

*Board of Trustees
Meeting*

April 8, 2019

**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 5:15 p.m., Monday, April 8, 2019, 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 551.072 of the Texas Open Meetings Act, for the following purposes:**
 - a. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property.
- IV. Reconvene in Open Meeting**
- V. Discuss Creation of Second Benefit Plan for Hires After July 31, 2019**
- VI. Update on Property Insurance Renewal**
- VII. Review of Tuition Exemptions and Waivers**
- VIII. Update on 86th Legislative Session**
- IX. Review of Calendar**
- X. General Discussion of Meeting Items**
- XI. Adjournment**

Additional Closed Session Authority

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

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

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

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

Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

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

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

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, April 5, 2019, this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, the College’s website, and is readily accessible to the public upon request.

Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet at 7:00 p.m. on Monday, April 8, 2019, 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**
 - Presentation of Aspen Prize Brenda Hellyer
- V. Student Success Presentations**
 - KPI Dashboard Update – Awards AY 2017-2018 Michelle Callaway
 - Fall 2018 SmartStart 2.0 Outcomes Analysis Laurel Williamson
George González
- 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 charge 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
 - D. San Jacinto College Building Committee Minutes

ACTION ITEMS

- IX. Consideration of Approval of Amendment to the 2018-2019 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**

- X. **Consideration of Approval of Policy III.3004.A, Remodeling and Renovation of College Facilities – Second Reading**
- XI. **Consideration of Approval of Disposition of Fire Boat**
- XII. **Consideration of Approval of Tuition Exemptions and Waivers for Fiscal Year 2020**
- XIII. **Consideration of Approval of Policy #, Use of Electronic Recording Devices by Employees and Students – First Reading (Informational Only)**
- XIV. **Consideration of Approval of Licensing Agreement at Ellington Field**
- XV. **Consideration of Approval of Creation of Second Benefit Plan**

PURCHASING REQUESTS

- XVI. **Consideration of Purchasing Requests**

CONSENT AGENDA

- XVII. **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 March 4, 2019 Board Workshop and Regular Board Meeting**
 - B. **Approval of the Budget Transfers**
 - C. **Approval of Personnel Recommendations, Extra Service Agreements, 2018-2019 Part-Time Hourly Rate Schedule**
 - D. **Approval of the Affiliation Agreements**
 - E. **Approval of the Next Regularly Scheduled Meeting**
- XVIII. **Items for Discussion/Possible Action**
(Items removed from the Consent Agenda or items discussed in closed session, will be considered at this time)
- XIX. **Adjournment**

Closed Session Authority

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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.

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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.

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or
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Brenda Hellyer, Ed.D.

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Statement of Net Position
February 28,

<u>Assets</u>	<u>2019</u>	<u>2018</u>
Current assets:		
Cash and cash equivalents	\$ 133,975,793	\$ 109,257,720
Accounts receivable - taxes	3,606,911	8,607,749
Accounts receivable	10,530,853	9,740,970
Deferred charges	394,575	446,104
Inventories	359,413	363,167
Total current assets	<u>148,867,545</u>	<u>128,415,710</u>
Noncurrent assets:		
Restricted cash and cash equivalents	253,439,855	159,145,665
Capital assets, net	480,068,901	437,670,234
Total noncurrent assets	<u>733,508,756</u>	<u>596,815,899</u>
Total assets	<u>882,376,301</u>	<u>725,231,609</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	4,631,718	6,924,946
Deferred outflow related to OPEB	2,581,254	-
Deferred outflow related to defeased debt	9,704,437	10,987,200
Total deferred outflows of resources	<u>16,917,409</u>	<u>17,912,146</u>
Liabilities		
Current liabilities:		
Accounts payable	18,913,898	11,405,512
Accrued liabilities	730,803	749,098
Accrued compensable absences and deferred compensation	2,259,299	2,282,788
Deferred revenues	687,284	5,584,357
Total current liabilities	<u>22,591,284</u>	<u>20,021,755</u>
Noncurrent liabilities:		
Net pension liability	26,598,961	31,890,143
Net OPEB liability	91,125,036	-
Bonds and notes payable	601,580,230	465,987,269
Total noncurrent liabilities	<u>719,304,227</u>	<u>497,877,412</u>
Total liabilities	<u>741,895,511</u>	<u>517,899,167</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	6,007,220	3,795,258
Deferred inflows related to OPEB	20,148,183	-
Total deferred inflows of resources	<u>26,155,403</u>	<u>3,795,258</u>
Net assets		
Beginning of year	60,632,834	164,328,451
Current year addition	70,609,962	57,120,879
Total net position	<u>\$ 131,242,796</u>	<u>\$ 221,449,330</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2019

11 Unrestricted Funds

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/28/18	% of 8/31/18 Actual
REVENUES:					
State Appropriations	\$ 38,785,179	\$ 16,682,948	43.01	\$ 16,683,773	43.00
Local Taxes - Maintenance & Operations	69,786,000	66,220,085	94.89	61,825,162	94.51
Credit Tuition	45,790,671	37,850,219	82.66	37,932,210	86.77
Credit Fees	16,750,900	14,498,716	86.55	13,230,371	83.52
Credit Exemptions & Waivers	(5,600,000)	(5,912,000)	105.57	(4,945,501)	88.61
Bad Debt	(1,900,000)	(949,998)	50.00	(969,419)	51.83
Continuing Professional Development	4,438,000	3,218,594	72.52	2,641,925	46.52
Sales & Services	1,778,000	8,283,916	465.91	1,038,235	27.60
Investment Income	1,000,000	1,107,125	110.71	390,449	32.05
Hurricane Harvey Recoveries	-	-	-	598,600	-
Total	<u>170,828,750</u>	<u>140,999,605</u>	<u>82.54</u>	<u>128,425,805</u>	<u>76.64</u>
EXPENDITURES:					
Instruction	68,922,251	37,461,726	54.35	37,265,319	54.37
Public Service	4,886,357	2,895,819	59.26	2,703,905	42.12
Academic Support	15,120,726	6,764,165	44.73	6,691,790	52.57
Student Services	15,432,936	6,946,867	45.01	6,698,068	47.99
Institutional Support	43,900,952	18,491,662	42.12	18,153,032	47.71
Physical Plant	19,038,036	7,565,597	39.74	8,608,791	44.39
Hurricane Harvey	-	-	-	292,842	-
Total	<u>167,301,258</u>	<u>80,125,836</u>	<u>47.89</u>	<u>80,413,747</u>	<u>50.47</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	(1,700)	-
Transfers Out	<u>3,527,492</u>	<u>12,680,049</u>	<u>-</u>	<u>2,330,032</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 48,193,720</u>		<u>\$ 45,683,726</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2019

Federal Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/28/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
Grants	\$ 54,746,954	\$ 28,431,632	51.93	\$ 29,975,311	62.62
Total	<u>54,746,954</u>	<u>28,431,632</u>	<u>51.93</u>	<u>29,975,311</u>	<u>62.60</u>
EXPENDITURES:					
Instruction	967,313	238,869	24.69	207,508	48.91
Public Service	274,788	92,821	33.78	90,462	47.02
Academic Support	5,160,158	1,882,633	36.48	2,375,365	52.57
Student Services	536,155	91,641	17.09	199,901	53.50
Institutional Support	1,077,466	403,801	37.48	400,298	42.28
Scholarships and Fellowships	46,731,074	25,721,867	55.04	26,701,777	64.47
Total	<u>54,746,954</u>	<u>28,431,632</u>	<u>51.93</u>	<u>29,975,311</u>	<u>62.60</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2019

State Restricted Funds

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/28/18	% of 8/31/18 Actual
REVENUES:					
State Paid Benefits	\$ 10,632,000	\$ 5,849,166	55.01	\$ 5,622,549	49.50
Grants	4,916,674	2,258,524	45.94	2,049,415	63.10
Total	<u>15,548,674</u>	<u>8,107,690</u>	<u>52.14</u>	<u>7,671,964</u>	<u>52.52</u>
EXPENDITURES:					
Instruction	5,248,559	2,860,909	54.51	2,641,085	48.44
Public Service	197,570	189,020	95.67	187,173	48.31
Academic Support	875,437	889,090	101.56	617,178	38.97
Student Services	819,132	852,466	104.07	772,322	45.97
Institutional Support	6,100,572	1,525,941	25.01	1,666,975	54.86
Scholarships and Fellowships	2,307,404	1,790,264	77.59	1,787,231	72.54
Total	<u>15,548,674</u>	<u>8,107,690</u>	<u>52.14</u>	<u>7,671,964</u>	<u>52.52</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 Six Months Ended February 28, 2019

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/28/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
Local Grants	\$ 2,640,996	\$ 1,774,727	67.20	\$ 1,446,081	75.46
Total	<u>2,640,996</u>	<u>1,774,727</u>	<u>67.20</u>	<u>1,446,081</u>	<u>75.46</u>
EXPENDITURES:					
Instruction	23,656	18,258	77.18	34,668	88.86
Public Service	218,084	85,971	39.42	82,699	48.95
Academic Support	724,407	100,622	13.89	52,323	56.13
Student Services	90,006	21,728	24.14	8,299	24.14
Institutional Support	95,585	44,731	46.80	2,898	10.73
Scholarships and Fellowships	1,744,300	1,535,477	88.03	1,342,521	78.98
Total	<u>2,896,038</u>	<u>1,806,787</u>	<u>62.39</u>	<u>1,523,408</u>	<u>73.86</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(255,042)	(83,543)	-	(83,695)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 51,483</u>		<u>\$ 6,368</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2019

27 Texas Public Education Grant

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/28/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
Credit Tuition	<u>\$ 2,000,000</u>	<u>\$ 1,678,900</u>	<u>83.95</u>	<u>\$ 1,665,447</u>	<u>85.06</u>
Total	<u>2,000,000</u>	<u>1,678,900</u>	<u>83.95</u>	<u>1,665,447</u>	<u>85.06</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>2,000,000</u>	<u>1,165,991</u>	<u>58.30</u>	<u>1,330,653</u>	<u>76.35</u>
Total	<u>2,000,000</u>	<u>1,165,991</u>	<u>58.30</u>	<u>1,330,653</u>	<u>76.35</u>
TRANSFERS AMONG FUNDS:					
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 512,909</u>		<u>\$ 334,794</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2019

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/28/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 2,465	-	\$ 3,200	45.11
Total	-	2,465	-	3,200	45.11
EXPENDITURES:					
Instruction	-	7,104	-	8,079	27.75
Student Services	-	645	-	31,579	61.86
Total	-	7,749	-	39,658	49.47
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (5,284)</u>		<u>\$ (36,458)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2019

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>% Actual to Adjusted Budget</u>	<u>2/28/18</u>	<u>% of 8/31/18 Actual</u>
REVENUES:					
Auxiliary Services	3,281,000	1,824,870	55.62	2,024,973	69.59
Total	<u>3,281,000</u>	<u>1,824,870</u>	<u>55.62</u>	<u>2,024,973</u>	<u>69.59</u>
EXPENDITURES:					
Non-Instructional Labor	447,872	231,769	51.75	331,355	53.49
Benefits	77,175	204,534	265.03	214,209	51.68
Supplies	655,767	211,248	32.21	289,937	52.10
Travel	156,453	68,993	44.10	163,780	35.95
Contracted Services	411,053	132,481	32.23	156,406	52.96
Scholarships and Fellowships	647,480	644,152	99.49	1,159,129	74.09
Utilities	200	-	-	-	-
Total	<u>2,396,000</u>	<u>1,493,177</u>	<u>62.32</u>	<u>2,314,816</u>	<u>59.19</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	(289,843)	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ 885,000</u>	<u>\$ 331,693</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2019

95 Retirement of Indebtedness

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/28/18	% of 8/31/18 Actual
REVENUES					
Investment Income	\$ -	\$ 194,498	-	\$ 116,363	37.43
Local Taxes - Debt Service	29,268,000	27,124,142	92.68	26,597,220	93.78
Total	29,268,000	27,318,640	-	26,713,583	93.17
EXPENDITURES					
Institutional Support	32,540,450	10,544,227	32.40	9,286,276	51.12
Total	32,540,450	10,544,227	32.40	9,286,276	51.12
TRANSFERS AMONG FUNDS:					
Transfers In	(3,272,450)	(3,752,950)	-	(1,954,794)	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	\$ -	\$ 20,527,363		\$ 19,382,101	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2019

97 Investment in Plant

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/28/18	% of 8/31/18 Actual
EXPENDITURES					
Depreciation	\$ 17,500,000	\$ 8,128,133	46.45	\$ 8,730,752	52.14
Capital Purchases	-	(282,655)	-	(481,100)	29.61
Total	<u>17,500,000</u>	<u>7,845,478</u>	-	<u>8,249,652</u>	<u>54.57</u>
Net Increase (Decrease) in Net Position	<u>\$ (17,500,000)</u>	<u>\$ (7,845,478)</u>		<u>\$ (8,249,652)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2019

Consolidated -All Funds
(Not Including Capital Improvement Program)

	Adjusted Budget	Actual (50%)	% Actual to Adjusted Budget	2/28/18	% of 8/31/18 Actual
REVENUES:					
State Appropriations	\$ 49,417,179	\$ 22,532,114	45.60	\$ 22,306,322	44.47
Local Taxes - Maintenance & Operations	69,786,000	66,220,085	94.89	61,825,162	94.51
Local Taxes - Debt Service	29,268,000	27,124,142	92.68	26,597,220	93.78
Credit Tuition	47,790,671	39,529,119	82.71	39,597,657	86.70
Credit Fees	16,750,900	14,498,716	86.55	13,230,371	83.52
Credit Exemptions & Waivers	(5,600,000)	(5,912,000)	105.57	(4,945,501)	88.61
Bad Debt	(1,900,000)	(949,998)	50.00	(969,419)	51.83
Continuing Professional Development	4,438,000	3,218,594	72.52	2,641,925	46.52
Sales & Services	1,778,000	8,286,381	466.05	1,041,435	27.63
Investment Income	1,000,000	1,301,623	130.16	506,812	33.14
Auxiliary Services	3,281,000	1,824,870	55.62	2,024,973	69.59
Grants	59,663,628	30,690,156	51.44	32,024,726	62.63
Local Grants	2,640,996	1,774,727	67.20	1,446,081	75.46
Hurricane Harvey Recoveries	-	-	-	598,600	-
Total	<u>278,314,374</u>	<u>210,138,529</u>	<u>75.50</u>	<u>197,926,364</u>	<u>74.54</u>
EXPENDITURES:					
Instruction	75,161,779	40,586,866	54.00	40,156,659	53.91
Public Service	5,576,799	3,263,631	58.52	3,064,239	42.74
Academic Support	21,880,728	9,636,510	44.04	9,736,656	51.45
Student Services	16,878,229	7,913,347	46.88	7,710,169	47.90
Institutional Support	83,715,025	31,010,362	37.04	29,509,479	49.00
Physical Plant	19,038,036	7,565,597	39.74	8,608,791	44.39
Scholarships and Fellowships	52,782,778	30,213,599	57.24	31,162,182	65.85
Auxiliary Enterprises	2,396,000	1,493,177	62.32	2,314,816	59.19
Depreciation	17,500,000	8,128,133	46.45	8,730,752	52.14
Hurricane Harvey	-	-	-	292,842	-
Capital Purchases	-	(282,655)	-	(481,100)	29.61
Total	<u>294,929,374</u>	<u>139,528,567</u>	<u>47.31</u>	<u>140,805,485</u>	<u>53.56</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,527,492)	(12,680,049)	-	(2,330,032)	-
Transfers Out	3,527,492	12,680,049	-	2,330,032	-
Net Increase (Decrease) in Net Position	<u>\$ (16,615,000)</u>	<u>\$ 70,609,962</u>		<u>\$ 57,120,879</u>	

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Six Months Ended February 28, 2019

91 Capital Projects

	Adjusted Budget	Actual (50%)	2/28/18
REVENUES:			
Investment Income	\$ -	\$ 1,072,082	\$ 790,167
Total	-	1,072,082	790,167
EXPENDITURES:			
Bond Programs	-	29,395,632	14,820,624
Total	-	29,395,632	14,820,624
Net Increase (Decrease) in Net Position	\$ -	\$ (28,323,550)	\$ (14,030,457)

San Jacinto Community College District
 Statement of Revenues, Expenditures and Changes In Net Position
 For the Six Months Ended February 28, 2019

93 Generation Park Clear Lake Land Proceeds

	<u>Adjusted Budget</u>	<u>Actual (50%)</u>	<u>2/28/18</u>
REVENUES:			
Land Sale Proceeds	\$ 8,843,556	\$ -	\$ -
Total	<u>8,843,556</u>	<u>-</u>	<u>-</u>
EXPENDITURES:			
Generation Park	8,843,556	228,395	-
Total	<u>8,843,556</u>	<u>228,395</u>	<u>-</u>
TRANSFERS AMONG FUNDS:			
Transfers In	-	(8,843,556)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 8,615,161</u>	<u>\$ -</u>



Quarterly Investment Report
November 30, 2018 – February 28, 2019

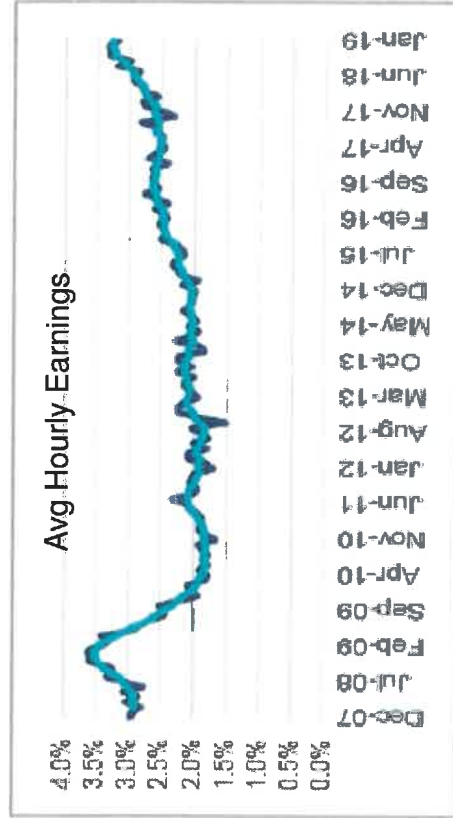
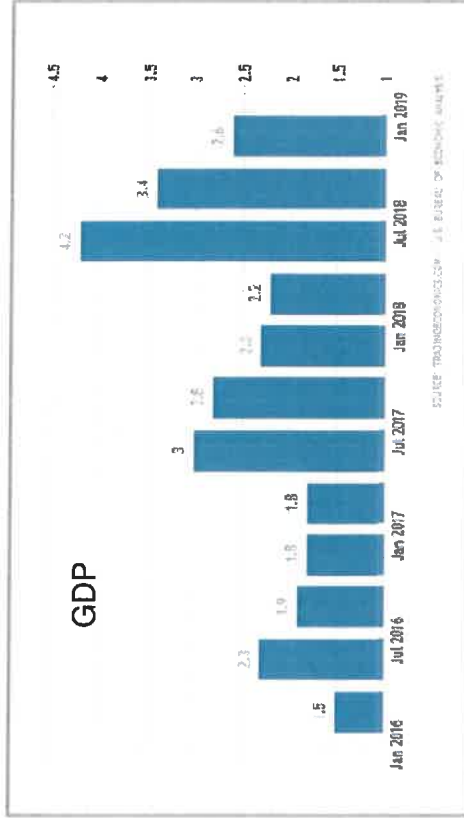


Patience is a Virtue

The Federal Reserve seems to have done a 180 from December but the new message is clear: they are waiting to see the data. Chairman Powell is intent on reiterating patience on the still strong economy. In testimony this month he stated *"When I say that we are going to be patient what that really means is that we are in no rush to make a judgment about changes in policy. We are going to be patient. We are going to allow the situation to evolve ... and allow the data to come in. And I think we are in a very good place to do that."* For most Fed officials, international concerns and the future risk of contagion from a growth and disinflation standpoint remain a deterrent. As a result the market does not anticipate a hike in March and a Bloomberg survey reported a 90% chance of no hikes in 2019. But the strength has moderated the talk of easing in 2019 also.

The U.S. economy ended 2018 on a stronger note than anticipated. GDP was a welcome surprise to the upside with the initial 4Q read at 2.6%, well above the 2.2% forecast. However, the details have some analysts scratching their heads. After all, December retail sales fell a whopping 1.2%, yet the consumer appears to be on relatively solid footing. A declining trend was apparent at year end but the outsized drop in December was no doubt exacerbated by the anticipation of and the actual government shutdown.

The seeming conflict in data this quarter continues. Employment is strong but construction is down. Business investment (a willingness to invest) is stronger but residential investments are weaker. CPI remains unchanged at the Fed's target with energy savings offsetting other food /core costs. Some of the data mismatches will be reconciled in the coming months but for now the Fed can justify the stronger-than-expected growth rate at the end of last year as reinforcement to the Committee's notion of continued steady growth and the expectation of solid growth although at a slower pace.



Trade and Brexit

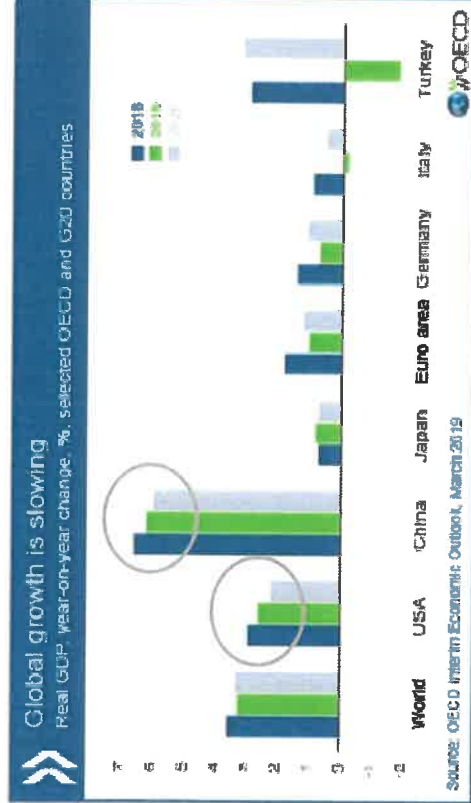
According to the WSJ and *undisclosed sources* the US and China are close to a trade deal. China would be increasing its purchases of agricultural products, autos and chemicals and the US would be lessening or removing the sanctions imposed over the last year. Even a partial resolution would settle markets which are taking a wait and see stance. A March 27th deadline is anticipated.

The trade issue is critical to both countries. China has been spending billions in stimulus measures to shore up its economy and reduce the risk of a continuing slowdown which began last year. There is an increasing use of tax policy to maintain growth. The Premier understated official statement summed it up as a “tough struggle in a complicated environment.”

Italy is ready to become the first G7 country to join China’s Belt and Road Initiative which is another arm of China’s growth agenda. This Italian move has a second benefit to China, it undermines the US pressure on China in the trade m=negotiations.

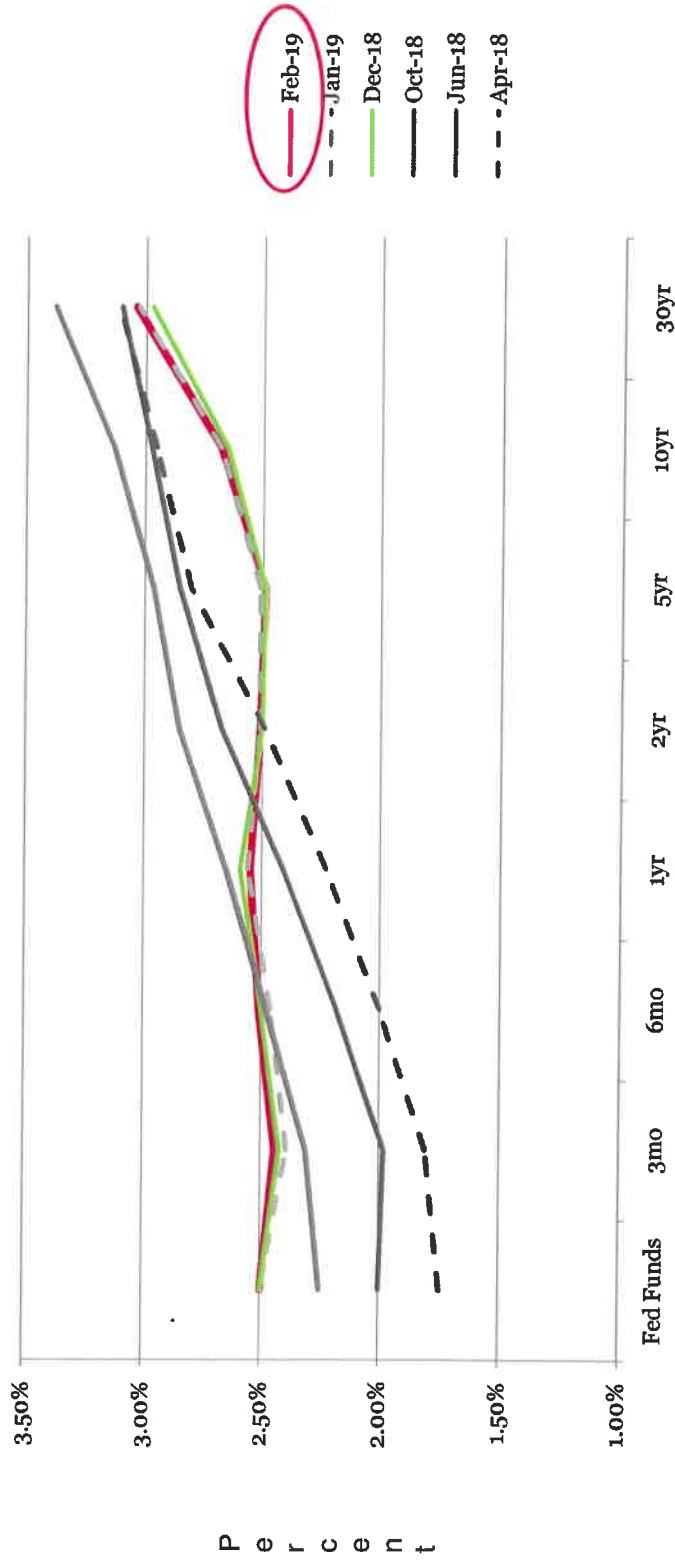
An equally important event is the Brexit deal which has a hard deadline of March 29th. Hung up on an *Irish Backstop* provision, the Brexit deal has an even greater potential impact on the European region. A “soft” exit appears farther and farther away. PM May has even offered £1.6B to aide poorer areas in anticipation of the non-deal but critics describe it as *buying votes*. While trade sanctions and levels will settle into international dealings relatively quickly a Brexit – especially one not fully clarified – will have long-term trade and financial ramifications.

The deadline dates for both these events is eerily close to the idea of March which to the ancient Romans was a deadline for settling debts.



The Flattening Curve

- Two inversions continue on the curve. An inversion around the 3 month area can be explained by investors keeping their powder dry in these turbulent markets. The flat to inverted 1 year to 5 year area is more troubling. But with the US curve continuing to outperform all other major markets the situation is clearly not a result of weakness in the economy. It has not been and continues to be not a panic situation.
- The key to interpreting the yield curve continues to come from the general slowing of the global economy and the anticipation that without inflation or stronger growth the Fed will not be able to continue raising rates. If the Fed does not raise rates money will be cheap and stock markets will continue to run.




San Jacinto College District
 Quarterly Investment Report
 November 30, 2018 – February 28, 2019

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).

Portfolio as of 11/30/18:		Portfolio as of 02/28/19:	
Beginning Book Value	\$ 191,459,426	Ending Book Value	\$ 387,415,648
Beginning Market Value	\$ 191,459,426	Ending Market Value	\$ 387,415,648
WAM at Beginning Period Date ¹	1 day	Investment Income for the period	\$ 1,307,227
		Unrealized Gain/Loss	\$ 0
		WAM at Ending Period Date ¹	1 day
		Change in Market Value ²	\$ 195,956,222
<i>(Increase in market value is due to seasonal cash inflows)</i>			
	Average Yield to Maturity for period	2.451 %	
	Average Yield 180-Day Treasury Bill for period	2.520 %	


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


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

¹ WAM – weighted average maturity

² “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

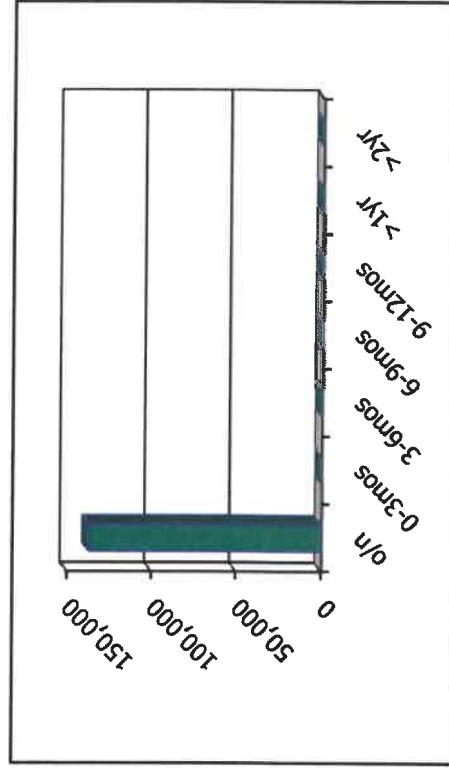
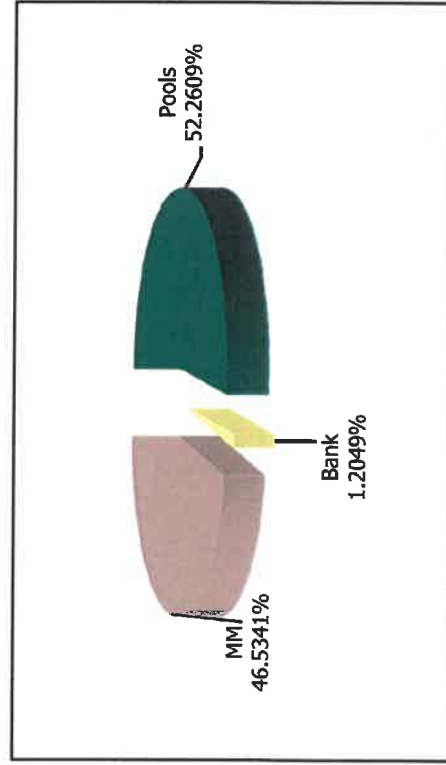
As of February 28, 2019

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WE'VE GOT YOU COVERED

- 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 graphs below show asset allocations by market sector and by maturity. They do reflect our anticipation of a rate increase in 2019 – and possibly two –but not in the first quarter. This slowdown in rate hikes and the potential of decreasing rates indicates the need to extend portfolios. Extending now will lock in yields even though rates may decrease and provides for extra safety.



Bond Portfolio

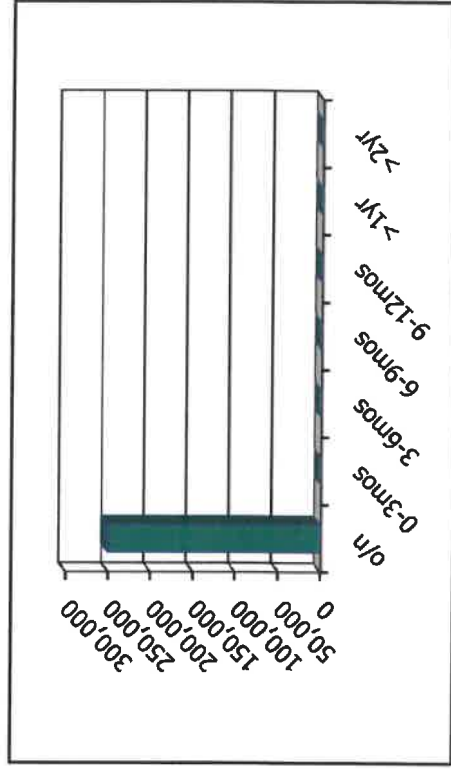
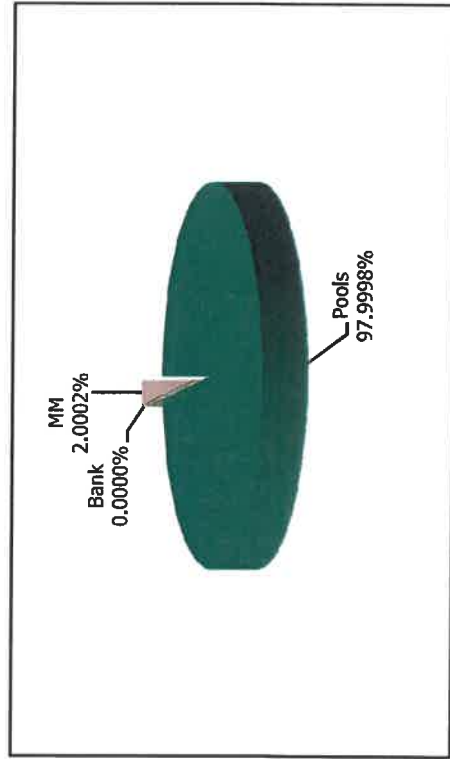
As of February 28, 2019

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INVESTMENT PROFESSIONALS

- 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 graphs below show asset allocations by market sector and by maturity. They do reflect our anticipation of a rate increase in 2019 – and possibly two –but not in the first quarter. This slowdown in rate hikes and the potential of decreasing rates indicates the need to extend portfolios. Extending now will lock in yields even though rates may decrease and provides for extra safety.





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**San Jacinto Community College
 Portfolio Management
 Portfolio Summary
 February 28, 2019**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Passbook/Checking Accounts	1,650,522.67	1,650,522.67	1,650,522.67	0.43	1	1	0.000
Investment Pools/Money Markets	385,765,125.12	385,765,125.12	385,765,125.12	99.57	1	1	2.538
Investments	387,415,647.79	387,415,647.79	387,415,647.79	100.00%	1	1	2.528
Total Earnings	February 28 Month Ending	Fiscal Year To Date					
Current Year	489,781.42	2,373,704.28					

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
 3-25-19



**San Jacinto Community College
Summary by Type
February 28, 2019
Grouped by Fund**

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Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: Bond Funds						
Investment Pools/Money Markets	9	250,479,268.02	250,479,268.02	64.65	2.517	1
Subtotal	9	250,479,268.02	250,479,268.02	64.65	2.517	1
Fund: Consolidated Portfolio						
Passbook/Checking Accounts	9	1,650,522.67	1,650,522.67	0.43	0.000	1
Investment Pools/Money Markets	6	135,285,857.10	135,285,857.10	34.92	2.579	1
Subtotal	15	136,936,379.77	136,936,379.77	35.35	2.548	1
Total and Average	24	387,415,647.79	387,415,647.79	100.00	2.528	1



**San Jacinto Community College
Fund BOND - Bond Funds
Investments by Fund
February 28, 2019**

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CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Investment Pools/Money Markets											
708340211	10064	JPM - Debt Service	12/05/2007	0.00	0.00	0.00					1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	0.00	0.00	0.00					1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	5,010,087.67	5,010,087.67	5,010,087.67	2.660	2.623	2.660		1
86-72000844	10232	East West MM Debt Service	09/09/2014	0.00	0.00	0.00					1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	3,370,723.63	3,370,723.63	3,370,723.63	2.390	2.357	2.390		1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	1,791,261.13	1,791,261.13	1,791,261.13	2.390	2.357	2.390		1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	75,263,517.46	75,263,517.46	75,263,517.46	2.390	2.357	2.390		1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	15,011,351.63	15,011,351.63	15,011,351.63	2.390	2.357	2.390		1
999999920	10237	TexPool Prime	02/26/2019	150,032,326.50	150,032,326.50	150,032,326.50	2.592	2.556	2.592		1
Subtotal and Average				250,479,268.02	250,479,268.02	250,479,268.02		2.482	2.517		1
Total Investments and Average				250,479,268.02	250,479,268.02	250,479,268.02		2.482	2.517		1

Fund GEN - Consolidated Portfolio
Investments by Fund
February 28, 2019

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Passbook/Checking Accounts										
1390012195A	10164	Bank of America - Operating	09/01/2018	0.00	0.00	0.00				1
9999999914	10089	Credit Cards - In Transit	09/01/2018	49,254.25	49,254.25	49,254.25				1
708340062	10086	Disbursements	09/01/2018	-830,216.77	-830,216.77	-830,216.77				1
707759296	10069	JPM - Federal Programs	09/01/2018	0.00	0.00	0.00				1
707759338	10062	JPM - Operating	09/01/2018	2,439,400.44	2,439,400.44	2,439,400.44				1
707759346	10085	Payroll Fund	09/01/2018	-25,382.72	-25,382.72	-25,382.72				1
9999999913	10088	Petty Cash	09/01/2018	19,740.00	19,740.00	19,740.00				1
707759353	10181	Student Deferred Income	09/01/2018	0.00	0.00	0.00				1
707759361	10103	JPM - Workmen's Comp	09/01/2018	-2,272.53	-2,272.53	-2,272.53				1
Subtotal and Average				1,650,522.67	1,650,522.67	1,650,522.67	0.000	0.000	0.000	1
Investment Pools/Money Markets										
86-7200810	10230	East West MM	09/09/2014	62,477,122.40	62,477,122.40	62,477,122.40	2.660	2.623	2.660	1
999999993	10034	LSIP GOF - Operating	09/01/2007	11,454,748.64	11,454,748.64	11,454,748.64	2.390	2.357	2.390	1
707759320	10035	JPM - Money Market	09/01/2007	1,000,882.00	1,000,882.00	1,000,882.00	1.150	1.134	1.150	1
999999996	10038	TCB - Money Market	09/26/2007	243,719.42	243,719.42	243,719.42	1.210	1.193	1.210	1
999999991	10032	TexPool	09/01/2007	10,019,117.46	10,019,117.46	10,019,117.46	2.397	2.364	2.397	1
9999999919	10236	TexPool Prime	11/01/2018	50,090,267.18	50,090,267.18	50,090,267.18	2.592	2.556	2.592	1
Subtotal and Average				135,285,857.10	135,285,857.10	135,285,857.10	2.543	2.513	2.579	1
Total Investments and Average				136,936,379.77	136,936,379.77	136,936,379.77	2.513	2.513	2.548	1



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San Jacinto Community College
Interest Earnings
Sorted by Fund - Fund
December 1, 2018 - February 28, 2019
Yield on Average Book Value

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Annualized Yield	Interest Earned	Adjusted Interest Earnings	
											Amortization/ Accretion	Adjusted Interest Earnings
Fund: Bond Funds												
999999999	10084	BOND	RRP	3,370,723.63	1,944,150.68	2,277,013.76		2.390	2.367	13,287.44	0.00	13,287.44
999999916	10106	BOND	RRP	15,011,351.63	327,849.16	8,359,423.81		2.390	2.338	48,190.06	0.00	48,190.06
86-72000794	10231	BOND	RRP	0.00	2,003,690.40	1,377,986.75			2.471	8,397.08	0.00	8,397.08
86-72000844	10232	BOND	RRP	0.00	8,567,993.15	5,912,365.56			2.472	36,030.98	0.00	36,030.98
86-72004242	10233	BOND	RRP	5,010,087.67	5,009,226.02	5,000,659.51		2.660	2.521	31,080.37	0.00	31,080.37
999999917	10234	BOND	RRP	1,791,261.13	1,791,206.59	1,788,203.44		2.390	2.361	10,410.34	0.00	10,410.34
999999918	10235	BOND	RRP	75,263,517.46	97,525,140.49	86,720,816.20		2.390	2.358	504,302.27	0.00	504,302.27
999999920	10237	BOND	RRP	150,032,326.50	0.00	5,000,359.18		2.592	2.622	32,326.50	0.00	32,326.50
Subtotal				250,479,268.02	117,169,256.49	116,436,838.21			2.362	684,025.04	0.00	684,025.04
Fund: Consolidated Portfolio												
999999991	10032	GEN	RRP	10,019,117.46	14,042.97	7,120,711.10		2.397	2.391	41,982.51	0.00	41,982.51
999999996	10038	GEN	RRP	243,719.42	242,772.11	243,143.49		1.210	1.200	719.42	0.00	719.42
707759320	10035	GEN	RRP	1,000,882.00	1,000,846.30	1,000,104.77		1.150	1.067	2,631.09	0.00	2,631.09
707759338	10062	GEN	PA1	2,439,400.44	1,864,168.17	2,095,081.04				0.00	0.00	0.00
707759346	10085	GEN	PA1	-25,382.72	-27,485.19	-25,587.02				0.00	0.00	0.00
708340062	10086	GEN	PA1	-830,216.77	-387,820.77	-724,412.21				0.00	0.00	0.00
999999913	10088	GEN	PA1	19,740.00	20,025.00	19,741.83				0.00	0.00	0.00
999999914	10089	GEN	PA1	49,254.25	6,156.12	12,601.48				0.00	0.00	0.00
707759361	10103	GEN	PA1	-2,272.53	-374.79	-1,501.43				0.00	0.00	0.00
999999993	10034	GEN	RRP	11,454,748.64	5,011,726.06	7,336,242.61		2.390	2.429	43,930.11	0.00	43,930.11
1390012195A	10164	GEN	PA1	0.00	139.81	42.37				0.00	0.00	0.00
86-7200810	10230	GEN	RRP	62,477,122.40	41,496,775.81	53,474,452.71		2.660	2.533	334,016.26	0.00	334,016.26
999999919	10236	GEN	RRP	50,090,267.18	25,049,197.85	31,562,083.35		2.592	2.569	199,922.82	0.00	199,922.82
Subtotal				136,936,379.77	74,290,169.45	102,112,704.10			2.475	623,202.21	0.00	623,202.21
Total				387,415,647.79	191,459,425.94	218,549,542.31			2.426	1,307,227.25	0.00	1,307,227.25

Portfolio SJCC
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 IE (PRF,IE) 7.2.0
 Report Ver. 7.3.6.1



**San Jacinto Community College
Texas Compliance Change in Val Report
Sorted by Fund
December 1, 2018 - February 28, 2019**

Patterson & Associates
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Austin, TX 78746

Inv #	Issuer	Fund	Purch Date	Interest Accrued	Beginning Book Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value
Cusip	Par Value	YTM	Mat Date	Interest Received	Beginning Market Value				Ending Market Value
Fund: Bond Funds									
10064	DS	BOND	12/05/2007	0.00	0.00	0.00	0.00	0.00	0.00
708340211	0.00	0.000	/ /	0.00	0.00	0.00	0.00	0.00	0.00
10084	LSIP08	BOND	10/03/2008	13,287.44	1,944,150.68	2,013,287.44	586,714.49	1,426,572.95	3,370,723.63
999999999	3,370,723.63	2.390	/ /	13,287.44	1,944,150.68	2,013,287.44	586,714.49	1,426,572.95	3,370,723.63
10106	LSIPDS	BOND	07/30/2009	48,190.06	327,849.16	36,265,641.28	21,582,138.81	14,683,502.47	15,011,351.63
999999916	15,011,351.63	2.390	/ /	48,190.06	327,849.16	36,265,641.28	21,582,138.81	14,683,502.47	15,011,351.63
10231	EWM08	BOND	09/09/2014	8,397.08	2,003,690.40	8,397.08	2,012,087.48	-2,003,690.40	0.00
86-72000794	0.00	0.000	/ /	8,397.08	2,003,690.40	8,397.08	2,012,087.48	-2,003,690.40	0.00
10232	EWM08	BOND	09/09/2014	36,030.98	8,567,993.15	48,118.46	8,616,111.61	-8,567,993.15	0.00
86-72000844	0.00	0.000	/ /	36,030.98	8,567,993.15	48,118.46	8,616,111.61	-8,567,993.15	0.00
10233	EWM08	BOND	08/06/2015	31,080.37	5,009,226.02	31,080.37	30,218.72	861.65	5,010,087.67
86-72004242	5,010,087.67	2.660	/ /	31,080.37	5,009,226.02	31,080.37	30,218.72	861.65	5,010,087.67
10234	LSIP15	BOND	08/06/2015	10,410.34	1,791,206.59	10,410.34	10,355.80	54.54	1,791,261.13
999999917	1,791,261.13	2.390	/ /	10,410.34	1,791,206.59	10,410.34	10,355.80	54.54	1,791,261.13
10235	LSIP16	BOND	04/20/2016	504,302.27	97,525,140.49	504,302.27	22,765,925.30	-22,261,623.03	75,263,517.46
999999918	75,263,517.46	2.390	/ /	504,302.27	97,525,140.49	504,302.27	22,765,925.30	-22,261,623.03	75,263,517.46
10237	TXPRIM	BOND	02/26/2019	32,326.50	0.00	150,032,326.50	0.00	150,032,326.50	150,032,326.50
999999920	150,032,326.50	2.592	/ /	32,326.50	0.00	150,032,326.50	0.00	150,032,326.50	150,032,326.50
Sub Totals For: Fund: Bond Funds					117,169,256.49	188,913,563.74	55,603,552.21	133,310,011.53	250,479,268.02
Fund: Consolidated Portfolio					117,169,256.49	188,913,563.74	55,603,552.21	133,310,011.53	250,479,268.02

San Jacinto Community College
Texas Compliance Change in Val Report
December 1, 2018 - February 28, 2019

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
	10032	TXPOOL		GEN		09/01/2007		41,982.51		14,042.97		25,307,574.49	15,302,500.00	10,005,074.49	10,019,117.46	10,019,117.46
	999999991		10,019,117.46		2.397	/ /		41,982.51		14,042.97		25,307,574.49	15,302,500.00	10,005,074.49	10,019,117.46	10,019,117.46
	10034	LSIP		GEN		09/01/2007		43,930.11		5,011,726.06		66,417,725.31	59,974,702.73	6,443,022.58	11,454,748.64	11,454,748.64
	999999993		11,454,748.64		2.390	/ /		43,930.11		5,011,726.06		66,417,725.31	59,974,702.73	6,443,022.58	11,454,748.64	11,454,748.64
	10035	MM		GEN		09/01/2007		2,631.09		1,000,846.30		2,631.09	2,595.39	35.70	1,000,882.00	1,000,882.00
	707759320		1,000,882.00		1.150	/ /		2,631.09		1,000,846.30		2,631.09	2,595.39	35.70	1,000,882.00	1,000,882.00
	10038	TXCIT		GEN		09/26/2007		719.42		242,772.11		947.31	0.00	947.31	243,719.42	243,719.42
	999999996		243,719.42		1.210	/ /		719.42		242,772.11		947.31	0.00	947.31	243,719.42	243,719.42
	10062	OPER		GEN		09/01/2018		0.00		1,864,168.17		969,431.33	394,199.06	575,232.27	2,439,400.44	2,439,400.44
	707759338		2,439,400.44		0.000	/ /		0.00		1,864,168.17		969,431.33	394,199.06	575,232.27	2,439,400.44	2,439,400.44
	10069	FPRO		GEN		09/01/2018		0.00		0.00		0.00	0.00	0.00	0.00	0.00
	707759296		0.00		0.000	/ /		0.00		0.00		0.00	0.00	0.00	0.00	0.00
	10085	PAY		GEN		09/01/2018		0.00		-27,485.19		6,814.60	4,712.13	2,102.47	-25,382.72	-25,382.72
	707759346		-25,382.72		0.000	/ /		0.00		-27,485.19		6,814.60	4,712.13	2,102.47	-25,382.72	-25,382.72
	10086	DIS		GEN		09/01/2018		0.00		-387,820.77		94,026.07	536,422.07	-442,396.00	-830,216.77	-830,216.77
	708340062		-830,216.77		0.000	/ /		0.00		-387,820.77		94,026.07	536,422.07	-442,396.00	-830,216.77	-830,216.77
	10088	PC		GEN		09/01/2018		0.00		20,025.00		615.00	900.00	-285.00	19,740.00	19,740.00
	9999999913		19,740.00		0.000	/ /		0.00		20,025.00		615.00	900.00	-285.00	19,740.00	19,740.00
	10089	CC		GEN		09/01/2018		0.00		6,156.12		48,447.39	5,349.26	43,098.13	49,254.25	49,254.25
	9999999914		49,254.25		0.000	/ /		0.00		6,156.12		48,447.39	5,349.26	43,098.13	49,254.25	49,254.25
	10103	WC		GEN		09/01/2018		0.00		-374.79		2,445.57	4,343.31	-1,897.74	-2,272.53	-2,272.53
	707759361		-2,272.53		0.000	/ /		0.00		-374.79		2,445.57	4,343.31	-1,897.74	-2,272.53	-2,272.53
	10164	BAOP		GEN		09/01/2018		0.00		139.81		190.32	330.13	-139.81	0.00	0.00
	1390012195A		0.00		0.000	/ /		0.00		139.81		190.32	330.13	-139.81	0.00	0.00
	10181	SDI		GEN		09/01/2018		0.00		0.00		0.00	0.00	0.00	0.00	0.00
	707759353		0.00		0.000	/ /		0.00		0.00		0.00	0.00	0.00	0.00	0.00

San Jacinto Community College
Texas Compliance Change in Val Report
December 1, 2018 - February 28, 2019

Inv #	Issuer	Fund	Purch Date	Interest Accrued	Beginning Book Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value
Cusip	Par Value	YTM	Mat Date	Interest Received	Beginning Market Value				Ending Market Value
10230	EWBMM	GEN	09/09/2014	334,016.26	41,496,775.81	20,980,346.59	0.00	20,980,346.59	62,477,122.40
86-7200810	62,477,122.40	2.660	/ /	334,016.26	41,496,775.81	20,980,346.59	0.00	20,980,346.59	62,477,122.40
10236	TXPRIM	GEN	11/07/2018	199,922.82	25,049,197.85	25,041,069.33	0.00	25,041,069.33	50,090,267.18
9999999919	50,090,267.18	2.592	/ /	199,922.82	25,049,197.85	25,041,069.33	0.00	25,041,069.33	50,090,267.18
Sub Totals For: Fund: Consolidated Portfolio									
				623,202.21	74,290,169.45	138,872,264.40	76,225,054.08	62,646,210.32	136,936,379.77
				623,202.21	74,290,169.45	138,872,264.40	76,225,054.08	62,646,210.32	136,936,379.77
Report Grand Totals:									
				1,307,227.25	191,459,425.94	327,785,828.14	131,829,606.29	195,956,221.85	387,415,647.79
				1,307,227.25	191,459,425.94	327,785,828.14	131,829,606.29	195,956,221.85	387,415,647.79

San Jacinto College Foundation

Statement of Financial Position

As of February 28, 2019

ASSETS	Current Year	Previous Year	Difference
Current Assets			
Checking/Savings			
General Fund	\$1,080,225	\$709,864	\$370,361
Other Funds	-	-	-
Total Checking/Savings	<u>1,080,225</u>	<u>709,864</u>	<u>370,361</u>
Accounts Receivable			
Other Receivables	9,000	1,000	8,000
Pledge Receivables	121,400	262,500	(141,100)
Scholarship Receivables	1,920	-	1,920
Special Events Receivables	6,416	13,655	(7,239)
Total Accounts Receivable	<u>138,736</u>	<u>277,155</u>	<u>(138,419)</u>
Other Current Assets			
Short Term Investments			
Goldman Sachs	11,040,049	10,773,990	266,060
Capital Bank CD	206,249	204,477	1,773
Prosperity Bank	205,373	203,201	2,172
Total SJC Short Term Investments	<u>11,451,672</u>	<u>11,181,668</u>	<u>270,004</u>
Total Current Assets	<u>12,670,633</u>	<u>12,168,687</u>	<u>501,946</u>
TOTAL ASSETS	<u>\$12,670,633</u>	<u>\$12,168,687</u>	<u>\$501,946</u>
LIABILITIES & NET ASSETS			
Liabilities			
Current Liabilities			
Accounts Payable			
Event Payable	0	635	(635)
Grants Payable	56,201	42,966	13,236
Programs Payable	33,164	35,908	(2,744)
Endowments Payable	92,988	58,259	34,729
Scholarship Payables	163,924	158,568	5,356
Student Success Payables	97,807	5,719	92,088
Total Accounts Payable	<u>444,084</u>	<u>302,054</u>	<u>142,030</u>
Total Current Liabilities	<u>444,084</u>	<u>302,054</u>	<u>142,030</u>
Total Liabilities	444,084	302,054	142,030
NET ASSETS			
Net Assets Without Donor Restrictions	2,702,133	2,865,530	(163,397)
Net Assets With Donor Restrictions	9,273,925	8,611,252	662,674
Net Assets	<u>11,976,058</u>	<u>11,476,782</u>	<u>641,306</u>
Net Income	250,491	389,851	(139,360)
Total Net Assets	<u>12,226,549</u>	<u>11,866,633</u>	<u>359,916</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$12,670,633</u>	<u>\$12,168,687</u>	<u>\$501,946</u>

San Jacinto College Foundation
Statement of Activities
For the Period Ending February 28, 2019

	Current Year	Last Year	Effect on Net Income	Annual Budget	Remaining
Ordinary Income/Expense					
Income					
Contributions					
Grant Contributions	68,112	160,534	(92,422)	95,500	27,388
Endowments	52,001	187,745	(135,744)	256,000	203,999
Program Sponsorship	273,928	354,271	(80,343)	250,000	(23,928)
Scholarships	258,976	321,660	(62,684)	602,000	343,024
Total Contributions	<u>653,017</u>	<u>1,024,210</u>	<u>(371,193)</u>	<u>1,203,500</u>	<u>550,483</u>
Other Income					
Special Events	113,159	99,730	13,429	160,000	46,841
Investment Income	228,443	165,321	63,122	141,823	(86,620)
Realized Gain / (Loss)	(12,687)	15,242	(27,929)	62,500	75,187
Unrealized Gain / (Loss)	26,273	(42,105)	68,378	62,500	36,227
Total Other Income	<u>355,187</u>	<u>238,187</u>	<u>117,000</u>	<u>426,823</u>	<u>71,636</u>
Total Income	1,008,205	1,262,397	(254,193)	1,630,323	622,118
Expense					
Programs					
Scholarships Awarded	338,561	640,873	302,312	710,000	371,439
Programs Sponsored	197,592	123,268	(74,325)	165,000	(32,592)
Student Success Initiatives	116,617	0	(116,617)	35,000	(81,617)
Total Programs	<u>652,770</u>	<u>764,141</u>	<u>111,371</u>	<u>910,000</u>	<u>257,230</u>
Supporting Services					
Bad Debt Expense	0	0	0	2,000	2,000
Supporting Services					
Management and General	38,884	17,821	(21,063)	51,830	12,946
Fundraising Expense	61,980	80,856	18,876	80,000	18,020
Sponsorship Expense	4,080	9,728	5,648	10,000	5,920
Total Supporting Services	<u>104,944</u>	<u>108,405</u>	<u>3,461</u>	<u>141,830</u>	<u>36,886</u>
Total Expense	<u>757,714</u>	<u>872,546</u>	<u>114,832</u>	<u>1,053,830</u>	<u>296,116</u>
Net Ordinary Income	250,491	389,851	(139,360)	576,493	326,002
Other Income / Expenses					
Increase/Decrease in Net Position	<u>\$250,491</u>	<u>\$389,851</u>	<u>(\$139,360)</u>	<u>\$576,493</u>	<u>\$326,002</u>



Contributions Report
February 2019

Donors	Amount	Fund
Corporations	16,650	East Harris County Manufacturers-Petrochem Works, MindTrekks
Foundations	88,327	Albemarle Foundation, Food Pantry, George Hamman Foundation, Greater Houston Community Foundation
Individuals	1,575	Alumni, Kay Moon & Dick Gregg, Jennifer Puryear Scholarship, North Campus Baseball Program Sue&Jerry Chapman

Total Donation 106,552

Employee Contributions	1,022	Brysch Garza Firefighter, Food Pantry, Gala, Golf, John Locke Memorial, Promise for their Future, Veterans Center
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Total Contributions 107,574

2008 Bond Program

Report as of February 28, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
Sub-total	-	-	-	-	-	-	-	-	-
North									
722919 - NC Welcome Center Reconfiguration	-	400,000	400,000	-	400,000	-	-	400,000	-
Sub-total	-	400,000	400,000	-	400,000	-	-	400,000	-
South									
723914 - SC Softball Improvements	850,000	-	850,000	-	850,000	50,663	798,894	443	99.95%
723917 - SC Welcome Center Reconfiguration	-	400,000	400,000	-	400,000	38,500	-	361,500	9.63%
Sub-total	850,000	400,000	1,250,000	-	1,250,000	89,163	798,894	361,943	71.04%
District									
720100 - Program Management	-	9,605,947	9,605,947	(9,605,947)	-	-	-	-	-
726800 - Contingency	14,626,260	(14,405,240)	221,020	-	221,020	-	-	221,020	-
726907 - Wayfinding Signage	50,000	939,076	989,076	10,924	1,000,000	34,637	47,628	917,735	8.23%
726811 - A.1/A.2 Building Renovations	-	1,311,000	1,311,000	-	1,311,000	493,811	322,866	494,323	62.29%
726812 - Science Parks	-	490,000	490,000	-	490,000	1,500	4,500	484,000	1.22%
Sub-total	14,676,260	(2,059,217)	12,617,043	(9,595,023)	3,022,020	529,948	374,994	2,117,078	7.17%
2008 Contingency Supplemental Projects									
721915 - CC Police Vehicles	-	127,783	127,783	-	127,783	1,038	121,623	5,122	95.99%
726912 - Dist MAC Computer Refresh	-	615,000	615,000	-	615,000	16,483	449,411	149,106	75.76%
726913 - Dist Dell Lease Refresh/Bond Comp	-	125,000	125,000	-	125,000	53,747	63,821	7,432	94.05%
726914 - Dist - System Admin Storage Refresh	-	167,000	167,000	-	167,000	7,268	132,462	27,270	83.67%
726915 - Dist - Inv/Procure Ford Transit 250	-	64,000	64,000	-	64,000	63,600	-	400	99.38%
726916 - Dist - College Wide Scheduling Sys	-	200,000	200,000	-	200,000	-	-	200,000	0.00%
726917 - Dist - CPD Evolve Software	-	100,000	100,000	-	100,000	92,028	7,972	-	100.00%
726918 - Dist Marketing Website Devel	-	250,000	250,000	-	250,000	130,250	69,750	50,000	80.00%
726919 - Dist Marketing Printer	-	7,500	7,500	-	7,500	564	4,680	2,256	69.92%
726921 - Dist - Transcripts Solution Lexmark	-	248,954	248,954	-	248,954	57,083	191,871	0	100.00%
726810 - 2008 Contingency Supplemental Projects	-	81,567	81,567	-	81,567	-	-	81,567	-
Sub-total	-	1,986,804	1,986,804	-	1,986,804	422,061	1,041,590	523,152	73.67%
Supplemental Projects closed									
721911 - CC OR Electric Bed	-	19,146	19,146	-	19,146	-	19,146	-	100.00%
721912 - CC Full Body Phantom	-	-	-	-	-	-	-	-	-
721913 - CC - GE Ultrasound Machine	-	45,633	45,633	-	45,633	-	45,633	-	100.00%
721914 - CC Engine Driver Welder	-	18,288	18,288	-	18,288	-	18,288	-	100.00%
721916 - CC FS Passenger Van	-	78,671	78,671	-	78,671	-	78,671	-	100.00%
721917 - CC FS Pick-Up/Mini Van	-	77,729	77,729	-	77,729	-	77,729	-	100.00%
722911 - NC Library Security Gates	-	-	-	-	-	-	-	-	-
722912 - NC Cardiac Monitor	-	8,995	8,995	-	8,995	-	8,995	-	100.00%
722913 - NC Nursing Kelley	-	24,385	24,385	-	24,385	-	24,385	-	100.00%
722914 - NC Tablet/Capsule Counter	-	4,590	4,590	-	4,590	-	4,590	-	100.00%
722915 - NC Monument Room AV Update	-	20,818	20,818	-	20,818	-	20,818	-	100.00%
723915 - SC - Traveler, Border, and Leg Curt	-	60,545	60,545	-	60,545	-	60,545	-	100.00%
723916 - SC SimMan 3G	-	90,568	90,568	-	90,568	-	90,568	-	100.00%
726909 - Dist Network/Wireless Equipment	-	780,871	780,871	-	780,871	-	780,871	-	100.00%
726910 - Dist Juniper Switches	-	902,012	902,012	-	902,012	-	902,012	-	100.00%
726911 - Dist Enterprise Applications: ILP	-	79,965	79,965	-	79,965	-	79,965	-	100.00%
726920 - Dist Marketing Computers	-	-	-	-	-	-	-	-	-
Sub-total	-	2,212,216	2,212,216	-	2,212,216	-	2,212,216	-	100.00%
Projects Closed									
Sub-total	279,473,740	(2,939,802)	276,533,938	9,595,023	286,128,961	-	286,128,961	-	100.00%
TOTALS	295,000,000	-	295,000,000	-	295,000,000	1,041,172	290,556,655	3,402,173	100.00%

2015 Revenue Bond Program

Report as of February 28, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park									
726601 - Generation Park	-	6,787,978	6,787,978	-	6,787,978	26,326	924	6,760,728	0.40%
Contingency (726900)	2,408,355	(2,408,355)	-	-	-	-	-	-	-
Sub-total	2,408,355	4,379,623	6,787,978	-	6,787,978	26,326	924	6,760,728	0.40%
Projects Closed									
722909 - North CIT	47,591,645	(6,039,719)	41,551,926	753,966	42,305,892	-	42,305,892	-	100.00%
722916 - NC - CIT Graphics	-	40,779	40,779	-	40,779	-	40,779	-	100.00%
722917 - NC - CIT Supplemental	-	25,546	25,546	-	25,546	-	25,546	-	100.00%
722918 - NC - CIT Acoustics	-	90,855	90,855	-	90,855	-	90,855	-	100.00%
726908 - Dist Campus Purchases	-	748,950	748,950	-	748,950	-	748,950	-	100.00%
722909 - Program Manager	-	753,966	753,966	(753,966)	-	-	-	-	-
Sub-total	47,591,645	(4,379,623)	43,212,022	-	43,212,022	-	43,212,022	-	100.00%
TOTALS	50,000,000	-	50,000,000	-	50,000,000	26,326	43,212,946	6,760,728	86.48%

2015 Bond Program										
Report as of February 28, 2019										
Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed	
Central										
731601 - CC Petrochemical Center	52,450,000	(1,746,788)	50,703,212	2,084,418	52,787,630	10,454,480	38,518,450	3,814,700	92.77%	
71601A - CC Petrochem Process Plant	-	7,630,389	7,630,389	-	7,630,389	2,593,478	3,623,891	1,413,020	81.48%	
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	4,372,067	20,972,067	528,262	21,500,329	16,933,095	1,424,028	3,143,206	85.38%	
71602A - CC Welcome Center Site Development	-	3,000,000	3,000,000	-	3,000,000	9,555	64,470	2,925,975	2.47%	
731603 - CC Class Room Building	47,155,000	8,483,049	55,638,049	1,500,610	57,138,659	229,933	1,027,552	55,881,173	2.20%	
731604 - CC Central Data Closets	2,444,000	(76,497)	2,367,503	77,777	2,445,280	60,111	309,047	2,076,123	15.10%	
731605 - CC Central Access Security	1,852,000	300,260	2,152,260	58,942	2,211,202	174,086	85,134	1,951,983	11.72%	
731606 - CC Frels Renovation	1,153,000	2,774,770	3,927,770	-	3,927,770	2,423,185	1,072,067	432,518	88.99%	
731607 - CC Davison Building Reno	14,970,000	(2,773,561)	12,196,439	476,390	12,672,829	72,361	377,356	12,223,112	3.55%	
731608 - CC McCollum Center Reno Phase I	24,685,000	(13,669,882)	11,015,118	785,541	11,800,659	122,037	513,154	11,165,468	5.38%	
71608A - CC McCollum Center Reno Phase II	-	10,822,154	10,822,154	-	10,822,154	-	-	10,822,154	-	
731609 - CC McCollum North Reno	2,535,000	1,255,457	3,790,457	80,671	3,871,128	12,253	48,342	3,810,532	1.57%	
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	12,829	50,983	2,591,574	2.40%	
731612 - CC Stadium and Track Demo	174,000	(109,420)	64,580	5,538	70,118	1,291	66,762	2,065	97.05%	
731613 - CC Central DDC Network	1,160,000	(36,308)	1,123,692	36,917	1,160,609	127,639	436,681	596,289	48.82%	
731614 - CC Central Plant Upgrades	1,160,000	107,367	1,267,367	36,917	1,304,284	65,554	1,163,328	75,403	94.22%	
Sub-total	170,717,000	28,195,996	198,912,996	5,756,439	204,669,435	33,291,895	55,096,724	116,280,816	43.19%	
North										
732601 - NC Cosmetology & Culinary Center	22,845,000	3,439,459	26,284,459	726,989	27,011,448	18,244,926	5,280,899	3,485,624	87.10%	
732602 - NC North Data Closets	915,000	(28,640)	886,360	29,112	915,472	81,500	316,260	517,712	43.45%	
732604 - NC Lehr Library Demo	650,000	(434,122)	215,878	20,680	236,558	3,142	222,795	10,621	95.51%	
732605 - NC North Access/Security	877,000	152,434	1,029,434	27,907	1,057,341	56,765	91,137	909,439	13.99%	
732606 - NC Wheeler Reno	14,300,000	1,511,410	15,811,410	455,068	16,266,478	609,794	605,694	15,050,990	7.47%	
732607 - NC Brightwell Reno	6,628,000	2,449,544	9,077,544	210,929	9,288,473	333,944	308,645	8,645,883	6.92%	
732608 - NC Spencer Reno	13,000,000	(850,900)	12,149,100	413,693	12,562,793	472,698	515,278	11,574,818	7.86%	
732609 - NC North DDC Network	580,000	(18,154)	561,846	18,459	580,305	110,649	216,002	253,654	56.29%	
732610 - NC Underground Utility Tunnel	11,600,000	(7,552,951)	4,047,049	-	4,047,049	1,154,009	2,716,671	176,369	95.64%	
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	-	3,444,890	3,444,890	-	3,444,890	2,658,575	472,497	313,819	90.89%	
Sub-total	78,395,000	(4,887,030)	73,507,970	1,902,837	75,410,807	23,726,002	10,745,877	40,938,928	45.71%	
South										
733601 - SC Engineering & Technology Center	28,400,000	(4,026,902)	24,373,098	903,770	25,276,868	19,088,782	1,948,756	4,239,330	83.23%	
733602 - SC Cosmetology Center	16,213,000	(1,029,970)	15,183,030	515,950	15,698,980	10,599,267	3,453,046	1,646,667	89.51%	
733603 - SC Longenecker Reno	22,555,000	(3,315,493)	19,239,507	717,760	19,957,267	3,549,780	1,317,721	15,089,766	24.39%	
733604 - SC South Data Closets	765,000	(23,944)	741,056	24,340	765,396	11,142	247,937	506,317	33.85%	
733605 - SC South Primary Electrical Upgrade	5,800,000	1,673,272	7,473,272	184,571	7,657,843	257,535	165,836	7,234,471	5.53%	
733606 - SC South Access/ Security	599,000	109,255	708,255	19,069	727,324	103,007	45,812	578,505	20.46%	
733607 - SC South HW/CW Relocation	10,266,000	(1,196,776)	9,069,224	326,687	9,395,911	49,623	210,498	9,135,790	2.77%	
733608 - SC South Sanitary Sewer Rehabilitation	1,160,000	(36,308)	1,123,692	36,917	1,160,609	5,607	36,856	1,118,146	3.66%	
733609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-	-	
733610 - SC Jones Reno	13,803,000	1,413,397	15,216,397	439,253	15,655,650	66,720	263,285	15,325,645	2.11%	
733611 - SC Bruce Student Center Reno	10,400,000	(8,415,222)	1,984,778	330,957	2,315,735	50,899	2,053,019	211,816	90.85%	
733612 - SC HVAC Tech	312,000	3,015,977	3,327,977	177,720	3,505,697	663,204	2,147,912	694,581	80.19%	
733613 - SC South DDC Network	580,000	(18,154)	561,846	18,459	580,305	112,343	266,039	201,923	65.20%	
733614 - SC Academic Building Renovation (S-7&S-9)	-	5,359,191	5,359,191	-	5,359,191	3,982,501	275,936	1,100,754	79.46%	
Sub-total	116,438,000	(12,076,677)	104,361,323	3,695,453	108,056,776	38,540,411	12,432,654	57,083,711	47.17%	
Maritime										
736603 - MC Maritime Expansion	28,000,000	(22,300,000)	5,700,000	-	5,700,000	-	-	5,700,000	-	
76603A - MC Maritime Fire Program Relocation	-	1,800,000	1,800,000	-	1,800,000	-	-	1,800,000	-	
Sub-total	28,000,000	(20,500,000)	7,500,000	-	7,500,000	-	-	7,500,000	-	
Generation Park										
726601 - Generation Park	-	6,368,466	6,368,466	-	6,368,466	-	-	6,368,466	-	
Sub-total	-	6,368,466	6,368,466	-	6,368,466	-	-	6,368,466	-	
Admin										
736602 - College Development	30,000,000	(19,544,000)	10,456,000	-	10,456,000	12,836	62,249	10,380,915	0.72%	
736604 - Dist Construction Studies	283,820	74,028	357,848	-	357,848	38,252	319,596	-	100.00%	
720100 - Program Management - AECOM	-	10,075,202	10,075,202	(9,118,003)	957,199	-	-	957,199	-	
720100 - Program Management - Other	-	2,084,418	2,084,418	(2,084,418)	-	-	-	-	-	
736601 - Contingency	1,166,180	10,209,597	11,375,777	(152,308)	11,223,469	-	-	11,223,469	-	
Sub-total	31,450,000	2,899,245	34,349,245	(11,354,729)	22,994,516	51,088	381,845	22,561,583	1.88%	
TOTALS	425,000,000	-	425,000,000	-	425,000,000	95,609,396	78,657,100	250,733,504	41.00%	

Generation Park

Report as of February 28, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Generation Park - 726601									
904605 - 2015 Revenue Bond	6,787,977	-	6,787,977	-	6,787,977	26,326	924	6,760,727	0.40%
929603- Operational	8,843,556	-	8,843,556	-	8,843,556	897,636	228,395	7,717,525	12.73%
901609 - 2015 Bond	6,368,466	-	6,368,466	-	6,368,466	-	-	6,368,466	-
Generation Park Site Infrastructure	4,000,000	-	4,000,000	-	4,000,000	-	-	4,000,000	-
TOTALS	26,000,000	-	26,000,000	-	26,000,000	923,962	229,319	24,846,719	4.44%

Repair and Renovation

Report as of February 28, 2019

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central									
F18053 - CC C26.150 Acoustics Assessment	-	60,000	60,000	-	60,000	28,899	-	31,101	48.17%
F18058 - CC C34.132 Heat Units	-	15,000	15,000	-	15,000	-	-	15,000	-
F18071 - CC C6.105 AV System	-	7,569	7,569	-	7,569	7,569	-	-	100.00%
F19001 - CC Central Misc.	-	50,000	50,000	-	50,000	4,317	3,975	41,708	16.58%
F19024 - CC C11.1110 Installation of Surgical Lights	-	26,750	26,750	-	26,750	-	-	26,750	-
F19035 - CC - C1.208 Office of AA CPD	-	14,000	14,000	-	14,000	12,999	-	1,001	92.85%
Sub-total	-	173,319	173,319	-	173,319	53,784	3,975	115,560	33.33%
North									
F19002 - NC North Misc.	-	50,000	50,000	-	50,000	5,843	-	44,157	11.69%
Sub-total	-	50,000	50,000	-	50,000	5,843	-	44,157	11.69%
South									
F18040 - SC S8 Roof Replacement	-	56,000	56,000	-	56,000	8,275	47,725	-	100.00%
F18059 - SC Softball Dugout Renovation	-	60,000	60,000	-	60,000	48,286	-	11,714	80.48%
F19003 - SC South Misc.	-	50,000	50,000	-	50,000	8,596	108	41,296	17.41%
F19030 - SC - S8.2117 & S8.2118 TIER 1	-	23,540	23,540	-	23,540	23,540	-	-	100.00%
F19033 - SC - S1-13 WINDOW TINT	-	7,765	7,765	-	7,765	7,765	-	-	100.00%
Sub-total	-	197,305	197,305	-	197,305	96,462	47,833	53,010	73.13%
District									
F18046 - DIST A1.200/202 Install Acoustics	-	20,000	20,000	-	20,000	-	-	20,000	-
F18051 - DIST M1 MTTC Repairs	-	35,000	35,000	-	35,000	-	-	35,000	-
F19004 - DIST College Admin Misc.	-	50,000	50,000	-	50,000	16,373	-	33,627	32.75%
F19016 - DIST Marketing Renovation DA2-205	-	18,500	18,500	-	18,500	17,328	-	1,172	93.66%
Sub-total	-	123,500	123,500	-	123,500	33,701	-	89,799	27.29%
Contingency (720700)	1,484,168	(576,231)	907,937	-	907,937	-	-	907,937	-
Sub-total	1,484,168	(576,231)	907,937	-	907,937	-	-	907,937	-
Projects Closed									
F18070 - CC C26.100 Repair Hydraulic Lift	-	-	-	-	-	-	-	-	-
F18073 - NC N12 Structural Condition Assessment	-	10,000	10,000	-	10,000	-	10,000	-	100.00%
F19007 - SC S15.121 Power and Data Add	-	2,515	2,515	-	2,515	-	2,515	-	100.00%
F19008 - SC S7.266 Power Add	-	3,292	3,292	-	3,292	-	3,292	-	100.00%
F19009 - CC C14 Café Door	-	1,517	1,517	-	1,517	-	1,517	-	100.00%
F19012 - CC C6 Retaining Wall Repair	-	14,783	14,783	-	14,783	-	14,783	-	100.00%
Sub-total	-	32,107	32,107	-	32,107	-	32,107	-	100.00%
TOTALS	1,484,168	-	1,484,168	-	1,484,168	189,790	83,915	1,210,463	18.44%

**SAN JACINTO COLLEGE DISTRICT
Building Committee Meeting
March 26, 2019**

Members Present: Marie Flickinger, Dan Mims, John Moon, Jr., Erica Davis Rouse

Members Absent: None

Others Trustees Present: None

Others Present: Bill Dowell, Scott Gernander, Mike Harris, Joe Hebert, Mini Izaguirre, Bryan Jones, Angela Klaus, Ann Kokx-Templett, Deborah Paulson, Janet Slocum, Charles Smith, Teri Zamora

- I. The meeting was called to order at 3:30 p.m. by Dan Mims.
- II. Roll Call of Committee Members by Dan Mims.
 - a. John Moon, Jr., present
 - b. Marie Flickinger, present
 - c. Erica Davis Rouse, present
 - d. Members absent: None
- III. Approval of Minutes from February 19, 2019 Building Committee Meeting
 - A. Dan Mims presented the minutes of the February 19, 2019 Building Committee meeting. A motion was made by John Moon, Jr. to accept the minutes as presented. Marie Flickinger seconded the motion. The minutes were approved as presented.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (Discussion led by Bryan Jones)
 - A. Bond Funds
 1. Consideration of Approval of Additional Funds for Moving Services
 - a. This item requests consideration of approval for additional funds for A-Rocket Moving and Storage to provide moving services for the 2015 Bond program.
 - b. The Board approved the original contract with A-Rocket in August 2016.
 2. Consideration of Approval to Contract for Commissioning Services for South Campus Longenecker Building
 - a. This item requests consideration of approval to authorize ACR Engineering, Inc. (ACR) to provide mechanical, electrical and plumbing (MEP) systems commissioning services necessary to support the South Campus Longenecker Building renovation project.
 - b. ACR was included in a pool of recommended technical professional consultants developed for use in November 2016.

3. Consideration of Approval of Method of Procurement for Central Campus Davison Building Renovation
 - a. This item requests consideration to approve the Construction Manager at Risk (CMR) method of procurement for the Central Campus Davison Building renovation.
 - b. The CMR method has proven to be an effective procurement methodology that accommodates flexibility in scope development.

4. Consideration of Approval of Method of Procurement for Campus Monument Signs
 - a. This item requests consideration to approve the Competitive Sealed Proposal (CSP) method of procurement for the construction of new Central, North and South Campus monument signs.

 - b. Discussion
Questions were asked regarding what type of signs were proposed. The new signs are designed as monolithic with masonry veneer and no moving illuminated display. The signs will have exterior illumination only.

5. Consideration of Approval to Purchase Lab Casework for Central Campus Center for Petrochemical, Energy and Technology
 - a. This item requests consideration of approval to purchase lab casework and related furniture from Academic Specialties, Inc. for the Central Campus Center for Petrochemical, Energy and Technology (CPET) facility.

 - b. The chosen vendor has a contract awarded through the Texas BuyBoard cooperative.

6. Consideration of Approval to Purchase Electrical Training Equipment for Central Campus Center for Petrochemical, Energy and Technology
 - a. This item requests consideration of approval to purchase electrical training equipment from Advanced Technologies Consultants, Inc. and Future Tek, Inc. for the Central Campus Electrical Technology program.

 - b. This purchase is designed to provide students access to state of the art training, serving both credit students and incumbent workers.

7. Consideration of Approval to Contract for South Campus Welcome Center Renovation
 - a. This item requests consideration of approval to approve a contract with Construction Masters of Houston, Inc. (Construction Masters) to renovate the South Campus Welcome Center.

 - b. Discussion
Questions regarding the construction schedule and potential impact on students and employees were raised. Discussion ensued concerning the phasing of the work and how this would impact the busy enrollment periods. It was proposed that the College should evaluate the construction schedule and consider a start time offering less impact to student registration.

B. Operating Funds

1. Consideration of Approval of Additional Funds for Architect Services for Roof Replacement of the South Campus Longenecker Building
 - a. This item requests consideration to approve additional funds for Collaborate Architects, LLC (Collaborate) to provide architectural design services for the South Campus Longenecker Building (S-8) Roof Replacement Project.
 - b. Discussion was held regarding the increase in forecast cost. It was explained that the building had originally been used as a science building and the roof had many penetrations for exhaust equipment as well as a skylight. Additionally, it was discovered that the roofing material currently in place contains asbestos and requires specific handling and disposal procedures.
 - c. C. Smith explained details of the proposed new roofing system and its history of usage. This type of roof has been available in the industry for about 40 years and has proven to be a long-lasting product.
2. Consideration of Approval of Method of Procurement for Demobilizing from Highway 225 Training Annex
 - a. This item requests consideration to approve the Job Order Contracting (JOC) method of procurement for the activities necessary to demobilize from and restore the leased facility at 3234 Highway 225 to a condition appropriate for return of the building to the owner.
 - b. June 2019 was noted as the target for completion of the project.
 - c. All training equipment in the building will be repurposed and moved to other areas of the College. Alterations made to the building during the lease period will either be removed or remain, as mutually agreed between the College and the building owner.

V. Project Updates

A. Bond Funds

(Discussion led by Charles Smith)

1. Safety Metrics

- a. The personnel injury statistics were presented to the Committee, encompassing twelve (12) projects for February 2019. This included two near-misses during the month of February. The first near-miss occurred with the partial collapse of a temporary dividing wall in Longenecker building. This failure was due to a defective anchor to the ceiling grid and has been corrected. The second near-miss occurred when an employee was pulled off of a beam by his safety harness at the North Campus Cosmetology building. Having forgotten that he was tied off to the structure with a 20-foot lanyard, the employee walked out onto a 21-foot beam and was pulled backwards. He was quickly attended to by coworkers and not injured.

2. Schedule Updates
 - a. The projects are on schedule.
3. Progress Updates
 - a. Central Campus – Petrochemical Energy and Technology
 - i. The project is underway as scheduled with interior finishes being applied currently.
 - ii. The process plant (glycol unit) is approximately one (1) month behind schedule with respect to the main building. The most recent addition to the process plant is the new distillation tower.
 - b. Central Campus – Welcome Center
 - i. Foundation has been poured, structural steel is being installed, and walls are being constructed.
 - c. Central Campus - Classroom Building
 - i. The viability of mass timber, steel and concrete composite construction continues to be explored.
 - ii. The degree of additional fire hazard was discussed. Due to the nature of combustion of with wood composite, buildings fabricated with this material are not more expensive to insure.
 - d. Central Campus – Frels Renovation
 - i. Pasadena’s Early College High School has moved to the third floor and renovation is being done on the second floor. Significant electrical, mechanical and plumbing revisions have been made. Remodeling will continue for another six weeks.
 - e. Central Campus – McCollum Renovation
 - i. Renovation alternatives will be considered as space opens up with the occupancy of the new Welcome Center. An initial move plan is expected by early summer 2019.
 - f. North Campus – Cosmetology and Culinary Center
 - i. The majority of the steel construction is complete. The air conditioning systems, sprinkler systems, hydronic piping systems, and electrical wiring are approaching completion on the cosmetology side.
 - ii. On the culinary side, the fire and moisture proof walls are being installed. Some of the electrical and the hydronic piping systems are complete.
 - iii. E. Davis Rouse asked about separation of the ventilation system between the cosmetology and culinary departments. C. Smith explained that three (3) different ventilation systems will be installed in the building, separating the air in the cosmetology spaces, culinary spaces, and atrium and faculty office spaces of the building.
 - g. North Campus – Underground Utility Tunnel
 - i. The tunnel project is approximately 60 days from completion. We have replaced most of the old piping and insulation with new, polypropylene piping

and water-resistant foam glass insulation. The courtyard has been turned back over to the campus.

- h. North Campus - Burleson Building
 - i. All new mechanical systems have been installed within the Burleson building. Installation of a new elevator is underway. Storm sewers have been also replaced. Additionally, many walls have been painted and new sprinkler systems installed. Ceiling tiles will be replaced upon completion of the project.
 - ii. This project is on track and is expected to be complete when school starts in August 2019.
- i. South Campus – Engineering and Technology Building
 - i. On Thursday, March 21st, the second building slab was poured. Also, work has begun on the underground utilities systems supporting the building.
- j. South Campus – Cosmetology building
 - i. The Cosmetology building metal roof deck is installed, and the structural steel is completed. The air conditioning systems have also been installed.
 - ii. The asphalt parking lot was destroyed during construction and will need to be replaced. There are funds available within project and lot replacement will be carried out when the construction project is complete.
- k. South Campus – Longenecker Renovation
 - i. This project is undergoing continued demolition progress while awaiting a city construction permit.
- l. South Campus – Primary Electrical Upgrade
 - i. Bids have been received and are under evaluation. A recommendation will be brought for consideration to the next Building Committee meeting.
 - ii. The scope of work includes the campus electrical system leading from Beamer Road to the main campus court yard area. This will serve Longenecker, S-7, 8 & 9, as well as the gym, S-21. Most of the chilled water piping as well as the isolation valves in S-7, 8 and 9 will be replaced. The asbestos concrete pipe will be replaced with new thermoplastic piping.
- m. South Campus – Academic Building Renovation (S-7 & 9)
 - i. Demolition continues with the tiered seminar room being converted to a cafeteria in S-9 for early college high school.
- n. College Wide – Generation Park
 - i. This project is moving forward with 433 days remaining prior to the targeted opening. Approval was received from Harris County Flood Control to commence drainage improvements.

4. Financial Updates

- a. 2008 Bond
 - i. This report was presented with no comments.

- b. 2015 Revenue Bond
 - i. This report was presented with no comments.
 - c. 2015 Bond
 - i. T. Zamora informed the Committee that the changes the Board discussed at the workshop meeting, February 15, 2019, are reflected in this report.
 - d. Generation Park
 - i. This report was presented with no comments.
- B. Operating Funds
(Discussion led by Bryan Jones)
- 1. Safety Metrics
 - a. This report was presented with no comments.
 - 2. Schedule Update
 - a. This report was presented with no comments.
 - 3. Progress Updates
 - a. Central Campus – Transportation Center
 - i. A project is planned for the multi-purpose room which will improve the acoustics of the space.
 - b. South Campus - Softball Dugouts
 - i. Outstanding materials have been received and the dugouts have been completed.
 - c. College Administration - East Building
 - i. Interior renovation work is progressing with completion of all phases expected in August 2019.
 - 4. Financial Reports
 - a. This report was presented with no comments.
8. Status of Delegated Authority
- a. An updated report on status of delegation of authority was presented with no comments.
9. Additional Business
- a. M. Flickinger asked about the condition of infrastructure and utilities systems installed at the campuses which were not being addressed with this current capital improvement program.
 - b. B. Jones said he would develop a presentation to be brought to subsequent Building Committee meeting to provide information on this issue.
 - c. C. Smith offered explanation in his Project Update section of this meeting as to master utilities planning across the North, South and Central campuses.

Action Item “IX”
Regular Board Meeting April 08, 2019
Consideration of Approval of Amendment to the 2018-2019 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 2018-2019 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 March 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 \$46,106, 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-04-08-19

Attachment 2- Grant Detail-04-08-19

RESOURCE PERSONNEL

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SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant Amendments
April 8, 2019

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Health and Human Services / Texas Workforce Commission - Camp Code for Girls</u>					
<u>(New Grant)</u>					
Federal Grant Revenue	539347	56700	554100	110000	(18,356)
Non-Instructional Labor	539347	56700	610000	160925	6,324
Fringe Benefits	539347	56700	651000	160925	506
Supplies	539347	56700	710000	160925	2,306
Travel	539347	56700	721000	160925	162
Contractual Services	539347	56700	731000	160925	<u>9,058</u>
					\$ -
<u>Texas Workforce Commission - FY19-20 Skills for Small Business Program (New Grant)</u>					
State Grant Revenue	551034	56700	554200	110000	(26,250)
Contractual Svcs - Indirect costs	551034	56700	731500	620909	1,250
Student Aid - Scholarships	551034	56700	751009	520235	<u>25,000</u>
					-
<u>Kinder Morgan Foundation / SJC Foundation - Kids + Culture Camps 2019 (New Grant)</u>					
Local Grant Revenue	571058	56700	554300	110000	(1,500)
Instructional Labor - Adjunct	571058	56700	610000	160925	1,280
Fringe Benefits	571058	56700	651000	160925	60
Supplies	571058	56700	710000	160925	<u>160</u>
					-
Net Increase (Decrease)					<u>\$ -</u>

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

Grant Funding Summary by Agency:

U.S. Department of Health and Human Service	\$ 18,356
Texas Workforce Commission	26,250
Kinder Morgan Foundation	<u>1,500</u>
	<u>\$ 46,106</u>

April 8, 2019 Board Book – Grant Amendments Detail List

U.S. Department of Health and Human Services / Texas Workforce Commission - Camp Code for Girls (New Grant)

The Camp Code for Girls program seeks to increase the interest of middle school girls in coding and programming by providing hands-on experiences that are challenging and innovative. Activities will foster an interest in Science, Technology, Engineering, and Mathematics (STEM) related careers while campers gain analytical skills and new abilities in problem solving.

Texas Workforce Commission - FY19-20 Skills for Small Business Program (New Grant)

The Skills for Small Business (SSB) Program will provide training for small private businesses. Participating businesses will select training courses for new and/or existing employees that will contribute to the enhancement of the business' operations. The program will cover costs of tuition and fees for selected courses offered through San Jacinto College of up to \$1,800 in a 12-month period for a new employee or up to \$900 in a 12-month period for an existing employee.

Kinder Morgan Foundation / SJC Foundation - Kids + Culture Camps 2019 (New Grant)

The Kids + Culture Camp will provide a music camp, where students work with music instructors to learn material that is new and challenging. The camp will promote the academic and artistic interests of young people. Students will learn to play instruments, increase their technical proficiency, improve musicianship, participate in a group musical performance and gain greater confidence working with skilled professional musicians and teachers.

Action Item “X”
Regular Board Meeting April 8, 2019
Consideration of Approval Policy III.3004.A, Remodeling and Renovation
of College Facilities – Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a revised policy III.3004.A on Remodeling and Renovation of College Facilities.

BACKGROUND

The purpose of this policy is to provide a coordinated framework for evaluation and approval of proposed remodeling and renovation projects.

The proposed revised procedure will not be approved by the Board and is provided for informational purposes. The procedures outline the responsibilities, items and pathway to obtaining approval of a proposed remodeling or renovation project.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on March 4, 2019 through March 22, 2019. Two comments were received, which resulted in two grammatical changes (see attachment 3 and 5 – track changes). Procedures are provided for informational purposes and will not be voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

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 V-G: Policy On Remodeling Or Renovation Of Any Facility Within The San Jacinto College District (current policy)

Attachment 3 – Policy III.3004.A, Remodeling and Renovation of College Facilities (proposed policy)

Informational Items Only:

Attachment 4 – Procedure 2.16: Remodeling and Renovation of Facilities (current procedure)

Attachment 5 – Procedure III.3004.A.a, Remodeling and Renovation of College Facilities (proposed procedure)

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

New Policy Number: **III.3004.A**

Proposed Policy Name: **Remodeling and Renovation of College Facilities**

Current Policy Number/Name: **V-G: Policy on Remodeling Or Renovation Of Any Facility Within The San Jacinto College District**

New Procedure Number: **III.3004.A.a**

Proposed Procedure Name(s): **Remodeling and Renovation of College Facilities**

Current Procedure Number(s)/Name(s): **2-16 – Remodeling And Renovation Of Facilities**

Action Recommended for Policy: Revised

Action Recommended for Procedures: Revised

Web Links:

<https://www.sanjac.edu/policy-v-g-policy-remodeling-or-renovation-any-facility-within-san-jacinto-college-district>

<https://www.sanjac.edu/procedure-2-16-remodeling-and-renovation-facilities>

Primary Owner: Vice Chancellor, Fiscal Affairs

Secondary Owner: Associate Vice Chancellor of Facilities Services

Summary of Changes:

Policy Changes

- Added a Purpose statement
- Expanded applicability to include grounds
- Added definitions
- Clarified titles of employees with responsibility under the policy
- Changed approving authority from Renovation Committee to Strategic Leadership Team
- Added statement that Board approval is needed on some projects

Procedure Changes

- Added definitions
- Clarified items needed and process to be followed to obtain approval on projects
- Added statement that Board approval is needed on some projects

Policy V-G: Policy On Remodeling Or Renovation Of Any Facility Within The San Jacinto College District

Prior to the remodeling or renovation of any building or facility on any campus within The San Jacinto College District, plans and written justification of said remodeling or renovation must be submitted to the Chancellor or Vice Chancellor for Administration. The request will be presented to the Renovation Committee, consisting of the Chancellor, Vice Chancellor for Administration, Vice Chancellor Business, Industry and Technology, and the supervisor of construction for review and approval, with submission to the Board of Trustees for final approval, if required.

Policy #:	V-G
Policy Name:	Policy on Remodeling or Renovation of Any Facility Within the San Jacinto College District
Pages:	1
Adopted Date:	October 4, 1982
Revision/Reviewed Date:	May 2, 1994 and February 5, 2008
Effective Date:	October 4, 1982; May 2, 1994 and February 5, 2008
Associated Procedure:	2-16

Policy III.30043.A, Remodeling and Renovation of College Facilities

Purpose

The purpose of this policy is to provide a coordinated framework for evaluation and approval of proposed remodeling and renovation projects.

Policy

Prior to the remodeling or renovation of buildings, building systems or grounds on any campus or facility within the San Jacinto Community College District, plans and written justification of the remodeling or renovation must be submitted to the Associate Vice Chancellor of Facilities Services. The request will be presented to the College Strategic Leadership Team for review and approval. Board of Trustees will provide final approval as necessary.

Definitions

Remodeling: Changing the form or structure of an existing structure or facility

Renovation: Restoring or repairing an existing structure or facility; replacing old with new

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 III.3004.A.a, Remodeling and Renovation of College Facilities

Date of Board Approval	Anticipated April 8, 2019
Effective Date	Anticipated April 9, 2019
Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Associate Vice Chancellor, Facilities Services

Procedure 2-16: Remodeling and Renovation of Facilities

In those cases where remodeling or renovation of buildings or facilities on one of the campuses is needed, it is the responsibility of the campus President to obtain and submit plans and written justification of said remodeling or renovation to the Vice Chancellor of Administration for consideration.

Under no circumstances should any remodeling or renovation be started prior to obtaining approval.

Procedure #:	2-16
Procedure Name:	Remodeling and Renovation of Facilities
Pages:	1
Adopted Date:	
Revision/Reviewed Date:	
Effective Date:	
Associated Policy:	V-G

Procedure III.3004.A.a, Remodeling and Renovation of College Facilities

Associated Policy

Policy III.3004.A, Remodeling and Renovation of College Facilities

Procedures

In those cases where remodeling or renovation of buildings or facilities on one of the campuses is needed, it is the responsibility of the campus Provost to obtain and submit description and written justification of the remodeling or renovation to the Associate Vice Chancellor of Facilities Services for consideration and submittal to the Strategic Leadership Team (SLT) for review and approval. For non-campus remodeling or renovation, the Provost’s responsibility is assumed by the appropriate Vice Chancellor.

Board of Trustees will provide final approval for those items that meet specific cost and impact criteria.

No remodeling or renovation activities should be started prior to obtaining approval.

Definitions

Remodeling: Changing the form or structure of an existing structure or facility

Renovation: Restoring or repairing an existing structure or facility; replacing old with new.

Date of SLT Approval	February 26, 2019
Effective Date	Anticipated April 9, 2019
Associated Policy	Policy III.3004.A, Remodeling and Renovation of College Facilities
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor of Facilities Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve disposition of the Howard T. Tellepsen Fire Boat, and authorizes the Chancellor to execute related documents.

BACKGROUND

In December 2014, the Board of Trustees approved acceptance of a donation of the Howard T. Tellepsen Fire Boat from the Port of Houston. The intent was to operate the vessel as a training asset for the delivery of United States Coast Guard practical assessments of Mariner competence.

As the development of the Maritime Center progressed, the emergence of regulatory changes required greater flexibility to meet training needs and rendered the Fire Boat unable to meet all training requirements. The strategic decision was made to purchase a Kongsberg engine room simulator.

An amendment to the existing Interlocal Agreement with the Port of Houston is recommended and will require approval by the Port’s governing board.

IMPACT OF THIS ACTION

Sale or transfer of the Fire Boat will have no impact on instructional delivery. It is anticipated that the vessel will be sold, with any proceeds used to purchase firefighting equipment to support firefighter training at the Maritime Center. If proceeds exceed the cost of firefighting equipment needs, then the remaining will be used for other necessary supplies and equipment to support the maritime program.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The College currently spends approximately \$18,800 each year on the vessel.

MONITORING AND REPORTING TIMELINE

None.

ATTACHMENTS

Attachment 1 - Proposed Amendment to the existing Interlocal Agreement with the Port of Houston

RESOURCE PERSONNEL

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**FIRST AMENDMENT TO INTERLOCAL AGREEMENT REGARDING
THE FIRE BOAT HOWARD T. TELLEPSEN**

This First Amendment (“First Amendment”) to the Interlocal Agreement Regarding Fire Boat between the PORT OF HOUSTON AUTHORITY OF HARRIS COUNTY (“PHA”) and the SAN JACINTO COMMUNITY COLLEGE DISTRICT (“SJCCD”) dated December 15, 2014 (“Interlocal Agreement”) shall amend the Interlocal Agreement as follows:

WITNESSETH:

WHEREAS, PHA and SJCCD (hereinafter collectively referred to as the "parties" and individually referred to as a “party”) entered into an Interlocal Agreement, effective December 15, 2014, to outline the donation of a fire boat known as the Howard T. Tellepsen (“Fire Boat”);

WHEREAS, the parties desire to amend the Interlocal Agreement to modify and further define certain terms and conditions under the Interlocal Agreement;

NOW, THEREFORE, in consideration of the mutual covenants, benefits and premises contained herein, the parties agree as follows:

Section 2(c) of the Interlocal Agreement shall be deleted in its entirety and replaced with the provision set forth below:

“SJCCD agrees that after transfer it shall take all rights and responsibilities of ownership of the Fire Boat, including its maintenance and repair during SJCCD’s period of ownership. In the event SJCCD determines that it no longer has an educational need for the Fire Boat, SJCCD shall have the unilateral right to dispose of the Fire Boat in a manner determined reasonable by SJCCD. The proceeds of a sale of the Fire Boat, if any, shall be used by SJCCD for the general educational purposes of SJCCD.”

Except as set forth in this First Amendment, the Interlocal Agreement is unaffected and shall continue in full force and effect in accordance with its terms. In the event of a conflict or inconsistency between terms of this First Amendment and the Interlocal Agreement, the terms of this First Amendment shall control.

IN WITNESS WHEREOF, the parties have duly approved this FIRST AMENDMENT EXECUTED IN TWO original counterparts on this _____ of _____ 2019.

Attachment 1

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date of last signature below.

SAN JACINTO COMMUNITY COLLEGE DISTRICT:

By: Marie Flickinger
Its: Board Chairman

Date:

PORT OF HOUSTON AUTHORITY OF HARRIS COUNTY:

By:
Its: Chairman, Port Commission

Date:

Action Item "XII"
Regular Board Meeting April 8, 2019

Consideration of Approval of Tuition Exemptions and Waivers for Fiscal Year 2020

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the list of tuition exemptions and waivers to be offered to students for Fiscal Year 2020.

BACKGROUND

The Texas Education Code authorizes certain exemptions and waivers to students in various circumstances and meeting specialized criteria. Some exemptions and waivers are mandatory, while others are optional at the discretion of the College.

A listing of the mandatory exemptions and waivers that are available to San Jacinto College students and a listing of the optional exemptions and waivers that are recommended to be available to San Jacinto College students are attached. Additionally, the amount of exemptions and waivers honored during Fiscal Year 2018 under each exemption and waiver is listed.

IMPACT OF THIS ACTION

Exemptions and waivers are intended to encourage targeted populations to persist and complete college coursework. After receiving approval, the entire list of available exemptions and waivers will be posted prominently for student awareness on the College website and in appropriate publications.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The net amount of revenues waived for Fiscal Year 2018 was \$6.0 million. The anticipated amount of exemptions and waivers for Fiscal Year 2019 is approximately \$6.5 million.

The best estimate at this time of exemptions and waivers for 2020 is \$6.7 million, which includes an expected decrease in the use of the Competitive Scholarship waiver, and an expected increase in the use of the Dual Credit exemption due to increased numbers of Early College High School students.

MONITORING AND REPORTING TIMELINE

Monthly budget reports provide ongoing monitoring and reporting.

ATTACHMENTS

- Attachment 1 - List of Mandatory Exemptions and Waivers
- Attachment 2 - List of Optional Exemptions and Waivers

Action Item "XII"
Regular Board Meeting April 8, 2019

Consideration of Approval of Tuition Exemptions and Waivers for Fiscal Year 2020

RESOURCE PERSONNEL

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Exemptions and Waivers - Mandatory

Program Name	Statute	Cost to SIC Fiscal Year 2018	Currently in Use	Notes
Hazlewood Exemptions · Veterans · child/spouse of deceased veteran · child/spouse of disabled veteran · Legacy recipients	TEC 54.341	\$851,454	Active	Veterans and other military personnel and dependents living in Texas receive 100% exemption from payment of tuition, based upon specific criteria
Children of Disabled Firemen/Peace Officers	TEC 54.351	\$10,307	Active	Children who meet age requirements and are dependents of firefighters and law enforcement officers injured or killed in the line of duty receive 100% exemption of tuition
Firefighters taking Fire Science Courses	TEC 54.353	\$5,707	Active	Students currently employed as firefighters receive 100% exemption of tuition when enrolled in a fire science curriculum
Peace Officer Exemption	TEC 54.3531	\$2,310	Active	Students currently employed as peace officers receive 100% exemption of tuition when enrolled in a criminal justice curriculum
Children of Nurse Faculty	TEC 54.355	\$855	Active	Children under the age of 25 whose parent is a nurse educator in Texas higher education receive 100% exemption of tuition
Preceptors and/or their Children	TEC 54.356	\$500	Active	Children under the age of 25 whose parent is a nurse overseeing clinicals in Texas higher education receive a \$500 exemption of tuition
Deaf or Blind	TEC 54.364	\$45,869	Active	Students presenting proper certification attesting to the fact that they are deaf or blind receive 100% exemption of tuition
Foster Care/TX Dpt. Family Protective Svcs.	TEC 54.366	\$41,932	Active	Students who were under the conservatorship of the Department of Family and Protective Services on their 18th birthday receive 100% exemption of tuition
Adopted	TEC 54.367	\$63,723	Active	Students who were adopted and formerly in foster or other residential care receive 100% exemption of tuition
Texas Tomorrow Fund Contract	TEC 54.621(c)	\$0	Active	Students who are beneficiaries of a prepaid tuition contract receive exemption from payment of any additional tuition amounts for the credits covered under the contract
Foreign Service Officer	TEC 54.206	\$0	Available	A foreign service officer employed by the US Department of State receives in-state tuition when assigned to a foreign nation that borders the
College Teachers, Professors and their Dependents	TEC 54.211	\$0	Available	A professor of higher education in Texas and their dependents receive in-state tuition regardless of the length of time they have lived in Texas
NATO Members and Families	TEC 54.232	\$0	Available	A non-immigrant alien and their dependents residing in Texas in accordance with certain NATO agreements receive in-state tuition regardless of the length of time they have lived in Texas
Military (and dependents) in Texas	TEC 54.241	\$0	Available	An active officer, enlisted person, selectee, or draftee of the U.S. armed forces and their dependents living in Texas on assignment receive in-state tuition regardless of the length of time they have lived in Texas
Ex-Prisoners of War	TEC 54.342	\$0	Available	Children of ex-prisoners of war on or after January 1, 1999 receive full exemption of tuition and also receive free housing and other assistance upon enrollment for 12 semester credit hours
Children of POWs and MIAs	TEC 54.343	\$0	Available	Children of members of the armed forces currently declared as prisoners of war or missing in action receive full exemption of tuition
Taps Performers	TEC 54.344	\$0	Available	Students who sound TAPS in military funerals shall receive a \$25 tuition exemption
National Guard Waiver	TEC 54.345	\$0	Available	Students who are identified annually by the adjutant general of the state military forces receive exemption of tuition for up to 12 semester credit hours
Dependents of Deceased Public Servants	TEC 54.354	\$0	Available	Children and surviving spouses of certain deceased firefighters, peace officers and other public servants receive exemption of tuition, free textbooks and housing assistance
Economic Development	TEC 54.222	\$0	Available	Children of persons who are employed by a business that relocated within the past 5 years to Texas under certain agreements with the Texas Economic Development and Tourism Office receive in-state tuition regardless of length of residency in Texas

\$1,022,657

Exemptions and Waivers - Optional

Program Name	Statute	FY Cost to SJC FY18	Currently in Use	Notes
Ad Valorem	TEC 130.0032	\$4,455	YES	Out-of-District students coming from households who own property and pay property tax receive in-district rates
Community College District Employees	TEC 130.0851	\$6,330	YES	Employees who live out of district receive in-district rates
Competitive Scholarship	TEC 54.213	\$494,070	YES	Students coming from out of state who have a competitive scholarship in excess of \$1,000 receive in-state rates
Dual Enrollment – Jr. Colleges	TEC 130.008, 54.216	\$4,515,218	YES	Dual Credit Students receive 75% exemptions from enrollment charges
Senior Citizen Lowered Tuition 55 +	TEC 54.263	\$315	YES	CPD use only
Highest Ranking HS Scholar	TEC 54.301	\$1,192	YES	Students who graduated top of their class receive full tuition waiver for 2 semesters
Good Neighbor	TEC 54.331	\$24,240	YES	Tuition waiver for up to 235 students native-born in other countries in American hemisphere
Senior Citizen 65+ for 6 hours free tuition	TEC 54.365 (c)	\$6,145	YES	Students over age 65 receive tuition waiver for up to 6 SCH.
Disabled Peace Officer	TEC 54.352	\$0	Proposed	Student can have tuition waived if student is permanently disabled as a result of an injury suffered during the performance of a duty as a peace officer of this state or a political subdivision of this state
Combat Exemption	TEC 54.2031	\$0	Proposed	Student who is a dependent of a parent deployed during active combat may have tuition waived
		<u>\$5,051,964</u>		

Action Item “XIII”
Regular Board Meeting April 8, 2019
Consideration of Approval Policy #, Use of Electronic Recording Devices
by Employees and Students – First Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new policy on Use of Electronic Recording Devices by Employees and Students. 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

The purpose of this policy is to describe restrictions on the use of recording devices on campus or in connection with College business.

The proposed new procedure will not be approved by the Board and is provided for informational purposes. The procedures outline the restrictions on the use of recording devices in College facilities and during College-related activities and working hours. College personnel worked closely with legal counsel on the development of both the policy and procedure.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on April 3, 2019. Comments will be reviewed and any changes, if appropriate, will be addressed prior to the Board’s second reading of this policy which is anticipated on May 6, 2019. Procedures are provided for informational purposes and will not be voted on.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

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 #, Use of Electronic Recording Devices by Employees and Students
(proposed policy)

Informational Items Only:

Attachment 3 – Procedure #, Use of Electronic Recording Devices by Employees and
Students (proposed procedure)

Action Item “XIII”
Regular Board Meeting April 8, 2019
Consideration of Approval Policy #, Use of Electronic Recording Devices
by Employees and Students – First Reading

RESOURCE PERSONNEL

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Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Use of Electronic Recording Devices by Employees and Students**

Current Policy Number/Name: **N/A**

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

Proposed Procedure Name(s): **Use of Electronic Recording Devices by Employees and Students**

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

Action Recommended for Policy: **New**

Action Recommended for Procedures: **New**

Primary Owners: Vice Chancellor, Human Resources / Deputy Chancellor & President

Secondary Owners: Vice President, Human Resources / Associate Vice Chancellor, Student Services

Summary of Changes:

- New policy to define the use of recording devices by employees and students.
- New procedure to describe restrictions on the use of recording devices in College facilities. It also describes the use and restrictions of recording devices during College activities and College related business.

Policy #, Use of Electronic Recording Devices by Employees and Students

Purpose

To describe restrictions on the use of recording devices on campus or in connection with College business.

Policy

It is the policy of San Jacinto College to respect each individual’s reasonable expectation of privacy including any privacy rights granted by applicable federal and state law and San Jacinto College procedures. There may be times, however, when the use of electronic recording devices supports the educational mission or operations of San Jacinto College. This policy pertains to all types of electronic devices, including, but not limited to, cellular telephones, digital cameras, stand-alone video cameras, Internet accessible webcams, video recorders, audio recorders, electronic tablets, and software designed to monitor computer use by a specific user. This policy applies to all employees, students, and individuals acting on the behalf of a student or employee.

Definitions

Recording Device: A storage **device or system** on which information (sounds or images) can be recorded. This also includes any software, application, or service used in the recording of voice and or video, storage, broadcast, or sharing of recordings. This definition is intended to be inclusive of all possible mediums that can electronically affix sound, images, or video using electronic means.

Broadcast or Live Stream: The transmission of programs, information (sounds or images) or live events by radio, television, Internet, app (application software), or any other medium including postings to any social media platform.

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 #, Use of Electronic Recording Devices by Employees and Students

Date of Board Approval	Anticipated May 6, 2019
Effective Date	Anticipated August 15, 2019
Primary Owners	Vice Chancellor, Human Resources Deputy Chancellor & President
Secondary Owners	Vice President, Human Resources Associate Vice Chancellor, Student Services

Procedure #, Use of Electronic Recording Devices by Employees and Students

Associated Policy

Policy #, Use of Electronic Recording Devices by Employees and Students

Procedures

1. Introduction

The purpose of this procedure is to describe restrictions on the use of recording devices in College facilities and during College-related activities and working hours. Recording devices include any software, application, or service used in the recording of voice and or video, storage, broadcast, or sharing of recordings. This definition is intended to be inclusive of all possible mediums that can electronically affix sound, images, or video using electronic means. The inappropriate or unauthorized use of recording devices may impair harmonious working or academic relationships, constitute a violation of privacy or applicable statutes, and lead to copyright violations. The misuse of such devices also may violate criminal law. Because the recording of individuals without their knowledge promotes distrust and is incompatible with a collegial and harmonious campus environment, the College prohibits recordings by employees and students (including those acting on their behalf), except as set forth below. This procedure is intended to be interpreted with and subject to applicable federal and state laws.

The following restrictions apply to cell phones, cameras, audio/tape recorders, video recorders, electronic tablets, and any other electronic or mechanical devices/systems that are capable of recording audio, human voices, images, or video.

Students and employees who are found to have violated these procedures are subject to discipline, up to and including termination, dismissal, or expulsion.

2. Restrictions - Protection of Confidential Information

Employees and students, including student workers, are prohibited from using recording devices to duplicate confidential information, including but not limited to student records, personnel records, and medical records. This section does not apply to the use of College-owned recording devices for purposes that are explicitly authorized by College policy or procedure (e.g., a College owned photocopier that is used to make copies for a legitimate College purpose).

3. Restrictions on Use of Recording Devices – General Prohibitions

Except as permitted by this procedure, employees and students (including those acting on their behalf) are prohibited from using recording devices at any College facility or during the scope of one's employment or enrollment to record another person's voice or image. Recording, broadcasting, and live streaming are prohibited regardless of whether these are done secretly or openly. Additionally, employees and students should be aware that it is a crime under Texas law to record a conversation to which one is not a party. The College reserves the right to discipline or terminate/expel an employee or student found to violate this procedure. Furthermore, employees understand that a work-related recording created by an employee may be subject to the Texas Public Information Act (TPIA) and/or other applicable federal and state laws or College policies on data retention. If the employee is unsure of the

applicability of the TPIA or other law/policy, the employee should check with the office of the vice chancellor of marketing, public relations, and governmental affairs.

When use of recording devices is permitted by these procedures, the act of recording must be conducted openly and in a manner that does not disturb or interfere with the academic programs or administrative or business activities of San Jacinto College or any program or activity that is conducted by or authorized by the College. Additionally, recordings shall not:

- interfere with the free entry to or exit from a building, structure, or facility
- interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress and egress to and from property, buildings, or facilities
- deny the use of offices or other facilities to the students, faculty, staff, or guests of the College
- threaten or endanger the safety of any person on a campus
- engage in conduct that is likely to result in damage to or destruction of College property or to cause disruption in utilities
- create a sustained or repeated noise disturbance that substantially interferes with a speaker's ability to communicate with others and/or the rights of others to listen
- attempt to prevent a College event or other lawful assembly by the threat or use of force or violence

4. Restrictions - Restrooms and Other Private Locations

Employees, students, and visitors are prohibited from using the recording components of devices in restrooms, locker rooms, dressing rooms, and other similar locations where individuals have a reasonable expectation of privacy. To prevent any misunderstanding, employees, students, and visitors are encouraged to store such devices in purses, backpacks, briefcases, or pockets while in these locations.

5. Restrictions - Classrooms and Other Instructional Locations

- (a) Student-Initiated Recording: With the exception of recordings permitted as a reasonable accommodation (see section 9 of these procedures), the use of technologies for audio or video recording of lectures and other instructional activities is allowed only with the express permission of the instructor. Instructors may impose reasonable, viewpoint-neutral restrictions on students regarding use of recording devices in classrooms, laboratories, faculty offices, or other locations where instruction or testing occurs. Instructors shall notify students in writing of any restrictions on the use of recording devices, such as on a syllabus. An instructor may choose to allow recording of one portion of a class while disallowing recording of other portions, such as portions in which other students discuss personal information or in which a guest speaker is speaking.

When an instructor allows student-initiated recording, the student may use the recording only for his or her personal use, which is use for studying or completing course assignments. The recording (or transcript of the recording) may not be shared with other students, persons, organizations, or companies without the written consent of the instructor. The recording may not be reproduced, broadcast, live-streamed, uploaded, or distributed. This prohibition extends to posting the material or recording on any website or the Internet, and it expressly prohibits distribution for commercial purposes,

compensation, or personal gain.

When an instructor grants permission for students to record a classroom lecture, any copyright in the material remains with the instructor and/or San Jacinto College. The copyright is not transferred to the student. A student's distribution of the material may constitute copyright infringement and may result in discipline.

A student who has made an authorized recording must destroy it at the end of the semester in which the recording was made.

When a student has been authorized to record a classroom lecture as a reasonable accommodation under Section 9 of these procedures, the faculty member shall not single out or identify the student who sought the accommodation.

- (b) **Faculty-Initiated Recording:** A faculty member who is responsible for a course may record his or her own classroom lecture for professional development or curriculum development purposes. The syllabus for the course shall notify students that the faculty member reserves the right to record the class for professional development or curriculum development purposes. If the faculty member's recording records the voices or images of students, the faculty member may not distribute, publish, broadcast, or upload the recording to a website without the written consent of each student on the recording. The College shall have a non-exclusive, royalty-free right and license to obtain, archive, and use the faculty member's recordings for internal use.
- (c) **College-Initiated Recording:** The College administration may record a classroom lecture for curriculum development purposes, faculty development purposes, promotional purposes, or other College operation or service. The administration shall notify the faculty member at least two working days in advance of the recording.

6. Recordings or Photography Allowed Without Permission

- (a) Employees may audio record a grievance meeting as defined in Board Policy IV-I or a termination or nonrenewal hearing or meeting. Students may record a student disciplinary appellate hearing or grade appeal hearing. The employee or student must provide 24 hours' notice (one working day) of the intent to record to the individual in charge of the hearing or meeting. The recording must take place openly, where all parties are made aware of the recording. If an employee or student elects to record a hearing or meeting, the College administration may elect to make its own recording.
- (b) Recording and photography is permitted at official public functions such as award banquets and graduation ceremonies; the recording must take place openly. No prior notice is required.
- (c) Employees and other citizens may record the proceedings at a publicly held meeting of the Board of Trustees, but must comply with any Board policies pertaining to the time, place, and manner of such recordings. The recording must take place openly. No prior notice is required.
- (d) Non-commercial photography and filming are allowed in common areas that are freely open for people to congregate, such as cafeterias, outdoor patios, athletic competition facilities, parking lots, and open lobby areas. The photography must take place openly from a lawful vantage point. No prior notice is required; however, the individual taking

photos must refrain from engaging in photography that a reasonable person would view as disruptive, harassing, or intrusive under the circumstances.

- (e) As used in this procedure, “common areas that are freely open for people to congregate” does not include classrooms, lecture halls, conference rooms, libraries, or offices.

7. Restrictions – Student Clubs and Organizations

Except as permitted by this procedure, students are prohibited from using recording devices to record, broadcast, or live stream another person’s voice or image at a meeting sponsored by a student club or student organization. Recording is prohibited regardless of whether the recording is done secretly or openly. Such recordings may inhibit open and robust discussion and participation in the activity. The prohibition on recording does not apply to public events in common areas that are freely open for people to congregate.

The current members of a student club or student organization may choose to permit the use of recording devices at its meetings by voting to amend the club or organization’s bylaws or constitution. The club or organization shall follow its own procedures for amending its bylaws or constitution.

8. Obtaining Permission to Record

Recording a meeting: In some situations, employees and leaders may mutually agree that it would be beneficial to make an audio recording of a particular work-related meeting or presentation. Recording is permissible in such instances, but all participants must agree, and the recording must be done openly. If not agreed to by all parties, the conversation should not be recorded. Recordings of work-related meetings and presentations shall be retained for the length of time required by law. Exceptions for official business are addressed in section 10 of this procedure.

Taking a photo: Before taking a photograph of employees or students in common areas that are not freely open for people to congregate, such as an internal office area, the individual shall obtain permission of the people to be photographed.

Employee inquiries about the recording of meetings and events not specifically addressed in this procedure should be directed in writing to the Director of Employee Relations. Student inquiries about the recording of meetings and events not specifically addressed in this procedure should be directed in writing to the relevant Club Advisor, the Student Engagement and Activities Coordinator, or designee. Decisions regarding a request to record shall be made within three working days. The decision-maker shall consider whether the request is consistent with these procedures; whether granting the request is likely to be disruptive; whether the request impacts the intellectual property rights of others; whether the request impacts the privacy rights of others; whether recording will adversely impact, alter, or interfere with the intended purpose of the activity or event; and whether other means are available to document the event, such as note-taking or still photography in lieu of a request for video recording. If the requester is dissatisfied with the decision, he or she may seek further review from the vice president of human resources (if an employee) or the dean of student development (if a student) who shall render a written decision within three working days.

For additional information regarding audio or video recording, please consult the student organization handbook and/or student code of conduct.

9. Exception under the Americans with Disabilities Act

In some situations, an employee or student with a disability may need to use a recording device as a reasonable accommodation in a location where recording is not typically allowed. Employees desiring such accommodations should contact the Human Resources Benefits Office. Students desiring such accommodations should contact the Accessibility Services Counselor at their respective campus.

The recipient of an accommodation will be required to sign a written agreement acknowledging the terms and conditions related to the permission to record.

10. Exception for Official Business

Some employees performing official business on behalf of the College may be required to use recording devices for legitimate work-related purposes, including meeting minutes purposes, investigatory or law enforcement purposes, archival purposes, educational purposes, training or reference purposes (such as recording a presentation for future viewing by staff or students), and journalism purposes (such as photography for an official publication). Legitimate work-related purposes would include duties in an employee’s job description or an activity their leader has directed or authorized. Leaders shall appropriately monitor the use of recording devices to ensure that they are being used only for legitimate business. Employees with questions about recording devices should direct questions to their leader or to human resources.

A department that engages a commercial photographer, vendor, or other third-party to photograph or record an event must ensure that the written agreement with the photographer, vendor, or third-party identifies all pertinent restrictions and terms of use. Additionally, the agreement shall specify that San Jacinto College owns the copyright in all works prepared for the College with College funds. For additional information, please consult the office of the vice chancellor of marketing, public relations, and governmental affairs.

Recordings made for Official Business shall be maintained for the period of time required by state or federal law.

11. Voyeurism

Camera phones and other recording devices shall not be used to take a photo or video of a person from a vantage point that a reasonable person would view as an invasion of personal privacy (e.g., under a skirt, inside or down a blouse).

12. Surveillance Equipment and Software, College Right to Monitor

Surveillance equipment and software may be placed on campus and monitored by authorized campus personnel to prevent or deter crimes and protect public safety and to facilitate official college investigations into criminal activities or violations of campus policy. Such uses must be coordinated with and pre-approved by the College Police Department and Human Resources. Surveillance equipment and software may also be used in other manners to protect and further the College’s mission, including as laid out in other College policies and procedures. As a condition of employment or attendance, employees and students understand that the College has the ultimate right to deploy surveillance equipment for public safety

and/or to support the College’s mission.

For additional information regarding filming and photography on campus, refer to Policy VII.7001.A: Public Relations.

Definitions

Recording Device: A storage **device** on which information (sounds or images) can be recorded. This also includes any software, application, or service used in the recording of voice and or video, storage, broadcast, or sharing of recordings. This definition is intended to be inclusive of all possible mediums that can electronically affix sound, images, or video using electronic means.

Broadcast or Live Stream: The transmission of programs, information (sounds or images) or live events by radio, television, Internet, app (application software), or any other medium including postings to any social media platform.

Date of SLT Approval	March 22, 2019
Effective Date	Anticipated August 15, 2019
Associated Policy	Policy #, Use of Electronic Recording Devices by Employees and Students
Primary Owners of Policy Associated with the Procedure	Vice Chancellor, Human Resources Deputy Chancellor & President
Secondary Owners of Policy Associated with the Procedure	Vice President, Human Resources Associate Vice Chancellor, Student Services

Action Item “XIV”
Regular Board Meeting April 8, 2019
Consideration of Approval of Licensing Agreement at Ellington Field

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a licensing agreement with the City of Houston in regards to a facility at the Houston Spaceport, and authorize the Chancellor to execute appropriate documents.

BACKGROUND

The City of Houston Airport System (HAS) has created the Houston Spaceport at Ellington Field (Spaceport). The HAS and the College have a mutual interest in creating an aerospace training center focusing on meeting aerospace workforce demands and fostering innovation.

The City of Houston owns a building located at 13150 Space Center Boulevard which is designated as the Spaceport Houston’s Aerospace Support Center. A six-month licensing agreement is currently offered to allow the College to establish a presence in a portion of the building beginning May 1, 2019. A mutually acceptable lease agreement for five years will follow and will be brought back to the Board for approval prior to the expiration of the licensing agreement. In addition, a grant from another entity may be available to provide funding for reconfiguration, infrastructure and other capital needs within the building. The grant application and related approval should align with the inception of the licensing agreement.

Within the next 30 days, the annexation into the College’s taxing district of territory at Ellington Field owned by the City of Houston and located within the Clear Creek Independent School District will be approved by the City. This annexation action was approved by the College at the Board of Trustees meeting on July 8, 2018.

IMPACT OF THIS ACTION

The College continues to work with Bay Area Houston Economic Partnership and industry partners to determine the appropriate training to be offered in support of the Spaceport efforts, as well as to satisfy the demands of current and future employers in this area. It is intended that this initial training facility will be the first phase of a larger training effort within the Spaceport, with the second phase to be delivered by San Jacinto College along with various university partners.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The College will relocate existing personnel and other resources within the Continuing and Professional Development Department (CPD) to this new location. As with other areas of CPD, the resulting revenues from this endeavor will be expected to cover operating costs. The setup of the Spaceport Training Facility aligns with the closing of the College’s existing leased facility located on Highway 225. As training needs are more definitively defined, some new equipment needs may be identified to supplement the equipment that is already on hand.

Action Item “XIV”
Regular Board Meeting April 8, 2019
Consideration of Approval of Licensing Agreement at Ellington Field

Anticipated capital improvements to the building will be funded using grant funds.

MONITORING AND REPORTING TIMELINE

Monthly budget reports provide ongoing monitoring and reporting.

ATTACHMENTS

None

RESOURCE PERSONNEL

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Action Item “XV”
Regular Board Meeting April 8, 2019
Consideration of Approval of Creation of Second Benefit Plan

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the creation of a second benefit plan that will apply to employees beginning work after July 31, 2019 (the plan will be entitled “Optional Plan Effective 8/1/2019”).

BACKGROUND

Health insurance is provided as a benefit for all full-time employees. Various other optional insurance coverages can also be chosen by employees in their benefits package, for themselves and their families. These primarily include health insurance for family members, dental insurance, long-term disability insurance and optional life insurance.

Each of these optional plans comes designed from the insurance provider with a pre-determined amount that the employee should pay as his portion of the premium, and the amount that the College should pay as its portion of the premium. Historically, in addition to the College’s portion, the College has also funded part or all of the employee’s portion of premiums. This is inconsistent with how other community colleges treat the employee share of benefit options. The proposed benefit plan will be aligned with our peer and competitive community colleges. The proposed plan will continue to be more attractive than benefit packages offered by school districts in the region.

IMPACT OF THIS ACTION

As a matter of financial sustainability, it is recommended that the College create a second benefit plan under which employees will pay the full amount of the premiums that are designed for the employee to pay on optional coverages. This new benefit plan will apply to all employees beginning full time work at the College after July 31, 2019.

The benefit package that San Jacinto College offers is very attractive to employees, even without the current additional incentive. It is expected that the College will continue to attract top candidates. No current employees will be affected.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated savings in the Fiscal Year 2020 budget is \$260,000. Each year thereafter, a similar amount of savings will be added to this amount.

MONITORING AND REPORTING TIMELINE

Monthly budget reports provide ongoing monitoring and reporting.

ATTACHMENTS

None

**Action Item “XV”
Regular Board Meeting April 8, 2019
Consideration of Approval of Creation of Second Benefit Plan**

RESOURCE PERSONNEL

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**SAN JACINTO COMMUNITY COLLEGE DISTRICT
PURCHASE RECAP
April 8, 2019**

I. EQUIPMENT, SUPPLIES & SERVICES BIDS	
RFP 19-11	
Contract for Snack Vending Services (pgs. 2-4)	\$0
RFP 19-13	
Contract for Asphalt and Concrete Paving and Parking Lot Striping Services (pgs. 5-6)	<u>\$250,000</u>
TOTAL OF ALL BIDS	250,000
PURCHASE REQUESTS, SOLE SOURCE VENDORS, COOPERATIVES, AND CONTRACT RENEWALS	
II. Purchase Request #1	
Additional Funds for Moving Services (pg. 7)	200,000
Purchase Request #2	
Contract for Commissioning Services for South Longenecker Building (pgs. 8-9)	58,700
Purchase Request #3	
Method of Procurement for Central Campus Davison Building Renovations (pgs.10)	-
Purchase Request #4	
Method of Procurement for College Monument Signs (pg. 11)	-
Purchase Request #5	
Purchase Lab Casework for Central Campus Center for Petrochemical, Energy, and Technology (pg. 12)	604,000
Purchase Request #6	
Purchase Electrical Training Equipment (pgs. 13-14)	91,758
Purchase Request #7	
Additional Funds for Architect Services for Roof Replacement for South Campus Longenecker Building (pgs. 15-16)	55,104
Purchase Request #8	
Method of Procurement for Demobilizing from Highway 225 Training Annex (pg. 17-18)	-
Purchase Request #9	
Contract for Replacement of Fire Alarm System in Building C-14 (pg. 19-20)	145,000
Purchase Request #10	
Renew Contract for Property Insurance (pgs. 21-22)	2,161,272
Purchase Request #11	
Renew Contract for Casualty Insurance (pg. 23)	205,000
Purchase Request #12	
Additional Funds for Temporary Staffing Services (pgs. 24-25)	587,000
Purchase Request #13	
Renew Contracts for Catering Services (pg. 26)	153,000
Purchase Request #14	
Renew Contract for Annual Financial Audit Services (pgs. 27-28)	93,000
Purchase Request #15	
Purchase Survey Participation Membership Services (pg. 29)	<u>57,000</u>
TOTAL OF PURCHASE REQUESTS	4,410,834
GRAND TOTAL:	<u>\$ 4,660,834</u>

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract for snack vending services with Gilly Vending Inc. for the College District.

BACKGROUND

The current snack vending contract which has been in place since April 13, 2009 will expire on April 12, 2019. A new RFP was issued to assess the current snack market opportunities available from the wide array of vendors in the marketplace in order to secure a reliable vendor who can provide the College community with a desired product mix and quality service while ensuring competitive pricing.

A request for proposals, Project Number 19-11, was issued to procure snack vending services. Six (6) responses were received and evaluated by a team consisting of five (5) individuals representing Campus Services, Foundation and Auxiliary Services. After responses were reviewed it was determined the proposal submitted by Gilly Vending Inc. would provide the best value to the College.

IMPACT OF THIS ACTION

Adoption of this recommendation will enable the College community to purchase reasonably priced snacks through vending machines at all campus locations. Vending snack sales will generate a monthly commission payment based on total snack sales payable to the College.

Based on their proposal, Gilly Vending demonstrated the ability to provide quality products and service meeting the College's expectations. With Gilly Vending's attention to service, delivery and product mix, sales are expected to increase.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Gilly Vending will provide a minimum of \$150,000 guaranteed annual revenue to the College's Auxiliary Services department for use by the College. This is approximately \$68,000 greater than the revenue generated in FY18.

MONITORING AND REPORTING TIMELINE

The initial three (3) year award term will commence on June 12, 2019, with renewal options of two (1) one-year terms.

ATTACHMENTS

Attachment 1 - Tabulation

RFP # 19-11
Regular Board Meeting April 8, 2019
Consideration of Approval to Contract for Snack Vending Services

RESOURCE PERSONNEL

Hilda Boyce
Gwen Henderson

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281-998-6326

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Project Name Snack Vending Services
Project Number RFP 19-11
Number of Evaluators 5

Stated Criteria	Criteria Explanation	Total Points Available	Accent Food Services	Canteen Vending	Convenience Solutions by Sodexo	Gilly Vending, Inc	InstaHealthy	Mcliff Coffee & Vending
Commission Terms/Tiers Based on Sales	Percentage of sales paid to the College	100	72	87	89	91	57	83
Qualifications and Experience of Firm	Firm's references, reputation and experience	50	48	48	37	48	28	47
Product Line/Product Mix	Product mix and equipment operational features	100	86	83	86	97	59	88
Price of Products	Proposed vending pricing	100	82	79	81	90	75	83
Maintenance Plan/Schedule	Preventative maintenance, service plan, service and delivery schedule.	75	60	56	58	70	49	56
Financial Return to the College	Minimum capital investment to be provided to the College: cash incentives, rebates, value added services, free product	75	49	61	67	72	40	59
100 Points Each x 5 Evaluators		500	397	414	418	468	308	416
Total Points Received								

Final Ranking	
Vendor Name	Total Score
Gilly Vending, Inc.	468
Convenience Solutions by Sodexo	418
Mcliff Coffee & Vending	416
Canteen Vending	414
Accent Food Services	397
Instahealthy	308

RFP #19-13
Regular Board Meeting April 8, 2019
Consideration of Approval to Contract for Asphalt and Concrete Paving
and Parking Lot Striping Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract for asphalt and concrete paving, and parking lot striping services with Enterprise Commercial Paving and Corestone Construction Services (RMB Management) for the Facilities Services department.

BACKGROUND

A request for proposals, Project Number 19-13, was issued to procure asphalt and concrete paving, and parking lot striping services. Five (5) responses were received and evaluated by a team consisting of Facilities Services staff who determined the proposals submitted by Enterprise Commercial Paving and Corestone Construction Services (RMB Management) would provide the best value to the College.

Occasionally, the Facilities Services department is tasked with overlapping projects for these services at different campuses during periods when parking lots are not in high use which avoids displacing students, faculty and staff. It is more advantageous for the College to award to the top two ranked firms in order to complete projects more efficiently.

IMPACT OF THIS ACTION

Service providers for asphalt and concrete paving, and parking lot striping are required to perform repairs and upgrades in order to maintain hazard-free walkways and parking surfaces. The Facilities Services department has the ability to perform minor repairs, but services of a qualified contractor are required for larger projects.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$250,000. This expenditure is funded from the Facilities Services Department's 2018-2019 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The initial one (1) year award term will commence on April 9, 2019, with renewal options of four (4) one-year terms.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

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Ron Andell	281-542-2016	ron.andell@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Project Name Asphalt, Concrete, and Parking Lot Striping Services
Project Number RFP 19-13
Number of Evaluators 3

Stated Criteria	Criteria Explanation	Total Points Available	Enterprise Commercial Paving	Corestone Construction	Piper Whitney Construction	LaTx Construction	JP American Striping
Price Proposal	Evaluated on a best overall value approach for the College	75	Scores on Asphalt & Concrete (max of 75 points)				
			39.1	30.6	75.0	36.9	no bid
		15	Scores on Parking Lot Striping (max of 15 points)				
			11.0	15.0	1.1	4.2	4.1
Qualifications and Experience of Firm and Personnel	Firm and personnels' experience and reputation	90	80.0	79.0	49.0	46.0	21.0
Project Understanding and Management	Management and technical approach to scope of services, breadth and depth of Plan Detail	75	63.0	63.0	30.0	40.0	25.0
Safety	Provide sample safety reports	30	27.0	26.0	10.0	7.0	5.0
Business Questionnaire	Provide answers to pertinent business questions	15	13.0	12.0	8.0	5.0	8.0
			233.1	225.6	173.1	139.1	63.1
Total Points Received							

Final Ranking	
Vendor Name	Total Score
Enterprise Commercial Paving	233.1
Corestone Construction	225.6
Piper Whitney Construction	173.1
LaTx Construction	139.1
JP American Striping	63.1

Purchase Request #1
Regular Board Meeting April 8, 2019
Consideration of Approval of Additional Funds for Moving Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve additional funds with A-Rocket Moving and Storage to provide moving services for the 2015 Bond program.

BACKGROUND

A request for proposals, Project Number 16-24, was issued in May 2016 to procure moving services for San Jacinto College Facilities Services department. The Board approved the original contract with A-Rocket Moving and Storage in August 2016.

Moving services will be required for multiple 2015 Bond program projects in order to effectuate the transfer of furniture and instructional materials and equipment from various buildings and spaces scheduled to undergo renovation work, to house dislocated instructional programs and functions and transfer furniture and instructional materials and equipment to newly-completed facilities.

IMPACT OF THIS ACTION

This request will approve the additional expenditure of funds for moving services required for 2015 Bond program projects. Services will be utilized at all campuses and will be coordinated at each applicable project phase.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for these services is \$200,000. This expenditure will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Purchases will be monitored by San Jacinto College Facilities Services personnel. Program management will be conducted by AECOM and Rizzo and Associates.

ATTACHMENTS

None

RESOURCE PERSONNEL

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Purchase Request #2
Regular Board Meeting April 8, 2019
Consideration of Approval to Contract for Commissioning Services for
South Campus Longenecker Building

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize ACR Engineering, Inc. (ACR) to provide mechanical, electrical and plumbing (MEP) systems commissioning services necessary to support the South Campus Longenecker Building renovation project.

BACKGROUND

The South Campus Longenecker Building is a 2015 Bond program project with renovations being designed by Page. Building MEP systems commissioning services will be carried out by ACR assuring design compliance with College standards. Verification of construction compliance to design and systems operation will also be verified by ACR.

ACR was included in a pool of recommended technical professional consultants developed and presented to the Board for review on November 7, 2016. It is recommended that ACR be selected to provide this service for the South Campus Longenecker Building renovation.

Commissioning services are classified as professional services pursuant to Section 2254 of the Texas Government Code and a pool of firms were screened, pre-qualified and approved for use on projects on an as needed basis.

IMPACT OF THIS ACTION

This action will provide an independent verification of the technical design and the actual installed performance of the systems in the building in relation to the designed intent and specifications for the South Campus Longenecker Building renovation. In accordance with Section 2269.058 of the Texas Government Code, the College is required, independently of the construction manager-at-risk, to provide or contract with construction materials engineering, testing, and inspection services and the verification testing services necessary for acceptance of the facility.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The maximum expenditure requested for Building MEP systems commissioning services is \$58,700. This expenditure will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

All services are estimated to be completed within twenty-one (21) months from notice to proceed to project completion. This project will be monitored by San Jacinto College Facilities Services and AECOM personnel.

Purchase Request #2
Regular Board Meeting April 8, 2019
Consideration of Approval to Contract for Commissioning Services for
South Campus Longenecker Building

ATTACHMENTS

None

RESOURCE PERSONNEL

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Purchase Request #3
Regular Board Meeting April 8, 2019
Consideration of Approval of Method of Procurement for
Central Campus Davison Building Renovation

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the Construction Manager at Risk (CMR) method of procurement for the Central Campus Davison Building renovation.

BACKGROUND

Plans are underway to renovate the Davison Building at Central Campus as part of the 2015 Bond Program. Architectural programming for these renovations was conducted by Kirksey Architects.

The CMR method of procurement is recommended for this project. CMR has proven to be an effective procurement methodology that accommodates flexibility in scope development while maintaining control of risk and assures delivery of good value. A specifications package will be used as the documentation required for public solicitation of construction proposals in accordance with the Texas Government Code, Section 2269.251.

IMPACT OF THIS ACTION

The CMR method is designed to include early involvement of the general contractor with the architect and owner and provide a smooth transition to the construction process. Additionally, the CMR method allows for correction of potential mistakes or unneeded expenses with early discovery and resolution.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated cost of construction work for the Central Campus Davison Building renovation is \$8,800,000. These expenditures will be funded by the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

Design and renovation of the project is estimated to be completed by February 2021. Following selection of a Construction Manager and receipt of subcontractor bids, a Guaranteed Maximum Price (GMP) will be brought to the Board for consideration and approval.

Design and construction will be monitored by the College's Facilities Services personnel. Program management will be provided by AECOM.

ATTACHMENTS

None

RESOURCE PERSONNEL

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Purchase Request #4
Regular Board Meeting April 8, 2019

Consideration of Approval of Method of Procurement for College Monument Signs

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the Competitive Sealed Proposal (CSP) method of procurement for the construction of new Central, North and South Campus monument signs.

BACKGROUND

In recent years, the rate of failure of the LED (light emitting diode) electronic signs that are constructed into the campus monument signs has been at an increasing rate. This, in combination with the fact that the existing LED sign control systems have become obsolete, has prompted the need to replace the monument signs. In discussion with College leadership, it was determined that the replacement monument signs should be similar to the existing signs but have no electronic illuminated display function.

Based upon the nature of the project and construction methods needed for these monument signs, the CSP method of procurement is recommended for this project in accordance with Section 2269.151 of the Texas Government Code.

IMPACT OF THIS ACTION

Completion of this project will provide for a new sign system at each of the Central, North and South Campuses to prevent frequent unsightly display failures. These failures portray an image of disrepair and inattention to College facilities and systems, and negatively impact the College image.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The maximum cost of construction for this project is \$250,000. The work will be funded from the 2008 Bond Program.

MONITORING AND REPORTING TIMELINE

The construction phase of this project will require up to ninety (90) days to complete once a contract has been awarded. This project will be monitored by the College's Facilities Services personnel.

ATTACHMENTS

None

RESOURCE PERSONNEL

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Purchase Request #5
Regular Board Meeting April 8, 2019
Consideration of Approval to Purchase Lab Casework for Central Campus
Center for Petrochemical, Energy and Technology

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of lab casework and furniture from Academic Specialties, Inc. for the Central Campus Center for Petrochemical, Energy and Technology (CPET) facility.

BACKGROUND

After meetings with CPET user groups and several best practice visits to local industries, it was determined that each lab in the new CPET building would require specific types and a variety of industrial casework and furniture to support the unique requirements of each lab. This request includes tables, shelving units, teacher work desks, and palatized shelving.

Academic Specialties, Inc. has a contract awarded through the Texas BuyBoard cooperative contracts program to provide lab furniture and installation, Contract Number 503-16, which satisfies the requirement for competitive bidding as stated in Section 44.031 of the Texas Education Code and 791.001(g) of the Government Code.

IMPACT OF THIS ACTION

Construction of the CPET project is close to completion. Approval of this request will provide for the purchase of lab casework and furniture, including material, freight and installation. This is part of a total package to outfit the CPET labs per requests by industry and College faculty and staff.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Total estimated expenditure for this request is \$604,000 and will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

All work will be completed by August 2019. Purchases will be monitored by San Jacinto College Facilities Services personnel. Program management will be conducted by Rizzo and Associates.

ATTACHMENTS

None

RESOURCE PERSONNEL

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Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
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Purchase Request #6
Regular Board Meeting April 8, 2019
Consideration of Approval to Purchase Electrical Training Equipment

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of electrical training equipment from Advanced Technologies Consultants, Inc. and Future Tek, Inc. for the Central Campus Electrical Technology program.

BACKGROUND

The Electrical Technology faculty and the industry advisory committee has recommended that students in this program be given more hands-on industry-related experience. The Electrical Technology program needs to update and replace outdated electrical training mobile workstations and add an additional six (6) motor controls training units due to the expanded training capacity that will be available to students in the Center for Petrochemical, Energy, and Technology facility. The electrical training equipment from Advanced Technologies Consultants, Inc. will provide students plug and play training equipment which will lay the foundation for the subsequent training segments provided though the motor controls training packages.

The motor controls training packages from Future Tek, Inc. were selected because they complement the program's current motor controls training packages. This electrical training equipment provides hands-on wiring experiences utilizing real-world components, which are used in almost every industry.

Advanced Technologies Consultants, Inc. has a contract through the Region 5 ESC cooperative contracts program to provide career and technical education equipment, Contract Number 20180402, 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.

Future Tek, Inc. is the sole supplier of this equipment and is exempt from competitive bidding per Section 44.031(j) of the Texas Education. Sole source number 1273 has been assigned.

IMPACT OF THIS ACTION

The purchase and installation of the electrical training equipment will provide students access to more state of the art training and will serve both credit students and incumbent worker training courses. It will also transform training from a component level to a system level and will give students the opportunity to learn about specific pieces of equipment, what applications they are used in, and how they function independently. This equipment will also enhance system level troubleshooting. Overall, it will better prepare students by giving them the experience of working on equipment that is used in the industry.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The purchase cost will be \$27,780 with Advanced Technology Consultants, Inc. and \$63,978

Purchase Request #6
Regular Board Meeting April 8, 2019
Consideration of Approval to Purchase Electrical Training Equipment

with Future Tek, Inc. for a combined total of \$91,758. Both expenditures will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

All equipment will be purchased and delivered by August 2019. This purchase will be monitored by San Jacinto College Facilities Services personnel. Program management will be provided by Rizzo and Associates.

ATTACHMENTS

None

RESOURCE PERSONNEL

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Purchasing Request #7
Regular Board Meeting April 8, 2019

**Consideration of Approval of Additional Funds for Architect Services for
Roof Replacement of the South Campus Longenecker Building**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve additional funds for Collaborate Architects, LLC (Collaborate) to provide architectural services for the South Campus Longenecker Building (S-8) Roof Replacement Project.

BACKGROUND

In October 2018, the Board of Trustees approved a contract with Collaborate for architecture services for the South Campus Longenecker Building (S-8) Roof Replacement Project for an amount not to exceed based on the Board approved architect fee schedule applicable for the project's estimated cost of work, plus reimbursables expenditures. Due to unforeseen increases in the scope of work required to successfully complete the project, the cost of work for this project increased, resulting in additional funds needed for architect services.

Architectural services are required to develop roof detailed designs, prepare construction drawings and bidding packages, and to provide administrative services for this project. A request for qualifications, Project Number 18-15, was issued to establish a pool of qualified architectural firms for minor projects, which the Board approved in December 2017. Collaborate is one of the architectural firms approved for minor projects and has been selected as the qualified architect for this project.

IMPACT OF THIS ACTION

This action requests authorization to increase the expenditure for architect services with Collaborate for the South Campus Longenecker Building (S-8) Roof Replacement Project to fulfill the project needs.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The original cost of work estimate for this project was \$772,084. During the time since this original estimate was developed, the design of the interior renovation of the building revealed the opportunity to remove and repair multiple equipment penetrations in the roof of the building and to replace an end of life skylight system with a new clerestory system. With these additional items, and with the current cost of new roofing systems, the total cost of work estimate has risen to \$1,630,602.

The Board approved architect fee schedule for a project of this size is seven percent of the cost of work, plus allowable reimbursable expenditures. With the revised estimated cost of work for the project at \$1,630,062, the revised architect fee will be \$114,104, plus allowable reimbursable expenses. In October 2018, the Board had approved and original architect fee of \$59,000. The net increase for Board approval is \$55,104.

Purchasing Request #7
Regular Board Meeting April 8, 2019

**Consideration of Approval of Additional Funds for Architect Services for
Roof Replacement of the South Campus Longenecker Building**

The construction portion of this project will be funded from the 2015 Bond Program. The architectural design services required for project completion will be funded from the Facility Services 2018-2019 operating budget and subsequent year budgets.

MONITORING AND REPORTING TIMELINE

The estimated completion date for this project is Fall 2019. The project will be monitored by the College's Facilities Services personnel. Program management will be provided by AECOM.

ATTACHMENTS

None

RESOURCE PERSONNEL

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Purchase Request #8
Regular Board Meeting April 8, 2019
Consideration of Approval of Method of Procurement for Demobilizing from
Highway 225 Training Annex

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the Job Order Contracting (JOC) method of procurement for the activities necessary to demobilize from and restore the leased facility at 3234 Highway 225 to a condition appropriate for return of the building to the owner.

BACKGROUND

The facility at 3234 Highway 225 has been under lease since 2010 for Maritime and various other Continuing Professional Development training activities. During this time, various alterations and reconfigurations were made to the building. These alterations were made with the understanding that all would be removed and restored to original condition, or to a condition acceptable to the owner.

The tasks planned include removal of classrooms in the open bay area, removal of the temporary data server rooms and simulator spaces, removal of storage racks and similar equipment, and removal of select air conditioning and electrical improvements.

The JOC method of procurement is recommended to be used for this project in accordance with Section 2269.401 of the Texas Government Code and Section 44.031 of the Texas Education Code.

IMPACT OF THIS ACTION

Approval of this request will result in procuring a JOC Contractor to carry out the tasks necessary to remove previous improvements and restore the building to a condition acceptable to the owner. Upon completion, the College will be prepared to conclude the lease of the building.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated cost of construction work for this project will not exceed \$150,000. This work will be funded from Facilities Services' 2018-2019 Repair and Renovation funds.

MONITORING AND REPORTING TIMELINE

The construction phase of this project will require approximately thirty (30) calendar days to complete. The project will be managed by Facilities Services personnel.

ATTACHMENTS

None

Purchase Request #8
Regular Board Meeting April 8, 2019
Consideration of Approval of Method of Procurement for Demobilizing from
Highway 225 Training Annex

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
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Angela Klaus	281-998-6106	angela.klaus@sjcd.edu

**Consideration of Approval to Contract for Replacement of Fire Alarm System in Building Central
Campus Student Center (C-14)**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Siemens Industry, Inc. to purchase and install a new fire alarm system in the Central Campus Student Center, C-14.

BACKGROUND

The existing fire alarm installed at C-14 is a Radionics brand system that has been in service for approximately 30 years. During this time, the system has been altered and reconfigured to suit various renovations and reconfigurations of the building. Additionally, the state of the art in fire alarm systems has changed substantially during the same period of time. It is proposed that the Radionics system be replaced with a new Siemens XLS “addressable” system. This type of system offers more precise location of potential alarms, improved troubleshooting and the ability to provide remote monitoring. These types of systems are the College’s standard model for all new systems installed in new facilities.

It is proposed that this system be purchased utilizing the General Services Administration (GSA) cooperative contract. Siemens Industry, Inc. has a contract through the GSA cooperative contracts program to provide fire alarm systems, Contract Number GS-07F-217CA, 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

Purchase and installation of the new fire alarm and monitoring system will provide for improved surveillance of C-14. As some of the existing walls have been altered and relocated in the 30 years since their original construction will be able to be placed in more optimum locations. Additionally, the new system will provide more reliable alerting and capability for remote monitoring in the San Jacinto College Police Department dispatch center as well as the offsite Siemens monitoring station.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The maximum cost of construction for this project is \$145,000. This work will be funded from Facilities Services’ 2018-2019 Repair and Renovation funds.

MONITORING AND REPORTING TIMELINE

The construction phase of this project will require up to ninety (90) days to complete. This project will be monitored by the College’s Facilities Services personnel.

ATTACHMENTS

None

Purchase Request #9
Regular Board Meeting April 8, 2019

**Consideration of Approval to Contract for Replacement of Fire Alarm System in Building Central
Campus Student Center (C-14)**

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
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Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Purchase Request #10
Regular Board Meeting April 8, 2019

Consideration of Approval to Renew the Contract for Property Insurance

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew the contract for property insurance coverage with McGriff, Seibels & Williams Insurance for the College.

BACKGROUND

A request for proposals, Project Number 17-11, was issued in January 2017 to procure property insurance for the College. The Board approved the original contract with McGriff, Seibels & Williams Insurance in April 2017. Insurance is managed by the Safety, Health, Environmental and Risk Management (SHERM) department.

The College has long been overdue for a thorough review of its property insurance coverage, ensuring that its policies reflected current, not as-built, values of buildings. A confluence of several factors necessitated a policy coverage review including: general changes in policy underwriting in the post-Harvey era; departure of long-tenured staff; and a departmental re-organization.

What resulted from this review was a rather large increase in the College's total insured value or Statement of Values (SOV), which went from \$681,648,470 to \$848,003,848 (approximately 24.4 percent increase). While the increase is significant, the College and the carrier are both in agreement that the updated values more closely reflect the true replacement cost of the College's buildings and their contents. The addition of the new softball training facility at South Campus was also added to the SOV this year.

IMPACT OF THIS ACTION

The College's current agent for property insurance coverage and sole proposer, has presented a renewal package comprised of various underwriters to provide the proposed coverage at \$0.255 cents per hundred dollars of insured value. The coverage conditions increase our insurance coverage to \$100 million *per occurrence* for fire, wind, hail, tornado, and vandalism and \$25M aggregate for flood. The new annual premium would be \$2,161,272 for the next renewal year.

Effective March 2019, the College's SOV has increased by \$166,355,378 as a result of updating building values to more closely reflect their true replacement cost as well as the addition of the newly completed South Campus Softball training facility. This change is necessary in order to increase the value of the college's structures to a rate that would replace the amount of each structure that we are currently using at the same level of quality that we are currently building.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$2,161,272. This expenditure will be funded from the SHERM department's 2018-2019 operating budget.

Purchase Request #10
Regular Board Meeting April 8, 2019
Consideration of Approval to Renew the Contract for Property Insurance

MONITORING AND REPORTING TIMELINE

This renewal will exercise the second of four one-year renewal options available. The new contract term will be May 1, 2019 through April 30, 2020.

ATTACHMENTS

None

RESOURCE PERSONNEL

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Susana Gonzalez	281-998-6129	susana.gonzalez@sjcd.edu
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Purchase Request #11
Regular Board Meeting April 8, 2019

Consideration of Approval to Renew the Contract for Casualty Insurance

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew the contract for casualty insurance with USI Southwest Services Insurance (USI) for the College.

BACKGROUND

A request for proposals, Project Number 17-11, was issued in January 2017 to procure casualty insurance for the College. The Board approved the original contract with USI in April 2017. Insurance is managed by the Safety, Health, Environmental and Risk Management (SHERM) department. The College retains USI to provide liability and casualty coverage.

IMPACT OF THIS ACTION

Approval of the policy renewal will continue the existing liability and casualty insurance coverage for the College for the period May 1, 2019 through April 30, 2020. The renewal includes coverage in the areas of General Liability, Automobile Liability including Physical Damage, Law Enforcement Liability, Umbrella Liability, Directors & Officers/Employment Legal Liability/Crime, and Cyber Liability.

The indicated renewing premium of \$204,459 is higher than the expiring premium of \$185,549 (10.2 percent increase) primarily due to the following factors: (1) increase in total value of vehicles and (2) the Employers Legal Liability (ELL) premium increased by 17.6 percent and an increase in the deductible due to an elevated loss ratio since 2010.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$205,000. This expenditure will be funded from the SHERM department's 2018-2019 operating budget.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the second of four (4) one-year renewal options available. The new contract term will be May 1, 2019 through April 30, 2020.

ATTACHMENTS

None

RESOURCE PERSONNEL

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Susana Gonzalez	281-998-6129	susana.gonzalez@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Purchase Request #12
Regular Board Meeting April 8, 2019

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 and 22nd Century Technologies, Inc. for the Information Technology Services (ITS) department.

BACKGROUND

A request for proposals, Project Number 16-25, was issued in August 2016 to procure temporary personnel services for the various departments who needed these services across all campuses. The Board approved a contract renewal with Meador Staffing Services and 22nd Century Technologies, Inc. in December 2018.

ITS is requesting additional funds to provide temporary personnel services to support several Enterprise project requests that have not been assigned a dedicated project manager due to expertise, capacity, and resourcing needs within the ITS department. A few of the projects that will be assigned include: room scheduling, desktop planning and instructional requirements and security (Single Sign On (SSO) portal, Multi Factor Authentication (MFA), policies). Additional administrative support is required to help establish governance for ITS training, certification and accounting processing.

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 2018, the Board approved an annual combined expenditure of \$500,000 for temporary personnel services. This request would increase the total amount approved by \$587,000 for a combined total of \$1,087,000. This expenditure will be funded from the 2018-2019 operating budgets of each department who utilize temporary personnel from these agencies. The need for this work was known and budgeted during the 2018-2019 budget development process. The vendor was not identified until after the prior Board expenditure was approved.

MONITORING AND REPORTING TIMELINE

None

Purchase Request #12
Regular Board Meeting April 8, 2019

Consideration of Approval of Additional Funds for Temporary Staffing Services

ATTACHMENTS

None

RESOURCE PERSONNEL

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Gwen Henderson	281-998-6326	gwen.henderson@sjcd.edu

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew contracts for catering services with City View Catering, Melange Catering, and Jason’s Deli.

BACKGROUND

A request for proposals, Project Number 17-05, was issued in January 2017 to procure catering services for the College. The Board approved contracts with ten (10) meal and catering suppliers in April 2017. Even though there are a variety of food and dining suppliers under contract, the College only spends above a nominal amount with these three suppliers.

Catering services and prepared meal delivery is widely utilized by the College for many College events, ranging from business lunches, seated dinners, special functions and College- wide events. It is not uncommon to have a variety of events in process simultaneously. Having access to more than one supplier allows the College to receive more economical pricing, ensure availability, offer some variety and receive better service.

IMPACT OF THIS ACTION

Approving these catering contracts and expenditures will provide pre-priced options for events that require catering services and minimizes event-coordination efforts. Additionally, as the number of events that require catering services on each campus continues to grow, the multiple options offered by these suppliers allows menu versatility and can accommodate almost all food-related event requirements.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for catering services for these three suppliers is \$153,000. This expenditure will be funded from various departmental 2018-2019 operating budgets and subsequent year budgets as approved.

MONITORING AND REPORTING TIMELINE

The renewal will exercise the second of four (4) one-year terms available. The new contract term will be May 2, 2019 through May 1, 2020.

ATTACHMENTS

None

RESOURCE PERSONNEL

Ann Kokx-Templet	281-998-6160	ann.kokx-templet@sjcd.edu
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Gwen Henderson	281-998-6326	gwen.henderson@sjcd.edu

Consideration of Approval to Renew the Contract for Annual Financial Audit Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees renew the contract for annual financial audit services with Doeren Mayhew, P.C. for the Accounting and Financial Services and Foundation departments.

BACKGROUND

A request for proposals, Project Number 15-08, was issued in February 2015 to procure audit services for the College Accounting and Financial Services department. The Board approved the original contract with Doeren Mayhew, P.C. in May 2015. The Foundation has historically utilized the same auditing firm as the College as well.

As required by state and federal laws and College policy, financial records of the College are independently audited on an annual basis. Independent auditors examine financial statements prepared by the College and express an opinion on fair presentation of financial statements and whether or not they are prepared in accordance with generally accepted accounting principles.

IMPACT OF THIS ACTION

The firm will be engaged to perform the audit for the fiscal year ending August 31, 2019, for Accounting and Financial Services department, and fiscal year ending June 30, 2019, for Foundation, in accordance with standards prescribed in the Statements on Auditing Standards promulgated by the American Institute of Certified Public Accountants. In addition, the audit will meet the requirements established by the Texas Higher Education Coordinating Board – Annual Financial Reporting Requirements, in accordance with auditing standards generally accepted in the United States of America, standards applicable to financial audits contained in Government Auditing Standards issued by Comptroller General of the United States, Federal awards as required by Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards, and State awards as required by the State of Texas Single Audit Circular.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for both the College and the Foundation is \$93,000. This expenditure will be funded from the Vice Chancellor of Fiscal Affairs and the Foundation's 2019-2020 operating budgets.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the final of four one-year renewal options available. The new contract term will be May 5, 2019 through May 4, 2020.

Purchase Request #14
Regular Board Meeting April 8, 2019

Consideration of Approval to Renew the Contract for Annual Financial Audit Services

ATTACHMENTS

None

RESOURCE PERSONNEL

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Purchase Request #15
Regular Board Meeting April 8, 2019

Consideration of Approval to Purchase Survey Participation Membership Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of survey participation membership services from the University of Texas at Austin for the Institutional Research and Effectiveness department.

BACKGROUND

The Community College Survey of Student Engagement (CCSSE), Community College Faculty Survey of Student Engagement (CCFSSE), and Survey of Entering Student Engagement (SENSE) is administered at each of the San Jacinto College campuses for the purposes of understanding student insight on their experiences as students of San Jacinto College. The Institutional Research and Effectiveness department has been administering the CCSSE and CCFSSE every two years, since Spring 2007. The SENSE has been administered since 2013.

University of Texas at Austin is a sole source provider of these specific survey participation services and is exempt from competitive bidding per Section 44.031(j) of the Texas Education. Sole source number 1295 has been assigned.

IMPACT OF THIS ACTION

The survey results are used to inform the instructional areas, as well as the student services areas on what student perceptions are regarding their interactions with faculty and student services.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$57,000. This expenditure is funded from the Institutional Research & Effectiveness department's 2018-2019 operating budget.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

None

RESOURCE PERSONNEL

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Item "A"
Regular Board Meeting April 8, 2019
Approval of the Minutes for the March 4, 2019
Board Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the March 4, 2019, Board Workshop and Regular Board Meeting.

**San Jacinto College District Board Workshop
March 4, 2019
District Administration Building, Suite 201**

MINUTES

	Board Workshop Attendees:	Board Members: Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Chancellor: Brenda Hellyer Other: Micki Morris via conference call (Rogers, Morris, and Grover), Sandra Ramirez, Mandi Reiland, Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 5:17 p.m.
II.	Roll Call of Board Members	Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.071, and 551.074 of the Texas Open Meetings Act, for the following purposes: Legal Matters and Personnel Matters	Adjourned to closed session at 5:18 p.m. Sandra Ramirez, Mandi Reiland, and Teri Zamora were present for the closed session. a. Legal Matters - For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law. Micki Morris with Rogers, Morris, and Grover (attorney) was contacted via a conference call for legal consultation. 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.
IV.	Reconvene in Open Meeting	Reconvened in open meeting at 5:56 p.m.
V.	Review of Simplified Tuition Model	Brenda Hellyer provided an overview of the background of the simplified tuition model. This was reviewed with the Board at its strategic retreat on February 15, 2019. This

		<p>was also reviewed with the Staff Organization and the Faculty Senate officers. There has been a lot of support for this change.</p> <p>Some Members requested a bolder advertisement for no additional fees. Brenda asked if members had any questions.</p> <p>Teri Zamora provided answers to questions that Board members had at the strategic planning retreat.</p> <p>Brenda asked the Board to review the press release that will go out after Board approval. Marketing has FAQ's, webpages, and statements ready as well.</p> <p>Dan Mims asked if other colleges in our region are doing this. Brenda heard that Lone Star and Houston Community College are considering similar changes, but this is not confirmed.</p> <p>Erica asked if we are mentioning that this is more equitable across the entire student body. Brenda said we have kept the communication simple at this point. Keith Sinor recommended being careful on this. He asked if transfer students pay more with this model. A student would be subsidizing those that are taking classes that have labs. These fees are now rolled into all students. Brenda explained that the marketing has been showing that students will easily be able to calculate the amount owed.</p> <p>Larry and Keith expressed concerns that in a few years we will come back and think we need fees. Brenda said Teri Zamora will keep track of the fees in a different manner that way programs are receiving portions that will subsidize the program needs. We will continue to monitor costs. In the end, we will continue to evaluate and decide if this model is working and what revisions need to be made.</p> <p>Erica asked if there are any non-credit with high costs that will be impacted by the model. Brenda explained that noncredit courses are not included in this model. The College can charge appropriately for noncredit programs.</p>
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		<p>Marie suggested marketing that the College is working towards lowering textbook costs at the same time as this. Erica asked what feedback we have so far on the progress of the open educational resource in regard to success rates. Brenda answered that this information was previously presented and will continue to be updated. An update will be provided to the Board.</p> <p>Members did not express any concerns with moving forward on this change.</p>
VI.	Discuss Election Cancellation and Next Steps	<p>Teri provided an update on the remaining activities for the 2019 election. She stated that there is an action item at tonight’s Board meeting for approval.</p> <p>She explained that the following steps still need to be taken:</p> <ul style="list-style-type: none"> • March 4 - Cancellation of election ordered and accept certificate of unopposed Candidates • March 5-8 - Official notification to election partners, regarding current and future elections • May 4 - Copy of Cancellation Order posted in every Election Day Polling Location (by County) • June 3 - Certificate of Election Presented, Oath of Office Administered to Re-elected Trustees, and, Election of Officers for Board of Trustees <p>There were no questions on this item.</p>
VII.	Update on 86th Legislative Session	<p>Brenda provided an overview of the 86th legislative session. Overall, there has been a mood of cooperation at the Capitol. The only straining we have seen is around teacher pay raises. The Senate already passed a bill that would provide a statewide raise for teachers which limits some of the other reform items discussed for public education.</p> <p>This week will be the first time the House will hear bills. Community colleges have been asked to provide feedback on four of the bills, and we will submit feedback. Senate Higher Ed Committee will hold its first hearing on Wednesday this week. Senator Creighton is the new chair and has been taking time to listen and hire staff. He is very supportive of community colleges.</p>

		<p>On the budget, the Senate divided Article III to have Larry Taylor chair Public Education and Paul Bettencourt chair Higher Education. Article III Higher Education has not had a hearing scheduled yet. However, community colleges did offer testimony before Public Ed and Higher Ed were split.</p> <p>The House Appropriations Article III committee adopted their recommendations this past week. Community colleges started with roughly a \$20 million increase due to an increase in contact hours. Last week the committee recommended an additional \$51 million. Of that, \$47 million will fund success points at \$215 per point, and the remaining \$4 million will be added to core operations. Rep. Matt Shaffer would like to add additional funding for a “small school supplement,” and he contacted TACC to help define a “small school.” Brenda stated that she provided feedback and concerns on his request. An interim study may come out of this to research sustainability of small colleges.</p> <p>Brenda explained that she met with Senator Creighton regarding an exemption for community colleges in reference to the property tax bills. He said he does not anticipate that there would be an exemption. The Senate has passed the bill out of committee with a few changes. For the small taxing districts, there is an exemption, but they gave taxpayers the ability to require a vote to opt out of the exemption. She explained that she met with Senator Bettencourt to see if there was a way to make community colleges “whole.” He asked us to define “whole” and provide a number. TACC has put together a chart based on his request, and we are hoping to meet with him in the coming weeks.</p> <p>She explained that all bills will be filed by the end of the week and then all the analysis and testimony will start.</p> <p>There were no questions on this item.</p>
<p>VIII.</p>	<p>Review Budget Development Timeline</p>	<p>Teri Zamora provided an update on the budget approach for Fiscal Year 2020. Employees are being asked to determine if budget items are statutory (required by law), sustainment (maintain current levels), or enhancement (strategic growth/increase in quality or service). The methods used for this process are evaluation, planning, and</p>

		<p>preparation. Budget developers will be asked to identify which strategic goal budget items tie to. Teri reviewed the budget timeline. She explained that she will begin developing revenue scenarios in April. The planned approval of the budget by the Board is on June 3, 2019.</p> <p>Marie Flickinger suggested adding a column of actual impact to be filled out at the end of the year to use in preparation for the next budget year.</p> <p>Keith Sinor asked how many levels of approval the budget development goes through. Teri explained that it depends on the department. Some areas only have two levels and others have four.</p> <p>Dr. Wheeler asked how Teri is able to determine the approximate budget amount if she hasn't received the tax rolls. Teri explained that they look at patterns of the last five years and make an estimation from that. Brenda added that Teri is constantly monitoring the property tax collections as well. Teri explained that there has been an increase in the number of taxpayers that sue. Those can affect our anticipated budget.</p> <p>Members were comfortable with the timeframe.</p>
IX.	Review of Calendar	Brenda reviewed the calendar with the Board.
X.	General Discussion of Meeting Items	Brenda asked if there were any items from the meeting agenda that the members would like to review. There were no additional discussion items or questions from the Board members.
XI.	Adjournment	Workshop adjourned at 6:39 p.m.

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

March 4, 2019

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, March 4, 2019, 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:

Joshua Banks	Sallie Kay Janes	Rob Stanicic
Rhonda Bell	Brenda Jones	John Stauffer
Allen Bourque	Bryan Jones	Janice Sullivan
Michelle Callaway	Ruth Keenan	Albert Talley
Pam Campbell	Tami Kelly	Melissa Trevizo
Cristina Cárdenas	Ann Kokx-Templet	Imelda Umansor
Teri Crawford	Ken Luce	Nate Wiggins
Lori Davis	Kevin McKisson	Van Wigginton
Durrell Dickens	Kevin Morris	Igor Yakushkin
William E. Dickerson	Alexander Okwonna	Teri Zamora
Chris Duke	Rosalyn Parker	
Dianne Duron	Bill Raffetto	
Teddy Farias	JR Ragaisis	
Amanda Fenwick	Sandra Ramirez	
Scott Gernander	Heather Rhodes	
George González	Shelley Rinehart	
Rebecca Goosen	Carla Ruffins	
Bobb Gorena	Shawn Silman	
Allatia Harris	Kelly Simons	
Joseph Hebert	Debbie Smith	
Rosie Helms	Danny Snooks	
Clare Iannelli	Randy Snyder	
Mini Izaguirre	Shannon Solis	

Call the Meeting to order: Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:00 p.m.

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

Invocation and Pledges to the Flags: The invocation was given by Dr. Bill Raffetto. The pledges to the American flag and the Texas flag were led by Keith Sinor.

Special Announcements, Recognitions, Introductions, and Presentations:

1. Dr. Kelly Simons recognized the 2018-2019 Honoraria Recipients: Emily Choate, Gerald Comeaux, Lori Davis, Ken Luce, Carla Ruffins, Shannon Solis, Nathaniel Wiggins, and Igor Yakushkin,
2. Dr. Allatia Harris recognized the San Jacinto College Maritime Center for being awarded the 2019 Bellwether Award in the Workforce Development Category.

Student Success Presentations:

1. George González presented an update on the KPI Dashboard – Fall 2018 Course Retention and Success.

Communications to the Board:

1. A thank you was sent to the Board from Mike Harris for the plant sent in memory of his mother-in-law.
2. A thank you was sent to the Board from Brittany Heim for the plant sent in memory of her grandmother.
3. A thank you was sent to the Board from Joanna Zimmermann for the plant sent in memory of her grandmother.
4. A thank you was sent to the Board from Neva Howard for the plant sent in memory of her mother-in-law.
5. A copy of the February and March Opportunity News are at your places.
6. Dr. Brenda Hellyer read a communication from Steve Trncak thanking the College community for its support during his tenure and commending the tremendous impact that the College has on its students and community.

Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board: There were no citizens requesting to be heard before the Board.

Informative Reports: Chair Marie Flickinger indicated such reports were in the Board documents and online.

- A. San Jacinto College Financial Statements
 - a. December 2018
 - b. January 2019

- B. San Jacinto College Foundation Financial Statements
 - a. December 2018
 - b. January 2019
- C. Capital Improvement Program
- D. San Jacinto College Building Committee Minutes

Motion 9942
Consideration of
Approval of
Amendment to
the 2018-2019
Budget for
Restricted
Revenue and
Expenses
Relating to
Federal and
State Grants

Motion was made by Larry Wilson, seconded by Dan Mims, for approval of Amendment to the 2018-2019 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None

Motion 9943
Consideration of
Approval of an
Order of
Cancellation for
the San Jacinto
Community
College District
Trustees
Election

Motion was made by Dr. Ruede Wheeler, seconded by Keith Sinor, for of Approval of an Order of Cancellation for the San Jacinto Community College District Trustees Election.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None

Motion 9944
Consideration of
Approval of
Investment
Account and
Designation of
Authorized
Individuals

Motion was made by Keith Sinor, seconded by John Moon, Jr., for Approval of Investment Account and Designation of Authorized Individuals.

Motion Carried.

Yeas: Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None

Motion 9945
Consideration of
Interlocal
Agreement with
Houston-
Galveston Area
Council

Motion was made Erica Davis Rouse, seconded by Larry Wilson, for Approval Interlocal Agreement with Houston-Galveston Area Council.

Motion Carried.

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

Nays: None

Motion 9946 Motion was made by Dr. Ruede Wheeler, seconded by Dan Mims for
Consideration of Approval of Simplified Tuition Model.
Approval of
Simplified
Tuition Model **Motion Carried.**

Yeas: Davis Rouse, Mims, Moon, Jr., Sinor, Wheeler, Wilson
Nays: None

Consideration of Informational Item on Policy #, Remodeling and Renovation of College
Approval of Facilities – First Reading (Informational only).
Policy #,
Remodeling and
Renovation of
College Facilities **No vote required.**
– First Reading
(Informational
only)

Motion 9947 Motion was made by Dan Mims, seconded by John Moon, Jr., for approval of
Consideration of the purchasing requests.
Purchasing
Requests

RFP 19-03
Contract for Geofencing Services \$200,000

RFP 19-12
Contract for Direct Mail Marketing Campaign Services 131,000

RFP 19-16
Purchase Drug and Background Screenings 100,000

Purchase Request #1
Purchase Data Network Equipment for 2015 Bond Projects 810,000

Purchase Request #2
Contract for Materials Testing Services for South Campus
Engineering and Technology Building 54,729

Purchase Request #3
Contract for Civil Engineering Services for South Campus
Domestic Water 82,000

Purchase Request #4
Contract for Feasibility Assessment for South Campus Jones
Building Renovation 80,000

Purchase Request #5

Approval of Guaranteed Maximum Price for Packages I & II for Generation Park Academic Building	19,600,000
Purchase Request #6 Contract Amendment for Program Management Services for Maritime Center Expansion and CPET Site Development	293,700
Purchase Request #7 Contract for Architectural Services for Maritime Center Expansion	102,500
Purchase Request #8 Contract for Architectural Services for Davison Tech Building Renovations and New Classroom Building at Central Campus	3,204,000
Purchase Request #9 Contract for Materials Testing Services for Central Campus Welcome Center	55,210
Purchase Request #10 Contract for Testing and Balance Services for North Campus Cosmetology and Culinary Building	57,045
Purchase Request #11 Method of Procurement for South Campus HVAC Attic Simulator	150,000
Purchase Request #12 Additional Expenditure of Architectural Services for Minor Projects	175,000
Purchase Request #13 Contract for Elevator Maintenance Services	175,000
Purchase Request #14 Renew Contract for a Cloud Based IT Help Desk	71,000
Purchase Request #15 Purchase Equipment for South Campus Electrical Infrastructure Upgrade	65,000
Purchase Request #16 Strategic Visioning for Development of the Generation Park Campus	<u>75,000</u>
TOTAL OF PURCHASE REQUESTS	\$25,481,184

Motion Carried.

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

Nays: None

**Motion 9948
Consent Agenda**

Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr., to approve the consent agenda.

- A. Approval of the Minutes for the January 28, 2019 Board Workshop and Regular Board Meeting
- B. Approval of the Minutes for the February 15, 2019 Board Strategic Planning Retreat
- C. Approval of the Budget Transfers
- D. Approval of Personnel Recommendations, Extra Service Agreements, Course Development Contracts, and Honoraria Recipients
- E. Approval of the Affiliation Agreements
- F. Approval of the Next Regularly Scheduled Meeting

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 7:38 p.m.

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve budget transfers for 2018-2019 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 April 8, 2019 Board Meeting
 Fiscal Year 2018 - 2019

ELEMENT OF COST	DEBIT	CREDIT
INSTRUCTION	\$ 13,832	\$ -
PUBLIC SERVICE	\$ -	\$ -
ACADEMIC SUPPORT	\$ 548	\$ 8,801
STUDENT SERVICES	\$ 460	\$ -
INSTITUTIONAL SUPPORT	\$ -	\$ 6,039
PHYSICAL PLANT	\$ -	\$ -
AUXILIARY ENTERPRISES	\$ -	\$ -
	\$ 14,840	\$ 14,840

RECOMMENDATION

The administration recommends that the Board of Trustees approve the following Affiliation Agreements:

Central Campus

Department

Affiliation Entity

Surgical Technology Program

The University of Texas Medical Branch at Galveston

Nursing Program
(Associates Degree)

The University of Texas Medical Branch at Galveston

Nursing Program
(Associates Degree)

The University of Houston

Phlebotomy Program
(First Amendment)

Houston Methodist Baytown Hospital

South Campus

Department

Affiliation Entity

Nursing Program

The University of Texas Medical Branch at Galveston

North Campus

Department

Affiliation Entity

Pharmacy Technician Program

Harris Health Systems

Health Information Management Program

Vital Allergy & Asthma

Health Information Management Program

Transitions Home Healthcare

Nursing Program

The Medical Resort at Bay Area

Medical Assisting Program

Philomena Ukwade, M.D., P.A.

RATIONALE

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

FISCAL IMPLICATIONS TO THE COLLEGE

N/A

Item "D"
Regular Board Meeting April 8, 2019
Approval of the Affiliation Agreements

CONTACT PERSONNEL

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Laurel Williamson

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laurel.williamson@sjcd.edu

Item “E”
Regular Board Meeting April 8, 2019
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, May 6, 2019.