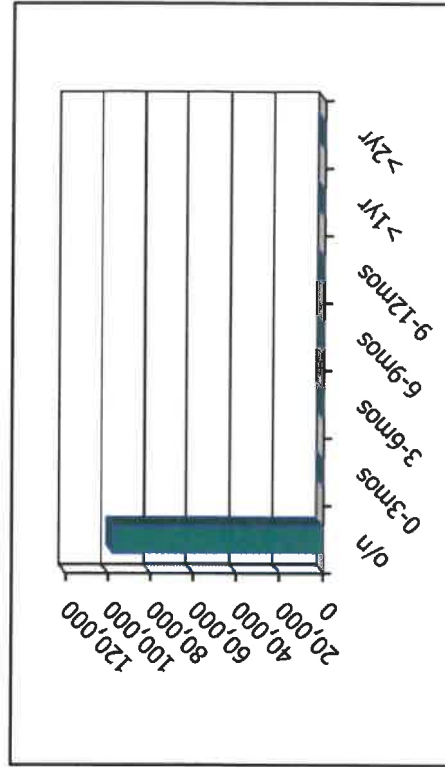
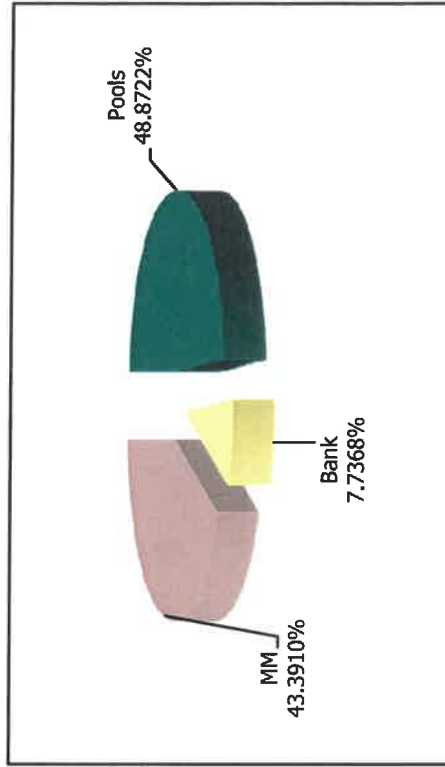
# General Portfolio

As of May 31, 2018

- 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 very short-term rates continue to move up with the Fed's slow increase in the overnight rates and short term alternatives are particularly attractive. For those with access to commercial paper the values are outstanding because of the strength in the economy. Rates farther out the curve continue to move up ever so slowly.

- It is recommended that everyone review their bank ECR rates versus those available outside the banks. Sweeps have once again become viable and are used to reduce bank balances and eliminate any balance based charges while increasing earnings. Call us to discuss this new situation

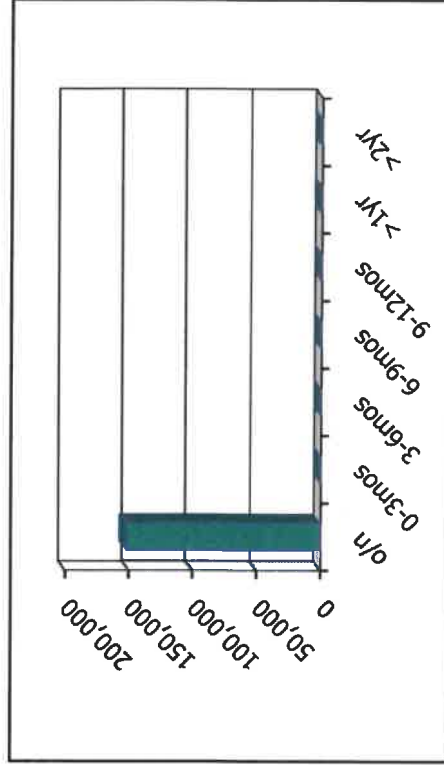
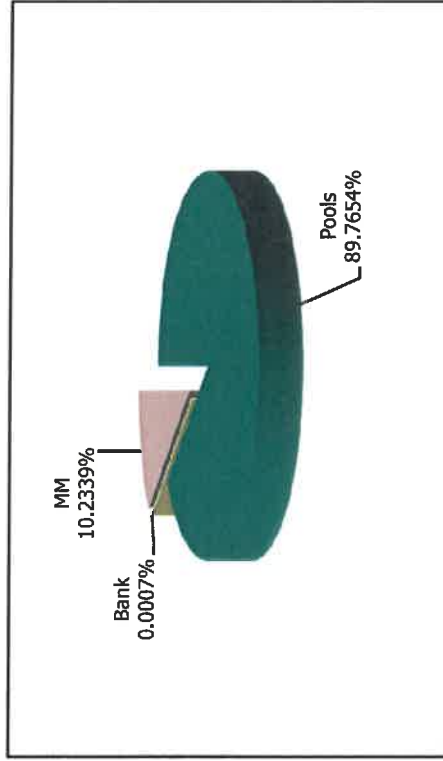


# Bond Portfolio

As of May 31, 2018



- 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 very short-term rates continue to move up with the Fed's slow increase in the overnight rates and short term alternatives are particularly attractive. For those with access to commercial paper the values are outstanding because of the strength in the economy. Rates farther out the curve continue to move up ever so slowly.
- It is recommended that everyone review their bank ECR rates versus those available outside the banks. Sweeps have once again become viable and are used to reduce bank balances and eliminate any balance based charges while increasing earnings. Call us to discuss this new situation





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 901 S. MoPac  
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 Austin, TX 78746

**San Jacinto Community College  
 Portfolio Management  
 Portfolio Summary  
 May 31, 2018**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Passbook/Checking Accounts	7,535,867.52	7,535,867.52	7,535,867.52	3.03	1	1	0.000
Investment Pools/Money Markets	241,033,998.17	241,033,998.17	241,033,998.17	96.97	1	1	1.718
<b>Investments</b>	<b>248,569,865.69</b>	<b>248,569,865.69</b>	<b>248,569,865.69</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>	<b>1.666</b>
<b>Total Earnings</b>	<b>May 31 Month Ending</b>	<b>Fiscal Year To Date</b>					
Current Year	356,851.17	2,311,638.77					

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.

*Teri Zamora*  
 Teri Zamora, Vice Chancellor of Fiscal Affairs  
 6/21/18

**San Jacinto Community College**  
**Summary by Type**  
**May 31, 2018**  
**Grouped by Fund**

Patterson & Associates  
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 Austin, TX 78746

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Bond Funds</b>						
Investment Pools/Money Markets	10	151,164,461.55	151,164,461.55	60.81	1.709	1
<b>Subtotal</b>	<b>10</b>	<b>151,164,461.55</b>	<b>151,164,461.55</b>	<b>60.81</b>	<b>1.709</b>	<b>1</b>
<b>Fund: Consolidated Portfolio</b>						
Passbook/Checking Accounts	9	7,535,867.52	7,535,867.52	3.03	0.000	1
Investment Pools/Money Markets	6	89,869,536.62	89,869,536.62	36.15	1.732	1
<b>Subtotal</b>	<b>15</b>	<b>97,405,404.14</b>	<b>97,405,404.14</b>	<b>39.18</b>	<b>1.598</b>	<b>1</b>
<b>Total and Average</b>	<b>25</b>	<b>248,569,865.69</b>	<b>248,569,865.69</b>	<b>100.00</b>	<b>1.666</b>	<b>1</b>



**San Jacinto Community College  
Fund BOND - Bond Funds  
Investments by Fund  
May 31, 2018**

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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
<b>Investment Pools/Money Markets</b>											
708340211	10064	JPM - Debt Service	12/05/2007	0.01	0.01	0.01					1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	2,003,020.16	2,003,020.16	2,003,020.16	1.790	1.765	1.790		1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	5,007,550.40	5,007,550.40	5,007,550.40	1.790	1.765	1.790		1
86-72000844	10232	East West MM Debt Service	09/09/2014	8,460,734.42	8,460,734.42	8,460,734.42	1.790	1.765	1.790		1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	3,320,879.91	3,320,879.91	3,320,879.91	1.700	1.676	1.700		1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	1,874,008.99	1,874,008.99	1,874,008.99	1.700	1.676	1.700		1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	122,840,889.90	122,840,889.90	122,840,889.90	1.700	1.676	1.700		1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	7,657,377.76	7,657,377.76	7,657,377.76	1.700	1.676	1.700		1
<b>Subtotal and Average</b>				<b>151,164,461.55</b>	<b>151,164,461.55</b>	<b>151,164,461.55</b>		<b>1.686</b>	<b>1.709</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>151,164,461.55</b>	<b>151,164,461.55</b>	<b>151,164,461.55</b>		<b>1.686</b>	<b>1.709</b>		<b>1</b>

**Fund GEN - Consolidated Portfolio**  
**Investments by Fund**  
**May 31, 2018**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM	YTM	Maturity Days To	
								360	365		Date Maturity
<b>Passbook/Checking Accounts</b>											
1390012195A	10164	Bank of America - Operating	09/01/2017	1,291.91	1,291.91	1,291.91				1	
9999999914	10089	Credit Cards - In Transit	09/01/2017	104,296.99	104,296.99	104,296.99				1	
708340062	10086	Disbursements	09/01/2017	-974,013.56	-974,013.56	-974,013.56				1	
707759296	10069	JPM - Federal Programs	09/01/2017	0.00	0.00	0.00				1	
707759338	10062	JPM - Operating	09/01/2017	8,417,311.79	8,417,311.79	8,417,311.79				1	
707759346	10085	Payroll Fund	09/01/2017	-28,884.49	-28,884.49	-28,884.49				1	
9999999913	10088	Petty Cash	09/01/2017	20,025.00	20,025.00	20,025.00				1	
707759353	10181	Student Deferred Income	09/01/2017	0.00	0.00	0.00				1	
707759361	10103	JPM - Workmen's Comp	09/01/2017	-4,160.12	-4,160.12	-4,160.12				1	
				<b>Subtotal and Average</b>	<b>7,535,867.52</b>	<b>7,535,867.52</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>1</b>	
<b>Investment Pools/Money Markets</b>											
86-7200810	10230	East West MM	09/09/2014	41,023,659.99	41,023,659.99	41,023,659.99	1.790	1.765	1.790	1	
999999993	10034	LSIP GOF - Operating	09/01/2007	4,326,490.14	4,326,490.14	4,326,490.14	1.700	1.676	1.700	1	
707759320	10035	JPM - Money Market	09/01/2007	1,000,450.51	1,000,450.51	1,000,450.51	0.470	0.463	0.470	1	
999999996	10038	TCB - Money Market	09/26/2007	241,377.96	241,377.96	241,377.96	0.750	0.739	0.750	1	
999999991	10032	TexPool	09/01/2007	43,277,558.02	43,277,558.02	43,277,558.02	1.716	1.692	1.715	1	
				<b>Subtotal and Average</b>	<b>89,869,536.62</b>	<b>89,869,536.62</b>	<b>1.709</b>	<b>1.732</b>	<b>1.732</b>	<b>1</b>	
				<b>Total Investments and Average</b>	<b>97,405,404.14</b>	<b>97,405,404.14</b>	<b>1.577</b>	<b>1.598</b>	<b>1.598</b>	<b>1</b>	

**San Jacinto Community College**  
**Interest Earnings**  
 Sorted by Fund - Fund  
 May 1, 2018 - May 31, 2018  
 Period Yield on Average Book Value

Patterson & Associates  
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 Austin, TX 78746

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Yield This Period	Interest Earned	Adjusted Interest Earnings	
											Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Bond Funds</b>												
708340211	10064	BOND	RRP	0.01	0.01	0.01				0.00	0.00	0.00
999999999	10084	BOND	RRP	3,320,879.91	3,453,718.57	3,388,990.14		1.700	0.145	4,903.35	0.00	4,903.35
999999916	10106	BOND	RRP	7,657,377.76	7,382,673.24	7,504,858.80		1.700	0.145	10,862.12	0.00	10,862.12
86-72000794	10231	BOND	RRP	2,003,020.16	2,002,817.65	2,000,097.42		1.790	0.151	3,020.16	0.00	3,020.16
86-72000844	10232	BOND	RRP	8,460,734.42	8,445,159.64	8,448,388.81		1.790	0.151	12,757.13	0.00	12,757.13
86-72004242	10233	BOND	RRP	5,007,550.40	5,007,044.13	5,000,243.56		1.790	0.151	7,550.40	0.00	7,550.40
999999917	10234	BOND	RRP	1,874,008.99	1,948,168.35	1,912,068.19		1.700	0.145	2,766.47	0.00	2,766.47
999999918	10235	BOND	RRP	122,840,889.90	126,324,636.37	124,675,682.07		1.700	0.145	180,394.82	0.00	180,394.82
	<b>Subtotal</b>			<b>151,164,461.55</b>	<b>154,564,217.96</b>	<b>152,930,329.00</b>			<b>0.145</b>	<b>222,254.45</b>	<b>0.00</b>	<b>222,254.45</b>
<b>Fund: Consolidated Portfolio</b>												
999999991	10032	GEN	RRP	43,277,558.02	37,464,776.89	40,379,531.26		1.716	0.146	58,872.42	0.00	58,872.42
999999996	10038	GEN	RRP	241,377.96	241,224.30	241,229.26		0.750	0.064	153.66	0.00	153.66
707759320	10035	GEN	RRP	1,000,450.51	5,004,509.21	1,129,192.25		0.470	0.040	450.51	0.00	450.51
707759338	10062	GEN	PA1	8,417,311.79	8,247,801.79	8,253,269.85				0.00	0.00	0.00
707759346	10085	GEN	PA1	-28,884.49	-34,583.52	-34,399.68				0.00	0.00	0.00
708340062	10086	GEN	PA1	-974,013.56	-412,055.80	-430,183.47				0.00	0.00	0.00
999999913	10088	GEN	PA1	20,025.00	20,025.00	20,025.00				0.00	0.00	0.00
999999914	10089	GEN	PA1	104,296.99	-50,243.70	-45,258.52				0.00	0.00	0.00
707759361	10103	GEN	PA1	-4,160.12	-1,496.30	-1,582.23				0.00	0.00	0.00
999999993	10034	GEN	RRP	4,326,490.14	12,198,258.93	9,171,410.82		1.700	0.145	13,264.48	0.00	13,264.48
1390012195A	10164	GEN	PA1	1,291.91	1,489.24	1,482.87				0.00	0.00	0.00
86-7200810	10230	GEN	RRP	41,023,659.99	40,954,760.21	40,963,799.68		1.790	0.151	61,855.65	0.00	61,855.65
	<b>Subtotal</b>			<b>97,405,404.14</b>	<b>103,634,466.25</b>	<b>99,648,517.10</b>			<b>0.135</b>	<b>134,596.72</b>	<b>0.00</b>	<b>134,596.72</b>
	<b>Total</b>			<b>248,569,865.69</b>	<b>258,198,684.21</b>	<b>252,578,846.10</b>			<b>0.141</b>	<b>356,851.17</b>	<b>0.00</b>	<b>356,851.17</b>



**Quarterly Investment Report**  
**February 28, 2018 – May 31, 2018**





# Political Premiums

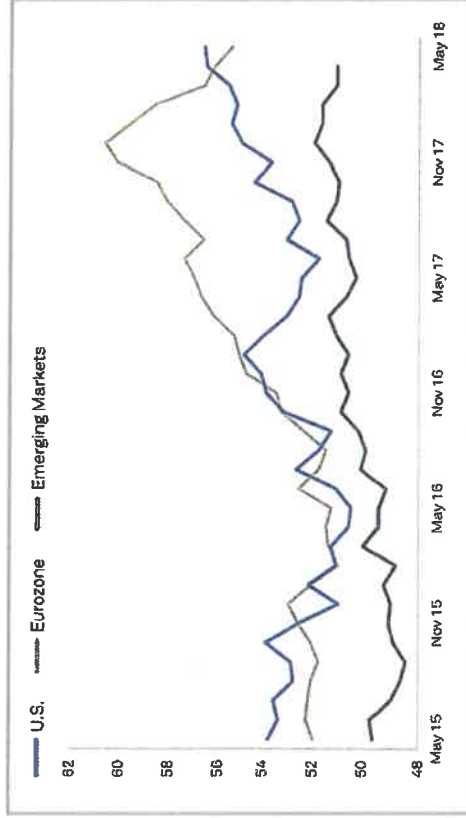
The month was dominated by political and trade events which created a mild headwind to the US economy and brought volatility as risks changed almost daily with those risks weighed and markets responding. Weaker EU data, heightened trade tensions and a strong US dollar were overshadowed by political uncertainty in southern Europe to add risk premiums across the globe.

Trade tantrums continued and escalated through the month as the US applied tariffs unexpectedly to its closest allies (UK, Canada and the EU) and extended the steel and aluminum tariffs to Mexico and Canada. If the position is to apply negotiating pressure it has its dangers. NAFTA is complicated by upcoming elections in Mexico and Canada. Cross channel distortions with other trading partners may result in a backlash which could hurt the US economy and our rate trajectory. Talks with North Korea have been much more successful on nuclear tensions which lowers the risks which had caused a significant flight to US Treasury safety.

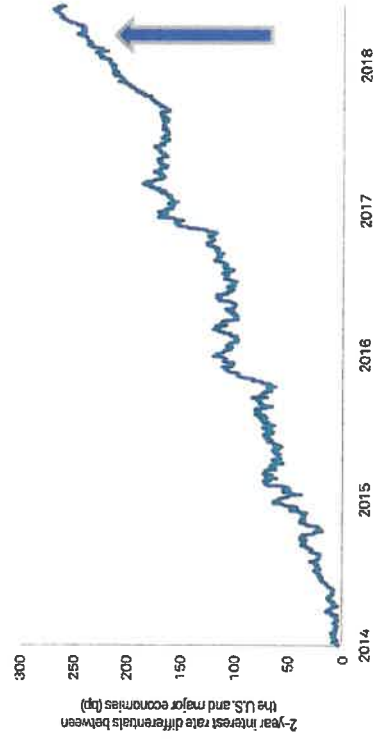
European headwinds are particularly strong as the Zone slows with low employment and inflation. The earlier EU intention to normalize rates has been put on hold and interest rates spreads to US rates make the US an attractive investment again bringing money to the US and applying downward rate pressure in the middle and long end of the curve.

The most tumultuous events however came from Italy and Spain both of which have new leaders. The coalition of Italian socialists created a Euro-skeptic administration supporting the fear of EU's 3<sup>rd</sup> biggest economy possible departure from the Union. Even if that does not occur it has undermined investor confidence and slowed growth in Italy. This follows a long history of Italian political turmoil but true consideration of an EU exit, toggled to Brexit and the UK problems at Ireland's border, has a distinctly more serious ring to it.

Europe Suffers from Slow Growth and Political Turmoil



INTEREST RATE DIFFERENTIALS BETWEEN THE U.S. AND MAJOR ECONOMIES



# The Expansion Continues

Despite the global headwinds, the US economy continues on **its slow and steadily** improving pace.

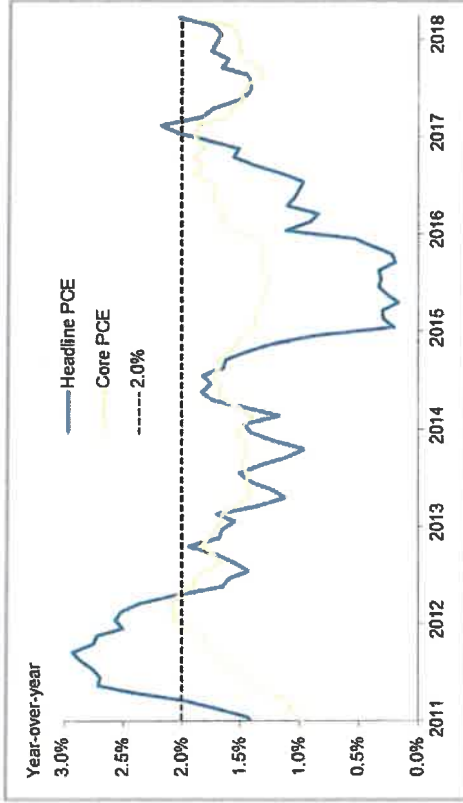
**Non-farm payrolls** in May surged past expectations adding 223,000 jobs and taking the unemployment rate to 3.8% - the lowest rate since 2000. Part of the lower rate drop was from the lower participation rate which measures folks of working age in the workforce. Otherwise the news was all positive with private payrolls and manufacturing expanding and hourly earnings accelerating. These hourly earnings put more money in consumer hands and as a result **consumer buying** has picked up after the few month's slowdown.

The **ISM** leading indicator echoed the good news across almost all its categories. Broad based gains were measured in employment, prices paid, productivity, new orders and backlogs, and supply deliveries. Matched with increasing **construction** and home sales this paints a positive picture in the US.

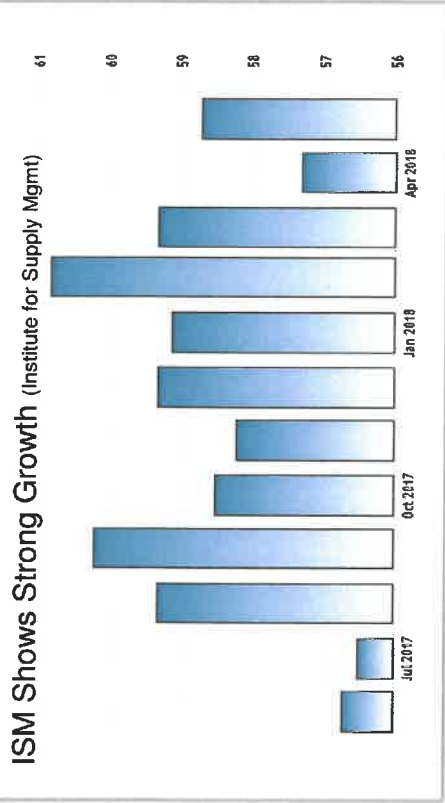
**Inflation** has also crept up slightly but remains elusive. The very strong US dollar prevents inflation growth currently but as corporations start to borrow for inventory rebuilding and capital expansion this could weaken the dollar. That weakening, of course, also helps the trade imbalance.

With the positive expansion the **2Q GDP** expectations have also reached 3.1% Q/Q. This is all positive news for the FOMC meeting in June. Expectations are for a rate increase to 1.75-2% which is near what many consider the *neutral rate*: the rate at which it neither stimulates nor slows economic growth. The key here will be the rate at which they move. With negative external forces, if the FOMC moves too fast the market will expect a flat curve and could push the long end downward further. This would raise fears of a recession (often preceded by a flat curve) – a consideration well understood by the Fed.

Personal Consumption Expenditures

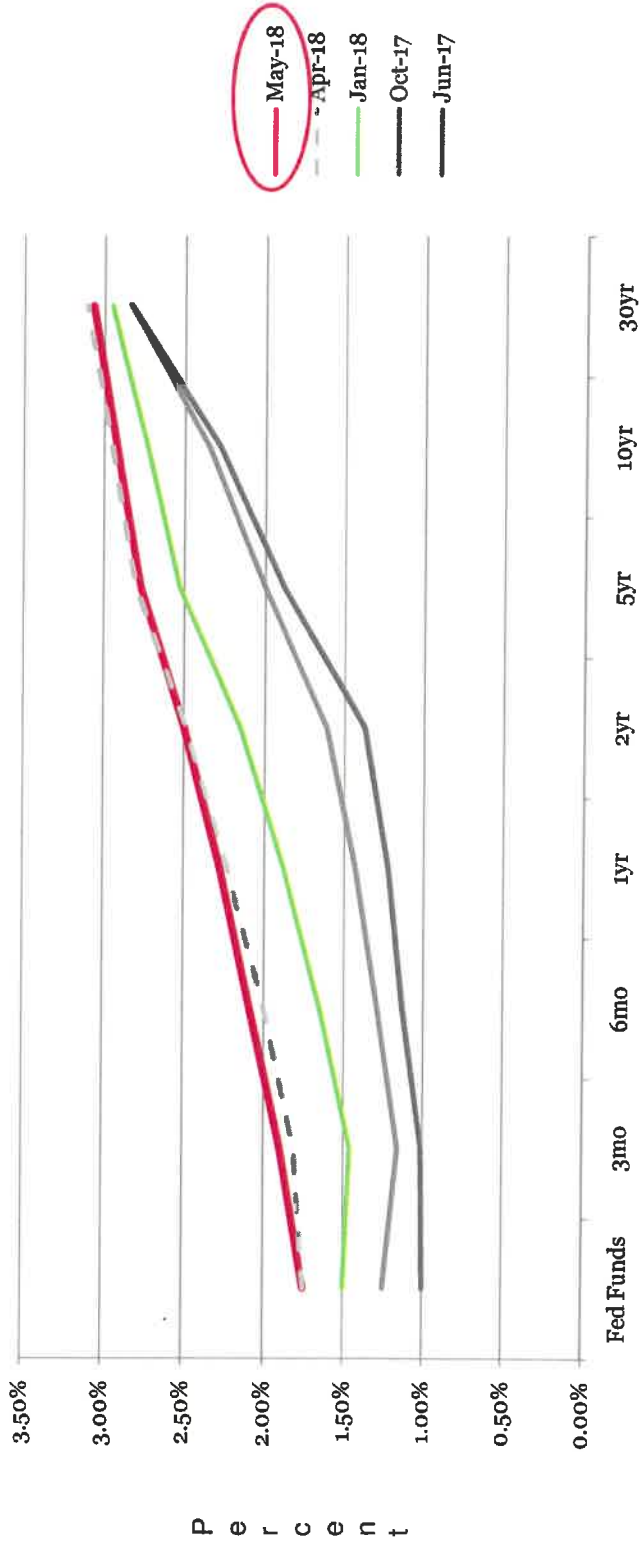


ISM Shows Strong Growth (Institute for Supply Mgmt)



# Rates Struggle to Find Right Balance

- The concern for a flattening (less steep) curve has not abated and it is wait and see on the FOMC June 13<sup>th</sup> announcement. Any lessening of a hawkish tone from the Fed (to raise rates) will change the equation dramatically as the market expects at least 2 more hikes in 2018.
- Every expectation (and the futures markets) points to a rate hike in June bringing the overnight rate to the 1.75-2.0% range.
- The long end refuses to move upward until stronger indications of inflation appear. In addition, the rate differential with other sovereigns facing difficulties with slower economies continues to bring funds into the US market, even the long end.
- The yield on the Treasury 3-month is quite near the dividend yield on the S&P 500 which could cause a shift away from the riskier stock market alternatives.



*San Jacinto College District*  
 Quarterly Investment Report  
 February 28, 2018 – May 31, 2018

**Portfolio Summary Management Report**

This quarterly report is prepared in compliance with the Investment Policy and Strategy of the District and the Public Funds Investment Act (Chapter 2256, Texas Government Code).

<u>Portfolio as of 02/28/18:</u>		<u>Portfolio as of 05/31/18:</u>	
Beginning Book Value	\$ 268,403,384	Ending Book Value	\$ 248,569,866
Beginning Market Value	\$ 268,403,384	Ending Market Value	\$ 248,569,866
WAM at Beginning Period Date <sup>1</sup>	1 day	Investment Income for the period	\$ 1,014,884
		Unrealized Gain/Loss	\$ 0
		WAM at Ending Period Date <sup>1</sup>	1 day
		Change in Market Value <sup>2</sup>	\$ (19,833,518)
<i>(Decrease in market value is due to seasonal cash outflows)</i>			
	Average Yield to Maturity for period	1.556%	
	Average Yield 180-Day Treasury Bill for period	1.990%	



Teri Zamora, Vice Chancellor of Fiscal Affairs  
 San Jacinto College District



Linda T. Patterson, Investment Advisor, SJCD  
 Patterson & Associates

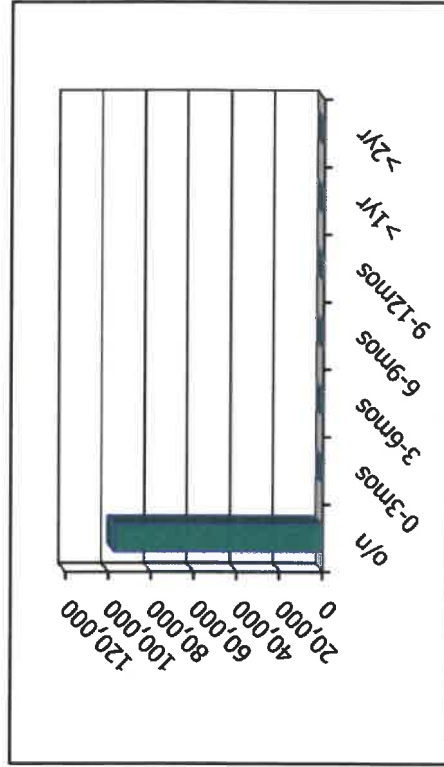
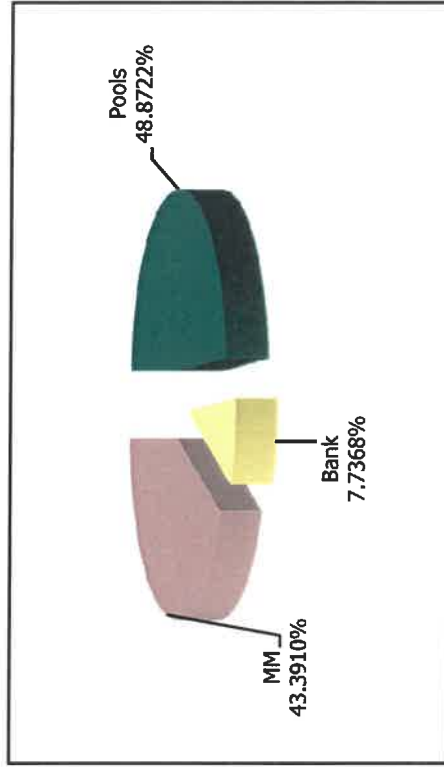
<sup>1</sup> WAM – weighted average maturity

<sup>2</sup> “Change in Market Value” is required data, but will primarily reflect the receipt and expenditure of the College’s funds from month to month. *Patterson & Associates* has assisted in the preparation of this consolidated investment report, with additional input provided by the College District.

# General Portfolio

As of May 31, 2018

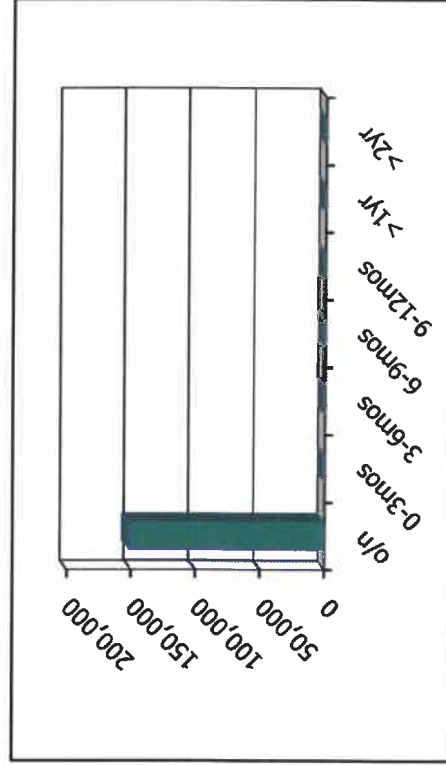
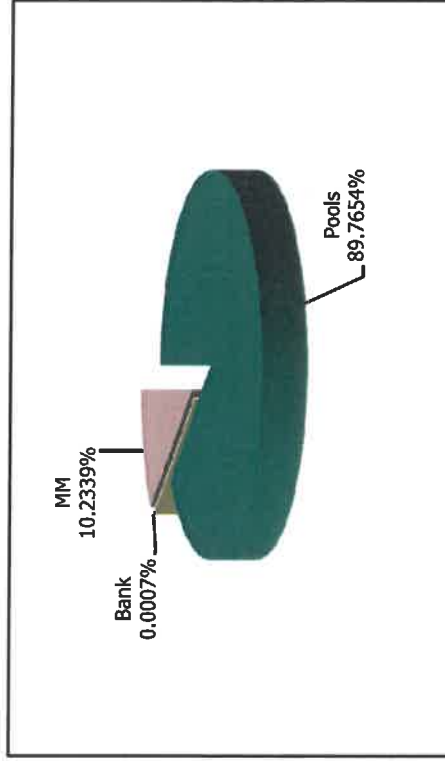
- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates continue to move up with the Fed's slow increase in the overnight rates and short term alternatives are particularly attractive. For those with access to commercial paper the values are outstanding because of the strength in the economy. Rates farther out the curve continue to move up ever so slowly.
- It is recommended that everyone review their bank ECR rates versus those available outside the banks. Sweeps have once again become viable and are used to reduce bank balances and eliminate any balance based charges while increasing earnings. Call us to discuss this new situation



# Bond Portfolio

As of May 31, 2018

- 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 very short-term rates continue to move up with the Fed's slow increase in the overnight rates and short term alternatives are particularly attractive. For those with access to commercial paper the values are outstanding because of the strength in the economy. Rates farther out the curve continue to move up ever so slowly.
- It is recommended that everyone review their bank ECR rates versus those available outside the banks. Sweeps have once again become viable and are used to reduce bank balances and eliminate any balance based charges while increasing earnings. Call us to discuss this new situation







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 901 S. MoPac  
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 Austin, TX 78746

**San Jacinto Community College**  
**Portfolio Management**  
**Portfolio Summary**  
**May 31, 2018**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM
Passbook/Checking Accounts	7,535,867.52	7,535,867.52	7,535,867.52	3.03	1	1	0.000
Investment Pools/Money Markets	241,033,998.17	241,033,998.17	241,033,998.17	96.97	1	1	1.718
<b>Investments</b>	<b>248,569,865.69</b>	<b>248,569,865.69</b>	<b>248,569,865.69</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>	<b>1.666</b>
<b>Total Earnings</b>	<b>May 31</b>	<b>Month Ending</b>	<b>Fiscal Year To Date</b>				
Current Year	356,851.17		2,311,638.77				

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.

*Teri Zamora*  
 Teri Zamora, Vice Chancellor of Fiscal Affairs  
 6/21/18



**San Jacinto Community College**  
**Summary by Type**  
**May 31, 2018**  
**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
<b>Fund: Bond Funds</b>						
Investment Pools/Money Markets	10	151,164,461.55	151,164,461.55	60.81	1.709	1
<b>Subtotal</b>	<b>10</b>	<b>151,164,461.55</b>	<b>151,164,461.55</b>	<b>60.81</b>	<b>1.709</b>	<b>1</b>
<b>Fund: Consolidated Portfolio</b>						
Passbook/Checking Accounts	9	7,535,867.52	7,535,867.52	3.03	0.000	1
Investment Pools/Money Markets	6	89,869,536.62	89,869,536.62	36.15	1.732	1
<b>Subtotal</b>	<b>15</b>	<b>97,405,404.14</b>	<b>97,405,404.14</b>	<b>39.18</b>	<b>1.598</b>	<b>1</b>
<b>Total and Average</b>	<b>25</b>	<b>248,569,865.69</b>	<b>248,569,865.69</b>	<b>100.00</b>	<b>1.666</b>	<b>1</b>





**San Jacinto Community College  
Fund BOND - Bond Funds  
Investments by Fund  
May 31, 2018**

Patterson & Associates  
901 S. MoPac  
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Austin, TX 78746

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date	Maturity
<b>Investment Pools/Money Markets</b>											
708340211	10064	JPM - Debt Service	12/05/2007	0.01	0.01	0.01					1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	2,003,020.16	2,003,020.16	2,003,020.16	1.790	1.765	1.790	1	
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	5,007,550.40	5,007,550.40	5,007,550.40	1.790	1.765	1.790	1	
86-72000844	10232	East West MM Debt Service	09/09/2014	8,460,734.42	8,460,734.42	8,460,734.42	1.790	1.765	1.790	1	
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	3,320,879.91	3,320,879.91	3,320,879.91	1.700	1.676	1.700	1	
9999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	1,874,008.99	1,874,008.99	1,874,008.99	1.700	1.676	1.700	1	
9999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	122,840,889.90	122,840,889.90	122,840,889.90	1.700	1.676	1.700	1	
9999999916	10106	LSIP GOF - Debt Service	07/30/2009	7,657,377.76	7,657,377.76	7,657,377.76	1.700	1.676	1.700	1	
<b>Subtotal and Average</b>				<b>151,164,461.55</b>	<b>151,164,461.55</b>	<b>151,164,461.55</b>		<b>1.686</b>	<b>1.709</b>	<b>1</b>	
<b>Total Investments and Average</b>				<b>151,164,461.55</b>	<b>151,164,461.55</b>	<b>151,164,461.55</b>		<b>1.686</b>	<b>1.709</b>	<b>1</b>	

**Fund GEN - Consolidated Portfolio**  
**Investments by Fund**  
**May 31, 2018**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM		Maturity Days To Date Maturity
								360	365	
<b>Passbook/Checking Accounts</b>										
1390012195A	10164	Bank of America - Operating	09/01/2017	1,291.91	1,291.91	1,291.91				1
9999999914	10089	Credit Cards - In Transit	09/01/2017	104,296.99	104,296.99	104,296.99				1
708340062	10086	Disbursements	09/01/2017	-974,013.56	-974,013.56	-974,013.56				1
707759296	10069	JPM - Federal Programs	09/01/2017	0.00	0.00	0.00				1
707759338	10062	JPM - Operating	09/01/2017	8,417,311.79	8,417,311.79	8,417,311.79				1
707759346	10085	Payroll Fund	09/01/2017	-28,884.49	-28,884.49	-28,884.49				1
9999999913	10088	Petty Cash	09/01/2017	20,025.00	20,025.00	20,025.00				1
707759353	10181	Student Deferred Income	09/01/2017	0.00	0.00	0.00				1
707759361	10103	JPM - Workmen's Comp	09/01/2017	-4,160.12	-4,160.12	-4,160.12				1
<b>Subtotal and Average</b>				<b>7,535,867.52</b>	<b>7,535,867.52</b>	<b>7,535,867.52</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>1</b>
<b>Investment Pools/Money Markets</b>										
86-7200810	10230	East West MM	09/09/2014	41,023,659.99	41,023,659.99	41,023,659.99	1.790	1.765	1.790	1
9999999993	10034	LSIP GOF - Operating	09/01/2007	4,326,490.14	4,326,490.14	4,326,490.14	1.700	1.676	1.700	1
707759320	10035	JPM - Money Market	09/01/2007	1,000,450.51	1,000,450.51	1,000,450.51	0.470	0.463	0.470	1
9999999996	10038	TCB - Money Market	09/26/2007	241,377.96	241,377.96	241,377.96	0.750	0.739	0.750	1
9999999991	10032	TexPool	09/01/2007	43,277,558.02	43,277,558.02	43,277,558.02	1.716	1.692	1.715	1
<b>Subtotal and Average</b>				<b>89,869,536.62</b>	<b>89,869,536.62</b>	<b>89,869,536.62</b>	<b>1.709</b>	<b>1.709</b>	<b>1.732</b>	<b>1</b>
<b>Total Investments and Average</b>				<b>97,405,404.14</b>	<b>97,405,404.14</b>	<b>97,405,404.14</b>	<b>1.577</b>	<b>1.577</b>	<b>1.598</b>	<b>1</b>

**San Jacinto Community College**  
**Interest Earnings**  
 Sorted by Fund - Fund  
 March 1, 2018 - May 31, 2018  
 Period Yield on Average Book Value

Patterson & Associates  
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 Suite 195  
 Austin, TX 78746

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Yield This Period	Interest Earned	Adjusted Interest Earnings	
											Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Bond Funds</b>												
708340211	10064	BOND	RRP	0.01	0.01	0.01				0.00	0.00	0.00
999999999	10084	BOND	RRP	3,320,879.91	3,627,189.52	3,537,045.46		1.700	0.407	14,392.11	0.00	14,392.11
999999999	10106	BOND	RRP	7,657,377.76	6,743,296.59	6,743,296.59		1.700	0.409	27,574.24	0.00	27,574.24
86-72000794	10231	BOND	RRP	2,003,020.16	2,002,148.39	2,000,194.34		1.790	0.416	8,311.10	0.00	8,311.10
86-72000844	10232	BOND	RRP	8,460,734.42	8,418,244.96	8,434,446.96		1.790	0.416	35,050.13	0.00	35,050.13
86-72004242	10233	BOND	RRP	5,007,550.40	5,005,370.96	5,000,661.02		1.790	0.416	20,778.40	0.00	20,778.40
999999999	10234	BOND	RRP	1,874,008.99	2,077,939.09	1,965,608.06		1.700	0.407	7,992.41	0.00	7,992.41
999999999	10235	BOND	RRP	122,840,889.90	131,739,981.43	128,146,841.56		1.700	0.407	521,487.60	0.00	521,487.60
			<b>Subtotal</b>	<b>151,164,461.55</b>	<b>159,145,664.77</b>	<b>155,828,094.00</b>			<b>0.408</b>	<b>695,595.99</b>	<b>0.00</b>	<b>695,595.99</b>
<b>Fund: Consolidated Portfolio</b>												
999999991	10032	GEN	RRP	43,277,558.02	25,011,654.44	32,883,153.66		1.716	0.427	140,381.49	0.00	140,381.49
999999996	10038	GEN	RRP	241,377.96	240,953.89	241,090.95		0.750	0.176	424.07	0.00	424.07
707759320	10035	GEN	RRP	1,000,450.51	5,001,418.20	3,697,226.31		0.470	0.096	3,541.52	0.00	3,541.52
707759338	10062	GEN	PA1	8,417,311.79	11,039,729.09	9,294,125.97				0.01	0.00	0.01
707759346	10085	GEN	PA1	-28,884.49	-23,605.37	-27,605.72				0.00	0.00	0.00
708340062	10086	GEN	PA1	-974,013.56	-194,932.55	-325,539.00				0.00	0.00	0.00
999999913	10088	GEN	PA1	20,025.00	20,025.00	20,025.00				0.00	0.00	0.00
999999914	10089	GEN	PA1	104,296.99	66,373.33	6,918.77				0.00	0.00	0.00
707759361	10103	GEN	PA1	-4,160.12	-4,227.20	-3,423.08				0.00	0.00	0.00
999999993	10034	GEN	RRP	4,326,490.14	27,263,321.35	16,312,198.00		1.700	0.398	64,978.54	0.00	64,978.54
1390012195A	10164	GEN	PA1	1,291.91	1,920.84	1,694.33				0.00	0.00	0.00
86-7200810	10230	GEN	RRP	41,023,659.99	40,835,088.57	40,902,476.83		1.790	0.416	169,972.46	0.00	169,972.46
			<b>Subtotal</b>	<b>97,405,404.14</b>	<b>109,257,719.59</b>	<b>103,002,342.01</b>			<b>0.368</b>	<b>379,298.09</b>	<b>0.00</b>	<b>379,298.09</b>
			<b>Total</b>	<b>248,569,865.69</b>	<b>288,403,384.36</b>	<b>258,830,436.01</b>			<b>0.392</b>	<b>1,014,884.08</b>	<b>0.00</b>	<b>1,014,884.08</b>

**San Jacinto Community College  
 Texas Compliance Change in Val Report  
 Sorted by Fund  
 March 1, 2018 - May 31, 2018**

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

Inv #	Cusip	Issuer	Fund	YTM	Purch Date	Mat Date	Interest Received	Interest Accrued	Beginning Book Value	Beginning Market Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value	Ending Market Value
<b>Fund: Bond Funds</b>															
10064	708340211	DS	BOND	0.000	12/05/2007	/ /	0.00	0.00	0.01	0.01	0.00	0.00	0.00	0.01	0.01
10084	999999999	LSIP08	BOND	1.700	10/03/2008	/ /	14,392.11	14,392.11	3,627,189.52	3,627,189.52	14,392.11	320,701.72	-306,309.61	3,320,879.91	3,320,879.91
10106	999999916	LSIPDS	BOND	1.700	07/30/2009	/ /	27,574.24	27,574.24	6,274,790.41	6,274,790.41	1,382,587.35	0.00	1,382,587.35	7,657,377.76	7,657,377.76
10228	XX794	EWIC08	BOND	0.000	09/09/2014	/ /	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10229	XX844	EWICDS	BOND	0.000	09/09/2014	/ /	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10231	86-72000794	EWM08	BOND	1.790	09/09/2014	/ /	8,311.10	8,311.10	2,002,148.39	2,002,148.39	8,311.10	7,439.33	871.77	2,003,020.16	2,003,020.16
10232	86-72000844	EWMDS	BOND	1.790	09/09/2014	/ /	35,050.13	35,050.13	8,418,244.96	8,418,244.96	42,489.46	0.00	42,489.46	8,460,734.42	8,460,734.42
10233	86-72004242	EWM15	BOND	1.790	08/06/2015	/ /	20,778.40	20,778.40	5,005,370.96	5,005,370.96	20,778.40	18,598.96	2,179.44	5,007,550.40	5,007,550.40
10234	999999917	LSIP15	BOND	1.700	08/06/2015	/ /	7,992.41	7,992.41	2,077,939.09	2,077,939.09	7,992.41	211,922.51	-203,930.10	1,874,008.99	1,874,008.99
10235	999999918	LSIP16	BOND	1.700	04/20/2016	/ /	521,487.60	521,487.60	131,739,981.43	131,739,981.43	521,487.60	9,420,579.13	-8,899,091.53	122,840,889.90	122,840,889.90
<b>Sub Totals For: Fund: Bond Funds</b>														151,164,461.55	151,164,461.55

San Jacinto Community College  
Texas Compliance Change in Val Report  
March 1, 2018 - May 31, 2018

Inv #	Issuer	Fund	Purch Date	Interest Accrual	Beginning Book Value	Ending Book Value	Par Value	YTM	Mat Date	Interest Received	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value	Ending Market Value
<b>Fund: Consolidated Portfolio</b>															
10032	TXPOOL	GEN	09/01/2007	140,381.49	25,011,654.44	43,277,558.02					21,765,903.58	3,500,000.00	18,265,903.58	43,277,558.02	43,277,558.02
999999991		1.715	/ /	140,381.49	25,011,654.44	43,277,558.02					21,765,903.58	3,500,000.00	18,265,903.58	43,277,558.02	43,277,558.02
10034	LSIP	GEN	09/01/2007	64,978.54	27,263,321.35	4,326,490.14					10,004,783.71	32,941,614.92	-22,936,831.21	4,326,490.14	4,326,490.14
999999993		1.700	/ /	64,978.54	27,263,321.35	4,326,490.14					10,004,783.71	32,941,614.92	-22,936,831.21	4,326,490.14	4,326,490.14
10035	MM	GEN	09/01/2007	3,541.52	5,001,418.20	1,000,450.51					3,541.52	4,004,509.21	-4,000,967.69	1,000,450.51	1,000,450.51
707759320		0.470	/ /	3,541.52	5,001,418.20	1,000,450.51					3,541.52	4,004,509.21	-4,000,967.69	1,000,450.51	1,000,450.51
10038	TXCIT	GEN	09/26/2007	424.07	240,953.89	241,377.96					424.07	0.00	424.07	241,377.96	241,377.96
999999996		0.750	/ /	424.07	240,953.89	241,377.96					424.07	0.00	424.07	241,377.96	241,377.96
10062	OPER	GEN	09/01/2017	0.01	11,039,729.09	8,417,311.79					169,510.00	2,791,927.30	-2,622,417.30	8,417,311.79	8,417,311.79
707759338		0.000	/ /	0.00	11,039,729.09	8,417,311.79					169,510.00	2,791,927.30	-2,622,417.30	8,417,311.79	8,417,311.79
10069	FPRO	GEN	09/01/2017	0.00	0.00	0.00					0.00	0.00	0.00	0.00	0.00
707759296		0.000	/ /	0.00	0.00	0.00					0.00	0.00	0.00	0.00	0.00
10085	PAY	GEN	09/01/2017	0.00	-23,605.37	-28,884.49					5,699.03	10,978.15	-5,279.12	-28,884.49	-28,884.49
707759346		0.000	/ /	0.00	-23,605.37	-28,884.49					5,699.03	10,978.15	-5,279.12	-28,884.49	-28,884.49
10086	DIS	GEN	09/01/2017	0.00	-194,932.55	-974,013.56					0.00	779,081.01	-779,081.01	-974,013.56	-974,013.56
708340062		0.000	/ /	0.00	-194,932.55	-974,013.56					0.00	779,081.01	-779,081.01	-974,013.56	-974,013.56
10088	PC	GEN	09/01/2017	0.00	20,025.00	20,025.00					0.00	0.00	0.00	20,025.00	20,025.00
9999999913		0.000	/ /	0.00	20,025.00	20,025.00					0.00	0.00	0.00	20,025.00	20,025.00
10089	CC	GEN	09/01/2017	0.00	66,373.33	104,296.99					154,540.69	116,617.03	37,923.66	104,296.99	104,296.99
9999999914		0.000	/ /	0.00	66,373.33	104,296.99					154,540.69	116,617.03	37,923.66	104,296.99	104,296.99
10103	WC	GEN	09/01/2017	0.00	-4,227.20	-4,160.12					3,066.71	2,999.63	67.08	-4,160.12	-4,160.12
707759361		0.000	/ /	0.00	-4,227.20	-4,160.12					3,066.71	2,999.63	67.08	-4,160.12	-4,160.12
10164	BAOP	GEN	09/01/2017	0.00	1,920.84	1,291.91					0.00	628.93	-628.93	1,291.91	1,291.91
1390012195A		0.000	/ /	0.00	1,920.84	1,291.91					0.00	628.93	-628.93	1,291.91	1,291.91

San Jacinto Community College  
Texas Compliance Change in Val Report  
March 1, 2018 - May 31, 2018

Inv #	Cusip	Issuer	Par Value	Fund	YTM	Purch Date	Mat Date	Interest Received	Interest Accrued	Beginning Book Value	Beginning Market Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value	Ending Market Value
10181	707759353	SDI	0.00	GEN	0.000	09/01/2017	/ /	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10227	XX810	EWBICS	0.00	GEN	0.000	09/09/2014	/ /	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10230	86-7200810	EWBMM	41,023,659.99	GEN	1.790	09/09/2014	/ /	169,972.46	169,972.46	40,835,088.57	40,835,088.57	188,571.42	0.00	188,571.42	41,023,659.99	41,023,659.99
<b>Sub Totals For: Fund: Consolidated Portfolio</b>																
								379,298.09	379,298.08	109,257,719.59	109,257,719.59	32,296,040.73	44,148,356.18	-11,852,315.45	97,405,404.14	97,405,404.14
<b>Report Grand Totals:</b>								1,014,884.08	1,014,884.07	268,403,384.36	268,403,384.36	34,294,079.16	54,127,597.83	-19,833,518.67	248,569,865.69	248,569,865.69

# San Jacinto College Foundation

## Statement of Financial Position

As of May 31, 2018

### ASSETS

#### Current Assets

##### Checking/Savings

General Fund

\$869,961

Other Funds

-

Total Checking/Savings

869,961

##### Accounts Receivable

Other Receivables

9,000

Pledge Receivables

222,200

Special Events Receivables

8,955

Total Accounts Receivable

240,155

##### Other Current Assets

##### Short Term Investments

Goldman Sachs

10,815,319

Capital Bank CD

204,801

Prosperity Bank

203,573

Total SJC Short Term Investments

11,223,693

Total Current Assets

12,333,809

### TOTAL ASSETS

\$12,333,809

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Accounts Payable

Event Payable

635

Grants Payable

41,475

Programs Payable

49,986

Endowments Payable

111,795

Scholarship Payables

188,998

Student Success Payables

16,083

Total Accounts Payable

408,972

Total Current Liabilities

408,972

Total Liabilities

408,972

#### Equity

Net Assets

11,476,782

Net Income

448,054

Total Equity

11,924,836

### TOTAL LIABILITIES & EQUITY

\$12,333,809

**San Jacinto College Foundation**  
**Statement of Activities**  
For the Period Ending May 31, 2018

	Current Year	Last Year	Effect on Net Income
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Contributions</b>			
Grant Contributions	34,280	17,310	16,970
Permanently Restricted	223,058	261,977	(38,919)
Program Sponsorship	402,955	252,940	150,016
Temporarily Restricted	570,035	446,410	123,625
<b>Total Contributions</b>	<u>1,230,329</u>	<u>978,636</u>	<u>251,692</u>
<b>Other Income</b>			
Special Events	197,289	117,547	79,742
Investment Income	234,379	172,742	61,637
Realized Gain / (Loss)	15,242	1,214,011	(1,198,769)
Unrealized Gain / (Loss)	(68,766)	(1,066,016)	997,250
<b>Total Other Income</b>	<u>378,143</u>	<u>438,283</u>	<u>(60,140)</u>
<b>Total Income</b>	1,608,472	1,416,919	191,552
<b>Expense</b>			
<b>Programs</b>			
Scholarships Awarded	791,052	343,081	(447,971)
Grants Awarded	0	46,645	46,645
Programs Sponsored	150,776	171,202	20,426
Student Success Initiatives	32,192	35,277	3,085
<b>Total Programs</b>	<u>974,020</u>	<u>596,205</u>	<u>(377,815)</u>
<b>Supporting Services</b>			
Management and General	30,304	31,465	1,160
Fundraising Expenses	145,069	85,422	(59,647)
Sponsorship Expense	11,024	3,800	(7,224)
<b>Total Supporting Services</b>	<u>186,397</u>	<u>120,686</u>	<u>(65,711)</u>
<b>Total Expense</b>	<u>1,160,417</u>	<u>716,891</u>	<u>(443,526)</u>
<b>Net Ordinary Income</b>	448,054	700,028	(251,974)
Other Income / Expenses			
<b>Net Other Income</b>	<u>\$448,054</u>	<u>\$700,028</u>	<u>(\$251,974)</u>





Contributions Report  
May 2018

Donors	Amount	Fund
Corporations	\$21,973	Energy Venture, Gala, Kroger Scholarship
Foundations	500	General Scholarship, Veterans Center
Individuals	23,500	Foundation Memorial Fund, Gala, Sue & Jerry Chapman Scholarship, Veterans Center

**Total Donation                    45,973**

Employee Contributions	5,435	Brysch Garza Firefighter, Disaster Relief, Gala, Golf Tournament, John Locke Memorial, Promise for their Future, Veterans Center
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**Total Contributions            \$51,408**

**2008 Bond Program**

Report As of May 31, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>								
Sub-total	-	-	-	-	-	-	-	-
<b>North</b>								
Sub-total	-	-	-	-	-	-	-	-
<b>South</b>								
723914 - SC Softball Improvements	850,000	-	850,000	-	601,848	212,878	35,274	95.85%
Sub-total	850,000	-	850,000	-	601,848	212,878	35,274	95.85%
<b>District</b>								
720100 - Program Management	-	-	-	(9,605,947)	-	-	-	-
726800 - Contingency	14,626,260	(14,405,240)	221,020	-	-	-	221,020	-
726907 - Wayfinding Signage	50,000	950,000	1,000,000	10,924	-	42,727	957,273	4.27%
726811 - A.1/A.2 Building Renovations	-	1,311,000	1,311,000	-	309,378	-	1,001,622	-
726812 - Science Parks	-	490,000	490,000	-	-	-	490,000	-
722919 - NC Welcome Center Reconfiguration	-	400,000	400,000	-	-	-	400,000	-
723917 - SC Welcome Center Reconfiguration	-	400,000	400,000	-	-	-	400,000	-
Sub-total	14,676,260	(10,854,240)	3,822,020	(9,595,023)	309,378	42,727	3,469,915	9.21%
<b>2008 Contingency Supplemental Projects</b>								
721915 - CC Police Vehicles	-	127,783	127,783	-	23,237	99,672	4,874	96.19%
721916 - CC FS Passenger Van	-	85,000	85,000	-	78,671	-	6,329	92.55%
721917 - CC FS Pick-Up/Mini Van	-	80,000	80,000	-	77,729	-	2,271	97.16%
722912 - NC Cardiac Monitor	-	20,312	20,312	-	-	8,995	11,317	44.28%
723915 - SC - Traveler, Border, and Leg Curt	-	61,000	61,000	-	60,545	-	455	99.25%
726909 - Dist Network/Wireless Equipment	-	784,920	784,920	-	-	780,871	4,049	99.48%
726911 - Dist Enterprise Applications: ILP	-	81,034	81,034	-	-	79,965	1,069	98.68%
726912 - Dist MAC Computer Refresh	-	615,000	615,000	-	2,947	301,232	310,821	49.46%
726913 - Dist Dell Lease Refresh/Bond Comp	-	125,000	125,000	-	58,902	4,920	61,178	51.06%
726914 - Dist - System Admin Storage Refresh	-	167,000	167,000	-	-	-	167,000	-
726915 - Dist - Inv/Procure Ford Transit 250	-	64,000	64,000	-	-	-	64,000	-
726916 - Dist - College Wide Scheduling Sys	-	200,000	200,000	-	-	-	200,000	-
726917 - Dist - CPD Evolve Software	-	100,000	100,000	-	-	-	100,000	-
726918 - Dist Marketing Website Devel	-	250,000	250,000	-	174,875	25,125	50,000	80.00%
726919 - Dist Marketing Printer	-	7,500	7,500	-	1,713	1,361	4,426	40.99%
726921 - Dist - Transcripts Solution Lexmark	-	248,954	248,954	-	226,004	22,950	-	100.00%
726810 - 2008 Contingency Supplemental Projects	-	56,076	56,076	-	-	-	56,076	-
Sub-total	-	3,073,579	3,073,579	-	704,623	1,325,091	1,043,865	66.04%
<b>Supplemental Projects closed</b>								
721911 - CC OR Electric Bed	-	19,146	19,146	-	-	19,146	-	100.00%
721912 - CC Full Body Phantom	-	-	-	-	-	-	-	-
721913 - CC - GE Ultrasound Machine	-	45,633	45,633	-	-	45,633	-	100.00%
721914 - CC Engine Driver Welder	-	18,288	18,288	-	-	18,288	-	100.00%
722911 - NC Library Security Gates	-	-	-	-	-	-	-	-
722913 - NC Nursing Kelley	-	24,385	24,385	-	-	24,385	-	100.00%
722914 - NC Tablet/Capsule Counter	-	4,590	4,590	-	-	4,590	-	100.00%
722915 - NC Monument Room AV Update	-	20,818	20,818	-	-	20,818	-	100.00%
723916 - SC SimMan 3G	-	90,568	90,568	-	-	90,568	-	100.00%
726910 - Dist Juniper Switches	-	902,012	902,012	-	-	902,012	-	100.00%
726920 - Dist Marketing Computers	-	-	-	-	-	-	-	-
Sub-total	-	1,125,440	1,125,440	-	-	1,125,440	-	100.00%
<b>Projects Closed</b>								
721001 - CC Primary Service Retrofit	2,774,950	1,695,228	4,470,178	245,951	-	4,470,178	-	100.00%
721102 - CC In-Fill	47,572	1,148,648	1,196,220	65,842	-	1,196,220	-	100.00%
721109 - CC Maintenance & Police Bldg	3,560,360	2,702,048	6,262,408	344,561	-	6,262,408	-	100.00%
721202 - CC Davis Library	8,418,096	(155,756)	8,262,340	454,598	-	8,262,340	-	100.00%
721203 - CC Anders Gym	10,398,474	(10,288,751)	109,723	6,037	-	109,723	-	100.00%
721217 - CC Transportation Center Buildout	-	1,039,383	1,039,383	73,073	-	1,039,383	-	100.00%
721301 - CC Building 31 Renovation	-	497,887	497,887	47,835	-	497,887	-	100.00%
721817 - CC Transportation Center	17,333,267	2,998,752	20,332,019	397,285	-	20,332,019	-	100.00%
721818 - CC Industrial Tech Buildings	7,758,416	(3,727,679)	4,030,737	159,157	-	4,030,737	-	100.00%
721820 - CC Paving & Drainage	10,490,274	(913,895)	9,576,379	130,286	-	9,576,379	-	100.00%
721821 - CC Allied Health Addition	10,568,880	1,189,925	11,758,805	213,300	-	11,758,805	-	100.00%
721908 - CC Science Building	35,752,627	(148,641)	35,603,986	1,069,462	-	35,603,986	-	100.00%
721909 - CC Petrochem/Vo Tech Building	-	175,822	175,822	512	-	175,822	-	100.00%
722102 - NC In-Fill	23,086	835,842	858,928	47,264	-	858,928	-	100.00%
722201 - NC Lehr Library	2,022,600	11,796,173	13,818,773	836,801	-	13,818,773	-	100.00%
722202 - NC Nichols Gym	4,949,996	(4,931,379)	18,617	1,024	-	18,617	-	100.00%
722401 - NC Outdoor Lighting	13,472	785	14,257	784	-	14,257	-	100.00%
722402 - NC MET Infrastructure N Library	851,510	(792,067)	59,443	3,193	-	59,443	-	100.00%
722601 - NC Baseball Batting and Pitching	475,965	98,601	574,566	34,952	-	574,566	-	100.00%
722612 - NC Plant Chiller	14,225	1,614,021	1,628,246	154,346	-	1,628,246	-	100.00%
722901 - NC Paving & Drainage	3,142,449	(435,395)	2,707,054	12,846	-	2,707,054	-	100.00%
722903 - NC Student Success Center	11,093,580	801,084	11,894,664	223,613	-	11,894,664	-	100.00%
722906 - NC Science & Allied Health	42,240,000	(6,014,982)	36,225,018	973,406	-	36,225,018	-	100.00%
723102 - SC In-Fill	23,086	947,381	970,467	53,410	-	970,467	-	100.00%
723201 - SC Parker Williams Library	2,449,600	369,372	2,818,972	155,102	-	2,818,972	-	100.00%
723202 - SC Smallwood Gym	6,919,331	(6,900,774)	18,557	1,021	-	18,557	-	100.00%
723401 - SC Traffic Signal Relocation	75,988	(25,773)	50,215	2,763	-	50,215	-	100.00%
723402 - SC Water and Electrical Upgrade	29,305	(5,044)	24,261	1,335	-	24,261	-	100.00%
723601 - SC Softball Press Box	26,500	2,291	28,791	1,776	-	28,791	-	100.00%
723903 - SC Student Success Center	8,220,000	2,074,228	10,294,228	175,945	-	10,294,228	-	100.00%
723905/723911 - SC Paving & Drainage	2,747,068	7,891,993	10,639,061	192,815	-	10,639,061	-	100.00%
723906 - SC Mechanical Upgrades	1,252,855	(558,604)	694,251	10,719	-	694,251	-	100.00%
723907 - SC MEP Infrastructure	4,381,500	283,388	4,664,888	392,942	-	4,664,888	-	100.00%
723908 - SC Primary Service at New Site	809,625	(809,625)	-	-	-	-	-	-
723909 - SC Science & Allied Health	53,868,525	(6,251,380)	47,617,145	1,248,287	-	47,617,145	-	100.00%
721828/722814/723817 - D DDC Network	2,190,750	318,314	2,509,064	104,251	-	2,509,064	-	100.00%
726003 - D Graphics	900,000	724,824	1,624,824	37,946	-	1,624,824	-	100.00%
726007 - D Furniture Consultant	335,000	(335,000)	-	-	-	-	-	-
726601 - D Generation Park	200,000	12,577	212,577	14,233	-	212,577	-	100.00%
726602 - D District Board Room Renovation	144,951	1,521	146,472	7,038	-	146,472	-	100.00%
726705 - D Data Networking	3,100,000	130,204	3,230,204	155,219	-	3,230,204	-	100.00%
726803 - Maritime Training Facility	18,000,000	9,081,110	27,081,110	1,530,208	-	27,081,110	-	100.00%
726902 - D Campus Mechanical Upgrades	1,869,857	518,564	2,388,421	13,882	-	2,388,421	-	100.00%
Sub-total	279,473,740	6,655,221	286,128,961	9,595,023	-	286,128,961	-	100.00%
<b>TOTALS</b>	<b>295,000,000</b>	<b>-</b>	<b>295,000,000</b>	<b>-</b>	<b>1,615,849</b>	<b>288,835,097</b>	<b>4,549,054</b>	<b>98.46%</b>

## 2015 Revenue Bond Program

As of May 31, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/Expensed
<b>North - CIT</b>									
722916 NC - CIT Graphics	-	62,000	62,000	-	62,000	30,393	7,100	24,507	60.47%
722917 NC - CIT Supplemental	-	26,000	26,000	-	26,000	-	25,546	454	98.25%
722918 NC - CIT Acoustics	-	200,000	200,000	-	200,000	50,186	41,269	108,545	45.73%
Contingency (726900)	2,408,355	4,248,803	6,657,158	-	6,657,158	-	-	6,657,158	-
<b>Sub-total</b>	<b>2,408,355</b>	<b>4,536,803</b>	<b>6,945,158</b>	<b>-</b>	<b>6,945,158</b>	<b>80,579</b>	<b>73,915</b>	<b>6,790,664</b>	<b>2.22%</b>
<b>Projects Closed</b>									
722909 - North CIT	47,591,645	(6,039,719)	41,551,926	753,966	42,305,892	-	42,305,892	-	100.00%
722909 - Program Manager	-	753,966	753,966	(753,966)	-	-	-	-	-
726908 - Dist Campus Purchases	-	748,950	748,950	-	748,950	-	748,950	-	100.00%
<b>Sub-total</b>	<b>47,591,645</b>	<b>(4,536,803)</b>	<b>43,054,842</b>	<b>-</b>	<b>43,054,842</b>	<b>-</b>	<b>43,054,842</b>	<b>-</b>	<b>100.00%</b>
<b>TOTALS</b>	<b>50,000,000</b>	<b>-</b>	<b>50,000,000</b>	<b>-</b>	<b>50,000,000</b>	<b>80,579</b>	<b>43,128,757</b>	<b>6,790,664</b>	<b>86.42%</b>

## 2015 Bond Program

Report Report as of May 31, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expended
<b>Central</b>									
731601 - CC Petrochemical Center	52,450,000	(914,610)	51,535,390	1,252,240	52,787,630	29,682,900	14,335,330	8,769,400	83.39%
71601A - CC Petrochem Process Plant	-	7,630,389	7,630,389	-	7,630,389	573,868	675,082	6,381,439	16.37%
71601B - CC Petrochem Extended Site Development	-	7,946,009	7,946,009	-	7,946,009	9	6,315,232	1,630,768	79.48%
731602 - CC Welcome Center	16,600,000	6,014,205	22,614,205	528,262	23,142,467	741,459	574,198	21,826,810	5.69%
71602A - CC Welcome Center Site Development	-	3,000,000	3,000,000	-	3,000,000	44,238	29,788	2,925,974	2.47%
731603 - CC Class Room Building	47,155,000	8,483,049	55,638,049	1,500,610	57,138,659	167,473	668,609	56,302,577	1.46%
731604 - CC Central Data Closets	2,444,000	(76,497)	2,367,503	77,777	2,445,280	210,679	63,279	2,171,322	11.20%
731605 - CC Central Access Security	1,852,000	(57,968)	1,794,032	58,942	1,852,974	19,139	57,211	1,776,624	4.12%
731606 - CC Frels Renovation	1,153,000	3,411,000	4,564,000	-	4,564,000	201,208	66,653	4,296,139	5.87%
731607 - CC Davison Building Reno	14,970,000	(2,773,561)	12,196,439	476,390	12,672,829	123,267	202,349	12,347,213	2.57%
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,804,821)	10,880,179	785,540	11,665,720	89,340	352,796	11,223,584	3.79%
71608A - CC McCollum Center Reno Phase II	-	10,879,179	10,879,179	-	10,879,179	-	-	10,879,179	0.00%
731609 - CC McCollum North Reno	2,535,000	1,388,655	3,923,655	80,671	4,004,326	8,896	31,880	3,963,550	1.02%
731610 - CC Ball Demo	1,725,000	-	1,725,000	-	1,725,000	-	248	1,724,752	0.01%
731611 - CC Anderson Demo	2,654,000	(83,070)	2,570,930	84,456	2,655,386	9,313	33,748	2,612,325	1.62%
731612 - CC Stadium and Track Demo	174,000	(70,446)	103,554	5,538	109,092	3,346	66,422	39,324	63.95%
731613 - CC Central DDC Network	1,160,000	(36,308)	1,123,692	36,917	1,160,609	13,450	270,263	876,896	24.45%
731614 - CC Central Plant Upgrades	1,160,000	(36,308)	1,123,692	36,917	1,160,609	21,392	76,701	1,062,516	8.45%
<b>Sub-total</b>	<b>170,717,000</b>	<b>30,898,897</b>	<b>201,615,897</b>	<b>4,924,261</b>	<b>206,540,158</b>	<b>31,909,977</b>	<b>23,819,789</b>	<b>150,810,392</b>	<b>26.98%</b>
<b>North</b>									
732601 - NC Cosmetology & Culinary Center	22,845,000	4,584,952	27,429,952	726,989	28,156,941	784,579	708,294	26,664,068	5.30%
732602 - NC North Data Closets	915,000	(28,640)	886,360	29,112	915,472	203,189	63,544	648,739	29.14%
732604 - NC Lehr Library Demo	650,000	(235,345)	414,655	20,680	435,335	6,128	222,872	206,335	52.60%
732605 - NC North Access/Security	877,000	(27,450)	849,550	27,907	877,457	3,114	33,664	840,679	4.19%
732606 - NC Wheeler Reno	14,300,000	1,511,410	15,811,410	455,068	16,266,478	141,893	189,440	15,935,145	2.04%
732607 - NC Brightwell Reno	6,628,000	2,449,544	9,077,544	210,929	9,288,473	67,570	87,095	9,133,808	1.67%
732608 - NC Spencer Reno	13,000,000	(850,900)	12,149,100	413,693	12,562,793	120,182	171,655	12,270,956	2.32%
732609 - NC North DDC Network	580,000	(18,154)	561,846	18,459	580,305	7,261	127,897	445,147	23.29%
732610 - NC Underground Utility Tunnel	11,600,000	(6,100,000)	5,500,000	-	5,500,000	92,711	396,670	5,010,619	8.90%
732611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-	-
732612 - NC Uvalde Expansion	5,000,000	(5,000,000)	-	-	-	-	-	-	-
732613 - NC - Burleson Renovation	-	3,525,000	3,525,000	-	3,525,000	-	-	3,525,000	-
<b>Sub-total</b>	<b>78,395,000</b>	<b>(2,189,583)</b>	<b>76,205,417</b>	<b>1,902,837</b>	<b>78,108,254</b>	<b>1,426,627</b>	<b>2,001,131</b>	<b>74,680,496</b>	<b>4.39%</b>
<b>South</b>									
733601 - SC Engineering & Technology Center	28,400,000	1,690,080	30,090,080	903,770	30,993,850	1,085,745	710,273	29,197,832	5.79%
733602 - SC Cosmetology Center	16,213,000	(107,466)	16,105,534	515,950	16,621,484	565,526	584,119	15,471,839	6.92%
733603 - SC Longenecker Reno	22,555,000	(1,155,972)	21,399,028	717,760	22,116,788	1,161,065	375,250	20,580,473	6.95%
733604 - SC South Data Closets	765,000	(23,944)	741,056	24,340	765,396	177,816	37,620	549,960	28.15%
733605 - SC South Primary Electrical Upgrade	5,800,000	(181,540)	5,618,460	184,571	5,803,031	20,353	72,940	5,709,738	1.61%
733606 - SC South Access/ Security	599,000	(18,750)	580,250	19,069	599,319	14,752	26,455	558,112	6.88%
733607 - SC South HW/CW Relocation	10,266,000	(321,326)	9,944,674	326,687	10,271,361	36,025	129,100	10,106,236	1.61%
733608 - SC South Sanitary Sewer Rehabilitation	1,160,000	(36,308)	1,123,692	36,917	1,160,609	4,071	14,591	1,141,947	1.61%
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-	-
733610 - SC Jones Reno	13,803,000	365,966	14,168,966	439,253	14,608,219	48,437	173,590	14,386,192	1.52%
733611 - SC Bruce Student Center Reno	10,400,000	(7,215,520)	3,184,480	330,957	3,515,437	37,251	2,099,575	1,378,611	60.78%
733612 - SC HVAC Tech	312,000	3,500,000	3,812,000	177,720	3,989,720	142,877	154,470	3,692,373	7.45%
733613 - SC South DDC Network	580,000	(18,154)	561,846	18,459	580,305	7,188	165,616	407,501	29.78%
733614 - SC Academic Building Renovation (S-7&S-9)	-	8,010,000	8,010,000	-	8,010,000	160,845	-	7,849,155	2.01%
<b>Sub-total</b>	<b>116,438,000</b>	<b>(1,097,934)</b>	<b>115,340,066</b>	<b>3,695,453</b>	<b>119,035,519</b>	<b>3,461,951</b>	<b>4,543,599</b>	<b>111,029,969</b>	<b>6.73%</b>
<b>Maritime</b>									
736603 - MC Maritime Expansion	28,000,000	(20,500,000)	7,500,000	-	7,500,000	-	-	7,500,000	-
<b>Sub-total</b>	<b>28,000,000</b>	<b>(20,500,000)</b>	<b>7,500,000</b>	<b>-</b>	<b>7,500,000</b>	<b>-</b>	<b>-</b>	<b>7,500,000</b>	<b>-</b>
<b>Admin</b>									
736602 - College Development	30,000,000	(19,544,000)	10,456,000	-	10,456,000	24,400	35,000	10,396,600	0.57%
736604 - Dist Construction Studies	283,820	-	283,820	-	283,820	38,252	319,596	(74,028)	126.08%
720100 - Program Management	-	9,118,003	9,118,003	(9,118,003)	-	-	-	-	-
720100 - Program Management - Other (Rizzo,R Boeding, Walter P Moore)	-	1,252,240	1,252,240	(1,252,240)	-	-	-	-	-
736601 - Contingency	1,166,180	2,062,377	3,228,557	(152,308)	3,076,249	-	-	3,076,249	52
<b>Sub-total</b>	<b>31,450,000</b>	<b>(7,111,380)</b>	<b>24,338,620</b>	<b>(10,522,551)</b>	<b>13,816,069</b>	<b>62,652</b>	<b>354,596</b>	<b>13,398,821</b>	<b>3.02%</b>
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>36,861,207</b>	<b>30,719,115</b>	<b>357,419,678</b>	<b>15.90%</b>

## Repair and Renovation

Report As of May 31, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	FY18 Expenditures	Total Expenditures	Moved to Construction in Process	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>										
F18001 CC - Central Misc.	-	23,027	23,027	-	1,701	12,089	12,089	-	9,237	59.89%
F18005 CC - Central Lifecycle Furniture	-	100,000	100,000	-	61,675	38,182	38,182	-	143	99.86%
F18013 CC - C14.200 Conference Room Renova	-	5,220	5,220	-	-	5,168	5,168	-	52	99.00%
F18020 CC - C32 Welding fume extractions	-	116,769	116,769	-	116,769	-	-	-	-	100.00%
F18021 CC - C11 Hallways	-	49,600	49,600	-	49,600	-	-	-	-	100.00%
F18022 CC - C32 Eye Wash	-	6,953	6,953	-	6,953	-	-	-	-	100.00%
F18023 CC - C16.114b Administrative/AA Off	-	5,337	5,337	-	5,337	-	-	-	-	100.00%
F18026 CC - C11.1051c Renovation	-	5,635	5,635	-	5,635	-	-	-	-	100.00%
F18033 CC - C1 Help Desk	-	9,993	9,993	-	9,993	-	-	-	-	100.00%
F18034 CC - C3.302 Conference Rm Renovaton	-	8,638	8,638	-	8,638	-	-	-	-	100.00%
<b>Sub-total</b>	-	331,172	331,172	-	266,301	55,439	55,439	-	9,432	97.15%
<b>North</b>										
F18002 NC - North Misc.	-	20,000	20,000	-	5,477	7,911	7,911	-	6,612	66.94%
F18006 NC - North Lifecycle Furniture	-	50,000	50,000	-	7,772	41,634	41,634	-	594	98.81%
F18011 NC - N6 Acoustical Improvements	-	40,000	40,000	-	5,500	-	-	-	34,500	13.75%
F18039 NC - NCIT Acoustics	-	8,600	8,600	-	8,600	-	-	-	-	100.00%
<b>Sub-total</b>	-	118,600	118,600	-	27,349	49,545	49,545	-	41,706	64.83%
<b>South</b>										
F18003 SC - South Misc.	-	20,000	20,000	-	-	10,892	10,892	-	9,108	54.46%
F18007 SC - South Lifecycle Furniture	-	50,000	50,000	-	46,248	3,750	3,750	-	2	100.00%
F18028 SC - S6.160 Acoustical Improvements	-	40,000	40,000	-	5,500	-	-	-	34,500	13.75%
F18030 SC - S1.255 Lab Conversion	-	15,190	15,190	-	15,190	-	-	-	-	100.00%
<b>Sub-total</b>	-	125,190	125,190	-	66,938	14,642	14,642	-	43,610	65.16%
<b>District</b>										
F18004 Dist - College Administration Misc.	-	10,000	10,000	-	646	4,096	4,096	-	5,258	47.42%
F18008 Dist - A..1 Restroom ADA Renovation	-	49,700	49,700	-	-	16,400	16,400	-	33,300	33.00%
F18017 Dist - A1.101b	-	7,905	7,905	-	-	7,905	7,905	-	-	100.00%
F18024 DIST - A2 Landscaping	-	12,633	12,633	-	12,633	-	-	-	-	100.00%
F18044 DIST - Lighting system modification	-	7,690	7,690	-	7,690	-	-	-	-	100.00%
F18050 DIST - Modify Classroom Locks	-	500,000	500,000	-	172,535	-	-	-	327,465	34.51%
<b>Sub-total</b>	-	587,928	587,928	-	193,504	28,401	28,401	-	366,023	37.74%
<b>Contingency (720700)</b>	1,469,127	(1,171,906)	297,221	-	-	-	-	-	297,221	-
<b>Sub-total</b>	1,469,127	(1,171,906)	297,221	-	-	-	-	-	297,221	-
<b>Projects Closed</b>										
F17073 SC - S12 ILC Window Tint	-	9,016	9,016	-	-	9,016	9,016	-	-	100.00%
<b>Sub-total</b>	-	9,016	9,016	-	-	9,016	9,016	-	-	100.00%
<b>TOTALS</b>	<b>1,469,127</b>	<b>-</b>	<b>1,469,127</b>	<b>-</b>	<b>554,092</b>	<b>157,043</b>	<b>157,043</b>	<b>-</b>	<b>757,992</b>	<b>48.41%</b>

**Action Item "IX"**  
**Regular Board Meeting July 9, 2018**  
**Consideration of Approval of Amendment to the 2017-2018 Budget**  
**for Restricted Revenue and Expenses Relating to Federal and State Grants**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve an amendment to the 2017-2018 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 June 2018.

**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 \$2,301,203, 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-07-09-18

Attachment 2- Grant Detail-07-09-18

**RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Tomoko Olson	281-998-6146	tomoko.olson@sjcd.edu

SAN JACINTO COLLEGE DISTRICT  
Federal, State, and Local Grant Amendments  
July 9, 2018

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Health and Human Services - Health Career Pathways Partnership</u>					
<u>(Incremental Funding Year 4)</u>					
Federal Grant Revenue	539343	56700	554100	110000	(1,680,886)
Non-Instructional Labor - Staff	539343	56700	612000	460961	259,504
Benefits	539343	56700	650000	460961	78,532
Computer Supplies-Desktops/Laptops	539343	56700	711311	460961	2,900
Operating Supplies - Consumable	539343	56700	711410	460961	8,951
Conference Travel	539343	56700	721000	460961	9,840
Travel/Mileage/Tolls	539343	56700	721110	460961	7,054
Contr Svcs - Instr Outside Provider	539343	56700	731110	460961	415,065
Contractual Svcs - Advertising	539343	56700	731355	460961	5,000
Contractual - SJCCD Indirect costs	539343	56700	731500	620909	123,721
Contractual - Sub-recipient expenses	539343	56700	731550	465853	244,905
S/A - Departmental Scholarships	539343	56700	751009	520235	<u>525,414</u>
					\$ -

<u>U.S. Department of Education/Houston-Galveston Area Council - Adult Education and Literacy Grant 2019</u>					
<u>(New Grant)</u>					
Federal Grant Revenue	538439	56700	554100	110000	(650,000)
Non-Instructional Labor - Staff	538439	56700	612000	460961	272,712
Instructional - Adjunct	538439	56700	621100	460961	110,785
Fringe Benefits	538439	56700	651000	460961	99,470
Instructional Supplies - Consumable	538439	56700	711110	460961	15,758
Lab-Comp Sup-Software	538439	56700	711233	460961	23,000
Travel	538439	56700	721000	460961	14,000
Contr Svcs - Instr Outside Provider	538439	56700	731110	460961	5,000
Contractual Svcs - Printing	538439	56700	731330	460961	2,500
Contractual - Sub-recipient expenses	538439	56700	731550	460961	22,450
Contractual - SJCCD Indirect costs	538439	56700	731500	620909	50,925
S/A Departmental Scholarships T&F	538439	56700	751009	520235	<u>33,400</u>

<u>U.S. Department of Homeland Security/Federal Emergency Management Agency/Texas Department of Public Safety -</u>					
<u>Texas Hurricane Harvey Grant (New Grant)</u>					
Federal Grant Revenue	539701	56700	554100	110000	(11,610)
Contractual Svcs - Maintenance	539701	56700	731400	720703	<u>11,610</u>

<u>U.S. Department of Health and Human Services/American International Health Alliance/University of Texas Medical Branch -</u>					
<u>Strengthening the Biomedical Engineering Technicians within the National Public Health Laboratory Services</u>					
<u>(Additional Funds)</u>					
Federal Grant Revenue	539344	56700	554100	110000	(267)
Instructional - Adjunct	539344	56700	621100	460961	180
Fringe Benefits	539344	56700	651300	460961	18
Contractual - SJCCD Indirect costs	539344	56700	731500	620909	<u>69</u>

Texas Workforce Commission - San Jacinto College in Partnership with a Maritime Consortium (Reduction of Funds)

State Grant Revenue	551027	56700	554200	110000	58,194
Non-Instr Labor - Staff	551027	56700	612000	460961	(5,100)
Benefits	551027	56700	651100	460961	(1,369)
Operating Supplies - Consumable	551027	56700	711410	460961	(50)
Non-Conf Travel-Mileage/Tolls/Fuel	551027	56700	721110	460961	(250)
S/A Departmental Scholarships T&F	551027	56700	751009	520235	<u>(51,425)</u>

San Jacinto College Foundation / Student Success Initiatives Fall 2018 (New Grant)

Local Revenue	571053	56700	554300	110000	(11,694)
Instructional Supplies - NonCapital	571053	56700	711120	466203	5,557
Operating Supplies - NonCapital	571053	56700	711410	466201	<u>6,138</u>

San Jacinto College Foundation / Student Success Initiatives Spring 2018 (Additional Funds)

Local Revenue	571051	56700	554300	110000	(4,940)
Instructional Supplies - NonCapital	571051	56700	711120	561404	<u>4,940</u>

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.

New Grant and Additional Funding Summary by Agency:

U.S. Department of Health and Human Services	\$ 1,681,153
U.S. Department of Education	650,000
U.S. Department of Homeland Security	11,610
Texas Workforce Commission	(58,194)
San Jacinto College Foundation	<u>16,634</u>
	\$ 2,301,203



July 9, 2018 Board Book – Grant Amendments Detail List

U.S. Department of Health and Human Services - Health Career Pathways Partnership (Incremental Funding Year 4)

The program, Health Careers Pathways Partnership, is to train 1,250 individuals on government assistance and other low-income recipients in basic skills in various healthcare careers and workplace readiness. The grant also provides services to support participants to reach their educational goals and find jobs. This is the fourth year of a five-year grant. The fifth year is contingent upon performance. The total original budget for the five-year period is \$8,715,796.

U.S. Department of Education /Houston-Galveston Area Council – Adult Education and Literacy Grant 2019 (New Grant)

All of the service providers, including San Jacinto Community College District, Texas Workforce Commission, and the Houston-Galveston Area Council, have successful histories of providing effective adult education programs in the different components of this grant. The combined entities provide Adult Basic Education, Adult Secondary Education, English Literature, and civics programs along with support for corrections and financial assistance programs. All partners promote English as a Second Language and encourage General Educational Development testing preparation. The partners will work together to support families and increase job-readiness through literacy, while recognizing and providing support to the different hurdles individual families face.

U.S. Department of Homeland Security/Federal Emergency Management Agency/Texas Department of Public Safety - Texas Hurricane Harvey Grant (New Grant)

This grant is to support State, tribal and local government in responding to and recovering from the devastating effects of disasters by providing assistance for debris removal, emergency protective measures and the repair, restoration, reconstruction or replacement of public facilities or infrastructure damaged or destroyed as the result of federally declared disaster or emergencies. This grant provides contract work for debris removal related to Hurricane Harvey at the shoreline of the San Jacinto College Maritime Center.

U.S. Department of Health and Human Services/American International Health Alliance/University of Texas Medical Branch - Strengthening the Biomedical Engineering Technicians within the National Public Health Laboratory Services (NPHLS) (Additional Funds)

The San Jacinto Community College District (SJCCD) Biomedical Clinical Equipment Technician program provides training in computer and electronics technology used in the operation and repair of medical equipment. Professionals with an associate degree and at least two years of work experience can become a Certified Biomedical Equipment Technician (CBET) through the Association for the Advancement of Medical Instrumentation. SJCCD will coordinate with its clinical partners and industry contacts to participate in project to travel to Kenya to assist in site assessment and training; help with recruiting volunteers to participate in the partnership; and work with faculty and volunteers to develop in-service training and distance learning modules in conjunction with the UTMB, NPHLS, and the Association of Medical Engineering of Kenya.

Texas Workforce Commission - San Jacinto College in Partnership with a Maritime Consortium (Reduction of Funds)

The project will provide training to new and current workers of participating businesses during industry downtime. Upon completion of the training, the business partners expect their participant employees to have updated workforce skills that meet U.S. Coast Guard standards, regulations, and certification requirements. Additionally, they anticipate increased employee loyalty, retention, performance, and productivity, and ultimately, promotional opportunities for employees are anticipated. Project participants must be full-time employees from one of the business partners and the partner businesses must be current contributors to the Texas Unemployment Insurance fund. The decrease in funding is due to economic conditions experienced by one of the industry partners, disqualifying the company from training the original number of employees.

San Jacinto College Foundation / Student Success Initiatives Fall 2018 and Spring 2018 (New Grant and Additional Funds)

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. Many of these grants are for pilot projects, which, if successful, may continue with express permission of the College if funds are available.

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the proposed 2018-2019 budget for the San Jacinto Community College District which consists of a balanced Unrestricted Fund budget of \$170,828,750. The total budget also includes a balanced Restricted Fund budget of \$101,258,583, an Auxiliary budget with revenues of \$3,281,000 and expenditures of \$2,450,000, and depreciation expense of \$17,500,000.

## **BACKGROUND**

The proposed budget provides operating funds for fiscal year 2018-2019 (FY19). Conservative projections have been utilized for revenues and are therefore considered reasonably attainable.

### **Highlights of the Unrestricted Fund budget include:**

#### **REVENUES – Overall Increase of \$5,582,965**

- State Appropriations
  - This is the second year of 2018-2019 biennium.
  - Same amount as previous year
- Ad valorem Tax (Maintenance and Operations)
  - Taxable value is projected to increase by 2.59 percent based on Harris County Appraisal District preliminary estimates.
  - Budget assumption is that the maintenance tax rate will be the same as prior year (\$0.128828 per \$100 valuation).
  - Final decision on tax rates will be based on certified tax rolls to be received in late August 2018.
  - Anticipated increase of \$3,046,000
- Net Tuition and Fee Revenue
  - Fee revenue adjusted for the recently approved Technology Fee of \$2 per Semester Credit Hour beginning Fall 2018.
  - Conservative enrollment increase of one-half of one percent after adjusting to the enrollment experienced for fiscal year 2017-2018 (FY 2018).
  - Anticipated increase of \$2,128,739
- Sales, Services and Other
  - An increase in the Children’s Centers income is projected due to approved fee increase which is offset by decreases in other minor categories.
  - Anticipated net decrease of \$91,775
- Investment Income
  - Budget assumption is that elevated interest rates will continue.
  - Anticipated increase of \$500,000

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**Consideration of Approval of Proposed Budget for 2018-2019**

**EXPENSES – Overall Increase of \$5,582,965**

- Increases by Functional Classification include:
  - Instruction \$2,406,380
  - Public Service \$ 85,836
  - Academic Support \$ 322,678
  - Student Services \$ 160,625
  - Institutional Support \$2,096,949
  - Operations and Maintenance \$ 76,925
  - Staff Benefits \$ 250,000
  - Local Cash Match \$ 183,572
- Collectively, these increases in the functional classifications will provide for the following:
  - Performance based salary increase and corresponding benefits
    - Salary increases will be 2.75 percent for valuable ratings, 3.00 percent for notable ratings, and 3.25 percent for exceptional ratings.
  - Net new full-time faculty positions (9)
  - Market premium adjustments for high demand instructional areas
  - Advancement of the Open Books project and the Service Learning initiative
  - New education planners to support Pathways and Student Success initiatives (9)
  - Additional Student Services and Financial Aid positions including Student Success and Retention Specialists (4), Financial Aid Advisors (3), and Compliance Officer (1)
  - Instructional equipment, including audio video updates for Fine Arts venues
  - Various initiatives to increase safety and security measures, both physical and online
  - Continued upgrades to informational technology items and systems
  - Increased costs and efforts in operational areas, including custodial services, landscaping services, insurance, marketing, and debt service

**Highlights of the Restricted Fund budget include:**

**REVENUES – Overall Increase of \$54,478**

**EXPENSES – Overall Increase of \$54,478**

- Financial Aid
  - Increase in Federally Funded Pell Grants
  - Decrease in Federal Subsidized Loans
  - Anticipated net decrease of \$81,841
- Federal, State and Local Grants

**Action Item "X"**  
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- Decrease in federal grants primarily due to continued spend down of Department of Labor/H1B Ready to Work Partnership Grants
- Increase in state grants due primarily to increase in Nursing Shortage Reduction Grants from Texas Higher Education Coordinating Board
- Anticipated net decrease of \$929,957
- State Funded Benefits
  - Increase in appropriation of \$382,000
- Debt Service
  - Increase due to payments due on existing debt
  - Anticipated increase of \$684,276

**Highlights of the Auxiliary Fund budget include:**

**REVENUES – Overall Decrease of \$254,367**

- Bookstore
  - Increase due to guaranteed minimum on new contract
  - Anticipated increase of \$150,000
- Cafeteria
  - Decrease due to reduction in meals served to athletes
  - Anticipated decrease of \$361,000
- Contracted Services
  - Increase due to growth in income from vending and printing activities
  - Anticipated increase of \$181,000
- Student Loans and Fees
  - Anticipated decrease of \$224,367

**EXPENSES – Overall Decrease of \$1,085,367**

- Cafeteria
  - Decrease due to reduction in meals served to athletes
  - Anticipated decrease of \$361,163
- Athletics
  - Decrease due to reduction of funding for sports teams
  - Anticipated decrease of \$777,546
- Various Auxiliary Accounts
  - Increase in other categories of \$53,342

**OTHER**

- Depreciation is projected to decrease by \$4.5 million, however, the College does not budget to recover depreciation expense since this is a non-cash transaction.

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The budget is prepared in accordance with generally accepted accounting principles. The \$17.5 million projected for depreciation is a non-cash item.

The proposed budget reflects the College’s commitments to student success and to serving the citizens and businesses in the taxing district and service area. Additional initiatives and requests were not funded or were not fully funded due to limited resources. Budget areas will continue to be reviewed during the year as College personnel continue to emphasize scaling promising practices, eliminating low value activities, and controlling costs.

**IMPACT OF THIS ACTION**

Approval of the proposed budget will establish the 2018-2019 budget for the College and comply with section 51.0051 of the Texas Education Code which requires that the governing board of each institution to approve a budget on or before September 1 of each year.

**ATTACHMENTS**

Attachment 1 – Summary of Revenues and Expenses Fiscal Year 2019 Compared to Fiscal Year 2018

**RESOURCE PERSONNEL**

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SAN JACINTO COLLEGE DISTRICT  
SUMMARY OF REVENUES & EXPENSES  
FISCAL YEAR 2019 TO FISCAL YEAR 2018

	FY 2019 BUDGET	FY 2018 BUDGET	Increase/ (Decrease)	% Change
<b>UNRESTRICTED</b>				
<i>Revenues</i>				
State Allocation	\$ 38,785,179	\$ 38,785,178	\$ 1	0.00%
Maintenance Ad Valorem Taxes	\$ 69,786,000	66,740,000	3,046,000	4.56%
Tuition and Fees	\$ 59,479,571	57,350,832	2,128,739	3.71%
Sales, Services and Other	\$ 1,778,000	1,869,775	(91,775)	-4.91%
Investment Income	\$ 1,000,000	500,000	500,000	100.00%
<b>Total</b>	<b>170,828,750</b>	<b>165,245,785</b>	<b>5,582,965</b>	<b>3.38%</b>
<i>Expenses</i>				
Instruction	\$ 60,977,524	58,571,143	2,406,380	4.11%
Public Service - Cont Profess Dev	\$ 4,438,000	4,352,164	85,836	1.97%
Academic Support	\$ 12,644,926	12,322,248	322,678	2.62%
Student Services	\$ 13,397,869	13,237,244	160,625	1.21%
Institutional Support	\$ 43,954,181	41,857,232	2,096,949	5.01%
Operation & Maintenance	\$ 16,955,018	16,878,093	76,925	0.46%
Staff Benefits	\$ 17,975,657	17,725,657	250,000	1.41%
Local Cash Match	\$ 485,575	302,003	183,572	60.78%
<b>Total</b>	<b>170,828,750</b>	<b>165,245,784</b>	<b>5,582,965</b>	<b>3.38%</b>
<b>RESTRICTED</b>				
<i>Revenues</i>				
Financial Aid	\$ 48,976,372	49,058,213	(81,841)	-0.17%
Federal, State, and Local Grants	\$ 12,382,211	13,312,168	(929,957)	-6.99%
Stete Funded Benefits	\$ 10,632,000	10,250,000	382,000	3.73%
Debt Service	\$ 29,268,000	28,583,724	684,276	2.39%
<b>Total</b>	<b>101,258,583</b>	<b>101,204,105</b>	<b>54,478</b>	<b>0.05%</b>
<i>Expenses</i>				
Financial Aid	\$ 48,976,372	49,058,213	(81,841)	-0.17%
Federal, State, and Local Grants	\$ 12,382,211	13,312,168	(929,957)	-6.99%
Stete Funded Benefits	\$ 10,632,000	10,250,000	382,000	3.73%
Debt Service	\$ 29,268,000	28,583,724	684,276	2.39%
<b>Total</b>	<b>101,258,583</b>	<b>101,204,105</b>	<b>54,478</b>	<b>0.05%</b>
<b>AUXILIARY</b>				
<i>Revenues</i>				
Auxiliary Services	\$ 3,281,000	3,535,367	(254,367)	-7.19%
<b>Total</b>	<b>3,281,000</b>	<b>3,535,367</b>	<b>(254,367)</b>	<b>-7.19%</b>
<i>Expenses</i>				
Auxiliary Services	\$ 2,450,000	3,535,367	(1,085,367)	-30.70%
<b>Total</b>	<b>2,450,000</b>	<b>3,535,367</b>	<b>(1,085,367)</b>	<b>-30.70%</b>
<b>SUMMARY</b>				
<b>Total Revenues</b>	<b>\$ 275,368,333</b>	<b>\$ 269,985,257</b>	<b>\$ 5,383,076</b>	<b>1.99%</b>
<b>Total Expenses</b>	<b>\$ 274,537,333</b>	<b>\$ 269,985,257</b>	<b>\$ 4,552,076</b>	<b>1.69%</b>
<b>Net Revenue</b>	<b>\$ 831,000</b>	<b>\$ (0)</b>	<b>\$ 831,000</b>	<b>0.31%</b>
<b>OTHER</b>				
<b>Depreciation</b>	<b>\$17,500,000</b>	<b>\$22,000,000</b>	<b>(\$4,500,000)</b>	<b>-20.45%</b>

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a new policy on Admissions.

## **BACKGROUND**

This policy states the College’s general position on admissions for all individuals. The procedures are attached for informational purposes.

## **IMPACT OF THIS ACTION**

This policy and associated procedures were sent to the College community on June 1, 2018 through June 15, 2018. One comment was received, and as a result, a change (Attachment 5 - track changes) was made to procedure VI.6003.B.b, Senior Citizens Enrolling for Classes.

## **BUDGET INFORMATION**

No budgetary impact.

## **MONITORING AND REPORTING TIMELINE**

The Board will be notified of any changes that require its action.

## **ATTACHMENTS**

Attachment 1 – Summary of Changes

Attachment 2 – Policy VI.6003.B, Admissions (proposed policy)

Informational items only:

Attachment 3 - Procedure VI.6003.B.a, Admissions (proposed new procedures)

Attachment 4 – Procedure 6-11: Senior Citizens Enrolling for Classes (current procedures)

Attachment 5 – Procedure VI.6003.B.b, Senior Citizens Enrolling for Classes (proposed procedures)

## **RESOURCE PERSONNEL**

Laurel Williamson

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## Policies and Procedures Summary of Changes

New Policy Number: **VI.6003.B**  
Proposed Policy Name: **Admissions**  
Current Policy Number/Name: N/A

New Procedure Number:

**VI.6003.B.a**

**VI.6003.B.b**

Proposed Procedure Name(s):

**Admissions**

**Senior Citizens Enrolling for Classes**

Current Procedure Number(s)/Name(s): N/A

Action Recommended for Policy: New

Action Recommended for Procedures: New and revised

Admissions (new)

Procedure 6-11 Senior Citizens Enrolling for Classes to this policy (revised)

Primary Owner: Laurel Williamson, Deputy Chancellor and President

Secondary Owner: Joanna Zimmerman, Associate Vice Chancellor, Student Services

### Summary of Changes:

- Proposal of a new policy addressing admissions to San Jacinto College. As related to admissions and compliance with applicable federal and state laws, the College provides equal opportunity for all students, employees, and applicants.
- Proposal of a new procedure addressing San Jacinto College as an open admissions institution and as having admission requirements and enrollment processes for students to complete.
- Request for new Admissions Policy to be linked to the new Admissions Procedure.
- Request for the new Admissions policy to be linked to existing Procedure 6-11 Senior Citizens Enrolling for Classes.

**Policy VI.6003.B, Admissions**

**Purpose**

The purpose of this policy is to state San Jacinto College’s (the College) general position on admissions for all individuals.

**Policy**

In accordance with the Texas Administrative Code Title 19 and Texas Education Code 130.0011, San Jacinto College is an open admissions institution that ensures that all individuals who can benefit from postsecondary education have an opportunity to enroll. The College is committed to meeting the needs of all applicants and will provide information necessary to make sure the admissions process is clear and concise. With the admissions process, San Jacinto College is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws.

Admission to the College does not guarantee admittance to a particular course or program of study. A student may be required to satisfy certain requirements before enrolling in particular programs of study.

The College shall develop procedures for student admissions, including any additional course admission requirements. The procedures shall be published in the College Catalog and the College website.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

**Associated Procedures**

Procedure VI.6003.B.a, Admissions

Procedure VI.6003.B.b, Senior Citizens Enrolling for Classes

Date of Board Approval	Anticipated July 9, 2018
Effective Date	Anticipated July 10, 2018
Primary Owner	Deputy Chancellor and President
Secondary Owner	Associate Vice Chancellor, Student Services

**Procedure VI.6003.B.a, Admissions**

**Associated Policy**

Policy VI.6003.B, Admissions

**Procedures**

San Jacinto College is an open admissions institution, and all students are welcome to apply. The College is committed to meeting the needs of all applicants and will provide information necessary to make sure the admissions process is clear and concise. The College publishes admissions requirements and processes that explain various parts of the enrollment process. These admissions processes include, but are not limited to, applying for admission, placement testing, submission of transcripts, meningitis vaccination, academic advising, orientation, financial aid, registration for classes, and payment for classes. Students interested in learning more about the admissions processes can refer to the College Catalog or the College website.

Date of SLT Approval	May 30, 2018
Effective Date	Anticipated July 10, 2018
Associated Policy	Policy VI.6003.B, Admissions
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

# Procedure 6-11: Senior Citizens Enrolling for Classes

Senior citizens may enroll for up to 6 hours each semester without paying tuition.

**"Under the provisions of 54.210 of the Texas Education Code, senior citizens 65 years of age or older may enroll for credit in up to six hours of courses offered by San Jacinto College each semester or summer term without payment of tuition if space is available."**

Under Texas law, a college may allow senior citizens 65 years of age or older to enroll in credit courses without paying tuition. A senior citizen may enroll in up to six hours of credit classes provided there is space available. The hours would be eligible for formula funding from the State.

This is separate from the auditing program for senior citizens that has been in effect since 1993.

<b>Procedure #:</b>	<b>6-11</b>
<b>Procedure Name:</b>	<b>Senior Citizens Enrolling for Classes</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	
<b>Associated Policy:</b>	

**Procedure VI.6003.B.b, Senior Citizens Enrolling for Classes**

**Associated Policy**

Policy VI.6003.B, Admissions

**Procedures**

Under Texas ~~Education Code~~Law (Section 54.~~210365~~), a college may allow senior citizens 65 years of age or older (by the first day of classes of the specific enrollment term) to enroll in up to six credit hours per term without paying tuition, providing there is space available ~~and the applicant has not exceeded 90 previous college credit hours~~. The senior citizen must pay all applicable fees, including the general service and related lab fees or incidental fees.

Senior citizens may audit classes which is addressed in a separate policy and procedure.

Date of SLT Approval	May 30, 2018
Effective Date	Anticipated July 10, 2018
Associated Policy	Policy VI.6003.B, Admissions
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

**Action Item “XII”**  
**Regular Board Meeting July 9, 2018**

**Consideration of Approval of Policy VI.6004.A: Compliance with Health Insurance Portability and Accountability Act (HIPAA) – Second Reading**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a new policy (VI.6004.A) on Compliance with Health Insurance Portability and Accountability Act (HIPAA).

**BACKGROUND**

This policy will inform students and employees that San Jacinto College complies with the HIPAA-related policies of the hospitals and clinics with whom the College is affiliated. In addition, violations of this policy will be handled by the HIPAA health entity, the responsible program area at the College, and the College’s Compliance & Judicial Affairs Office. The procedures are attached for informational purposes.

**IMPACT OF THIS ACTION**

This policy and associated procedures were sent to the College community on June 1, 2018 through June 15, 2018. No comments were received.

**BUDGET INFORMATION**

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

The Board will be notified of any changes that require its action.

**ATTACHMENTS**

Attachment 1 – Summary of Changes

Attachment 2 – Policy VI.6004.A, Compliance with Health Insurance Portability and Accountability Act (HIPAA) (proposed policy)

Informational items only:

Attachment 3 - Procedure VI.6004.A.a, Compliance with Health Insurance Portability and Accountability Act (HIPAA) (proposed procedures)

**RESOURCE PERSONNEL**

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## Policies and Procedures Summary of Changes

New Policy Number: **VI.6004.A**

Proposed Policy Name: **Compliance with Health Insurance Portability and Accountability Act (HIPAA)**

Current Policy Number/Name: N/A

New Procedure Number: **VI.6004.A.a**

Proposed Procedure Name(s): **Compliance with Health Insurance Portability and Accountability Act (HIPAA)**

Current Procedure Number(s)/Name(s): N/A

Action Recommended for Policy: New

Action Recommended for Procedures: New

Primary Owner: Laurel Williamson, Deputy Chancellor & President

Secondary Owner: Joanna Zimmermann, Associate Vice Chancellor, Student Services

### Summary of Changes:

- Creation of policy and procedure to recognize the College's compliance with the HIPAA policies of affiliated health entities.
- The proposed policy recognizes that the College prepares students and staff prior to involvement with an affiliated health entity in the form of orientations. These orientations assist students in becoming familiar with HIPAA policies that affiliated health entities have to comply with.
- The proposed policy also acknowledges that the College and the health entity will handle all violations of HIPAA compliance.
- The proposed procedure informs students and employees that they will be oriented on the affiliated health entity's HIPAA compliance policies prior to their involvement with the health entity.
- The proposed procedure further informs students and employees that violations of any HIPAA policies will be handled by specific College entities: the instructional program area leaders (for both employees and students), Human Resources (for employees), and the Compliance & Judicial Affairs Office (for students).

**Policy VI.6004.A, Compliance with Health Insurance Portability and Accountability Act (HIPAA)**

**Purpose**

The Health Insurance Portability and Accountability Act (HIPAA) is federal legislation that provides data privacy and security provisions for safeguarding medical information. As part of their completion of either an Associate of Applied Science Degree or a Certificate of Technology program, many of our students participate in opportunities at local hospitals and clinics that are HIPAA health entities. This policy will inform students and employees that San Jacinto College complies with the HIPAA related policies of the hospitals and clinics with whom the College is affiliated. In addition, violations of this policy will be handled by the HIPAA health entity, the responsible program area at the College, and the College’s Compliance and Judicial Affairs office.

The College is not required to have a policy solely related to HIPAA as the College is not considered a HIPAA health entity. Health records given to the College by students are covered by the Family Educational Rights and Privacy Act (FERPA) and are considered educational records.

**Policy**

It is the policy of San Jacinto College to require that all individuals who are affiliated with the College and who are working with an affiliated health entity that is a covered entity under the Health Insurance Portability and Accountability Act (HIPAA), comply with that entity’s HIPAA-related policies. Violations of the covered entity’s HIPAA-related policies will be handled by the covered entity, the College, and/or the College program area in which the individual is affiliated.

**Definitions**

**HIPAA:** is the Health Insurance Portability and Accountability Act, and it protects all individually identifiable health information that is held or transmitted by a covered entity or a business associate. The College is not bound by HIPAA; however, the hospitals, clinics, or labs with whom we are associated in our instructional programs are considered covered entities by HIPAA.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

**Associated Procedures**

Procedure VI.6004.A.a, Compliance with Health Insurance Portability and Accountability Act (HIPAA)

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Date of Board Approval    Anticipated July 9, 2018

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Attachment 2 – Proposed Policy

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Effective Date	Anticipated July 10, 2018
Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, Student Services

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**Procedure VI.6004.A.a, Compliance with Health Insurance Portability and Accountability Act (HIPAA)**

**Associated Policy**

Policy VI.6004.A, Compliance with Health Insurance Portability and Accountability Act (HIPAA)

**Procedures**

San Jacinto College complies with the HIPAA related policies of affiliated hospitals, clinics, labs and other health care entities. The College maintains specific departmental practices to orient and educate students and staff about the affiliated entity’s HIPAA related policies. This orientation is completed prior to students and staff collaborating with the HIPAA health entities. The College will investigate alleged violations of HIPAA policies involving students and staff at affiliated health entities. Specific procedures exist for students in the Code of Student Conduct, within the respective instructional program area, and with the HIPAA health entity. Human Resources has practices in place and will address all reported HIPAA violations involving employees.

**Definitions**

**HIPAA:** is the Health Insurance Portability and Accountability Act, and it protects all individually identifiable health information that is held or transmitted by a covered entity or a business associate. The College is not bound by HIPAA; however, the hospitals, clinics, or labs with whom we are associated in our instructional programs are considered covered entities by HIPAA.

Date of SLT Approval	May 30, 2018
Effective Date	Anticipated July 10, 2018
Associated Policy	Policy VI.6004.A, Compliance with Health Insurance Portability and Accountability Act (HIPAA)
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

**Action Item “XIII”  
Regular Board Meeting July 9, 2018**

**Consideration of Approval of Policy VII.7001.B: Publications, Academic Calendar, Distribution  
of Literature, and Advertising – Second Reading**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a revised policy (VII.7001.B) on Publications, Academic Calendar, Distribution of Literature, and Advertising.

**BACKGROUND**

This policy recognizes that its students and employees have a First Amendment right to freedom of expression. This policy is designed to promote the orderly distribution of materials, to ensure efficient use of college resources, and to minimize campus disruption. The procedures are attached for informational purposes.

**IMPACT OF THIS ACTION**

This policy and associated procedures were sent to the College community on June 1, 2018 through June 15, 2018. One comment was received that resulted in changes to the policy and procedure (Attachment 3 and 5 - track changes).

**BUDGET INFORMATION**

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

The Board will be notified of any changes that require its action.

**ATTACHMENTS**

Attachment 1 – Summary of Changes

Attachment 2 – Policy VI-Q, Policy on Publications, Distribution of Literature and Advertising (Current policy)

Attachment 3 – Policy VII.7001.B, Publications, Academic Calendar, Distribution of Literature, and Advertising (proposed policy)

Informational items only:

Attachment 4 – Procedure 2-10: Publications (current procedures)

Attachment 5 - Procedure VII.7001.B.a, Publications, Academic Calendar, and Distribution of Literature (proposed procedures)

**RESOURCE PERSONNEL**

Teri Crawford

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## Policies and Procedures Summary of Changes

New Policy Number: **VII.7001.B**

Proposed Policy Name: **Publications, Academic Calendar, Distribution of Literature, and Advertising**

Current Policy Number/Name: VI-Q Policy on Publications, Distribution of Literature and Advertising

New Procedure Number: **VII.7001.B.a**

Proposed Procedure Name(s): **Publications, Academic Calendar, and Distribution of Literature**

Current Procedure Number(s)/Name(s): Procedure 2-10 Publications

Action Recommended for Policy: Revised

Action Recommended for Procedures: Revised

Web Links:

VI-Q on Publications, Distribution of Literature and Advertising (<http://www.sanjac.edu/policy-vi-q-policy-publications-distribution-literature-and-advertising>)

VI-K on Appropriate Use of Copyrighted Materials <http://www.sanjac.edu/policy-vi-k-policy-regarding-appropriate-use-copyrighted-materials>

Procedure 2-10 on Publications (<http://www.sanjac.edu/procedure-2-10-publications>)

Primary Owner: Vice Chancellor Marketing, PR, and Government Affairs

Secondary Owner: Vice President Marketing and Public Relations

Summary of Changes:

- Updates titles of Marketing, Public Relations, and Government Affairs staff members.
- Removes departmental procedural information from procedure.
- Removes procedure information from the policy and moves it to the procedure.
- Removes the word “Campus” and updates to “Facilities” to list main San Jacinto College facilities locations and adds the Maritime facility in the procedure.
- Updates the Non-discrimination policy statement to include the updates from federal legislation impacting Title IX through the Violence Against Women Act (VAWA) in the procedure.
- Updates the department name in the printing of copyrighted materials section of the procedure.
- Adds a statement on the publication of the College Academic Calendar in the Policy and the Procedure.
- Moved language from the policy (regarding distribution of literature and campus postings) to the procedure as the language was too specific.
- Added “and Distribution of Literature” to the procedure title to better coincide with the policy and changes made to the procedure.
- Added “Academic Calendar” in the title of the policy and procedure to note that information is in this policy and procedure.

# **Policy VI-Q: Policy On Publications, Distribution Of Literature And Advertising**

## **Statement of Purpose**

The San Jacinto College District recognizes that its students and employees have a First Amendment right to freedom of expression. This policy is designed to promote the orderly distribution of materials, to ensure efficient use of college resources, and to minimize campus disruption.

## **Editorial Policy -- Publications and Materials Sponsored by San Jacinto College District**

The San Jacinto College District may sponsor publications written and edited by students, faculty, or staff. All publications sponsored or financed in part or in whole by the San Jacinto College District shall contain the following statement, printed in at least 10-point type: "This publication is written and edited by students and/or employees of the San Jacinto College District. The opinions and views contained in the publication do not necessarily reflect the views of the Board of Trustees or administration of the San Jacinto College District."

Publications sponsored or financed in part or in whole by the San Jacinto College District shall not contain obscene or libelous statements or statements that threaten to incite an immediate breach of the peace.

The San Jacinto College District and the faculty sponsor retain sole authority over the operation of curriculum-based publications to ensure that the legitimate educational goals of the publication are being served. Final editorial decisions remain with the San Jacinto College District and the faculty sponsor.

## **Dissemination of Literature**

Public dissemination of publications and printed matter in campus buildings and on college property may be restricted to prevent substantial interference with normal school operations where there is evidence that reasonably supports a forecast that disruption likely will result from the distribution. The San Jacinto College may prohibit the distribution of literature that contains libelous or obscene statements or that threatens to incite an immediate breach of the peace.

The name of the person or group distributing literature shall be clearly marked in the English language on all materials in at least 12-point type.

The administration may establish reasonable written regulations as to time, place, and manner of distribution of literature by students, faculty, and staff.

The policy on distribution of literature is not intended to prohibit individual students and employees from the private and personal exchange of printed matter.

The San Jacinto College District discourages the publication or distribution of printed or oral statements that denigrate any individual or group based upon their race, national origin, sex, religion, color, age, disability, or sexual orientation. The San Jacinto College District reserves the right to take appropriate disciplinary action against employees or students who activities are sufficiently severe or pervasive and have the effect of creating a hostile and offensive environment.

## **Bulletin Boards**

Bulletin boards may be used for commercial and noncommercial speech by students and employees. The administration may establish reasonable rules and regulations for use of campus bulletin boards,

including rules and regulations concerning limitations on size and duration of posting. In addition to the restrictions described in Section III of this policy, bulletin boards may not be used for posting that promote unlawful activities or that contain misleading or false statements about a product or service for sale.

## **Advertising Policy**

### **Dissemination**

Printed matter containing any commercial advertising or solicitations shall not be distributed, except that newspapers containing advertisements may be distributed consistent with this policy. Newspapers shall be distributed from fixed dispensers or booths pursuant to reasonable time, place, and manner regulations established by the administration.

Registered student organizations that desire to solicit funds or sell items for a noncommercial purpose must obtain approval in advance from the administration of the campus where the activity will take place. All individuals engaging in the activity must be currently enrolled. The activity must be confined to a fixed location established by the administration. The administration may establish other reasonable time, place, and manner regulations.

### **Editorial Policy**

No advertisement in a San Jacinto College District sponsored publication may:

- promote an unlawful activity or contain misleading or libelous statements;
- promote academic dishonesty;
- violate or promote the violation of postal regulations or federal, state, or local laws;
- denigrate or discriminate against any individual or group based on race, national origin, sex, religion, color, age, disability, or sexual orientation;
- contain libelous statement; or obscene images or statements;
- promote an activity or event if the San Jacinto College District reasonably can forecast that its publication will create a substantial disruption to the educational process.

The San Jacinto College District reserves the right to exclude from publication any advertisements that fail to comply with the standards established by this policy.

## **Photography Policy**

No publication sponsored by the San Jacinto College District shall contain obscene or libelous photographs, cartoons, or drawings.

Attachment 2 – Current Policy

<b>Policy #:</b>	<b>VI-Q</b>
<b>Policy Name:</b>	<b>Policy on Publications, Distribution of Literature and Advertising</b>
<b>Pages:</b>	<b>2</b>
<b>Adopted Date:</b>	<b>May 2, 1994</b>
<b>Revision/Reviewed Date:</b>	<b>February 7, 2008</b>
<b>Effective Date:</b>	<b>May 2, 1994 and February 7, 2008</b>
<b>Associated Procedure:</b>	<b>2-10</b>

## **Policy VII.7001.B, Publications, Academic Calendar, Distribution of Literature, and Advertising**

### **Purpose**

San Jacinto College recognizes that its students and employees have a First Amendment right to freedom of expression. This policy is designed to promote the orderly distribution of materials, to ensure efficient use of college resources, and to minimize campus disruption.

### **Policy**

#### **Editorial Policy -- Publications and Materials Sponsored by San Jacinto College**

San Jacinto College may sponsor literary, curriculum-based publications written and edited by students, faculty, or staff. These publications sponsored or financed in part or in whole by San Jacinto College shall contain the following statement, printed in at least 10-point type: "This publication is written and edited by students and/or employees of San Jacinto College. The opinions and views contained in the publication do not necessarily reflect the views of the Board of Trustees or administration of San Jacinto College."

Publications sponsored or financed in part or in whole by San Jacinto College shall not contain obscene or libelous statements or statements that threaten to incite an immediate breach of the peace.

San Jacinto College and the faculty sponsor retain sole authority over the operation of literary, curriculum-based publications to ensure that the legitimate educational goals of the publication are being served. Final editorial decisions remain with San Jacinto College and the faculty sponsor.

#### **Publication of the Academic Calendar**

The academic calendars are approved by the San Jacinto College Board of Trustees and published on the San Jacinto College website. San Jacinto College publishes the current and future academic calendars, including any associated revisions to the calendars, on the College's website.

#### **Dissemination of Literature**

Public dissemination of publications and printed matter in campus buildings and on San Jacinto College property is supported by the College but may be restricted to prevent substantial interference with normal school operations where there is evidence that reasonably supports a forecast that disruption likely will result from the distribution. San Jacinto College may prohibit the distribution of literature that contains libelous or obscene statements or that threatens to incite an immediate breach of the peace.

San Jacinto College discourages the publication or distribution of printed or oral statements that denigrate any individual or group based upon their race, national origin, sex, religion, color, age, disability, or sexual orientation. San Jacinto College reserves the right to take appropriate



disciplinary action against employees or students whose activities are sufficiently severe or pervasive and have the effect of creating a hostile and offensive environment. For more information regarding the guidelines related to the dissemination of printed materials during an expressive activity on College property, please visit the Student Engagement and Activities office.

### **Bulletin Boards**

The College supports the use of bulletin boards for commercial and noncommercial speech by students, employees, and ~~members of the community individuals not affiliated with the College.~~ The student handbook contains the guidelines and restrictions regarding [postings on campus bulletin boards](#)~~postings for individuals affiliated with the College students, employees, and individuals not affiliated with the College.~~ More information regarding posting guidelines on College property can be found on the College website or in the student handbook.

### **Advertising Policy**

#### **Dissemination**

Printed matter containing any commercial advertising or solicitations shall not be distributed, except that newspapers containing advertisements may be distributed consistent with this policy. Newspapers shall be distributed from fixed dispensers or booths pursuant to reasonable time, place, and manner regulations established by the administration.

Registered student organizations that desire to solicit funds or sell items for a noncommercial purpose must obtain approval in advance from the Student Engagement and Activities office on the respective campus. For more information regarding these requests, see the associated Procedure on Publications, Academic Calendar, and Distribution of Literature.

#### **Editorial Policy**

No advertisement in a San Jacinto College District sponsored publication may:

- Promote an unlawful activity or contain misleading or libelous statements;
- Promote academic dishonesty;
- Violate or promote the violation of postal regulations or federal, state, or local laws;
- Denigrate or discriminate against any individual or group based on race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status or veteran status in accordance with applicable federal and state laws;
- Contain libelous statement; or obscene images or statements;
- Promote an activity or event if the San Jacinto College District reasonably can forecast that its publication will create a substantial disruption to the educational process.

San Jacinto College reserves the right to exclude from publication any advertisements that fail to comply with the standards established by this policy.

**Photography Policy**

No publication sponsored by San Jacinto College shall contain obscene or libelous or discriminatory photographs, cartoons, graphic images, or drawings.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

**Associated Procedures**

Procedure VII.7001.B.a, Publications, Academic Calendar, Distribution of Literature, and Advertising

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Date of Board Approval	Anticipated July 9, 2018
Effective Date	Anticipated July 10, 2018
Primary Owner	Vice Chancellor, Marketing, PR, and Government Affairs
Secondary Owner	Vice President, Marketing and Public Relations

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# Procedure 2-10: Publications

## Publication Authorization

It is the responsibility of the Director, Marketing and Public Relations to determine that the content, design, purpose, and printing format of College publications serve the goals and objectives of the San Jacinto College District. The Director, Marketing and Public Relations reports to the Vice Chancellor, Marketing, Public Relations, and Government Affairs, who is ultimately responsible for College publications.

## Departmental Production

Standard College publications that may be approved for departmental production include flyers, invitations and brochures. Approved templates are available online for departments use at [www.sanjac.edu/online-document-library](http://www.sanjac.edu/online-document-library).

Publications not approved for departmental production are marketing and recruitment brochures, pamphlets, posters, and advertisements. All College publications must conform to the District's standards of quality, accuracy and image and must also match curriculum approved by the College curriculum committee.

## Requirements

All San Jacinto College publications must include the following elements:

- **San Jacinto College logo or seal.** The College's official logo is available in different formats and resolutions at [www.sanjac.edu/logos](http://www.sanjac.edu/logos). Instructions for downloading, and guidelines for usage, are also available on that site. Specific departmental logos are available on the Public drive. Special requests, including use of the College seal, should be directed to the director, marketing and public relations.
- **Proper Names.**
  - The San Jacinto Community College District
  - The San Jacinto College District
  - San Jacinto College
  - San Jacinto College North
  - San Jacinto College Central
  - San Jacinto College South
  - San Jac
- **Campus addresses.**

San Jacinto College North  
5800 Uvalde Road  
Houston, Texas 77049

San Jacinto College Central  
8060 Spencer Highway  
Pasadena, Texas 77505

## Attachment 4 – Current Procedures

San Jacinto College South  
13735 Beamer Road  
Houston, Texas 77089

San Jacinto College District  
4624 Fairmont Parkway  
Pasadena, TX 77504

- **College phone number.** (281) 998-6150.
- **College Web address.** [www.sanjac.edu/](http://www.sanjac.edu/)
- **Equal Opportunity Statement or Equal Opportunity Institution (EOI).**
  - The full statement reads: The San Jacinto College District is committed to equal employment opportunity for all employees and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws. No person including students, faculty, staff, part-time, and temporary workers will be excluded from participation in, denied the benefits of, or be subjected to discrimination or harassment under any program or activity sponsored or conducted by the San Jacinto College District on the basis of the categories listed.
- **Disclaimer (for use when printing course descriptions, course times, course dates, etc.):** All course descriptions and degree information listed herein are subject to change. For up-to-date information, please consult the current San Jacinto College catalog on the College website at [www.sanjac.edu/catalog](http://www.sanjac.edu/catalog). All College Catalogs will include a revision date (Month / Year).

## Printing Copyrighted Materials

San Jacinto College will not knowingly publish or reprint previously copyrighted materials without written permission from the publisher, author, or other party with a copyright interest. Before submitting questionable materials, first consult the publisher or author listed in the published work. Requests for reprinting copyrighted materials in part or entirety must be submitted with your publication request with a letter stating granted permission from the publisher, author, or other party with a copyright interest. The letters of permission will remain on file in the Marketing, Public Relations, and Government Affairs office.

## Publication Request Procedure

- For business cards, letterhead, and envelopes, please go to <https://www.marfield.net/production/storefront/SanJacinto/CreateNewOrder...>
- For all other publication requests, please access the Publication Request Form online at [www.sanjac.edu/marketing-forms](http://www.sanjac.edu/marketing-forms).
- Read the instructions thoroughly, and complete all sections of the form, including the FOAP code. Incomplete forms will be returned to the requester, and may further delay the production process.
- Please be sure to include a date when the publication is needed, allowing four to six (4-6) weeks for production. Special requests must be made through the Marketing Manager.

Attachment 4 – Current Procedures

- Return the form via email to the Marketing Manager. You will receive via email a project number for your reference.
- Send examples, if necessary, via inter-campus mail to the Marketing Manager, referring to the request. If the publication is available on a disk or electronically, please send to the Marketing Manager.

<b>Procedure #:</b>	<b>2-10</b>
<b>Procedure Name:</b>	<b>Publications</b>
<b>Pages:</b>	
<b>Adopted Date:</b>	
<b>Revision/Reviewed Date:</b>	<b>May 4, 2015</b>
<b>Effective Date:</b>	<b>May 5, 2015</b>
<b>Associated Policy:</b>	<b>VI-K</b>

## **Procedure VII.7001.B.a, Publications, Academic Calendar, and Distribution of Literature**

### **Associated Policy**

Policy VII.7001.B, Publications, Academic Calendar, and Distribution of Literature

[\*VI-K: Appropriate Use of Copyrighted Materials\*](#) (Revised May 2015)

### **Procedures**

It is the responsibility of the Vice President, Marketing and Public Relations to determine that the content, design, purpose and printing format of College publications serve the goals and objectives of San Jacinto College. The Vice President, Marketing and Public Relations reports to the Vice Chancellor, Marketing, Public Relations and Government Affairs, who is ultimately responsible for the production of College publications.

It is the responsibility of the College Registrar to develop the College Academic Calendar in coordination with a committee of faculty, staff, students, administrators, and school district partners. The Board of Trustees approves the Academic Calendar.

It is the responsibility of the Deans of Student Development and the Student Engagement and Activities leaders to determine appropriate guidelines and restrictions regarding expressive activities, distribution of literature, and campus posting regulations.

The College Marketing, Public Relations, and Government Affairs department is responsible for developing and publishing recruitment materials, as governed by the policy on Publications, Academic Calendar, Distribution of Literature, and Advertising and this Procedure, on Publications, Academic Calendar, and Distribution of Literature.

### **Departmental Production of Publications**

Standard College publications that may be approved for departmental production include flyers, invitations and brochures which are temporary in nature, require fewer than 200 copies and can be reproduced on campus. Social media graphics and signage for on-campus digital screens are also approved for departmental production.

Publications not approved for departmental production are marketing and recruitment brochures, pamphlets, posters and advertisements (traditional and digital). All College publications must conform to the College's brand standards, accuracy and image. The San Jacinto College brand standards are available on the College website on the Marketing, Public Relations, and Government Affairs web page.

Any publication that includes curriculum must reflect what is approved by the College Curriculum Committee.

## Requirements for Publications

All San Jacinto College publications, including digital screens, must include the following elements:

1. *San Jacinto College logo or seal.* The San Jacinto College official logo is available in different formats and resolutions at [www.sanjac.edu/logos](http://www.sanjac.edu/logos). Instructions for downloading, and guidelines for usage, are also available on that website. Should you require a specific departmental logo, the College seal, or have a special request, please contact the director of marketing.
2. *San Jacinto College Proper Names*
  - The San Jacinto Community College District
  - The San Jacinto College District
  - San Jacinto College
  - San Jacinto College Central
  - San Jacinto College North
  - San Jacinto College South
  - San Jacinto College Maritime
  - San Jac
3. *Facility addresses.*

### **San Jacinto College Central**

8060 Spencer Highway  
Pasadena, Texas 77505

### **San Jacinto College North**

5800 Uvalde Road  
Houston, Texas 77049

### **San Jacinto College South**

13735 Beamer Road  
Houston, Texas 77089

### **San Jacinto College Maritime Training Center**

3700 Old Highway 146  
La Porte, TX 77571

**San Jacinto College District**

4624 Fairmont Parkway  
Pasadena, TX 77504

4. *College phone number.* 281-998-6150
5. *College Web Address.* [www.sanjac.edu](http://www.sanjac.edu)
6. *Non-discrimination publication procedure.*

Any publication distributed to current students or college employees should have the full Equal Opportunity Statement whenever possible. There are three versions: statement, short, and long. The **statement** is permitted for materials that are not going to current students, ads that are 1/2 page or less, outdoor signage, digital ads and small online graphics. The **short version** is used on larger ads, flyers, and other publications targeted at students/employees. The **long version** is used in official College publications such as the Catalog, CPD Schedules, Student Handbook, Athletic Handbook, Strategic Plan, and Annual Security Report. The long version is also on the College website.

**Statement:**

An Equal Opportunity Institution

**Short Version:**

The San Jacinto College District is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status or veteran status in accordance with applicable federal and state laws. The following College official has been designated to handle inquiries regarding the College's non-discrimination policies: Vice President of Human Resources, 4620 Fairmont Pkwy., Pasadena, TX 77504; 281-991-2659; [Sandra.Ramirez@sjcd.edu](mailto:Sandra.Ramirez@sjcd.edu).

**Long Version:**

The San Jacinto College District is committed to equal employment opportunity for all employees and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws. No person including students, faculty, staff, part-time, and temporary workers will be excluded from participation in, denied the benefits of, or be subjected to discrimination or harassment under any program or activity sponsored or conducted by the San Jacinto College District on the basis of the categories listed.



## Attachment 5 – Proposed Procedures

The following College officials have been designated to handle inquiries regarding the College's nondiscrimination policies:

Vice Chancellor, Human Resources  
Stephen Trncak – Equal Opportunity Compliance Officer  
4624 Fairmont Parkway  
Pasadena, TX 77504  
[Stephen.trncak@sjcd.edu](mailto:Stephen.trncak@sjcd.edu)  
281-998-6348

Associate Vice Chancellor, Student Services  
Joanna Zimmerman (students) – Co-Lead Title IX Coordinator  
8060 Spencer Hwy.  
Pasadena, TX 77505  
[Joanna.zimmerman@sjcd.edu](mailto:Joanna.zimmerman@sjcd.edu)  
281-476-1863

Vice President, Human Resources  
Sandra Ramirez (employees) – Co-Lead Title IX Coordinator  
4620 Fairmont Parkway  
Pasadena, TX 77504  
[Sandra.Ramirez@sjcd.edu](mailto:Sandra.Ramirez@sjcd.edu)  
281-991-2648

Allatia Harris (equity in athletics)  
8060 Spencer Hwy.  
Pasadena, TX 77505  
[Allatia.harris@sjcd.edu](mailto:Allatia.harris@sjcd.edu)  
281-459-7140

7. *Disclaimer* (for use when printing course descriptions, course times, course dates, etc.). All course descriptions and degree information listed herein are subject to change. For up-to-date information, please consult the current San Jacinto College Catalog on the College website.
8. *Revision date*. Month / Year (i.e., 07/17).

### **Publication of the Academic Calendar**

The San Jacinto College Marketing, Public Relations, and Government Affairs office shall publish [to the College website](#) the Academic Calendar for the current and future year once it is developed, presented to the Board of Trustees, and approved by the Board of Trustees. ~~The~~

~~Marketing, PR, and Government Affairs office shall publish the approved Academic Calendar on the College website.~~

Revisions to the Academic Calendar during an academic year shall be updated on the on the College website by the Marketing, PR, and Government Affairs office.

### **Distribution of Literature**

The College has established reasonable, written guidelines as to time, place, and manner of distribution of literature by students, faculty, and staff. The distribution of literature is not intended to prohibit individual students and employees from the private and personal exchange of printed matter. For guidelines and restrictions regarding expressive activities and the distribution of literature, please contact a Student Engagement and Activities Office.

Bulletin boards may be used for commercial and noncommercial speech by students, employees, and ~~individuals not affiliated with the College members of the community~~. The College has established reasonable rules and regulations for use of campus bulletin boards, including rules and regulations concerning limitations on size and duration of posting. Bulletin boards may not be used for posting information that promote unlawful activities or that contain misleading or false statements about a product or service for sale. For guidelines and restrictions regarding campus bulletin board postings ~~for individuals affiliated with the College and individuals not affiliated with the College~~, please visit a Student Engagement and Activities office, visit the college website, or refer to the Student Handbook.

### **Advertising & Dissemination**

Printed matter containing any commercial advertising or solicitations shall not be distributed, except that newspapers containing advertisements may be distributed consistent with this policy~~Policy #02 on Publications, Academic Calendar, and Distribution of Literature~~. Newspapers shall be distributed from fixed dispensers or booths pursuant to reasonable time, place, and manner regulations established by the administration.

Registered student organizations that desire to solicit funds or sell items for a noncommercial purpose must obtain approval in advance from the Student Engagement and Activities office on the respective campus. All students engaging in the activity must be currently enrolled. The activity must be confined to a fixed location established by San Jacinto College. More information regarding the coordination of these requests can be found by visiting a Student Engagement and Activities office or by visiting the College website.

### **Printing Copyrighted Materials**

San Jacinto College will not knowingly publish or reprint previously copyrighted materials without written permission from the publisher, author or other party with a copyright interest. Before submitting questionable materials, first consult the publisher or author listed in the published work. Requests for reprinting copyrighted materials in part or entirety must be submitted with a letter stating granted permission from the publisher, author or other party with a

Attachment 5 – Proposed Procedures

copyright interest. The letters of permission will remain on file with the marketing, public relations and government affairs department.

Date of SLT Approval	April 13, 2018
Effective Date	Anticipated July 10, 2018
Associated Policy	Policy VII.7001.B, Publications, Distribution of Literature and Advertising VI-K: Appropriate Use of Copyrighted Materials (Revised May 2015)
Primary Owner of Policy Associated with the Procedure	Vice Chancellor Marketing, PR, and Government Affairs
Secondary Owner of Policy Associated with the Procedure	Vice President Marketing and Public Relations

**Action Item “XIV”**  
**Regular Board Meeting July 9, 2018**

**Consideration of Approval of National Intercollegiate Mutual Aid Agreement**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve a National Intercollegiate Mutual Aid Agreement between San Jacinto Community College District and participating institutions of the International Association of Emergency Managers Universities and College Caucus (IAEM-UCC)

**BACKGROUND**

In accordance with Subchapter B, Section 791.011 of the Texas Government Code and Chapter 271 of the Local Government Code, a governmental entity may enter into an interlocal contract with another governmental entity to perform governmental functions and services that each party to the contract is authorized to perform individually.

Through the agreement, participating institutions shall coordinate assistance and share resources during emergencies on the terms and conditions set forth in the jointly signed mutual aid agreement. The agreement sets forth the procedures and standards for the administration of the higher education mutual aid and assistance program.

**IMPACT OF THIS ACTION**

The purpose of the agreement is to provide for mutual cooperation among the participating institutions in conducting disaster related exercises, testing or other training activities in addition to actual emergency assistance.

**BUDGET INFORMATION**

None unless services exercised.

**MONITORING AND REPORTING TIMELINE**

The agreement shall be effective as July 10, 2018, and shall be automatically renewed annually. The College can withdraw at any time by providing a thirty (30) day written notice.

**ATTACHMENTS**

Attachment 1- Interlocal Agreement

**RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Ali Shah	281-998-6311	ali.shah@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

## NATIONAL INTERCOLLEGIATE MUTUAL AID AGREEMENT (NIMAA)

Recognizing that emergencies may require assistance in the form of personnel, equipment, and supplies from outside the area of impact, the Participating Institutions who are signatories hereto are hereby establishing a National Intercollegiate Mutual Aid Agreement ("NIMAA"). Through this Agreement, Participating Institutions shall coordinate assistance and share resources during emergencies on the terms and conditions set forth herein. This Agreement sets forth the procedures and standards for the administration of this higher education mutual aid and assistance program.

This Agreement shall provide for mutual cooperation among the Participating Institutions in conducting disaster related exercises, testing or other training activities in addition to actual emergency assistance. This Agreement provides no immunities, rights or privileges for any individual or Participating Institution providing emergency assistance that is not requested and/or authorized by a Requesting Institution.

This Agreement does not preclude Participating Institutions from entering into supplementary agreements with other parties and does not affect any other agreement to which a Participating Institution may currently be a party, or decide to be a party.

**Definitions** As used in this Agreement, the following capitalized terms shall have the following meanings:

The "Agreement" is this Agreement, as amended or modified from time to time, which shall be referred to as the National Intercollegiate Mutual Aid Agreement ("NIMAA").

The "Participating Institutions" to this Agreement are the institutions of higher education ("IHE") signing this Agreement.

The "Requesting Institutions" to this Agreement are the Participating Institutions that request assistance from other Participating Institutions.

The "Assisting Institutions" to this Agreement are Participating Institutions that render assistance to a Requesting Institution, as have been approved by such Requesting Institution.

The "Period of Assistance" is the period during which any Assisting Institution renders assistance to any Requesting Institution. The period commences when personnel, equipment, or supplies depart from an Assisting Institution's facility or premises and ends when such personnel, equipment or supplies return to such Assisting Institution's facility or premises (portal to portal).

In consideration of the mutual consideration and commitments given herein, each of the Participating Institutions to this Agreement agrees to provide aid and support to any of the other Participating Institutions as follows:

1. **Request for Aid.** Whenever a Requesting Institution desires to seek help from other Participating Institutions, pursuant to the terms of this Agreement, such Requesting Institution agrees to make its request in writing (Form A) to one or more other Participating Institutions within a reasonable time of when aid is needed with reasonable detail and specificity of the assistance desired, such as quantity, time of arrival, duration needed, credentials preferred, capabilities required, and available logistical support for things such as travel arrangements, lodging and feeding. If a Participating Institution desires to assist such Requesting Institution, the Assisting Institution agrees to review the request and estimate the costs associated with the provision of aid requested. Upon receipt of such estimate and acceptance by the Requesting Institution in writing, the Requesting Institution agrees to compensate the Assisting Institution as specified in this Agreement and in other written agreements that may be in effect between the Requesting and Assisting Institutions.
2. **Discretionary Rendering of Aid.** Provision of aid is entirely at the discretion of the Assisting Institution. The agreement to provide aid is expressly not contingent upon a declaration of a major disaster or emergency by the federal or state government or upon receiving federal funds.
3. **Procedures.** A committee comprised of Participating Institutions shall develop comprehensive guidelines and procedures that address, including but not limited to, the following: checklists for requesting and providing assistance, record keeping for all Participating Institutions, reimbursement procedures and other necessary implementation elements along with the necessary forms for requests and other records documenting deployment and return of assets. These procedures shall be updated at least annually.
4. **Asset Control.** Resources (personnel, equipment and materials) of the Assisting Institution shall continue under the command and control of their Assisting Institution to include medical protocols, standard operating procedures and other protocols, but shall be under the operational control of the appropriate officials within the Requesting Institution during the period of assistance.
5. **Invoice to the Requesting Institution.** Within 30 days after the return of all labor and equipment to the Assisting Institution, the Assisting Institution shall submit to the Requesting Institution an invoice of all charges related to the aid provided pursuant to this Agreement, as previously agreed to by the Requesting Institution. The invoice shall contain only charges related to the aid provided pursuant to this Agreement. An Assisting Institution providing assistance may determine to donate assets of any kind to a Requesting Institution and not seek reimbursement from the Requesting Institution. If the Assisting Institution seeks to donate its services and resources at no cost to the Requesting Institution, a zero-balance invoice should still be submitted within 30 days.
6. **Charges to the Requesting Institution.** Eligible charges to the Requesting Institution from the Assisting Institution may include the following:
  - a.) **Labor force.** Charges for labor force shall be in accordance with the Assisting Institution's standard practices and rates.

- b.) Equipment and Materials. Charges for equipment and materials used by the Assisting Institution shall be at the reasonable and customary at cost rates for such equipment in the Assisting Institution's location.
- c.) Transportation. The Assisting Institution shall transport needed personnel and equipment by reasonable and customary means and shall charge reasonable and customary rates at cost for such transportation.
- d.) Meals, lodging and other related expenses. Charges for meals, lodging and other expenses related to the provision of aid pursuant to this Agreement shall be reasonable in accordance with standard per diem rates or actual costs incurred (with justification) by the Assisting Institution. Receipts for all expenses shall be provided in accordance with the Assisting Institution's business rules.

Any other charges not included above must be previously agreed to in writing by both parties prior to incurring the expense.

- 7. **Payment.** The Requesting Institution shall remit payment of an invoice from the Assisting Institution within 90 days of receipt. Payment is due directly from the Requesting Institution to the Assisting Institution regardless of any other third-party financing such as FEMA or insurance reimbursement.

- 8. **Mediation.** If the Requesting Institution disputes any charges on an invoice from an Assisting Institution, it shall do so in writing within 30 days after the invoice is received. Failure to dispute any invoice in writing within 30 days shall constitute agreement to the charges. Should a dispute arise, both institutions will make every effort to resolve the dispute within 30 days of the written notice. In the event the dispute is not resolved within 90 days after the invoice is received, either party may request the dispute be resolved through mediation, to the extent permitted by law.

- 9. **Liability and Insurance -** Each Participating Institution shall determine for itself what insurance to procure, to cover its liabilities, if any. With the exceptions in this section, nothing in this Agreement shall be construed to require any Participating Institution to procure insurance.

**10. Relationship Between the Participating Institutions.**

- a.) Employees from Participating Institutions shall continue to be treated as employees of Participating Institution and receive the same salary, including overtime, that they would be entitled to receive if they were operating in their own location. In the absence of an agreement to the contrary, the Assisting Institution shall be responsible for all such salary expenses, including overtime.
- b.) Each Participating Institution retains the financial responsibility for workers' compensation benefits for its own employees in accordance with applicable law and for any injuries that occur in mutual aid situations. Participating Institutions

can also agree in writing not to bring claims against the other Institutions to recover the cost of workers' compensation benefits to its employees.

c.) Each Participating Institution, which renders assistance under this Agreement, shall be deemed to stand in the relation of an independent contractor to all other Participating Institutions, and shall not be deemed to be the agent, co-venturer or partner of any other Participating Institution. No Participating Institution shall have the authority to make any statements, representations or commitments of any kind, or to take any action which shall be binding on any of the Other Participating Institutions, except as may be explicitly permitted herein or authorized in writing.

d) While in transit to, returning from and providing mutual aid assistance under this Agreement, employees of an Assisting Institution shall have the same rights of defense, immunity and indemnification that they otherwise would have under the law if they were acting within the scope of their employment under the direction of their employer. An Assisting Institution shall provide to, and maintain for, each of its employees who provide mutual aid assistance under this Agreement the same indemnification, defense, right to immunity, employee benefits, death benefits, workers' compensation or similar protection and insurance coverage that would be provided to those employees if they were performing similar services in the Assisting Institution jurisdiction.

e.) Nothing in this Agreement shall be construed to relieve any Participating Institution of liability for its own conduct and that of its employees and agents.

f.) Nothing in this Agreement, other than the following, shall be construed to obligate any Participating Institution to indemnify any other Participating Institution from liability to third parties. To the extent permitted by law, in the event of a liability, claim, demand, action, or proceeding of whatever kind or nature arising out of a specified Period of Assistance, the Participating Institutions who receive and provide assistance shall indemnify and hold harmless those Participating Institutions whose involvement in the transaction or occurrence that is the subject of such claim, action, demand, or other proceeding is limited to execution of this Agreement. In addition, to the extent permitted by law, each Requesting Institution shall indemnify, defend and hold harmless those Assisting Institutions together with their employees, directors and officers (collectively, "indemnified parties"), from any claims, actions, demands or other proceedings, and the cost of defending such claims, arising from personal injury or property damage caused in whole or part by the indemnified parties' actions or failures to act while providing such assistance, excepting, however, any injury or damage caused by the gross negligence or intentional acts of such indemnified parties.

**11. Licenses, Certificate and Permit Portability** - If a person or entity holds a license, certificate or other permit evidencing qualification in a professional, mechanical or other skill and the assistance of that person or entity is requested by a Participating Institution, the person or entity shall be deemed to be licensed, certified or permitted



in the Requesting Institution subject to any limitations and conditions the Requesting Institution may prescribe and as permissible by law.

**12. Counterparts.** The Participating Institutions may execute this Agreement in one or more counterparts, with each counterpart being deemed an original Agreement, but with all counterparts being considered one Agreement.

**13. Term of Agreement** - This Agreement shall be effective as of the date indicated below and shall be automatically renewed annually.

**14. Modification** - No provision of this Agreement may be modified, altered, or rescinded by individual Participating Institutions to the Agreement. Modifications to this Agreement may be due to programmatic operational changes to support the Agreement. Modifications require a simple majority vote of the Participating Institutions. The Committee must provide written notice to all Participating Institutions of approved modifications to this Agreement. Approved modifications take effect 60 days after the date upon which notice is sent to the Participating Institutions.

**15. Termination** - Any Participating Institution may withdraw from the Agreement by providing thirty (30) days prior written notice.

**16. Severability** - The terms of this Agreement are severable such that if any term or provision is declared by a court of competent jurisdiction to be illegal, void, or unenforceable, the remainder of the provisions shall continue to be valid and enforceable.

**17. Execution.** Each party hereto has read, agreed to and executed this Agreement on the date indicated below.

**18. Governing Law.** The laws of the State of Texas, without regard to its conflict of laws provisions, will govern this Agreement.

Date: July 10, 2018

Institution Name / State: San Jacinto Community College District / Texas

Signed By: \_\_\_\_\_  
*Teri Zamora,*

Title: Vice Chancellor of Fiscal Affairs

**Action Item “XV”**  
**Regular Board Meeting July 9, 2018**

**Consideration of Approval of Interlocal Agreement with City of La Porte**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve an interlocal agreement between San Jacinto Community College District (SJCCD) and the City of La Porte.

**BACKGROUND**

In accordance with Subchapter B, Section 791.011 of the Texas Government Code and Chapter 271 of the Local Government Code, a governmental entity may enter into an interlocal contract with another governmental entity to perform governmental functions and services that each party to the contract is authorized to perform individually.

SJCCD and the City of La Porte are entering into this cooperative mutual aid agreement for the use of the party’s facilities in times of an emergency. Utilizing this agreement may allow the parties to share their respective facilities for back-up use to the other party in the event of an emergency requiring the temporary relocation and/or sheltering of essential personnel.

**IMPACT OF THIS ACTION**

The purpose of the interlocal agreement is to memorialize for the Parties who have facilities which would benefit the other Party as a back-up facility in the event of disasters as defined in Chapter 418 of the Texas Government Code and emergencies, including natural disasters, as described in other statutes and authorities, including, without limitation, Chapter 421 of the Texas Government Code.

**BUDGET INFORMATION**

None unless services exercised.

**MONITORING AND REPORTING TIMELINE**

The agreement shall remain in effect for one (1) year, commencing on the effective date of July 10, 2018, and terminating on July 9, 2019. The agreement will automatically renew annual for a duration of five (5) consecutive one-year periods, unless terminated in writing by either Party.

**ATTACHMENTS**

Attachment 1- Interlocal Agreement

**RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Ali Shah	281-998-6311	ali.shah@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

**INTERLOCAL AGREEMENT FOR BACK UP FACILITY DURING DISASTER OR EMERGENCY**

THE STATE OF TEXAS     §  
  §  
COUNTY OF HARRIS     §

THIS Interlocal Agreement for Back Up Facility During Disaster or Emergency (“Agreement”) is entered into this **10th** day of **July**, 2018 (“Effective Date”), by and between the City of La Porte, Texas, a municipal corporation, (“City”) and San Jacinto Community College District, a public community college school district organized under Chapter 130 of the Texas Education Code, (“District”). As used herein, the term “Party” shall mean the City or the District individually, and the term “Parties” shall mean the City and District collectively.

RECITALS

WHEREAS, the City and the District both are local governments or local governmental entities as defined in Sections 418.004(10) and 791.003(4) of the Texas Government Code; and

WHEREAS, Chapter 791 of the Texas Government Code (“Interlocal Cooperation Act”) is designed to increase the efficiency and effectiveness of local governments by permitting governmental entities to contract with one another through interlocal agreements to perform a service or governmental function that each Party is authorized to perform; and

WHEREAS, the City and the District share common boundaries; and

WHEREAS, City and District have facilities which would benefit the other Party as a back up facility in the event of disasters as defined in Chapter 418 of the Texas Government Code and emergencies, including natural disasters, as described in other statutes and authorities, including, without limitation, Chapter 421 of the Texas Government Code; and

WHEREAS, City and District have identified a need and desire to memorialize their agreement to share their respective facilities for back up use to the other Party in the event of an emergency requiring the temporary relocation and/or sheltering of essential personnel, as described in Applicable Law and determined by the City and the District and to include, without limitation, law enforcement officers, firefighters, paramedics, medical technicians, emergency management personnel, and other first responders, (individually and collectively, “Essential Personnel”).

NOW, THEREFORE, it is agreed between City and District as follows:

AGREEMENT

I.  
APPLICABLE LAW

As used herein, the term “Applicable Law” or “Applicable Laws” shall mean applicable federal, state, and local laws, implementing regulations, executive orders, and interpreting authorities including, but not limited to, those relating to emergency management, disaster response, and homeland security, to include the Texas Government Code, Chapter 418 and Texas Government Code, Chapter 421; those relating to the hiring, licensing, and conduct of Essential Personnel to include 37 Texas Administrative Code, Part 7; those relating to employee relations to include Title VI of the Civil Rights Act, Title VII of the Civil Rights Act, Title IX of the Education Amendments of 1974, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975; those relating to the access to and dissemination of information to include the Texas Public Information Act (Chapter 552 of the Texas Government Code) and the Family Educational Rights and Privacy Act of 1974; other laws as may be applicable to include the Texas Education Code, the Texas Administrative Code; and each Party’s policies and procedures as may be applicable to include building use policies, activities while on the other Party’s property, and emergency management plans and procedures.

The Parties agree to perform under this Agreement in compliance with all Applicable Laws.

II.  
GRANT OF USE OF FACILITIES

The City and District agree that upon the terms and conditions as set forth in this Agreement, one or more buildings and similar facilities under each Party’s authority and control may be used by the other Party as an alternate or backup facility for Essential Personnel as required for disaster assistance and response, to the extent such Essential Personnel are employed by or under contract with City or District in the event of an emergency and are acting within the course and scope of the employees’ assigned duties.

III.  
TERMS AND CONDITIONS OF USE OF FACILITIES

- 1) Disaster; Homeland Security Activity; Emergency. In the event of a “disaster,” as defined in Section 418.004(1) of the Texas Government Code; a “Homeland Security Activity,” as defined in Section 421.001(3) of the Texas Government Code; or other emergency defined as such in or a response to which the provision of a back up facility for the housing and staging of Essential Personnel is required, the Party who owns or controls the use of the back up facility will make that facility available under the following terms and conditions:
  - a. Determination of Facility. The Parties will confer and agree upon the facility that is in the best location and most suitable to provide services as described in this Agreement;

b. Amount of Space. The Parties will confer on the amount of space needed, including, a location within a building and the amount and location of storage that is required; and

c. Supplies and Equipment. Each Party will provide its own supplies and equipment needed for its Essential Personnel, such supplies and equipment to include, but are not limited to:

- i. Cots, bedding, and furniture required for that Party's Essential Personnel;
- ii. Food and supplies sufficient to provide for that Party's Essential Personnel;
- iii. Police protection for that Party's Essential Personnel;
- iv. Emergency medical technicians to provide medical attention for Essential Personnel; and
- v. Personnel to coordinate, manage, and supervise the area(s) being used by Essential Personnel.

2) Costs and Expenses. Costs and expenses will be allocated and paid as follows:

a. Each Party agrees to pay the wages, benefits, taxes, costs, and expenses associated with its own Essential Personnel.

b. After the first twelve (12) hour period of use, the Party using the other Party's facility ("Receiving Party") shall pay the Party who owns or is in control of that facility ("Host Party") all costs of the back up facility, including, without limitation, operation and maintenance of any equipment at the facility that is provided by the Host Party; building operation costs and expenses, such as utilities, maintenance, generators, sanitation, and security; and cost and expenses for any property damage caused by the presence of the Receiving Party at the Host Party's facility. During the first twelve (12) hours of use by the Receiving Party, the Host Party will be responsible for all expenses for the back up facility. Reimbursement of costs and expenses under this Section 2(b) shall be made by the Receiving Party within thirty (30) days of receipt of an invoice from the Host Party, which invoice will include copies of receipts and other reasonable documentation showing the costs and expenses incurred by the Host Party.

3) Duration of Use of the Facility. During the Term, in the event that a Receiving Party uses the Host Party's facility for back up housing and staging for deployment during a disaster or emergency, the duration of use will be for a reasonable amount of time under the circumstances but may be terminated by the Host Party in the event that the use by the Receiving Party impedes the Host Party's ability to re-open the facility for its own uses and the provision of services to its constituencies.

4) Insurance. Both City and District agree to carry insurance policies as may be required for its operations and participation under this Agreement, which policies will include the following:

a. WORKERS' COMPENSATION COVERAGE: Each Party shall obtain worker's compensation insurance or otherwise comply with all Applicable Laws under the Texas Labor Code, including the Texas Workers' Compensation Act, and shall be responsible for its own actions and those of its Essential Personnel.

b. **AUTOMOBILE LIABILITY COVERAGE:** Each Party shall obtain coverage for automobile accidents and liability as required under Applicable Law, including the Texas motor vehicle financial responsibility laws, and shall be responsible for its own actions and the actions of the Essential Personnel of that Party in the use of motor vehicles.

c. **GENERAL LIABILITY, PUBLIC OFFICIALS LIABILITY AND LAW ENFORCEMENT LIABILITY:** Each Party agrees to obtain or continue to carry its general liability, public official's liability, and law enforcement liability insurance, if applicable, or maintain a comparable self-insurance program and shall be responsible for the injury to persons and property damage caused by its own acts and omissions and the acts and omissions of the Essential Personnel of that Party.

d. **OTHER COVERAGE:** Each Party shall provide and maintain its standard packages of medical and death benefit insurance coverage for the Essential Personnel of that Party.

5) **Wages.** All personnel of a Party who are assigned, designated or ordered by their employer and/or its governing body to perform duties pursuant to this Agreement shall continue to receive the same wages, salary, pension, and other compensation and benefits for the performance of such duties, including injury or death benefits, disability payments, and workers' compensation benefits, as though the service had been rendered within the limits of the jurisdiction where the Essential Personnel are regularly employed.

#### IV. TERM

6) **Term.** The initial term of this Agreement shall commence on the Effective Date and expire on **July 9, 2019** ("**Initial Expiration Date**") (the period between the Effective Date and Initial Expiration Date being referred to herein as "**Initial Term**"). Notwithstanding the foregoing, this Agreement shall renew automatically for five (5) consecutive one-year periods (each a "**Renewal Term**" and collectively "**Renewal Terms**") unless and until either Party terminates this Agreement by giving the other Party thirty (30) days' written notice thereof. As used herein the term "**Term**" means the period from the Effective Date until the earlier of (a) the last day of the final Renewal Term; or (b) the effective date of termination in the termination notice given by a Party.

#### V. LIABILITY

7) **Immunity.** Pursuant to Section 421.062 of the Texas Government Code, except for the obligation to reimburse the Host Party as set forth in this Agreement, a Party that is providing a service under this Agreement is immune from civil liability that that arises from the furnishing of that service. Additionally, by entering this Agreement, neither Party, nor any member of that Party's governing board, its employees, volunteers, or agents, waives any immunity to which that

Party or any of its governing board, employees, volunteers, or agents is entitled under Texas or federal law.

VI  
MISCELLANEOUS PROVISIONS

8) Miscellaneous Provisions.

a. Governing Law. The laws of the State of Texas, without regard to its conflict of laws provisions, will govern this Contract, its construction, and the determination of any rights, duties, obligations, and remedies of the Parties arising out of or relating to this Agreement.

b. Headings and Captions. The headings and captions appearing in this Agreement have been included only for convenience and shall not affect or be taken into account in the interpretation of this Agreement.

c. Entire Agreement. The terms and conditions of this Agreement, including the Recitals and any exhibits, which are incorporated herein, constitute the entire agreement between the Parties with respect to the subject matter set forth herein and supersede all prior discussions and agreements, whether verbal or written.

d. Severability. The Parties intend that each provision hereof constitute a separate agreement between or among them. Accordingly, the provisions hereof are severable and in the event that any provision of this Agreement shall be deemed invalid or unenforceable in any respect by a court of competent jurisdiction, the remaining provisions hereof will not be affected, but will, subject to the discretion of such court, remain in full force and effect, and any invalid or unenforceable provision will be deemed, without further action on the part of the Parties, amended and limited to the extent necessary to render the same valid and enforceable and reflect the intent of the Parties.

e. Amendments. This Agreement may not be altered, amended, modified, or supplemented except in a written document executed by both Parties.

f. No Assignments. Neither Party may assign or delegate any rights or obligations under this Agreement without the prior written consent of the other Party, which consent may be withheld in that Party's sole discretion. Any attempt at assignment in contravention of this prohibition shall be void.

g. No Third Party Beneficiaries. This Agreement is made for the sole benefit of the City and the District and their respective successors and permitted assigns. Nothing in this Agreement will create or be deemed to create a relationship between the parties to this Agreement and any third person, including a relationship in the nature of a third-party beneficiary or fiduciary.

h. Counterparts; Electronic Signatures and Transmission. This Agreement may be executed in identical counterparts, each of which shall be deemed an original for all purposes, but all of which shall constitute one instrument; provided each of the Parties hereto executes at least

Attachment 1

one counterpart. A facsimile or other electronic signature to this Agreement shall be sufficient to prove the execution hereby by any Party. The Parties consent to the transmission of copies of this Agreement and any documents related to this Agreement by electronic means and intend that the Texas Electronics Transaction Act will apply to this transaction.

This Interlocal Agreement for Back Up Facility During Disaster or Emergency is executed as of the Effective Date of **July 10, 2018**:

SAN JACINTO COMMUNITY COLLEGE DISTRICT

By: \_\_\_\_\_  
Brenda Hellyer, Ed.D,  
Chancellor

CITY OF LA PORTE, TEXAS

By: \_\_\_\_\_  
Louis R. Rigby, Mayor

ATTEST:

\_\_\_\_\_  
Patrice Fogarty  
City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Clark T. Askins  
Assistant City Attorney



**Action Item “XVI”**  
**Regular Board Meeting July 9, 2018**

**Consideration of Approval of Annexation of Territory Owned by the City of Houston  
at Ellington Field Located in the Clear Creek ISD Taxing District**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the annexation of territory owned by the City of Houston (“City”) in City-owned Ellington Field located in the Clear Creek Independent School District (“Clear Creek ISD”).

**BACKGROUND**

The property is described as the portion of the City-owned Ellington Field located in the Clear Creek ISD non-taxing portion of the College which is adjacent to the Ellington Field property located in the Pasadena Independent School District (Pasadena ISD) taxing portion of the College. The College’s service area encompasses Ellington Field entirely, but a portion of the service area is in the College’s taxing district, and a portion is not. Specifically, the portion in Clear Creek ISD is not in the College’s taxing district.

The intended benefit of the proposed annexation will be, as requested by the City of Houston Airport System (HAS), to provide training for the space port and emerging technologies companies located, currently and in the future, at Ellington Field. The development of Ellington Field as a space port and emerging technologies hub is a strategic focus area for HAS, the Greater Houston Partnership, and the Bay Area Houston Economic Partnership (BAHEP).

It is intended that HAS investment, industry partnerships, economic development efforts, and grant opportunities will be utilized to continue to develop the space port and emerging technologies efforts at Ellington Field. A team of College, BAHEP, and HAS leadership have researched and visited six sites to determine anticipated training programs required. Anticipated programs are advanced manufacturing, exotic metals welding, composites building, robotics, unmanned aerial vehicle, and avionics electronics, but the final development will be based on industry needs. Currently, an industry group led by San Jacinto College and BAHEP is evaluating requirements.

The College, BAHEP, and HAS believe enhanced training capacity for this sector of the workforce is required for industry recruitment, retention, and growth. As HAS and BAHEP continue to recruit businesses to Ellington Field and for building capacity of facilities, training programs, and operations at Ellington Field, it is most advantageous to modify the lines of the College’s taxing district to include the Clear Creek ISD portion of Ellington Field.

**IMPACT OF THIS ACTION**

Section 130.063 (a)(2), (b) of the Texas Education Code provides that a territory may be annexed to a junior college district by contract if the territory is located in the service area of the annexing district and the territory is located wholly within a single school district, county, or municipality.

Pursuant to Section 130.064 of the Texas Education Code, in order to effect an annexation of territory by contract, all property owners of property situated in the territory proposed for

**Action Item “XVI”**  
**Regular Board Meeting July 9, 2018**

**Consideration of Approval of Annexation of Territory Owned by the City of Houston  
at Ellington Field Located in the Clear Creek ISD Taxing District**

annexation shall sign a petition requesting annexation and present such petition to the governing board of the junior college district. If the governing board deems the annexation to be in the best interest of the district, it may affect the annexation by entering into an order authorizing the annexation of the territory by contract and then entering into a written agreement with the all entities owning property within the territory.

The Clear Creek ISD Board of Trustees approved and executed a resolution and order in support of this plan at its June 25, 2018 meeting. That resolution along with a resolution from San Jacinto Community College District will be submitted to HAS and the City in support of its action. A petition ordinance has been drafted for the City, and it is anticipated that such request will be presented to the City’s Council in the near future.

Additionally, Pasadena ISD was notified through its superintendent of the resolutions and actions requested. There is no effect on Pasadena ISD, thus no further action or clarification was needed or requested.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The inclusion of the City property into the taxing district of the service area of the College will have no tax effect because there are no residents in Ellington Field and the sole property owner, the City, is tax exempt.

**MONITORING AND REPORTING TIMELINE**

The annexation approval process between the City and the College is expected to be completed within sixty (60) calendar days. The College’s legal counsel has been and will continuing working with the City’s attorney on the annexation approval process.

**ATTACHMENTS**

Attachment 1 – Resolution by the Board of Trustees of San Jacinto Community College District Authorizing the Annexation of Territory Owned by the City of Houston in City-Owned Ellington Field Located in the Clear Creek Independent School District Non-Taxing Portion of the College

Attachment 2 – Resolution and Order By the Board of Trustees of the Clear Creek Independent School District In Support of the San Jacinto Community College District

**RESOURCE PERSONNEL**

Brenda Hellyer	281-998-6100	brenda.hellyer@sjcd.edu
Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Teri Crawford	281-998-6151	teri.crawford@sjcd.edu

RESOLUTION

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
SAN JACINTO COMMUNITY COLLEGE DISTRICT  
APPROVING THE ANNEXATION OF TERRITORY OWNED BY THE CITY OF  
HOUSTON IN CITY-OWNED ELLINGTON FIELD LOCATED IN THE CLEAR CREEK  
INDEPENDENT SCHOOL DISTRICT NON-TAXING PORTION OF THE COLLEGE  
DISTRICT

**WHEREAS**, the San Jacinto Community College District (“College”) requests that the City of Houston (“City”) approve the annexation of territory owned by the City in City-owned Ellington Field located in Clear Creek Independent School District (“Clear Creek ISD”), a non-taxing portion of the College; and,

**WHEREAS**, the property is described as the portion of the City-owned Ellington Field located in the Clear Creek ISD, a non-taxing portion of the College which is adjacent to the Ellington Field property located in the Pasadena Independent School District (Pasadena ISD), a taxing portion of the College; and,

**WHEREAS**, the College’s service area encompasses Ellington Field entirely, but the portion of the Ellington Field area located in Clear Creek ISD is not in the College’s taxing district; and,

**WHEREAS**, the development of Ellington Field as a space port and emerging technologies hub is a strategic focus area for the City of Houston Airport System (HAS), the Greater Houston Partnership, and the Bay Area Houston Economic Partnership (BAHEP); and,

**WHEREAS**, the intended benefit of the proposed annexation will be, as requested by the HAS, to provide training for the space port and emerging technologies companies located, currently and in the future, at Ellington Field; and,

Attachment 1

**WHEREAS**, Section 130.063 (a)(2), (b) of the Texas Education Code provides territory may be annexed to a junior college district by contract if the territory is located in the service area of the annexing district and the territory is located wholly within a single school district, county, or municipality; and,

**WHEREAS**, Section 130.064 of the Texas Education Code provides that, to effect an annexation of territory to a junior college district by contract, all property owners of all property situated in the territory proposed for annexation shall sign a petition requesting annexation and present such petition to the governing board of the junior college district; and,

**WHEREAS**, the inclusion of the remainder of the City-owned Ellington Field within the taxing district portion of the service area of the College will have no tax effect on the City because there are no residents in Ellington Field and the sole property owner, the City, is tax-exempt; and,

**WHEREAS**, the College has obtained a Resolution and Order By the Board of Trustees of the Clear Creek Independent School District In Support of the San Jacinto Community College District on the proposed annexation of territory owned by the City in City-owned Ellington Field located in Clear Creek ISD, such Resolution and Order is dated June 25, 2018; and,

**WHEREAS**, Section 130.064 of the Texas Education Code provides that the governing board of the junior college district, if it deems the annexation to be in the best interest of the district, may effect the annexation by entering its order authorizing the annexation of the territory by contract and then entering into a written agreement duly executed and acknowledged by all persons, corporations, and entities owning property within the territory; and,

**WHEREAS**, the Board of Trustees for the San Jacinto Community College District, as the governing board of the College, deems the annexation of the City-owned Ellington Field in the

Attachment 1

Clear Creek ISD non-taxing portion of the College to be in the best interest of the College and authorizes through order the annexation of the territory by contract with the City of Houston; and,

THEREFORE, BE IT RESOLVED AND ORDERED BY THE BOARD OF TRUSTEES OF SAN JACINTO COMMUNITY COLLEGE DISTRICT:

Section 1. That the facts and recitations set forth in the preamble of this resolution be, and they are hereby, adopted, ratified, and confirmed.

Section 2. That San Jacinto Community College District does hereby approve the annexation of territory owned by the City of Houston in City-owned Ellington Field located in the Clear Creek Independent School District, the non-taxing portion of the San Jacinto College District.

Section 3. That the presiding officer be, and he or she is hereby, authorized and directed to deliver or cause to be delivered an executed or certified copy of this resolution to the City of Houston Attorney and the City of Houston Airport System, and other parties as required by the City of Houston.

PASSED AND APPROVED this 9th day of July, 2018.

\_\_\_\_\_  
Chair, Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees

**RESOLUTION AND ORDER**  
**By the Board of Trustees of the**  
**CLEAR CREEK INDEPENDENT SCHOOL DISTRICT**  
**In Support of the San Jacinto Community College District**

**WHEREAS**, the San Jacinto Community College District (“College”) seeks the support of the Clear Creek Independent School District (“District”) for a proposed annexation of territory owned by the City of Houston (“City”) in City-owned Ellington Field to the College for junior college purposes; and

**WHEREAS**, such support by the District of the proposed annexation of City territory to the College is not a requirement under the statutory scheme for annexation of territory to a junior college district by contract with a property owner; rather, the College represents to the District that they seek this resolution to show broad-based support in the local educational community for the benefits the proposed annexation is intended to bring; and

**WHEREAS**, the College represents to the District that the intended benefit of the proposed annexation is training the College is expected to provide, as requested by the City, for an aviation workforce program at City facilities located at Ellington Field, and which the City and College believe requires improved funding to maximize training resources; and,

**WHEREAS**, the College represents to the District that improved funding will occur if the Ellington Field facilities where the training will occur are located in the taxing district portion of the College’s service area because of the tuition funding formula applicable to the College; and,

**WHEREAS**, the College represents to the District that College encompasses Ellington Field entirely, but a portion of the service area is in the taxing district of the College and a portion is not; and,

**WHEREAS**, the College represents to the District that the facilities most advantageous for the training program are located in the portion of the College service area which is outside the taxing district portion, and this non-taxing district portion is within the District's boundaries; and,

**WHEREAS**, the College represents to the District that inclusion of the City within the taxing district portion of the service area of the College will have no tax effect because there are no residents in Ellington Field and the sole property owner, the City, is tax-exempt; and,

**WHEREAS**, Section 130.063 (a)(2), (b) of the Texas Education Code provides territory may be annexed to a junior college district by contract if the territory is located in the service area of the annexing district and the territory is located wholly within a single school district, county, or municipality; and

**WHEREAS**, Section 130.063 (c) of the Texas Education Code provides territory may not be annexed to a junior college district by contract when the territory is included in the boundaries of another junior college district; and

**WHEREAS**, Section 130.063 (d) of the Texas Education Code provides that a junior college district may not annex territory under this section if a campus of the Texas State Technical College System is located within the county in which the territory is located and outside the junior college district; and,

**WHEREAS**, Section 130.064 of the Texas Education Code provides that, to effect an annexation of territory to a junior college district by contract, all property owners of all property situated in the territory proposed for annexation shall sign a petition requesting annexation and present such petition to the governing board of the junior college district; and,

**WHEREAS**, Section 130.064 of the Texas Education Code provides that the governing board of the junior college district, if it deems the annexation to be in the best interest of the district, may effect the annexation by entering its order authorizing the annexation of the territory by contract and then entering into a written agreement duly executed and acknowledged by all persons, corporations, and entities owning property within the territory; and,

**WHEREAS**, the College represents to the District that the territory of the portion of Ellington Field proposed for annexation is not included in the boundaries of another junior college district, does not contain a campus of the Texas State Technical College System within the county in which the territory is located and outside the junior college district, and this territory is located wholly within a single school district, county, or municipality.

**THEREFORE, BE IT RESOLVED AND ORDAINED BY THE BOARD OF TRUSTEES OF THE CLEAR CREEK INDEPENDENT SCHOOL DISTRICT THAT:**

1. All of the above paragraphs are incorporated into and made part of this Resolution and Order.
2. The Board of Trustees of the Clear Creek Independent School District supports the proposed annexation of territory owned by the City of Houston in Ellington Field to the San Jacinto Community College District for junior college purposes.

**PASSED, APPROVED AND ADOPTED** this 25 day of June, 2018.



CLEAR CREEK INDEPENDENT SCHOOL  
DISTRICT



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President, Board of Trustees



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Vice President, Board of Trustees

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve modifications to the College's incidental, lab, liability insurance, and course fee schedule to be effective for the Fall 2018 semester.

## **BACKGROUND**

The proposed fee changes have been reviewed and approved by the instructional deans over the program areas and Martha Robertson, Curriculum Chair.

New fees are either due to new course offerings or additional course requirements that necessitated establishment of new fees. Fee modifications result from either increased or reduced lab requirements, changes in accreditation requirements, or increases in certification fees charged on a headcount basis.

## **IMPACT OF THIS ACTION**

Adoption of the fee recommendations will establish new course fees. The fees will become effective in the Fall 2018 semester.

## **BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The recommended fee changes do not impact the current 2017-2018 budget. Revenue for net impact of fees changes will be included in the 2018-2019 budget. There are no staffing implications to this recommendation.

## **MONITORING AND REPORTING TIMELINE**

Review of curriculum and course fees occurs on an annual basis.

## **ATTACHMENTS**

Attachment 1 – Proposed New Course Fees

## **RESOURCE PERSONNEL**

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Van A. Wigginton	281-542-2000	van.wigginton@sjcd.edu
Teri Zamora	281-998-6306	teri.zamora@sjcd.edu

Attachment 1 – Proposed New Course Fees

Proposed New Course Fees for Fall 2018 Curriculum Process

SUBJECT	COURSE NUMBER	COURSE TITLE	DEPARTMENT	PROPOSED LAB FEE	PROPOSED INCIDENTAL FEE	COURSE FEE per SCH	LIABILITY INSURANCE FEE	EFFECTIVE TERM	Estimated number of Students for 201910	RATIONALE (Ex. Correction)
CVTT	1260	Clinical - CV Technology/Technologist	Invasive Cardiovascular Technology		15.00	5.00	7.00	201910	none	New Course, Add incidental fee for dosimeter badge.
CVTT	2361	Clinical - CV Technology/Technologist	Invasive Cardiovascular Technology		15.00	5.00	7.00	201910	none	New Course, Add incidental fee for dosimeter badge.
RADR	1411	Basic Radiographic Procedures	Medical Imaging: Medical Radiography		20.00	5.00		201910	36	Add Radiography Badge fee to existing course, removed from RADR 1166.
RSPT	1329	Respiratory Care Fundamentals I	Respiratory Care	24.00		5.00		201910	25	New Course, Add lab fee for lab operational supplies.
RSPT	1331	Respiratory Care Fundamentals II	Respiratory Care	24.00		5.00		201910		New Course, Add lab fee for lab operational supplies.
RSPT	2371	Mechanical Ventilation II	Respiratory Care	24.00		5.00		201910		New Course, Add lab fee for lab operational supplies.
RSPT	1101	Introduction to Respiratory Care	Respiratory Care			5.00		201910	36	New Course.
RSPT	1160	Respiratory Care Clinical	Respiratory Care			5.00	7.00	201910		New Course.
RSPT	1225	Respiratory Care Sciences	Respiratory Care			5.00		201910	25	New Course.
RSPT	1360	Respiratory Care Clinical I	Respiratory Care			5.00	7.00	201910		New Course.
RSPT	2217	Respiratory Care Pharmacology	Respiratory Care			5.00		201910		New Course.

**Action Item “XVIII”**  
**Regular Board Meeting July 9, 2018**

**Consideration of Approval to Rescind Policy VI-X: Policy on Undocumented Immigrants**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees rescind Policy VI-X: Policy on Undocumented Immigrants.

**BACKGROUND**

Texas House Bill 1403 (HB 1403) passed the Texas State Legislature in 2001 and amended the Texas Education Code Section 54.052(j) enabling students, including those who were undocumented, to qualify as Texas residents and pay in-state tuition at public colleges and universities in the State of Texas. In 2005, the Texas State Legislature approved Senate Bill 1528 (SB 1528) which helped clarify House Bill 1403. Additionally, the Texas Higher Education Coordination Board (THECB) has established rules and regulations governing Texas residency for higher education. THECB has established a set of core residency questions, including an affidavit, which students complete and are utilized by the institutions of higher education to determine residency status.

**IMPACT OF THIS ACTION**

San Jacinto College and all state institutions of higher education must comply with a multitude of federal and state laws and mandates. While the College operates in accordance with the required Education Code Sections (54.052 through 55.056), this policy is inconsistent with current state statutes. Rescission of this policy will ensure compliance with legislative mandates and eliminate any confusion on appropriate legal requirements.

Because this area is mandated by the Texas Education Code, it is recommended that this policy be rescinded on first reading with no College input period.

**BUDGET INFORMATION**

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

The Board will be notified of any changes that require its action.

**ATTACHMENTS**

Attachment 1 – Policy VI-X: Policy on Undocumented Immigrants  
Attachment 2 – THECB Residency and In-State Tuition Overview

**RESOURCE PERSONNEL**

Brenda Hellyer            281-998-6100            [brenda.hellyer@sjcd.edu](mailto:brenda.hellyer@sjcd.edu)

# Policy VI-X: Policy on Undocumented Immigrants

It is the policy of the San Jacinto College District to permit undocumented immigrants who attended a high school within the State of Texas and resided in the State of Texas for the twelve consecutive months immediately prior to the expected date of enrollment to enroll and be subject to the tuition rate applicable to residents of the State of Texas. Other undocumented immigrants who meet academic admission requirements will be permitted to enroll but will be subject to the tuition rate applicable to non-U.S. citizens.

<b>Policy #:</b>	<b>VI-X</b>
<b>Policy Name:</b>	<b>Policy on Undocumented Immigrants</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>August 8, 2000</b>
<b>Revision/Reviewed Date:</b>	
<b>Effective Date:</b>	<b>August 8, 2000</b>
<b>Associated Procedure:</b>	



# OVERVIEW

## Residency and In-State Tuition

### Who pays in-state tuition?

Persons classified as residents for higher education purposes under Texas law may pay in-state tuition. Although the State of Texas does not have any programs specifically for undocumented students, some undocumented persons are among those who are eligible for in-state tuition under current residency statutes. The residency statutes for higher education purposes have evolved somewhat over the past 7 years.

### What is House Bill 1403 (passed by the 77th Texas Legislature in 2001)?

House Bill 1403 granted certain non-immigrant students, including undocumented students, access to in-state tuition rates at Texas public institutions of higher education and state financial aid. To qualify, the bill required students to have:

- resided in Texas with a parent or guardian while attending high school in Texas,
- graduated from a public or private high school or received a GED in Texas,
- resided in Texas for the three years leading to graduation or receipt of a GED, and
- provided their institutions a signed affidavit indicating an intent to apply for permanent resident status as soon as able to do so.

The bill passed and was codified as Texas Education Code (TEC) 54.052(j).

### What were the implications of HB 1403?

This law allowed individuals who were not permanent residents or citizens of the United States to be classified as residents for higher education purposes if they met the requirements outlined above and provided their institutions an affidavit indicating they would apply for permanent residence as soon as they were eligible to do so.

Numerous visas issued by the federal government allow *documented* individuals to reside in the United States. If these individuals met the requirements outlined above, they were residents of Texas by state law. Undocumented students also could be classified as residents if they met those requirements.

### Were there any legal problems with HB 1403?

During the years when TEC 54.052(j) was in effect, there were claims made that it was unconstitutional and could be the basis of a lawsuit since it allowed certain individuals to be treated differently than others. This situation changed with the passage of SB 1528, 79th Texas Legislature, Regular Session, effective September 1, 2005. This bill repealed the old residency statutes, including TEC 54.052(j), applicable to students beginning in spring 2006.

### What is Senate Bill 1528 (passed by the 79th Texas Legislature, Regular Session, in 2005)?

Senate Bill 1528 amended the provisions of House Bill 1403 so that they applied to all individuals who had lived in Texas a significant part of their lives. Citizens, Permanent Residents and certain non-immigrant students could establish a claim to residency following its provisions. To qualify, the individual must have:

- lived in Texas the 3 years leading up to high school graduation or the receipt of a GED; and

- o resided in Texas the year prior to enrollment in an institution of higher education (which could overlap the 3-year period).

In addition, if the student was not a U.S. Citizen or Permanent Resident, he/she had to file an affidavit with his/her institution, indicating an intent to apply for Permanent Resident status as soon as able to do so. The bill passed and was codified as TEC 54.052 through 54.056.

### **What are the implications of SB 1528?**

As with House Bill 1403, the new statute, passed in 2005, allows certain international students to establish a claim to residency for higher education purposes. In addition, it allows US Citizens or Permanent Residents to establish an independent claim to residency based on graduation from high school or the completion of its equivalent after residing in the state for at least 36 months. The fact that this provision applies to all high school graduates relieves the state of any threat of a law suit based on preferential treatment. More importantly, it allows high school graduates to establish their own basis of residency by having lived here for the three years leading up to graduation.

In the past, students born and raised in Texas but whose parents moved out of state before they had enrolled in college were statutorily classified as nonresidents, whether they had ever lived outside the state or not. Students raised by grandparents or other family members who had never gone to court to acquire legal custody were considered residents of the state in which their biological parents lived, whether or not those parents were in any way involved in their upbringing. The new provisions of TEC 54.052(a)(3) enable these students, and all other students who graduate from high school in Texas under the prescribed conditions, to be classified as residents and allow them to enroll while paying the resident tuition rate. It is important to note that the statute indicates these students are not nonresidents who are getting to pay the resident rate due to a waiver of nonresident tuition. They are classified as *bone fide* residents under current statutes.

### **How many students has this affected?**

The number of students qualifying under these provisions is relatively small. The full population of students reported as residents under the residency provisions of TEC 54.052(a)(3) totaled 9,062 students in fall 2007. The state's public institution total enrollment that term was 1,102,572. Therefore, the TEC 54.052(a)(3) students represented slightly more than eight tenths of one percent of the public institution enrollment.

**For more information:** Office of External Relations  
Texas Higher Education Coordinating Board  
[er@thecb.state.tx.us](mailto:er@thecb.state.tx.us)  
[www.thecb.state.tx.us/Agency/Topics.cfm](http://www.thecb.state.tx.us/Agency/Topics.cfm)  
(512) 427-6111

**Action Item "XIX"**  
**Regular Board Meeting July 9, 2018**

**Consideration of Approval of Policy #: Student Conduct and Discipline – First Reading  
(Information Only)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a revised policy on Student Conduct and Discipline. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered. New numbering will be added prior to the second reading.

**BACKGROUND**

This purpose of this policy is to uphold that students must abide by the rules, regulations and accepted practices established by the College and that are established by local, state, and federal government entities while they conduct business on any of the college campuses. Should students violate these rules, regulations, and practices, students will be subject to investigation and may receive a disciplinary penalty. Procedures were developed to support the new policy and are provided to the Board for informational purposes.

**IMPACT OF THIS ACTION**

This policy and associated procedures were sent to the College community on July 2, 2018. Comments will be reviewed, and any changes, if appropriate, will be addressed prior to the Board's second reading which is anticipated on August 6, 2018.

**BUDGET INFORMATION**

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

The Board will be notified of any changes that require its action.

**ATTACHMENTS**

Attachment 1 – Summary of Changes

Attachment 2 – Policy VI-O, General Policy on Student Conduct and Discipline (current policy)

Attachment 3 - Policy ##, Student Conduct and Discipline (proposed policy)

Informational items only:

Attachment 4 - Procedure ##, Student Conduct and Discipline (proposed procedures)

**RESOURCE PERSONNEL**

Laurel Williamson

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## Policies and Procedures Summary of Changes

New Policy Number: *To be determined by the Chancellor's Office*

Proposed Policy Name: **Student Conduct and Discipline**

Current Policy Number/Name: Policy VI-O General Policy on Student Conduct and Discipline

New Procedure Number: *To be determined by the Chancellor's Office*

Proposed Procedure Name(s): **Student Conduct and Discipline**

Current Procedure Number(s)/Name(s): N/A

Action Recommended for Policy: Revision

Action Recommended for Procedures: New

Web Links: <http://www.sanjac.edu/policy-vi-o-general-policy-student-conduct-and-discipline>

Primary Owner: Laurel Williamson, Deputy Chancellor & President

Secondary Owner: Joanna Zimmermann, Associate Vice Chancellor, of Student Services

### Summary of Changes:

- The current policy needed to be updated to be consistent with current practices, language and terminology.
- The revision to current policy and the new proposed procedures directs students to both the Student Handbook and the specific instructional program handbooks that address student conduct.
- The proposed procedure identifies the different types of complaints that are reportable.

# Policy VI-O: General Policy on Student Conduct and Discipline

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. A primary responsibility of the college administration is to provide an environment that is conducive to free and open inquiry, the pursuit of wisdom, and the acquisition of knowledge, skills, attitudes, and values that will result in ethically sensitive, responsible, and productive individuals. Self-discipline and a respect for the rights of others in the larger community are necessary for the fulfillment of such a goal. Accordingly, the college administration shall establish rules and regulations to guide and govern the interactions of the members of the college community. Students, having voluntarily enrolled in the College, are expected to abide by the rules, regulations, and accepted practices of the College until such time as they may be changed by orderly procedure.

Students at the College neither lose the rights nor escape the responsibilities of citizenship. Students are expected to obey both the penal and civil statutes of the local, state, and federal government; to conduct themselves in accordance with the policies and procedures of the San Jacinto College District Board of Trustees, administrative rules and regulations; and to observe standards of conduct appropriate for an academic institution. Students may be disciplined by the College for violating these standards of conduct on the campus or in connection with an institution-oriented activity, even if they may also be penalized by civil authorities for the same act. Institutional disciplinary penalties should not, however, be used merely to duplicate the penalties imposed by civil authority. Institutional disciplinary penalties may include, but not be limited to, disciplinary probation; restitution; suspension of rights and privileges; suspension from the College or an educational program; expulsion from the College or an educational program; revocation of degree and withdrawal of diploma; and fines.

The college administration shall promulgate and publish in the student handbook clear and specific standards of student conduct considered essential to protect and preserve the educational purpose, scholastic integrity, and facilities of the College. The rules and regulations providing for the administration of discipline shall assure timely disposition of allegations of misconduct, procedural fairness, and due process. Procedural safeguards shall be observed so as to protect students from unfair imposition of arbitrary or capricious penalties and shall further assure that students charged with misconduct are informed of the nature of the charges, and are given an opportunity to appeal decisions affecting their status with the College.

<b>Policy #:</b>	<b>VI-O</b>
<b>Policy Name:</b>	<b>General Policy on Student Conduct and Discipline</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>March 2, 1981</b>
<b>Revision/Reviewed Date:</b>	<b>May 2, 1994; February 6, 2008; June 3, 2013</b>
<b>Effective Dates:</b>	<b>March 2, 1981; May 2, 1994; February 6, 2008; June 4, 2013</b>
<b>Associated Procedure:</b>	<b>6-4, 6-4-a, 6-4-b</b>

## **Policy #, Student Conduct and Discipline**

### **Purpose**

The purpose of this policy is to uphold that students must abide by the rules, regulations and accepted practices established by the College and that are established by local, state, and federal government entities while they conduct business on any of the college campuses. Should students violate these rules, regulations, and practices, students will be subject to investigation and may receive a disciplinary penalty.

### **Policy**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. A primary responsibility of the college administration is to provide an environment that is conducive to free and open inquiry, the pursuit of wisdom, and the acquisition of knowledge, skills, attitudes, and values that will result in ethically sensitive, responsible, and productive individuals. Self-discipline and a respect for the rights of others in the larger community are necessary for the fulfillment of such a goal. Accordingly, the college administration shall establish rules and regulations to guide and govern the interactions of the members of the college community. Students, having voluntarily enrolled in the College, are expected to abide by the rules, regulations, and accepted practices of the College until such time as they may be changed by orderly procedure.

Students at the College neither lose the rights nor escape the responsibilities of citizenship. Students are expected to obey both the penal and civil statutes of the local, state, and federal government; to conduct themselves in accordance with the policies and procedures of the San Jacinto College District Board of Trustees, administrative rules and regulations; and to observe standards of conduct appropriate for an academic institution. Students may be investigated by the College for allegedly violating these standards of conduct on the campus or in connection with an institution-oriented activity, even if they may also be penalized by civil authorities for the same act. Institutional disciplinary penalties should not, however, be used merely to duplicate the penalties imposed by civil authority. Institutional disciplinary penalties may include, but not be limited to: disciplinary probation, restitution, suspension of rights and privileges, suspension from the College or an educational program, expulsion from the College or an educational program, or revocation of degree and withdrawal of diploma. Students and other interested parties should refer to the Student Handbook for clear and specific standards of student conduct as well as the related investigatory and appeal rights. Additionally, students should refer to the respective instructional area handbooks or manuals that state clear standards and processes regarding student conduct for specific instructional programs.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

### **Associated Procedures**

Procedure #, Student Conduct and Discipline

Attachment 3 – Proposed Policy

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Date of Board Approval	Anticipated August 6, 2018
Effective Date	Anticipated August 7, 2018
Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, Student Services

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**Procedure #, Student Conduct and Discipline**

**Associated Policy**

Policy #, Student Conduct & Discipline

**Procedures**

San Jacinto College publishes clear and specific standards of student conduct considered essential to protect and preserve the educational purpose, scholastic integrity, and facilities of the College. These standards are found in the Student Handbook. The standards assure timely disposition of allegations of misconduct, procedural fairness, and due process. Procedural safeguards shall be observed so as to protect students from unfair imposition of arbitrary or capricious penalties and shall further assure that students charged with misconduct are informed of the nature of the charges, and are given an opportunity to appeal decisions affecting their status with the College.

Students should refer to the Code of Student Conduct in the Student Handbook for specific processes on reporting violations of the code of student conduct and information about the related investigative, hearing, and appeal processes. Interested parties should refer to the complaint procedures found in the Student Handbook that relate to definitions, reporting processes, and appeal rights for complaints regarding general complaints, discriminatory harassment complaints, and sexual misconduct complaints. Students and staff are encouraged to report complaints online. Additionally, students and other interested parties should refer to the respective instructional area handbooks or manuals that state clear standards and processes regarding student conduct for specific instructional programs.

Date of SLT Approval	June 28, 2018
Effective Date	Anticipated August 7, 2018
Associated Policy	Policy #, Student Conduct & Discipline
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services

**Consideration of Approval of Policy #: Student Complaints – First Reading (Information Only)**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a new policy on Student Complaints. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered. New numbering will be added prior to the second reading.

**BACKGROUND**

This policy will serve the purpose of formally informing students and employees about complaint processes related to the Code of Student Conduct and Complaint Processes, including: harassment, discrimination, sexual misconduct, general student complaints, grade appeals, and financial aid appeals. Procedures were developed to support the new policy and are provided to the Board for informational purposes.

**IMPACT OF THIS ACTION**

This policy and associated procedures were sent to the College community on July 2, 2018. Comments will be reviewed, and any changes, if appropriate, will be addressed prior to the Board's second reading which is anticipated on August 6, 2018.

**BUDGET INFORMATION**

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

The Board will be notified of any changes that require its action.

**ATTACHMENTS**

Attachment 1 – Summary of Changes

Attachment 2 – Policy ##, Student Complaints (proposed policy)

Informational items only:

Attachment 3 - Procedure ##, Student Complaints (proposed procedures)

**RESOURCE PERSONNEL**

Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

## Policies and Procedures Summary of Changes

New Policy Number: *To be determined by the Chancellor's Office*

Proposed Policy Name: **Student Complaints**

Current Policy Number/Name: N/A

New Procedure Number: *To be determined by the Chancellor's Office*

Proposed Procedure Name(s): **Student Complaints**

Current Procedure Number(s)/Name(s): n/a

Action Recommended for Policy: New

Action Recommended for Procedures: New

Primary Owner: Deputy Chancellor & President

Secondary Owner: Associate Vice Chancellor, Student Services

### Summary of Changes:

- A new policy was proposed to meet an anticipated SACS-COC requirement of a policy on student complaints.
- This policy identifies the different types of complaints that can be reported by students and directs students to the appropriate processes.
- The policy and procedure represent practices that have been continuously and consistently reviewed and approved by Lisa Brown and utilized everyday by the following areas, including but not limited to: Compliance & Judicial Affairs, Human Resources, the Financial Aid offices, and the Campus Police Department.
- There are many reasons why a student would report a complaint, and this policy seeks to categorize the different types of complaint processes that exist at the College.

**Policy #, Student Complaints**

**Purpose**

This policy will serve the purpose of formally informing students and employees about complaint processes related to the Code of Student Conduct and Complaint Processes, including: harassment, discrimination, sexual misconduct, general student complaints, grade appeals, and financial aid appeals.

**Policy**

San Jacinto College maintains effective, reasonable, formal processes for resolving written student complaints and steps for appealing decisions resulting from the complaints. These processes are published in the Catalog, the Student Handbook, and on the College website for addressing complaints related to code of student conduct violations (including harassment), discrimination, sexual misconduct, general student complaints, grade appeals, and financial aid appeals.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

**Associated Procedures**

Procedure #, Students Complaints

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Date of Board Approval	Anticipated August 6, 2018
Effective Date	Anticipated August 7, 2018
Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, Student Services

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## **Procedure #, Student Complaints**

### **Associated Policy**

Policy #, Student Complaints

### **Procedures**

Specific procedures exist for students related to reporting complaints. Complaints related to violations of the Code of Student Conduct (including harassment) should be reported to the Compliance & Judicial Affairs Office by submitting an Online Incident Report. Specific processes and definitions related to reporting Code of Student Conduct violations can be found on the College website and in the Student Handbook.

Complaints related to discrimination or discriminatory harassment should be reported to the Compliance & Judicial Affairs Office by submitting an Online Incident Report. Specific processes and definitions related to reporting these complaints can be found on the College website, in the Student Handbook, and in the College Catalog.

Complaints related to sexual misconduct should be reported to the Compliance & Judicial Affairs Office by submitting an Online Incident Report. Specific processes and definitions related to reporting these complaints can be found on the College website, in the Student Handbook, and in the College Catalog.

Complaints reported by students that involve employees should be reported to the Compliance & Judicial Affairs Office by submitting an Online Incident Report. The Compliance & Judicial Affairs office will investigate these reports in collaboration with Human Resources. Specific processes for reporting these complaints can be found on the college website, in the Student Handbook, and in the College Catalog.

Complaints related to grade appeals should be reported to the professor of record for the related course to commence the appeal process. Specific processes for reporting these complaints can be found on the college website, in the Student Handbook, and in the College Catalog.

Complaints related to financial aid appeals should be made at the Campus Financial Aid Services Office on a campus. Specific processes and requirements for filing these complaints can be found on the college website and in the College Catalog.

In the event of an emergency, students should contact the SJC Campus Police Department (281-476-9128) as soon as possible.

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Date of SLT Approval	July 2, 2018
Effective Date	Anticipated August 7, 2018
Associated Policy	Policy #, Student Complaints

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Attachment 3 – Proposed Procedures

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Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
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Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services
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## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a new policy on Student Complaints. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered. New numbering will be added prior to the second reading.

## **BACKGROUND**

This policy is state-mandated by both Texas House Bill 699 (2015) and Senate Bill 968 (2017) and requires colleges to develop a training for students regarding campus sexual misconduct and deliver the training during students’ first term of enrollment. Both bills require the inclusion of definitions of prohibitive behavior, sanctions for violations, and protocol for reporting and responding to reports of campus sexual assault. In addition, the content of the policy is also federally mandated in accordance with the Reauthorization of the Violence Against Women Act (VAWA) and the Campus SaVE amendments to the Clery Act in 2013.

## **IMPACT OF THIS ACTION**

This policy and associated procedures were sent to the College community on July 2, 2018. Comments will be reviewed, and any changes, if appropriate, will be addressed prior to the Board’s second reading which is anticipated on August 6, 2018.

## **BUDGET INFORMATION**

No budgetary impact.

## **MONITORING AND REPORTING TIMELINE**

The Board will be notified of any changes that require its action.

## **ATTACHMENTS**

Attachment 1 – Summary of Changes

Attachment 2 – Policy ##, Campus Sexual Misconduct (proposed policy)

Informational items only:

Attachment 3 - Procedure ##, Reporting and Handling Campus Sexual Misconduct (proposed procedures)

## **RESOURCE PERSONNEL**

Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

## Policies and Procedures Summary of Changes

New Policy Number: To be determined by the Chancellor's Office

Proposed Policy Name: **Campus Sexual Misconduct**

Current Policy Number/Name: n/a

New Procedure Number: To be determined by the Chancellor's Office

Proposed Procedure Name(s): **Reporting and Handling Campus Sexual Misconduct**

Current Procedure Number(s)/Name(s): n/a

Action Recommended for Policy: New

Action Recommended for Procedures: New

Primary Owner: Laurel Williamson, Deputy Chancellor & President

Secondary Owner: Joanna Zimmermann, Associate Vice Chancellor, Student Services

### Summary of Changes:

- A new policy was created to meet compliance with state legislative mandates.
- The content of the policy is also directly related to the requirements under the Campus SaVE Act/Clery Act amendments in 2013.
- The proposed procedure reiterates the specific College contacts to report allegations of sexual misconduct, due process rights related to investigations and possible sanctioning, and points students and staff to direct resources for more information.
- This proposed policy has been reviewed and approved by Sandra Ramirez, Lisa Brown, and Joanna Zimmermann.
- On the whole, House Bill 699 and Senate Bill 968 require colleges to: develop an orientation/training for students during their first term of enrollment, develop a policy related to sexual misconduct, and include definitions as part of the policy.
- Much of the content of the policy is also directly related to items required by the Campus SaVE Act/Clery Act amendments made in 2013.
- The proposed policy directs students and staff to very specific College contacts to report allegations of sexual misconduct
- The proposed policy informs students and staff of due process rights including the existence of specific procedures, an investigation, and the possibility of sanctions if students or staff are found to be guilty.

## **Policy #, Campus Sexual Misconduct**

### **Purpose**

This policy is state-mandated by both Texas House Bill 699 (2015) and Senate Bill 968 (2017) and requires colleges to develop a training for students regarding campus sexual misconduct and deliver the training during students' first term of enrollment. Both bills require the inclusion of definitions of prohibitive behavior, sanctions for violations, and protocol for reporting and responding to reports of campus sexual assault. In addition, the content of the policy is also federally mandated in accordance with the Reauthorization of the Violence Against Women Act (VAWA) and the Campus SaVE amendments to the Clery Act in 2013.

### **Policy**

San Jacinto College prohibits all employees and students from engaging in sexual harassment, sexual violence, and other behaviors of a sexual nature that are hostile, unwelcome, or intimidating. This prohibition encompasses conduct occurring on-campus or in connection with a College activity or program. Prohibited conduct that occurs off-campus is also encompassed by these rules if the conduct creates a sexually hostile environment on campus or in a college activity or program or adversely affects another student's educational opportunities at the College.

Students who believe that they have been subjected to sexual misconduct (sexual assault, sexual harassment, dating violence, domestic violence, intimate partner violence or stalking) are encouraged to report their complaint to the SJC Campus Police Department (281-476-9128) as soon as possible after the incident occurs. Reports of sexual misconduct involving another student also may be directed to the Compliance & Judicial Affairs Office by submitting an Online Incident Report at [www.sanjac.edu/incident-report](http://www.sanjac.edu/incident-report) or by calling 281-478-2756. Reports of sexual misconduct involving an employee should be reported to the Human Resources Department by calling 281-998-6115.

Existing disciplinary and complaint procedures, found in the Student Handbook, will serve as the framework for resolving allegations of sexual misconduct against students. Students found responsible for sexual misconduct will be subject to campus disciplinary sanctions. If an investigation substantiates that an employee engaged in sexual misconduct, the employee is subject to disciplinary action, up to and including termination, as provided in Board policy. In addition, any employee or student may face criminal prosecution for violations of applicable state and federal laws.

All sexual misconduct policies and complaint procedures (for students) can be found in the Code of Student Conduct and the Complaint Procedures sections of the Student Handbook. Employee-related policies and procedures can be accessed on the Human Resources page of the College website.

In accordance with Texas House Bill No. 699, Senate Bill 968 (2017), and the Campus SaVE Act/Clery Act, San Jacinto College provides an orientation/training on the College's campus

sexual misconduct policy for incoming freshman during their first term of enrollment.

### **Definitions of Prohibited Behavior**

*(Definitions and additional information can be found in the Student Handbook)*

**Sexual Assault:** Intentionally or knowingly causing physical sexual contact or sexual penetration of another person without that person’s consent. "Sexual contact" includes any touching of the anus, breast, or any part of the genitals of another person with intent to arouse or gratify the sexual desire of any person. Sexual assault is without consent of the other person if the actor compels the other person to submit or participate by use of physical force or violence, or threat of force or violence, and the other person believes the actor has the present ability to execute the threat; or the other person cannot consent due to age, mental impairment, or other circumstance.

**Sexual Harassment:** Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome verbal comments of a sexual nature, and unwelcome physical contact or touching of a sexual nature. Sexual harassment is wrongful regardless of whether the parties are of the same sex or of the opposite sex.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

**Domestic Violence:** The term “domestic violence” refers to a pattern of abusive behavior between two individuals formerly or currently in an intimate relationship, including through marriage, cohabitation, dating, or within a familial or household arrangement. Abuse may be in the form of physical assault, sexual assault, bodily injury, emotional distress, physical endangerment, or when the imminent threat of any of these instances puts the victim in fear of their occurrence. The term encompasses acts committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, and by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Intimate Partner Violence:** Physical violence, sexual violence, stalking and psychological aggression (including coercive acts) by a current or former intimate partner.

**Stalking:** a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress. “Course of conduct” means two more acts, including, but not limited

to, acts in which the stalker directly or indirectly, or through third parties, by any action, method, device or means.

**Definitions**

**Violence Against Women Act (VAWA):** was signed into law in 1994 by President Clinton, and reauthorized twice by President Bush (2000 and 2005). As it relates to the College, the act provided funding toward investigation and prosecution of violent crimes against women and imposed automatic and mandatory restitution on those convicted. It was expanded in 2013 as the *Campus SaVE Act* with the purpose of expanding the scope of legislation regarding reporting (how a college educates students to report), response (how a college educates students on how a College will respond to reports), and prevention education (for students and employees) for the following areas: domestic violence, dating violence, sexual assault, and stalking.

**Campus SaVE Act:** refers to the Campus Sexual Violence Elimination Act of 2013. See the definition above.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

**Associated Procedures**

Procedure #, Reporting and Handling Campus Sexual Misconduct

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Date of Board Approval	Anticipated August 6, 2018
Effective Date	Anticipated August 7, 2018
Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, of Student Service

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**Procedure #, Reporting and Handling Campus Sexual Misconduct**

**Associated Policy**

Policy #, Campus Sexual Misconduct

**Procedures**

Specific procedures exist for investigating alleged sexual misconduct complaints (sexual assault, sexual harassment, dating violence, domestic violence, intimate partner violence, or stalking) reported by students and employees. In the event of an emergency, students or employees should contact the San Jacinto College Campus Police Department (281-476-9128) as soon as possible after the incident occurs. Reports of sexual misconduct involving another student should also be directed to the Compliance & Judicial Affairs Office by submitting an Online Incident Report. Reports of sexual misconduct involving an employee should be reported to the Human Resources Department.

During an investigation or any disciplinary proceeding, the rights of both the respondent and the reporting party shall be respected, and the confidentiality of proceedings will be maintained to the extent permitted by law. The existence of the College’s policies and procedures is not intended to diminish or alter the rights that the respondent and reporting party have under civil law or criminal law.

All complaint procedures related to sexual misconduct reports made by students can be found in the Code of Student Conduct, in the Complaint Procedures sections of the Student Handbook, and on the college website. All complaint procedures related to sexual misconduct reports made by employees can also be found on the Human Resources page of the College website.

Date of SLT Approval	June 28, 2018
Effective Date	Anticipated August 7, 2018
Associated Policy	Policy #, Campus Sexual Misconduct Policy
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Student Services



**SAN JACINTO COMMUNITY COLLEGE DISTRICT**

**PURCHASE RECAP**

**July 9, 2018**

<b>I. EQUIPMENT, SUPPLIES &amp; SERVICES BIDS</b>	
RFP #18-24	
Sign Language Interpreting Services (pgs. 2-4)	\$ 500,000
CMR #18-34	
Contract for Central Campus Frels Building Renovations (pgs. 5-7)	460,912
CSP #18-35	
Contract for Central Campus Central Plant Modifications (pgs. 8-10)	959,779
CSP #18-36	
Contract for South Campus HVAC Building Renovation (pgs. 11-13)	<u>1,742,120</u>
<b>TOTAL OF ALL BIDS</b>	<b>3,662,811</b>
<b>II. PURCHASE REQUESTS, SOLE SOURCE VENDORS, COOPERATIVES, AND CONTRACT RENEWALS</b>	
Purchase Request #1	
Annual Renewals (pgs. 14-22)	25,961,126
Purchase Request #2	
Purchasing Cooperatives (pgs. 23-24)	-
Purchase Request #3	
Purchase Course and Curriculum Catalog Software (pgs. 25-26)	486,460
Purchase Request #4	
Additional Funds for Oracle Advanced Security Options (pgs. 27-28)	240,000
Purchase Request #5	
Additional Funds for Network Data Switches (pgs. 29-30)	227,000
Purchase Request #6	
Renew Contract for Flood Insurance (pgs. 31-32)	187,050
Purchase Request #7	
Purchase Emergency Phone Broadcasts Speakers (pgs. 33-34)	150,000
Purchase Request #8	
Additional Funds for Temporary Staffing Services (pg. 35)	150,000
Purchase Request #9	
Purchase IT Consulting Services (pgs. 36-37)	125,000
Purchase Request #10	
Additional Funds for Science Lab Supplies and Equipment (pg. 38-39)	75,000
Purchase Request #11	
Contract for Direct Digital Controls Network Upgrades Package II (pgs. 40-41)	650,596
Purchase Request #12	
Purchase Fleet Vehicles (pgs. 42-43)	64,000
Purchase Request #13	
City of Houston Impact Fees (pgs. 44-46)	<u>51,793</u>
<b>TOTAL OF PURCHASE REQUESTS</b>	<b>28,368,025</b>
<b>GRAND TOTAL:</b>	<b><u>\$ 32,030,836</u></b>

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract for sign language interpreting services with Communication Access Ability Group.

## **BACKGROUND**

In accordance with Title II of the Americans with Disability Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the College provides sign language interpreting services to ensure that no individual is denied the benefits of, excluded from participation in, or is otherwise subjected to discrimination from an educational program or activity operated by the College due to impaired sensory, manual, or speaking skills.

A request for proposals, Project Number 18-24, was issued to procure sign language interpreting services. Eight (8) responses were received and evaluated by a team of representatives from the Compliance and Judicial Affairs and Educational Planning, Counseling and Completion department who determined the proposal submitted by Communication Access Ability Group would provide the best value to the College.

## **IMPACT OF THIS ACTION**

The College is responsible for providing educational Auxiliary aids and services to student with disabilities in a timely manner to ensure effective participation by all students and to remain compliant with ADA requirements. The number of students requiring interpreting services has fluctuated. During the 2016-2017 year, the College provided services to a total of 23 unduplicated students enrolled in the Fall, Spring, and Summer semesters. This resulted in the delivery of 5,560 in-class hours of interpreting services at a cost of \$ 430,744.

## **BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The estimated annual expenditure is \$500,000. This expenditure is funded from the Compliance and Judicial Affairs department's 2017-2018 and 2018-2019 operating budget and subsequent year budgets.

## **MONITORING AND REPORTING TIMELINE**

The initial award term will be two (2) years, commencing August 1, 2018 and ending July 31, 2020, with renewal options of three (3) one-year terms.

## **ATTACHMENTS**

Attachment 1 - Tabulation

## **RESOURCE PERSONNEL**

**Consideration of Approval to Contract for Sign Language Interpreting Services**

Laurel Williamson	281-998-6182	laurel.williamson@sjcd.edu
Joanna Zimmermann	281-476-1863	joanna.zimmerman@sjcd.edu
Gwen Henderson	281-998-6326	gwen.henderson@sjcd.edu

**Project Name**  
**Project Number**  
**Number of Evaluators**

Sign Language Interpreting Services  
RFP 18-24  
4

Stated Criteria	Total Points Available	Communication Axess Ability Group	Crabtree Interpreting Services	MasterWord Services, Inc	Universal Technical Translation, Inc
Project Understanding and Management	80	62.00	59.00	55.00	57.00
Qualifications and Experience of Firm	80	60.00	58.00	59.00	56.00
Qualifications and Experience of Personnel	80	58.00	56.00	55.00	56.00
Presentations	60	55.50	53.50	58.00	50.00
Price Proposal	100	56.00	32.00	24.00	19.00
100 Points Each x 4 Evaluators	400	291.50	258.50	251.00	238.00
		<b>Total Points Received</b>			

**Final Ranking**

Vendor Name	Total Score
Communication Axess Ability Group	291.50
Crabtree Interpreting Services	258.50
MasterWord Services, Inc	251.00
Universal Technical Translation, Inc	238.00

**Consideration of Approval to Contract for Central Campus Frels Building Renovation****ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve a contract for Construction Manager-at-Risk (CMR) with Flintco, LLC (Flintco) for renovation of the Central Campus Frels Building.

**BACKGROUND**

In April 2018, the Board authorized the Construction Manager-at-Risk delivery method for renovation of the Central Campus Frels building.

Project Number 18-34 utilized a two-step solicitation process to procure these services in accordance with the Texas Government Code, Section 2269.251. A request for qualifications (RFQ), the first phase of the two-step process, was issued on May 18, 2018 and submittals were received from five (5) firms. Evaluation and ranking of the submittals was based on criteria published in the RFQ. On June 7, 2018, the four highest-ranked firms were asked to submit a response to a Request for Proposals, the second phase of the two-step process. In addition, each firm made a presentation to an evaluation committee on June 13, 2018. The four (4) finalists were ranked using numerical assessments, and Flintco earned the highest overall score.

**IMPACT OF THIS ACTION**

This project provides for renovation of the 67,971 square foot Frels building located at the Central Campus as required to support Early College High School programs. The project includes an interior renovation of the building to meet current minimum code and accessibility standards. Specifically, the project provides for the addition of a fire sprinkler system and related building modifications to meet the jurisdictional occupancy classification; and improvements to building facilities to comply with the Americans with Disabilities Act (ADA) requirements. It also includes upgrade of all mechanical, electrical, and plumbing systems with less than five (5) years of estimated life remaining; reconfiguration of partitions, walls and support systems to provide the functionalities required to meet the educational programmatic needs of the Early College High School (ECHS) programs; and cosmetic and aesthetic improvements such as new flooring, new ceiling tiles, and painting as funding allows.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

Pending successful contract negotiations, the Construction Manager's total compensation will consist of a preconstruction fee of \$7,500, estimated general conditions fee of \$355,412, and the construction management fee of 3.50% applied to the final cost of work, for an estimated compensation total of \$460,912. The total project budget is \$4,564,000, which will not be exceeded.

The project's guaranteed maximum price (GMP) for construction will be developed as design and construction plans progress. This expenditure will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Design of the project is nearly complete. Permitting and renovation are expected to require no more than thirteen (13) months. Following execution of the contract and receipt of subcontractor bids, a Guaranteed Maximum Price (GMP) for the work will be executed.

**ATTACHMENTS**

Attachment 1 – Tabulation

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

**CMR 18-34 Construction Manager-at-Risk  
Central Campus Frels Renovation**

**EVALUATION RESULTS**

<b>QUALIFICATIONS SUMMARY</b>					
<b>#</b>	<b>Contractor</b>	<b>Total Score</b>	<b>Average Score</b>	<b>Weight</b>	<b>Final Score</b>
1	Anslow Bryant Construction	216.60	72.20	40%	28.88
2	Flintco, LLC	238.00	79.33	40%	31.73
3	Structure Tone Southwest	225.05	75.02	40%	30.01
4	Teal Construction Company	212.60	70.87	40%	28.35

<b>PRESENTATION SUMMARY</b>					
<b>#</b>	<b>Contractor</b>	<b>Total Score</b>	<b>Average Score</b>	<b>Weight</b>	<b>Final Score</b>
1	Anslow Bryant Construction	221.00	73.67	30%	22.10
2	Flintco, LLC	242.00	80.67	30%	24.20
3	Structure Tone Southwest	213.00	71.00	30%	21.30
4	Teal Construction Company	203.00	67.67	30%	20.30

<b>PRICING SUMMARY</b>					
<b>#</b>	<b>Contractor</b>	<b>Total Score</b>	<b>Average Score</b>	<b>Weight</b>	<b>Final Score</b>
1	Anslow Bryant Construction	212.19	70.73	30%	21.22
2	Flintco, LLC	265.80	88.60	30%	26.58
3	Structure Tone Southwest	300.00	100.00	30%	30.00
4	Teal Construction Company	247.01	82.34	30%	24.70

<i>Average Score = Total Score Divided by 3 Evaluators</i>
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<b>FINAL SCORES - RANKED</b>		
<b>#</b>	<b>Contractor</b>	<b>Score</b>
1	<b>Flintco, LLC</b>	<b>82.51</b>
2	Structure Tone Southwest	81.31
3	Teal Construction Company	73.35
4	Anslow Bryant Construction	72.20

**Considerations of Approval to Contract for Central Campus Central Plant Modifications****ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with The Brandt Companies, LLC (Brandt) for Phase I of the central plant modifications at the Central Campus.

**BACKGROUND**

Detailed specifications and project plans were developed by ACR Engineering, Inc. and were used as part of the documentation package required for public solicitation of construction proposals utilizing the Competitive Sealed Proposals (CSP) procurement method. This process was conducted in accordance with the Texas Government Code, Section 2269.151.

A request for Competitive Sealed Proposals, Project Number 18-35, was issued to procure services for this project. Two responses were received and evaluated by a team comprised of representatives from Facilities Services, ACR Engineering, Inc., and AECOM. The evaluation team determined the proposal submitted by Brandt would provide the best value to the College and could complete the project within the schedule completion date.

**IMPACT OF THIS ACTION**

Phases I and II of this project include upgrading the existing electrical switchboard and installing new medium voltage transformers to allow all four (4) chillers to operate during peak loading; installing new primary and secondary chilled water pumps and variable speed drives along with bypass piping, valves, and appurtenances; and reconfiguration of chilled water piping serving the thermal energy storage tank. This upgrade will also support future supply lines to the new Welcome Center and future buildings and modify system equipment controls for the upgraded central plant configuration.

Phase I of this project will include the purchase of materials and long lead items. Phase II will include the installation of materials and completion of the project.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The estimated cost of Phase I will not exceed \$721,465, which is within the project's current budget and will be funded from the 2015 Bond Program. A proposal to reallocate funding from an associated project for use in Phase II of the project will be made to the Board in the near future.

**MONITORING AND REPORTING TIMELINE**

Phase I will be monitored by the College's Facilities Services personnel and reported monthly to the Board Building Committee. Program management will be conducted by AECOM. This project is expected to be completed nine (9) months following notice to proceed.



Considerations of Approval to Contract for Central Campus Central Plant Modifications

**ATTACHMENTS**

Attachment 1 – Tabulation

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

**Project** Central Campus Central Plant Modifications  
**Project#** CSP 18-35  
**Evaluator#** 4

<b>Stated Criteria</b>	<b>Criteria Explanation</b>	<b>Total Points Available</b>	<b>The Brandt Companies</b>	<b>Comex Corporation</b>
Price Proposal	Proposed Construction Contract Amount of Base Proposal. Lower price equates to higher score.	120	120.00	39.85
Section 1 General	Qualifications as a General Contractor for Staffing Approach, Management Plan, Proposed Construction Schedule, Current Workload, Resources, and Prime-Contractor/Sub-Contractor Relationships. Quality of information provided equates to a higher score.	100	81.25	63.00
Section 2 History	Firm's history. Quality of information provided equates to a higher score.	40	33.25	27.00
Section 3 Safety	Firm's safety record and safety program. Quality of information provided equates to a higher score.	40	36.00	22.00
Section 4 Financial	Firm's audited financial statements (5), bonding capacity, and responses received on requested information (5). More favorable financial records equate to a higher score.	40	27.50	23.00
Section 5 References	References for similar construction projects completed in the last 5 years. Evaluations based on responses received from references.	60	53.00	50.75
<i>100 Points Each x 4 Evaluators</i>				
<b>Total</b>		<b>400</b>	<b>351.00</b>	<b>225.60</b>

**Total Points Received**

<b>Final Ranking</b>	
<b>Vendor Name</b>	<b>Total Score</b>
<b>The Brandt Companies</b>	<b>351.00</b>
<b>Comex Corporation</b>	<b>225.60</b>

**Considerations of Approval to Contract for South Campus HVAC Building Renovation**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract with Structure Tone Southwest, LLC (Structure Tone) for the HVAC building renovations at the South Campus.

**BACKGROUND**

Detailed specifications and project plans were developed by Huitt-Zollars, Inc. and were used as part of the documentation package required for public solicitation of construction proposals utilizing the Competitive Sealed Proposals (CSP) procurement method. This process was conducted in accordance with the Texas Government Code, Section 2269.151.

A request for Competitive Sealed Proposals, Project Number 18-36, was issued to procure services for this project. Three responses were received and evaluated by a team comprised of representatives from Facilities Services, AECOM, and campus representation. The evaluation team determined the proposal submitted by Structure Tone would provide the best value to the College and could complete the project by the desired completion date.

**IMPACT OF THIS ACTION**

The South Campus HVAC building renovation will provide for the repair, renovation and repurposing of the former Auto Body Shop building at the South Campus for use by the HVAC Tech program. The current size of the building is 18,412 square feet. The scope of work to be completed includes minor concrete demolition, underground storm sewer and sanitary sewer work, upgrades to the electrical service, and renovation of interior finishes. The project will also include minor asbestos abatement of vinyl composition tile flooring, and pipe insulation.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The proposed cost of construction work for the South Campus HVAC building renovations is \$1,742,120. This amount is below the project estimate and will be validated as part of the negotiation process. These expenditures will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Construction will be monitored by the College's Facilities Services personnel and reported monthly to the Board Building Committee. Program management will be conducted by AECOM. The project is expected to be completed six (6) months following notice to proceed.

**ATTACHMENTS**

Attachment 1 – Tabulation

Considerations of Approval to Contract for South Campus HVAC Building Renovation

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

**Project** South Campus HVAC Building Renovation  
**Project#** CSP 18-36  
**Evaluator#** 4

Stated Criteria	Criteria Explanation	Total Points Available	Structure Tone Southwest	Webber Commercial Construction	Vaughn Construction
Price Proposal	Proposed Construction Contract Amount of Base Proposal. Lower price equates to higher score.	120	120.00	107.26	105.16
Section 1 General	Qualifications as a General Contractor for Staffing Approach, Management Plan, Proposed Construction Schedule, Current Workload, Resources, and Prime-Contractor/Sub-Contractor Relationships. Quality of information provided equates to a higher score.	100	91.60	93.40	96.45
Section 2 History	Firm's history. Quality of information provided equates to a higher score.	40	36.60	35.00	34.70
Section 3 Safety	Firm's safety record and safety program. Quality of information provided equates to a higher score.	40	34.00	31.50	30.50
Section 4 Financial	Firm's audited financial statements (5), bonding capacity, and responses received on requested information (5). More favorable financial records equate to a higher score.	40	27.65	19.70	35.15
Section 5 References	References for similar construction projects completed in the last 5 years. Evaluations based on responses received from references.	60	53.20	54.50	55.55
<i>100 Points Each x 4 Evaluators</i>					
<b>Total</b>		<b>400</b>	<b>363.05</b>	<b>341.36</b>	<b>357.51</b>

**Total Points Received**

<b>Final Ranking</b>	
<b>Vendor Name</b>	<b>Total Score</b>
<b>Structure Tone Southwest</b>	<b>363.05</b>
Vaughn Construction	357.51
Webber Commercial Construction	341.36

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the following purchase requests which encompass the annual contract renewals and anticipated expenditures from existing suppliers utilizing operational and auxiliary budget funds in excess of \$50,000 during the 2018-2019 fiscal year. Funds will not be expended before the 2018-2019 fiscal year.

***Auxiliary Services* \$480,000**

Sysco, Houston to provide food supplies procured through RFP #15-17. This renewal will exercise the third of three one-year renewal options available. The contract term expires August 31, 2019. The estimated annual expenditure is \$425,000.

United States Postal Services for the campus post offices and mailing services. The sole source number is 1106. The estimated annual expenditure is \$55,000.

***Continuing and Professional Development (CPD)* \$840,000**

Alliance Safety Council to provide training materials for the Certified Occupational Safety Specialist program. The sole source number is 1334. The estimated annual expenditure is \$90,000.

LZ Technology, Inc. to provide internship staffing services procured through RFP #13-09. The contract extension term expires November 29, 2018. The estimated 90 day extension expenditure is \$750,000.

***Educational Technology* \$1,750,000**

Blackboard to provide the annual software license and maintenance for the Blackboard online class delivery, and web support services. The sole source number is 1225. This is the second year of a five-year contract. The current contract term expires August 31, 2019. The estimated annual expenditure is \$1,200,000.

Kaltura, Inc. to provide media streaming services procured through RFP #13-14. This is the sixth year of a possible eight-year contract. The estimated annual expenditure is \$75,000.

Smarthinking to provide the annual software license and maintenance for Smarthinking online tutoring services. The sole source number is 1224. The estimated annual expenditure is \$400,000.

Turnitin to provide a plagiarism detection and student feedback tool for faculty and students as a building block in Blackboard. The sole source number is 1375. The estimated annual expenditure is \$75,000.

***Facilities and Construction***

***\$3,188,000***

Construction Masters of Houston to provide job order contracting services procured through the Choice Partners purchasing cooperative, contract number 15/041JN-04. The contract expires August 17, 2018 with two (2) additional one-year renewals and is expected to renew for another year. The estimated annual expenditure is \$150,000.

City of Houston to provide impact fees, boiler renewals, permits, inspection fees, water and sewer services. This is as a sole source provider in a regulated market. The estimated annual expenditure is \$310,000.

City of La Porte to provide water and sewer services. This is as a sole source provider in a regulated market. The estimated annual expenditure is \$100,000.

City of Pasadena to provide trash removal, water and sewer services. This is as a sole source provider in a regulated market. The estimated annual expenditure is \$450,000.

Harris County FWSD No. 51 to provide water and sewer services. This is as a sole source provider in a regulated market. The estimated annual expenditure is \$175,000.

Grainger to provide maintenance, repair and operational equipment and supplies for the Maintenance department's inventory control program, and special projects procured through the E&I purchasing cooperative, contract number CNR-01248. The contract expires January 31, 2020. The estimated annual expenditure is \$600,000.

HVAC Mechanical Services of Texas Ltd, dba Hunton Trane, to provide heating, ventilation and air conditioning maintenance services, procured through the Choice Partners purchasing cooperative, contract number 14/021JN-05. The contract expires June 16, 2019. The estimated annual expenditure is \$275,000.

Lowes to provide maintenance, repair and operational equipment and supplies procured through the National IPA and E&I purchasing cooperatives. Contract numbers, respectively, are R142104 and CNR-01375. The contract expires March 31, 2020 and June 30, 2020, respectively. The estimated annual expenditure is \$50,000.

NAES Central Inc. (dba Amtech Elevator Services) to provide elevator maintenance and repair services procured through RFP 17-22. This is the second year of a possible five-year contract. The contract term expires August 31, 2019. The estimated annual expenditure is \$160,000.

Sherwin-Williams Co. to provide paint supplies, procured through the E&I purchasing cooperative, contract number CNR-01400. The contract expires July 31, 2021. The estimated annual expenditure is \$60,000.

Siemens Building Technologies, Inc. to provide fire alarm monitoring and life safety systems, procured through sole source number 1235 and GSA contract number GS-06F-0033P. This is the

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fourth year of a five-year contract. The current contract term expires August 31, 2019. The estimated annual expenditure is \$138,000.

Siemens Building Technologies, Inc. to provide maintenance and energy management systems, products and services procured through the GSA purchasing cooperative, contract number GS-06F-0033P. The contract expires March 29, 2019. The estimated annual expenditure is \$350,000.

Siemens Building Technologies, Inc. to provide fire protection system inspections and supplies procured through the Sourcewell purchasing cooperative, contract number 031517-SIE. The contract term expires June 30, 2021. The estimated annual expenditure is \$90,000.

Suncoast Resources Inc. and O'Rourke Petroleum to provide gasoline and diesel fuel. Fuel purchases are exempt from competitive sourcing per section 44.031 of the Texas Education Code. The combined estimated annual expenditure for both suppliers is \$150,000.

Waste Management to provide waste disposal services procured through RFP #18-02. This is the second year of a possible five-year contract. The contract term expires September 10, 2019. The estimated annual expenditure is \$130,000.

***Fiscal Affairs***

***\$2,622,126***

Claims Administrative Services, Inc. to provide workers' compensation insurance procured through an interlocal agreement. The annual fixed cost for one year is \$67,859 with a claims liability not to exceed \$370,960, for a total of \$432,126.

Harris County Appraisal District to provide property appraisal and tax collection services. The sole source number is 1115. The estimated annual expenditure is \$690,000.

Heartland/TouchNet to provide merchant credit card services procured through RFP #15-14. This is the fourth year of a possible five-year contract. The contract expires August 31, 2020. The estimated annual expenditure is \$440,000.

TouchNet to provide student payment center software procured through RFP #17-10. This is the second year of a seven-year contract. The contract expires August 31, 2024. The estimated annual expenditure is \$280,000.

Mooring USA to provide disaster recovery services procured through RFP #17-18. This is the second year of a possible five-year contract. The contract expires August 31, 2022. The estimated annual expenditure is \$200,000.

Rogers, Morris & Grover LLP to provide legal services. Legal services are classified as professional services pursuant to Section 2254 of the Texas Government Code and are exempt from competitive procurement laws pursuant to Section 44.031(f) of the Texas Education Code. The estimated annual expenditure is \$50,000.



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Thompson & Horton LLP to provide legal services. Legal services are classified as professional services pursuant to Section 2254 of the Texas Government Code and are exempt from competitive procurement laws pursuant to Section 44.031(f) of the Texas Education Code. The estimated annual expenditure is \$375,000.

Texas Association of School Boards (TASB) Risk Management Fund for unemployment compensation insurance procured through an interlocal agreement. The estimated annual expenditure is \$155,000.

***General Operations***

***\$8,251,000***

Amazon Marketplace to provide a wide array of material and supplies procured through the U.S. Communities purchasing cooperative, contract number R-TC-17006. The current contract term expires January 18, 2022. The estimated annual expenditure is \$100,000

Airgas LLC to provide welding and medical gases procured through the E&I purchasing cooperative, contract number CNR01362. The contract expires September 30, 2019. The estimated annual expenditure is \$125,000.

A-Rocket Moving & Storage to provide moving services procured through RFP #16-24. This renewal will exercise the second of four one-year renewal options available. The contract term expires August 31, 2019. The estimated annual expenditure is \$850,000.

B & H Foto and Video to provide photo supplies and equipment procured through the E&I cooperative contract number CNR01341. The contract expires July 31, 2023. The estimated annual expenditure is \$120,000.

CDW-G to provide annual software maintenance licenses, computer supplies, and equipment, procured through multiple cooperative contracts: Choice Partners contract number 13/068DG-09, expires January 22, 2019; National IPA contract number 130733, expires August 17, 2018; and DIR contract number DIR-TSO-2661, expires September 19, 2018. The estimated annual expenditure is \$160,000.

CenterPoint Energy Resources to provide natural gas. This is a sole source provider in a partially regulated market. The estimated annual expenditure is \$300,000.

College Board to provide Texas Success Initiative (TSI) Assessment tests. The sole source number is 1384. The estimated annual expenditure is \$150,000.

Constellation to provide electricity services procured through RFP #14-14. This is the fourth year of a five year contract and includes five percent green energy. The contract expires December 11, 2019. The estimated annual expenditure is \$3,500,000.

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DS Services (Sparkletts) to provide drinking water and coolers procured through the Choice Partners purchasing cooperative, contract number 17/029TJ-01. The current contract term expires June 19, 2019. The estimated annual expenditure is \$55,000.

Fisher Scientific to provide science and lab supplies and equipment procured through the National IPA purchasing cooperative, contract number MR91000 and BuyBoard purchasing cooperative, contract number 487-15. The contracts expire March 31, 2022 and October 31, 2018, respectively. The estimated annual expenditure is \$70,000.

Furniture Marketing Group, Inc. (FMG) to provide Haworth furniture and installation services procured through the U. S. Communities purchasing cooperative, contract number 4400003402. The contract expires December 31, 2020. The estimated annual expenditure is \$250,000.

Facility Interiors to provide furniture and installation services procured through multiple cooperative contracts: Choice Partners contract number 15/031CG-08, expires July 20, 2018 with two (2) additional one-year renewals and is expected to renew for another year; and National IPA contract number P15-150, expires March 31, 2019. The estimated annual expenditure is \$200,000.

Konica Minolta to provide leased copiers procured through the DIR purchasing cooperative, contract number DIR-TSO-3082. The contract expires August 13, 2019. The estimated annual expenditure is \$330,000.

Lab Resources Inc. to provide technical training equipment and supplies for instructional programs procured through the Choice Partners purchasing cooperative, contract number 13/062DG-29. The current contract term expires November 18, 2018. The estimated annual expenditure is \$210,000.

Laerdal Medical Corporation to provide medical equipment and supplies procured through the First Choice purchasing cooperative, contract# FC 2252 and the BuyBoard purchasing cooperative, contract# 530-17. The contracts expire December 31, 2018 and May 31, 2020, respectively. The estimated annual expenditure is \$250,000.

Moore Medical to provide medical equipment and supplies procured through the BuyBoard purchasing cooperative, contract# 530-17. The contract expires May 31, 2020. The estimated annual expenditure is \$50,000.

Office Depot to provide general office supplies procured through the Purchasing Solutions Alliance (PSA) purchasing cooperative, contract number 16-208. The current contract term expires July 14, 2020. The estimated annual expenditure is \$675,000.

Pocket Nurse to provide medical equipment and supplies procured through the Region 5 ESC purchasing cooperative. The contract expires May 31, 2019. The estimated annual expenditure is \$120,000.

Sam's Club to provide grocery and general retail store items procured through IFB # 16-20. The contract expires August 31, 2020. The estimated annual expenditure is \$61,000.

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Sierra Stage Coaches to provide charter bus services procured through RFP #16-02. This is the fourth year of a possible five year contract. The contract term expires August 31, 2019. The estimated annual expenditure is \$160,000.

Snap-On Industrial to provide technical training equipment and supplies for instructional programs procured through the TXMAS cooperative contracts program, contract number TXMAS-17-51V02. The current contract term expires on January 31, 2021. The estimated annual expenditure is \$50,000.

Technical Laboratory Systems Inc. to provide technical training equipment and supplies for instructional programs procured through the Choice Partners purchasing cooperative contract number 14/034MP-14. The current contract term expires September 15, 2018, and is expected to renew for another term. The estimated annual expenditure is \$50,000.

Texas Association of Community Colleges (TACC) for annual membership dues and assessments. The sole source number is 1116. The estimated annual expenditure is \$90,000.

TS Enterprise Associates (Advanced Technologies Consultants) to provide technical training equipment for instructional programs procured through the ESC Region 5 purchasing cooperative, contract number 20180402. The contract expires May 31, 2019. The estimated annual expenditure is \$85,000.

Verizon Wireless to provide wireless phone service for approximately 200 phone lines procured through the GSA purchasing cooperative, contract number GS-35F-0119P. The contract expires December 2, 2018. The estimated annual expenditure is \$90,000.

VWR International (Ward's Natural Science and Sargent Welch) to provide science and lab supplies and equipment procured through the BuyBoard purchasing cooperative, contract number 487-15, and E & I purchasing cooperative, contract number CNR-01163. The contracts expire October 31, 2018 and June 30, 2019 respectively. The estimated annual expenditure is \$150,000.

***ITS* \$7,019,000**

Acquia to provide the College's hosted Drupal Platform for its website. The sole source number is 1378. The estimated annual expenditure is \$95,000.

AT&T to provide internet access and telephone services procured through DIR purchasing cooperative, contract number DIR-TSO-3420. The contract term expires June 10, 2019. The estimated annual expenditure is \$300,000.

Avaya to provide phone system maintenance and support procured through the DIR purchasing cooperative, contract number DIR-TSO-2654. The contract term expires February 10, 2019. The estimated annual expenditure is \$165,000.

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Carahsoft Technology Corporation to provide professional services and miscellaneous IT software procured through the GSA purchasing cooperative, contract number GS-35F-0119Y. The contract term expires December 19, 2021. The estimated annual expenditure is \$125,000.

Comcast to provide internet connectivity upgrade services procured through RFP 18-09. This is the second year of a five year contract. The contract expires October 24, 2022. The estimated annual expenditure is \$106,000.

Dell Financial Services, LLC to provide computer leasing and equipment procured through the DIR purchasing cooperative, contract number DIR-TSO-3763. The contract term expires January 10, 2020. The estimated annual expenditure is \$2,175,000.

Dell Marketing, LP to provide computer supplies and Microsoft license agreements procured through the DIR purchasing cooperative, contract number DIR-TSO-3763. The contract expires January 10, 2020. The estimated annual expenditure is \$670,000.

Ellucian to provide annual software licenses and maintenance for the Banner software system procured through the Texas A&M Corpus Christi Texas Connection Consortium inter-agency agreement. Also included are Banner functional and technical consultation and Banner data implementation services. The estimated annual expenditure is \$300,000.

Gartner, Inc. to provide subscription IT support services procured through the DIR purchasing cooperative, contract number DIR-TSO-4099. The contract expires April 6, 2020. The estimated annual expenditure is \$125,000.

Information Builders to provide software maintenance for the Webfocus programs. The sole source number is 1269. The estimated annual expenditure is \$65,000.

JourneyEd.com Inc. to provide Adobe creative cloud licenses procured through IFB 18-07. This is the second year of a three year contract term. The contract expires October 30, 2020. The estimated annual expenditure is \$120,000.

Layer3 Communications, LLC to provide software, hardware, products, services and maintenance for equipment including telephone and server equipment, network data switch gear and wireless access points procured through the DIR purchasing cooperative, contract number DIR-TSO-2679 expires September 19, 2018, and TIPS purchasing cooperative, contract number 180306 expires May 28, 2021. The estimated annual expenditure is \$255,000.

Hyland to provide ImageNow software, sole source number is 1468, and Intelligent Capture for Transcripts software maintenance and support through the DIR purchasing cooperative, contract number DIR-TSO-3418. The contract term expires March 11, 2019. The estimated annual expenditure is \$108,000.

Mythics, Inc. to provide Oracle software licenses and maintenance procured through the DIR purchasing cooperative, contract DIR-TSO-2548. The contract term expires October 16, 2018. The estimated annual expenditure is \$400,000.

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Network Cabling Services (NCS) to provide audio video installation and equipment, and cabling services for projects across all campuses, procured through the BuyBoard purchasing cooperative, contract number 563-18, expires May 31, 2021 and RFP 17-20. The contract term expires September 18, 2019 and is expected to renew for another term. The estimated annual expenditure is \$400,000.

PCM Gov, Inc. to provide hardware, software, networking equipment, storage, peripherals, supplies, Citrix subscription licenses and software renewals through multiple purchasing cooperatives. DIR contract number DIR-TSO-3778, expires May 2, 2019, Choice Partners contract 13/068DG-14, expires January 22, 2019 and BuyBoard contract number 498-15 expires December 31, 2018. The estimated annual expenditure is \$140,000.

PCPC Direct to provide uninterruptible power supplies (UPS)/battery backups for data center power system maintenance. Choice Partners contract number 13/068DG-31. The current contract term expires January 22, 2019. The estimated annual expenditure is \$60,000.

RealThink LLC to provide consulting services for the Information Technology Services department. The term of the agreement expires September 10, 2018 with the option to extend for four additional one-year terms. The estimated annual expenditure is \$350,000.

Southern Computer Warehouse (SCW) to provide computer supplies and equipment procured through the BuyBoard purchasing cooperative, contract number 498-15 expires December 31, 2018. The estimated annual expenditure is \$140,000.

SHI Government Solutions Inc. to provide maintenance, peripherals and supplies through multiple purchasing cooperatives. National IPA R150704, expires September 1, 2018, Choice Partners 15/006MP-20, expires February 23, 2019, and BuyBoard 498-15 expires December 31, 2018. The estimated annual expenditure is \$120,000.

Texas A&M University Corpus Christi for maintenance of Banner, DegreeWorks, FlexReg, E-Learning, and Recruiter software modules, and anticipated consulting to support Banner XE and Pathways procured through an interagency contract. The estimated annual expenditure is \$800,000.

***Lease Agreements***

***\$465,000***

Houston Pilots Association to provide a vessel piloting simulator for the Maritime program. The lease agreement is a five-year term with an expiration date of December 31, 2018, with the option to extend for an additional five-year term. Annual lease payments of \$50,000.

St. Charles Interest, Inc. for a facility located at 3234 East Pasadena Freeway to house the Applied Trades and Technology Programs offered by CPD. The current term of the lease extends through June 30, 2019. Leasing of real property is exempt from competitive bidding per Chapter 44 of the Texas Education Code. The annual cost of the lease is \$105,000.

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Apartments are leased to provide housing for student athletes on scholarship. Lease agreements range from nine to twelve month terms based on availability and requirements specific to each complex. Leasing of real property is exempt from competitive bidding requirements in Chapter 44 of the Texas Education Code.

Domain New Forest Apartments, LP	\$190,000
Beamer Place	\$120,000

***Library Services*** **\$575,000**

Amigos Library Services, Thomson/Gale, Infobase Publishing, Online Computer Library Center, Inc., Oxford University Press, R.R. Bowker, LLC, Springshare, Inc., and various other suppliers to provide access to digital library databases. Library purchases are exempt from competitive bidding per Sections 44.0311(c) and 130.0101 of the Texas Education Code. The combined estimated annual expenditure is \$110,000.

Schroeder’s Book Haven, Yankee Book Peddler Inc., Thomson/Gale, West Group, Amazon and various other suppliers to provide library books, equipment, and supplies. Library purchases are exempt from competitive bidding per Sections 44.0311(c) and 130.0101 of the Texas Education Code. The combined estimated annual expenditure is \$250,000.

EBSCO Subscription Services to provide access to digital library databases. Library purchases are exempt from competitive bidding per Sections 44.0311(c) and 130.0101 of the Texas Education Code. The estimated annual expenditure is \$135,000.

Innovative Interfaces to provide hosting and maintenance services of the Sierra Integrated Library System and subscription services to InnView. The sole source number is 1387. The estimated annual expenditure is \$80,000.

***Marketing*** **\$771,000**

Clear Channel Outdoor and Howard Fetzer Sign Co to provide outdoor advertising/billboards for marketing purposes. The sole source number is 1418. The estimated annual expenditure is \$172,000.

Downs Government Affairs to provide federal government relations services procured through RFP #17-14. This is the second year of a possible five-year contract. The contract expires April 10, 2022. The estimated annual expenditure is \$69,000.

Houston Chronicle to provide advertising services for marketing and legal notices posted by the College. The sole source number is 1194. The estimated annual expenditure is \$530,000.

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve utilization of purchasing cooperatives on an as-needed basis for authorized expenditures for the fiscal year 2018-2019.

## **BACKGROUND**

The College participates in various purchasing cooperatives, group purchasing organizations, government purchasing alliances, interagency agreements, bids and contracts both in and out of the State of Texas. The purpose of the cooperatives is to provide lower prices and better quality products for educational institutions belonging to the cooperatives and allows the College to take advantage of leveraged buying through these various agreements. The contracts awarded through these cooperatives are competitively bid and comply with the State of Texas competitive bidding requirements. Many of these agreements have incorporated the new federal regulation language required when spending federal funds.

## **IMPACT OF THIS ACTION**

The purchase of products and services through competitively bid purchasing cooperatives allows the College to leverage buying power by pooling the purchasing volume of multiple governmental and educational institutions in order to obtain the best value for the cooperative members. Utilizing these competitively bid contracts also saves time and money as these contracts are readily available for use when a need arises and precludes the requirement to initiate a formal solicitation process. Buying through the cooperatives meets the requirements of the State bidding laws and College purchasing policies.

## **BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

Items purchased through the cooperatives will be procured utilizing individual departmental budgets.

## **MONITORING AND REPORTING TIMELINE**

None

## **ATTACHMENTS**

Attachment 1 - List of Interlocal Purchasing Cooperatives

## **RESOURCE PERSONNEL**

Ann Kokx-Templet

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**Attachment #1 – List of Interlocal Purchasing Cooperatives**

City of Houston and Metropolitan Transit Authority  
Claims Administrative Services (CAS)  
Educational & Institutional Cooperative Purchasing (E&I)  
FirstChoice Cooperative (FCC)  
GoodBuy Purchasing Cooperative ESC Region 2  
Harris County Department Education - Choice Partners  
Houston-Galveston Area Council (H-GAC)  
Horizon Resource Group  
National Association of Educational Procurement (NAEP)  
National IPA  
Provista  
Purchasing Solutions Alliance (PSA)  
Region 4 Education Service Center (ESC)  
Region 5 Education Service Center (ESC)  
Region 19 Education Service Center (ESC)  
Sourcewell (Formerly NJPA)  
State of Texas Cooperative Purchasing Program  
Tarrant County Cooperative Purchasing Program  
Texas Association of School Boards (TASB) – BuyBoard  
Texas Correctional Industries (TCI)  
Texas Department of Information Resources (DIR)  
Texas Interlocal Purchasing System (TIPS)  
Texas Investment Provider Selection Committee (TIPSC)  
Texas Multiple Award Schedule (TXMAS)  
Texas Procurement and Support Services (TPASS)  
Texas State Management Travel Program (TSTMP)  
TIBH Industries Inc.  
U.S. Communities Government Purchasing Alliance  
U.S. General Services Administration (GSA), Schedules 70 and 84



**Purchase Request #3**  
**Regular Board Meeting July 9, 2018**

**Consideration of Approval to Purchase Course and Curriculum Catalog Software**

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the purchase of three software modules for curriculum management, catalog management, and personalized class registration with LEEPfrog Technologies, Inc., for the Student Services and the Teaching and Learning departments.

## **BACKGROUND**

The College has been seeking a strategic approach to address admissions, advising, student engagement, academic performance and student retention goals. A multi-departmental team evaluated features of various software products designed to meet the College's curriculum, catalog management and class registration needs. The team determined that the LEEPfrog Technologies' CourseLeaf software was the only product that could meet all the needs of the College in one deliverable.

Through the implementation of the CourseLeaf software, the College will be able to successfully streamline the process of course and program curriculum approval, ensuring that critical public-facing catalog content is synchronized with the College's Banner data. In addition, these services will streamline the workflow approval processes, creating transparency across departments, that will in turn significantly increase efficiency of the catalog publication and curriculum management processes.

LEEPfrog Technologies, Inc. is a sole source provider of curriculum management software, catalog management software, and personalized class registration software and is exempt from competitive bidding per Section 44.031(j) of the Texas Education. Sole source number 1501 has been assigned.

## **IMPACT OF THIS ACTION**

Approval to purchase the three CourseLeaf software modules will have significant college-wide impact, by saving time, streamlining processes for efficiency and providing a better student experience. Furthermore, time savings are estimated to be up to 50 percent in some departments and it will eliminate redundancies in the Student Services and Marketing departments where data is entered in multiple locations.

The existing curriculum management process is manual and requires lengthy paper packets in order to propose curriculum changes or new degrees. For college employees involved in the workflow, the approval process will become streamlined and efficient. Instead of sorting through email threads or tracking down hard copies of proposals, faculty and administrators will be alerted to take action through the automated workflow process.

The catalog management process will also be streamlined and will result in a digital online catalog that is fully searchable and built as a database. The current catalog is in a PDF format. By leveraging the CourseLeaf software, the College will be able to publish pathways

**Purchase Request #3**  
**Regular Board Meeting July 9, 2018**

**Consideration of Approval to Purchase Course and Curriculum Catalog Software**

so students can clearly identify which courses align with internal degree plans and transfer/university degree plans. In addition, the student handbook will be incorporated into the software and will be fully searchable and easy to navigate.

The CourseLeaf FocusSearch will allow students to log in to the software using their single sign on credentials, at which point the experience will become personalized. While searching for courses, FocusSearch will advise them if they are signing up for courses outside their degree plan or courses they have already taken. This personalized experience will allow for students to create shopping carts with the specific sections they are interested in taking, run any holds, and if no holds exist, convert their shopping cart into Banner to register for the term.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The estimated annual expenditure for this request is \$486,460. This expenditure is funded from the Assistant Vice Chancellor, Teaching and Learning department's 2017-2018 operating budget and subsequent year budgets.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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Teri Crawford	281-998-6151	teri.crawford@sjcd.edu
Charity Simpson	281-998-6328	charity.simpson@sjcd.edu

**Purchase Request #4**  
**Regular Board Meeting July 9, 2018**

**Consideration of Approval of Additional Funds for Oracle Advanced Security Option**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of Oracle advanced security licenses from Mythics, Inc. for the Information Technology Services department.

**BACKGROUND**

The Banner system is an Enterprise Resource Planning (ERP) system that supports the College's student services and administrative functions. The College initially installed Banner in 2001. The Oracle Software licenses provide access to the databases that support the Banner ERP system, UC4, DegreeWorks, SOS access, Banner forms and numerous additional database environments.

Mythics has a contract through the Texas Department of Information Resources (DIR) cooperative contracts program to provide Oracle software, Contract Number DIR-TSO-2548, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.001(g) of the Texas Government Code.

**IMPACT OF THIS ACTION**

This purchase provides additional tools to help secure and protect sensitive data from being accessed incorrectly. The two features are Transparent Data Encryption (TDE) and Data Redaction (masking). TDE utilizes encryption to protect sensitive data in a potentially unprotected environment such as backup media sent to off-site storage. Application modification is not necessary as automatic encryption / decryption occurs within application access. Redaction enables column data to be masked at varying levels and then the contents within a column can be either completely masked or partially masked, such as leaving the last four digits of the social security number disclosed. This masking is done at the moment the user tries to view the data which is ideal for production systems in which data constantly changes.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

In August 2017, the Board approved the expenditure of \$425,000 for Oracle annual software license and maintenance. This request would increase the total amount approved by \$240,000 to a total of \$665,000. Estimated recurring Oracle maintenance costs for the new licenses are \$43,032. This expenditure will be funded from 2017-2018 operating budget.

**MONITORING AND REPORTING TIMELINE**

None

**Purchase Request #4**  
**Regular Board Meeting July 9, 2018**

**Consideration of Approval of Additional Funds for Oracle Advanced Security Option**

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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Charity Simpson	281-998-6328	charity.simpson@sjcd.edu

**Purchase Request #5**  
**Regular Board Meeting July 9, 2018**

**Consideration of Approval of Additional Funds for Network Data Switches**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of network data switches for the SmartStart Program and other information technology equipment, software, services and equipment maintenance from Layer 3 Communications for the Information Technology Services (ITS) department.

**BACKGROUND**

The SmartStart Program is scheduled to be fully implemented at the beginning of the 2018 Fall semester. As part of the program implementation plan, multiple dedicated computer labs are required at each campus. Due to the shortage of labs and scheduling conflicts, multiple classrooms will be converted to computer labs and populated with computers at each campus. As a result, additional data cabling and network switches are needed. Additionally, as part of an on-going project to replace aged equipment, ITS is replacing forty-eight (48) switches that have reached the end of their useful life. In total, fifty-three (53) data switches will need to be purchased to support these initiatives.

Layer 3 Communications has contracts through the DIR and TIPS cooperative contracts program, Contract Numbers DIR-TSO-2679 and 180306, respectively, to provide software, hardware, products, services and maintenance for equipment including telephone and server equipment, network data switch gear and wireless access points. Use of the co-op contracts complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.001(g) of the Texas Government Code.

**IMPACT OF THIS ACTION**

The installation of these new data switches provides a key component necessary to buildout the new lab spaces required by the SmartStart Program and confirmed through a review of current space utilization conducted by the Campus Deans of Administration. Further, the additional switches deliver higher performance, improved redundancy and better manageability. Over the last seven years, the College has experienced a significant and persistent growth in data usage. This stems from an increased dependency on the Internet for instructional purposes, the adoption of Open Education Resources (OER), as well as the College's transition to cloud based systems like Office 365.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

In August 2017, the Board approved the expenditure of \$93,000 for software, hardware, products, services and maintenance for Juniper, Avaya, Aruba, network data switch gear and wireless access points. This request would increase the total amount approved by \$227,000 to a total of \$320,000. The expenditures will be funded from the ITS department's 2017-2018 operating budget.

**Purchase Request #5**  
**Regular Board Meeting July 9, 2018**  
**Consideration of Approval of Additional Funds for Network Data Switches**

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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Charity Simpson	281-998-6328	charity.simpson@sjcd.edu

**Purchase Request #6**  
**Regular Board Meeting July 9, 2018**

**Consideration of Approval to Renew the Contract for Flood Insurance**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve to renew the contract for flood insurance for all campus facilities with Rick Tinker Insurance Agency.

**BACKGROUNDS**

A request for qualifications, Project Number 15-12, was issued in April 2015 to procure flood insurance policies for the College. The Board approved the original contract with Rick Tinker Insurance Agency in July 2015.

All flood insurance policies are issued through the National Flood Insurance Program (NFIP) which standardizes the premium rate charged by agencies for flood insurance coverage. The College has historically purchased insurance through NFIP to supplement the flood insurance coverage included in the College's property insurance policy, to offset the higher deductibles associated with the property insurance policy. The additional insurance is also designed to offset the escalating repair costs to buildings and their contents for damage caused by rising water.

**IMPACT OF THIS ACTION**

Approval of this request will authorize Rick Tinker Insurance to continue the risk assessment required to adequately assess the College's properties related to the potential flood risk and present recommendations for appropriate coverage levels. Unlike other types of property insurance policies, flood insurance policies are issued on an individual building basis which provides greater flexibility in maximizing cost avoidance relative to the assessed risk for each building.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The estimated annual expenditure for this request is \$187,050. This expenditure will be funded from the Safety, Health, Environmental and Risk Management department's 2017-2018 operating budgets.

**MONITORING AND REPORTING TIMELINE**

This renewal will exercise the third of four one-year renewal options available. The new contract term will be August 19, 2018 through August 19, 2019.

**ATTACHMENTS**

None

**Purchase Request #6**  
**Regular Board Meeting July 9, 2018**

**Consideration of Approval to Renew the Contract for Flood Insurance**

**RESOURCE PERSONNEL**

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Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu



**Purchase Request #7**  
**Regular Board Meeting July 9, 2018**

**Consideration of Approval to Purchase Emergency Phone Broadcasts Speakers**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the purchase of emergency phone broadcasts internet protocol (IP) paging speakers with Graybar for the Information Technology Services (ITS) department.

**BACKGROUND**

Over the past five years, there has been a need for a college-wide announcement system to be able to broadcast messages in the event of any emergency operations. Through the 2015 Bond Program, the College began to install Valcom brand IP paging speaker system in all newly constructed or renovated facilities. The speakers work with the College phone system and will be setup as paging zones for individual space use, but can also be used as a global announcement system. The College will continue to purchase and install IP speaker systems in all planned renovations and new construction projects, but thirty-five other facilities that are not included in the Bond Program, will need the IP speakers for a full roll out of the announcement system. This request is for these thirty-five facilities.

Graybar has a contract through the U.S. Communities cooperative contracts program to provide Valcom hardware, Contract Number EV2370, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.011(g) of the Texas Government Code.

**IMPACT OF THIS ACTION**

The new speaker system installation will allow emergency responders to broadcast vocal messages in the event of emergencies, which will provide quick notification to the on-site college public. Approval of this purchase would allow the College to purchase and begin the installation of the IP speaker system into the thirty-five facilities that are spread across the three campuses.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The expenditure for this request is \$150,000. This expenditure is funded from the ITS department's 2017-2018 operating budget.

**MONITORING AND REPORTING TIMELINE**

The purchase will be completed prior to August 31, 2018.

**ATTACHMENTS**

None

**Purchase Request #7**  
**Regular Board Meeting July 9, 2018**

**Consideration of Approval to Purchase Emergency Phone Broadcasts Speakers**

**RESOURCE PERSONNEL**

Jeff Tambrella	281-998-6353	jeff.tambrella@sjcd.edu
Charity Simpson	281-998-6328	charity.simpson@sjcd.edu

**Purchase Request #8**  
**Regular Board Meeting July 9, 2018**

**Consideration of Approval of Additional Funds for Temporary Staffing Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of temporary staffing services from Meador Staffing Services for the various departments that may use temporary personnel.

**BACKGROUND**

A request for proposals, Project Number 16-25, was issued in August 2016 to procure temporary personnel services for the various departments on all campuses. The Board approved a contract renewal with Meador Staffing Services in December 2017.

**IMPACT OF THIS ACTION**

The College's ability to be a leader in the higher education arena is directly related to the level of service provided to our students and employees. Temporary personnel services provide the College with quicker access to trained and qualified employees who can perform job duties on an "as needed" basis. The College has no established minimum number of work hours for temporary personnel.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

In December 2017, the Board approved an annual combined expenditure of \$350,000 for temporary personnel services. This request would increase the total amount approved by \$150,000 to a total of \$500,000. This expenditure will be funded from the 2017-2018 and 2018-2019 operating budgets of each department that will utilize temporary services.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Suzanne DeBlanc	281-998-6323	suzanne.deblanc@sjcd.edu
Sandra Ramirez	281-991-2648	sandra.ramirez@sjcd.edu
Gwen Henderson	281-998-6326	gwen.henderson@sjcd.edu

**Purchase Request #9**  
**Regular Board Meeting July 9, 2018**  
**Consideration of Approval to Purchase IT Consulting Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the purchase of information technology consulting services with Gartner Inc. for the Information Technology Services (ITS) department.

**BACKGROUND**

Gartner, Inc. is the world's leading research and advisory company and a member of the Standard & Poor (S&P) 500. Gartner's provides services that are highly adopted by institutions across Education.

This purchase request is for technology research, professional development, and training services to support technology strategy and professional development, day-to-day technology service delivery, new projects, and the renewal or purchase of technology products and services.

In particular, Gartner supports the College's ITS department by providing the latest in how-to guidance for strategy, planning, design, evaluation and implementation, including resources for program and project management, roadmaps, templates, frameworks for application development, cloud computing, identity and access management, wireless and mobility, and data center operations. Gartner also provides an independent review and assessment of the College's technologies in security and risk management.

Gartner's service also supports the renewal or purchase of new technology products and services by providing the College with up-to-date market research, independent contract review, and pricing verification.

An additional benefit provided by this service is unlimited access to Gartner's professional development resources for all students, faculty and staff, including trend analysis and research in support of future degree programs, career development, and job skills.

Gartner Inc. has a contract through the Department of Information Resources cooperative contracts program to provide consulting services, Contract Number DIR-TSO-2531, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.011(g) of the Texas Government Code.

**IMPACT OF THIS ACTION**

The purchase of this service provides the College with access to research, professional development, and support of day-to-day IT operations, projects, and purchasing activities. This ensures that the College has the appropriate technologies in place to provide excellent services to students, faculty and staff; and is operating securely, safely, and in a cost effective manner.

**Purchase Request #9**  
**Regular Board Meeting July 9, 2018**  
**Consideration of Approval to Purchase IT Consulting Services**

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The estimated annual expenditure for this request is \$125,000 of which approximately \$47,000 has already been expended. This expenditure is funded from the ITS department's 2017-2018 operating budget.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Rob Stanicic	281-929-4644	rob.stanicic@sjcd.edu
Kyle Castillo	281-991-2682	kyle.castillo@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**Purchase Request #10**  
**Regular Board Meeting July 9, 2018**

**Consideration of Approval of Additional Funds for Science Lab Supplies and Equipment**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the expenditure of additional funds for the purchase of science lab supplies and equipment from VWR International for the College's Life Sciences, Physical Science and Natural Science departments.

**BACKGROUND**

The College regularly purchases science lab supplies and equipment throughout the year to support the operational needs of the various Science departments. The co-op contracts with VWR permit purchases of competitively procured quality lab supplies and equipment at discounted prices. Due to increased enrollment, increased supplies are needed to equip and maintain the labs across the campuses.

VWR International has contracts through the BuyBoard cooperative contracts program, Contract Number 487-15, and the E & I cooperative contracts program, Contract Number CNR-01163, to provide science lab supplies and equipment, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.001(g) of the Texas Government Code.

**IMPACT OF THIS ACTION**

The approval of this request will allow all Science departments to continue purchasing consumables and equipment to maintain a quality lab learning environment for the duration of the current fiscal year.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

In August 2017, the Board approved the expenditure of \$60,000 for science and lab supplies and equipment from VWR. This request would increase the total amount approved by \$75,000 to a total of \$135,000. This expenditure will be funded from the Physical Science, Life Science, and Natural Science departments' 2017-2018 operating budget.

**MONITORING AND REPORTING TIMELINE**

None

**ATTACHMENTS**

None

**Purchase Request #10**  
**Regular Board Meeting July 9, 2018**

**Consideration of Approval of Additional Funds for Science Lab Supplies and Equipment**

**RESOURCE PERSONNEL**

Christopher Wild	281-998-4021	christopher.wild@sjcd.edu
Roberto Gorena	281-998-1685	roberto.goreno@sjcd.edu
Rhonda Bell	281-476-1858	rhonda.bell@sjcd.edu
Gwen Henderson	281-998-6326	gwen.henderson@sjcd.edu

**Purchase Request #11  
Regular Board Meeting July 9, 2018  
Consideration of Approval of a Contract for  
Direct Digital Controls Network Upgrades, Package II**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve Siemens Industry, Inc. (Siemens) to provide equipment and installation for Package II of a building automation/energy management system upgrade project.

**BACKGROUND**

The College's Direct Digital Control (DDC) system provides two primary benefits. The first is to allow remote electronic control of air conditioning and other critical utility systems across all campuses from any location with an internet connection. This saves labor by preventing the need for Facilities Plant Operations and Maintenance personnel to travel to each building or plant location to make operational corrections. The second benefit is the ability to balance building comfort with minimal energy usage. This would be essentially impossible without a central DDC system.

The installation and upgrades to the DDC system will be completed by Siemens, as they are the sole supplier for the building automation system currently installed in the campus buildings and they are the only authorized provider of upgrade services to the system. Sole source number 1484 has been assigned. Siemens has a contract through the General Services Administration cooperative contracts program to provide facilities control and automation materials, installation and related services, Contract Number GS-07F-217CA, which complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and permitted through Section 791.001(g) of the Texas Government Code.

**IMPACT OF THIS ACTION**

The scope of this project includes necessary physical components and upgrades to the DDC systems at targeted locations across each of the three campuses. The targeted locations undergoing repairs were identified as being either outdated or working at restricted capacity. The proposed upgrades will provide the necessary control capacity required to allow the system to operate at its optimum performance.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The expenditure for the Package II request is \$650,596. The entire DDC upgrade project budget is \$2,321,220. This expenditure will be funded from the 2015 Bond program.

**MONITORING AND REPORTING TIMELINE**

These services are estimated to be completed within two-hundred seventy (270) calendar days from issuance of contract. This project will be monitored by San Jacinto College Facilities Services personnel. Program management will be provided by AECOM. ACR



**Purchase Request #11  
Regular Board Meeting July 9, 2018  
Consideration of Approval of a Contract for  
Direct Digital Controls Network Upgrades, Package II**

Engineering will provide contract administration services as required for the implementation of Package II work.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve the purchase of vehicles from Silsbee Ford for Information Technology Services (ITS) department.

### **BACKGROUND**

The College will procure two vans from Silsbee Ford & Silsbee Toyota through Buy Board cooperative contract, Contract Number #521-16. This contract complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.011(g) of the Texas Government Code.

ITS frequently transports technology equipment between campuses and the district complex; primarily coming to/from the Central campus. ITS currently shares a single van to support all College locations. Due to the high frequency of use, the department needs to reserve vans through the Facilities Services department on a regular basis. These vans are not equipped with the necessary shelves to secure the computer equipment during transport, thus running the risk of damaged equipment.

### **IMPACT OF THIS ACTION**

Periodic life-cycle replacement of the College's vehicle fleet is necessary to ensure reliability and manage operating costs. The purchase of two new vehicles will provide increased reliability and efficiency as replacement of older vehicles is critical for effective fleet management. The van ITS currently has is 17 years old with over 105,000 miles, and the air conditioning is beginning to present issues while driving at highway speeds.

### **BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The estimated expenditure for this request is \$64,000. This expenditure will be funded from 2008 Bond Program.

### **MONITORING AND REPORTING TIMELINE**

Estimated delivery, one hundred twenty to one hundred fifty (120 – 150) days after receipt of purchase order.

### **ATTACHMENTS**

None

**Purchase Request #12  
Regular Board Meeting July 9, 2018  
Consideration of Approval to Purchase Fleet Vehicles**

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Rob Stanicic	281-669-4023	rob.stanicic@sjcd.edu
Allen Bourque	281-922-3494	allen.bourque@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

**Purchase Request #13**  
**Regular Board Meeting July 9, 2018**

**Consideration of Resolution Regarding Payment of Municipal Impact Fees**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees adopt the Resolution regarding the payment of City of Houston utility impact fees for District construction projects.

**BACKGROUND**

Since 2007, Texas Local Government Code Section 395.022 has provided that “school districts” are not required to pay utility impact fees for new development, unless the school district’s Board of Trustees consents to the payment by entering into a contract with a city to pay the fees. In January 2013, the Texas Attorney General issued an opinion concluding that junior college districts are considered “school districts” for purposes of this statutory exemption.

The City of Houston does not acknowledge community college districts’ statutory exemption to the payment of impact fees. As a result, the permit application for the South Campus Cosmetology Center is being held pending payment. This Resolution will authorize the Chancellor to pay wastewater and water capacity impact fees in the amounts of \$34,010 and \$17,783, respectively.

In addition, there is a potential that the change of use of South Campus Building 14 from Auto Body to HVACR could result in some differential impact fees. The wording of the Resolution will permit the Chancellor to pay those fees as well.

**IMPACT OF THIS ACTION**

Payment of the utility impact fees is the most expeditious means of advancing the construction of 2015 Bond Program projects within the City of Houston’s jurisdictional authority. The alternative to voluntary payment is the initiation of legal action to enforce the College’s statutory exemption. It is the opinion of staff that the cost of legal representation would exceed the cumulative cost of the fees. The Resolution is written so as to make it non-precedent setting.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The total estimated expenditure for this request is \$51,793, payable to the City of Houston from 2015 Bond funds. Payment of these funds will be accomplished within the authorized program budgets.

**MONITORING AND REPORTING TIMELINE**

This initiative should be completed within thirty (30) days. If any additional expenditures are incurred due to the change of use of the facility, they will be reported at the first Board meeting following if they are incurred.

**Purchase Request #13**  
**Regular Board Meeting July 9, 2018**  
**Consideration of Resolution Regarding Payment of Municipal Impact Fees**

**ATTACHMENTS**

Attachment 1 - Resolution

**RESOURCE PERSONNEL**

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Chuck Smith	281-998-6341	charles.smith@sjcd.edu

**RESOLUTION  
of the  
SAN JACINTO COMMUNITY COLLEGE DISTRICT**

WHEREAS, the **SAN JACINTO COMMUNITY COLLEGE DISTRICT** (the “SJCCD”) is a public junior college district organized and operated pursuant to Chapter 130 of the Texas Education Code, as amended;

WHEREAS, the SJCCD, acting by and through its Board of Trustees, in order to promote and fulfill its public education mission has determined, and will likely determine in the future, that additional facilities are necessary to serve the present and future students of the SJCCD;

WHEREAS, municipalities and other political subdivisions generally require developers to pay impact fees for new development as a condition to, and/or prior to, the issuance of development permits or the provision of utility services;

WHEREAS, Section 395.022(b) of the Texas Local Government Code states that “a school district is not required to pay impact fees ... unless the board of trustees of the district consents to the payment of the fees by entering into a contract with the political subdivision that imposes the fees;”

WHEREAS, the Texas Attorney General has concluded that the term “school district” as used Section 395.022(b) includes junior college districts;

WHEREAS, the Board of Trustees has determined that the voluntary payment of impact fees may on occasion represent the best use of taxpayer resources, and therefore consents to the payment of such fees with appropriate restrictions.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE SAN JACINTO COMMUNITY COLLEGE DISTRICT AS FOLLOWS:

1. The Board of Trustees of the SJCCD hereby elects to consent to the payment of impact fees for projects recognized under the 2015 Bond Program within the jurisdictional limits of the City of Houston.

2. The Board of Trustees of SJCCD hereby delegates authority to the Chancellor to pay such fees in the amounts calculated by the City of Houston, provided that such payment is determined by the Chancellor as more cost effective than the pursuit of any and all administrative and/or judicial remedies necessary to challenge the provision of utility services or the issuance of permits (including but not limited to building and occupancy permits) conditioned upon SJCCD’s agreement to pay impact fees.

EXECUTED this \_\_\_\_ day of July, 2018.

\_\_\_\_\_  
Chair, Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees

**Item "A"**  
**Regular Board Meeting July 9, 2018**  
**Approval of the Minutes for the June 4, 2018**  
**Board Workshop and Regular Board Meeting**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the June 4, 2018, Board Workshop and Regular Board Meeting.

**San Jacinto College District Board Workshop  
June 4, 2018  
District Administration Building, Suite 201**

**MINUTES**

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson <b>Chancellor:</b> Brenda Hellyer <b>Other:</b> Sandra Ramirez, Mandi Reiland, Steve Trncak, Wayne Wauters, Laurel Williamson, Teri Zamora
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	Board Chair, Marie Flickinger, called the workshop to order at 5:02 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
<b>III.</b>	<b>Adjournment to closed or executive session pursuant to Texas Government Code Section 551.074 and 551.072 of the Texas Open Meetings Act, for the following purposes: Personnel Matters &amp; Real Estate</b>	Adjourned to closed session at 5:03 p.m.  <ul style="list-style-type: none"> <li>a. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee. <ul style="list-style-type: none"> <li>• Review Results from the Board’s Self-Evaluation Assessments Board Member and Brenda Hellyer present for this item.</li> <li>• Personnel Item Steve Trncak, Mandi Reiland, and Teri Zamora present for this portion.</li> </ul> </li> <li>b. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property. Brenda Hellyer present for this item.</li> </ul>
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	Reconvened in open meeting at 6:05 p.m.
<b>V.</b>	<b>Review Action Steps from the</b>	There was 100 % participation by Board members in completing the self-evaluation instrument. The comments



	<b>Board Self-Evaluation Process</b>	<p>were reviewed and a compiled report of comments was prepared by Keith Sinor (Board Secretary).</p> <p>Keith Sinor provided the following action steps from the Board Self-evaluation process:</p> <ul style="list-style-type: none"> <li>• Board Members should strive to attend all regularly scheduled meetings and be on time so that the posted meeting can start on time.</li> <li>• Board Members should make an increased effort to attend various College events.</li> <li>• Board Members would like to increase continuing education by: <ul style="list-style-type: none"> <li>○ Additional retreats to discuss community college issues and future planning in greater depth than workshops allow</li> <li>○ Presentations at workshops on federal and state issues and other issues related to the operation of a community college (i.e. Financial Aid, College Prep, etc.)</li> </ul> </li> <li>• Board Members agreed to complete the self-evaluation process every two years. The format should be updated prior to next evaluation period.</li> </ul>
<b>VI.</b>	<b>Review Proposed Changes to Board Bylaws</b>	<p>Brenda Hellyer reviewed the proposed change to the Board Bylaws. The Chancellor recommends that the Board of Trustees approve the updated Board of Trustees Bylaws which includes a revision for a bi-annual self-evaluation of the Board of Trustees. The proposed revision to the Bylaws adds a section regarding the Board of Trustees self-evaluation process which will occur bi-annually. The process will include an assessment questionnaire for all Board members to complete with summarized results compiled by the secretary or assistant secretary. Such results will be reviewed by the Board of Trustees and Chancellor at a subsequent work session. Changes to the Bylaws were discussed with the Board at its workshop on May 7, 2018.</p>
<b>VII.</b>	<b>Review of 2018-2019 Budget Assumptions</b>	<p>Teri Zamora explained the Fiscal Year 2019 budget framework and process. In the process, the College has remained true to its mission and strategic plan, and the</p>

		<p>leadership worked together and prioritized competing items to best benefit our students.</p> <p>She explained that the revenue realities and assumptions include:</p> <ul style="list-style-type: none"><li>• the implementation of the Technology Fee at \$2 per semester credit hour will be the only overall tuition and fee increase,</li><li>• conservative growth in enrollment after adjusting to the current year’s experience rate,</li><li>• continue to hold steady the Maintenance &amp; Operation tax rate for local taxpayers along with a 2.59% preliminary estimate of growth in tax base,</li><li>• State funding is level with FY2018,</li><li>• increased interest income on cash and investments, and</li><li>• proposed increase of Child Care Center fees.</li></ul> <p>Teri reviewed the revenue projections table included in the presentation. She pointed out that the Sales and Services line item is primarily composed of the Child Care Centers.</p> <p>Teri explained the Ad Valorem Tax Rates. The College has a stable history of assessed valuation growth and has been conservative in managing the tax rate. The tax rate calculations will be adjusted when the tax rolls are received in August.</p> <p>She reviewed the expense realities and assumptions for the College which include: a commitment to an annual salary increase, completion and opening of new bond-financed projects, implementation of meaningful strategic initiatives, and operational and compliance necessities.</p> <p>Dr. Ruede Wheeler asked about new buildings being in the budget. Teri responded that the budget includes approximations of the costs involved with new buildings.</p> <p>Teri reviewed the future approach to the budget process which is to continue to embrace a proactive mode for cost control and remain true to the 2016-2018 Strategic Plan.</p> <p>Erica asked about the implementation and utilization of new budget items especially with new technology. Teri</p>
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		<p>answered that we have a current process on dollars spent, and we are continuing processes on tracking implementation. Brenda explained that Rob Stanicic, CIO, tracks this as well, and we are evaluating some areas of investment that may no longer be justified.</p> <p>Teri reviewed data on the unrestricted expenditures per completer. The Board members were interested in receiving more information like this. Teri is in the process of compiling a report that compares this same data to other institutions in our region and size group.</p> <p>Teri reviewed FY 2019 budget highlights. FY 2019 new priority strategic and operating initiatives included in the budget increase total \$5.58 million. These initiatives are designed to position the College to retain new and returning students, strengthen the College mission, and attract and retain qualified faculty and staff.</p> <p>Priority budget initiatives include:</p> <ul style="list-style-type: none"> <li>• Reallocating reductions in sports funded by unrestricted fund</li> <li>• Establishing performance based salary increase and corresponding benefits</li> <li>• Hiring addition of nine (9) new full-time faculty positions (after trading from athletic and other positions, and adjunct funds)</li> <li>• Advancing Open Books Project (ongoing effort to advance open book efforts)</li> <li>• Funding of educational planners to support Pathways &amp; Student Success (includes nine new positions and some upgraded positions)</li> <li>• Funding additional student services and financial aid support to increase student success and retention (includes four retention specialists, three financial aid advisors, and one compliance officer)</li> <li>• Providing resources for Service Learning initiative</li> <li>• Purchasing instructional equipment (various programs, audio/video for fine arts venues)</li> </ul>
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		<ul style="list-style-type: none"> <li>• Supporting safety and security enhancement measures (cybersecurity, Oracle backup, smoke detectors, vehicle upgrades, sprinkler &amp; extinguisher replacements, and administration lobby)</li> <li>• Funding ongoing upgrades to informational technology</li> <li>• Providing for operational needs, includes cost increases and staffing in human resources, accounting, custodial, landscape, insurance, marketing, and debt service</li> </ul> <p>Erica asked for a report on the progress of the Open Educational Resources (OER) work. She would like to see the effects of OER on student success A-C data. Brenda said that Dr. Williamson will be presenting this at an upcoming meeting.</p> <p>Teri explained that the presentation in July will include more details on items discussed in this workshop.</p> <p>Teri provided an overview of the proposed auxiliary budget. Larry Wilson asked for clarification on the contracted services. Teri explained that this is due to the switch to PepsiCo offset by the new Barnes and Noble (B&amp;N) contract.</p> <p>Dr. Wheeler asked for additional details on B&amp;N. Brenda explained that there is an action item for consideration of approval in tonight’s Board meeting. The estimated annual expenditure is \$4,000,000, primarily funded from restricted financial aid funds on behalf of students. This new contract will include an unrestricted signing bonus of \$700,000 along with an increase in the guaranteed commission. B&amp;N has provided the College a monetary and capital improvement package that will complement and enhance the company’s initial \$1.5 million investment in the College’s facilities. During the previous contract term, B&amp;N worked closely with the College to control and reduce resource material costs for students. It was important that this focus continue under the new contract.</p> <p>Members discussed the history of working with B&amp;N and how the bookstore operations differed when the College operated the stores.</p> <p>Marie Flickinger asked for clarification on the decrease in the cafeteria budget. Teri explained that this is due to elimination of athletics programs and the decrease in the</p>
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		<p>amount of meals needed. It is not a loss just a balance from another budget area.</p> <p>Teri explained that she will bring additional details on contractual services to the July meeting.</p> <p>Brenda explained that the proposed budget was reviewed with the Finance Committee on May 22, 2018. It will go to the Board for approval at the Board Meeting on July 9, 2018. The plan is to cancel the June and July Building and Finance Committee meetings.</p> <p>Dan Mims asked where we are at on the reserve for state pensions. Teri explained that this amount is adjusted every year.</p>
<p><b>VIII.</b></p>	<p><b>Review Employee Diversification Status Update</b></p>	<p>Steve Trncak, Sandra Ramirez, and Wayne Wauters present for this item.</p> <p>Steve provided an overview of the status of the employee diversity initiatives. He explained that the College must adhere to the U.S. Equal Employment Opportunity Commission (EEOC) which makes it illegal to discriminate against a job applicant or an employee. This is a requirement at all public and private organizations. He reviewed the College’s EEOC statement which is “The San Jacinto College District is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws.”</p> <p>Steve explained that the College also has to adhere to regulations of the Office of Federal Contractor Compliance Programs (OFCCP). OFCCP administers and enforces Executive Order 11246, as amended, which prohibits federal contractors and federally-assisted construction contractors and subcontractors, who do over \$10,000 in government business in one year, from discriminating in employment decisions on the basis of race, color, religion, sex, or national origin.</p> <p>He reviewed that an Affirmative Action Plan (AAP) is needed due to certain federal contracts entered into through the College’s Continuing and Professional</p>

		<p>Development area. In the AAP, an annual “Utilization Analysis” is conducted of the College’s labor force demographics compared to the available workforce within Department of Labor’s established job classifications. The AAP does not include elected officials and/or board members because they are not employees. The term “underutilization” is used when workplace diversity does not meet the same level of diversity as the recruitment area. Underutilization results in the establishment of an AAP goal, focusing on a specific job group.</p> <p>Steve explained that if there are gaps, the contractor will specify in its AAP the specific procedures it will follow and the good faith efforts it will make to provide equal employment opportunity. The College has expanded efforts in outreach, recruitment, and training, as some of the affirmative steps. Employment determinations will always be based on qualifications, knowledge, skills and abilities (KSAs). The best candidate for the job will be selected.</p> <p>He reviewed the various job group classifications, the historical changes at the College since 2014, and the year-to-year data comparisons. Since 2014, we have closed the gaps in four out of the seven groupings. Factors that have impacted the goal attainment are recruitment and retention enhancers, such as a successful institution, organizational culture, high engagement levels, benefits package, and work/life balance. The College has a low turnover in all employee classifications.</p> <p>Marie asked how our turnover compares to other community colleges near us. Steve answered that we have average data.</p> <p>Steve explained that we have made progress on postsecondary teaching occupations in the past two years, we still have a significant underutilization of Asians and individuals of more than two races in this category. We have made progress on management occupations, but we are ramping up our efforts in attaining this goal. Also, we have lost a little ground in natural resources over the last two years. This progress has been made as a result of many College-wide initiatives.</p>
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		<p>Steve also presented history in five-year increments from 2002 through 2017 of employees by race and ethnicity. The College has seen a decrease in White employees as a percentage of the total from 71 percent to 53 percent. There have been increases in the Hispanic, Black, and Asian employees in head count and in the percentage representation compared to total employees.</p> <p>Brenda explained that the College will continue to build awareness among leadership teams and hiring committees, educate employees on unconscious bias, and increase recruitment efforts.</p> <p>Erica mentioned that it is important to try and shift perceptions or past perceptions on this topic. Brenda asked the members to report to her any issues they are hearing about applications, hiring committees, etc.</p>
<b>IX.</b>	<b>Review of Calendar</b>	Brenda reviewed the calendar with the Board.
<b>X.</b>	<b>General Discussion of Meeting Items</b>	<p>Brenda asked if there were any additional items the members would like to review.</p> <p>Erica asked for clarification on the RFP#18-19, Contract for Landscaping Services. Brenda explained that purchasing was unable to finalize negotiations on pricing with the company that had the highest points. In this case, they move to the company with the second highest points and were able to finalize pricing.</p> <p>Erica also asked for additional details on our current traditional and digital advertising. Brenda said she would get this information to her.</p>
<b>XI.</b>	<b>Adjournment</b>	Workshop adjourned at 6:58 p.m.

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

**June 4, 2018**

**The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, June 4, 2018, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for the Regular Board Meeting.**

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

**Chancellor:** Brenda Hellyer

**Others Present:**

Tom Arrington	Russell Jones	Roger Watkins
Rhonda Bell	Ruth Keenan	Eric Weaver
Michelle Callaway	Tami Kelly	Van Wigginton
Butch Camp	Ann Kokx-Templett	Laurel Williamson
Pam Campbell	Robert Lloyd	Teri Zamora
Tanja Conerly	Kevin McKisson	Joanna Zimmerman
Janet Cowey	DeRhonda McWaine	
Teri Crawford	Lamar McWaine	
Suzanne Deblanc	Frank Miller	
Chris Duke	Kevin Morris	
Dianne Duron	Alexander Okwonna	
Maria Fargo	Jeff Parks	
Scott Gernander	Bill Raffetto	
George González	Mandi Reiland	
Allatia Harris	Heather Rhodes	
Joseph Hebert	Shelley Rinehart	
Buelle Hill	Martha Robertson	
Curtis Hill	Debbie Smith	
Mini Izaguirre	Danny Snooks	
Sallie Kay Janes	John Stauffer	
Robert Jeter, III	Janice Sullivan	
Brenda Jones	Steve Trncak	
Bryan Jones	Andrea Vasquez	



<b>Call the Meeting to order:</b>	Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:06 p.m.
<b>Roll Call of Board Members:</b>	Erica Davis Rouse Dan Mims John Moon, Jr. Keith Sinor Dr. Ruede Wheeler Larry Wilson
<b>Invocation and Pledges to the Flags:</b>	The invocation was given by Laurel Williamson. The pledges to the American flag and the Texas flag were led by Larry Wilson.
<b>Special Announcements, Recognitions, and Presentations:</b>	<ol style="list-style-type: none"> <li>1. Dr. Allatia Harris recognized the Baseball team and Tom Arrington for playing in the National Tournament.</li> <li>2. John Stauffer recognized Mark Lloyd for receiving the 40 Under 40 Award.</li> <li>3. Ruth Keenan recognized the Hold'Em and Hit'Em Organization.</li> <li>4. Dr. Alexander Okwonna recognized San Jacinto College for outstanding support of the 2018 Texas Association of Black Personnel in Higher Education 45<sup>th</sup> Annual State Conference.</li> </ol>
<b>Student Success Presentations:</b>	<ol style="list-style-type: none"> <li>1. George González provided an update on Transfer Students' GPA Report at University of Houston Campuses.</li> </ol>
<b>Communications to the Board:</b>	<ol style="list-style-type: none"> <li>1. A copy of the Opportunity News was provided to each Board member.</li> </ol>
<b>Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board:</b>	Robert Jeter, III spoke for approximately five minutes to the Board of Trustees.
<b>Informative Reports:</b>	<p>Chair Marie Flickinger indicated such reports were in the Board documents and online.</p> <ol style="list-style-type: none"> <li>A. San Jacinto College Financial Statements</li> <li>B. San Jacinto College Foundation Financial Statements</li> <li>C. Capital Improvement Program</li> <li>D. San Jacinto College Building Committee Minutes</li> <li>E. San Jacinto College Finance Committee Minutes</li> </ol>

**Motion 9866**                      Motion was made by Erica Davis Rouse, seconded by Larry Wilson for  
**Consideration of**              approval of Amendment to the 2017-2018 Budget for Restricted Revenue and  
**Approval of**                      Expenses Relating to Federal and State Grants.  
**Amendment to**  
**the 2017-2018**                      **Motion Carried.**  
**Budget for**  
**Restricted**                              **Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson  
**Revenue and**                        **Nays:** None  
**Expenses**  
**Relating to**  
**Federal and**  
**State Grants**

**Motion 9867**                      Motion was made by Keith Sinor, seconded by Dr, Ruede Wheeler, for  
**Consideration of**              approval to modify Child Care Fees.  
**Approval to**  
**Modify Child**  
**Care Fees**                              **Motion Carried.**  
  
**Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson  
**Nays:** None

**Motion 9868**                      Motion was made by Larry Wilson, seconded by Dan Mims, for approval of  
**Consideration of**              Board of Trustees Bylaws.  
**Approval of**  
**Board of**                              **Motion Carried.**  
**Trustees Bylaws**                      **Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson  
**Nays:** None

**Motion 9869**                      Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr. for  
**Consideration of**              Approval of Policy IV.4004.A: Secondary Review of Validated Performance  
**Approval of**                      Rating – Second Reading.  
**Policy**  
**IV.4004.A:**                              **Motion Carried.**  
**Secondary**  
**Review of**                              **Yeas:** Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson  
**Validated**                              **Nays:** None  
**Performance**  
**Rating – Second**  
**Reading**

**Motion 9870**                      Motion was made by John Moon, Jr., seconded by Keith Sinor, for Approval  
**Consideration of**              of Policy IV.4003.B: Transcripts, Licenses, and Certificates – Second  
**Approval of**                      Reading.  
**Policy**  
**IV.4003.B:**                              **Motion Carried.**  
**Transcripts,**

<b>Licenses, and Certificates – Second Reading</b>	<b>Yeas:</b> Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson <b>Nays:</b> None
<b>Motion 9871 Consideration of Approval of Adopting Prevailing Wage Scale</b>	Motion was made by John Moon, Jr., seconded by Erica Davis Rouse, for Approval of Adopting Prevailing Wage Scale.  <b>Motion Carried.</b>  <b>Yeas:</b> Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson <b>Nays:</b> None
<b>Consideration of Approval of Policy #: Admissions – First Reading (Information Only)</b>	Informational item on Policy #: Admissions – First Reading (Information Only).  <b>No vote needed.</b>
<b>Consideration of Approval of Policy #: Compliance with Health Insurance Portability and Accountability Act (HIPAA) – First Reading (Information Only)</b>	Informational item on Policy #: Compliance with Health Insurance Portability and Accountability Act (HIPAA) – First Reading (Information Only).  <b>No vote needed.</b>
<b>Consideration of Approval of Policy #: Publications, Academic Calendar, Distribution of Literature, and Advertising – First Reading (Information Only)</b>	Informational item on Policy #: Publications, Academic Calendar, Distribution of Literature, and Advertising – First Reading (Information Only).  <b>No vote needed.</b>
<b>Motion 9872</b>	Motion was made by Dan Mims, seconded by Dr. Ruede Wheeler, for approval of the purchasing requests.

**Consideration of  
Purchasing  
Requests**

IFP #18-12 Purchase Respiratory Patient Simulator	\$74,990
RFP #18-19 Contract for Landscaping Services	360,000
RFP #18-22 Contract for Bookstore Operations	4,000,000
Purchase Request #1 Additional Funds for Architect Services	1,337,484
Purchase Request #2 Method of Procurement for College Administration East Building Renovations	1,150,000
Purchase Request #3 Approval of Guaranteed Maximum Price for Steel for the Central Campus Welcome Center	1,116,205
Purchase Request #4 Approval of Guaranteed Maximum Price for Steel for the North Campus Cosmetology and Culinary Center	1,259,626
Purchase Request #5 Approval of Guaranteed Maximum Price for Steel for the South Campus Engineering and Technology Center	2,034,610
Purchase Request #6 Approval of Guaranteed Maximum Price for Steel and Pre-Cast Concrete for South Campus Cosmetology Center	1,172,360
Purchase Request #7 Purchase Data Storage Systems	140,000
Purchase Request #8 Funds for Audio Visual Equipment and Services	1,050,000
Purchase Request #9 Renew the Contract for Consumable Welding Products	186,000
Purchase Request #10 Additional Funds for Traditional and Digital Advertising	<u>300,000</u>
<b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$14,181,275</b>

**Motion Carried.**

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

**Nays:** None

**Motion 9873  
Consent Agenda**

Motion was made by Larry Wilson, seconded by John Moon, Jr., to approve the consent agenda.

- A. Approval of the Minutes for the May 7, 2018 Board Workshop and Regular Board Meeting
- B. Approval of the Minutes for the May 25, 2018 Tour of Generation Park
- C. Approval of the Budget Transfers
- D. Approval of Personnel Recommendations and 2017-2018 Part-Time Hourly Rate Schedule
- E. Approval of the Affiliation Agreements
- F. Approval of the Next Regularly Scheduled Meeting on July 9, 2018

**Motion Carried.**

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

**Nays:** None

**Items for  
Discussion/  
Possible Action**

There were no additional items discussed.

**Adjournment:**

Meeting Adjourned at 7:54 p.m.

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve budget transfers for 2017-2018 which have been made in accordance with State accounting procedures.

### **BACKGROUND**

Adoption of the budget by the Board of Trustees prior to September 1 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 living document that reflects the evolving needs of the College in terms of meeting goals and objectives, occasional movement of budgeted funds between cost elements is desirable and 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**

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Dianne Duron	281-998-6347	dianne.duron@sjcd.edu

SAN JACINTO COLLEGE DISTRICT  
 Budget Transfers For The July 9, 2018 Board Meeting  
 Fiscal Year 2017 - 2018

ELEMENT OF COST	DEBIT	CREDIT
<b>DISTRICT</b>		
INSTRUCTION	-	200,000
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	1,700	345
STUDENT SERVICES	1,195	-
INSTITUTIONAL SUPPORT	200,000	18,592
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
<b>CENTRAL</b>		
INSTRUCTION	1,518	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	-	-
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
<b>NORTH</b>		
INSTRUCTION	6,710	496
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	25	-
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
<b>SOUTH</b>		
INSTRUCTION	8,284	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	-	4,672
STUDENT SERVICES	4,672	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
	<b>224,105</b>	<b>224,105</b>

**RECOMMENDATION**

The administration recommends that the Board of Trustees approve the following Affiliation Agreements:

**Central Campus**

Department

Medical Imaging Program

Affiliation Entity

Solis Mammography

Phlebotomy Program

IBN SINA Community Clinic

Medical Imaging Program  
(First Amendment)

Houston Methodist West Hospital

**South Campus**

Department

Physical Therapist Assistant Program

Affiliation Entity

Trinity Physical Therapy, Inc.

**North Campus**

Department

Health Information Management

Affiliation Entity

Baylor Scott & White Health

Health Information Management

Chi St. Joseph Health

Health Information Management  
(Amendment)

TOPS Surgical Specialty

Health Information Management

Southmore Medical Clinic

Health Information Management

UT Physicians Oral and Maxillofacial  
Surgery

Emergency Medical Technician

Orion EMS

Mental Health Program

U.S VETS-Houston

Nursing Program

Women’s Healthcare Center of Baytown

**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 July 9, 2018**  
**Approval of the Next Regularly Scheduled Meeting**

**RECOMMENDATION**

The next regularly scheduled meeting of the Board of Trustees will be Monday, August 6, 2018.