

*Board of Trustees  
Meeting*

*November 6, 2017*

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

The Board of Trustees of the San Jacinto Community College District will meet at 4:45 p.m., Monday, November 6, 2017, 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 551.071, 551.074, and 551.072 of the Texas Open Meetings Act, for the following purposes:**
  - 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.
  - b. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.
  - c. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property.
- IV. Reconvene in Open Meeting**
- V. Review Performance Management Distribution Curves**
- VI. Update on South Campus Gallery**
- VII. Review of Calendar**
- VIII. General Discussion of Meeting Items**
- IX. 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, November 3, 2017, 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.

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Brenda Hellyer, Ed.D.

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

The Board of Trustees of the San Jacinto Community College District will meet at 7:00 p.m. on Monday, November 6, 2017, 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. Moment of Silence, Invocation, and Pledge to the Flags**

**IV. Special Announcements, Recognitions, Introductions, and Presentations**

Recognition of Dr. Joanie DeForest for Receiving the Susan E. Hashway Award for Excellence in Dissertation Brenda Jones

**V. Student Success Presentations**

Review of San Jacinto College Students Conducting Research at the University of Iowa Brenda Jones  
Christopher Wild

Awards and Graduation Rates Through the Lens of Diversity 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 change or complaint requests a public hearing.*

**VIII. Informative Reports to the Board**

- A. San Jacinto College Financial Statement
- B. San Jacinto College Foundation Financial Statements
  - a. August 2017
  - b. September 2017
- C. Capital Improvement Program
- D. San Jacinto College Building Committee Minutes

**ACTION ITEMS**

- IX. Consideration of Approval of Amendment to the 2017-2018 Budget for Restricted Revenue and Expenses Relating to Federal and State Grants**
- X. Consideration of Approval of a Budget Amendment for Donation Revenue**
- XI. Consideration of Approval of Interlocal Agreement Between San Jacinto Community College District and Alvin Community College**
- XII. Consideration of Approval of Policy II.2001.A: Substantive Change – Second Reading**
- XIII. Consideration of Approval of Policy VII.7000.A: Electioneering – Second Reading**

**PURCHASING REQUESTS**

- XIV. Consideration of Purchasing Requests**

**CONSENT AGENDA**

**XV. 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 October 2, 2017 Board Workshop and Regular Board Meeting**
- B. Approval of the Budget Transfers**
- C. Approval of Personnel Recommendations**
- D. Approval of the Affiliation Agreements**
- E. Approval of the Next Regularly Scheduled Meeting**

**XVI. Items for Discussion/Possible Action**

(Items removed from the Consent Agenda or items discussed in closed session, will be considered at this time)

**XVII. 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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Brenda Hellyer, Ed.D.

SAN JACINTO COMMUNITY COLLEGE DISTRICT  
Statement of Net Position - PRELIMINARY  
September 30,

<u>Assets</u>	<u>2017</u>	<u>2016</u>
<b>Current assets:</b>		
Cash and cash equivalents	\$ 73,651,304	\$ 68,402,854
Accounts receivable - taxes	3,995,172	3,877,315
Accounts receivable	12,333,436	8,854,624
Deferred charges	1,285,775	1,259,599
Inventories	363,167	443,645
Total current assets	<u>91,628,854</u>	<u>82,838,037</u>
<b>Noncurrent assets:</b>		
Restricted cash and cash equivalents	169,243,302	202,951,049
Capital assets, net	<u>430,665,784</u>	<u>384,599,124</u>
Total noncurrent assets	<u>599,909,086</u>	<u>587,550,173</u>
Total assets	<u>691,537,940</u>	<u>670,388,210</u>
<b>Deferred outflows of resources:</b>		
Deferred outflow related to pensions	7,617,258	4,542,533
Deferred outflow related to defeased debt	5,308,444	-
Total deferred outflows of resources	<u>12,925,702</u>	<u>4,542,533</u>
<b>Liabilities</b>		
<b>Current liabilities:</b>		
Accounts payable	9,871,717	8,301,085
Accrued liabilities	2,382,632	2,434,441
Accrued compensable absences and deferred compensation	2,292,788	2,612,623
Deferred revenues	85,673	187,097
Total current liabilities	<u>14,632,810</u>	<u>13,535,246</u>
<b>Noncurrent liabilities:</b>		
Net pension liability	31,890,143	24,842,147
Bonds and notes payable	<u>474,204,236</u>	<u>478,374,238</u>
Total noncurrent liabilities	<u>506,094,379</u>	<u>503,216,385</u>
Total liabilities	<u>520,727,189</u>	<u>516,751,631</u>
<b>Deferred inflows of resources -</b>		
Deferred inflow related to pensions	<u>7,240,141</u>	<u>7,599,287</u>
<b>Net assets</b>		
Beginning of year	161,737,428	137,745,497
Current year addition	<u>14,758,884</u>	<u>12,834,328</u>
Total net position - PRELIMINARY	<u>\$ 176,496,312</u>	<u>\$ 150,579,825</u>

Subject to Change - Pending Final Audit

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the One Month Ended September 30, 2017

Consolidated -All Funds  
(Not Including Capital Improvement Program)

	<u>Adjusted Budget</u>	<u>Actual (8.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>9/30/16</u>	<u>% of 8/31/17 Actual</u>
<b>REVENUES:</b>					
State Appropriations	\$ 49,035,178	\$ 5,583,675	11.39	\$ 5,210,638	10.56
Local Taxes - Maintenance & Operations	66,740,000	162,334	0.24	210,701	0.32
Local Taxes - Debt Service	28,583,724	139,846	0.49	83,956	0.31
Credit Tuition	46,384,109	20,188,077	43.52	19,630,798	43.07
Credit Fees	15,210,000	6,609,773	43.46	6,334,406	41.70
Credit Exemptions & Waivers	(5,670,000)	(2,526,374)	44.56	(2,173,820)	44.63
Bad Debt	(1,800,000)	(150,000)	8.33	(195,898)	14.53
Continuing Professional Development	5,041,723	662,034	13.13	842,876	15.29
Sales & Services	1,869,775	147,743	7.90	168,797	36.32
Investment Income	500,000	116,497	23.30	83,890	22.07
Auxiliary Services	3,535,367	423,898	11.99	536,277	16.22
Grants	59,211,264	11,533,053	19.48	15,905,754	31.35
Local Grants	2,657,598	582,481	21.92	900,960	44.77
Total	<u>271,298,738</u>	<u>43,473,037</u>	<u>16.02</u>	<u>47,539,335</u>	<u>18.44</u>
<b>EXPENDITURES:</b>					
Instruction	69,734,974	6,502,335	9.32	6,158,148	8.01
Public Service	5,347,207	275,968	5.16	234,654	3.58
Academic Support	21,731,931	727,602	3.35	1,289,817	6.85
Student Services	15,190,664	881,748	5.80	814,490	4.99
Institutional Support	85,250,961	5,855,797	6.87	6,168,577	10.10
Physical Plant	18,130,094	160,596	0.89	790,624	4.74
Scholarships and Fellowships	52,313,485	12,322,509	23.56	17,370,251	36.59
Auxiliary Enterprises	4,257,040	551,388	12.95	596,727	14.22
Depreciation	22,000,000	1,464,903	6.66	1,281,719	6.95
Capital Purchases	-	(28,693)	-	-	0.00
Total	<u>293,956,356</u>	<u>28,714,153</u>	<u>9.77</u>	<u>34,705,007</u>	<u>13.20</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(3,762,480)	(139,457)	-	(74,196)	-
Transfers Out	3,762,480	139,457	-	74,196	-
Net Increase (Decrease) in Net Position	<u>\$ (22,657,618)</u>	<u>\$ 14,758,884</u>		<u>\$ 12,834,328</u>	

Subject to Change - Pending Final Audit



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the One Month Ended September 30, 2017

11 Unrestricted Funds

	<u>Adjusted Budget</u>	<u>Actual (8.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>9/30/16</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
State Appropriations	\$ 38,785,178	\$ 4,656,533	12.01	\$ 4,370,371	11.98
Local Taxes - Maintenance & Operations	66,740,000	162,334	0.24	210,701	0.32
Credit Tuition	44,569,109	19,359,665	43.44	18,813,763	42.88
Credit Fees	15,210,000	6,609,773	43.46	6,334,406	41.70
Credit Exemptions & Waivers	(5,670,000)	(2,526,374)	44.56	(2,173,820)	44.63
Bad Debt	(1,800,000)	(150,000)	8.33	(195,898)	14.53
Continuing Professional Development	5,041,723	662,034	13.13	842,876	15.29
Sales & Services	1,869,775	147,743	7.90	155,146	92.75
Investment Income	500,000	48,740	9.75	16,356	4.71
Total	<u>165,245,785</u>	<u>28,970,448</u>	<u>17.53</u>	<u>28,373,901</u>	<u>17.71</u>
EXPENDITURES:					
Instruction	67,118,239	6,038,314	9.00	5,708,396	8.15
Public Service	4,810,716	234,077	4.87	200,658	3.48
Academic Support	14,051,492	685,786	4.88	1,091,959	8.65
Student Services	14,869,828	797,868	5.37	718,628	5.05
Institutional Support	42,218,796	3,768,721	8.93	4,313,109	11.47
Physical Plant	18,130,094	160,596	0.89	790,624	4.74
Total	<u>161,199,165</u>	<u>11,685,362</u>	<u>7.25</u>	<u>12,823,374</u>	<u>8.17</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	3,762,480	139,457	-	74,196	-
Net Increase (Decrease) in Net Position	<u>\$ 284,140</u>	<u>\$ 17,145,629</u>		<u>\$ 15,476,331</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the One Month Ended September 30, 2017

Federal Restricted Funds

	Adjusted Budget	Actual (8.33%)	% Actual to Adjusted Budget	9/30/16	% of 8/31/17 Actual
REVENUES:					
Grants	\$ 54,924,558	\$ 10,643,464	19.38	\$ 15,362,222	32.24
Total	<u>54,924,558</u>	<u>10,643,464</u>	<u>19.38</u>	<u>15,362,222</u>	<u>32.24</u>
EXPENDITURES:					
Instruction	573,206	139,811	24.39	13,709	3.53
Public Service	256,746	15,692	6.11	14,669	6.99
Academic Support	6,631,174	6,294	0.09	108,977	2.58
Student Services	148,978	22,121	14.85	18,102	6.08
Institutional Support	942,931	46,022	4.88	58,161	4.90
Scholarships and Fellowships	<u>46,371,523</u>	<u>10,413,524</u>	<u>22.46</u>	<u>15,148,604</u>	<u>36.62</u>
Total	<u>54,924,558</u>	<u>10,643,464</u>	<u>19.38</u>	<u>15,362,222</u>	<u>32.22</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

Subject to Change - Pending Final Audit

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the One Month Ended September 30, 2017

State Restricted Funds

	Adjusted Budget	Actual (8.33%)	% Actual to Adjusted Budget	9/30/16	% of 8/31/17 Actual
REVENUES:					
State Paid Benefits	\$ 10,250,000	\$ 927,142	9.05	\$ 840,267	6.53
Grants	4,286,706	889,589	20.75	543,532	17.65
Total	<u>14,536,706</u>	<u>1,816,731</u>	<u>12.50</u>	<u>1,383,799</u>	<u>8.68</u>
EXPENDITURES:					
Instruction	1,946,145	319,492	16.42	436,043	6.82
Public Service	36,520	14,231	38.97	18,904	4.68
Academic Support	352,540	35,522	10.08	73,792	4.14
Student Services	143,918	61,759	42.91	77,760	4.39
Institutional Support	9,788,911	509,866	5.21	265,334	8.08
Scholarships and Fellowships	2,268,672	875,861	38.61	511,966	22.13
Total	<u>14,536,706</u>	<u>1,816,731</u>	<u>12.50</u>	<u>1,383,799</u>	<u>8.68</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>	

Subject to Change - Pending Final Audit

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the One Month Ended September 30, 2017

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (8.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>9/30/16</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Local Grants	\$ 2,657,598	\$ 582,481	21.92	\$ 900,960	44.77
Total	<u>2,657,598</u>	<u>582,481</u>	<u>21.92</u>	<u>900,960</u>	<u>44.77</u>
EXPENDITURES:					
Instruction	97,384	-	-	-	-
Public Service	243,225	11,968	4.92	423	0.23
Academic Support	696,725	-	-	15,089	8.31
Student Services	27,940	-	-	-	-
Institutional Support	18,174	1,604	8.83	52	0.07
Scholarships and Fellowships	1,858,290	574,038	30.89	876,229	52.20
Total	<u>2,941,738</u>	<u>587,610</u>	<u>19.97</u>	<u>891,793</u>	<u>40.13</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(17,863)	(11,967)	-	(13,746)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (266,277)</u>	<u>\$ 6,838</u>		<u>\$ 22,913</u>	

Subject to Change - Pending Final Audit

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the One Month Ended September 30, 2017

27 Texas Public Education Grant

	Adjusted Budget	Actual (8.33%)	% Actual to Adjusted Budget	9/30/16	% of 8/31/17 Actual
REVENUES:					
Credit Tuition	\$ 1,815,000	\$ 828,412	45.64	\$ 817,035	48.07
Total	<u>1,815,000</u>	<u>828,412</u>	<u>45.64</u>	<u>817,035</u>	<u>48.07</u>
EXPENDITURES:					
Scholarships and Fellowships	1,815,000	459,086	25.29	833,452	39.40
Total	<u>1,815,000</u>	<u>459,086</u>	<u>25.29</u>	<u>833,452</u>	<u>39.40</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 369,326</u>		<u>\$ (16,417)</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the One Month Ended September 30, 2017

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (8.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>9/30/16</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ -	-	\$ 13,651	4.59
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>13,651</u>	<u>4.59</u>
EXPENDITURES:					
Instruction	<u>-</u>	<u>4,718</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>-</u>	<u>4,718</u>	<u>-</u>	<u>-</u>	<u>-</u>
TRANSFERS AMOUNG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (4,718)</u>		<u>\$ 13,651</u>	

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the One Month Ended September 30, 2017

Auxiliary Enterprises

	Adjusted Budget	Actual (8.33%)	% Actual to Adjusted Budget	9/30/16	% of 8/31/17 Actual
REVENUES:					
Sales & Services	\$ 45,000	\$ 4,146	9.21	\$ 3,827	3.54
Auxiliary Services	3,490,367	419,752	12.03	532,450	16.64
Total	<u>3,535,367</u>	<u>423,898</u>	<u>11.99</u>	<u>536,277</u>	<u>16.22</u>
EXPENDITURES:					
Non-Instructional Labor	808,850	36,096	4.46	44,924	6.20
Benefits	190,527	35,984	18.89	37,187	8.40
Supplies	1,397,422	50,514	3.61	70,157	12.22
Travel	255,283	12,228	4.79	7,989	1.50
Contracted Services	412,182	17,635	4.28	23,657	8.38
Scholarships and Fellowships	1,192,226	398,931	33.46	410,452	25.16
Utilities	550	-	-	2,361	-
Total	<u>4,257,040</u>	<u>551,388</u>	<u>12.95</u>	<u>596,727</u>	<u>14.22</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(721,673)	(127,490)	-	(60,450)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

Subject to Change - Pending Final Audit

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the One Month Ended September 30, 2017

95 Retirement of Indebtedness

	<u>Adjusted Budget</u>	<u>Actual (8.33%)</u>	<u>% Actual to Adjusted Budget</u>	<u>9/30/16</u>	<u>% of 8/31/17 Actual</u>
<b>REVENUES</b>					
Investment Income	\$ -	\$ 67,757	-	\$ 67,534	204.61
Local Taxes - Debt Service	<u>28,583,724</u>	<u>139,846</u>	<u>0.49</u>	<u>83,956</u>	<u>0.31</u>
Total	<u>28,583,724</u>	<u>207,603</u>	<u>-</u>	<u>151,490</u>	<u>0.57</u>
<b>EXPENDITURES</b>					
Institutional Support	<u>32,282,149</u>	<u>1,529,584</u>	<u>4.74</u>	<u>1,531,921</u>	<u>8.09</u>
Total	<u>32,282,149</u>	<u>1,529,584</u>	<u>4.74</u>	<u>1,531,921</u>	<u>8.09</u>
<b>TRANSFERS AMONG FUNDS:</b>					
Transfers In	(3,022,944)	-	-	-	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (675,481)</u>	<u>\$ (1,321,981)</u>		<u>\$ (1,380,431)</u>	



San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the One Month Ended September 30, 2017

97 Investment in Plant

	Adjusted Budget	Actual (8.33%)	% Actual to Adjusted Budget	9/30/16	% of 8/31/17 Actual
<b>EXPENDITURES</b>					
Depreciation	\$ 22,000,000	\$ 1,464,903	-	\$ 1,281,719	6.95
Capital Purchases	-	(28,693)	-	-	-
Total	<u>22,000,000</u>	<u>1,436,210</u>	<u>-</u>	<u>1,281,719</u>	<u>8.59</u>
Net Increase (Decrease) in Net Position	<u>\$ (22,000,000)</u>	<u>\$ (1,436,210)</u>		<u>\$ (1,281,719)</u>	

# Capital Improvement Program

San Jacinto Community College District  
Statement of Revenues, Expenditures and Changes In Net Position - PRELIMINARY  
For the One Month Ended September 30, 2017

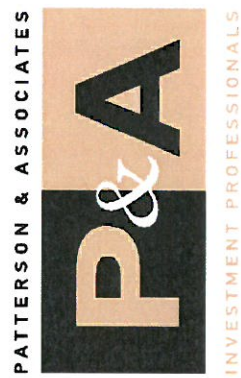
91 Capital Projects

	Adjusted Budget	Actual (8.33%)	9/30/16
REVENUES:			
Investment Income	\$ -	\$ -	\$ -
Total	-	-	-
EXPENDITURES:			
Bond Programs	-	23,430	216,495
Total	-	23,430	216,495
Net Increase (Decrease) in Net Position	\$ -	\$ (23,430)	\$ (216,495)



## Monthly Investment Report

September 30, 2017



## Elevated Tensions Ruled the Month

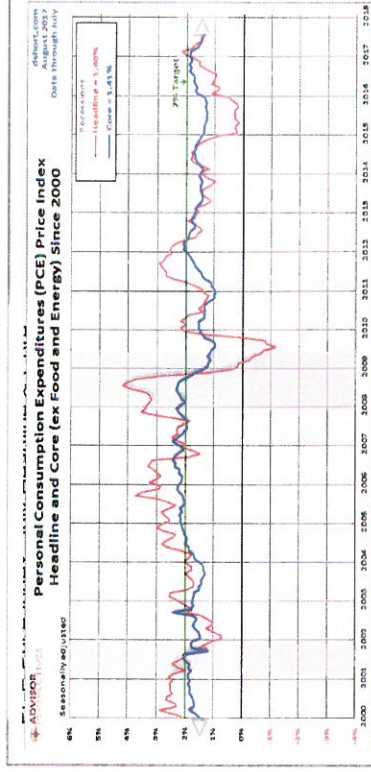
The Southern US and its economy were slapped with two category 5 hurricanes – **Harvey and Irma** - this month which flooded and destroyed property particularly in Texas and Florida. The impact of these storms will be felt for several months on every aspect of the economy from construction to retail sales. Although stocks seem to take every shock in stride – to the point of ignoring them – the bonds had not been convinced until in the last week of the month when Chair Yellen turned hawkish predicting a December rate hike along with a rebalancing Fed as well as a strong GDP revision to 3.1%. At least temporarily yields are moving up across the curve.

With Harvey, oil prices surged as Texas refineries faced potential delays. And, as folks escaped Florida in front of Irma, gas surged again pushing oil to \$53/bbl, its biggest jump in 7 months. Add a threat from Turkey to oil supply and the oil price increase was poised to have a dramatic impact on the economy and moderately on inflation.

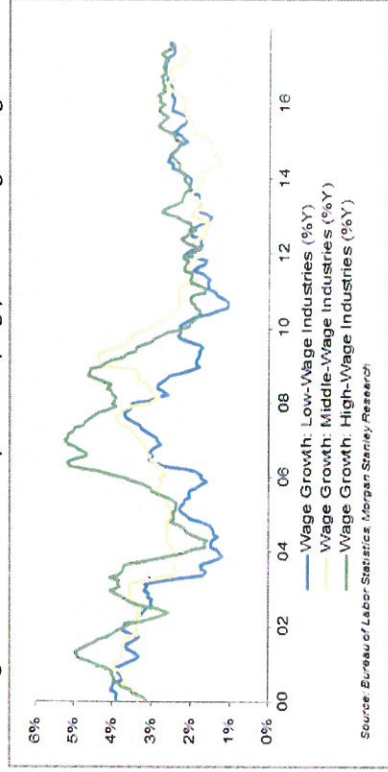
Payroll claims have spiked but construction and repair jobs will bring some increase in the affected storm areas. Materials supplies must increase as will their price but even with the reconstruction most economists had lowered their 3Q GDP projections until the revision came in at 3.1%.

One tangential area affected by the storms is retail sales. Retail has been slipping. Auto sales were already down \$1.5bb before the storms matched by another \$1.5bb decrease in other retail sectors. The negatives weighing on wages will change retail's Christmas further as folks switch from toys in the stockings to furniture and carpet.

Job growth was at a 3-month low in August and now misplaced workers will further reduce wage pressure. Service industries are slipping and only education and health show positive signs. None of this bodes well for inflation projections or consumer sales.



A second series of shocks came from **North Korea (NOKO)** whose unstable ruler seems intent on declaring war on the US. The country lofted missiles into the sea and over Japan repetitively knowing that the US must step up to protect its troops stationed there, Guam and our close ally Japan. The two bully trans-Pacific pulpits issuing from Twitter to the UN kept a *risk-on* position in the bond market all month taking the benchmark 10-year yield to 2%. Increased Russian sanctions may calm the situation but the bond market will remain very aware of this threat. The bond risk forces are balancing each other currently and keeping yields in a tight range.

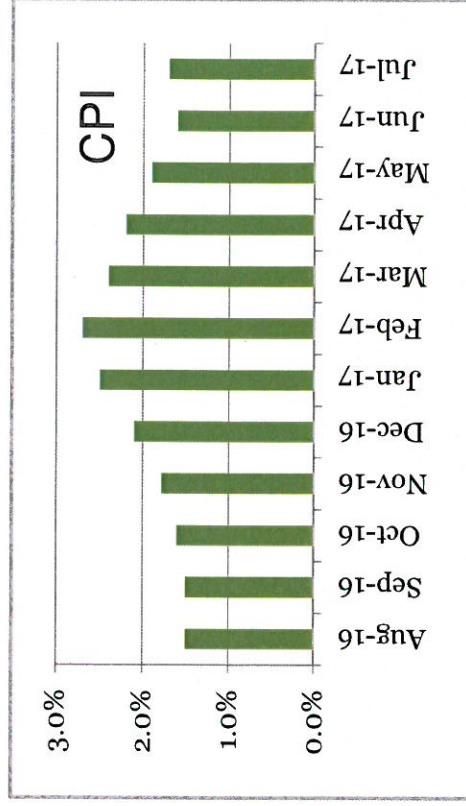


# Global Bankers Set the Tone

The lack of inflation has kept all central bankers frustrated. Chair Yellen and the FOMC have adjusted their inflation expectations from 1.7% to 1.5% in 2017 and from 2.0% to 1.7% in 2019. Despite the absence of inflation, the central bankers are cautiously proceeding towards normalization finding the storms impact manageable and transitory.

The Federal Reserve, ECB, Bank of England and Bank of Japan dominated the center ring this month showing their parallel shift to a global tightening tone. The Fed and the Bank of England certainly are the most hawkish, but all the banks are tentatively moving towards a QT (quantitative tightening) along with grudgingly applied rate increases. Ancillary but major events have caused a stuttering start to the process. Angela Merkel had an election to handle, the Brexit exit is stalled on the size of the UK bill to be paid, and Germany has not been supportive of the EU (Draghi) plan for pooling Euro debt which was designed to further EU financial integration. The solid, although plodding, growth globally has driven them forward however.

The Federal Reserve has released information on its plan to reduce its \$4.5tr balance sheet and will begin the reduction in October. One tricky question on Fed projections hinges on the makeup of the Board. With the resignation of Vice Chair Fischer we have four empty chairs at the Fed and if Yellen is not reappointed by Trump there will be five. The replacements may change the pace and plans dramatically. Under Yellen as she stated, "It would be imprudent to keep monetary policy on hold until inflation is back to 2 percent," and additionally, she said the Fed "should also be wary of moving too gradually." A change in the Committee however may change that direction unless the economy is materially strong by January.

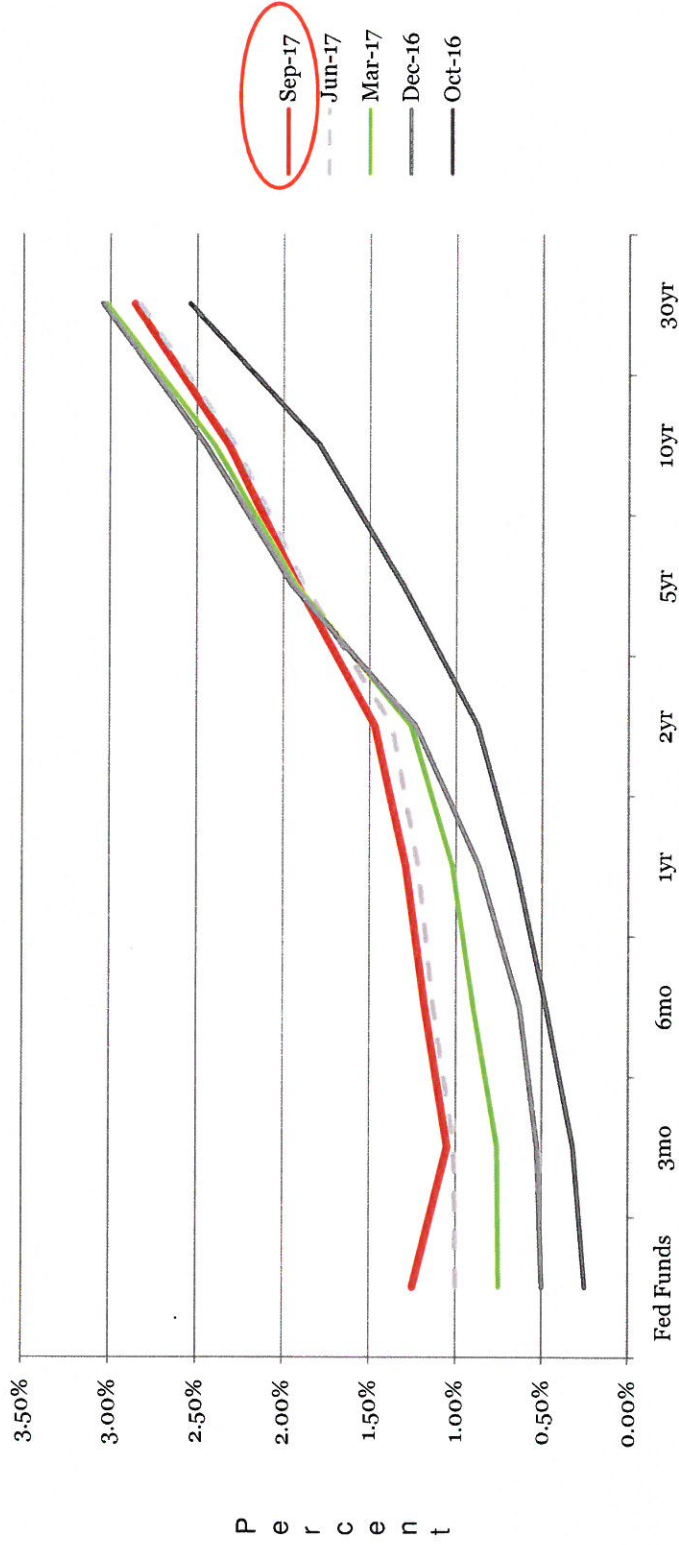


The inflation sticking point is a crucial one for the central banks. With the dollar down 6.6% against its main trading partners this will boost inflation slightly but CPI and PPI continue to struggle. The storms will help also but the inflation that normally would accompany job growth and full employment is, like many things, definitely different this time around. Some of the factors include the reduction of technology and production costs that dampen inflation pressures in many industries. In addition, it is a supply and demand stress situation in that the US has an over supply of goods. The extreme strength of the US dollar for the past many months has skewed trade with the US and cheapened goods coming into the US. With the global geo-political risks this situation may not be corrected for a long period. After several years of cheap goods, the consumer expects and almost demands lower prices expecting inflation to remain low. This attitude has to change and will.



# Rates Flattening Continues

- The curve ended the month flatter on the month. But some flattening came from the front end jump in rates after Yellen's comments regarding a December hike. The long end will take a little longer to react.
- Short term rates continue to move up as the FOMC stays optimistic on inflation, but the bond market doesn't believe they will act and keeps taking the long end down in rates. More inflation and rate talk will move the long end upwards at some point.
- The risk off (safety) trades keep yields down in the short to intermediate portion of the curve as international investors bring money in and cash stays in money funds.
- As low as our US rates are, they remain above other global options which will turn as other central banks raise rates.




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


*San Jacinto College District*  
 Monthly Investment Report  
 August 31, 2017 – September 30, 2017

**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).

<p><b>Portfolio as of 08/31/17:</b>                  Beginning Book Value           \$ 248,464,945                  Beginning Market Value       \$ 248,464,945</p> <p>WAM at Beginning Period Date<sup>1</sup>       1 day</p> <p><i>(Decrease in market value is due to seasonal cash outflows)</i></p> <p>Average Yield to Maturity for period       0.998%                  Average Yield 180-Day Treasury Bill for period   1.170%</p>	<p><b>Portfolio as of 09/30/17:</b>                  Ending Book Value               \$ 242,894,606                  Ending Market Value           \$ 242,894,606                  Investment Income for the period   \$ 188,660                  Unrealized Gain/Loss           \$ 0                  WAM at Ending Period Date<sup>1</sup>       1 day</p> <p>Change in Market Value<sup>2</sup>               \$ (5,570,339)</p>
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 William E. Dickerson, Accounting and Financial Services  
 San Jacinto College District

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

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

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



# General Portfolio

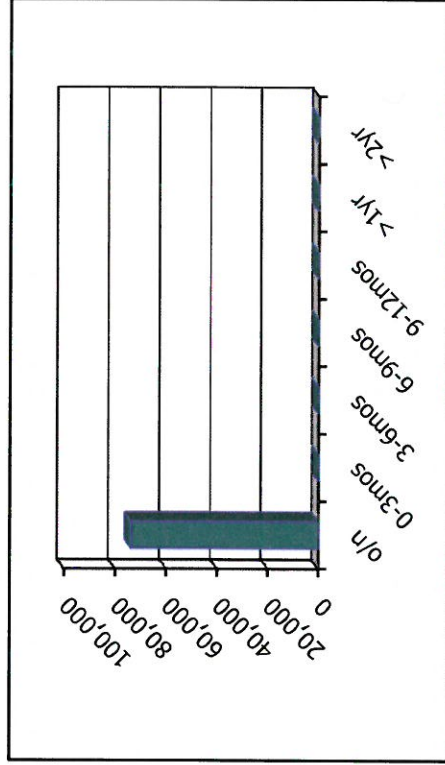
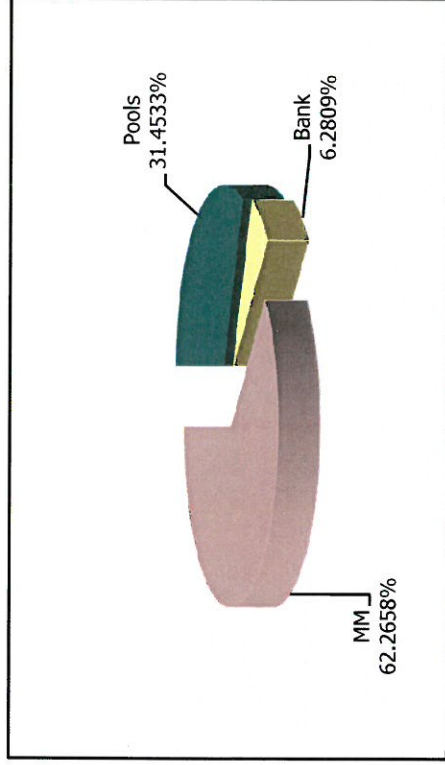
As of September 30, 2017

PATTERSON & ASSOCIATES



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 very short-term rates continue to move up with the Fed's move and short term alternatives are available especially for those with access to commercial paper. Rates beyond one year will best the pools.
- Banks remain *uninterested* in new deposits and everyone must review the ECR rates versus those available outside the banks.
- It is time to reduce cash balances and plan for the tax funds coming soon.



# Bond Portfolio

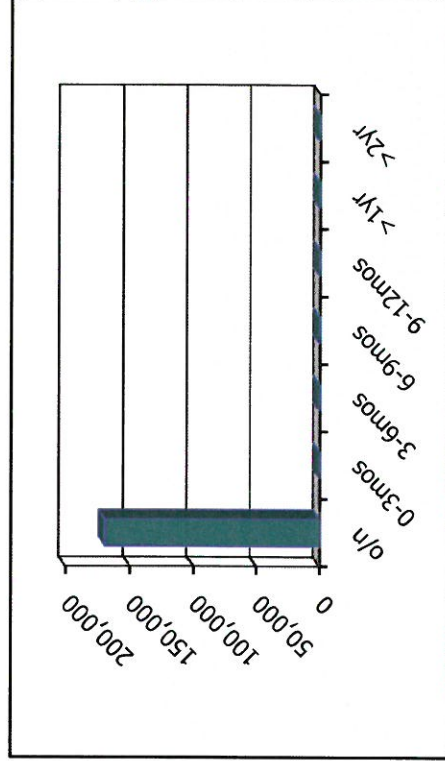
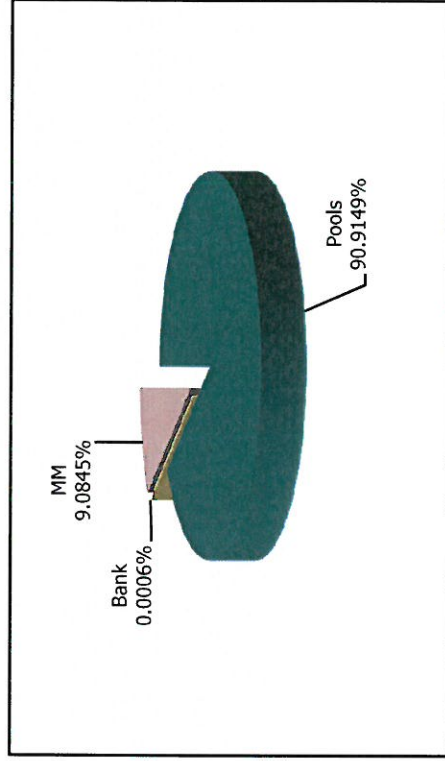
As of September 30, 2017

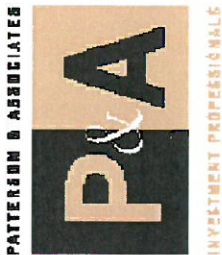
PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

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- Banks remain *uninterested* in new deposits and everyone must review the ECR rates versus those available outside the banks.
- It is time to reduce cash balances and plan for the tax funds coming soon.





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

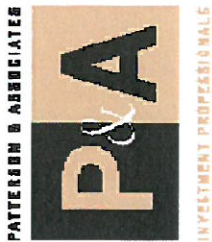
**San Jacinto Community College  
 Portfolio Management  
 Portfolio Summary  
 September 30, 2017**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Passbook/Checking Accounts	4,625,598.63	4,625,598.63	4,625,598.63	1.90	1	1	0.000
Investment Pools/Money Markets	238,269,007.71	238,269,007.71	238,269,007.71	98.10	1	1	1.017
<b>Investments</b>	<b>242,894,606.34</b>	<b>242,894,606.34</b>	<b>242,894,606.34</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>	<b>0.998</b>
<b>Total Earnings</b>	<b>September 30</b>	<b>Month Ending</b>	<b>Fiscal Year To Date</b>				
Current Year	188,660.17		188,660.17				

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.

*DECEASED 10-11-2017*

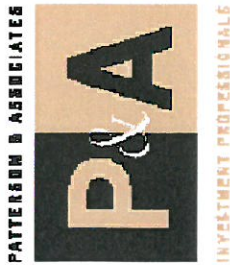
.. Vice Chancellor of Fiscal Affairs



Patterson & Associates  
 901 S. McPac  
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 Austin, TX 78746

**San Jacinto Community College**  
**Summary by Type**  
**September 30, 2017**  
**Grouped by Fund**

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Bond Funds</b>						
Investment Pools/Money Markets	10	169,243,302.23	169,243,302.23	69.68	1.025	1
<b>Subtotal</b>	<b>10</b>	<b>169,243,302.23</b>	<b>169,243,302.23</b>	<b>69.68</b>	<b>1.025</b>	<b>1</b>
<b>Fund: Consolidated Portfolio</b>						
Passbook/Checking Accounts	9	4,625,598.63	4,625,598.63	1.90	0.000	1
Investment Pools/Money Markets	6	69,025,705.48	69,025,705.48	28.42	0.997	1
<b>Subtotal</b>	<b>15</b>	<b>73,651,304.11</b>	<b>73,651,304.11</b>	<b>30.32</b>	<b>0.934</b>	<b>1</b>
<b>Total and Average</b>	<b>25</b>	<b>242,894,606.34</b>	<b>242,894,606.34</b>	<b>100.00</b>	<b>0.998</b>	<b>1</b>



**San Jacinto Community College**  
**Fund BOND - Bond Funds**  
**Investments by Fund**  
**September 30, 2017**

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

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Investment Pools/Money Markets</b>											
708340211	10064	JPM - Debt Service	12/05/2007	446.82	446.82	446.82	0.220	0.216	0.220		1
XXX794	10228	East West ICS 08 Bond Proceeds	09/09/2014	1,751,054.14	1,751,054.14	1,751,054.14	1.080	1.065	1.080		1
XXX844	10229	East West ICS Debt Service	09/09/2014	8,119,175.37	8,119,175.37	8,119,175.37	1.080	1.065	1.080		1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	250,219.90	250,219.90	250,219.90	1.080	1.065	1.080		1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	5,004,398.00	5,004,398.00	5,004,398.00	1.080	1.065	1.080		1
86-72000844	10232	East West MM Debt Service	09/09/2014	250,219.90	250,219.90	250,219.90	1.080	1.065	1.080		1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	5,952,375.23	5,952,375.23	5,952,375.23	1.020	1.006	1.020		1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	3,610,230.19	3,610,230.19	3,610,230.19	1.020	1.006	1.020		1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	144,010,032.16	144,010,032.16	144,010,032.16	1.020	1.006	1.020		1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	295,150.52	295,150.52	295,150.52	1.020	1.006	1.020		1
<b>Subtotal and Average</b>				<b>169,243,302.23</b>	<b>169,243,302.23</b>	<b>169,243,302.23</b>		<b>1.011</b>	<b>1.025</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>169,243,302.23</b>	<b>169,243,302.23</b>	<b>169,243,302.23</b>		<b>1.011</b>	<b>1.025</b>		<b>1</b>

Portfolio SJCC  
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 Report Ver. 7.3.5

**Fund GEN - Consolidated Portfolio**  
**Investments by Fund**  
**September 30, 2017**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Passbook/Checking Accounts</b>											
1390012195A	10164	Bank of America - Operating	09/01/2016	3,001.28	3,001.28	3,001.28					1
9999999914	10089	Credit Cards - In Transit	09/01/2016	39,882.69	39,882.69	39,882.69					1
7083400062	10086	Disbursements	09/01/2016	-1,183,404.63	-1,183,404.63	-1,183,404.63					1
707759296	10069	JPM - Federal Programs	09/01/2016	0.00	0.00	0.00					1
707759338	10062	JPM - Operating	09/01/2016	5,776,223.78	5,776,223.78	5,776,223.78					1
707759346	10085	Payroll Fund	09/01/2016	-30,307.71	-30,307.71	-30,307.71					1
9999999913	10088	Petty Cash	09/01/2016	20,807.00	20,807.00	20,807.00					1
707759353	10181	Student Deferred Income	09/01/2016	0.00	0.00	0.00					1
707759361	10103	JPM - Workmen's Comp	09/01/2016	-603.78	-603.78	-603.78					1
<b>Subtotal and Average</b>				<b>4,625,598.63</b>	<b>4,625,598.63</b>	<b>4,625,598.63</b>		<b>0.000</b>	<b>0.000</b>		<b>1</b>
<b>Investment Pools/Money Markets</b>											
XXX810	10227	East West ICS	09/09/2014	40,367,046.49	40,367,046.49	40,367,046.49	1.080	1.065	1.080		1
86-7200810	10230	East West MM	09/09/2014	250,219.90	250,219.90	250,219.90	1.080	1.065	1.080		1
9999999993	10034	LSIP GOF - Operating	09/01/2007	843,346.45	843,346.45	843,346.45	1.020	1.006	1.020		1
707759320	10035	JPM - Money Market	09/01/2007	5,002,254.20	5,002,254.20	5,002,254.20	0.270	0.266	0.270		1
9999999996	10038	TCB - Money Market	09/26/2007	240,569.93	240,569.93	240,569.93	0.350	0.345	0.350		1
9999999991	10032	TexPool	09/01/2007	22,322,268.51	22,322,268.51	22,322,268.51	1.015	1.001	1.015		1
<b>Subtotal and Average</b>				<b>69,025,705.48</b>	<b>69,025,705.48</b>	<b>69,025,705.48</b>		<b>0.983</b>	<b>0.997</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>73,651,304.11</b>	<b>73,651,304.11</b>	<b>73,651,304.11</b>		<b>0.922</b>	<b>0.934</b>		<b>1</b>

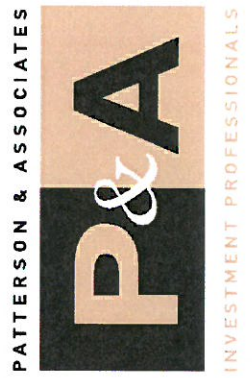
**San Jacinto Community College**  
**Interest Earnings**  
**Sorted by Fund - Fund**  
**September 1, 2017 - September 30, 2017**  
**Yield on Average Book Value**

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Annualized Rate	Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Bond Funds</b>												
708340211	10064	BOND	RRP	446.82	446.74	446.75		0.220	0.218	0.08	0.00	0.08
999999999	10084	BOND	RRP	5,952,375.23	6,076,151.71	6,034,241.97		1.020	1.017	5,043.28	0.00	5,043.28
999999999	10106	BOND	RRP	295,150.52	234,158.73	256,006.38		1.020	1.017	213.92	0.00	213.92
XXX794	10228	BOND	RRP	1,751,054.14	1,751,089.99	1,750,070.28		1.080	0.750	1,079.14	0.00	1,079.14
XXX844	10229	BOND	RRP	8,119,175.37	8,112,655.80	8,114,529.07		1.080	0.750	5,003.18	0.00	5,003.18
86-72000794	10231	BOND	RRP	250,219.90	250,225.70	250,014.66		1.080	1.070	219.90	0.00	219.90
86-72000844	10232	BOND	RRP	250,219.90	250,225.70	250,014.66		1.080	1.070	219.90	0.00	219.90
86-72004242	10233	BOND	RRP	5,004,398.00	5,004,805.34	5,000,293.20		1.080	1.070	4,398.00	0.00	4,398.00
999999999	10234	BOND	RRP	3,610,230.19	3,799,199.26	3,739,389.52		1.020	1.017	3,125.38	0.00	3,125.38
999999999	10235	BOND	RRP	144,010,032.16	144,450,800.88	144,290,431.93		1.020	1.017	120,592.87	0.00	120,592.87
<b>Subtotal</b>				<b>169,243,302.23</b>	<b>169,929,759.85</b>	<b>169,685,438.41</b>			<b>1.003</b>	<b>139,895.65</b>	<b>0.00</b>	<b>139,895.65</b>
<b>Fund: Consolidated Portfolio</b>												
999999999	10032	GEN	RRP	22,322,268.51	26,964,998.57	26,682,437.95		1.015	1.015	22,268.51	0.00	22,268.51
999999996	10038	GEN	RRP	240,569.93	240,503.05	240,507.51		0.350	0.338	66.88	0.00	66.88
707759320	10035	GEN	RRP	5,002,254.20	5,001,145.45	5,001,219.37		0.270	0.270	1,108.75	0.00	1,108.75
999999993	10034	GEN	RRP	843,346.45	21,623.05	270,477.23		1.020	1.014	225.47	0.00	225.47
XXX810	10227	GEN	RRP	40,367,046.49	40,337,165.44	40,343,853.15		1.080	0.750	24,875.01	0.00	24,875.01
86-7200810	10230	GEN	RRP	250,219.90	250,225.70	250,014.66		1.080	1.070	219.90	0.00	219.90
<b>Subtotal</b>				<b>69,025,705.48</b>	<b>72,815,661.26</b>	<b>72,788,509.86</b>			<b>0.815</b>	<b>48,764.52</b>	<b>0.00</b>	<b>48,764.52</b>
<b>Total</b>				<b>238,269,007.71</b>	<b>242,745,421.11</b>	<b>242,473,948.27</b>			<b>0.947</b>	<b>188,660.17</b>	<b>0.00</b>	<b>188,660.17</b>



**Monthly Investment Report**

**August 31, 2017**





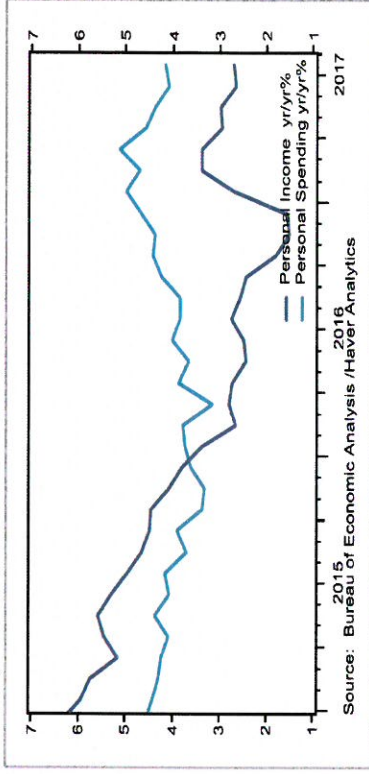
## A Slow Measured Pace

The US markets have absorbed and to a certain extent shrugged off numerous major events in August including an eclipse and a hurricane. North Korea's unbalanced ruler has openly challenged the US and sent missiles capable of carrying nuclear warheads over increasingly populated areas – including Japan. The *risk-on* reaction however has been somewhat moderate taking down yields only slightly, which is normally buoyed by moves to safety but barely noted by the stock markets. Terror attacks from Barcelona to Charlottesville only moved markets tangentially.

The catastrophic devastation created by Hurricane Harvey has mobilized the American spirit and will eventually impact the economy but has yet to be felt. With all these events, the bond market has stayed within a tight trading range and the stocks continue a historic run passing 22,000 on the Dow this month. The Dow will stay fixated on earnings to the exclusion of events until we see a break in the economic outlook or get clear directions from the Central Banks.

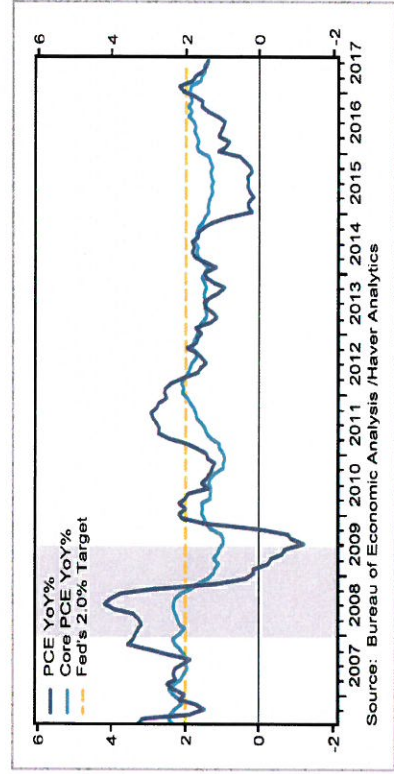
The muted reactions reflect the ho-hum oscillations of two key elements of economic health: jobs and inflation. Jobs creation bounded above 200,000 in June and July, but disappointed in August (156,000). The MOM net effect is a 195,000 average defining full employment but wages are stagnant and the workweek is even shrinking somewhat. This level keeps consumers shopping but is not a panacea for lagging retail sales. If sales continue to decline, layoffs will ensue. Auto demand has fallen slightly but 10 of 13 categories in retail sales continue to be positive although not enough to impact inflation, however which overall remains tame. YOY the CPI is stalled around 1.6% well short of the Federal Reserve's 2% goal. The PCE (Personal Consumption Expenditures) a favorite gauge for the Fed, appears to be dropping. A weaker dollar could help to bolster the inflation as foreign goods rise in price.

The other side of inflation can hurt. Housing, which is a major expenditure for the consumer, has seen price inflation and as a result has slowed new and existing home sales.



All construction and real estate has been slowing slightly as a result of the light inventory of homes, the rapid increase in home prices and the rising mortgage rates. This could be a red flag for the economy.

Although not *smoking* GDP perseveres and stubbornly moves forward. The 2Q revision came in at 3% with hikes in non-resident investment which could mean the consumer is ready to buy-buy-buy again.

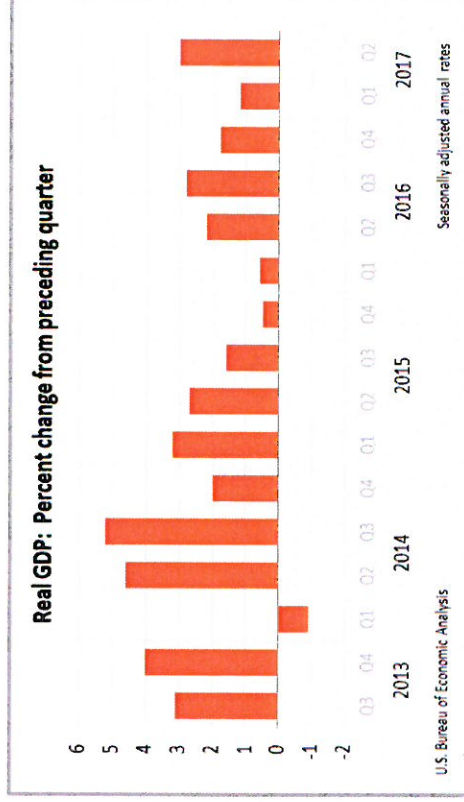


# Politicians and Central Banks

Although economic highlights are a yawn, the politicians and central banks are certainly not. Markets are not going to move appreciably until they see movement and clear direction from the Central Banks. The annual confab in Jackson Hole on *Fostering a Dynamic Global Economy* was short on details. While individual Fed Presidents assume 180° positions, the FOMC is poised to make no change in rates in September on such mediocre jobs and inflation data.

The Fed has telegraphed however that they will be introducing a long-term plan for *Policy Normalization* by reducing the \$2 trillion in excess reserves it has accumulated from QE actions. They are committed to reducing the reserves by \$250bb by 2022, but any kind of tightening is quite different this time around because (1) we have never had to manage this level of reserves, (2) as rates rise the Fed will be hit with materially higher interest to be paid to banks and money funds. Every 1% rate rise adds \$20-25 bb in interest payments. Such moves also (3) are operationally, politically and legislatively challenging.

All of this is coalescing as politicians head back to Congress looking at a looming debt ceiling and a funding challenge. The Treasury has used *extraordinary measures* since spring to delay a debt ceiling fight but they expire 9/29/17. Without an increase the US will default on its I&S payments. As a result another US credit downgrade has already been threatened. It would be highly unlikely that the ceiling won't be raised (although we came to the brink in 2011). It stands now at \$20 trillion. However, a 9/30 deadline for 2018 government funding is right behind it. Without a funding bill the US Government shuts down. Traditionally Congress uses a *continuing resolution* to move the deadline 3 months. Both of these discussions will be compromised this year by Harvey which will require a multi-billion aide package. (Katrina cost about \$60 billion.)

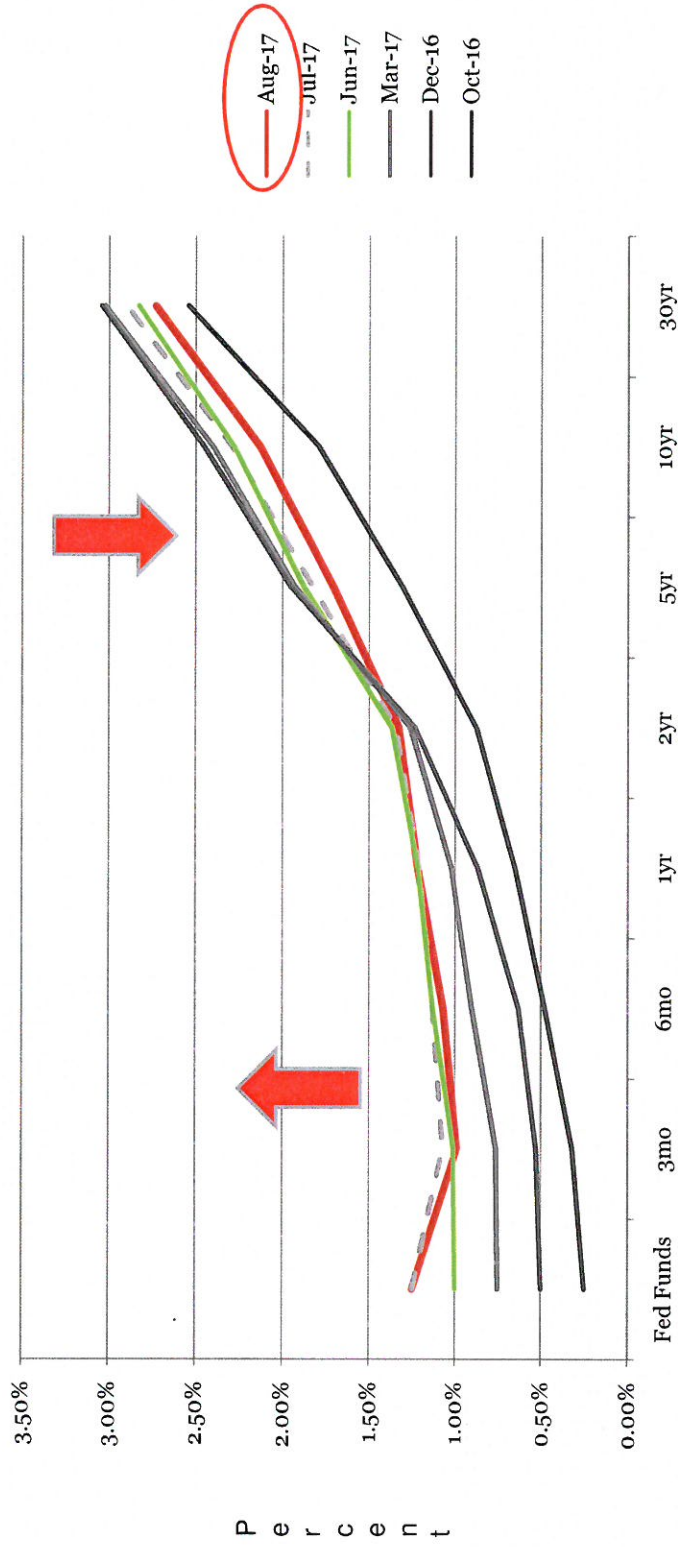


Another major decision is in the works in the financial world. As a result of a major banking scandal last year the Libor (London Interbank Offering Rate) will be replaced in 2021. Major nations are scurrying to create alternative indexes which highlight their currencies. The trading countries are focusing on an index which reflects their own currency. The US is taking a different tack and is out for comments now on SOFR (Secured Overnight Financing Rate). This will be based on the rates on overnight repo collateral at BNY and DTC. Regardless of how it is finally structured this will be a major transition for the markets.

The same stubborn but solid growth is found around the world. The EU is creating jobs and even showing some inflation with their "Made in the Euro Area" campaign.

# Rates Flattening Continues

- The curve ended the month flatter on the month. The 2-yr to 10 yr spread is a narrow 78 bps roughly half of the spread since 2009.
- Rates continue to flatten as the FOMC stays optimistic on inflation but the bond market doesn't believe they will act.
- The short end has moved up with Fed hikes rates but risk off (safety) trades have pushed yields down in the short end as international investors bring money in and cash stays in money funds.
- The long end faces challenges from low inflation, but may start to turn with a weaker dollar in place.
- As low as our US rates are, they remain above other global options which will turn as other central banks raise rates



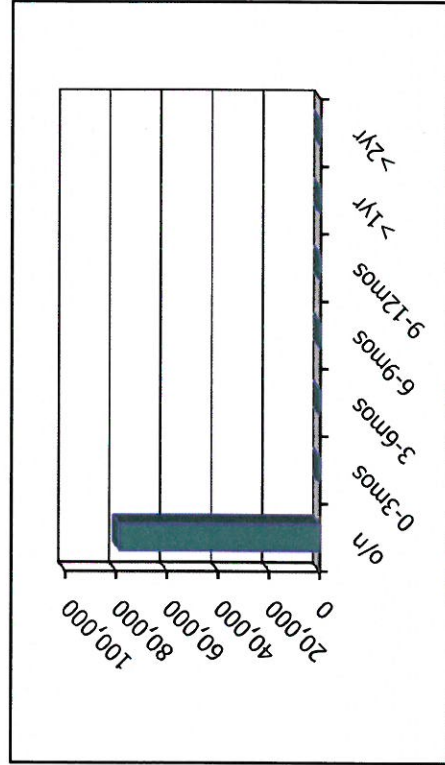
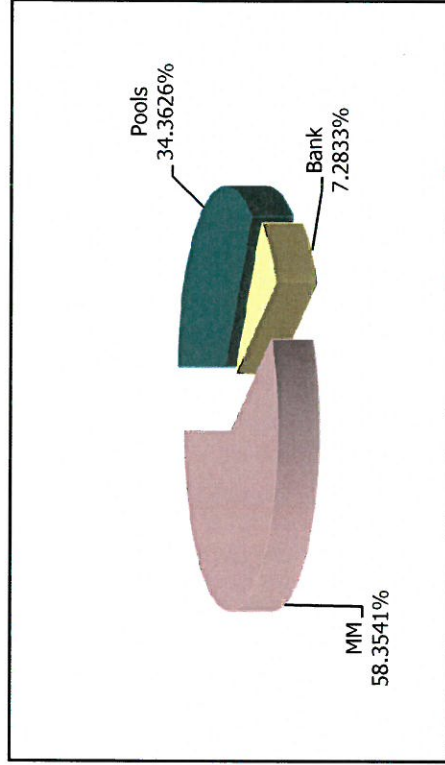
End of Month Rates - Full Yield Curve - Fed Funds to 30yr



# General Portfolio

As of August 31, 2017

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates continue to move up with the Fed's move and short term alternatives are available especially for those with access to commercial paper. Rates beyond one year will best the pools.
- Banks remain *uninterested* in new deposits and everyone must review the ECR rates versus those available outside the banks.
- It is time to reduce cash balances and plan for the tax funds coming soon.



# Bond Portfolio

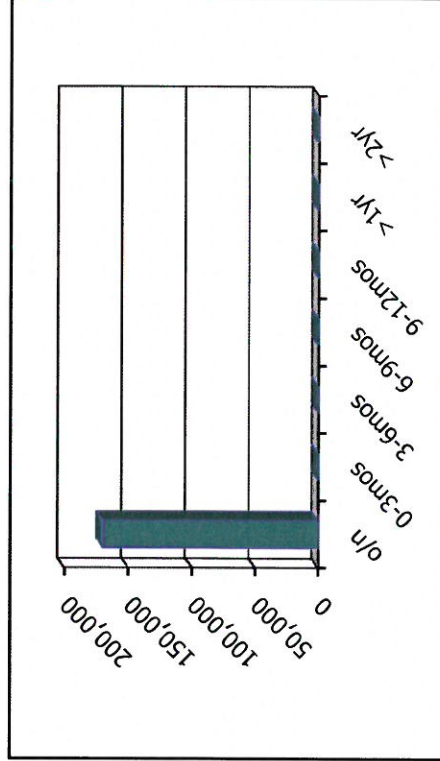
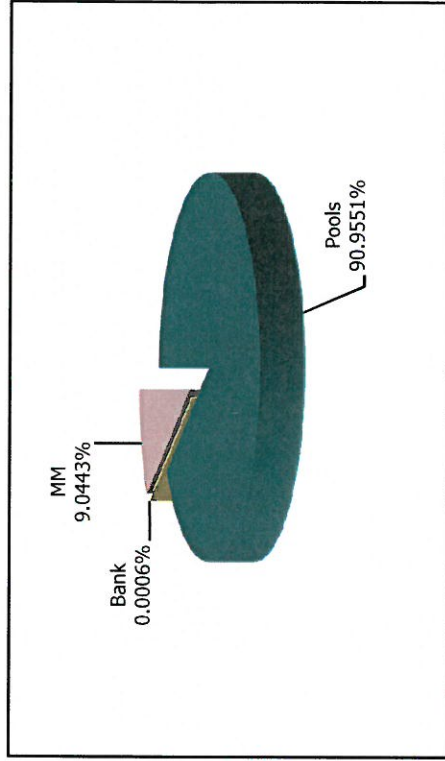
As of August 31, 2017

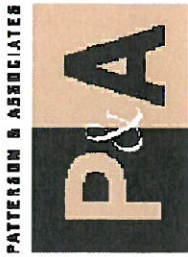
PATERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

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- It is time to reduce cash balances and plan for the tax funds coming soon.





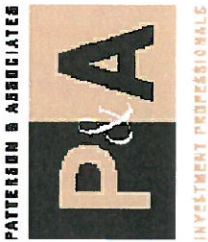
Patterson & Associates  
 901 S. MoPac  
 Suite 195  
 Austin, TX 78746

**San Jacinto Community College  
 Portfolio Management  
 Portfolio Summary  
 August 31, 2017**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Passbook/Checking Accounts	5,719,523.78	5,719,523.78	5,719,523.78	2.30	1	1	0.000
Investment Pools/Money Markets	242,745,421.11	242,745,421.11	242,745,421.11	97.70	1	1	0.994
<b>Investments</b>	<b>248,464,944.89</b>	<b>248,464,944.89</b>	<b>248,464,944.89</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>	<b>0.971</b>
<b>Total Earnings</b>	<b>August 31 Month Ending</b>	<b>Fiscal Year To Date</b>	<b>Fiscal Year Ending</b>				
Current Year	192,606.55	1,519,457.69	1,519,457.69				

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.

*DECEASED* 10/11/2017  
 Chet Lewis, Vice Chancellor of Fiscal Affairs

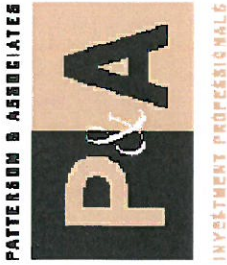


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**San Jacinto Community College  
 Summary by Type  
 August 31, 2017  
 Grouped by Fund**

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Bond Funds</b>						
Investment Pools/Money Markets	10	169,929,759.85	169,929,759.85	68.39	0.997	1
<b>Subtotal</b>	<b>10</b>	<b>169,929,759.85</b>	<b>169,929,759.85</b>	<b>68.39</b>	<b>0.997</b>	<b>1</b>
<b>Fund: Consolidated Portfolio</b>						
Passbook/Checking Accounts	9	5,719,523.78	5,719,523.78	2.30	0.000	1
Investment Pools/Money Markets	6	72,815,661.26	72,815,661.26	29.31	0.986	1
<b>Subtotal</b>	<b>15</b>	<b>78,535,185.04</b>	<b>78,535,185.04</b>	<b>31.61</b>	<b>0.914</b>	<b>1</b>
<b>Total and Average</b>	<b>25</b>	<b>248,464,944.89</b>	<b>248,464,944.89</b>	<b>100.00</b>	<b>0.971</b>	<b>1</b>





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San Jacinto Community College  
 Fund BOND - Bond Funds  
 Investments by Fund  
 August 31, 2017

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Investment Pools/Money Markets</b>											
708340211	10064	JPM - Debt Service	12/05/2007	446.74	446.74	446.74	0.220	0.216	0.220		1
XXX794	10228	East West ICS 08 Bond Proceeds	09/09/2014	1,751,089.99	1,751,089.99	1,751,089.99	1.070	1.055	1.070		1
XXX844	10229	East West ICS Debt Service	09/09/2014	8,112,655.80	8,112,655.80	8,112,655.80	1.070	1.055	1.070		1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	250,225.70	250,225.70	250,225.70	1.070	1.055	1.070		1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	5,004,805.34	5,004,805.34	5,004,805.34	1.070	1.055	1.070		1
86-72000844	10232	East West MM Debt Service	09/09/2014	250,225.70	250,225.70	250,225.70	1.070	1.055	1.070		1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	6,076,151.71	6,076,151.71	6,076,151.71	0.990	0.976	0.990		1
999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	3,799,199.26	3,799,199.26	3,799,199.26	0.990	0.976	0.990		1
999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	144,450,800.88	144,450,800.88	144,450,800.88	0.990	0.976	0.990		1
999999916	10106	LSIP GOF - Debt Service	07/30/2009	234,158.73	234,158.73	234,158.73	0.990	0.976	0.990		1
<b>Subtotal and Average</b>				<b>169,929,759.85</b>	<b>169,929,759.85</b>	<b>169,929,759.85</b>		<b>0.984</b>	<b>0.997</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>169,929,759.85</b>	<b>169,929,759.85</b>	<b>169,929,759.85</b>		<b>0.984</b>	<b>0.997</b>		<b>1</b>

Portfolio SJCC  
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 FI (PRF\_FI) 7.1.1  
 Report Ver. 7.3.5

**Fund GEN - Consolidated Portfolio**  
**Investments by Fund**  
**August 31, 2017**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Passbook/Checking Accounts</b>											
1390012195A	10164	Bank of America - Operating	09/01/2016	226.76	226.76	226.76					1
9999999914	10089	Credit Cards - In Transit	09/01/2016	226,628.13	226,628.13	226,628.13					1
708340062	10086	Disbursements	09/01/2016	-170,339.26	-170,339.26	-170,339.26					1
707759296	10069	JPM - Federal Programs	09/01/2016	0.00	0.00	0.00					1
707759338	10062	JPM - Operating	09/01/2016	5,671,067.43	5,671,067.43	5,671,067.43					1
707759346	10085	Payroll Fund	09/01/2016	-26,830.41	-26,830.41	-26,830.41					1
9999999913	10088	Petty Cash	09/01/2016	20,317.50	20,317.50	20,317.50					1
707759353	10181	Student Deferred Income	09/01/2016	0.00	0.00	0.00					1
707759361	10103	JPM - Workmen's Comp	09/01/2016	-1,546.37	-1,546.37	-1,546.37					1
<b>Subtotal and Average</b>				<b>5,719,523.78</b>	<b>5,719,523.78</b>	<b>5,719,523.78</b>		<b>0.000</b>	<b>0.000</b>		<b>1</b>
<b>Investment Pools/Money Markets</b>											
XXX810	10227	East West ICS	09/09/2014	40,337,165.44	40,337,165.44	40,337,165.44	1.070	1.055	1.070		1
86-7200810	10230	East West MM	09/09/2014	250,225.70	250,225.70	250,225.70	1.070	1.055	1.070		1
999999993	10034	LSIP GOF - Operating	09/01/2007	21,623.05	21,623.05	21,623.05	0.990	0.976	0.990		1
707759320	10035	JPM - Money Market	09/01/2007	5,001,145.45	5,001,145.45	5,001,145.45	0.270	0.266	0.270		1
999999996	10038	TCB - Money Market	09/26/2007	240,503.05	240,503.05	240,503.05	0.350	0.345	0.350		1
999999991	10032	TexPool	09/01/2007	26,964,998.57	26,964,998.57	26,964,998.57	0.999	0.985	0.998		1
<b>Subtotal and Average</b>				<b>72,815,661.26</b>	<b>72,815,661.26</b>	<b>72,815,661.26</b>		<b>0.973</b>	<b>0.986</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>78,535,185.04</b>	<b>78,535,185.04</b>	<b>78,535,185.04</b>		<b>0.902</b>	<b>0.914</b>		<b>1</b>

**San Jacinto Community College  
 Interest Earnings  
 Sorted by Fund - Fund  
 August 1, 2017 - August 31, 2017  
 Yield on Average Book Value**

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 Suite 195  
 Austin, TX 78746

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current/Annualized Rate	Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Bond Funds</b>												
708340211	10064	BOND	RRP	446.74	446.66	446.66		0.220	0.211	0.08	0.00	0.08
999999999	10084	BOND	RRP	6,076,151.71	6,134,018.94	6,104,705.04		0.990	0.992	5,142.90	0.00	5,142.90
999999999	10106	BOND	RRP	234,158.73	8,341,474.97	3,639,535.62		0.990	0.981	3,030.97	0.00	3,030.97
XXX794	10228	BOND	RRP	1,751,089.99	1,751,090.08	1,751,090.08		1.070	0.750	1,114.99	0.00	1,114.99
XXX844	10229	BOND	RRP	8,112,655.80	8,105,996.58	8,107,681.04		1.070	0.750	5,165.59	0.00	5,165.59
86-72000794	10231	BOND	RRP	250,225.70	250,214.27	250,007.28		1.070	1.063	225.70	0.00	225.70
86-72000844	10232	BOND	RRP	250,225.70	250,214.28	250,007.28		1.070	1.063	225.70	0.00	225.70
86-72004242	10233	BOND	RRP	5,004,805.34	10,008,570.94	5,322,735.66		1.070	1.063	4,805.34	0.00	4,805.34
9999999917	10234	BOND	RRP	3,799,199.26	519,862.98	4,054,745.02		0.990	0.991	3,413.95	0.00	3,413.95
9999999918	10235	BOND	RRP	144,450,800.88	145,607,797.56	145,063,989.53		0.990	0.992	122,209.40	0.00	122,209.40
	<b>Subtotal</b>			<b>169,929,759.85</b>	<b>180,969,687.26</b>	<b>174,544,943.21</b>			<b>0.980</b>	<b>145,334.62</b>	<b>0.00</b>	<b>145,334.62</b>
<b>Fund: Consolidated Portfolio</b>												
999999991	10032	GEN	RRP	26,964,998.57	19,170,402.35	22,873,705.33		0.999	1.000	19,417.56	0.00	19,417.56
999999996	10038	GEN	RRP	240,503.05	240,431.58	240,433.89		0.350	0.350	71.47	0.00	71.47
707759320	10035	GEN	RRP	5,001,145.45	6,001,791.93	5,000,036.95		0.270	0.270	1,145.45	0.00	1,145.45
999999993	10034	GEN	RRP	21,623.05	3,006,022.59	873,316.75		0.990	0.981	727.71	0.00	727.71
XXX810	10227	GEN	RRP	40,337,165.44	40,302,721.18	40,312,334.11		1.070	0.750	25,684.04	0.00	25,684.04
86-7200810	10230	GEN	RRP	250,225.70	250,214.28	250,007.28		1.070	1.063	225.70	0.00	225.70
	<b>Subtotal</b>			<b>72,815,661.26</b>	<b>68,971,583.91</b>	<b>69,549,834.31</b>			<b>0.800</b>	<b>47,271.93</b>	<b>0.00</b>	<b>47,271.93</b>
	<b>Total</b>			<b>242,745,421.11</b>	<b>249,941,271.17</b>	<b>244,094,777.52</b>			<b>0.929</b>	<b>192,606.55</b>	<b>0.00</b>	<b>192,606.55</b>



**Quarterly Investment Report**  
**May 31, 2017 – August 31, 2017**



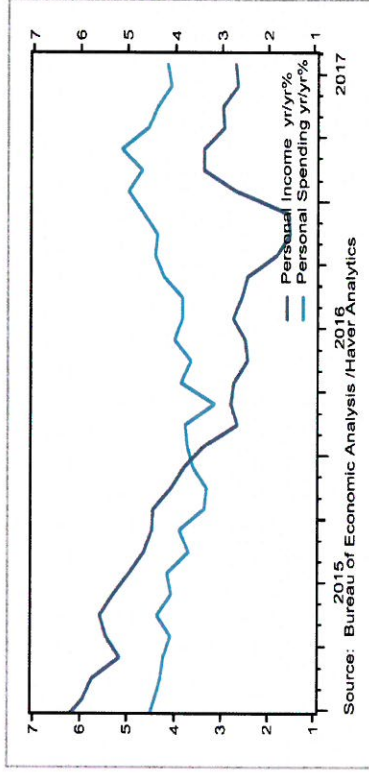
## A Slow Measured Pace

The US markets have absorbed and to a certain extent shrugged off numerous major events in August including an eclipse and a hurricane. North Korea's unbalanced ruler has openly challenged the US and sent missiles capable of carrying nuclear warheads over increasingly populated areas – including Japan. The *risk-on* reaction however has been somewhat moderate taking down yields only slightly, which is normally buoyed by moves to safety but barely noted by the stock markets. Terror attacks from Barcelona to Charlottesville only moved markets tangentially.

The catastrophic devastation created by Hurricane Harvey has mobilized the American spirit and will eventually impact the economy but has yet to be felt. With all these events, the bond market has stayed within a tight trading range and the stocks continue a historic run passing 22,000 on the Dow this month. The Dow will stay fixated on earnings to the exclusion of events until we see a break in the economic outlook or get clear directions from the Central Banks.

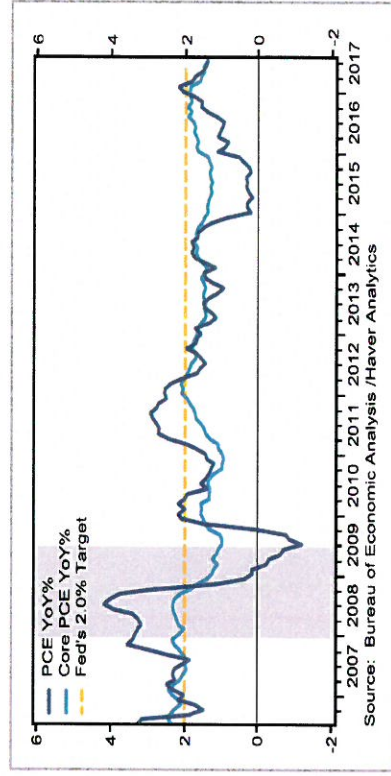
The muted reactions reflect the ho-hum oscillations of two key elements of economic health: jobs and inflation. Jobs creation bounded above 200,000 in June and July, but disappointed in August (156,000). The MOM net effect is a 195,000 average defining full employment but wages are stagnant and the workweek is even shrinking somewhat. This level keeps consumers shopping but is not a panacea for lagging retail sales. If sales continue to decline, layoffs will ensue. Auto demand has fallen slightly but 10 of 13 categories in retail sales continue to be positive although not enough to impact inflation, however which overall remains tame. YOY the CPI is stalled around 1.6% well short of the Federal Reserve's 2% goal. The PCE (Personal Consumption Expenditures) a favorite gauge for the Fed, appears to be dropping. A weaker dollar could help to bolster the inflation as foreign goods rise in price.

The other side of inflation can hurt. Housing, which is a major expenditure for the consumer, has seen price inflation and as a result has slowed new and existing home sales.



All construction and real estate has been slowing slightly as a result of the light inventory of homes, the rapid increase in home prices and the rising mortgage rates. This could be a red flag for the economy.

Although not *smoking* GDP perseveres and stubbornly moves forward. The 2Q revision came in at 3% with hikes in non-resident investment which could mean the consumer is ready to buy-buy-buy again.

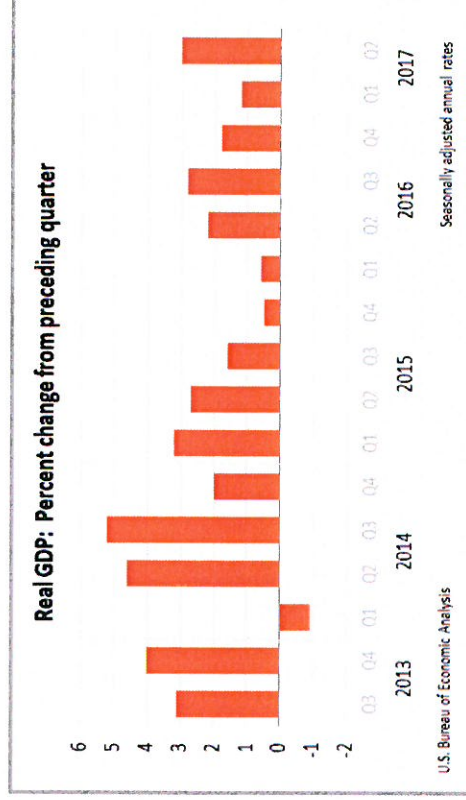


# Politicians and Central Banks

Although economic highlights are a yawn, the politicians and central banks are certainly not. Markets are not going to move appreciably until they see movement and clear direction from the Central Banks. The annual confab in Jackson Hole on *Fostering a Dynamic Global Economy* was short on details. While individual Fed Presidents assume 180° positions, the FOMC is poised to make no change in rates in September on such mediocre jobs and inflation data.

The Fed has telegraphed however that they will be introducing a long-term plan for *Policy Normalization* by reducing the \$2 trillion in excess reserves it has accumulated from QE actions. They are committed to reducing the reserves by \$250bb by 2022, but any kind of tightening is quite different this time around because (1) we have never had to manage this level of reserves, (2) as rates rise the Fed will be hit with materially higher interest to be paid to banks and money funds. Every 1% rate rise adds \$20-25 bb in interest payments. Such moves also (3) are operationally, politically and legislatively challenging.

All of this is coalescing as politicians head back to Congress looking at a looming debt ceiling and a funding challenge. The Treasury has used *extraordinary measures* since spring to delay a debt ceiling fight but they expire 9/29/17. Without an increase the US will default on its I&S payments. As a result another US credit downgrade has already been threatened. It would be highly unlikely that the ceiling won't be raised (although we came to the brink in 2011). It stands now at \$20 trillion. However, a 9/30 deadline for 2018 government funding is right behind it. Without a funding bill the US Government shuts down. Traditionally Congress uses a *continuing resolution* to move the deadline 3 months. Both of these discussions will be compromised this year by Harvey which will require a multi-billion aide package. (Katrina cost about \$60 billion.)

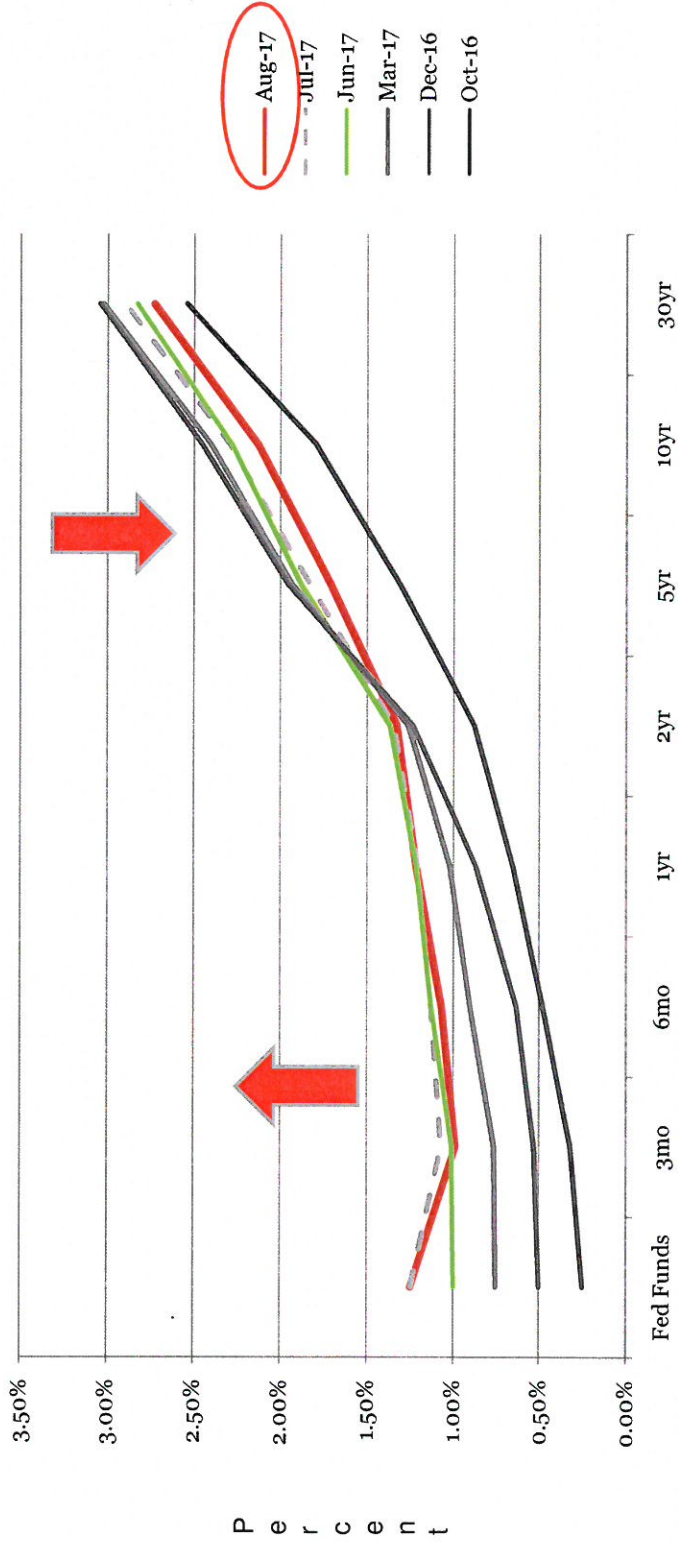


Another major decision is in the works in the financial world. As a result of a major banking scandal last year the Libor (London Interbank Offering Rate) will be replaced in 2021. Major nations are scurrying to create alternative indexes which highlight their currencies. The trading countries are focusing on an index which reflects their own currency. The US is taking a different tack and is out for comments now on SOFR (Secured Overnight Financing Rate). This will be based on the rates on overnight repo collateral at BNY and DTC. Regardless of how it is finally structured this will be a major transition for the markets.

The same stubborn but solid growth is found around the world. The EU is creating jobs and even showing some inflation with their "Made in the Euro Area" campaign.

# Rates Flattening Continues

- The curve ended the month flatter on the month. The 2-yr to 10 yr spread is a narrow 78 bps roughly half of the spread since 2009.
- Rates continue to flatten as the FOMC stays optimistic on inflation but the bond market doesn't believe they will act.
- The short end has moved up with Fed hikes rates but risk off (safety) trades have pushed yields down in the short end as international investors bring money in and cash stays in money funds.
- The long end faces challenges from low inflation, but may start to turn with a weaker dollar in place.
- As low as our US rates are, they remain above other global options which will turn as other central banks raise rates



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

*San Jacinto College District*  
 Quarterly Investment Report  
 May 31, 2017 – August 31, 2017

**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).

<p><b>Portfolio as of 05/31/17:</b>          Beginning Book Value           \$ 275,428,185          Beginning Market Value       \$ 275,428,185</p> <p>WAM at Beginning Period Date<sup>1</sup>   1 day</p> <p><i>(Decrease in market value is due to seasonal cash outflows)</i></p> <p>Average Yield to Maturity for period   0.879 %          Average Yield 180-Day Treasury Bill for period 1.120 %</p>	<p><b>Portfolio as of 08/31/17:</b>          Ending Book Value           \$ 248,464,945          Ending Market Value       \$ 248,464,945          Investment Income for the period   \$ 555,627          Unrealized Gain/Loss           \$ 0          WAM at Ending Period Date<sup>1</sup>   1 day</p> <p>Change in Market Value<sup>2</sup>       \$ (26,963,240)</p>
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**DECEASED 10/11/2017**  
 Chet Lewis, Vice Chancellor of Fiscal Affairs  
 San Jacinto College District

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

  
 William E. Dickerson, Accounting and Financial Services  
 San Jacinto College District

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

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



# General Portfolio

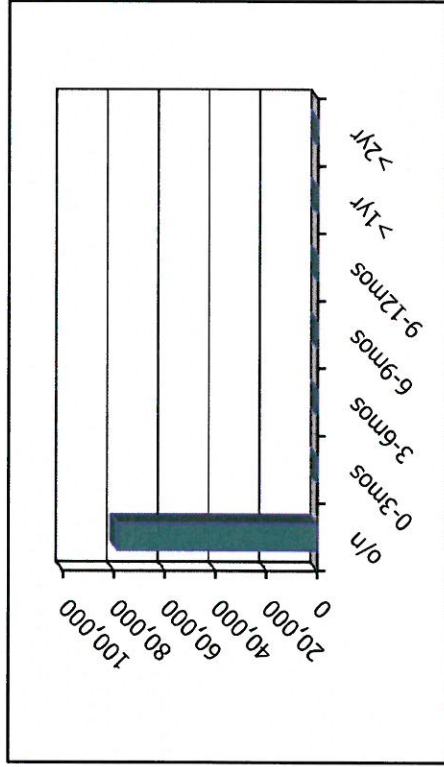
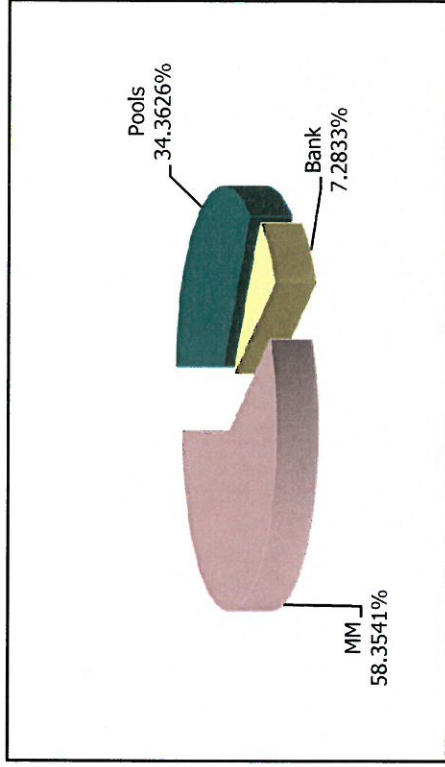
As of August 31, 2017

PATERSON & ASSOCIATES



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 very short-term rates continue to move up with the Fed's move and short term alternatives are available especially for those with access to commercial paper. Rates beyond one year will best the pools.
- Banks remain *uninterested* in new deposits and everyone must review the ECR rates versus those available outside the banks.
- It is time to reduce cash balances and plan for the tax funds coming soon.



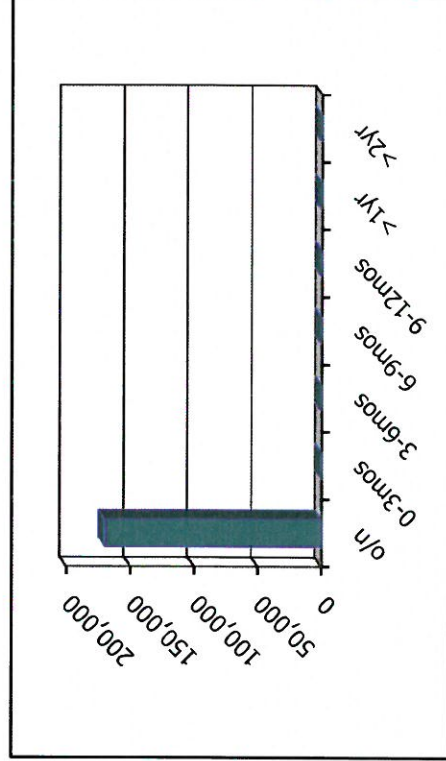
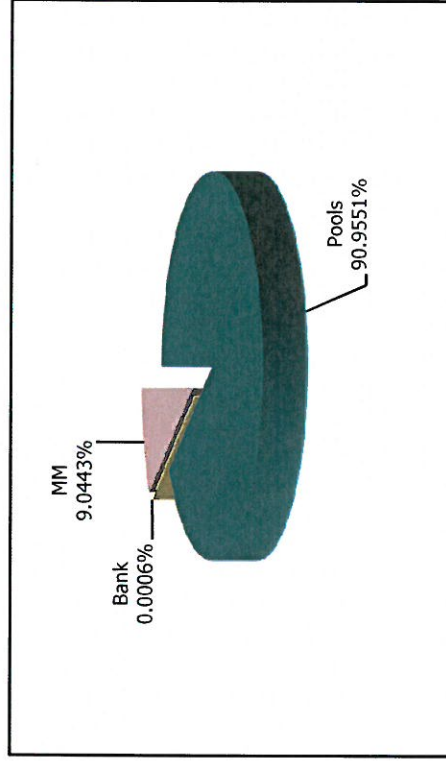
# Bond Portfolio

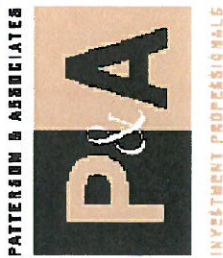
As of August 31, 2017

PATTERSON & ASSOCIATES



- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates continue to move up with the Fed's move and short term alternatives are available especially for those with access to commercial paper. Rates beyond one year will best the pools.
- Banks remain *uninterested* in new deposits and everyone must review the ECR rates versus those available outside the banks.
- It is time to reduce cash balances and plan for the tax funds coming soon.





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

**San Jacinto Community College  
 Portfolio Management  
 Portfolio Summary  
 August 31, 2017**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Passbook/Checking Accounts	5,719,523.78	5,719,523.78	5,719,523.78	2.30	1	1	0.000
Investment Pools/Money Markets	242,745,421.11	242,745,421.11	242,745,421.11	97.70	1	1	0.994
<b>Investments</b>	<b>248,464,944.89</b>	<b>248,464,944.89</b>	<b>248,464,944.89</b>	<b>100.00%</b>	<b>1</b>	<b>1</b>	<b>0.971</b>
<b>Total Earnings</b>	<b>August 31 Month Ending</b>	<b>Fiscal Year To Date</b>	<b>Fiscal Year Ending</b>				
Current Year	192,606.55	1,519,457.69	1,519,457.69				

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.

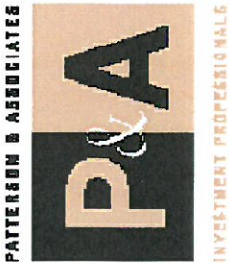
*DECEASED* 10/11/2017  
 Chet Lewis, Vice Chancellor of Fiscal Affairs



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 Austin, TX 78746

**San Jacinto Community College**  
**Summary by Type**  
**August 31, 2017**  
**Grouped by Fund**

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
<b>Fund: Bond Funds</b>						
Investment Pools/Money Markets	10	169,929,759.85	169,929,759.85	68.39	0.997	1
<b>Subtotal</b>	<b>10</b>	<b>169,929,759.85</b>	<b>169,929,759.85</b>	<b>68.39</b>	<b>0.997</b>	<b>1</b>
<b>Fund: Consolidated Portfolio</b>						
Passbook/Checking Accounts	9	5,719,523.78	5,719,523.78	2.30	0.000	1
Investment Pools/Money Markets	6	72,815,661.26	72,815,661.26	29.31	0.986	1
<b>Subtotal</b>	<b>15</b>	<b>78,535,185.04</b>	<b>78,535,185.04</b>	<b>31.61</b>	<b>0.914</b>	<b>1</b>
<b>Total and Average</b>	<b>25</b>	<b>248,464,944.89</b>	<b>248,464,944.89</b>	<b>100.00</b>	<b>0.971</b>	<b>1</b>



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**San Jacinto Community College  
 Fund BOND - Bond Funds  
 Investments by Fund  
 August 31, 2017**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Investment Pools/Money Markets</b>											
708340211	10064	JPM - Debt Service	12/05/2007	446.74	446.74	446.74	0.220	0.216	0.220		1
XXX794	10228	East West ICS 08 Bond Proceeds	09/09/2014	1,751,089.99	1,751,089.99	1,751,089.99	1.070	1.055	1.070		1
XXX844	10229	East West ICS Debt Service	09/09/2014	8,112,655.80	8,112,655.80	8,112,655.80	1.070	1.055	1.070		1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	250,225.70	250,225.70	250,225.70	1.070	1.055	1.070		1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	5,004,805.34	5,004,805.34	5,004,805.34	1.070	1.055	1.070		1
86-72000844	10232	East West MM Debt Service	09/09/2014	250,225.70	250,225.70	250,225.70	1.070	1.055	1.070		1
999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	6,076,151.71	6,076,151.71	6,076,151.71	0.990	0.976	0.990		1
9999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	3,799,199.26	3,799,199.26	3,799,199.26	0.990	0.976	0.990		1
9999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	144,450,800.88	144,450,800.88	144,450,800.88	0.990	0.976	0.990		1
9999999916	10106	LSIP GOF - Debt Service	07/30/2009	234,158.73	234,158.73	234,158.73	0.990	0.976	0.990		1
<b>Subtotal and Average</b>				<b>169,929,759.85</b>	<b>169,929,759.85</b>	<b>169,929,759.85</b>		<b>0.984</b>	<b>0.997</b>		<b>1</b>
<b>Total Investments and Average</b>				<b>169,929,759.85</b>	<b>169,929,759.85</b>	<b>169,929,759.85</b>		<b>0.984</b>	<b>0.997</b>		<b>1</b>

Portfolio SJCC  
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 Report Ver. 7.3.5

**Fund GEN - Consolidated Portfolio**  
**Investments by Fund**  
**August 31, 2017**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Passbook/Checking Accounts</b>											
1390012195A	10164	Bank of America - Operating	09/01/2016	226.76	226.76	226.76					1
9999999914	10089	Credit Cards - In Transit	09/01/2016	226,628.13	226,628.13	226,628.13					1
708340062	10086	Disbursements	09/01/2016	-170,339.26	-170,339.26	-170,339.26					1
707759296	10069	JPM - Federal Programs	09/01/2016	0.00	0.00	0.00					1
707759338	10062	JPM - Operating	09/01/2016	5,671,067.43	5,671,067.43	5,671,067.43					1
707759346	10085	Payroll Fund	09/01/2016	-26,830.41	-26,830.41	-26,830.41					1
9999999913	10088	Petty Cash	09/01/2016	20,317.50	20,317.50	20,317.50					1
707759353	10181	Student Deferred Income	09/01/2016	0.00	0.00	0.00					1
707759361	10103	JPM - Workmen's Comp	09/01/2016	-1,546.37	-1,546.37	-1,546.37					1
				<b>Subtotal and Average</b>	<b>5,719,523.78</b>	<b>5,719,523.78</b>		<b>0.000</b>	<b>0.000</b>		<b>1</b>
<b>Investment Pools/Money Markets</b>											
XXX810	10227	East West ICS	09/09/2014	40,337,165.44	40,337,165.44	40,337,165.44	1.070	1.055	1.070		1
86-7200810	10230	East West MM	09/09/2014	250,225.70	250,225.70	250,225.70	1.070	1.055	1.070		1
9999999993	10034	LSIP GOF - Operating	09/01/2007	21,623.05	21,623.05	21,623.05	0.990	0.976	0.990		1
707759320	10035	JPM - Money Market	09/01/2007	5,001,145.45	5,001,145.45	5,001,145.45	0.270	0.266	0.270		1
9999999996	10038	TCB - Money Market	09/26/2007	240,503.05	240,503.05	240,503.05	0.350	0.345	0.350		1
9999999991	10032	TexPool	09/01/2007	26,964,998.57	26,964,998.57	26,964,998.57	0.999	0.985	0.998		1
				<b>Subtotal and Average</b>	<b>72,815,661.26</b>	<b>72,815,661.26</b>		<b>0.973</b>	<b>0.986</b>		<b>1</b>
				<b>Total Investments and Average</b>	<b>78,535,185.04</b>	<b>78,535,185.04</b>		<b>0.902</b>	<b>0.914</b>		<b>1</b>

**San Jacinto Community College**  
**Interest Earnings**  
**Sorted by Fund - Fund**  
**June 1, 2017 - August 31, 2017**  
**Yield on Average Book Value**

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current/Annualized Rate	Yield	Adjusted Interest Earnings		
										Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
<b>Fund: Bond Funds</b>												
708340211	10064	BOND	RRP	446.74	446.51	446.58		0.220	0.204	0.23	0.00	0.23
999999999	10084	BOND	RRP	6,076,151.71	6,422,125.08	6,211,590.81		0.990	0.924	14,460.85	0.00	14,460.85
999999999	10106	BOND	RRP	234,158.73	8,064,912.89	6,667,790.47		0.990	0.908	15,259.45	0.00	15,259.45
XXX794	10228	BOND	RRP	1,751,089.99	1,751,076.63	1,750,752.90		1.070	0.750	3,309.15	0.00	3,309.15
XXX844	10229	BOND	RRP	8,112,655.80	8,093,136.66	8,101,175.11		1.070	0.750	15,318.09	0.00	15,318.09
86-72000794	10231	BOND	RRP	250,225.70	250,159.25	250,009.81		1.070	0.943	594.08	0.00	594.08
86-72000844	10232	BOND	RRP	250,225.70	250,159.24	250,009.81		1.070	0.943	594.09	0.00	594.09
86-72004242	10233	BOND	RRP	5,004,805.34	10,006,369.85	8,424,259.45		1.070	0.920	19,540.65	0.00	19,540.65
999999999	10234	BOND	RRP	3,799,199.26	1,571,273.91	2,177,420.49		0.990	0.948	5,204.93	0.00	5,204.93
999999999	10235	BOND	RRP	144,450,800.88	146,524,058.59	145,813,981.39		0.990	0.925	339,851.51	0.00	339,851.51
<b>Subtotal</b>				<b>169,929,759.85</b>	<b>182,933,718.61</b>	<b>179,647,436.82</b>			<b>0.915</b>	<b>414,133.03</b>	<b>0.00</b>	<b>414,133.03</b>
<b>Fund: Consolidated Portfolio</b>												
999999999	10032	GEN	RRP	26,964,998.57	11,176,860.81	17,798,192.13		0.999	0.964	43,257.83	0.00	43,257.83
999999999	10038	GEN	RRP	240,503.05	240,291.01	240,363.97		0.350	0.350	212.04	0.00	212.04
707759320	10035	GEN	RRP	5,001,145.45	10,001,695.73	7,310,530.42		0.270	0.248	4,578.66	0.00	4,578.66
999999999	10034	GEN	RRP	21,623.05	20,016,248.07	7,589,012.93		0.990	0.872	16,689.18	0.00	16,689.18
XXX810	10227	GEN	RRP	40,337,165.44	40,239,445.38	40,279,228.08		1.070	0.750	76,162.27	0.00	76,162.27
86-7200810	10230	GEN	RRP	250,225.70	250,159.24	250,009.81		1.070	0.943	594.09	0.00	594.09
<b>Subtotal</b>				<b>72,815,661.26</b>	<b>81,924,700.24</b>	<b>73,467,337.35</b>			<b>0.764</b>	<b>141,494.07</b>	<b>0.00</b>	<b>141,494.07</b>
<b>Total</b>				<b>242,745,421.11</b>	<b>264,858,418.85</b>	<b>253,114,774.17</b>			<b>0.871</b>	<b>555,627.10</b>	<b>0.00</b>	<b>555,627.10</b>

**San Jacinto Community College  
 Texas Compliance Change in Val Report  
 Sorted by Fund  
 June 1, 2017 - August 31, 2017**

Inv #	Issuer	Fund	Purch Date	Interest Accrual	Beginning Book Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value
Cusip	Par Value	YTM	Mat Date	Interest Received	Market Value				Market Value
<b>Fund: Bond Funds</b>									
10064	DS	BOND	12/05/2007	0.23	446.51	0.23	0.00	0.23	446.74
708340211	446.74	0.220	/ /	0.23	446.51	0.23	0.00	0.23	446.74
10084	LSIP08	BOND	10/03/2008	14,460.85	6,422,125.08	14,460.85	360,434.22	-345,973.37	6,076,151.71
999999999	6,076,151.71	0.990	/ /	14,460.85	6,422,125.08	14,460.85	360,434.22	-345,973.37	6,076,151.71
10106	LSIPDS	BOND	07/30/2009	15,259.45	8,064,912.89	324,169.84	8,154,924.00	-7,830,754.16	234,158.73
999999916	234,158.73	0.990	/ /	15,259.45	8,064,912.89	324,169.84	8,154,924.00	-7,830,754.16	234,158.73
10228	EWIC08	BOND	09/09/2014	3,309.15	1,751,076.63	3,309.15	3,295.79	13.36	1,751,089.99
XXX794	1,751,089.99	1.070	/ /	3,309.15	1,751,076.63	3,309.15	3,295.79	13.36	1,751,089.99
10229	EWICDS	BOND	09/09/2014	15,318.09	8,093,136.66	19,594.14	75.00	19,519.14	8,112,655.80
XXX844	8,112,655.80	1.070	/ /	15,318.09	8,093,136.66	19,594.14	75.00	19,519.14	8,112,655.80
10231	EWMM08	BOND	09/09/2014	594.08	250,159.25	3,889.87	3,823.42	66.45	250,225.70
86-72000794	250,225.70	1.070	/ /	594.08	250,159.25	3,889.87	3,823.42	66.45	250,225.70
10232	EWMMDS	BOND	09/09/2014	594.09	250,159.24	4,417.51	4,351.05	66.46	250,225.70
86-72000844	250,225.70	1.070	/ /	594.09	250,159.24	4,417.51	4,351.05	66.46	250,225.70
10233	EWMM15	BOND	08/06/2015	19,540.65	10,006,369.85	19,540.65	5,021,105.16	-5,001,564.51	5,004,805.34
86-72004242	5,004,805.34	1.070	/ /	19,540.65	10,006,369.85	19,540.65	5,021,105.16	-5,001,564.51	5,004,805.34
10234	LSIP15	BOND	08/06/2015	5,204.93	1,571,273.91	5,005,204.93	2,777,279.58	2,227,925.35	3,799,199.26
999999917	3,799,199.26	0.990	/ /	5,204.93	1,571,273.91	5,005,204.93	2,777,279.58	2,227,925.35	3,799,199.26
10235	LSIP16	BOND	04/20/2016	339,851.51	146,524,058.59	339,851.51	2,413,109.22	-2,073,257.71	144,450,800.88
999999918	144,450,800.88	0.990	/ /	339,851.51	146,524,058.59	339,851.51	2,413,109.22	-2,073,257.71	144,450,800.88
<b>Sub Totals For: Fund: Bond Funds</b>				414,133.03	182,933,718.61	5,734,438.68	18,738,397.44	-13,003,958.76	169,929,759.85
				414,133.03	182,933,718.61	5,734,438.68	18,738,397.44	-13,003,958.76	169,929,759.85

Portfolio SJCC



San Jacinto Community College  
Texas Compliance Change in Val Report  
June 1, 2017 - August 31, 2017

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	Market Value				Market Value
<b>Fund: Consolidated Portfolio</b>									
10032	TXPOOL	GEN	09/01/2007	43,257.83	11,176,860.81	15,788,137.76	0.00	15,788,137.76	26,964,998.57
999999991	26,964,998.57	0.998	/ /	43,257.83	11,176,860.81	15,788,137.76	0.00	15,788,137.76	26,964,998.57
10034	LSIP	GEN	09/01/2007	16,689.18	20,016,248.07	5,554,141.98	25,548,767.00	-19,994,625.02	21,623.05
999999993	21,623.05	0.990	/ /	16,689.18	20,016,248.07	5,554,141.98	25,548,767.00	-19,994,625.02	21,623.05
10062	OPER	GEN	09/01/2016	0.00	10,693,680.03	62,023.92	5,084,636.52	-5,022,612.60	5,671,067.43
707759338	5,671,067.43	0.000	/ /	0.00	10,693,680.03	62,023.92	5,084,636.52	-5,022,612.60	5,671,067.43
10038	TXCIT	GEN	09/26/2007	212.04	240,291.01	212.04	0.00	212.04	240,503.05
999999996	240,503.05	0.350	/ /	212.04	240,291.01	212.04	0.00	212.04	240,503.05
10069	FPRO	GEN	09/01/2016	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
10085	PAY	GEN	09/01/2016	0.00	-41,191.43	16,639.59	2,278.57	14,361.02	-26,830.41
707759346	-26,830.41	0.000	/ /	0.00	-41,191.43	16,639.59	2,278.57	14,361.02	-26,830.41
10086	DIS	GEN	09/01/2016	0.00	-208,006.22	862,352.51	824,685.55	37,666.96	-170,339.26
708340062	-170,339.26	0.000	/ /	0.00	-208,006.22	862,352.51	824,685.55	37,666.96	-170,339.26
10088	PC	GEN	09/01/2016	0.00	20,175.00	660.00	517.50	142.50	20,317.50
999999913	20,317.50	0.000	/ /	0.00	20,175.00	660.00	517.50	142.50	20,317.50
10089	CC	GEN	09/01/2016	0.00	108,802.44	218,041.05	100,215.36	117,825.69	226,628.13
999999914	226,628.13	0.000	/ /	0.00	108,802.44	218,041.05	100,215.36	117,825.69	226,628.13
10035	MM	GEN	09/01/2007	4,578.66	10,001,695.73	4,578.66	5,005,128.94	-5,000,550.28	5,001,145.45
707759320	5,001,145.45	0.270	/ /	4,578.66	10,001,695.73	4,578.66	5,005,128.94	-5,000,550.28	5,001,145.45
10164	BAOP	GEN	09/01/2016	0.00	875.85	0.00	649.09	-649.09	226.76
1390012195A	226.76	0.000	/ /	0.00	875.85	0.00	649.09	-649.09	226.76
10181	SDI	GEN	09/01/2016	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

Portfolio SJCC

San Jacinto Community College  
 Texas Compliance Change in Val Report  
 June 1, 2017 - August 31, 2017

Inv #	Cusip	Issuer	Fund	Purch Date	Interest Accrued	Beginning Book Value	Purchases/ Additions	Redemptions	Change in Value	Ending Book Value
		Par Value	YTM	Mat Date	Interest Received	Market Value				Market Value
10103	707759361	WC	GEN	09/01/2016	0.00	-4,569.27	3,328.67	305.77	3,022.90	-1,546.37
		-1,546.37	0.000	/ /	0.00	-4,569.27	3,328.67	305.77	3,022.90	-1,546.37
10227	XXX810	EWBICS	GEN	09/09/2014	76,162.27	40,239,445.38	97,795.06	75.00	97,720.06	40,337,165.44
		40,337,165.44	1.070	/ /	76,162.27	40,239,445.38	97,795.06	75.00	97,720.06	40,337,165.44
10230	86-7200810	EWBMM	GEN	09/09/2014	594.09	250,159.24	21,774.25	21,707.79	66.46	250,225.70
		250,225.70	1.070	/ /	594.09	250,159.24	21,774.25	21,707.79	66.46	250,225.70
<b>Sub Totals For: Fund: Consolidated Portfolio</b>										
					141,494.07	92,494,466.64	22,629,685.49	36,588,967.09	-13,959,281.60	78,535,185.04
					141,494.07	92,494,466.64	22,629,685.49	36,588,967.09	-13,959,281.60	78,535,185.04
<b>Report Grand Totals:</b>										
					555,627.10	275,428,185.25	28,364,124.17	55,327,364.53	-26,963,240.36	248,464,944.89
					555,627.10	275,428,185.25	28,364,124.17	55,327,364.53	-26,963,240.36	248,464,944.89

# Foundation Financials

August 2017

**San Jacinto College Foundation**  
Statement of Financial Position  
As of August 31, 2017

**ASSETS**

Current Assets

Checking/Savings

General Fund \$1,225,902

Other Funds -

Total Checking/Savings 1,225,902

Accounts Receivable

Pledge Receivables 413,200

Special Events Receivables 18,155

Total Accounts Receivable 431,355

Other Current Assets

Short Term Investments

Goldman Sachs 9,982,497

Capital Bank CD 203,808

Prosperity Bank 202,537

Total SJC Short Term Investments 10,388,842

Total Current Assets 12,046,099

**TOTAL ASSETS** \$12,046,099

**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Accounts Payable

Event Payable 635

Grants Payable 91,802

Programs Payable 33,164

Endowments Payable 151,631

Scholarship Payables 321,379

Student Success Payables 6,077

Total Accounts Payable 604,689

Total Current Liabilities 604,689

Total Liabilities 604,689

Equity

Net Assets 11,578,325

Net Income (136,915)

Total Equity 11,441,410

**TOTAL LIABILITIES & EQUITY** \$12,046,099

**San Jacinto College Foundation**  
Statement of Activities  
For the Period Ending August 31, 2017

	Current Year	Last Year	Favorable / (Unfavorable)
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Contributions</b>			
Permanently Restricted	6,835	154,205	(\$147,370)
Program Sponsorship	7,331	13,000	(\$5,669)
Temporarily Restricted	64,003	34,520	29,483
<b>Total Contributions</b>	<u>78,169</u>	<u>201,725</u>	<u>(123,556)</u>
<b>Other Income</b>			
Special Events	14,925	20,938	(6,013)
Investment Income	14,524	8,715	5,809
Realized Gain / (Loss)	15,745	1,211,386	(1,195,641)
Unrealized Gain / (Loss)	65,920	(1,181,919)	1,247,838
<b>Total Other Income</b>	<u>111,114</u>	<u>59,121</u>	<u>51,993</u>
<b>Total Income</b>	189,283	260,846	(71,563)
<b>Expense</b>			
<b>Programs</b>			
Scholarships Awarded	314,150	21,681	(292,469)
Grants Awarded	8,650	0	(8,650)
Programs Sponsored	535	9,697	9,162
<b>Total Programs</b>	<u>323,335</u>	<u>31,378</u>	<u>(291,957)</u>
<b>Supporting Services</b>			
Management and General	1,818	3,870	2,052
Fundraising Expenses	444	0	(444)
Sponsorship Expense	600	0	(600)
<b>Total Supporting Services</b>	<u>2,863</u>	<u>3,870</u>	<u>1,007</u>
<b>Total Expense</b>	<u>326,198</u>	<u>35,248</u>	<u>(290,950)</u>
<b>Net Ordinary Income</b>	(136,915)	225,598	(362,513)
Other Income / Expenses			
<b>Net Other Income</b>	<u>(\$136,915)</u>	<u>\$225,598</u>	<u>(\$362,513)</u>



Contributions Report  
August 2017

<b>Donors</b>	<b>Amount</b>	<b>Fund</b>
Corporations	\$29,521	Alumni, B&N College Book Scholarship, College Petrochemical Initiative, Golf, Kroger, Milton Stanley, Jr. Memorial, North Campus Baseball Program, Pasadena Chamber Cultural Arts
Foundations	32,000	Northshore Rotary Club Charitable Foundation
Individuals	13,856	Jennifer Puryear Memorial, Milton Stanley, Jr. Memorial, Zachary Longoria EMS Scholarship

**Total Donation            75,377**

Employee Contributions	1,605	Brysch Garza Firefighter, Dunseith Sr. Memorial, Foundation Memorial Fund, Golf, John Locke Memorial, Milton Stanley, Jr. Memoria, Promise for their Future, Veterans Center Wall of Honor
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**Total Contributions        \$76,982**

Foundation Financials  
September 2017

# San Jacinto College Foundation

## Statement of Financial Position

As of September 30, 2017

### ASSETS

#### Current Assets

##### Checking/Savings

General Fund \$875,092

Other Funds -

Total Checking/Savings 875,092

##### Accounts Receivable

Pledge Receivables 313,100

Special Events Receivables 28,255

Total Accounts Receivable 341,355

##### Other Current Assets

##### Short Term Investments

Goldman Sachs 10,475,332

Capital Bank CD 203,808

Prosperity Bank 202,537

Total SJC Short Term Investments 10,881,677

Total Current Assets 12,098,124

### TOTAL ASSETS

\$12,098,124

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Accounts Payable

Event Payable 635

Grants Payable 88,550

Programs Payable 33,164

Endowments Payable 151,631

Scholarship Payables 329,853

Student Success Payables 6,077

Total Accounts Payable 609,911

Total Current Liabilities 609,911

Total Liabilities 609,911

#### Equity

Net Assets 11,478,325

Net Income 9,888

Total Equity 11,488,213

### TOTAL LIABILITIES & EQUITY

\$12,098,124



**San Jacinto College Foundation**  
Statement of Activities  
For the Period Ending September 30, 2017

	Current Year	Last Year	Favorable / (Unfavorable)
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Contributions</b>			
Permanently Restricted	7,975	154,495	(\$146,520)
Program Sponsorship	75,834	18,224	\$57,610
Temporarily Restricted	135,088	89,019	46,069
<b>Total Contributions</b>	<u>218,897</u>	<u>261,738</u>	<u>(42,841)</u>
<b>Other Income</b>			
Special Events	44,105	78,286	(34,180)
Investment Income	47,852	20,154	27,698
Realized Gain / (Loss)	15,548	1,211,386	(1,195,838)
Unrealized Gain / (Loss)	75,303	(1,179,233)	1,254,536
<b>Total Other Income</b>	<u>182,807</u>	<u>130,592</u>	<u>52,215</u>
<b>Total Income</b>	401,705	392,331	9,374
<b>Expense</b>			
<b>Programs</b>			
Scholarships Awarded	319,624	21,681	(297,943)
Grants Awarded	8,650	0	(8,650)
Programs Sponsored	45,259	57,614	12,355
<b>Total Programs</b>	<u>373,533</u>	<u>79,295</u>	<u>(294,238)</u>
<b>Supporting Services</b>			
Management and General	2,679	5,583	2,904
Fundraising Expenses	15,004	545	(14,459)
Sponsorship Expense	600	0	(600)
<b>Total Supporting Services</b>	<u>18,284</u>	<u>6,128</u>	<u>(12,155)</u>
<b>Total Expense</b>	<u>391,817</u>	<u>85,423</u>	<u>(306,393)</u>
<b>Net Ordinary Income</b>	9,888	306,907	(297,019)
Other Income / Expenses			
<b>Net Other Income</b>	<u>\$9,888</u>	<u>\$306,907</u>	<u>(\$297,019)</u>



Contributions Report  
September 2017

<b>Donors</b>	<b>Amount</b>	<b>Fund</b>
Corporations	\$100,956	Brenda Hellyer Scholarship, Dual Credit Students Scholarship, Energy Venture Scholarship, Golf, Houston Livestock Show & Rodeo, Milton Stanley Jr. Scholarship, Shell Date w/Destiny Scholarship, Veterans Center
Foundations	7,500	Disaster Relief
Individuals	21,892	Brenda Hellyer Scholarship, Disaster Relief, Golf, Milton Stanley Jr. Scholarship, Pope Cosmetology Scholarship, Promise for their Future, Veterans Center

**Total Donation            130,348**

Employee Contributions	25,865	Alumni, Brysch Garza Firefighter Scholarship, Disaster Relief, Dunseith Sr. Memorial, Golf, John Locke Memorial, North Campus Baseball Program, Promise for their Future, South Softball Program, Veterans Center
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**Total Contributions        \$156,213**

## 2008 Bond Program

Preliminary Report As of September 30, 2017

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>								
<b>North</b>								
2612 - NC Plant Chiller	14,225	1,711,735	1,725,960	-	123,440	1,580,011	22,509	98.70%
<b>Sub-total</b>	14,225	1,711,735	1,725,960	-	123,440	1,580,011	22,509	98.70%
<b>South</b>								
3914 - SC Softball Improvements	850,000	-	850,000	-	154,810	-	695,190	18.21%
<b>Sub-total</b>	850,000	-	850,000	-	154,810	-	695,190	18.21%
<b>District</b>								
720100 - Program Management	-	623,136	623,136	-	19,955	3,682	599,499	3.79%
726800 - Contingency	14,626,260	(11,596,334)	3,029,926	-	-	-	3,029,926	-
726907 - Graphics Phase II	50,000	-	50,000	-	-	40,603	9,397	81.21%
<b>Sub-total</b>	14,676,260	(10,973,198)	3,703,062	-	19,955	44,285	3,638,822	1.73%
<b>2008 Contingency Supplemental Projects</b>								
726810- 2008 Contingency Supplemental Projects	-	4,199,109	4,199,109	-	-	-	4,199,109	-
<b>Sub-total</b>	-	4,199,109	4,199,109	-	-	-	4,199,109	0.00%
<b>Projects Closed</b>								
<b>Sub-total</b>	279,459,515	5,062,355	284,521,869	(245,084)	-	284,521,869	-	100.00%
<b>TOTALS</b>	<b>295,000,000</b>	<b>-</b>	<b>295,000,000</b>	<b>(245,084)</b>	<b>298,205</b>	<b>286,146,165</b>	<b>8,555,630</b>	<b>97.10%</b>

## 2015 Revenue Bond Program

Preliminary As of September 30, 2017

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>North - CIT</b>								
722909 - North CIT	47,591,645	-	47,591,645	182,215	674,253	41,768,619	5,148,773	89.18%
726908 - Dist Campus Purchases	-	748,950	748,950	-	-	748,950	-	100.00%
Contingency (726900)	2,408,355	(748,950)	1,659,405	-	-	-	1,659,405	-
<b>Sub-total</b>	50,000,000	-	50,000,000	182,215	674,253	42,517,569	6,808,178	86.38%

**2015 Bond Program**

Preliminary Report as of September 30, 2017

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
<b>Central</b>								
1601 - CC Petrochemical Center	52,450,000	337,630	52,787,630	-	1,333,471	2,636,287	48,817,872	7.52%
1601A - CC Petrochem Process Plant	-	7,630,389	7,630,389	-	491,187	226,073	6,913,129	9.40%
1601B - CC Petrochem Extended Site Development	-	7,946,009	7,946,009	-	-	-	7,946,009	-
1602 - CC Welcome Center	16,600,000	2,938,463	19,538,463	-	883,787	269,130	18,385,546	5.90%
1602A - CC Welcome Center Site Development	-	3,000,000	3,000,000	-	69,718	1,062	2,929,220	2.36%
1603 - CC Class Room Building	47,155,000	(1,113,647)	46,041,353	-	20,800	412,455	45,608,098	0.94%
1604 - CC Central Data Closets	2,444,000	(57,718)	2,386,282	-	8,700	39,079	2,338,503	2.00%
1605 - CC Central Access Security	1,852,000	(564,532)	1,287,468	-	900	44,403	1,242,165	3.52%
1606 - CC Frels Demo	1,153,000	-	1,153,000	-	16,824	-	1,136,176	1.46%
1607 - CC Davison Building Reno	14,970,000	(353,542)	14,616,458	-	-	115,019	14,501,439	0.79%
1608 - CC McCollum Center Reno	24,685,000	(582,987)	24,102,013	-	45,078	189,654	23,867,281	0.97%
1609 - CC McCollum North Reno	2,535,000	(59,868)	2,475,132	-	-	19,477	2,455,655	0.79%
1610 - CC Ball Demo	1,725,000	-	1,725,000	-	-	-	1,725,000	-
1611 - CC Anderson Demo	2,654,000	(62,680)	2,591,320	-	-	20,390	2,570,930	0.79%
1612 - CC Stadium and Track Demo	174,000	(4,109)	169,891	-	10,150	1,337	158,404	6.76%
1613 - CC Central DDC Network	1,160,000	(27,393)	1,132,607	-	116,033	131,698	884,876	21.87%
1614 - CC Central Plant Upgrades	1,160,000	(27,393)	1,132,607	-	54,417	17,958	1,060,232	6.39%
<b>Sub-total</b>	170,717,000	18,998,622	189,715,622	-	3,051,065	4,124,022	182,540,535	3.78%
<b>North</b>								
2601 - NC Cosmetology & Culinary Center	22,845,000	(539,529)	22,305,471	-	884,410	277,482	21,143,579	5.21%
2602 - NC North Data Closets	915,000	(21,616)	893,384	-	13,656	27,508	852,220	4.61%
2604 - NC Lehr Library Demo	650,000	(15,356)	634,644	-	27,560	183,067	424,017	33.19%
2605 - NC North Access/Security	877,000	100,687	977,687	-	37	29,409	948,241	3.01%
2606 - NC Wheeler Reno	14,300,000	(337,719)	13,962,281	-	10,300	110,371	13,841,610	0.86%
2607 - NC Brightwell Reno	6,628,000	(156,525)	6,471,475	-	-	50,931	6,420,544	0.79%
2608 - NC Spencer Reno	13,000,000	(307,023)	12,692,977	-	-	99,877	12,593,100	0.79%
2609 - NC North DDC Network	580,000	(13,696)	566,304	-	61,645	54,768	449,891	20.56%
2610 - NC Underground Utility Tunnel	11,600,000	(6,100,000)	5,500,000	-	281,451	128,749	5,089,800	7.46%
2612 - NC Uvalde Expansion	5,000,000	-	5,000,000	-	-	-	5,000,000	-
<b>Sub-total</b>	76,395,000	(7,390,777)	69,004,223	-	1,279,059	962,162	66,763,002	3.25%
<b>South</b>								
3601 - SC Engineering & Technology Center	28,400,000	(670,716)	27,729,284	-	15,165	329,332	27,384,787	1.24%
3602 - SC Cosmetology Center	16,213,000	(382,892)	15,830,108	-	678,921	203,546	14,947,641	5.57%
3603 - SC Longenecker Reno	22,555,000	(532,682)	22,022,318	-	11,867	199,958	21,810,493	0.96%
3604 - SC South Data Closets	765,000	(18,070)	746,930	-	4,028	21,986	720,916	3.48%
3605 - SC South Primary Electrical Upgrade	5,800,000	(136,979)	5,663,021	-	-	44,561	5,618,460	0.79%
3606 - SC South Access/ Security	599,000	218,859	817,859	-	10	23,824	794,025	2.91%
3607 - SC South HW/CW Relocation	10,266,000	(242,456)	10,023,544	-	-	78,869	9,944,675	0.79%
3608 - SC South Sanitary Sewer Rehabilitation	1,160,000	(27,393)	1,132,607	-	-	8,915	1,123,692	0.79%
3610 - SC Jones Reno	13,803,000	(325,980)	13,477,020	-	-	106,054	13,370,966	0.79%
3611 - SC Bruce Student Center Reno	10,400,000	(245,615)	10,154,385	212,648	24,235	2,010,008	8,120,142	20.03%
3612 - SC HVAC Tech	312,000	2,042,899	2,354,899	-	10,111	70,789	2,273,999	3.44%
3613 - SC South DDC Network	580,000	(13,697)	566,303	-	83,801	67,973	414,529	26.80%
<b>Sub-total</b>	110,853,000	(334,722)	110,518,278	212,648	828,138	3,165,815	106,524,325	3.61%
<b>Maritime</b>								
6603 - MC Maritime Expansion	28,000,000	(13,000,000)	15,000,000	-	-	-	15,000,000	-
<b>Sub-total</b>	28,000,000	(13,000,000)	15,000,000	-	-	-	15,000,000	-
<b>Admin</b>								
6602 - College Development	30,000,000	-	30,000,000	-	-	-	30,000,000	-
6604 - Dist Construction Studies	-	366,510	366,510	-	63,891	293,957	8,662	97.64%
6605 - Dist Access/Security	-	166,400	166,400	-	289	3,457	162,654	2.25%
720100 - Program Management	-	7,032,123	7,032,123	-	2,401,083	19,209	4,611,831	34.42%
736601 - Contingency	-	3,196,844	3,196,844	-	-	-	3,196,844	-
<b>Sub-total</b>	30,000,000	10,761,877	40,761,877	-	2,465,263	316,623	37,979,991	6.82%
<b>Projects Closed</b>								
2603 - NC Chiller Plant Replacement	1,450,000	(1,450,000)	-	-	-	-	-	-
2611 - NC 24 Acres Wetlands Mitigation	2,000,000	(2,000,000)	-	-	-	-	-	-
3609 - SC Fire House Expansion	5,585,000	(5,585,000)	-	-	-	-	-	-
<b>Sub-total</b>	9,035,000	(9,035,000)	-	-	-	-	-	-
<b>TOTALS</b>	<b>425,000,000</b>	<b>-</b>	<b>425,000,000</b>	<b>212,648</b>	<b>7,623,525</b>	<b>8,568,622</b>	<b>408,807,853</b>	<b>3.81%</b>

## 2015 Bond Program Master Schedule

Task Name	Start Date	Project No.	2017					2018					2019					2020					2021												
			J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S
<b>Central Campus</b>																																			
Center for Petrochemical, Energy & Technology	Wed 8/24/16	1601	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
Welcome Center	Wed 3/1/17	1602	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
Central Plant Upgrade	Fri 3/31/17	1614	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
Classroom Building	Thu 6/15/17	1603	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
Stadium & Track Demolition	Fri 9/15/17	1612	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
Expanded Welcome Center Site Development (Pack)	Mon 12/4/17	1602A	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
Davison Bldg. Renovation	Thu 2/1/18	1607	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
Early College HS	Thu 3/15/18	PEND	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
McCollum Center Section Renovation	Fri 6/1/18	1608	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
McCollum North Wing Renovation	Fri 10/4/19	1609	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
Anderson Demolition	Mon 10/14/19	1611	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
Ball Demolition	Mon 10/14/19	1610	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
Frels Demolition (OP ECHS)	Mon 8/31/20	1606	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
<b>North Campus</b>																																			
Cosmetology/Culinary Center	Tue 11/1/16	2601	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
Underground Utility Tunnel Renovation	Wed 3/1/17	2610	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
Lehr Library Demolition	Mon 3/13/17	2604	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
Spencer Building Renovation	Fri 12/15/17	2608	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
Brightwell Building Renovation	Fri 12/15/17	2607	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
Wheeler Building Renovation	Fri 12/15/17	2606	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
<b>South Campus</b>																																			
Cosmetology Center	Fri 11/25/16	3602	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
Bruce Student Center Renovation (Phase I)	Tue 12/13/16	3611	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
Engineering & Technology Center	Wed 1/25/17	3601	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
HVAC Tech Renovation	Wed 5/24/17	3612	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
Primary Electrical Service Upgrade	Mon 7/10/17	3605	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
Sanitary Sewer Rehabilitation	Mon 8/14/17	3608	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
Longenecker Building Renovation (Phase I)	Tue 9/5/17	3603	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
HW/CW Piping Replacement	Tue 9/19/17	3607	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
Bldg. 07-Early College HS	Tue 10/31/17	PEND	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
Longenecker Building Renovation (Phase II)	Wed 12/19/18	3603	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
Jones Blding Renovation	Tue 9/3/19	3610	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
Bruce Student Center Renovation (Phase II)	Wed 9/11/19	3611	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
<b>Campus Wide Projects</b>																																			
DDC Network (Campus Wide Package #1)	Mon 1/2/17	3613	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
Data Closets (Campus Wide Package #1)	Wed 1/25/17	3604	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												
Access/Security (Campus Wide)	Mon 5/1/17	3606	Program/Scope					Design					Permit & Procurement					Construction/Demolition					FF&E/ Close-out / Commissioning												

Program/Scope
Design
Permit & Procurement
Construction/Demolition
FF&E/ Close-out / Commissioning

# Energy Conservation and Air Monitoring Project

As of September 30, 2017

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	YTD Expenditures	Remaining Balance	Percent of Budget Encumbered /Expensed
<b>College Wide</b>								
E17001 - Energy Project	-	1,066,783	1,066,783	-	-	147,578	919,205	13.83%
Contingency	1,400,000	(1,066,783)	333,217	-	-	-	333,217	-
<b>Sub-total</b>	1,400,000	-	1,400,000	-	-	147,578	1,252,422	10.54%



# R&R Project Schedule

ID	Task Name	Duration	Start	Finish	Text1	Gantt Chart																																					
						7, '17	11	15	19	23	27	31	4	8	12	16	20	24	28	2	6	10	14	18	22	26	30	3	7	11	15	19	23	27	31	4	8	12	16	20	24	28	2
1	F17070 N Campus C/U Cable	1 day	Tue 5/16/17	Tue 5/16/17	Pending	[Gantt bar from 5/16/17 to 5/16/17]																																					
2	F17073 S.12 Tint Windows	1 day	Mon 6/5/17	Mon 6/5/17	Investigating	[Gantt bar from 6/5/17 to 6/5/17]																																					
3	F18001 C Misc	1 day	Fri 9/15/17	Fri 9/15/17	New Request	[Gantt bar from 9/15/17 to 9/15/17]																																					
4	F18002 N Misc	1 day	Fri 9/15/17	Fri 9/15/17	New Request	[Gantt bar from 9/15/17 to 9/15/17]																																					
5	F18003 S Misc	1 day	Fri 9/15/17	Fri 9/15/17	New Request	[Gantt bar from 9/15/17 to 9/15/17]																																					
6	F18004 A Misc	1 day	Fri 9/15/17	Fri 9/15/17	New Request	[Gantt bar from 9/15/17 to 9/15/17]																																					
7	F18005 C LC FFE	1 day	Fri 9/15/17	Fri 9/15/17	New Request	[Gantt bar from 9/15/17 to 9/15/17]																																					
8	F18006 N LC FFE	1 day	Fri 9/15/17	Fri 9/15/17	New Request	[Gantt bar from 9/15/17 to 9/15/17]																																					
9	F18007 S LC FFE	1 day	Fri 9/15/17	Fri 9/15/17	New Request	[Gantt bar from 9/15/17 to 9/15/17]																																					
10	F18008 A.1 ADA Reno	1 day	Fri 9/15/17	Fri 9/15/17	New Request	[Gantt bar from 9/15/17 to 9/15/17]																																					
11	F18009 A.1 Bldg Repairs	1 day	Fri 9/15/17	Fri 9/15/17	New Request	[Gantt bar from 9/15/17 to 9/15/17]																																					
12	F18010 S.6 Entry Repair	1 day	Fri 9/15/17	Fri 9/15/17	New Request	[Gantt bar from 9/15/17 to 9/15/17]																																					
13	F18011 N.6 Reno/Acoustics	1 day	Fri 9/15/17	Fri 9/15/17	New Request	[Gantt bar from 9/15/17 to 9/15/17]																																					
14	F18012 S.6 Reno/Acoustics	1 day	Fri 9/15/17	Fri 9/15/17	New Request	[Gantt bar from 9/15/17 to 9/15/17]																																					
15	F18013 C.14.200 Reno Office	1 day	Tue 9/26/17	Tue 9/26/17	New Request	[Gantt bar from 9/26/17 to 9/26/17]																																					
16	F18015 A.1/A.2 Foundation; A.1 Entrance/Lobby	1 day	Fri 9/29/17	Fri 9/29/17	New Request	[Gantt bar from 9/29/17 to 9/29/17]																																					

Project: R&R Project Schedule 0  
Date: Mon 10/23/17

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			



**SAN JACINTO COLLEGE DISTRICT**  
**Building Committee Meeting**  
**October 24, 2017**

Members Present: Dan Mims, John Moon, Jr.

Members Absent: Marie Flickinger, Erica Davis Rouse

Others Trustees Present: None

Others Present: Brenda Hellyer, Joshua Banks, Bill Dowell, Ken English (AECOM), Amanda Fenwick, Allatia Harris, Mike Harris, Joseph Hebert, Mini Izaguirre, Bryan Jones, Angela Klaus, Ann Kokx-Templet, Frank Rizzo (Rizzo & Assoc.), Janet Slocum, Charles Smith

- I. The meeting was called to order at 4:04 p.m. by Committee Chair, Dan Mims.
- II. Roll Call of Committee Members by Dan Mims
  - a. John Moon, Jr., present.
  - b. Other Trustees present: None
  - c. Members absent: Marie Flickinger, Erica Davis Rouse
- III. Approval of Minutes from the September 19, 2017 Building Committee Meeting
  - a. Dan Mims presented the minutes of the September 19, 2017 Building Committee meeting. A motion was made by John Moon, Jr. to accept the minutes as presented. This was seconded by Dan Mims. The minutes were approved as presented.
- IV. Center for Petrochemical, Energy, and Technology (During the meeting, based on Dr. Hellyer's request, reporting on this item was moved from Project Updates section VI of agenda)
  - a. Reporting on the incident that occurred on October 19, 2017

There was a fatality of one of the construction workers. Investigations have been conducted by San Jacinto College, Tellepsen, Rizzo & Assoc., Pasadena Police, and OSHA; report documents are still in progress. The site was released back by OSHA, however, Dr. Hellyer has not allowed the work to continue until she understands the go-forward plans more clearly. She is meeting with the team tomorrow to determine next steps. Photos were shown of the site work and Dan Mims stated that he agreed the site and construction would not move forward until Dr. Hellyer is comfortable with the plan.

- b. Central Campus – Center for Petrochemical, Energy, & Technology
  - i. Construction work benefited from good weather prior to last week's incident. In just a week, all of the golf course ponds had been drained, the top soil was scraped off and stockpiled. The building foundation pads were excavated to a depth of three feet.
  - ii. The extension of existing utilities to the site were done and electrical and natural gas connections with the main campus have been laid in a sand bed three feet below ground. Upon completion of the successful 24-hour pressure test of the

pipeline, these were then covered.

- V. Recommended Projects and Delivery Methods which will provide the best value to the College  
(led by Bryan Jones)
- a. Consideration of Approval of Contract for Materials Testing Services for Central Campus Center for Petrochemical, Energy, and Technology (CPET)
    - i. This request will include sampling and testing of foundation fill, paving subgrades, concrete, drilled piers, and sprayed fire-resistant material as well as inspection of structural steel welds and floor/roof decks. HTS will provide the services of geotechnical investigation of the CPET project site. They have been used historically and an approved vendor for the 2015 Bond Program.
  - b. Consideration of Approval of Contract for MEP Commissioning Services for North Campus Cosmetology and Culinary
    - i. Approval of this request will authorize ACR to carry out the building MEP systems providing commissioning services assuring design compliance with College standards. ACR will verify the construction compliance to design and systems operation as well. ACR and Terracon were previously approved consultants for commissioning services based on a standard table used to allocate services based on contract value.
  - c. Consideration of Approval of Contract for MEP Commissioning Services for South Campus Cosmetology
    - i. Approval of this request will authorize ACR to carry out the building MEP systems commissioning services assuring design compliance with College standards. ACR will verify the construction compliance to design and systems operation as well.
  - d. Consideration of Approval of Contract for MEP Commissioning Services for South Campus Engineering and Technology Building
    - i. Approval of this request will authorize Terracon to carry out the building MEP systems commissioning services assuring design compliance with College standards. Terracon will verify the construction compliance to design and systems operation as well.
  - e. Consideration of Approval of Contract for Architectural Design Services for South Campus HVAC Tech Building Renovation
    - i. Approval of this request will provide authorization for Jacobs Engineering Group, Inc. to enter into a contract for architectural design. The fee of 7.5% of the cost of the work is within the Board approved guidelines established for renovation projects.
  - f. Consideration of Approval of Contract for Architectural Programming Services for South Campus Longenecker Renovation



committee members. The Chancellor asked the committee members if they agreed with the concept. They were positive with no suggested changes. This new concept is staying within budget of the project.

- c. Central Campus – Stadium and Track Demolition
  - i. ASA Dally, the assigned Engineer, flew several camera equipped drones over the site in preparation for development of the contract drawing set. The drawings will be completed and sent out for permitting review within one week. AECOM project team is confirming pricing with vendors indicating interest in the job. It is expected the proposals will be under \$50,000 with anticipated completion in 60 days after receiving permits.
- d. North Campus – Cosmetology and Culinary building
  - i. The location of the old Williams Natatorium has been selected as the final site for the North Campus Cosmetology and Culinary Building. This site was studied as part of the North Campus Master Planning process and determined to be an acceptable location for both programs.
  - ii. The site offers public visibility along Uvalde road and dedicated retail entries for both programs, adjacent public customer parking, and out of the way culinary delivery entrance and food waste dumpsters. It also provides convenient school bus pick-up and drop-off for high school students using the facility. The needed water, sewer, power, and storm drainage utilities are all proximate to the proposed site.
  - iii. This location also provides connection to the Central Plant Chiller which is important for constraining project cost, as it is currently estimated that the building will require several million dollars more than was originally estimated. This decision preserves space on the campus quad to support future growth of the Student Center. Committee members indicated their support of this location change.
- e. North Campus – Underground Tunnel Renovation
  - i. Design development of the underground tunnel renovation project continues. A review meeting was held two weeks ago and revisions were vetted. Additional changes were requested in the sequencing and approach to reduce the need for prolonged rental of supplemental generators and air conditioners.
- f. South Campus – HVAC Tech Building
  - i. Items not being used in this building were auctioned and removed. Jacobs is ready to begin their programming efforts with the department.
- g. South Campus – Engineering & Technology Center
  - i. Design kick-off meeting has been held with Kirksey architects.
- h. South Campus – Cosmetology Building

Building Committee Minutes  
October 24, 2017

- i. Design kick-off meeting will be November 3<sup>rd</sup> with Huitt-Zollars architects.
  - i. Campus Wide – Direct Digital Control (DDC) Network
    - i. All variable frequency drive replacements are complete and Siemens is working on control panel upgrades and power meter installations.
  - j. College-Wide Data Closets
    - i. Design for this project continues with generators and redundant data center air conditioning systems being installed at each of the three College Interactive Learning Center (ILC) buildings. The North and South Campus projects are now in permit review.
    - ii. The Competitive Sealed Proposal solicitation for generators and air-conditioner upgrades at each of the ILC's was advertised on October 17<sup>th</sup>, and responses are expected within two weeks.
  - k. Campus-Wide Access and Security Study/Improvements
    - i. A preliminary meeting was conducted. The report was returned to the consultant for extensive revisions. A second review meeting is planned to be held within the week of October 30<sup>th</sup>.
- VII. Schedule of projects were shown – no comments
- VIII. Financial Report – 2008 Bond, 2008 Supplemental Bond, 2015 Revenue, and 2015 Bond Projects
  - a. Dr. Hellyer asked about the status of the changes to the pipefitting labs for the North Campus Center for Industrial Technology. Frank responded that work is essentially complete, 98% of the punch list walk are completed.
  - b. From the 2008 Bond Project – Bryan provided update on the Maritime Center. The new sign has been installed on the water side of the Maritime building. Lighting is being designed for the sign in order to be visible at night. Street signs are going up to help direct traffic to the facility. The College is being assisted in this effort by the City of La Porte Roads and Bridges Department.
- IX. Operating Fund Report (R&R)
  - a. LED Community Project
    - i. Hiring of a vendor to purchase and install the LED fixtures is underway. Five hundred fixtures have been purchased and installed so far. Another 1,500 will be complete by the end of January, and the remaining approximately 4,000 fixtures will be completed by the end of March 2018.
    - ii. Air Monitoring station scheduled for installation at South Campus.
  - b. Other
    - i. Storm remediation is being worked at the College Administration West Building (Annex)
    - ii. It was noted that there are a few projects needing to be reviewed by the Strategic

Building Committee Minutes  
October 24, 2017

Leadership Team after the Chancellor reviews.

- X. Adjournment – The meeting was adjourned at 4:39 p.m.

**San Jacinto College District  
Finance Committee Meeting Minutes  
October 24, 2017**

Members Present: Keith Sinor and Dr. Ruede Wheeler

Members Absent: Marie Flickinger and Larry Wilson

Other Trustees Present: None

Others Present: Brenda Hellyer, Linda Torres, Steve Trncak, and Lori Barbay

- I. The meeting was called to order at 5:02 p.m. by Dr. Ruede Wheeler, Chair, Finance Committee. Roll call of Committee members was taken.
  - Marie Flickinger, absent.
  - Keith Sinor, present.
  - Dr. Ruede Wheeler, present.
  - Larry Wilson, absent.
  
- II. Approval of Minutes from the September 6, 2017, Finance Committee Meeting.
  - Dr. Wheeler presented the minutes from the September 6, 2017, Finance Committee Meeting. A motion was made by Mr. Sinor, and seconded by Dr. Wheeler to accept the minutes as presented.
  
- III. Review and Discuss Internal Audit Departmental Audit, Cash Count Observations, and Audit Report/Plan.
  - Linda Torres, Director of Internal Audit, updated the Committee on an audit report, cash count observations, and the Annual Internal Audit Report/Summary of Fiscal Year 2017 (FY17) Internal Audit Work and the Proposed Fiscal Year 2018 (FY18) Audit Plan.
  - Human Resources Employee Records Audit – Ms. Torres shared with the Committee the results of the Human Resources Employee Records Audit Report of August 11, 2017.
    - i. The Executive Summary listed the observations and corrective action plans:
      1. Observation – Several sampled employees did not have a valid IRS Form I-9 (Employment Eligibility Verification) and/or valid identification on file. Valid I-9 forms and associated identification are required for all employees hired after November 6, 1986.  
Corrective Action Plan – In 2017, Tracker Software was implemented which provides for electronic monitoring of the completion and status of each section of the I-9 document. To address the issues identified, a full audit will be performed on all current employees hired since November 6, 1986. Estimated completion date is April 2018.
      2. Observation – Some vital employee documents were not included in the employee’s personnel file or verified by the Human Resources Department.  
Corrective Action Plan – Human Resources is in the process of implementing position description software. Certifications and licenses will be entered in Banner along with expiration dates. Estimated

completion date is May 2018.

3. Observation – There was no documented verification of references or prior employment (companies, dates of employment, titles, etc.) for prospective College employees.  
Corrective Action Plan – Human Resources will update the process in the Hiring Leader Recruiting Process Checklist and the Human Resources Guiding Principles to more clearly define the reference and employee verification steps in the hiring process as the responsibility of the hiring leader. Human Resources will add steps in the onboarding process to ensure the verifications occur. Estimated completion date is February 2018.
  4. Observation – The new hire checklists for several employees were not on file. A new hire checklist is a document utilized to ensure proper review of processes and documentation for newly hired employees by Human Resources personnel.  
Corrective Action Plan – Human Resources will ensure that documented checklists are present in the PaperWise document storage system. Estimated completion date is June 2018.
  5. Observation – There was a lack of documented departmental procedures for the request, review and storage of employee records.  
Correction Action Plan – Human Resources will develop internal departmental procedures for specific situations which may require the viewing of a personnel file. Human Resources personnel desk manuals shall be reviewed and updated to reference current storage and retention processes. Estimated completion date is May 2018.
- A Cash Count Observation was performed on August 17, 2017, at the North Campus Business Office. No exceptions were noted.
  - A Cash Count Observations was performed on September 28, 2017, at the South Campus Business Office. No exceptions were noted.
  - A Cash Count Observation was performed on September 28, 2017, at the South Campus Café. All petty cash and collections were verified and found to be properly secured.
  - Ms. Torres reviewed the Annual Internal Audit Report/Summary of FY17 Internal Audit Work and Proposed FY18 Audit Plan.
    - i. At the end of the FY17 audit year, 22 audits, reviews, follow-ups, and projects were completed (one is pending management corrective action plans, one awaiting updated corrective action plan dates, and four are under internal audit review). Two follow-up audits were in process at the end of FY17, and 16 cash counts were performed among the various departments that were issued petty cash and/or handle cash payments. Additionally, the Internal Audit Department performed a college peer review at Tarrant County College District, led several scheduled and unscheduled special projects that arose during the year, served on four different task force committees and/or councils, completed the annual risk assessment project, and managed the collection of Conflict of Interest Disclosure Statements. A detailed listing of this information was included in the report showing the status of all work and disposition.
    - ii. The report included detailed status listings of all audits, follow-ups, projects and cash counts performed for FY17. Also, included and shared was detailed information pertaining to consulting and other activities performed by the



Finance Committee Agenda  
October 24, 2017

- Internal Audit Department, and the time reported for FY17 planned audits, miscellaneous projects, unplanned items, and management review.
- iii. The Proposed FY18 Audit Plan was shared and reviewed as well as the three alternate audits that will be performed if time allows.
  - iv. The Committee approved the Proposed FY18 Audit Plan which allows the Internal Audit Department to proceed with the plan.
  - v. A discussion took place regarding multiple follow-up audits being conducted due to Corrective Action Plans not being completed by the recommended completion date. Ms. Torres stated that in the future this information will be shared quarterly with the Strategic Leadership Team (SLT) in hopes the Corrective Action Plans can be corrected in a timely fashion. Dr. Hellyer also discussed that she has already notified the SLT members of the significance of closing out these items.
- IV. The meeting was adjourned at 5:20 p.m.

**Action Item "IX"**  
**Regular Board Meeting November 6, 2017**  
**Consideration of Approval of Amendment to the 2017-2018 Budget**  
**for Restricted Revenue and Expenses Relating to Federal and State Grants**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve an amendment to the 2017-2018 budget for restricted revenue and expenses related to grants.

**BACKGROUND**

Federal, state, and local grants may require amendments for receipt of newly awarded grants or changes to existing grants. These amendments should be processed in a timely manner in order to provide the access to funding to meet the objectives set forth within the grant requirements. This budget amendment request includes the additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants received during the month of October 2017.

**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 \$1,459,562, 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-11-06-17

Attachment 2- Grant Detail-11-06-17

**RESOURCE PERSONNEL**

Brenda Hellyer

281-998-6100

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Michael Lee Moore

281-998-6162

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SAN JACINTO COLLEGE DISTRICT  
Federal, State, and Local Grant Amendments  
November 6, 2017

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>U.S. Department of Health and Human Services / Texas Workforce Commission -</u>					
<u>Childcare and Development Block Grant XI (New Grant)</u>					
Federal Grant Revenue	539327	56700	554100	110000	(1,000,000)
Non-Instr Labor - Staff	539327	56700	751160	530235	<u>1,000,000</u>
					\$ -
<u>U.S. Small Business Administration / University of Houston / Small Business Development Center FY 2018 (New Grant)</u>					
Federal Grant Revenue	535909	56700	554100	110000	(200,866)
Non-Instr Labor - Staff	535909	56700	612000	390963	75,391
Benefits	535909	56700	650000	390963	23,449
Supplies	535909	56700	711000	390963	23,000
Travel	535909	56700	721110	390963	14,712
Contractual Service	535909	56700	731000	390963	<u>64,314</u>
					-
<u>U.S. Department of Labor/Texas Workforce Commission Apprenticeship Training Program (New Grant)</u>					
Federal Grant Revenue	531715	56700	554100	110000	(43,815)
State Grant Revenue	551029	56700	554200	110000	(139,262)
Contractual Svcs-Outside Provider	531715	56700	731110	460961	43,815
Contractual Svcs-Outside Provider	551029	56700	731110	460962	111,801
Contractual Svcs-Consultant	551029	56700	731260	460962	<u>27,461</u>
					-
<u>U.S. Department of Agriculture/Texas Department of Agriculture/Child and Adult Care Food Program (New Grant)</u>					
Federal Grant Revenue	531003	56700	554100	110000	(49,200)
Non-Instr Labor - Staff	531003	56700	612000	460920	9,600
Non-Instr Labor - Overtime	531003	56700	613000	460920	70
Benefits	531003	56700	650000	460920	4,530
Operating Supplies - Consumable	531003	56700	711410	460920	<u>35,000</u>
					-
<u>U.S. Department of Education TRiO Grant Program - Upward Bound V (Additional Funds Year 1)</u>					
Federal Grant Revenue	538434	56700	554100	110000	(7,926)
Contr Svcs - Instr Testing	538434	56700	731130	460913	7,339
Contract Svcs-Indirect Cost/Grants	538434	56700	731500	620909	<u>587</u>
					-

	Fund	Org.	Account	Prog.	Amount Debit (Credit)
<u>San Jacinto College Foundation / Student Success Initiatives Fall 2017 (New Grant)</u>					
Local Revenue	571048	56700	554300	110000	(18,493)
Instructional Supplies - Consumable	571048	56700	711110	561401	8,593
Lab Supplies - NonCapital	571048	56700	711220	561401	1,530
Computer Supplies - NonCapital	571048	56700	711320	561401	1,200
Operating Supplies - Consumable	571048	56700	711410	561401	2,200
Non-Conf Travel-Mileage/Tolls/Fuel	571048	56700	721110	561401	100
Contr Svcs-Individual Membership	571048	56700	731235	561401	270
Contractual Svcs-Catering/Meals	571048	56700	731270	561401	600
Contractual Svcs - Printing	571048	56700	731330	561401	500
Cont Sv-Outside Performance/Speaker	571048	56700	731380	561401	3,500
					\$ -
Net Increase (Decrease)					\$ -

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

New Grant and Additional Funding Summary by Agency:

U.S. Department of Health & Human Services	\$1,000,000
U.S Small Business Administration	200,866
U.S. Department of Labor	43,815
U.S. Department of Agriculture	49,200
U.S. Department of Education	7,926
Texas Workforce Commission	139,262
San Jacinto College Foundation	18,493
	\$1,459,562

November 6, 2017 Board Book – Grant Amendments Detail List

U.S. Department of Health and Human Services / Texas Workforce Commission - Childcare and Development Block Grant XI (New Grant)

The grant designates the Texas Workforce Commission (TWC) to be the lead agency for the administration of Childcare and Development Funds (CCDF) available under Title VI of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996. The law creates two block grants that provide States with the funds necessary to help families avoid welfare assistance. In particular, States are given a block grant to provide cash and other benefits to help needy families support their children while simultaneously requiring families to make verifiable efforts to leave welfare for work. The San Jacinto College Office of Grants Management serves as a fiscal agent for students, faculty, and staff who qualify for the program. The daycare facilities at San Jacinto Community College District's (SJCCD) campuses care for just some of these children. Other children are served at local daycares within SJCCD service area. By reporting daycare expenses quarterly to TWC, the SJCCD service area benefits from the distribution of support for needy families throughout the community daycares of the parent's choice. The award amount represents the monetary value of the childcare available to all SJCCD students at a daycare that is registered in the program.

U.S. Small Business Administration / University of Houston / Small Business Development Center FY 2018 (New Grant)

Small Business Development Centers (SBDC) provide a vast array of technical assistance to small businesses and aspiring entrepreneurs. By supporting business growth, sustainability and enhancing the creation of new businesses entities, SBDCs foster local and regional economic development through job creation and retention. As a result of the no cost, extensive, one-on-one business advising and other specialized services SBDC clients receive, the program remains one of the nation's largest small business assistance programs in the federal government. The College's SBDC is supported by the SBA and state funds in a one-to-one match. It is a part of a 32-county network centered at the University of Houston.

U.S. Department of Labor/Texas Workforce Commission Apprenticeship Training Program (New Grant)

SJCCD is partnering in an apprenticeship program with the Texas Carpenters and Millwrights, Technical Training Facility in Houston (TCMTTF). This program has been producing well-trained apprentices in the Houston area for many years. The partners will train approximately 50 carpenter apprentices and 350 millwright apprentices for 74 Texas employers. San Jacinto College is involved to train students who want to continue their education beyond the apprenticeship. Some workers want to earn college certificates and degrees for future advancement in their careers, so SJCCD is working with training partners and with the State to create crosswalks that will translate apprenticeship-related training to college credit. The funding for the project is split between the U.S. Department of Labor and the Texas Workforce Commission.

U.S. Department of Agriculture/Texas Department of Agriculture/Child and Adult Care Food Program (New Grant)

The Child and Adult Care Food Program provides aid to child and adult care institutions and family or group day care homes for the provision of nutritious foods that contribute to the wellness, healthy growth, and development of young children, and the health and wellness of older adults and chronically impaired disabled persons. Through the program, more than 3.3 million children and 120,000 adults receive nutritious meals and snacks each day as part of the day care they receive. This program is for income eligible children for free and reduced price meals and free milk at the North Campus Daycare facility.

Department of Education TRiO Grant Program - Upward Bound V (Additional Funds Year 1)

The regular Upward Bound grant provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves high school students from low-income families, and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. This action is a result of the Department of Education providing more funds to all TRiO programs.

San Jacinto College Foundation / Student Success Initiatives Fall 2017 (New Grant)

San Jacinto College Foundation invites faculty and staff to submit proposals designed to support Student Success projects. Preference is given to proposals that directly engage students and focus upon maximizing the probability of academic success. These grants are pilot projects, which, if successful, may continue with express permission of the College if funds are available.

**Board Action Item "X"**  
**Regular Board Meeting November 6, 2017**  
**Consideration of Approval of a Budget Amendment for Donation Revenue**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve an amendment to the Fiscal Year 2017-2018 College budget to recognize additional donation revenues and expenditure budgets resulting from a corporate partnership agreement.

**BACKGROUND**

San Jacinto College was invited to take part in a corporate partnership opportunity that will provide high-efficiency light fixtures for the College. This action will provide a beneficial asset to the College that reduces operating costs and provides an improved learning environment for students.

High efficiency light fixtures will be purchased and installed by the College. During the course of this project, the College will be reimbursed by the corporate partner for the costs of material and installation labor. Work was started in August 2017 and when the project is complete in March 2018, the College will have installed approximately 6,400 high efficiency LED (lighting emitting diode) light fixtures, providing significant reduction in operating costs and a positive impact to classroom lighting conditions. This is a higher quantity than originally anticipated due to favorable pricing. The project also includes the installation of air quality measuring equipment. The project schedule anticipates all work to be completed by March 31, 2018.

The Fiscal Year 2017-2018 College budget was approved by the Board on July 7, 2017. This amendment will add \$1,400,000 to the appropriate revenue and expenditure budgets. In October 2, 2017 the Board approved the estimated total expenditure not to exceed \$1,385,000. The additional \$15,000 is for the installation of air quality measuring equipment.

**IMPACT OF THIS ACTION**

Contracts with contactors and vendors for the project were approved at previous Board meetings. This approval recognizes the increased revenues resulting from the corporate partner agreement.

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

This amendment will add \$1,400,000 to the appropriate revenue and expenditure budgets.

**MONITORING AND REPORTING TIMELINE**

N/A

**ATTACHMENTS**

N/A

**RESOURCE PERSONNEL**

Bill Dickerson  
Bill Dowell

281-998-6142  
281-998-6122

Bill.Dickerson@sjcd.edu  
william.dowell@sjcd.edu

**Action Item “XI”**  
**Regular Board Meeting November 6, 2017**

**Consideration of Approval of Interlocal Agreement Between San Jacinto Community  
College District and Alvin Community College**

**ADMINISTRATION RECOMMENDATION/REPORT**

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

**BACKGROUND**

In accordance with Subchapter B, Section 791.011 of the Texas Government Code and Chapter 271 of the Local Government Code, the College may enter into an interlocal contract with another local governmental entity to perform governmental functions and services. Use of an interlocal contract between two or more such parties is one of the approved methods of procurement for the College in accordance with Section 44.031 (4) of the Texas Education Code.

SJCCD and ACC will each provide recruiting and training services for qualified participants selected in accordance with the grant-funded training program focusing on healthcare training for a targeted segment of the population.

**IMPACT OF THIS ACTION**

The healthcare industry has a continual need to increase the number of skilled workers certified and trained to add to the applicant pool for the hire of qualified workers. San Jacinto Community College District is the recipient of a Health Profession Opportunity Grant (HCPP). The HCPP program is a demonstration project for Temporary Assistance for Needy Families recipients and other low-income individuals. SJCCD and ACC are executing this Interlocal Agreement for the purpose of creating and delivering an effective strategy to provide healthcare training to individuals that meet the eligibility and target populations required by the funding agency.

The goal of HCPP is to increase the reach of recruitment for this project, provide additional training opportunities, eliminate travel barriers for participants, and increase access to additional pathways. By partnering with ACC, SJCCD will better achieve the funding agency goal of providing training opportunities in health career pathways to low income individuals to promote self-sufficiency.

**BUDGET INFORMATION**

Training will be funded from the Health Profession Opportunity Grant from the Department of Health and Human Service, Administration for Children and Families, Office of Family Assistance, Award No. 90FX0035-01-00. The first year expenditure with ACC is \$135,004 and subsequent year expenditures will be reviewed and adjusted based on program participation.



**Action Item “XI”**  
**Regular Board Meeting November 6, 2017**

**Consideration of Approval of Interlocal Agreement Between San Jacinto Community  
College District and Alvin Community College**

**MONITORING AND REPORTING TIMELINE**

The agreement shall commence on the November 17, 2017 and terminate on September 29, 2018 and will automatically renew for subsequent one year terms for the duration of the grant.

**ATTACHMENTS**

Attachment 1- ACC Interlocal Agreement

**RESOURCE PERSONNEL**

Craig Zimmerman	281-478-3684	craig.zimmerman@sjcd.edu
Lydia Chavez-Garcia	281-476-1815	lydia.chavezgarcia@sjcd.edu
Tomoko Olson	281-998-6146	tomoko.olson@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu

**INTERLOCAL AGREEMENT**

This Interlocal Agreement (“Agreement”) is by and between the **SAN JACINTO COMMUNITY COLLEGE DISTRICT**, a public community college district established under Chapter 130 of the Texas Education Code and political subdivision of the State of Texas (“SJCCD”) and **ALVIN COMMUNITY COLLEGE**, a public community college established under Chapter 130 of the Texas Education Code and political subdivision of the State of Texas (“ACC”), collectively “Parties”, effective November 17, 2017.

**RECITALS**

**WHEREAS**, the Parties are local governments and are subject to the procurement laws for junior colleges and community colleges of the State of Texas; and

**WHEREAS**, pursuant to Chapter 44, Subchapter B of the Texas Education Code, the Parties may enter an interlocal agreement as an authorized method for the contracting for purchase or lease of supplies, equipment, materials, and other commodities and services (collectively “Contracted Purchases”); and

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

**NOW, THEREFORE**, the parties agree as follows:

**BACKGROUND:** The healthcare industry has a continual need to increase the number of skilled workers certified and trained to add to the applicant pool for the hire of qualified workers. San Jacinto Community College District is the recipient of a Funding Opportunity titled: Health Profession Opportunity Grant from the Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Family Assistance (OFA), Award No. 90FX0035-01-00 (Grant Program Title – Health Career Pathways Partnership). The Health Profession Opportunity Grant (HCPP) program is a demonstration project, funded by the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services, for Temporary Assistance for Needy Families (TANF) recipients and other low-income individuals. SJCCD and ACC are executing this Interlocal Agreement for the purpose of creating and delivering an effective strategy to provide healthcare training to individuals that meet the eligibility and target populations required by the funding agency.

## **AGREEMENT**

1. **Incorporation.** The above recitals are incorporated as part of the Agreement between the parties.

2. **Reserved.**

3. **Administration.** No separate and distinct legal entity shall be created to conduct this undertaking.

4. **Duration and Termination.** This Agreement shall commence as of November 17, 2017, and shall continue through September 29, 2018 or at the election of either party upon fifteen (15) days written notice to the other party.

5. **Compliance with Applicable Laws.** ACC agrees to comply with all applicable laws relating to procurement of the Contracted Purchases.

6. **Reserved.**

7. **Compensation; Fees.** As consideration for the services satisfactorily provided by ACC, SJCCD will pay ACC on a monthly basis billable on a per student basis for training. ACC shall document student training cost with a cost per student breakdown and with supporting documents of attendance in a course/program.

8. **General Provisions.**

a. This Agreement supersedes all prior verbal and written agreements and understandings between the parties with respect to the subject matter contained herein.

b. This Agreement shall not be altered, changed or amended except by written revision or addendum executed by both parties.

c. This Agreement and all performance hereunder shall be governed by and interpreted in accordance with the laws of the State of Texas without regard to its choice of law or conflicts of law provisions. Exclusive and mandatory venue for any action to enforce the provisions of this Agreement shall lie in a court of competent jurisdiction in Harris County, Texas.

d. If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegality, or unenforceable provision had never been contained in it.

e. Neither party waives or relinquishes any governmental, official, or other immunity or defense on behalf of itself, its officers, employees, and agents as a result of its execution of this Agreement or the performance under this Agreement.

f. This Agreement and all activities under this Agreement are solely for the benefit of

the parties and nothing contained herein should be construed or operate to create any third party rights including those of a third party beneficiary.

g. This Agreement may be executed in identical separate counterparts, each of which shall be deemed an original for all purposes. The parties also agree that facsimile signatures shall have the same effect as original signatures.

The Parties agree as follows:

**San Jacinto Community College District Obligations:**

In accordance with the requirements stipulated in the Health and Human Services Health Career Pathway Partnership (HCPP) Grant Award, # 90FX0035-01-00 Grant, SJCCD will perform the functions necessary to provide the following services:

1. Provide healthcare-related and grant-related training program information and material to ACC.
2. Enroll eligible recruits referred from ACC and Texas Workforce Solutions offices into SJCCD's HCPP program and provide training and resources in accordance with the HCPP grant requirements.
3. Develop methods to track and report outputs and outcomes to meet HCPP requirements.
4. SJCCD will input referral for Personal Logistics Supports received by participants from ACC into Participant Accomplishment and Grant Evaluation System (PAGES).
5. SJCCD will assign a staff member to monitor activities performed. Monitoring to include site visits and reporting of services rendered.
6. Provide meeting space for recruitment and employment placement events as well as space for grant-related meetings and training.
7. Follow the recruitment and training model below:
  - a. SJCCD works to identify incumbent workers to be determined eligible for the HCPP grant.
  - b. SJCCD works to disseminate information to community to recruit eligible participants for the HCPP grant
  - c. SJCCD processes applications and performs HCPP required random assignment of all eligible participants.
  - d. SJCCD provides health care training programs including course work and standard licensure required clinical(s) to 250 eligible students.
  - e. Instructors and preceptors recommend students participate in the healthcare grant programs available by ACC.
  - f. ACC reviews and will consider in accordance with ACC's Non-Discrimination Policy qualified Students who apply for participation in the program.
8. Provide training to 250 eligible randomly assigned recruits from the community and ACC contacts according to HCPP grant guidelines.
9. Review with ACC challenges and best practices to meet the deliverables of the HCPP Grant. Review and document joint and individual practices and focus on continued improvement.

**Alvin Community College Obligations:**

1. Assign a point of contact to work with SJCCD point of contact to execute deliverables.
2. Receive and process participant information for inclusion in HCPP programs.
3. ACC agrees to support HCPP objectives and will consider in accordance with ACC's Non-Discrimination Policy qualified Students who apply for training through the grant program.
4. Provide meeting space and training space, based on availability, for the purpose of recruitment sessions, orientations, interviews, and information sharing to HCPP program participants and partners.
5. Support and provide the systems and data needed to SJCCD required for the success of the SJCCD HCPP program.
6. All training will take place within the ACC's service area a documented first right of refusal will be provided with the billing for any training outside of the service area.
7. Cooperation with federal evaluation and/or its designated contractor(s) including the implementation of random assignment. Please include the following language:

The recipient will abide by all required evaluation protocols, as described and established by Office of Family Assistance (OFA) and Office of Planning, Research, and Evaluation (OPRE). These protocols may include but are not limited to:

- a. Collection of uniform data elements and timely entry into the Participant Accomplishment and Grant Evaluation System (PAGES);
- b. Participation in quality control activities to improve data quality, as needed;
- c. Adherence to data security and privacy procedures;
- d. Facilitation of random assignment of eligible individuals;
- e. Adherence to the results of random assignment of eligible individuals and program components
- f. Implementation and experimental test of enhanced program component(s) if selected (and not offering those services if not selected);
- g. Facilitation of informed consent procedures; and
- h. Compliance with other evaluation – related requirements.
- i. Ensure that all written or electronic documents or recruitment materials are provided and/or approved by SJCCD's point of contact. Materials developed must contain the funding statement, disclaimer, and HCPP logo and be sent to San Jacinto Community College District for approval prior to distribution. Electronic media must also contain the above elements, as well as links to the official funding agency website and social media accounts.

Written materials must include the following funding and disclaimer statement, along with the Health Profession Opportunity Grant (HPOG) logo: "This document was supported by Grant #90FX0035-01-00 from the Administration for Children and Families, U.S. Department of Health & Human Services (HHS). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of HHS." For instances where space or time is an issue, such as a radio or small newspaper ad, a condensed version of the above may be used (e.g., "Grant funding supported by the Administration

for Children and Families and contents are solely the responsibility of the authors.”)

Recruitment materials in use by grantees that are part of random assignment, Impact Study, must also include the following statement “HPOG is a study funded by the federal government which is being conducted to determine how these training opportunities help people improve their skills and find better jobs. During the study, all new eligible applicants will be selected by lottery to participate in these training opportunities. Not all eligible applicants will be elected to participate in these opportunities.”

Notwithstanding the foregoing, SJCCD must also send marketing/ recruitment materials to the designated local evaluation team lead for approval prior to usage.

8. Compliance with funding agency requirements including
  - a. Grant funds cannot be used as wages.
  - b. Resumes of key personnel must be sent to OFA for prior approval.
  - c. Ensure compliance with certifications SF-424B Assurances and Certification Regarding Lobbying.
  - d. Documents created by contractors must contain the funding statement, disclaimer, and HPOG logo and be sent to OFA for prior approval. Electronic media must also contain the above elements, as well as links to the official HPOG website and social media accounts.

9. Points of Contact:

Alvin Community College

Leigh Davis  
Director, CE Healthcare Programs  
3110 Mustang Road  
Alvin, TX 77511  
281-756-3806  
[ldavis@alvincollege.edu](mailto:ldavis@alvincollege.edu)

Stacy Ebert  
Director, Allied Health  
3110 Mustang Road, S108A  
Alvin, TX 77511  
281-756-5660  
[sebert@alvincollege.edu](mailto:sebert@alvincollege.edu)

Debra Fontenot  
Director, Nursing  
3110 Mustang Road, S108B  
Alvin, TX 77511  
281-756-5611  
[sebert@alvincollege.edu](mailto:sebert@alvincollege.edu)

San Jacinto Community College District  
 Lydia Chavez-Garcia  
 8060 Spencer Hwy, C-1.207  
 Pasadena, TX 77505  
 281-476-1815  
[lydia.chavezgarcia@sjcd.edu](mailto:lydia.chavezgarcia@sjcd.edu)

10. Proposed training, cost, and estimated number of expected students to serve during the contract period. ACC does not guarantee the number of students that will participate.

<b>Program</b>	<b>Cost (in district)</b>	<b>Number of Students</b>	<b>Total (in district)</b>
Certified Nursing Assistant (CNA)	\$1,302	10	\$13,020
Phlebotomy	\$1,782	3	\$5,346
Dental Assistant	\$5,485	2	\$10,970
Medical Assistant	\$3,801	3	\$11,403
Medical Office Billing and Coding	\$2,094	3	\$6,282
Medication Aide for CNA	\$1,664	2	\$3,328
Pharmacy Tech	\$4,868	3	\$14,604
Polysomnography	\$2,631	3	\$7,893
Respiratory Care	\$3,459	3	\$10,377
Emergency Medical Technician (EMT)	\$3,124	3	\$9,372
Neurodiagnostic Technician (NDT)	\$3,547	3	\$10,641
Diagnostic Cardiovascular Sonography (DCVS)	\$4,429	2	\$8,858
Associate Degree Nursing (ADN)	\$3,036	3	\$9,108
Nursing Transition	\$2,743	2	\$5,486
Vocational Nursing (VN)	\$2,772	3	\$8,316
<b>Total</b>		<b>48</b>	<b>\$135,004</b>

11. Electronic media must also contain the above full funding statement, disclaimer, evaluation statement, and logo, as well as links to the official HPOG website and social media accounts.
12. Refer students and other potential applicants to SJCCD for guidance through the eligibility determination process.
13. With SJCCD, review with partners challenges and best practices to meet the deliverables of the HHS HCPP Grant. Review and document joint and individual practices and focus on continued improvement.

EXECUTED as of the EFFECTIVE DATE:

**SAN JACINTO COMMUNITY COLLEGE DISTRICT**

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

**ALVIN COMMUNITY COLLEGE**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Christal M. Albrecht  
President



**Action Item “XII”**  
**Regular Board Meeting November 6, 2017**  
**Consideration of Approval of Policy II.2001.A: Substantive**  
**Change – Second Reading**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a revision and update to the College’s Policy II.2001.A, Substantive Change, formerly designated as Policy VI-GG: Substantive Change.

**BACKGROUND**

Policy VI-GG was approved by the Board of Trustees on July 15, 2013, with policy revisions approved by the Board on March 3, 2014. This policy reflects the substantive change requirements of the Southern Association of College and Schools Commission on Colleges (SACSCOC). The supporting procedures were received as an informational item by the Board on March 3, 2014.

The revisions to the policy are recommended to establish the new policy format and to reflect the strengthened College practices for monitoring and reporting substantive changes as required by SACSCOC. The policy reflects that the Board will be notified of substantive changes.

Two associated procedures on monitoring and reporting have been developed to support implementation of the policy. These procedures are attached for informational purposes. The prior procedure (3-24) will be updated with these new procedures.

**IMPACT OF THIS ACTION**

The updated policy and procedures were sent to the College community on September 29, 2017 through October 13, 2017. One comment was received regarding a grammatical error which has been corrected in this version.

**BUDGET INFORMATION**

No budgetary impact.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy VI-GG Substantive Change (current policy)
- Attachment 3 – Policy II.2001.A, Substantive Change (proposed policy)

**Action Item “XII”**  
**Regular Board Meeting November 6, 2017**  
**Consideration of Approval of Policy II.2001.A: Substantive**  
**Change – Second Reading**

Informational items only:

Attachment 4 – Procedure 3-24 Substantive Change (current procedures will be replaced with proposed procedures on monitoring and reporting)

Attachment 5 – Procedure II.2001.A.a, Monitoring Substantive Change

Attachment 6 – Procedure II.2001.A.b, Reporting Substantive Change

**RESOURCE PERSONNEL**

Laurel Williamson

281-998-6184

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Chris Duke

281-998-6128

chris.duke@sjcd.edu

## Policies and Procedures Summary of Changes

New Policy Number: II.2001.A

Proposed Policy Name: Substantive Change

Current Policy Number/Name: VI-GG Policy on Substantive Change

New Procedure Number: II.2001.A.a & II.2001.A.b

Proposed Procedure Name(s): Monitoring Substantive Change (II.2001.A.a)  
Reporting Substantive Change (II.2001.A.b)

Current Procedure Number(s)/Name(s): 3-24 Substantive Change

Action Recommended for Policy: Revised

Action Recommended for Procedures: One Revised, One New.

Web Links: <http://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/policy-vi-gg-policy-substantive-change>

<http://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-3-24-substantive-change>

Primary Owner: Deputy Chancellor and President

Secondary Owner: College-designated liaison to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

### Summary of Changes:

- Policy revisions provide for establishing the new policy format and clarifying that the Board of Trustees will be notified of substantive changes submitted to SACSCOC.
- Procedure 3-24 is substantially replaced with the two new procedures on monitoring and reporting substantive change.
- Procedure for Reporting Substantive Change (document). Rather than copying and pasting the SACSCOC procedures into our procedures, this says (1) we follow all reporting procedures required by the SACSCOC substantive change policy and (2) we will document our process for determining that a change is not a substantive change. We report all substantive changes, and we will have documentation of changes we did not submit to SACSCOC in the form of substantive change evaluation forms (which is positive evidence of our compliance with the policy when we have decided something is NOT a change).
- Procedure for Monitoring Substantive Change (document). This assigns all of the different types of substantive change identified by SACSCOC to several different teams/councils/offices within the College. Each is charged with monitoring internal planning, etc. for prospective substantive changes; when a potential sub change is detected, each entity is responsible for looping our liaison into the discussion for reporting purposes. It specifies that the liaison's office will provide training to those groups.

# Policy VI-GG: Policy on Substantive Change

San Jacinto College (the College) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The Board of Trustees and administration are committed to full compliance with the SACSCOC's Principle of Integrity, Core Requirements, Comprehensive Standards, policies, and additional Federal Requirements. The purpose of this policy is to ensure continuous compliance with current SACSCOC's Comprehensive Standards related to substantive changes and the Policy on *Substantive Change for Accredited Institutions of the Commission on Colleges*.

When the College significantly modifies or expands its scope, changes the nature of its affiliation or its ownership, or merges with another institution, it will notify SACSCOC of the substantive change.

The College notifies the SACSCOC of changes in accordance with the substantive change policy and, when required, seeks approval prior to the initiation of changes.

Substantive change includes the following categories:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus, or institution
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs

The Strategic Leadership Team or its designees is responsible for the development, dissemination, implementation, monitoring, and regular evaluation of procedures to ensure compliance with this policy. The accreditation liaison is responsible for monitoring College activities and informing the chancellor of the possible need for a notification of substantive change to SACSCOC and program developments in accord with the substantive change policy. The Board of Trustees will be notified of and consulted in activities qualifying as a substantive change. Compliance with this policy and associated procedures is mandatory.

Attachment 2

<b>Policy #:</b>	<b>VI-GG</b>
<b>Policy Name:</b>	<b>Policy on Substantive Change</b>
<b>Pages:</b>	<b>2</b>
<b>Adopted Date:</b>	<b>July 15, 2013</b>
<b>Revision/Reviewed Date:</b>	<b>March 31, 2014</b>
<b>Effective Date:</b>	<b>July 15, 2013 and March 31, 2014</b>
<b>Associated Procedure:</b>	<b>3-24</b>

## **Policy II.2001.A, Substantive Change**

### **Purpose**

The Policy on Substantive Change outlines requirements for the College to comply with the Southern Association of College and Schools Commission on Colleges (SACSCOC) substantive change policy.

### **Policy**

The College will notify SACSCOC of changes or seek approval prior to the initiation of changes in accordance with the SACSCOC substantive change policy and procedures. The College will develop and maintain procedures to ensure that substantive changes are reported in a timely manner to SACSCOC. The procedures will include methods for proactively monitoring and evaluating changes within the College relative to the requirements of the SACSCOC substantive change policy.

The Strategic Leadership Team or its designees is responsible for the development, dissemination, implementation, monitoring, and regular evaluation of procedures to ensure compliance with this policy. The accreditation liaison is responsible for monitoring College activities and informing the chancellor of the possible need for a notification of substantive change to SACSCOC and program developments in accord with the substantive change policy. The Board of Trustees will be notified of substantive changes submitted to SACSCOC. Compliance with the policy and associated procedures is mandatory.

### **Definitions**

**Substantive change:** a significant modification or expansion of the nature and scope of an accredited institution. The SACSCOC's substantive change policy includes the following as institutional changes that must be reported:

- any change in the established mission or objectives of the institution;
- any change in legal status, form of control, or ownership of the institution;
- the addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated;
- the addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation;
- a change from clock hours to credit hours;
- a substantial increase in the number of clock or credit hours awarded for successful completion of a program;
- the establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program;
- the establishment of a branch campus;
- closing a program, off-campus site, branch campus or institution;
- entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution;

Attachment 3

- acquiring another institution or a program or location of another institution;
- adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution, and
- entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs.

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

**Procedures**

Procedure II.2001.A.a, Monitoring Substantive Change

Procedure II.2001.A.b, Reporting Substantive Change

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Date of Board Approval	Anticipated November 6, 2017
Effective Date	Anticipated November 7, 2017
Primary Owner	Deputy Chancellor and President
Secondary Owner	College-designated liaison to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

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# Procedure 3-24: Substantive Change

## 1. Training

Through comprehensive and regular training of key employees, plus timely and accurate reporting to the Strategic Leadership Team (SLT), San Jacinto College will comply with the SACSCOC policies on substantive change.

The SACSCOC Liaison will hold periodic training on substantive change policies of the commission. The target audience for the training will be department chairs, deans, directors of dual credit, Vice President for Distance Education, Vice President for Continuing and Professional Development, and leaders of the curriculum development process. The content of this training will be the basic requirements for SACSCOC prior notice and prior approval for substantive changes in programs and teaching sites. The table below summarizes the topics that require prior notice or approval.

## 2. Internal Reporting

Timely and accurate internal reporting will happen through a process whereby college administration will send these changes that may require prior notice or approval to the SLT through the SACSCOC Liaison.

## 3. Review

The SACSCOC Liaison will convene a task force to consider the suggested substantive changes. The task force will include administrators who are familiar with recent curriculum changes, recent changes in off campus teaching locations, recent program proposals from the Workforce and Economic Development Council, provosts, and other officials who will have direct knowledge of substantive changes.

## 4. Recommendation

After the consideration of the possible substantive change by the task force, the SACSCOC Liaison will make a recommendation to the Deputy Chancellor/President of the College and prepare a draft letter, program notification, and relevant prospectuses, as required. The Deputy Chancellor/President of the College will then present recommendations to the Chancellor (or SLT). The Board of Trustees will be informed by the Chancellor of any items requiring action by the Board.

Type of Change	Prior Notice Required	Timing of Notice	Prior Approval Required and Documentation
<b>Adding coursework or a program at a different level than currently approved</b>	NA	NA	Yes. Application for Level Change due April 15 or September 15
<b>Expanding at current degree level which results in a significant departure from current programs</b>	Yes	Six months before implementation	Yes. Prospectus



Attachment 4

<b>Starting a branch campus</b>	Yes	Six months before implementation	Yes. Prospectus
<b>Short notice certificate at employer's request:</b>			
<ul style="list-style-type: none"> <li>• Using existing approved courses</li> </ul>	NA	NA	NA
<ul style="list-style-type: none"> <li>• Previously approved program but at a new off-campus site</li> </ul>	NA	NA	NA
<ul style="list-style-type: none"> <li>• Significant departure from previously approved programs</li> </ul>	NA	NA	Yes. Modified Prospectus
	Yes	Prior to implementation	Yes. Modified Prospectus
<b>Starting other certificate programs:</b>			
<ul style="list-style-type: none"> <li>• Using existing approved courses</li> </ul>	NA	NA	NA
<ul style="list-style-type: none"> <li>• Previously approved program but at a new off-campus site</li> </ul>	NA	NA	NA
<ul style="list-style-type: none"> <li>• Significant departure from previously approved programs</li> </ul>	NA	NA	Yes. Prospectus
	Yes	Six Months before implementation	Yes. Prospectus

Attachment 4

<b>Significant alteration of institutional educational mission</b>	NA	NA	Yes. Contact Commission Staff
<b>Joint or dual degrees with another institution:</b>			
<ul style="list-style-type: none"> <li>• <b>Joint program with another SACSCOC-accredited institution</b></li> </ul>	Yes	Prior to implementation	No. The institution must submit a copy of the signed agreement and contact information for each institution.
<ul style="list-style-type: none"> <li>• <b>. . . with an institution not accredited by SACSCOC</b></li> </ul>	Yes	Six months before implementation	Yes. Prospectus
<ul style="list-style-type: none"> <li>• <b>Dual Programs</b></li> </ul>	Yes	Prior to implementation	No. The institution must submit a copy of the signed agreement and contact information for each institution.
<b>New Off-Campus site (Early College High School or Dual Enrollment offered at a high school)</b>			
<ul style="list-style-type: none"> <li>• <b>. . . student can obtain 50% or more credits toward program</b></li> </ul>	NA	NA	Yes. Prospectus
<ul style="list-style-type: none"> <li>• <b>. . . student can obtain 25-49% of credits</b></li> </ul>	Yes	Prior to implementation	NA Letter of notification
<ul style="list-style-type: none"> <li>• <b>. . . student can obtain 24% or less of credits</b></li> </ul>	NA	NA	NA
<b>Expanding program offerings at previously approved off-campus sites</b>	NA	NA	NA
<b>Altering significantly the length of a program</b>	NA	NA	Yes. Prospectus
<b>Starting a distance learning program</b>			

Attachment 4

<ul style="list-style-type: none"> <li>• <b>Offering 50% or more of a program for the first time</b></li> </ul>	NA	NA	Yes. Prospectus
<ul style="list-style-type: none"> <li>• <b>Offering 25-49%</b></li> </ul>	Yes	Prior to implementation	No. Letter of notification
<ul style="list-style-type: none"> <li>• <b>Offering 24% or less</b></li> </ul>	NA	NA	NA
<b>Program or courses offered through a contractual agreement or consortium</b>	Yes	Prior to implementation	No. Letter of notification and copy of signed agreement
<b>Entering into a contract with an institution that is not DOE certified to participate in Title IV programs:</b>			
<ul style="list-style-type: none"> <li>• <b>If the other institution provides 25% or more of a program offered by the COC-accredited institution</b></li> </ul>	NA	NA	Yes. Prospectus
<ul style="list-style-type: none"> <li>• <b>If the other institution provides less than 25% of a program offered by the accredited institution</b></li> </ul>	Yes	Prior to implementation	NA Copy of the signed agreement
<b>Initiating a merger or consolidation with another institution</b>	Yes	Six months	Yes. Prospectus: Due dates April 15 and September 15
<b>Changing governance, ownership, control, or legal status</b>	Yes	Six months	Yes. Prospectus: Due dates April 15 and September 15
<b>Relocating a main or a branch campus</b>	Yes	Six months	Yes. Prospectus: Due dates April 15 and September 15

Attachment 4

<b>Moving an off-campus site serving the same geographic area</b>	Yes	Prior to implementation	NA Letter of notification with new address and starting date
<b>Changing from clock to credit hours</b>	NA	NA	Yes. Justify reasons for change, indicated calculation of equivalency, and other pertinent information
<b>Beginning “Degree Completion Programs”</b>	NA	NA	Yes. Prospectus
<b>Closing a program, at an off-campus site, branch campus, or main campus</b>			
<ul style="list-style-type: none"> <li>• <b>Institution will teach out its own students</b></li> <li>• <b>Teach-Out Agreement with another institution</b></li> </ul>	Yes	Immediately following decision to close	Yes. Description of teach-out plan included with the letter of notification
	Yes	Immediately following decision to close	Yes. Description of teach-out plan, copy of signed teach-out agreement detailing terms included with the notification
<b>Acquiring any program or site from another institution</b>	Yes	Six months	Yes. Prospectus
<b>Adding a permanent site where the institution is conducting a teach-out for students from another institution which is closing</b>	Yes	Six months	Yes. Prospectus

**Substantive Change Report Form**

Your name: \_\_\_\_\_ Date: \_\_\_\_\_

Your Title: \_\_\_\_\_ Campus: \_\_\_\_\_

Telephone # \_\_\_\_\_

The nature of the substantive change that you are reporting is:

\_\_\_\_\_ offer new courses or a new program, certificate or degree, on one of the college campuses

\_\_\_\_\_ offer new courses or a new program, certificate or degree, on one of the college campuses that is/are significantly different from existing programs that the college offers

\_\_\_\_\_ open a new location for teaching credit classes

\_\_\_\_\_ offer dual credit or other college courses at an area high school

\_\_\_\_\_ increase the offerings at location other than one of the college campuses that will increase the offerings from less than 25% to 25-49% of an award

\_\_\_\_\_ increase the offerings at location other than one of the college campuses that will increase the offerings from less than 50% to 50% or more of an award

\_\_\_\_\_ offer courses or program at a level other than certificate or associate's degree

\_\_\_\_\_ offer courses or a program through a dual or joint agreement, contract, or consortium with another institution

\_\_\_\_\_ move the location of an approved off-campus site to a new site

\_\_\_\_\_ change a program from clock to credit hours

\_\_\_\_\_ close a program

Name or description of the program: \_\_\_\_\_

\_\_\_\_\_

The target implementation date for this substantive change: \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

Department Chair/Date

Attachment 4

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Director/Dean/VP/Provost/Date

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Vice President for Accreditation and Special Initiatives/SACSCOC Liaison

Forwarded to Deputy Chancellor/President of the College date: \_\_\_\_\_

Recommendation:

<b>Procedure #:</b>	<b>3-24</b>
<b>Procedure Name:</b>	<b>Procedure on Substantive Change</b>
<b>Pages:</b>	<b>6</b>
<b>Adopted Date:</b>	<b>March 3, 2014</b>
<b>Revision/Reviewed Date:</b>	<b>March 3, 2014</b>
<b>Effective Date:</b>	<b>March 3, 2014</b>
<b>Associated Policy:</b>	<b>VI-GG</b>

## **Procedure II.2001.A.a, Monitoring Substantive Change**

### **Associated Policy**

Policy II.2001.A, Substantive Change

### **Procedures**

1. To ensure comprehensive monitoring of changes to College operations that may represent a “substantive change” as defined by the SACSCOC “Substantive Change for SACSCOC Accredited Institutions, Policy Statement,” the College’s liaison to SACSCOC in collaboration with the SLT identifies specific leadership teams, office, or personnel to be responsible for reporting prospective changes to and consulting with the College’s SACSCOC liaison to initiate the process of reporting a substantive change to SACSCOC.

Each identified leadership team, office, or personnel will be responsible for types of substantive change that are within their scope of responsibility. The leadership team, office, or personnel and the types of substantive change which they are responsible for monitoring include the following:

- a. Strategic Leadership Team
  - i. initiating coursework or programs at a different level than currently approved
  - ii. initiating a branch campus
  - iii. relocating a main or branch campus
  - iv. initiating a merger/consolidation with another institution
  - v. changing governance, ownership, control, or legal status of an institution
  - vi. acquiring any program or site from another institution
  - vii. adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing
  - viii. adding a site under a U.S. military contract for a previously approved program
  - ix. altering significantly the educational mission of the institution
  - x. moving an off-campus instructional site (serving the same geographic area)
  - xi. closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students
  - xii. closing a program, approved off-campus site, branch campus, or institution where the institution plans contracts with another institution(s) to teach-out students (Teach-out Agreement)

- b. Instructional Deans’ Council

## Attachment 5

- i. initiating off-campus sites where student can obtain 50% or more credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)
- ii. expanding a current degree level (significant departure from current programs)
- iii. expanding program offerings at previously approved off-campus sites by adding programs that ARE significantly different from current programs at the site AND at the institution
- iv. initiating degree completion programs
  - v. entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides 25% or more of an educational program offered by the SACSCOC accredited institution
- vi. initiating dual or joint degrees involving program expansion (significant departure) or initiating a new site where student can obtain 50% or more credits toward a program
- vii. initiating dual or joint degree with at least one institution not accredited by SACSCOC
- viii. initiating a direct assessment competency-based program
  - ix. initiating a certificate program at a new off-campus site at employer's request and on short notice (previously approved program)
  - x. initiating a certificate program that is a significant departure from previously approved programs at employer's request and on short notice
  - xi. adding a site under a U.S. military contract for a previously approved program
  - xii. altering significantly the length of a program
- xiii. changing from clock hours to credit hours
- xiv. initiating dual or joint degrees with other SACSCOC accredited institutions
- xv. initiating programs or courses offered through contractual agreement or consortium
- xvi. entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides less than 25% of an educational program offered by the SACSCOC accredited institution
- xvii. initiating off-campus sites where student can obtain 25-49% of credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)
- xviii. closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students
- xix. closing a program, approved off-campus site, branch campus, or institution where the institution plans contracts with another institution(s) to teach-out students (Teach-out Agreement)



Attachment 5

- xx. initiating a certificate program at employer's request and on short notice using existing approved courses and location
  - xxi. initiating certificate program (not at employer's request and not on short notice) using existing approved courses and location
  - xxii. initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school) where student can obtain 24% or less of credits toward a program
  - xxiii. expanding program offerings at previously approved off-campus sites by adding programs that ARE NOT significantly different from the current programs at the site
  - xxiv. expanding program offerings at previously approved off-campus sites by adding approved programs that ARE significantly different from current programs at the site but NOT at the institution
- c. Educational Partnerships Office
- i. initiating off-campus sites where student can obtain 50% or more credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)
  - ii. expanding program offerings at previously approved off-campus sites by adding programs that ARE significantly different from current programs at the site AND at the institution
  - iii. initiating off-campus sites where student can obtain 25-49% of credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)
  - iv. initiating off-campus sites (including Early College High School and dual enrollment programs offered at the high school) where student can obtain 24% or less of credits toward a program
- d. Fiscal Affairs and Contracts & Purchasing Office
- i. entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides 25% or more of an educational program offered by the SACSCOC accredited institution
  - ii. adding a site under a U.S. military contract for a previously approved program
  - iii. initiating programs or courses offered through contractual agreement or consortium
  - iv. entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides less than 25% of an educational program offered by the SACSCOC accredited institution
  - v. closing a program, approved off-campus site, branch campus, or institution where the institution plans contracts with another institution(s)

to teach-out students (Teach-out Agreement)

- e. Articulation and Transfer Council
    - i. initiating dual or joint degrees involving program expansion (significant departure) or initiating a new site where student can obtain 50% or more credits toward a program
    - ii. initiating dual or joint degree with at least one institution not accredited by SACSCOC
    - iii. initiating dual or joint degrees with other SACSCOC accredited institutions
  
  - f. The following types of substantive change may only occur one time; since the College has previously reported distance learning related substantive change, these types of substantive change do not require monitoring.
    - i. initiating distance learning by offering 50% or more of the first program for the first time
    - ii. initiating distance learning by offering 25-49% of the first program for the first time
    - iii. initiating distance learning by offering 24% or less of any program for the first time
2. Each leadership team, office, or personnel will report and consult with the College’s SACSCOC liaison regarding a prospective change immediately upon becoming aware of the internal discussions and planning regarding the prospective change.
3. The College’s liaison to SACSCOC or designee will provide training annually to each leadership team, office, or personnel identified previously within this procedure. Training may also be provided subsequent to changes in the membership of teams or offices or to personnel changes. The training for each group will include an overview of substantive change and a focus on the specific types of substantive change for which the leadership team, office, or personnel is responsible.

**Definitions**

**Substantive change:** a significant modification or expansion of the nature and scope of an accredited institution.

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Date of SLT Approval	September 18, 2017
Effective Date	Anticipated November 7, 2017
Associated Policy	Policy II.2001.A, Substantive Change

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Attachment 5

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Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and President
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Secondary Owner of Policy Associated with the Procedure	College-designated liaison to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
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**Procedure II.2001.A.b, Reporting Substantive Change**

**Associated Policy**

Policy II.2001.A, Substantive Change

**Procedures**

1. The College’s liaison to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), following approval by the Deputy Chancellor, will report substantive changes to SACSCOC according to the procedures defined in the SACSCOC “Substantive Change for SACSCOC Accredited Institutions, Policy Statement” available online via the SACSCOC website.
  
2. A College determination that a change does not constitute a substantive change as defined by the SACSCOC substantive change policy statement will be documented by an internal, “Substantive Change Evaluation” form. The College will consider a substantive change evaluation form to be internal substantive change report; the substantive change evaluation form may include but is not limited to:
  - “Significant Departure” of New Credential or Courses
  - Program Closure

**Definitions**

**Substantive change:** a significant modification or expansion of the nature and scope of an accredited institution.

Date of SLT Approval	September 18, 2017
Effective Date	Anticipated November 7, 2017
Associated Policy	Policy II.2001.A, Substantive Change
Primary Owner of Policy Associated with the Procedure	Deputy Chancellor and President
Secondary Owner of Policy Associated with the Procedure	College-designated liaison to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

**Action Item “XIII”**  
**Regular Board Meeting November 6, 2017**  
**Consideration of Policy VII.7000.A: Electioneering – Second Reading**

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve revisions to Policy VII.7000.A, Electioneering, formerly designated as Policy 2-19.

### **BACKGROUND**

Policy 2-19 was approved by the Board on October 10, 2016. The supporting procedures were received by the Board as an informational item on October 10, 2016. This policy reflects the priority use of the College’s facilities is primarily focused on educational purposes and student related services. The College has facilities that are sometimes requested to be used as polling locations in local, state, and national elections. To properly manage the requests for polling locations, it is prudent to establish a Board approved policy and related procedures to govern the requests and permitted uses.

### **IMPACT OF THIS ACTION**

The revisions to this policy are to establish the new policy format. Procedures are not approved by the Board but are included for informational purposes. The purpose of the policy and associated procedures are to establish Board policy and procedures to govern the use of College facilities for the purpose of election activities.

The updated policies and procedures were sent to the College community for comments and clarification on September 29, 2017 through October 13, 2017. Four comments were received from members of the College community. Based on the feedback, changes were made to the procedures only. One definition was added to clarify the meaning of “polling place” and a bullet was added to clarify who is responsible for removal of campaign signage.

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

None anticipated.

### **MONITORING AND REPORTING TIMELINE**

Upon approval, the College’s Election Administrator will assume immediate responsibility for monitoring any future use of facilities for election purposes relating to this policy or related procedures.

### **ATTACHMENTS**

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy 2-19, Policy on Electioneering (current policy)
- Attachment 3 – Policy VII.7000.A, Electioneering (proposed policy)
- Attachment 4 – Procedures 2-19-a, Procedures on Electioneering (current procedures)
- Attachment 5 – Procedure VII.7000.A.a, Electioneering (proposed procedures)

**Action Item "XIII"**  
**Regular Board Meeting November 6, 2017**  
**Consideration of Policy VII.7000.A: Electioneering – Second Reading**

**RESOURCE PERSONNEL**

Teri Crawford	281-998-6151	teri.crawford@sjcd.edu
Ginger Lambert	281-998-6183	ginger.lambert@sjcd.edu

## Policies and Procedures Summary of Changes

New Policy Number: VII.7000.A

Proposed Policy Name: Electioneering

Current Policy Number/Name: Policy on Electioneering 2-19

New Procedure Number: VII.7000.A.a

Proposed Procedure Name(s): Electioneering

Current Procedure Number(s)/Name(s): 2-19-a Procedures on Electioneering

Action Recommended for Policy: Revised

Action Recommended for Procedures: Revised

Web Links:

<http://www.sanjac.edu/policy-2-19-policy-electioneering>

<http://www.sanjac.edu/procedure-2-19-procedures-electioneering>

Primary Owner: Vice Chancellor, Marketing, Public Relations, Government Affairs

Secondary Owner: Vice Chancellor, Fiscal Affairs

### Summary of Changes:

- Definition for “polling place” added to procedures
- Bullet added to clarify who is responsible for removing campaign signage
- Changes to the policy included establishing the new format and adding the missing word, “who” on the fourth line of the paragraph under the “Purpose” paragraph. “...for those who will electioneer...”
- Changes to procedures to include information if the College facilities are used for election day as well as early voting. Added the following to bullet points.
  - Moved paragraph formerly under “definition” on Policy 2-19 to be the first statement in the procedures.
  - Changed wording in first bullet from “in” to “for”
  - Campaign signs and promotional materials must be removed by 6:00 a.m. the day following the last day of early voting, unless the polling location will also be used for Election Day.
  - If San Jacinto College is selected as a polling location for election day, campaign signs and promotional materials must be removed by 6:00 a.m. the day following the election date.
  - Added definition of electioneering
  - Added definition of electioneering marker

# Policy 2-19: Policy on Electioneering

## 1. INTRODUCTION

The facilities of San Jacinto Community College District exist to serve College purposes, including, but not limited to providing educational programs and services to students. These College purposes have priority over any other use of College facilities.

## 2. DEFINITION

The College may make its facilities available for use as a polling place in any election that covers territory in which the facilities are located. If more than one authority requests the use of the facility for the same day and simultaneous use is impractical, the College shall determine which authority may use the building.

## 3. GENERAL POLICY

The Board of Trustees authorizes the Chancellor to develop and implement electioneering procedures in accordance with the College's policies and standards.

<b>Policy #:</b>	<b>2-19</b>
<b>Policy Name:</b>	<b>Policy on Electioneering</b>
<b>Pages:</b>	<b>1</b>
<b>Adopted Date:</b>	<b>October 10, 2016</b>
<b>Revision/Reviewed Date:</b>	<b>September 13, 2016</b>
<b>Effective Date:</b>	<b>October 11, 2016</b>
<b>Associated Procedure:</b>	<b>2-19-a</b>



**Policy VII.7000.A, Electioneering**

**Purpose**

The facilities of San Jacinto Community College District exist to serve College purposes, including, but not limited to providing educational programs and services to students. These College purposes have priority over any other use of College facilities. This policy addresses the use of facilities for those who will electioneer during early voting and Election Day voting if the College is selected as a polling location.

**Policy**

The Board of Trustees authorizes the Chancellor to develop and implement electioneering procedures in accordance with the College’s policies and standards.

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

**Procedures**

Procedure VII.7000.A.a, Electioneering

Date of Board Approval	Anticipated November 6, 2017.
Effective Date	Anticipated November 7, 2017.
Primary Owner	Vice Chancellor, Marketing, Public Relations, and Government Affairs
Secondary Owner	Vice Chancellor, Fiscal Affairs

# Procedure 2-19-a: Procedures on Electioneering

## 1. Introduction

The Board of Trustees authorizes the Chancellor to develop and implement electioneering procedures in accordance with the College's policies and standards.

## 2. Procedure

Regulations for Campaign Signage and Electioneering on College Property:

- Each candidate should be reasonable in the number of campaign signs and promotional materials placed on College property. The intent is that multiple candidates will be utilizing the same space. Campaign signs and promotional materials shall have back-to-back (two-sided) copy only (no three-dimensional, multiple-faced signs), shall not exceed four-square feet in size, with no dimensions greater than two feet, and shall not be displayed at a height greater than three feet above ground level measured from the top of the sign to the ground.
- Campaign signs and promotional materials may be displayed only by attachment to the ground; no signs may be attached to light poles, telephone poles, fences, pylons, fire hydrants, trees, other signs, or any other fixture or structure.
- Campaign signs and promotional materials must be placed in a manner that does not impair or impede in any way the use of parking lots, streets, roadways, driveways, sidewalks, walking paths, fire hydrants, or other similar conveyances or structures by the motoring public, pedestrians, or College students or employees. Signs must not be placed in any part of any driveway or parking space at a polling location.
- Campaign signs and promotional materials may not be placed closer to a polling location than the electioneering marker.
- Vehicles bearing campaign signs and promotional materials larger than a bumper sticker are prohibited from parking in the College parking lots serving polling location unless campaign supplies are in the process of being loaded or unloaded. Parking is scarce at polling locations so occupation of parking spaces by vehicles for the purpose of advertising, political or otherwise, will not be tolerated; such vehicles will be towed at the owner's expense.
- Canopies and oversized umbrellas (such as beach and patio umbrellas) are not allowed, except in a College approved designated location.
- Tables, chairs, and other such items and equipment must not impair or impede in any way the use of parking lots, streets, roadways, driveways, sidewalks, walking paths, fire hydrants, or other similar conveyances or structures by the motoring public, pedestrians, or College students and employees.
- Campaign signs and promotional materials may not be placed adjacent to early voting locations prior to the beginning of early voting for elections and runoff elections.
- Campaign signs and promotional materials must be removed by 6:00 a.m. the day following the last day of early voting.
- Campaign signs and promotional materials that are deemed to be a hazardous obstruction to traffic as determined by the Harris County Election Judge or San Jacinto College will be removed immediately.

## Attachment 4

- Campaign signs and promotional materials should be secured to prevent becoming flying objects in heavy winds/breeze. Loose items will be removed.
- Candidates or representatives must remain in the designated area only when engaged in campaigning activities.
- Candidates or representatives must not impair or impede in any way the use of parking lots, streets, roadways, driveways, sidewalks, or walking paths.
- Each candidate or candidate's representative will be allowed one warning in regard to the above listed procedures. Upon a second offense, the candidate or candidate's representative will be asked to vacate the premises along with all campaign signs and promotional materials.

<b>Procedure #:</b>	<b>2-19-a</b>
<b>Procedure Name:</b>	<b>Procedures on Electioneering</b>
<b>Pages:</b>	<b>2</b>
<b>Adopted Date:</b>	<b>October 10, 2016</b>
<b>Revision/Reviewed Date:</b>	<b>September 13, 2016</b>
<b>Effective Date:</b>	<b>October 11, 2016</b>
<b>Associated Policy:</b>	<b>Policy 2-19</b>

## **Procedure VII.7000.A.a, Electioneering**

### **Associated Policy**

Policy VII.7000.A, Electioneering

### **Procedures**

The College may make its facilities available for use as a polling place in any election that covers territory in which the facilities are located. If more than one authority requests the use of the facility for the same day and simultaneous use is impractical, the College shall determine which authority may use the building.

#### Regulations for Campaign Signage and Electioneering on College Property:

- Each candidate should be reasonable for the number of campaign signs and promotional materials placed on College property. The intent is that multiple candidates will be utilizing the same space. Campaign signs and promotional materials shall have back-to-back (two-sided) copy only (no three-dimensional, multiple-faced signs), shall not exceed four-square feet in size, with no dimensions greater than two feet, and shall not be displayed at a height greater than three feet above ground level measured from the top of the sign to the ground.
- Campaign signs and promotional materials may be displayed only by attachment to the ground; no signs may be attached to light poles, telephone poles, fences, pylons, fire hydrants, trees, other signs, or any other fixture or structure.
- Campaign signs and promotional materials must be placed in a manner that does not impair or impede in any way the use of parking lots, streets, roadways, driveways, sidewalks, walking paths, fire hydrants, or other similar conveyances or structures by the motoring public, pedestrians, or College students or employees. Signs must not be placed in any part of any driveway or parking space at a polling location.
- Campaign signs and promotional materials may not be placed closer to a polling location than the electioneering marker.
- Vehicles bearing campaign signs and promotional materials larger than a bumper sticker are prohibited from parking in the College parking lots serving polling locations unless campaign supplies are in the process of being loaded or unloaded. Parking is scarce at polling locations so occupation of parking spaces by vehicles for the purpose of advertising, political or otherwise, will not be tolerated; such vehicles will be towed at the owner's expense.
- Canopies and oversized umbrellas (such as beach and patio umbrellas) are not allowed, except in a College approved designated location.
- Tables, chairs, and other such items and equipment must not impair or impede in any way the use of parking lots, streets, roadways, driveways, sidewalks, walking paths, fire hydrants, or other similar conveyances or structures by the motoring public, pedestrians, or College students and employees.

Attachment 5

- Campaign signs and promotional materials may not be placed adjacent to early voting or Election Day voting locations prior to the beginning of early voting for elections and runoff elections.
- Campaign signs and promotional materials must be removed by 6:00 a.m. the day following the last day of early voting, unless the polling location will also be used for Election Day.
- If San Jacinto College is selected as a polling location for Election Day, campaign signs and promotional materials must be removed by 6:00 a.m. the day following the election date.
- Any campaign signage not removed by candidates or representation by the above deadlines will be discarded.
- Campaign signs and promotional materials that are deemed to be a hazardous obstruction to traffic as determined by the Harris County Election Judge or San Jacinto College will be removed immediately.
- Campaign signs and promotional materials should be secured to prevent becoming flying objects in heavy winds/breeze. Loose items will be removed.
- Candidates or representatives must remain in the designated area only when engaged in campaigning activities.
- Candidates or representatives must not impair or impede in any way the use of parking lots, streets, roadways, driveways, sidewalks, or walking paths.
- Each candidate or candidate’s representative will be allowed one warning in regard to the above listed procedures. Upon a second offense, the candidate or candidate’s representative will be asked to vacate the premises along with all campaign signs and promotional materials.

**Definitions**

Electioneering: The act of persuading (or attempting to persuade); communication intended to induce belief for a candidate attempting to be elected.

Electioneering marker: the electioneering marker is a sign placed by the polling entity designating the distance candidates must be from the polling location for electioneering.

Polling place: A building where voting takes place during an election, typically one that normally has another function, such as a school.

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Date of SLT Approval	September 18, 2017
Effective Date	Anticipated November 7, 2017
Associated Policy	Policy VII.7000.A, Electioneering

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Attachment 5

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Primary Owner of Policy Associated with the Procedure	Vice Chancellor Marketing, Public Relations, Government Affairs
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Secondary Owner of Policy Associated with the Procedure	Vice Chancellor Fiscal Affairs
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**SAN JACINTO COMMUNITY COLLEGE DISTRICT  
PURCHASE RECAP  
November 5, 2017**

**I. EQUIPMENT, SUPPLIES & SERVICES BIDS**

RFP #18-04 Website Redesign (pgs. 2-4)	\$ 200,000
<b>TOTAL OF ALL BIDS</b>	<b>200,000</b>

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

Purchase Request #1 Material Testing Services for the Center for Petrochemical, Energy and Technology (pgs. 5-6)	180,030
Purchase Request #2 Commissioning Services for North Campus Cosmetology-Culinary Center (pgs. 7-8)	59,930
Purchase Request #3 Commissioning Services for South Campus Cosmetology Center (pgs. 9-10)	57,860
Purchase Request #4 Commissioning Services for South Campus Engineering and Technical Center (pgs. 11-12)	70,000
Purchase Request #5 Architectural Services for South Campus HVAC Tech Building Renovation (pgs. 13-14)	100,763
Purchase Request #6 Architectural Programming Services for the South Campus Longenecker Building (pgs. 15-16)	64,700
Purchase Request #7 Additional Funding for Asphalt and Concrete Paving Services (pgs. 17)	60,000
Purchase Request #8 Medical Simulation Equipment and Components (pgs. 18-19)	<u>117,292</u>
<b>TOTAL OF PURCHASE REQUESTS</b>	<b>710,575</b>

<b>GRAND TOTAL:</b>	<b><u>\$ 910,575</u></b>
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## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees authorize KWALL to provide website redesign services for the College.

### **BACKGROUND**

A project is being undertaken to redesign the College website. It is proposed that KWALL will provide this service. The need for this service is demanded by the rapid advances in information sharing technology such as mobile devices, the need for better video incorporation, implementation of the College Pathways initiative, improvements in website content search, calendar searches and interaction, website architecture, user interfaces, and better aesthetic and modern appearance reflecting the high standards of San Jacinto College.

A request for proposals, Project Number 18-04, was issued to procure website redesign services. Seventeen (17) responses were received and evaluated by a team consisting of Marketing, Information Technology Services, and Recruiting personnel who determined the proposal submitted by KWALL would provide the best value to the College.

### **IMPACT OF THIS ACTION**

This purchase will impact the entire College community by providing a more modern and more highly functional website that will have better organized content and increased ease of use. The new site will yield benefits in all aspects of the College's web presence.

Investing in the website redesign will also eliminate the requirement to invest in other areas in order to maintain a necessary standard of functionality, while yielding a more modern and brand friendly appearance.

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

The estimated expenditure for this services is \$200,000. This expenditure will be funded from the 2008 Bond Program.

### **MONITORING AND REPORTING TIMELINE**

The project is expected to commence in November 2017 and be completed twenty-two (22) months following notice to proceed. Project development and execution will be monitored by Marketing, PR and Government Affairs personnel. Procurement and project funding will be monitored by Facilities Services personnel.

### **ATTACHMENTS**

Attachment 1 - Tabulation



**RFP #18-04**  
**Regular Board Meeting November 6, 2017**  
**Consideration of Approval to Contract for College Website Redesign Project**

**RESOURCE PERSONNEL**

Teri Crawford	281-998-6151	teri.crawford@sjcd.edu
Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Joshua Banks	281-459-5420	joshua.banks@sjcd.edu
Charity Simpson	281-998-6328	charity.simpson@sjcd.edu

Project Name: Website Redesign  
 Project Number: RFP 18-04  
 Number of Evaluators: 8

## EVALUATION RESULTS

### WRITTEN PROPOSALS SUMMARY

#	Proposer	Score
1	Stamats Inc	660
2	iFactory	656
3	KWALL	648
4	Digital Deployment, Inc.	621
5	Converge Consulting	614
6	Texas Creative	608.5
7	Up&Up (Fourth Quadrant)	605
8	Sanger & Eby	604
9	Hodgson Consulting LLC	594
10	Steel Branding	584
11	Monkee-Boy Web Design, Inc.	582
12	Whole Wheat Creative	561
13	Promet Source	537
14	TradeMark Media	495
15	Presley Design Studio	437
16	Kaepfel Consulting	435
17	HBMG Inc	403

### PRESENTATION SUMMARY\*

#	Proposer	Score
1	KWALL	291
2	iFactory	281.5
3	Stamats Inc	228

\*Only the top three Proposers were invited to present.

### 18-04 FINAL SCORES - RANKED

#	Proposer	Score
1	KWALL	939
2	iFactory	937.5
3	Stamats Inc	888

**Purchase Request #1**  
**Regular Board Meeting November 6, 2017**  
**Consideration of Approval to Contract for Material Testing Services for**  
**the Center for Petrochemical, Energy and Technology**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees authorize HTS, Inc. (HTS) to provide material testing services for the Center for Petrochemical, Energy and Technology (CPET).

**BACKGROUND**

The CPET project is part of the 2015 Bond Program. On January 24, 2017, the College awarded a contract to HTS to provide geotechnical investigation of the CPET project site. By convention, the firm who does the initial geo-technical investigation, is normally the firm that is awarded the subsequent contract for materials testing. As a result, HTS was slated to provide materials testing in support of the CPET construction.

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

**IMPACT OF THIS ACTION**

The scope of work will include sampling and testing of: foundation fill, paving subgrades, concrete, drilled piers, and sprayed fire-resistant material; as well as inspection of structural steel welds and floor/roof decks. All of the above work is required for the completion of the CPET project.

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

The maximum expenditure requested for material testing services is \$180,030, which is within budget and below the two-percent of construction costs typically allocated for such services. This expenditure will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

All services are estimated to be completed within eighteen (18) months from notice to proceed to project completion. This project will be monitored by San Jacinto College Facilities Services personnel and program management will be provided by Rizzo & Associates.

**ATTACHMENTS**

None

**Purchase Request #1**  
**Regular Board Meeting November 6, 2017**  
**Consideration of Approval to Contract for Material Testing Services for**  
**the Center for Petrochemical, Energy and Technology**

**RESOURCE PERSONNEL**

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

**Purchase Request #2**  
**Regular Board Meeting November 6, 2017**  
**Consideration of Approval to Contract for Commissioning Services for**  
**North Campus Cosmetology and Culinary Center**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees authorize ACR Engineering, Inc. (ACR) to provide building mechanical, electrical, and plumbing (MEP) systems commissioning services necessary to support the North Campus Cosmetology and Culinary Center project.

**BACKGROUND**

The North Campus Cosmetology and Culinary Center is a 2015 Bond Program project and is being designed by Huitt-Zollars, Inc. Building MEP Systems Commissioning services will be carried out by ACR assuring design compliance with College standards. Additionally, construction compliance to design and systems operation verification will be verified by ACR.

ACR was included in a pool of recommended technical professional consultants that were screened, pre-qualified and approved by the Board on November 7, 2016 for use on projects on an as needed basis. It is recommended that ACR be selected to provide this service for the Cosmetology and Culinary Center project. Commissioning services are classified as professional services pursuant to Section 2254 of the Texas Government Code.

**IMPACT OF THIS ACTION**

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 the construction materials engineering, testing, and inspection services and the verification testing services necessary for acceptance of the facility. This action will result in successful third-party monitoring and oversight of the technical design and verification of operations of the systems incorporated in the Cosmetology and Culinary Center project. This action will provide an independent verification of the systems design and the actual installed performance of the systems in the building in relation to the designed intent and specifications.

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

The maximum not to exceed expenditure requested for Building MEP Commissioning services is \$59,930. 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 personnel and program management provided by AECOM personnel.

**ATTACHMENTS**

None

**Purchase Request #2**  
**Regular Board Meeting November 6, 2017**  
**Consideration of Approval to Contract for Commissioning Services for**  
**North Campus Cosmetology and Culinary Center**

**RESOURCE PERSONNEL**

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

**Purchase Request #3**  
**Regular Board Meeting November 6, 2017**  
**Consideration of Approval to Contract for Commissioning Services for**  
**South Campus Cosmetology Center**

**ADMINISTRATION RECOMMENDATION/REPORT**

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

**BACKGROUND**

The South Campus Cosmetology Center is a 2015 Bond Program project and is being designed by Huitt-Zollars, Inc. Building MEP Systems Commissioning services will be carried out by ACR assuring design compliance with College standards. Additionally, construction compliance to design and systems operation verification will be verified by ACR.

ACR was included in a pool of recommended technical professional consultants that were screened, pre-qualified and approved by the Board on November 7, 2016 for use on projects on an as needed basis. It is recommended that ACR be selected to provide this service for the Cosmetology Center project. Commissioning services are classified as professional services pursuant to Section 2254 of the Texas Government Code.

**IMPACT OF THIS ACTION**

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 the construction materials engineering, testing, and inspection services and the verification testing services necessary for acceptance of the facility. This action will result in successful third-party monitoring and oversight of the technical design and verification of operations of the systems incorporated in the Cosmetology Center project. This action will provide an independent verification of the systems design and the actual installed performance of the systems in the building in relation to the designed intent and specifications.

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

The maximum not to exceed expenditure requested for Building MEP systems commissioning services is \$57,860. 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 personnel and program management provided by AECOM personnel.

**ATTACHMENTS**

None

**Purchase Request #3**  
**Regular Board Meeting November 6, 2017**  
**Consideration of Approval to Contract for Commissioning Services for**  
**South Campus Cosmetology Center**

**RESOURCE PERSONNEL**

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



**Purchase Request #4**  
**Regular Board Meeting November 6, 2017**  
**Consideration of Approval to Contract for Commissioning Services for**  
**South Campus Engineering and Technology Center**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees authorize Terracon Consultants, Inc. (Terracon) to provide building mechanical, electrical, and plumbing (MEP) systems commissioning services necessary to support the South Campus Engineering and Technology Center project.

**BACKGROUND**

The South Campus Engineering and Technology Center is a 2015 Bond Program project and is being designed by Kirksey Architecture. Building MEP systems commissioning services will be carried out by Terracon assuring design compliance with College standards. Additionally, construction compliance to design and systems operation verification will be verified by Terracon.

Terracon was included in a pool of recommended technical professional consultants that were screened, pre-qualified and approved by the Board on November 7, 2016 for use on projects on an as needed basis. It is recommended that Terracon be selected to provide this service for the Engineering and Technology Center project. Commissioning services are classified as professional services pursuant to Section 2254 of the Texas Government Code.

**IMPACT OF THIS ACTION**

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 the construction materials engineering, testing, and inspection services and the verification testing services necessary for acceptance of the facility. This action will result in successful third-party monitoring and oversight of the technical design and verification of operations of the systems incorporated in the Engineering and Technology Center project. This action will provide an independent verification of the systems design and the actual installed performance of the systems in the building in relation to the designed intent and specifications.

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

The maximum not to exceed expenditures requested for building MEP commissioning services is \$70,000. 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 personnel and program management provided by AECOM personnel.

**Purchase Request #4**  
**Regular Board Meeting November 6, 2017**  
**Consideration of Approval to Contract for Commissioning Services for**  
**South Campus Engineering and Technology Center**

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

**Purchase Request #5**  
**Regular Board Meeting November 6, 2017**  
**Consideration of Approval of a Contract for Architectural Design Services for**  
**the South Campus HVAC Technology Building Renovation**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve a contract with Jacobs Engineering Group, Inc. (Jacobs) to provide architectural design services for design of South Campus HVAC Technology (HVAC Tech) building renovation.

**BACKGROUND**

In June 2016, the Board approved a pool of architects for 2015 Bond Program projects. A review process was conducted to assess which firms were best suited to each project. It is recommended that Jacobs be selected to design the South Campus HVAC Tech renovation.

The building being renovated to house the HVAC Tech program is the former South Campus Auto Body building. With this program not in service any longer at the South Campus, the building is being repurposed. This project is included in the 2015 Bond Program.

Architectural design services are classified as professional services pursuant to Section 2254 of the Texas Government Code and are awarded based on the firm's qualifications relative to each project.

**IMPACT OF THIS ACTION**

This action requests authorization to enter into a contract for architectural design of the South Campus HVAC Tech building renovation.

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

The architect's proposed fee basis for the South Campus HVAC Tech renovations is 7.5% of \$1,343,500, the estimated cost of work for the project, for a fee of \$100,763. This fee proposal is within the Board approved guidelines established for renovation projects in the 2015 Bond Program. These expenditures will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Architectural design services are expected to require approximately six (6) months from notice to proceed to project completion. This project will be monitored by San Jacinto College Facilities Services personnel and program management provided by AECOM personnel.

**ATTACHMENTS**

None

**Purchase Request #5**  
**Regular Board Meeting November 6, 2017**  
**Consideration of Approval of a Contract for Architectural Design Services for**  
**the South Campus HVAC Technology Building Renovation**

**RESOURCE PERSONNEL**

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Bill Dowell	281-998-6122	william.dowell@sjcd.edu
Ann Kokx-Templet	281-998-6103	ann.kokx-templet@sjcd.edu
Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

**Purchase Request #6**  
**Regular Board Meeting November 6, 2017**  
**Consideration of Approval of Architectural Programming Services**  
**for the South Campus Longenecker Building**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve a contract for architectural programming services from Page Southerland Page, Inc. (Page) for the proposed renovation of the South Campus Longenecker Building.

**BACKGROUND**

The South Campus Longenecker renovation is a 2015 Bond Program project. Architectural programming services provide a critical first step in the renovation design process by defining the specific requirements of the academic programs and processes required for new buildings or renovated spaces. The details required to complete the assessment are gathered collaboratively from all stakeholders by defining the vision, goals and needs as they relate to the program, instructional requirements, physical adjacencies, space allocation, and equipment requirements.

Page was included in a pool of recommended architects that were screened, pre-qualified and approved by the Board on June 6, 2016 for use on projects on an as needed basis. Architectural programming services are classified as professional services pursuant to Section 2254 of the Texas Government Code and are exempt from competitive bidding per Section 44.031(f) of the Texas Education Code.

**IMPACT OF THIS ACTION**

The services provided by Page will facilitate the coordination of the construction project. Architectural program development is indispensable in capturing the multiple and dynamic variables which combine the proposed new and existing educational offerings and facility requirements in order to meet the needs of our constituents and community. Determining proper adjacencies, access, interactions and overall space requirements before the design of a new building or renovation provides best overall value in the building life cycle for the College.

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

The estimated expenditure of this request is \$64,700. These expenditures will be funded from the 2015 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Architectural programming services are expected to require approximately four (4) months from notice to proceed to project completion. This project will be monitored by San Jacinto College Facilities Services personnel and program management provided by AECOM personnel.

**Purchase Request #6**  
**Regular Board Meeting November 6, 2017**  
**Consideration of Approval of Architectural Programming Services**  
**for the South Campus Longenecker Building**

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

**Consideration of Approval of Additional Funding for Asphalt and Concrete Paving Services**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve the expenditure of additional funds for asphalt and concrete installation and repair services with Enterprise Commercial Paving Services (ECP).

**BACKGROUND**

A request for proposals, Project Number 15-06, was issued to procure asphalt and concrete installation and repair services for the College. The Board approved a contract with ECP in March 2015. During the past two years, the College has been satisfied with the performance of ECP on the various projects on which they have performed.

**IMPACT OF THIS ACTION**

Approval of this request will authorize the use of bond funds for the execution of minor asphalt and concrete placement services through ECP when such delivery method is beneficial to the College. In the current instance, the use of ECP to place concrete for new bleachers at the South Campus softball field will allow work to move forward while construction solicitations for the Softball practice facility are on-going.

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

The estimated expenditure for this request is \$60,000. This expenditure will be funded from the 2008 Bond Program.

**MONITORING AND REPORTING TIMELINE**

Completion of the concrete installation for the softball bleachers will be completed by January 2018. This project will be monitored by San Jacinto College Facilities Services personnel.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

**Purchase Request #8**  
**Regular Board Meeting November 6, 2017**  
**Consideration of Approval to Purchase Medical Simulation Equipment**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends the Board of Trustees approve the purchase of medical simulation equipment and components from Laerdal Medical Corporation for the College.

**BACKGROUND**

The North and South Campus Nursing Programs are seeking to purchase medical simulation equipment and components for the nursing simulation labs. This equipment will provide tools for hands-on training, allowing students the opportunity to work in a safe, simulated environment, on emergency nursing and health care training scenarios. Simulation is recognized by leading research authorities as an acceptable means for producing realistic clinical scenarios in a safe environment necessary to maximize learning and improve patient outcomes.

Laerdal Medical Corporation, a firm specializing in medical training instruments, has a contract awarded through the First Choice Cooperative, contract # FC2252. First Choice Cooperative contracts have been competitively bid and awarded, and comply with the competitive bidding requirements per Section 44.031(a) of the Texas Education Code.

**IMPACT OF THIS ACTION**

This simulation equipment will be utilized in the North and South Campus Health Science Buildings and will be used to create unique training scenarios as well as simulated health care emergency situations. The equipment will provide realistic anatomy and clinical functionality for simulation-based education, and will credibly test student's decision-making and clinical reasoning skills during realistic patient care training scenarios.

Clinical training is currently held in the College simulation and nursing skill labs. The incorporation of additional simulators in the learning environment will allow the opportunity for additional student practice while addressing clinical shortages, and will give associate degree nursing and vocational nursing students the opportunity to meet the required number of clinical hours on campus, instead of at hospital based locations.

The College nursing programs continue to review quality clinical experiences and the incorporation of simulation activities according to regulatory guidelines in order to ensure meeting student learning outcomes.

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

The estimated expenditure of this request is \$117,292. These expenditures will be funded from the 2008 Bond Program.



**Purchase Request #8**  
**Regular Board Meeting November 6, 2017**  
**Consideration of Approval to Purchase Medical Simulation Equipment**

**MONITORING AND REPORTING TIMELINE**

The purchase is expected to complete three (3) months following issuance of purchase order. Equipment specification and commissioning will be carried out by San Jacinto College Nursing department personnel. Procurement and project funding will be monitored by Facilities Services personnel.

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

Alexander Okwonna	281-922-3466	alexander.okwonna@sjcd.edu
Rhonda Bell	281-459-7618	rhonda.bell@sjcd.edu
Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

**Item "A"**  
**Regular Board Meeting November 6, 2017**  
**Approval of the Minutes for the October 2, 2017**  
**Board Workshop and Regular Board Meeting**

**RECOMMENDATION**

The Chancellor requests that the Board of Trustees approve the minutes for the October 2, 2017, Board Workshop and Regular Board Meeting.

**San Jacinto College District Board Workshop  
October 2, 2017  
District Administration Building, Suite 201**

**MINUTES**

	<b>Board Workshop Attendees:</b>	<b>Board Members:</b> Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson <b>Chancellor:</b> Brenda Hellyer <b>Others:</b> Bruce Caldwell, Chet Lewis, Mandi Reiland, Steve Trncak
	<b>Agenda Item:</b>	<b>Discussion/Information</b>
<b>I.</b>	<b>Call the Meeting to Order</b>	Board Chair, Marie Flickinger called the workshop to order at 5:17 p.m.
<b>II.</b>	<b>Roll Call of Board Members</b>	Erica Davis Rouse (arrived during closed session), Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor (arrived during closed session) Dr. Ruede Wheeler, Larry Wilson
<b>III.</b>	<b>Adjournment to closed or executive session pursuant to Texas Government Code Section 551.074 and 551.076 of the Texas Open Meetings Act, for the following purposes: Personnel Matters &amp; Security Matters</b>	Adjourned to closed session at 5:19 p.m. with only Board members being present for initial discussion. <ul style="list-style-type: none"> <li>a. Personnel Matters - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee. <ul style="list-style-type: none"> <li>- Chancellor Evaluation (Dr. Hellyer present for feedback of evaluation)</li> <li>- Other Personnel Matters (Dr. Hellyer present for this portion)</li> </ul> </li> <li>b. Security Matters – To consider the deployment, or specific occasions for implementation, of security personnel or devices. (Brenda Hellyer, Bruce Caldwell, Chet Lewis, Mandi Reiland, Steve Trncak present)</li> </ul>
<b>IV.</b>	<b>Reconvene in Open Meeting</b>	Reconvened in open meeting at 6:30 p.m.

		Chief Caldwell and Steve Trncak left after closed session.
<b>V.</b>	<b>Review of Calendar</b>	Brenda Hellyer reviewed the calendar with the Board.
<b>VI.</b>	<b>General Discussion of Meeting Items</b>	<p>Brenda Hellyer asked the members if there were any additional items for discussion.</p> <p>Larry Wilson asked for clarification on the Substantive Change policy and its relationship to the requirements of SACSCOC (Southern Association of Colleges and Schools Commission on Colleges).</p> <p>Brenda explained that SACSCOC requires certain reporting, requirements, and notifications based on actions that would meet the substantive change standards. The policy and procedures clarify the processes, responsibility, and actions that are required on the College's part for compliance. The Board will be notified of items qualifying as substantive change.</p>
<b>VII.</b>	<b>Adjournment</b>	Workshop adjourned at 6:40 p.m.

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

**October 2, 2017**

**The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, October 2, 2017, 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                      Kevin Morris  
Rhonda Bell                              Jeff Parks  
Marsha Bouden                          Bill Raffetto  
Zachary Braaksma                      Ruben Ramirez, Jr.  
Michelle Callaway                      Martha Robertson  
Pam Campbell                            Janice Sullivan  
Cristina Cárdenas                      Steve Trncak  
Ann Cartwright                          Andrea Vasquez  
Larry Claflin                              Van Wigginton  
Janet Cowey                              Qeturah Williams  
Teri Crawford                            William Wolfe  
Chris Duke                                Craig Zimmerman  
Ken English                               Joanna Zimmermann  
Rachel Garcia  
George González  
Rebecca Goosen  
Jim Griffin  
Allatia Harris  
Sallie Kay Janes  
Joseph Hebert  
Mark Johnson  
Brenda Jones  
Ann Kokx-Templet  
Chet Lewis  
Matt Lewis

<b>Call the Meeting to order:</b>	Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:01 p.m.
<b>Roll Call of Board Members:</b>	Erica Davis Rouse Dan Mims John Moon, Jr. Keith Sinor Dr. Ruede Wheeler Larry Wilson
<b>Invocation and Pledges to the Flags:</b>	The invocation was given by Dr. Brenda Jones. The pledges to the American flag and the Texas flag were led by Dan Mims.
<b>Special Announcements, Recognitions, and Presentations:</b>	<ol style="list-style-type: none"> <li>1. Dr. Ann Cartwright recognized San Jacinto College for being a top three finalist for the National ChemLuminary American Chemical Society National Convention. Ann recognized Dr. Rachel Garcia and Ruben Ramirez for their work on STEM outreach. Dr. Garcia was also recognized as one of the top chemistry teachers for two year colleges in the Houston area.</li> <li>2. Dr. Brenda Jones recognized Matthew Lewis for receiving the 2017 Association of Community College Trustees (ACCT) National Faculty Member of the Year Award.</li> </ol>
<b>Student Success Presentations:</b>	<ol style="list-style-type: none"> <li>1. George González presented an update on the top 15 institutions to which San Jacinto College graduates transfer.</li> </ol>
<b>Communications to the Board:</b>	<ol style="list-style-type: none"> <li>1. A thank you was sent to the Board from Ginger Lambert and Brittany Heim, for the plant sent in memory of their father in law and grandfather.</li> <li>2. A thank you was sent to the Board from John Maslonka, for the plant sent in memory of his father in law.</li> </ol>
<b>Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board:</b>	There were no citizens desiring to be heard before the Board.
<b>Informative Reports:</b>	Chair Marie Flickinger indicated such reports were in the Board documents.

**Motion 9812  
Consideration of  
Approval of  
Amendment to  
the 2017-2018  
Budget for  
Restricted  
Revenue and  
Expenses Relating  
to Federal and  
State Grants**

Motion was made by Dan Mims, seconded by Erica Davis Rouse, for Approval of Amendment to the 2017-2018 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 9813  
Consideration of  
Adoption of Ad  
Valorem Property  
Tax Rate**

Motion was made by Larry Wilson, seconded by Keith Sinor for adoption of Ad Valorem Property Tax Rate.

**Motion Carried.**

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

**Motion 9814  
Consideration of  
Approval of the  
Annual Review of  
the Investment  
Policy and  
Strategy of the  
College**

Motion was made by Dr. Ruede Wheeler, seconded by John Moon, Jr. for approval of the Annual Review of the Investment Policy and Strategy of the College.

**Motion Carried.**

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

**Motion 9815  
Consideration of  
Approval of  
Addendum to  
Chancellor's  
Employment  
Contract with  
San Jacinto  
College District**

Motion was made by Larry Wilson, seconded by John Moon, Jr., for approval of Addendum to Chancellor's Employment Contract with San Jacinto College District.

**Motion Carried.**

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

**Consideration of Approval of Policy (##): Substantive Change – First Reading** Informational item on Policy (##), Substantive Change – First Reading. Policy number will be added prior to second reading.  
**No vote needed.**

**Consideration of Approval of Policy (##): Electioneering – First Reading (Information Only)** Informational item on Policy (##), Electioneering – First Reading. Policy number will be added prior to second reading.  
**No vote needed.**

**Motion 9816 Consideration of Purchasing Requests** Motion was made by Dan Mims, seconded by Keith Sinor for approval of the purchasing requests.

RFP #18-06 Video Production Services	\$120,000
RFP #18-09 Internet Circuits and Services	96,000
Purchase Request #1 LED Lighting Project	1,385,000
Purchase Request #2 Consideration of Approval of Additional Funds for Program Management Services	127,000
Purchase Request #3 Computers	<u>740,000</u>
<b>TOTAL OF PURCHASE REQUESTS</b>	<b>\$2,468,000</b>

**Motion Carried.**

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

**Motion 9817 Consent Agenda** Motion was made by Larry Wilson, seconded by Erica Davis Rouse, to approve the consent agenda.

**Motion Carried.**

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



**Items for  
Discussion/  
Possible Action**

Chair Marie Flickinger asked each Trustee who attended the ACCT Leadership Congress on September 25 to September 28 in Las Vegas to share their thoughts on the experience.

**Adjournment:**

Meeting Adjourned at 7:40 p.m.

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve budget transfers for 2017-2018 which have been made in accordance with State accounting procedures.

### **BACKGROUND**

Adoption of the budget by the Board of Trustees in August of each year serves as the authorization to expend funds for the next fiscal year. The budget is adopted by functional classification (or cost elements: Instruction, Academic Support, Student Services, Institutional Support, and Operation and Maintenance of Plant) as defined by the National Association of College and University Business Officers (NACUBO). Realizing that the budget is a viable document that reflects the evolving needs of the College in terms of meeting goals and objectives, occasional 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**

Mini Izaguirre

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mini.izaguirre@sjcd.edu

SAN JACINTO COLLEGE DISTRICT  
 Budget Transfers For The November 6, 2017 Board Meeting  
 Fiscal Year 2017 - 2018

ELEMENT OF COST	DEBIT	CREDIT
<b>DISTRICT</b>		
INSTRUCTION	-	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	1,667	25,750
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	25,750	17,757
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
<b>CENTRAL</b>		
INSTRUCTION	1,598	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	-	-
STUDENT SERVICES	-	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
<b>NORTH</b>		
INSTRUCTION	-	-
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	9,416	-
STUDENT SERVICES	826	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
<b>SOUTH</b>		
INSTRUCTION	850	8,620
PUBLIC SERVICE	-	-
ACADEMIC SUPPORT	10,370	-
STUDENT SERVICES	2,500	-
INSTITUTIONAL SUPPORT	-	-
PHYSICAL PLANT	-	-
AUXILIARY ENTERPRISES	-	-
	<b>52,977</b>	<b>52,127</b>

These transfers reflect adjustments of budgetary allocations between campuses and departments.

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## **RECOMMENDATION**

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

### **Central Campus**

#### Department

Surgical Technology, Respiratory Care,  
Associate Degree Nursing, Medical Technology,  
Diagnostic Medical Sonography and  
Medical Radiography

Medical Imaging Program

#### Affiliation Entity

Baylor St. Luke's Medical Center

Gulf Coast MRI & Diagnostic

### **South Campus**

#### Department

Pharmacy Technician Program

Occupational Therapy Assistant Program/  
Physical Therapist Assistant Program

Vocational Nursing Program, LVN/Paramedic  
Program/ADN Transition Program

#### Affiliation Entity

Cornerstone Hospital Houston Clear Lake

Reliant Pediatric Therapy Services, PC

The University of Texas Medical Branch at  
Galveston

### **North Campus**

#### Department

Nursing Program

EMT Program

#### Affiliation Entity

Pasadena Senior Care Center, LLC

Cypress Creek EMS

## **RATIONALE**

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

## **FISCAL IMPLICATIONS TO THE COLLEGE**

N/A

## **CONTACT PERSONNEL**

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Laurel Williamson

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**Item "E"**  
**Regular Board Meeting November 6, 2017**  
**Approval of the Next Regularly Scheduled Meeting**

**RECOMMENDATION**

The next regularly scheduled meeting of the Board of Trustees will be Monday, December 11, 2017.