

*Board of Trustees
Meeting*

June 4, 2018

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

The Board of Trustees of the San Jacinto Community College District will meet at 5:00 p.m., Monday, June 4, 2018, in Room 201 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD WORKSHOP
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Adjournment to closed or executive session pursuant to Texas Government Code Section 551.074 and 551.072 of the Texas Open Meetings Act, for the following purposes:**
 - 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.
 - Review Results from the Board's Self-Evaluation Assessments
 - b. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property.
- IV. Reconvene in Open Meeting**
- V. Discuss Action Steps from the Board Self-Evaluation Process**
- VI. Review Proposed Changes to Board Bylaws**
- VII. Review Employee Diversification Status Update**
- VIII. Review of 2018-2019 Budget Assumptions**
- IX. Review of Calendar**
- X. General Discussion of Meeting Items**
- XI. Adjournment**

Additional Closed Session Authority

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed

or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

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

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

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

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

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

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

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

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

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

Certification as to Posting or Giving of Notice

On this day, June 1, 2018, this notice was posted on a bulletin board located at a place convenient to the public in the central administrative office of the San Jacinto Community College District, 4624 Fairmont Parkway, Pasadena, Texas, the College’s website, and is readily accessible to the public upon request.

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, June 4, 2018, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas.

**BOARD MEETING
AGENDA**

- I. Call the Meeting to Order**
- II. Roll Call of Board Members**
- III. Invocation and Pledge to the Flags**
- IV. Special Announcements, Recognitions, Introductions, and Presentations**
 - Recognition of the Baseball Team for Playing in the National Tournament Allatia Harris
 - Recognition of Mark Lloyd for Receiving 40 Under 40 Award John Stauffer
 - Recognition of Hold'Em and Hit'Em Organization Ruth Keenan
 - Recognition of San Jacinto College for Outstanding Support of 2018 Texas Association of Black Personnel in Higher Education (TABPHE) 45th Annual State Conference. Alexander Okwonna
- V. Student Success Presentations**
 - Transfer Students' GPA Report at University of Houston Campuses 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 Statements

- B. San Jacinto College Foundation Financial Statements
- C. Capital Improvement Program
- D. San Jacinto College Building Committee Minutes
- E. San Jacinto College Finance 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 to Modify Child Care Fees**
- XI. Consideration of Approval of the Board of Trustees Bylaws**
- XII. Consideration of Approval of Policy IV.4004.A: Secondary Review of Validated Performance Rating – Second Reading**
- XIII. Consideration of Approval of Policy IV.4003.B: Transcripts, Licenses, and Certificates – Second Reading**
- XIV. Consideration of Approval of Adopting Prevailing Wage Scale**
- XV. Consideration of Approval of Policy #: Admissions – First Reading (Information Only)**
- XVI. Consideration of Approval of Policy #: Compliance with Health Insurance Portability and Accountability Act (HIPAA) – First Reading (Information Only)**
- XVII. Consideration of Approval of Policy #: Publications, Academic Calendar, Distribution of Literature, and Advertising – First Reading (Information Only)**

PURCHASING REQUESTS

- XVIII. Consideration of Purchasing Requests**

CONSENT AGENDA

XIX. 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 May 7, 2018 Board Workshop and Regular Board Meeting**
- B. Approval of the Minutes for the May 25, 2018 Tour of Generation Park**
- C. Approval of the Budget Transfers**
- D. Approval of Personnel Recommendations and 2017-2018 Part-Time Hourly Rate Schedule**
- E. Approval of the Affiliation Agreements**
- F. Approval of the Next Regularly Scheduled Meeting**

XX. Items for Discussion/Possible Action

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

XXI. Adjournment

Closed Session Authority

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Brenda Hellyer, Ed.D.

SAN JACINTO COMMUNITY COLLEGE DISTRICT
Statement of Net Position
April 30,

<u>Assets</u>	<u>2018</u>	<u>2017</u>
Current assets:		
Cash and cash equivalents	\$ 103,634,466	\$ 97,845,229
Accounts receivable - taxes	5,494,663	5,461,004
Accounts receivable	13,419,263	11,909,104
Deferred charges	96,954	102,448
Inventories	363,167	443,645
Total current assets	<u>123,008,513</u>	<u>115,761,430</u>
Noncurrent assets:		
Restricted cash and cash equivalents	154,564,218	183,649,261
Capital assets, net	441,198,348	430,104,225
Total noncurrent assets	<u>595,762,566</u>	<u>613,753,486</u>
Total assets	<u>718,771,079</u>	<u>729,514,916</u>
Deferred outflows of resources:		
Deferred outflow related to pensions	6,924,946	5,502,111
Deferred outflow related to defeased debt	10,721,354	12,394,691
Total deferred outflows of resources	<u>17,646,300</u>	<u>17,896,802</u>
<u>Liabilities</u>		
Current liabilities:		
Accounts payable	13,748,696	14,095,219
Accrued liabilities	3,745,490	3,853,625
Accrued compensable absences and deferred compensation	2,282,788	2,612,623
Deferred revenues	7,582,580	6,810,699
Total current liabilities	<u>27,359,554</u>	<u>27,372,166</u>
Noncurrent liabilities:		
Net pension liability	31,890,143	29,942,125
Bonds and notes payable	465,655,718	481,387,892
Total noncurrent liabilities	<u>497,545,861</u>	<u>511,330,017</u>
Total liabilities	<u>524,905,415</u>	<u>538,702,183</u>
Deferred inflows of resources -		
Deferred inflow related to pensions	<u>3,795,258</u>	<u>4,122,366</u>
<u>Net assets</u>		
Beginning of year	164,328,451	166,844,720
Current year addition	43,388,255	37,742,449
Total net position	<u>\$ 207,716,706</u>	<u>\$ 204,587,169</u>

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2018

11 Unrestricted Funds

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
State Appropriations	\$ 38,785,178	\$ 24,055,307	62.02	\$ 22,599,859	61.95
Local Taxes - Maintenance & Operations	66,740,000	64,190,353	96.18	62,599,476	96.53
Credit Tuition	44,569,109	41,767,272	93.71	41,615,733	94.84
Credit Fees	15,210,000	14,962,901	98.38	14,638,682	96.37
Credit Exemptions & Waivers	(5,670,000)	(5,127,041)	90.42	(4,503,207)	92.45
Bad Debt	(1,800,000)	(1,269,419)	70.52	(1,567,186)	116.26
Continuing Professional Development	5,041,723	3,451,187	68.45	3,602,753	65.34
Sales & Services	3,269,775	2,733,273	83.59	1,286,771	769.28
Investment Income	500,000	648,379	129.68	168,987	48.68
Hurricane Harvey Recoveries	-	598,600	-	-	-
Total	<u>166,645,785</u>	<u>146,010,812</u>	<u>87.62</u>	<u>140,441,868</u>	<u>87.66</u>
EXPENDITURES:					
Instruction	67,431,768	49,717,833	73.73	49,500,919	70.71
Public Service	5,182,093	3,604,488	69.56	3,103,893	53.85
Academic Support	14,204,427	8,386,047	59.04	8,254,204	65.35
Student Services	15,187,352	8,864,097	58.36	8,673,024	60.99
Institutional Support	40,869,434	24,139,042	59.06	25,185,645	66.97
Physical Plant	19,750,692	11,160,408	56.51	10,142,566	60.81
Hurricane Harvey	30,000	899,945	2999.82	-	-
Total	<u>162,655,766</u>	<u>106,771,860</u>	<u>65.64</u>	<u>104,860,251</u>	<u>66.83</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(37,000)	(3,897)	-	(7,283)	-
Transfers Out	4,027,019	2,614,997	-	2,185,230	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 36,627,852</u>		<u>\$ 33,403,670</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2018

Federal Restricted Funds

	Adjusted Budget	Actual (66.67%)	% Actual to Adjusted Budget	4/30/17	% of 8/31/17 Actual
REVENUES:					
Grants	\$ 56,720,025	\$ 40,768,442	71.88	\$ 40,823,028	85.67
Total	<u>56,720,025</u>	<u>40,768,442</u>	<u>71.88</u>	<u>40,823,028</u>	<u>85.67</u>
EXPENDITURES:					
Instruction	610,141	297,321	48.73	310,932	80.11
Public Service	264,272	118,120	44.70	140,497	66.96
Academic Support	7,945,812	2,976,275	37.46	2,444,878	57.84
Student Services	396,870	249,600	62.89	194,165	65.24
Institutional Support	1,166,173	545,279	46.76	664,560	55.95
Scholarships and Fellowships	46,336,757	36,581,847	78.95	37,067,996	89.62
Total	<u>56,720,025</u>	<u>40,768,442</u>	<u>71.88</u>	<u>40,823,028</u>	<u>85.63</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2018

State Restricted Funds

	Adjusted Budget	Actual (66.67%)	% Actual to Adjusted Budget	4/30/17	% of 8/31/17 Actual
REVENUES:					
State Paid Benefits	\$ 10,250,000	\$ 7,502,268	73.19	\$ 6,793,409	52.78
Grants	5,548,007	2,398,592	43.23	2,257,829	73.32
Total	<u>15,798,007</u>	<u>9,900,860</u>	<u>62.67</u>	<u>9,051,238</u>	<u>56.74</u>
EXPENDITURES:					
Instruction	6,161,549	3,426,058	55.60	3,365,064	52.60
Public Service	267,825	239,633	89.47	205,674	50.89
Academic Support	1,042,771	875,782	83.99	891,508	50.06
Student Services	1,105,583	1,013,647	91.68	947,421	53.52
Institutional Support	4,704,977	2,362,418	50.21	1,757,095	53.49
Scholarships and Fellowships	2,515,302	1,983,322	78.85	1,884,476	81.47
Total	<u>15,798,007</u>	<u>9,900,860</u>	<u>62.67</u>	<u>9,051,238</u>	<u>56.74</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2018

Local Restricted Funds

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Local Grants	\$ 2,684,068	\$ 1,423,783	53.05	\$ 1,678,091	83.39
Total	<u>2,684,068</u>	<u>1,423,783</u>	<u>53.05</u>	<u>1,678,091</u>	<u>83.39</u>
EXPENDITURES:					
Instruction	82,339	34,668	42.10	34,473	41.53
Public Service	223,624	111,573	49.89	117,860	64.54
Academic Support	717,757	72,957	10.16	151,419	83.39
Student Services	51,839	25,065	48.35	23,232	95.70
Institutional Support	23,721	3,547	14.95	28,950	40.22
Scholarships and Fellowships	1,867,190	1,258,639	67.41	1,333,974	79.46
Total	<u>2,966,470</u>	<u>1,506,449</u>	<u>50.78</u>	<u>1,689,908</u>	<u>76.05</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(282,402)	(112,719)		(207,325)	-
Transfers Out	<u>-</u>	<u>-</u>		<u>17,863</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 30,053</u>		<u>\$ 177,645</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2018

27 Texas Public Education Grant

	Adjusted Budget	Actual (66.67%)	% Actual to Adjusted Budget	4/30/17	% of 8/31/17 Actual
REVENUES:					
Credit Tuition	\$ 1,815,000	\$ 1,844,142	101.61	\$ 1,841,179	108.34
Investment Income	-	-	-	10,276	-
Total	<u>1,815,000</u>	<u>1,844,142</u>	<u>101.61</u>	<u>1,851,455</u>	<u>108.94</u>
EXPENDITURES:					
Scholarships and Fellowships	<u>1,815,000</u>	<u>1,731,212</u>	<u>95.38</u>	<u>1,757,516</u>	<u>83.08</u>
Total	<u>1,815,000</u>	<u>1,731,212</u>	<u>95.38</u>	<u>1,757,516</u>	<u>83.08</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ 112,930</u>		<u>\$ 93,939</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2018

28 Private Gifts and Donations

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Sales & Service	\$ -	\$ 5,291	-	\$ 98,735	33.19
Total	<u>-</u>	<u>5,291</u>	<u>-</u>	<u>98,735</u>	<u>33.19</u>
EXPENDITURES:					
Instruction	-	15,732	-	12,377	37.10
Student Services	-	43,991	-	-	-
Total	<u>-</u>	<u>59,723</u>	<u>-</u>	<u>12,377</u>	<u>-</u>
TRANSFERS AMONG FUNDS:					
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (54,432)</u>		<u>\$ 86,358</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2018

Auxiliary Enterprises

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
Sales & Services	\$ 45,000	\$ 43,119	95.82	\$ 39,862	36.91
Auxiliary Services	<u>3,490,367</u>	<u>2,382,350</u>	<u>68.26</u>	<u>2,538,791</u>	<u>79.36</u>
Total	<u>3,535,367</u>	<u>2,425,469</u>	<u>68.61</u>	<u>2,578,653</u>	<u>77.98</u>
EXPENDITURES:					
Non-Instructional Labor	811,026	429,680	52.98	492,552	67.94
Benefits	190,527	278,202	146.02	286,732	64.77
Supplies	1,332,646	384,659	28.86	428,457	74.64
Travel	255,437	274,351	107.40	316,851	59.56
Contracted Services	439,561	226,074	51.43	203,647	72.17
Scholarships and Fellowships	1,190,293	1,376,089	115.61	1,394,390	85.48
Utilities	<u>550</u>	<u>-</u>	<u>-</u>	<u>9,209</u>	<u>-</u>
Total	<u>4,220,040</u>	<u>2,969,055</u>	<u>70.36</u>	<u>3,131,838</u>	<u>74.63</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(721,673)	(543,586)	-	(553,185)	-
Transfers Out	<u>37,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2018

95 Retirement of Indebtedness

	Adjusted Budget	Actual (66.67%)	% Actual to Adjusted Budget	4/30/17	% of 8/31/17 Actual
REVENUES					
Investment Income	\$ -	\$ 175,374	-	\$ 623,066	1887.68
Local Taxes - Debt Service	<u>28,583,724</u>	<u>27,679,881</u>	<u>96.84</u>	<u>26,273,192</u>	<u>98.35</u>
Total	<u>28,583,724</u>	<u>27,855,255</u>	<u>-</u>	<u>26,896,258</u>	<u>100.56</u>
EXPENDITURES					
Institutional Support	<u>32,282,149</u>	<u>12,216,963</u>	<u>37.84</u>	<u>12,773,413</u>	<u>67.48</u>
Total	<u>32,282,149</u>	<u>12,216,963</u>	<u>37.84</u>	<u>12,773,413</u>	<u>67.48</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(3,022,944)	(1,954,795)	-	(1,435,300)	-
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Net Position	<u>\$ (675,481)</u>	<u>\$ 17,593,087</u>		<u>\$ 12,687,545</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2018

97 Investment in Plant

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/17</u>	<u>% of 8/31/17 Actual</u>
EXPENDITURES					
Depreciation	\$ 22,000,000	\$ 11,426,619	51.94	\$ 12,032,282	65.26
Capital Purchases	-	(505,384)	-	(454,974)	-
Total	<u>22,000,000</u>	<u>10,921,235</u>	<u>-</u>	<u>11,577,308</u>	<u>77.55</u>
Net Increase (Decrease) in Net Position	<u>\$ (22,000,000)</u>	<u>\$ (10,921,235)</u>		<u>\$ (11,577,308)</u>	

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2018

Consolidated -All Funds
(Not Including Capital Improvement Program)

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>% Actual to Adjusted Budget</u>	<u>4/30/17</u>	<u>% of 8/31/17 Actual</u>
REVENUES:					
State Appropriations	\$ 49,035,178	\$ 31,557,575	64.36	\$ 29,393,268	59.56
Local Taxes - Maintenance & Operations	66,740,000	64,190,353	96.18	62,599,476	96.53
Local Taxes - Debt Service	28,583,724	27,679,881	96.84	26,273,192	98.35
Credit Tuition	46,384,109	43,611,414	94.02	43,456,912	95.35
Credit Fees	15,210,000	14,962,901	98.38	14,638,682	96.37
Credit Exemptions & Waivers	(5,670,000)	(5,127,041)	90.42	(4,503,207)	92.45
Bad Debt	(1,800,000)	(1,269,419)	70.52	(1,567,186)	116.26
Continuing Professional Development	5,041,723	3,451,187	68.45	3,602,753	65.34
Sales & Services	3,269,775	2,738,564	83.75	1,385,506	298.11
Investment Income	500,000	823,753	164.75	802,329	211.06
Auxiliary Services	3,535,367	2,425,469	68.61	2,578,653	77.98
Grants	62,268,032	43,167,034	69.32	43,080,857	84.92
Local Grants	2,684,068	1,423,783	53.05	1,678,091	83.39
Hurricane Harvey Recoveries	-	598,600	-	-	-
Total	<u>275,781,976</u>	<u>230,234,054</u>	<u>83.48</u>	<u>223,419,326</u>	<u>86.64</u>
EXPENDITURES:					
Instruction	74,285,797	53,491,612	72.01	53,223,765	69.20
Public Service	5,937,814	4,073,814	68.61	3,567,924	54.38
Academic Support	23,910,767	12,311,061	51.49	11,742,009	62.39
Student Services	16,741,644	10,196,400	60.90	9,837,842	60.31
Institutional Support	79,046,454	39,267,249	49.68	40,409,663	66.16
Physical Plant	19,750,692	11,160,408	56.51	10,142,566	60.81
Scholarships and Fellowships	52,564,249	41,555,020	79.06	42,043,962	88.57
Auxiliary Enterprises	4,220,040	2,969,055	70.36	3,131,838	74.63
Depreciation	22,000,000	11,426,619	51.94	12,032,282	65.26
Hurricane Harvey	30,000	899,945	2999.82	-	-
Capital Purchases	-	(505,384)	-	(454,974)	12.96
Total	<u>298,487,457</u>	<u>186,845,799</u>	<u>62.60</u>	<u>185,676,877</u>	<u>70.61</u>
TRANSFERS AMONG FUNDS:					
Transfers In	(4,064,019)	(2,614,997)	-	(2,203,093)	-
Transfers Out	4,064,019	2,614,997	-	2,203,093	-
Net Increase (Decrease) in Net Position	<u>\$ (22,705,481)</u>	<u>\$ 43,388,255</u>		<u>\$ 37,742,449</u>	

Capital Improvement Program

San Jacinto Community College District
Statement of Revenues, Expenditures and Changes In Net Position
For the Eight Months Ended April 30, 2018

91 Capital Projects

	<u>Adjusted Budget</u>	<u>Actual (66.67%)</u>	<u>4/30/17</u>
REVENUES:			
Investment Income	<u>\$ -</u>	<u>\$ 1,131,260</u>	<u>\$ -</u>
Total	<u>-</u>	<u>1,131,260</u>	<u>-</u>
EXPENDITURES:			
Bond Programs	<u>-</u>	<u>21,374,048</u>	<u>25,664,743</u>
Total	<u>-</u>	<u>21,374,048</u>	<u>25,664,743</u>
Net Increase (Decrease) in Net Position	<u>\$ -</u>	<u>\$ (20,242,788)</u>	<u>\$ (25,664,743)</u>



Monthly Investment Report

April 30, 2018



April Sighed and Stepped Aside



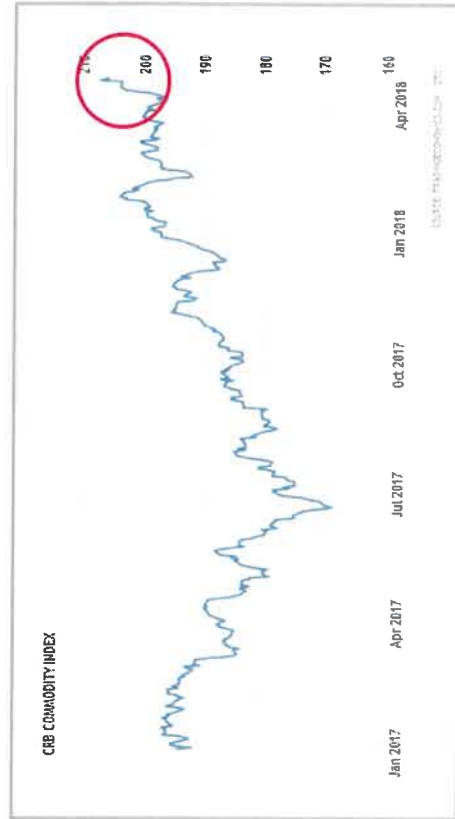
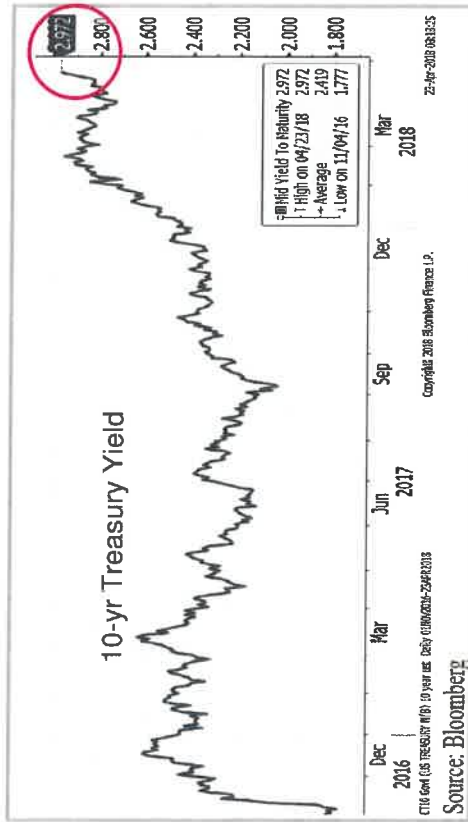
The fever pitch of volatility and trade rhetoric which gripped the 1Q finally waned slightly in April. The cooling of action resulted from a slight slow-down of the fever pace in the economy globally. Although the pointers in the US were positive they were only slightly better than expected - as one would expect as April sighed and stepped aside.

Personal income and personal consumption were slightly lower although the ECI (Employment Cost Index) was strong on jobs. Multi-family housing boomed but factory production cooled. A key read on capacity utilization showed it at 78 - only two steps away from the critical 80 read which signals continuing growth. All in all GDP's read for the 1Q reflected the moderate growth rate as it posted a increase of 2.3% which is up but a bit slower than mid-2017. Payrolls continue to roll however and the claims are down to an average of 229 from 232 on a 4-week moving average. April payroll numbers should show if the critical wage pressure from March continued.

With growth moderate but advancing, inflation remains the wild card. For the first time since 12/2013 the 10 year yield hit its psychological barrier of 3%. It didn't stay but it was breached! The ten-year has increase 0.50% in 2018 which could also reflect heavy corporate issuance and rising commodities prices. There is strong upward pressure on commodities: especially oil and metals. Since OPEC started its slowdown the inventories have dropped from 300 million barrels to 30 million driving oil prices to 2014 highs. The Commodity Research Board (CRB) price index passed 200 for the first time since 2015. All of this will drive inflation higher.

With one eye on inflation the other remains on the Fed. With a range of views on the Board the current San Fran President John Williams (who will probably likely be the new NY Fed Pres and Vice-Chair) says it "makes sense" to continue raising rates given "improvement" in economy. No action is expected in May but the "gradual" pathway to higher rates language will probably be repeated. The problem is to get prices to rise. The key will be not only to reach 2% inflation but see it as sustainable.

Our Federal Reserve is the one central bank actually moving on rates. Canada and UK (with Brexit woes) remain committed but not hiking until inflation shows up.



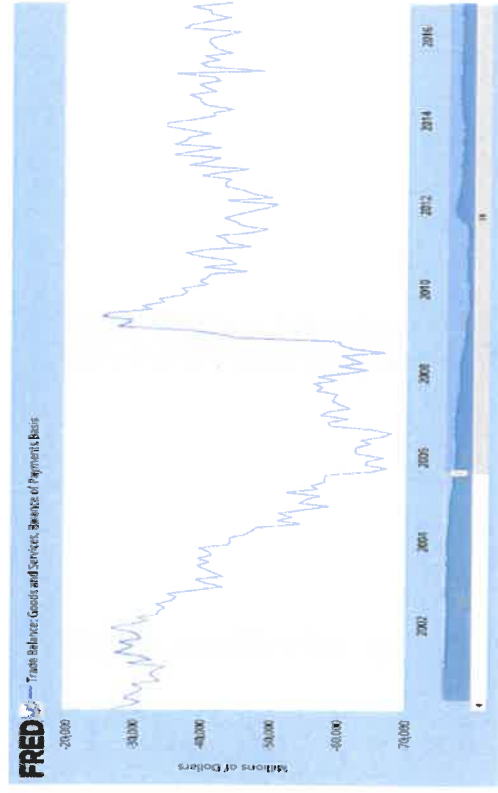
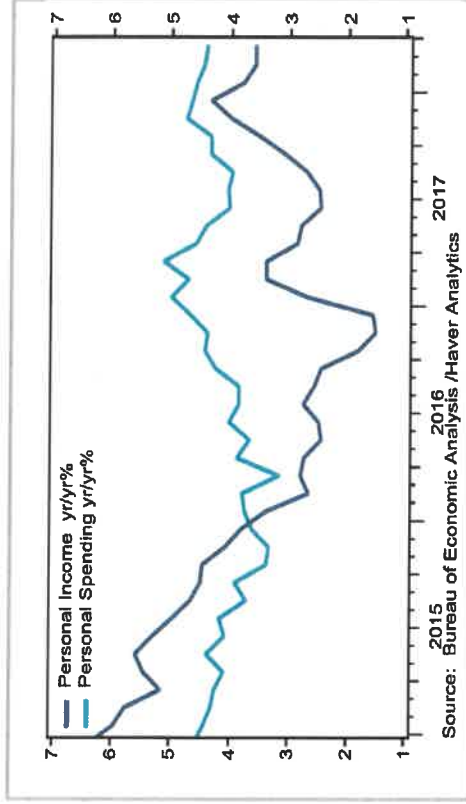
The Expansion Continues

The modest growth is not to be unexpected with the head winds of tough trade talk and a flatter yield curve on top of geo-political saber rattling by Korea and military actions in Syria during the first quarter. Regardless we are already in the third longest economic expansion in history. With modest growth there is no reason to believe this will not continue – perhaps through 2019.

Although the turmoil of the trade tantrums have cooled slightly its impact and ramifications on the economy and therefore on rates continues. Open and free trade definitely lowers costs (and therefore inflation chances) and has raised living standards around the world, but, it also displaces jobs (and reduces wage pressures). In the US, trade accounts for 26% of the economy and exports contribute 12%. Trade disputes raise the cost of raw materials and limit to lower cost imports hits the consumer who is accustomed to cheaper imported goods. It is a balancing act.

Some progress appears to be being made. Treasurer Mnuchin is traveling to China to “resolve” unfair practices and our possible re-joining of the Trans-Pacific Partnership (TPP) will give an important bargaining chip to the US vis-à-vis China. China still needs the US as does their currency. China has increased its holdings of US Treasuries despite the trade tempers and it must hold its rates up to the US rates to avoid a depreciation of the yuan. Chances are good someone will blink and deals will be made. Everyone – including Putin – seems to want to play nice in the sandbox right now.

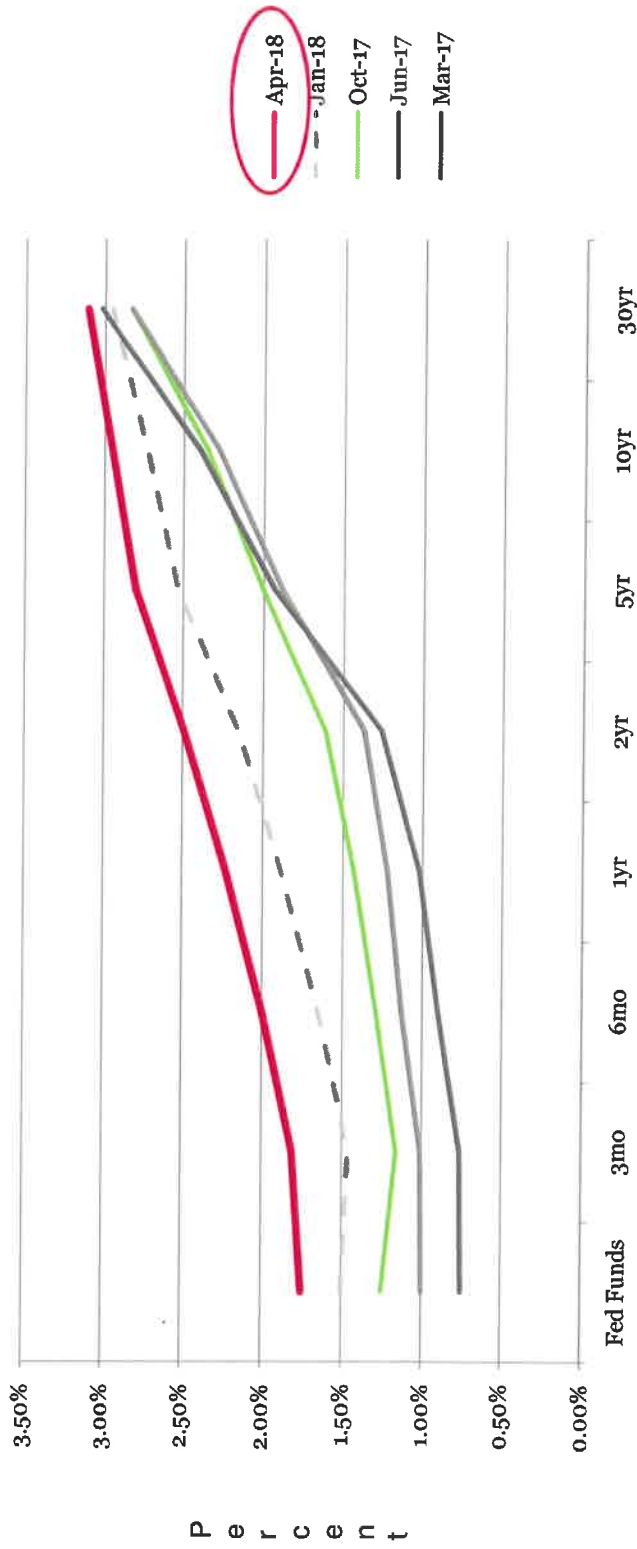
Meanwhile the NY Fed has begun to publish the new Secured Overnight Financing Rate (SOFR), which regulators hope will eventually be adopted to replace the market’s dependence on Libor. It is back U.S. dollar-based derivatives and loans. SOFR is based on transactions in the Treasury repurchase market, where banks and investors borrow or loan Treasuries overnight. That market represents \$800 billion traded daily. Libor still underpins \$200 trillion in derivatives and loans but SOFR creates an needed index alternative.





Rates Struggle to Find Right Balance

- The concern for a flattening (less steep) curve has abated somewhat. Any lessening of a hawkish tone from the Fed (to raise rates) will change the equation and the flattening will be less likely – at least until June when the next rate hike is expected.
- Some investors assumed the rise in the short-end was from heavy Treasury supply and though it was raised the anticipation of more rate hikes this year appear to be driving the short-end. The Treasury has increased its T-Bill issuance significantly putting much more supply in the short-end and potentially raising rates more (as prices drop on that supply).
- The long end refuses to move until a clear indication of sustainable inflation comes through in the data.
- The FOMC, for the first time since 1Q 2012, has taken deflationary concerns off the table as signs of inflation continue to grow.



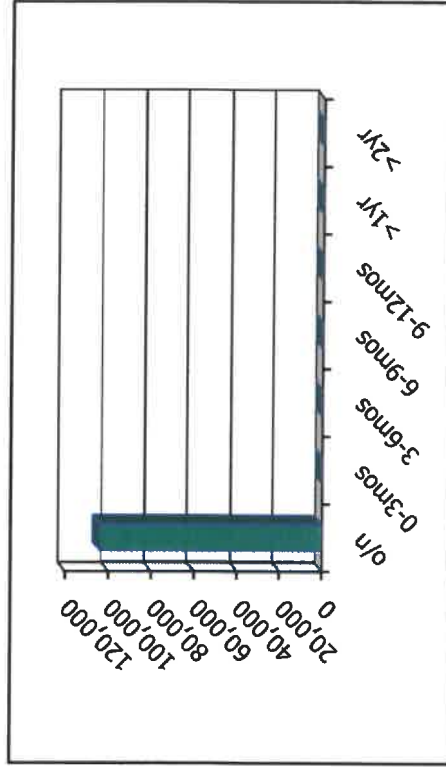
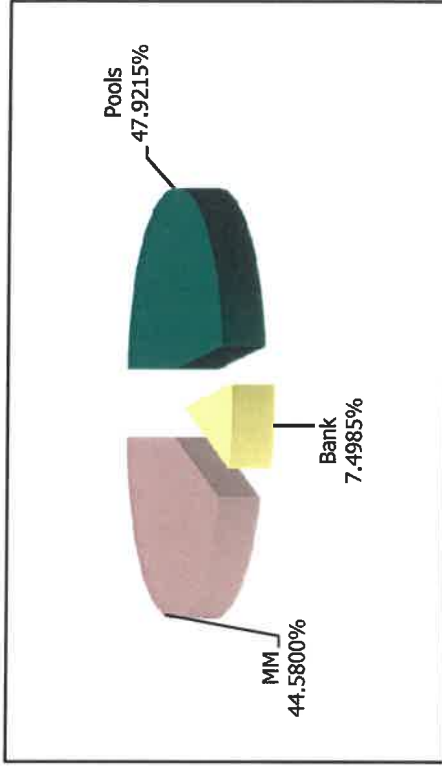
End of Month Rates - Full Yield Curve – Fed Funds to 30yr

General Portfolio

As of April 30, 2018



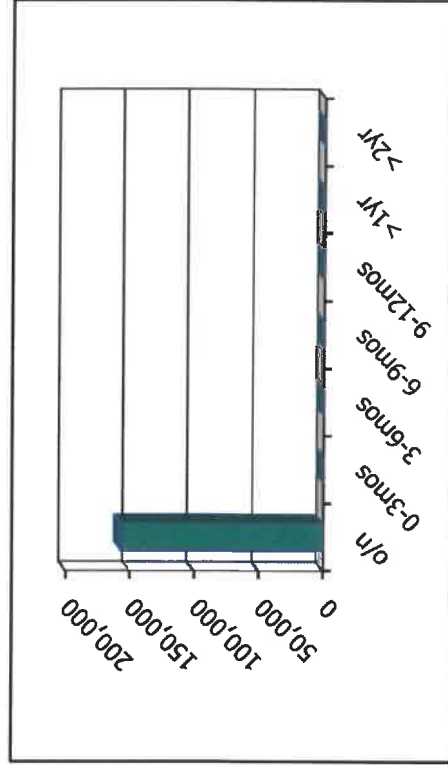
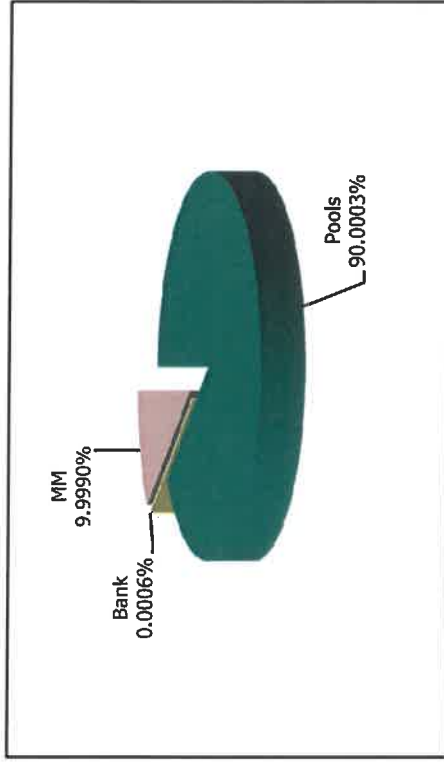
- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The very short-term rates continue to move up with the Fed's slow increase in the overnight rates and short term alternatives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



Bond Portfolio

As of April 30, 2018

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





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

San Jacinto Community College
Portfolio Management
Portfolio Summary
April 30, 2018

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM
Passbook/Checking Accounts	7,770,936.71	7,770,936.71	7,770,936.71	3.01	1	1	0.000
Investment Pools/Money Markets	250,427,747.50	250,427,747.50	250,427,747.50	96.99	1	1	1.645
Investments	258,198,684.21	258,198,684.21	258,198,684.21	100.00%	1	1	1.595
Total Earnings	April 30 Month Ending	Fiscal Year To Date					
Current Year	338,731.53	1,954,787.60					

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

Teri Zamora
 Teri Zamora, Vice Chancellor of Fiscal Affairs
 5/23/18



**San Jacinto Community College
 Summary by Type
 April 30, 2018
 Grouped by Fund**

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Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: Bond Funds						
Investment Pools/Money Markets	10	154,564,217.96	154,564,217.96	59.86	1.658	1
Subtotal	10	154,564,217.96	154,564,217.96	59.86	1.658	1
Fund: Consolidated Portfolio						
Passbook/Checking Accounts	9	7,770,936.71	7,770,936.71	3.01	0.000	1
Investment Pools/Money Markets	6	95,863,529.54	95,863,529.54	37.13	1.623	1
Subtotal	15	103,634,466.25	103,634,466.25	40.14	1.501	1
Total and Average	25	258,198,684.21	258,198,684.21	100.00	1.595	1

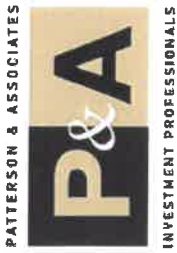
San Jacinto Community College
 Fund BOND - Bond Funds
 Investments by Fund
 April 30, 2018

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CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To	Date Maturity
Investment Pools/Money Markets											
708340211	10064	JPM - Debt Service	12/05/2007	0.01	0.01						1
XXX794	10228	East West ICS 08 Bond Proceeds	09/09/2014	0.00	0.00	0.00					1
XXX844	10229	East West ICS Debt Service	09/09/2014	0.00	0.00	0.00					1
86-72000794	10231	East West MM 08 Bond Proceeds	09/09/2014	2,002,817.65	2,002,817.65	2,002,817.65	1.730	1.706	1.730		1
86-72004242	10233	East West MM 15 Bond Proceeds	08/06/2015	5,007,044.13	5,007,044.13	5,007,044.13	1.730	1.706	1.730		1
86-72000844	10232	East West MM Debt Service	09/09/2014	8,445,159.64	8,445,159.64	8,445,159.64	1.730	1.706	1.730		1
9999999999	10084	LSIP GOF - 2008 Bond Proceeds	10/03/2008	3,453,718.57	3,453,718.57	3,453,718.57	1.650	1.627	1.650		1
9999999917	10234	LSIP GOF - 2015 Bond Proceeds	08/06/2015	1,948,168.35	1,948,168.35	1,948,168.35	1.650	1.627	1.650		1
9999999918	10235	LSIP GOF - 2016 Bond Proceeds	04/20/2016	126,324,636.37	126,324,636.37	126,324,636.37	1.650	1.627	1.650		1
9999999916	10106	LSIP GOF - Debt Service	07/30/2009	7,382,673.24	7,382,673.24	7,382,673.24	1.650	1.627	1.650		1
Subtotal and Average				154,564,217.96	154,564,217.96	154,564,217.96		1.635	1.658		1
Total Investments and Average				154,564,217.96	154,564,217.96	154,564,217.96		1.635	1.658		1

Fund GEN - Consolidated Portfolio
Investments by Fund
April 30, 2018

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Passbook/Checking Accounts										
1390012195A	10164	Bank of America - Operating	09/01/2017	1,489.24	1,489.24	1,489.24				1
9999999914	10089	Credit Cards - In Transit	09/01/2017	-50,243.70	-50,243.70	-50,243.70				1
708340062	10086	Disbursements	09/01/2017	-412,055.80	-412,055.80	-412,055.80				1
707759296	10069	JPM - Federal Programs	09/01/2017	0.00	0.00	0.00				1
707759338	10062	JPM - Operating	09/01/2017	8,247,801.79	8,247,801.79	8,247,801.79				1
707759346	10085	Payroll Fund	09/01/2017	-34,583.52	-34,583.52	-34,583.52				1
9999999913	10088	Petty Cash	09/01/2017	20,025.00	20,025.00	20,025.00				1
707759353	10181	Student Deferred Income	09/01/2017	0.00	0.00	0.00				1
707759361	10103	JPM - Workmen's Comp	09/01/2017	-1,496.30	-1,496.30	-1,496.30				1
Subtotal and Average				7,770,936.71	7,770,936.71	7,770,936.71		0.000	0.000	1
Investment Pools/Money Markets										
XX810	10227	East West ICS	09/09/2014	0.00	0.00	0.00				1
86-7200810	10230	East West MM	09/09/2014	40,954,760.21	40,954,760.21	40,954,760.21	1.730	1.706	1.730	1
999999993	10034	LSIP GOF - Operating	09/01/2007	12,198,258.93	12,198,258.93	12,198,258.93	1.650	1.627	1.650	1
707759320	10035	JPM - Money Market	09/01/2007	5,004,509.21	5,004,509.21	5,004,509.21	0.370	0.364	0.370	1
999999996	10038	TCB - Money Market	09/26/2007	241,224.30	241,224.30	241,224.30	0.740	0.729	0.740	1
999999991	10032	TexPool	09/01/2007	37,464,776.89	37,464,776.89	37,464,776.89	1.670	1.647	1.670	1
Subtotal and Average				95,863,529.54	95,863,529.54	95,863,529.54		1.601	1.623	1
Total Investments and Average				103,634,466.25	103,634,466.25	103,634,466.25		1.481	1.501	1



San Jacinto Community College
Interest Earnings
 Sorted by Fund - Fund
 April 1, 2018 - April 30, 2018
 Period Yield on Average Book Value

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CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Yield This Period	Interest Earned	Adjusted Interest Earnings	
											Amortization/ Accretion	Adjusted Interest Earnings
Fund: Bond Funds												
708340211	10064	BOND	RRP	0.01	0.01	0.01				0.00	0.00	0.00
999999999	10084	BOND	RRP	3,453,718.57	3,627,880.82	3,600,336.44		1.650	0.136	4,888.03	0.00	4,888.03
999999999	10106	BOND	RRP	7,382,673.24	6,286,671.94	6,435,765.39		1.650	0.136	8,740.02	0.00	8,740.02
86-72000794	10231	BOND	RRP	2,002,817.65	2,002,473.29	2,000,176.36		1.730	0.141	2,817.65	0.00	2,817.65
86-72000844	10232	BOND	RRP	8,445,159.64	8,430,805.94	8,433,592.80		1.730	0.141	11,880.41	0.00	11,880.41
86-72004242	10233	BOND	RRP	5,007,044.13	5,006,183.87	5,000,440.93		1.730	0.141	7,044.13	0.00	7,044.13
999999999	10234	BOND	RRP	1,948,168.35	1,948,110.77	1,945,700.79		1.650	0.136	2,641.76	0.00	2,641.76
999999999	10235	BOND	RRP	126,324,636.37	129,214,486.71	128,811,684.53		1.650	0.136	174,888.00	0.00	174,888.00
			Subtotal	154,564,217.96	156,516,613.35	156,227,697.26			0.136	212,900.00	0.00	212,900.00
Fund: Consolidated Portfolio												
999999999	10032	GEN	RRP	37,464,776.89	30,390,843.78	31,043,308.22		1.670	0.150	46,437.41	0.00	46,437.41
999999999	10038	GEN	RRP	241,224.30	241,072.72	241,077.77		0.740	0.063	151.58	0.00	151.58
707759320	10035	GEN	RRP	5,004,509.21	5,002,988.80	5,003,039.48		0.370	0.030	1,520.41	0.00	1,520.41
707759338	10062	GEN	PA1	8,247,801.79	8,807,750.23	8,789,085.28				0.01	0.00	0.01
707759346	10085	GEN	PA1	-34,583.52	-24,306.33	-24,648.90				0.00	0.00	0.00
708340062	10086	GEN	PA1	-412,055.80	-335,741.65	-338,285.46				0.00	0.00	0.00
999999999	10088	GEN	PA1	20,025.00	20,025.00	20,025.00				0.00	0.00	0.00
999999999	10089	GEN	PA1	-50,243.70	7,229.10	5,313.34				0.00	0.00	0.00
707759361	10103	GEN	PA1	-1,496.30	-4,563.01	-4,460.79				0.00	0.00	0.00
999999999	10034	GEN	RRP	12,198,258.93	22,869,039.55	14,823,078.16		1.650	0.136	20,107.86	0.00	20,107.86
1390012195A	10164	GEN	PA1	1,489.24	1,707.39	1,700.12				0.00	0.00	0.00
86-7200810	10230	GEN	RRP	40,954,760.21	40,890,962.08	40,898,860.30		1.730	0.141	57,614.26	0.00	57,614.26
			Subtotal	103,634,466.25	107,867,007.66	100,458,092.53			0.125	125,831.53	0.00	125,831.53
			Total	258,198,684.21	264,383,621.01	256,685,789.79			0.132	338,731.53	0.00	338,731.53

San Jacinto College Foundation
Statement of Financial Position
As of April 30, 2018

ASSETS

Current Assets

Checking/Savings

General Fund \$949,617

Other Funds -

Total Checking/Savings 949,617

Accounts Receivable

Other Receivables 9,000

Pledge Receivables 222,400

Special Events Receivables 8,955

Total Accounts Receivable 240,355

Other Current Assets

Short Term Investments

Goldman Sachs 10,746,740

Capital Bank CD 204,477

Prosperity Bank 203,201

Total SJC Short Term Investments 11,154,418

Total Current Assets 12,344,390

TOTAL ASSETS

\$12,344,390

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Event Payable 635

Grants Payable 42,966

Programs Payable 35,908

Endowments Payable 58,259

Scholarship Payables 175,331

Student Success Payables 23,154

Total Accounts Payable 336,253

Total Current Liabilities 336,253

Total Liabilities 336,253

Equity

Net Assets 11,476,782

Net Income 531,355

Total Equity 12,008,137

TOTAL LIABILITIES & EQUITY

\$12,344,390

San Jacinto College Foundation

Statement of Activities

For the Period Ending April 30, 2018

	Current Year	Last Year	Effect on Net Income
Ordinary Income/Expense			
Income			
Contributions			
Grant Contributions	34,280	17,310	16,970
Permanently Restricted	222,918	261,212	(38,294)
Program Sponsorship	402,955	247,990	154,966
Temporarily Restricted	567,532	436,624	130,908
Total Contributions	<u>1,227,685</u>	<u>963,136</u>	<u>264,550</u>
Other Income			
Special Events	141,280	105,472	35,808
Investment Income	195,113	134,656	60,457
Realized Gain / (Loss)	15,242	1,215,582	(1,200,340)
Unrealized Gain / (Loss)	(99,042)	(1,101,501)	1,002,459
Total Other Income	<u>252,593</u>	<u>354,209</u>	<u>(101,616)</u>
Total Income	1,480,278	1,317,344	162,934
Expense			
Programs			
Scholarships Awarded	648,986	177,490	(471,496)
Grants Awarded	16,957	46,645	29,688
Programs Sponsored	130,033	146,419	16,386
Student Success Initiatives	32,192	35,277	3,085
Total Programs	<u>828,168</u>	<u>405,831</u>	<u>(422,337)</u>
Supporting Services			
Management and General	24,978	26,639	1,660
Fundraising Expenses	84,752	84,545	(207)
Sponsorship Expense	11,024	2,850	(8,174)
Total Supporting Services	<u>120,754</u>	<u>114,033</u>	<u>(6,721)</u>
Total Expense	<u>948,923</u>	<u>519,864</u>	<u>(429,059)</u>
Net Ordinary Income	531,355	797,480	(266,125)
Other Income / Expenses			
Net Other Income	<u>\$531,355</u>	<u>\$797,480</u>	<u>(\$266,125)</u>



Contributions Report
April 2018

Donors	Amount	Fund
Corporations	\$76,750	Beta Sigma Phi North Channel Scholarship, Bobby Kersey Scholarship, Gala, Tank Terminal Group Scholarship, Veterans Center
Foundations	13,500	Air Products, Gala
Individuals	8,366	Gala, Foundation Memorial Fund, Jennifer Puryear Scholarship, Veterans Center

Total Donation

Employee Contributions	20,235	Alumni Fund, Brysch Garza Firefighter Scholarship, Disaster Relief, Gala, Golf Tournament, John Locke Memorial, North Campus Baseball Program, Promise for their Future Scholarship, Veterans Center, Zachary Longoria EMS Scholarship
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Total Contributions \$118,851

2008 Bond Program

Report As of April 30, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central								
Sub-total	-	-						
North								
722612 - NC Plant Chiller	14,225	1,721,732	1,735,957	154,346	103,584	1,628,246	4,127	99.76%
Sub-total	14,225	1,721,732	1,735,957	154,346	103,584	1,628,246	4,127	99.76%
South								
723914 - SC Softball Improvements	850,000	-	850,000	-	704,059	110,668	35,273	95.85%
Sub-total	850,000	-	850,000	-	704,059	110,668	35,273	95.85%
District								
720100 - Program Management	-	-	-	(9,605,947)	-	-	-	-
726800 - Contingency	14,626,260	(14,524,108)	102,152	-	-	-	102,152	-
726907 - Wayfinding Signage	50,000	950,000	1,000,000	10,924	-	42,728	957,272	4.27%
726811 - A.1/A.2 Building Renovations	-	1,311,000	1,311,000	-	-	-	1,311,000	-
726812 - Science Parks	-	490,000	490,000	-	-	-	490,000	-
722919 - NC Welcome Center Reconfiguration	-	400,000	400,000	-	-	-	400,000	-
723917 - SC Welcome Center Reconfiguration	-	400,000	400,000	-	-	-	400,000	-
Sub-total	14,676,260	(10,973,108)	3,703,152	(9,595,023)	-	42,728	3,660,424	1.15%
2008 Contingency Supplemental Projects								
721913 - CC - GE Ultrasound Machine	-	45,633	45,633	-	45,633	-	-	-
721915 - CC Police Vehicles	-	127,783	127,783	-	57,246	65,664	4,873	96.19%
721916 - CC FS Passenger Van	-	85,000	85,000	-	78,671	-	6,329	92.55%
721917 - CC FS Pick-Up/Mini Van	-	80,000	80,000	-	77,729	-	2,271	97.16%
722912 - NC Cardiac Monitor	-	20,312	20,312	-	-	8,995	11,317	44.28%
723915 - SC - Traveler, Border, and Leg Curt	-	61,000	61,000	-	60,545	-	455	99.25%
726909 - Dist Network/Wireless Equipment	-	784,920	784,920	-	-	780,871	4,049	99.48%
726911 - Dist Enterprise Applications: ILP	-	81,034	81,034	-	-	79,965	1,069	98.68%
726912 - Dist MAC Computer Refresh	-	615,000	615,000	-	-	301,232	313,768	48.98%
726913 - Dist Dell Lease Refresh/Bond Comp	-	125,000	125,000	-	58,902	4,920	61,178	51.06%
726914 - Dist - System Admin Storage Refresh	-	167,000	167,000	-	-	-	167,000	-
726915 - Dist - Inv/Procure Ford Transit 250	-	64,000	64,000	-	-	-	64,000	-
726916 - Dist - College Wide Scheduling Sys	-	200,000	200,000	-	-	-	200,000	-
726917 - Dist - CPD Evolve Software	-	100,000	100,000	-	-	-	100,000	-
726918 - Dist Marketing Website Devel	-	250,000	250,000	-	185,250	14,750	50,000	80.00%
726919 - Dist Marketing Printer	-	7,500	7,500	-	1,856	597	5,047	32.71%
726921 - Dist - Transcripts Solution Lexmark	-	248,954	248,954	-	248,954	-	-	-
726810 - 2008 Contingency Supplemental Projects	-	56,076	56,076	-	-	-	56,076	-
Sub-total	-	3,119,212	3,119,212	-	814,786	1,256,994	1,047,432	66.42%
Supplemental Projects closed								
721911 - CC OR Electric Bed	-	19,146	19,146	-	-	19,146	-	100.00%
721912 - CC Full Body Phantom	-	-	-	-	-	-	-	-
721914 - CC Engine Driver Welder	-	18,288	18,288	-	-	18,288	-	100.00%
722911 - NC Library Security Gates	-	-	-	-	-	-	-	-
722913 - NC Nursing Kelley	-	24,385	24,385	-	-	24,385	-	100.00%
722914 - NC Tablet/Capsule Counter	-	4,590	4,590	-	-	4,590	-	100.00%
722915 - NC Monument Room AV Update	-	20,818	20,818	-	-	20,818	-	100.00%
723916 - SC SimMan 3G	-	90,568	90,568	-	-	90,568	-	100.00%
726910 - Dist Juniper Switches	-	902,012	902,012	-	-	902,012	-	100.00%
726920 - Dist Marketing Computers	-	-	-	-	-	-	-	-
Sub-total	-	1,079,807	1,079,807	-	-	1,079,807	-	100.00%
Projects Closed								
Sub-total	279,459,515	5,052,357	284,511,872	9,440,677	-	284,511,872	-	100.00%
TOTALS	295,000,000	-	295,000,000	-	1,622,429	288,630,315	4,747,256	98.39%

2015 Revenue Bond Program

As of April 30, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Program Management Fees	Total Budget	Encumbered Funds	Total Expenditures	Remaining Balance	Percent of Budget Encumbered/Expensed
North - CIT									
722916 NC - CIT Graphics	-	62,000	62,000	-	62,000	37,282	-	24,718	60.13%
722918 NC - CIT Acoustics	-	200,000	200,000	-	200,000	82,892	-	117,108	41.45%
Contingency (726900)	2,408,355	4,274,803	6,683,158	-	6,683,158	-	-	6,683,158	-
Sub-total	2,408,355	4,536,803	6,945,158	-	6,945,158	120,174	-	6,824,984	1.73%
Projects Closed									
722909 - North CIT	47,591,645	(6,039,719)	41,551,926	753,966	42,305,892	-	42,305,892.00	-	101.81%
722909 - Program Manager	-	753,966	753,966	(753,966)	-	-	-	-	-
726908 - Dist Campus Purchases	-	748,950	748,950	-	748,950	-	748,950.00	-	100.00%
Sub-total	47,591,645	(4,536,803)	43,054,842	-	43,054,842	-	43,054,842	-	100.00%
TOTALS	50,000,000	-	50,000,000	-	50,000,000	120,174	43,054,842	6,824,984	86.35%

Repair and Renovation

Report As of April 30, 2018

Project	Base Budget	Budget Adjustments	Current Budget	Executed Change Orders	Encumbered Funds	FY18 Expenditures	Total Expenditures	Moved to Construction in Process	Remaining Balance	Percent of Budget Encumbered/ Expensed
Central										
F18001 CC - Central Misc.	-	23,027	23,027	-	1,342	12,089	12,089	-	9,596	58.33%
F18005 CC - Central Lifecycle Furniture	-	100,000	100,000	-	61,675	38,182	38,182	-	143	99.86%
F18013 CC - C14.200 Conference Room Renova	-	5,220	5,220	-	1,280	3,888	3,888	-	52	99.00%
F18021 CC - C11 Hallways	-	48,980	48,980	-	48,980	-	-	-	-	100.00%
F18022 CC - C32 Eye Wash	-	6,953	6,953	-	6,953	-	-	-	-	100.00%
F18023 CC - C16.114b Administrative/AA Off	-	5,337	5,337	-	5,337	-	-	-	-	100.00%
F18026 CC - C11.1051c Renovation	-	5,635	5,635	-	5,635	-	-	-	-	100.00%
F18033 CC - C1 Help Desk	-	9,993	9,993	-	9,993	-	-	-	-	100.00%
F18034 CC - C3.302 Conference Rm Renovaton	-	8,638	8,638	-	8,638	-	-	-	-	100.00%
Sub-total	-	213,783	213,783	-	149,833	54,159	54,159	-	9,791	95.42%
North										
F18002 NC - North Misc.	-	20,000	20,000	-	4,847	4,464	4,464	-	10,689	46.56%
F18006 NC - North Lifecycle Furniture	-	50,000	50,000	-	16,056	33,349	33,349	-	595	98.81%
F18011 NC - N6 Acoustical Improvements	-	40,000	40,000	-	5,500	-	-	-	34,500	13.75%
F18039 NC - NCIT Acoustics	-	8,600	8,600	-	8,600	-	-	-	-	100.00%
Sub-total	-	118,600	118,600	-	35,003	37,813	37,813	-	45,784	61.40%
South										
F18003 SC - South Misc.	-	20,000	20,000	-	-	10,892	10,892	-	9,108	54.46%
F18007 SC - South Lifecycle Furniture	-	50,000	50,000	-	49,998	-	-	-	2	100.00%
F18028 SC - S6.160 Acoustical Improvements	-	40,000	40,000	-	5,500	-	-	-	34,500	13.75%
F18030 SC - S1.255 Lab Conversion	-	15,190	15,190	-	15,190	-	-	-	-	100.00%
Sub-total	-	125,190	125,190	-	70,688	10,892	10,892	-	43,610	65.16%
District										
F18004 Dist - College Administration Misc.	-	10,000	10,000	-	646	4,096	4,096	-	5,258	47.42%
F18008 Dist - A..1 Restroom ADA Renovation	-	49,700	49,700	-	-	16,400	16,400	-	33,300	33.00%
F18017 Dist - A1.101b	-	7,905	7,905	-	7,905	-	-	-	-	100.00%
F18024 DIST - A2 Landscaping	-	12,633	12,633	-	12,633	-	-	-	-	100.00%
Sub-total	-	80,238	80,238	-	21,184	20,496	20,496	-	38,558	51.95%
Contingency (720700)	1,469,127	(546,827)	922,300	-	-	-	-	-	922,300	-
Sub-total	1,469,127	(546,827)	922,300	-	-	-	-	-	922,300	-
Projects Closed										
F17073 SC - S12 ILC Window Tint	-	9,016	9,016	-	-	9,016	9,016	-	-	100.00%
Sub-total	-	9,016	9,016	-	-	9,016	9,016	-	-	100.00%
TOTALS	1,469,127	-	1,469,127	-	276,708	132,376	132,376	-	1,060,043	27.85%

SAN JACINTO COLLEGE DISTRICT
Building Committee Meeting
May 22, 2018

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

Members Absent: None

Others Trustees Present: None

Others Present: Mel Butler (AECOM), Bill Dowell, Scott Gernander, Allatia Harris, Mike Harris, Joe Hebert, Brenda Hellyer, Mini Izaguirre, Ann Kokx-Templet, Janet Slocum, Charles Smith, Teri Zamora

- I. The meeting was called to order at 3:36 p.m. by Committee Chair, Dan Mims.
- II. Roll Call of Committee Members by Dan Mims
 - a. John Moon, Jr., present
 - b. Marie Flickinger, present
 - c. Erica Davis Rouse, present
 - d. Other Trustees present: None
 - e. Members absent: None
- III. Approval of Minutes from the February 20, 2018 Building Committee Meeting
 - a. Dan Mims presented the minutes of the February 20, 2018 Building Committee meeting. A motion was made by John Moon, Jr. to accept the minutes as presented. Marie Flickinger seconded the motion. The minutes were approved as presented.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (led by Bryan Jones)
 - a. Consideration of Approval of Additional Funds for Architect Services
 - i. This item provides for additional funding for architectural services provided by Huitt-Zollars, Inc., Kirksey Architects, Inc., and Page Southerland Page, Inc. for the 2015 Bond Program.
 - ii. Since approval in June 2016, the estimated cost of construction, which is the underlying basis for calculating the architect's fee, has increased due to numerous factors which have been discussed.
 - b. Consideration of Approval of Method of Procurement for College Administration Building Renovation
 - i. This item provides approval of the Job Order Contracting (JOC) method of procurement for renovations required at the College Administration buildings.
 - ii. Approval of this request will allow for the completion of renovations necessary to bring the building into code compliance and completion of other items that will provide for improved building operations, updated spaces, and program efficiencies.

- c. Consideration of Approval of GMP for Steel for the Central Campus Welcome Center
 - i. This item provides authorization to the Chancellor or her designee to approve a Guaranteed Maximum Price (GMP) not to exceed \$1,116,205 for fabricated structural steel at the Central Campus Welcome Center.
 - ii. Due to the currently escalating steel market, authorization to negotiate and purchase the building's steel package as a phased component of the full GMP is requested.

- d. Consideration of Approval of GMP for Steel for the North Campus Cosmetology and Culinary Center
 - i. This item provides authorization to the Chancellor or her designee to approve a Guaranteed Maximum Price (GMP) not to exceed \$1,259,626 for fabricated structural steel at the North Campus Cosmetology and Culinary Center.
 - ii. Due to the currently escalating steel market, authorization to negotiate and purchase the building's steel package as a phased component of the full GMP is requested.

- e. Consideration of Approval of GMP for Steel for the South Campus Engineering and Technology Center
 - i. This item provides authorization to the Chancellor or her designee to approve a Guaranteed Maximum Price (GMP) not to exceed \$2,034,610 for fabricated structural steel at the South Campus Engineering and Technology Center.
 - ii. Due to the currently escalating steel market, authorization to negotiate and purchase the building's steel package as a phased component of the full GMP is requested.

- f. Consideration of Approval of GMP for Steel and Pre-Cast Concrete for the South Campus Cosmetology
 - i. This item provides authorization to the Chancellor or her designee to approve a Guaranteed Maximum Price (GMP) not to exceed \$1,172,360 for fabricated structural steel and pre-cast concrete panels at the South Campus Cosmetology Center.
 - ii. Due to the currently escalating steel market and manufacturing lead times, authorization to negotiate and purchase the building's structural steel and pre-cast concrete packages as phased components of the full GMP is requested.

- g. Consideration of Approval of Purchase of Data Storage Systems
 - i. This item provides the purchase of data storage systems with Oracle Corporation (Oracle) for the Information Technology Services (ITS) department.
 - ii. The College's enterprise resource planning software, Banner, utilizes data storage components that have reached the end of their planned useful life. This storage system contains business critical data needed to support College operations.

- h. Consideration of Approval of Funds for Audio Visual Equipment and Services for

Central Campus Petrochemical, Energy, and Technology

- i. This item provides approval for expenditures for audio-visual equipment and related installation services with Network Cabling Services (NCS) for the Central Campus Center for Petrochemical, Energy, and Technology (CPET) facility.
- ii. This award will include the materials and related installation services necessary for the audiovisual systems proposed for use in all instructional spaces and the event spaces within the CPET building. These systems are essential to the College instructional and community engagement mission.

i. Consideration of Approval to Adopt New Prevailing Wage Scale

- i. This item adopts the Prevailing Wage Rates – School Construction Trades for the Texas Gulf Coast Area as the official Prevailing Wage Rates of San Jacinto College.
- ii. In the past, the College had adopted the prevailing wage rates of Harris County. For reasons unknown, those schedules were found to deviate from current market conditions as reported by the College’s awarded construction managers.
- iii. Based on cost estimates prepared by the construction managers for the College’s new construction projects, the impact of the higher prevailing wage rate document previously utilized ranged from 3-4 percent higher than the rates compiled by PBK Architects. When extrapolated to the remaining construction and renovation projects, adoption of the proposed Prevailing Wage Rate scale could potentially save an amount between \$8.5 to \$11 million dollars, which will allow the projects to remain at the current size and scope.

V. Project Updates – Bond – (presentation led by Charles Smith)

a. Safety Data

- i. Construction Worksite Safety Metrics document for the period April 1-30, 2018 was presented. It included information including total program man-hours worked, quantity of safety observations, OSHA injury/accident statistics, and quality assurance measures.
- ii. Nearly 100,000 construction hours have been worked on the 2015 Bond Program to date. The team has met with Tellepsen project and safety leadership to review job site hazards and conditions. Project and program teams continue to take safety seriously, which reflect in the reported safety metrics, which have all improved.

b. Master Bond Program Schedule

- i. The schedule of projects was presented and no comments were offered.

c. Steel Cost

- i. Chart was shown with an increase of steel from November 2017 of 43 percent.

d. South Campus – Softball Improvements

Building Committee Minutes
May 22, 2018

- i. The bleachers and press box are now complete and were put to use for the first time on March 15, 2018.
 - ii. The old batting cage has been taken down and the slab removed. Foundation construction preparation for the new building has begun.
- e. Central Campus – Petrochem
 - i. The Petrochem project has made dramatic progress. The building is now vertical with the erection of structural steel and tilt wall panels over the past two months. All the second story floors have been poured and cured. The roof deck has been installed and over the next few weeks, work will transition into roofing completion. The rate of progress will seem to slow at this point, as the work becomes more detail oriented.
- f. Central Campus – Glycol Unit, Process Plant
 - i. The process plant construction project was awarded to Austin Industrial (Austin). Tellepsen has fenced off the process plant site and provided a construction entrance on Cunningham Drive. Austin will be moving on site soon to begin foundation preparations and anticipates completing the project sometime in February 2019.
- g. Central Campus – Welcome Center
 - i. Final design renderings have been completed. All tenants have reviewed the enhanced design allowed by last month's budget modifications and all are pleased. Groundbreaking should take place in September 2018.
- h. Central Campus – Frels Renovation
 - i. Renovation of the College building to support the Early College High School has begun. The team has been working with College Administration to ensure that the proper capabilities are delivered. The solicitation process for Construction Manager at-Risk should begin in July 2018.
- i. Central Campus – Central Plant Upgrade
 - i. The solicitation phase has begun for this project with the complete plans and specifications for the Competitive Sealed Proposal (CSP) submitted last week.
- j. North Campus – Cosmetology and Culinary Center
 - i. Construction documents for the North Cosmetology and Culinary building are 50 percent complete with reviews approaching completion. Groundbreaking is planned for September 2018.
- k. North Campus – Spencer, Brightwell, and Wheeler Renovation
 - i. Programming phase began last week with HKS Architects, Facilities Programming & Consultants, and campus leaders. All input will be combined with

HKS' assessments to produce alternative scenarios to meet the campus needs as constrained by the existing building structures and the available funds.

- l. North Campus – Underground Utility Tunnel
 - i. The North Campus Utility Tunnel renovation project has been awarded to Brandt Companies. They will begin ordering necessary materials and equipment to begin work as soon as the contract has been executed.

- m. North Campus - Burleson Building Early College High School Renovation Study
 - i. Kirksey Architects initiated a facility condition assessment of the Burleson building the week of February 12, 2018.
 - ii. Kirksey Architects will soon begin their design process with a full architectural, structural, mechanical, electrical, plumbing, and accessibility assessment study.

- n. South Campus – Engineering & Technology Building
 - i. Design of the Engineering & Technology Center has passed the 100 percent Design Development stage and has been reviewed by campus leaders. Groundbreaking is planned for September 2018.

- o. South Campus – Cosmetology Building
 - i. This project has reached the 50 percent Construction Document stage and reviews are underway. Equipment selections have begun.

- p. South Campus – Longenecker Renovation
 - i. The design team is working on a construction phasing strategy that will allow most of the building to remain in service while other areas are being renovated. There will be five phases in the renovation plan. Coordination with campus staff will be carried out to minimize disruption and communicate impacts.

- q. South Campus – HVAC Building
 - i. Huitt-Zollers has delivered their plans and specifications, and we are currently soliciting for a CSP contractor to complete the work on this renovation. Completion is planned for December 2018. In the meantime, work has begun on the structural repairs. These must be completed before the renovation process begins.

- r. Campus Wide – Data Closets
 - i. Permits for the South Campus project were received from the City of Houston last week. The contractor, McDonald Electric, has begun installation at the North Campus and will work sequentially at each campus until the overall project is completed. North and Central Campuses are planned to complete by July 2018, and South Campus by August 2018.

Building Committee Minutes
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- s. Campus Wide – Access Security
 - i. The Guidepost Security Final Report and Master Plan has been fully reviewed at the lower staff levels of the College and will be briefed to the Strategic Leadership Team (SLT) for their comments. A formal report is planned for delivery in the near future.

- VI. Financial Report – 2008 Bond, 2008 Supplemental Bond, 2015 Revenue, and 2015 Bond Projects
 - a. 2008 Bond
 - i. We are working multiple projects under the 2008 Bond Program. There is a balance of \$4.7 million that is being worked with the smaller supplemental projects, as indicated on the financial summary report.

 - b. 2015 Revenue Bond
 - i. The North Campus Center for Industrial Technology (CIT) building project has been closed out. However, there are a two smaller projects which continue to be worked. These are the Graphics and Acoustics projects, which are about 60 percent complete.

 - c. 2015 Bond Projects
 - i. Changes were made to the 2015 Bond project budgets as a result of the discussions at the April 2018 Board Retreat. These changes are reflected in the financial summary report. Program management fees column has been added.
 - ii. A question was raised about the \$6 million savings indicated on the North Campus Underground Utility Tunnel project. It was explained that a study was conducted following creation of the original Bond project and it was determined that a reduced scope of work could be carried out. Additionally, Hurricane Harvey caused flooding of the tunnel and no significant loss of use occurred, proving the new project design intent viable.

- VII. Projects Update – Operating
 - a. Safety Metrics
 - i. A couple of incidents were reported for this period. A strain injury occurred when an employee lifted a computer printer from a golf cart and another occurred when an employee slipped using a ladder. Information on the importance of stretching was delivered to the group last month.

 - b. Schedule Update
 - i. Update was presented and with no questions raised.

 - c. Financial Reports
 - i. The report reflects up to April 30, 2018 and the Classroom Lock Upgrade project

is not shown as it was recently approved. It will be reflected in next month's report. The total project budget is \$500,000 and includes provisions for approximately 1,100 classroom locks.

VIII. Status of Delegated Authority

- a. Dr. Hellyer explained at the last Board meeting three delegations of authority were requested. The status of these delegations is as follows:
 - i. Central Campus Petrochemical, Energy, and Technology – Authorization of Assignment of Contractor for the Glycol, Process Plant. Austin Maintenance & Construction, Inc. (Austin) was granted for \$5,514,961. Prior to executing the contract, the price was negotiated and finalized at \$5,395,925.30.
 - ii. Central Campus Central Plant – Action under this delegation has not yet been exercised.
 - iii. Classroom Lock Upgrade Project - Actively working with completion planned by August 31, 2018. Action under this delegation has not yet been exercised.
- b. Several delegations regarding steel will be requested this month. Dr. Hellyer indicated in the future she would like a summary provided to the Building Committee and possibly the full Board on the status of these delegations. This summary would allow the Board members to know the status of the delegation, including when completed.

IX. Adjournment – The meeting was adjourned at 4:32 p.m.

San Jacinto College District
Finance Committee Meeting Minutes
May 22, 2018

Members Present: Marie Flickinger, Keith Sinor, Dr. Ruede Wheeler, and Larry Wilson

Members Absent: None

Other Trustees Present: None

Others Present: Brenda Hellyer, Teri Zamora, Linda Torres, and Lori Barbay

- I. The meeting was called to order at 5:00 p.m. by Ruede Wheeler, Chair, Finance Committee. Roll call of the Committee members was taken:
 - Marie Flickinger, present.
 - Keith Sinor, present.
 - Dr. Ruede Wheeler, present.
 - Larry Wilson, present.

- II. Approval of Minutes from the February 20, 2018, Finance Committee Meeting
 - Dr. Wheeler presented the minutes from the February 20, 2018, Finance Committee Meeting. A motion was made by Mr. Wilson, and seconded by Mr. Sinor to accept the minutes as presented.

- III. Review and Discuss Internal Audit Departmental Audit and Cash Count Observations:
 - Linda Torres, Director of Internal Audit, updated the Committee on an audit report and cash counts.
 - Massage Therapy Departmental Audit – Ms. Torres reviewed the executive summary of the Massage Therapy Departmental audit report, which included a detailed evaluation of the operational efficiency, internal controls, and compliance with internal and external regulations and policies surrounding the Massage Therapy Department between September 1, 2016, and September 30, 2017. The following observations with their Correction Action Plans (CAP) were noted:
 - Written procedures do not contain substantive detail in key areas.
 - CAP – Written procedures will be developed with an estimated completion date of February 2018.
 - The Web-Time Entry Payroll System is not utilized efficiently and effectively.
 - CAP – The department will hold employees accountable for neglecting to properly clock-in and clock-out and will complete manual adjustments within 24 hours after the original missed entry. Estimated completion date is February 2018.
 - Keith Sinor asked if this situation occurs in other areas of the College. Brenda explained that there has been an identified issue and additional reporting procedures were being set in place. Brenda will follow up on status.
 - Lab fees charged to students for supplies are not consistently collected and utilized as required by Sec. 54.501 of the Texas Education Code.
 - CAP - The Massage Therapy program will begin to evaluate lab fees assessed to students and the anticipated cost of supplies to ensure that the funds are spent in accordance with Sec. 54.501 of the Texas Education Code. Estimated completion date is February 2018.
 - Sensitive records, including client medical information, are not properly secured within the department.

- CAP – The Massage Therapy program will follow the recommendation of keeping documents located in a filing cabinet for their expected useful life with limited access to key personnel. Estimated completion date is February 2018.
- Central Campus Café, North Campus Business Office, and South Campus Café Cash Count Observations
 - A cash count observation was performed at the Central Campus Café on March 1, 2018. All petty cash and cash collections were verified and found to be properly secured.
 - A cash count observation was performed at the North Campus Business Office on April 27, 2018. No exceptions were noted.
 - A cash count observation was performed at the South Campus Café on March 6, 2018. All petty cash and cash collections were verified and found to be properly secured.

IV. Discuss Fiscal Year 2019 Budget Framework

- Ms. Zamora reviewed the Fiscal Year 2019 Budget Framework handout.
 - Revenue – Realities/Assumptions
 1. Implement Technology Fee at \$2 per semester credit hour (SCH) as the only overall tuition and fee increase.
 2. Continue to hold steady the Maintenance and Operations Rate (M&O) tax rate for local taxpayers (2.59% preliminary estimate of growth in tax base).
 3. Continue State funding level with FY 2018.
 4. Increase in interest income on cash and investments due to higher interest rates.
 5. Increase in Child Care Center fees based on proposed fee change.
 - Total Unrestricted Revenue for FY 2019 estimated at \$170,828,750; an increase of \$5,582,965 from FY 2018.
 - Ad Valorem Tax Rate – Estimated Maintenance and Operations Rate (M&O) of 0.128828 to remain the same as FY 2018; with a slight decrease in the Debt Service Rate of 0.054021 and the Total Ad Valorem Tax Rate of 0.182849. Actual rates may vary some when certified tax rolls are received.
 - Expense – Realities/Assumptions. The College will remain committed to the following:
 1. Annual salary increase.
 2. Completion and opening of new bond-financed projects.
 3. Meaningful strategic initiatives.
 4. Operational and compliance necessities.
 - Unrestricted Expenditures per Completer – A table was shared showing the number of associate's degrees/certificates and the expenditure per total degrees and certificates awarded from FY 2012 to FY 2017.
 - Priority Strategic Initiatives Funded or changes in FY 2019 Budget.
 1. Elimination of transfer to auxiliary fund from unrestricted fund for athletic programs.
 2. Performance-based salary increase and corresponding benefits.
 3. Net cost for addition of nine new full-time faculty positions (after offsetting from athletic and other positions, and adjunct funds).
 4. Funding of Open Books Project.
 5. Funding of educational planners to support Pathways and student success.
 6. Additional Student Services and Financial Aid support to increase

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student success and retention.

7. Purchase of instructional equipment to improve student learning.
 8. Upgrades to enhance safety and security.
 9. Ongoing upgrades to informational technology.
 10. Other operational needs, cost increases and staffing – human resources, accounting, custodial, landscape, insurance, marketing, and debt service.
- The committee members did not have concerns about the budget assumptions.
 - Dr. Hellyer informed the committee that the budget will be an action item on the July 2018, Board of Trustees Meeting agenda.

V. Adjournment at 5:46 p.m.

Action Item “IX”
Regular Board Meeting June 4, 2018
Consideration of Approval of Amendment to the 2017-2018 Budget
for Restricted Revenue and Expenses Relating to Federal and State Grants

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

Federal, state, and local grants may require amendments for receipt of newly awarded grants or changes to existing grants. These amendments should be processed in a timely manner in order to provide the access to funding to meet the objectives set forth within the grant requirements. This budget amendment request includes the additions to restricted revenues and restricted expenses as a result of new awards and changes to existing grants received during the month of May 2018.

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Restricted revenues and restricted expenses will each be increased by \$381,369, 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-06-04-18
Attachment 2- Grant Detail-06-04-18

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
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SAN JACINTO COLLEGE DISTRICT
Federal, State, and Local Grant Amendments
June 4, 2018

	Fund	Org.	Account	Prog.	Amount Debit (Credit)	
<u>Texas Higher Education Coordinating Board - Nursing Shortage Reduction Over 70 Program FY2018 and FY 2019 – South Campus (New Grant)</u>						
State Grant Revenue	555041	56700	554200	110000	(250,000)	
Contr Svcs - Instr Outside Provider	555041	56700	731110	160912	<u>250,000</u>	\$ -
<u>Texas Higher Education Coordinating Board - Nursing Shortage Reduction Under 70 Program FY2018 and FY 2019 – Central and North Campus (New Grant)</u>						
State Grant Revenue	555042	56700	554200	110000	(129,869)	
Contr Svcs - Instr Outside Provider	555042	56700	731110	160912	<u>129,869</u>	-
<u>Kinder Morgan Foundation / SJC Foundation - Kids + Culture Camps 2018 (New Grant)</u>						
Local Grant Revenue	571052	56700	554300	110000	(1,500)	
Instructional - Adjunct	571052	56700	621100	160925	1,280	
Fringe Benefits	571052	56700	651000	160925	60	
Operating Supplies - Consumable	571052	56700	711410	160925	<u>160</u>	-
Net Increase (Decrease)						<u>\$ -</u>

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

New Grant and Additional Funding Summary by Agency:

Texas Higher Education Coordinating Board	379,869
Kinder Morgan Foundation	<u>1,500</u>
	\$ 381,369

June 4, 2018 Board Book – Grant Amendments Detail List

Texas Higher Education Coordinating Board - Nursing Shortage Reduction Over 70 Program FY2018 and FY 2019 – South Campus (New Grant)

The Over 70 program is for nursing programs with a graduation rate over 70 percent. The grant is for a two-year period and each year it is awarded separately. This announcement covers fiscal years 2018 and 2019. This program is designed to increase enrollment in nursing programs. State-wide targets are set by the Texas Legislature with grant funds being paid in advance. All unearned funds must be repaid if targets are not met. Consequently, spending will be suspended until there is clear evidence that the metrics will be achieved.

Texas Higher Education Coordinating Board - Nursing Shortage Reduction Under 70 Program FY2018 and FY 2019 – Central and North Campus (New Grant)

The Under 70 program is for nursing programs with a graduation rate of under 70 percent. The grant award is for a two-year period, covering fiscal years 2018 and 2019. The under 70 program is designed to increase initial nursing licensure students. Targets are determined by the College with grant funds being paid in advance. All unearned funds must be repaid if targets are not met. Consequently, spending will be suspended until there is clear evidence that the metrics will be achieved.

Kinder Morgan Foundation / SJC Foundation - Kids + Culture Camps 2018 (New Grant)

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

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a fee increase for children enrolled in the San Jacinto College Children’s Centers.

BACKGROUND

The fees for services in the San Jacinto College Children’s Centers have not increased since January 2014. San Jacinto College childcare is currently priced in a median range with local for-profit and not-for-profit childcare centers, even though best practices related to accreditation agencies ensure smaller class sizes at the College’s childcare facilities than many competitors offer. The cost of supplies and staff has increased during the past four years, and this fee increase will help to offset increases in operational costs.

IMPACT OF THIS ACTION

The proposed fee increases will be effective August 1, 2018 (see Attachment 1) and are summarized as follows:

- Combine the Registration and Supply Fee into an annual fee of \$175 for one child with a fee of \$100 for each additional child in the same family.
- Establish one Pre-K fee structure by eliminating the Pre-K2 category
- Increase the current Daily and Weekly Rates for Infant, Toddler and Pre-K categories by the following amounts:

Contract Terms	Students	Faculty/Staff/Community
Monday-Friday	\$3.00	\$15.00
Monday-Thursday	\$2.00	\$12.00
Mon/Wed/Fri	\$1.00	\$9.00
Tues/Thurs	\$1.00	\$6.00
Daily Rate	\$0.60	\$3.00

- Increase the Late Pick-up Fee to \$20.00 for 1-5 minutes and \$2.00 for each minute after five minutes
- Add a Contract Change Fee of \$10 after term starts
- Add \$10 administrative fee to the Extra Day Attendance Fee
- Provide for 10 percent discount for each additional child in the same family with the discount applied to the lower rates.

After the proposed fees are implemented, San Jacinto College Children’s Centers will still be priced competitively in the local market.

The proposed fee structure continues to provide a lower rate for students. Additionally, students may be eligible for financial aid opportunities to help offset the costs.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The recommended fee increases do not impact the current 2017-2018 budget. The proposed fee increases are projected to increase revenues for the annual budget beginning in 2018-2019. The revenue increases will support the cost of operations of the Children’s Centers.

MONITORING AND REPORTING TIMELINE

Childcare operations are subject to annual audit procedures performed by the College’s independent auditors. Moving forward, the fees charged by the childcare centers will be reviewed on an annual basis with a recommendation submitted to the Strategic Leadership Team for review. Any proposed fee changes will continue to require Board approval.

ATTACHMENTS

Attachment 1 - Child Care Fees in San Jacinto College Children’s Centers

RESOURCE PERSONNEL

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CONTRACT TERMS	STUDENTS	FACULTY / STAFF / COMMUNITY
INFANT		
Monday - Friday	\$ 175.00	\$ 195.00
Monday - Thursday*	\$ 140.00	\$ 156.00
Mon/Wed/Fri	\$ 105.00	\$ 117.00
Tues/Thurs	\$ 70.00	\$ 78.00
Daily Rate	\$ 35.00	\$ 39.00
TODDLER		
Monday - Friday	\$ 165.00	\$ 185.00
Monday - Thursday*	\$ 132.00	\$ 148.00
Mon/Wed/Fri	\$ 99.00	\$ 111.00
Tues/Thurs	\$ 66.00	\$ 74.00
Daily Rate	\$ 33.00	\$ 37.00
PRE-K		
Monday - Friday	\$ 155.00	\$ 175.00
Monday - Thursday*	\$ 124.00	\$ 140.00
Mon/Wed/Fri	\$ 93.00	\$ 105.00
Tues/Thurs	\$ 62.00	\$ 70.00
Daily Rate	\$ 31.00	\$ 35.00

Registration / Supply Fee (Non-Refundable)	\$ 175.00	Per Child
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Registration/Supply Fee will be prorated after June 1st at rate of 25% of initial Registration/Supply Fee.

Registration/Supply Fee for additional children in the same family will be \$100 per child.

Late Pick-up Fee: \$20 for 1-5 minutes, \$2.00 for each minute there after

Contract Change Fee: \$10 Administrative Fee (after term starts)

Extra day attendance: Daily rate + \$10 administrative fee (contracted families only)

10% discount on tuition for each additional child in the same family. Discount will be taken on lower rate.

*Attendance days are offered during summer I and II only

ADMINISTRATION RECOMMENDATION/REPORT

The Chancellor recommends that the Board of Trustees approve the updated Board of Trustees Bylaws which includes a revision for a bi-annual self-evaluation of the Board of Trustees.

BACKGROUND

The Board of Trustees operates and functions in accordance with State and Federal statutes. The Board of Trustees developed its Bylaws to provide guidance, direction, and clarification on specific functions of the Board. The bylaws of the Board have been in place for many years with periodic revisions. The most recent Board approval of a revision was March 5, 2018.

IMPACT OF THIS ACTION

The proposed revision to the Bylaws adds a section regarding the Board of Trustees self-evaluation process which will occur bi-annually. The process will include an assessment questionnaire for all Board members to complete with summarized results compiled by the secretary or assistant secretary. Such results will be reviewed by the Board of Trustees and Chancellor at a subsequent work session.

Changes to the Bylaws were discussed with the Board at its workshop on May 7, 2018 and were reviewed in detail by the Board at its workshop on June 4, 2018.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

There are no budgetary implications.

MONITORING AND REPORTING TIMELINE

A review of the Board’s Bylaws will be completed regularly, and the Board’s self-evaluation will be conducted bi-annually, normally in even-numbered years.

ATTACHMENTS

Attachment 1 – Current Bylaws with track changes of revisions

RESOURCE PERSONNEL

Brenda Hellyer

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San Jacinto Community College District
Board of Trustees
Bylaws

The following rules and regulations shall constitute the Bylaws of the San Jacinto Community College District and shall govern the Board of Trustees and the officials of the College. References to Chair are in regards to the title of the officer position and not to the gender of the person holding the office.

BOARD REPRESENTATION AND ELECTION

The San Jacinto Community College District (College) Board of Trustees (Board) is comprised of seven members who are elected for six-year terms in accordance with State and Federal statutes. A candidate's packet will be made available for interested parties based on the election order and the requirements of the Texas Election Code.

To hold the office of Trustee for the College, one must:

1. Be a qualified, registered voter according to the constitution and laws of the State of Texas.
2. Take the oath of office.
3. Serve without compensation.
4. Be a resident, as defined by Texas Election Code §1.015 and applicable law, of one of the independent school districts (ISDs) comprising the San Jacinto Community College Taxing District (College Taxing District) which includes: Channelview, Deer Park, Galena Park, La Porte, Pasadena, or Sheldon and certain areas of Clear Creek, Humble, and Pearland ISDs that are in the College Taxing District.

A person elected to serve as a Board member must remain a resident of the College Taxing District throughout the term of office. A Board member who ceases to reside in the College Taxing District vacates his or her office.

Regularly scheduled elections are held on the uniform election date in May in odd numbered years. The election of Trustees shall be at large by position, and regularly scheduled elections shall typically be for two or three Trustees for staggered terms of Trustee positions. A special election to fill a Board vacancy shall be conducted in the same manner as the College's general election except as may be provided by applicable provisions of the Texas Elections Code. Election of Trustees shall include the number of Trustee positions required to constitute a Board of seven members to serve terms of six years. The Board of Trustees will order the election according to Texas Election Code.

The winning candidate for any position shall obtain a majority of the votes cast in the election for the position. If no candidate receives a majority of the votes cast for all candidates for a position, then the two candidates receiving the highest number of votes shall run against each

Attachment 1

other for the position. The runoff election for all positions shall be held according to the Texas Election Code and shall be ordered, notice given, and held, as for regular elections except as otherwise provided by statute.

Upon election, the Trustee shall take the official oath of office, and file it with the Chair of the Board. The oath may be administered and a certificate of the fact given by an authorized person under Section 602.002 of the Government Code.

Any vacancy occurring on the Board through death, resignation, or otherwise, shall be filled by either a special election ordered by the Board to be held on the next uniform election date, or by appointment through a resolution of the Board.

If, upon determining that a vacancy exists, the Board of Trustees determines that it would like to consider filling the vacated Trustee position by appointment, the following procedures will apply:

1. The Board shall provide public notice of the vacancy to the public.
2. The Board shall determine the period for responding to the announcement, with the recommended time being at least two weeks and a definitive deadline will be established.
3. Persons interested in being appointed to the Board shall submit a resume, supplemental documents, and a completed standard application form demonstrating that he/she is a resident of the College Taxing District to the Chancellor of the College.
4. The Board of Trustees shall review the resumes, supporting documents, and application form of the applicants and may select a number of candidates to be interviewed.
5. The Board of Trustees shall interview candidates and may make a selection for a candidate or candidates to be brought forward for a vote of the Board.
6. In order for a recommended candidate to move forward as an appointed Trustee, an affirmative vote of at least 80 percent of all members of the Board of Trustees will be required in the form of a Board resolution.

The person appointed to fill the unexpired term shall serve until the next regular election of members to the Board, at which time the position shall be filled by election for a term appropriately shortened to conform to what regularly would have been the length of the term for that position if the term has not otherwise expired.

Board members may be removed from office in accordance to Texas Const., Art. V, §24, Texas Local Government Code §§87.011-87.013, Texas Education Code §44.032, and Texas Education Code §130.0845.

BOARD DUTIES AND RESPONSIBILITIES

The chief duty of the Board is to provide for the program and welfare of the College and to honor the College's governance structure. In this regard, the Board:

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1. Is expected to preserve the institutional independence and to defend its right to manage its own affairs through its administrators and employees.
2. Shall enhance the public image of the College.
3. Shall interpret the community to the College and interpret the College to the community.
4. Shall nurture the College to achieve its full potential within its role and mission.
5. Shall establish and periodically review the Vision and Mission statements and core values of the College.
6. Shall establish the College's strategic plan and goals consistent with the vision and mission of the College and its focus on student success.
7. Shall provide for financial resources to adequately support the College's institutional goals; accordingly, the Board will approve and authorize the annual budget and amendments, tuition and fees, debt funding, tax rates, real estate transactions, major capital projects, and other significant financial items.
8. Shall appoint the Chancellor (Chief Executive Officer) of the College, conduct periodic evaluations of the Chancellor's performance, and approve the annual contract and compensation of the Chancellor.
9. Shall establish upon recommendation of the Chancellor of the College, the policies which govern the organization and operation.
10. Shall act as an appraisal body of judgment as recommendations may come to it through the administration.
11. Shall perform other duties authorized by applicable laws or regulations.

The Board possesses and exercises its authority and duties as a collective body and functions only when it is convened in meetings. Unless specifically authorized by prior action of the Board, no individual member may speak, obligate, or exercise authority in the name of the Board of Trustees.

The Board functions within the framework of laws, court decisions, attorney general's opinions, and similar mandates and restrictions from external sources. It performs functions as specified by applicable laws and regulations.

The Board formulates policies and delegates to the Chancellor of the College the function of administering policies and regulations. The Board is not involved in administrative details, but the Board's review of administrative procedures and regulations may be undertaken if necessary to the function of policy formulation. In the absence of appropriate policy, the Chancellor of the College may need to make decisions and exercise authority, but such actions are subject to subsequent review by the Board for determination as to the need for a policy statement.

If citizens bring a concern or complaint to an individual Trustee, the Trustee shall refer the citizen to the College Chancellor, who shall proceed according to appropriate Board policy or College procedure. This does not restrict the Board member from bringing the concern or complaint to the Board of Trustees.

STATEMENT OF ETHICS AND CONDUCT

Each Trustee of the Board will strive to support the Vision and Mission statements and core values of the College and, to that end, shall adhere to the following standards:

1. Attend and participate in all regularly scheduled Board meetings insofar as possible, and become well-informed concerning issues to be considered at those meetings.
2. Bring about desired changes through legal and ethical procedures, upholding and enforcing all applicable statutes, regulations, and court decisions pertaining to community colleges.
3. Work with other Board members to establish effective Board policies, delegate authority for the administration of the College to the Chancellor of the College, and act on behalf of the Board only with the official authorization of a majority of the members of the Board.
4. Work with other Board members to establish effective policies and practices prohibiting unlawful discrimination including conduct that constitutes sexual harassment.
5. Make policy decisions only after full consideration at publicly held Board meetings.
6. Render all decisions based on the available facts and independent judgment, refuse to surrender that judgment to individuals or special interest groups, and abide by and uphold the final majority of the Board.
7. Recognizing that the College adheres to the concepts of free speech and academic freedom, encourage the free expression of opinion by all Board members and seek systematic communications between Board and students, faculty, staff, administrators, and the community while refraining from communicating with any such parties in a way that could be interpreted as having any authority outside the meetings of the Board and refraining from any communications among a quorum of Board members outside of the Board meeting.
8. Communicate to other Board members and the Chancellor of the College expressions of public reaction to Board policies and College programs.
9. Become informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by State and National community college organizations.
10. Support the employment of those persons best qualified to serve as College faculty, staff, and administrators; insist on a regular and impartial evaluation of all faculty, staff, and administrators; and respect the authority and responsibilities of College employees and external contractors to empower them to work without interference.
11. Work with other Trustees and with the Chancellor in a spirit of harmony and cooperation and in a manner that creates and sustains mutual respect.
12. Engage in no activity that could create a conflict of interest.
13. Refrain from using the Board position for personal or partisan gain.
14. Identify and disclose any actual or potential conflict of interest (according to Chapter 171 of the Texas Local Government Code), and act for the general public good regardless of personal relationships or business interests.
15. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law, including all deliberations of the Board in Closed Sessions.

16. Remember always that the first and greatest concern must be the educational welfare of the students attending the College.
17. Refrain from any attempt to influence any operational decision, including but not limited to individual admissions, personnel or purchasing decisions except when such is an issue at a Board meeting; and no Trustee shall have any communications about a grievance with any person with a pending grievance.

The Board of Trustees shall have the authority to censure a Trustee who is found by the Board to have violated the Trustee's duties, the Code of Ethics or any other provision of these Bylaws. In order for the Board to censure a Trustee, the Trustee must be found to have violated a specific statute or law or the Board Bylaws. Such a finding shall be made to the Board only after an investigation by the Board or the Board's designee. The investigation must include an opportunity for the Board member to respond to the specific allegation(s) that the Trustee has breached. A censure of a Trustee will require a super majority (two thirds) vote of all members of the Board of Trustees. For purposes of this provision, "censure" shall mean a reprimand of a person through means of a written order or resolution for specified conduct.

OFFICERS

The Board shall elect the following officers from among their members: a Chair, Vice Chair, Secretary, Assistant Secretary, and other officers as deemed necessary.

The election of the officers shall take place at the first regular meeting of the Board of Trustees after the regular election of members of the Board of each election year or at any time thereafter in order to fill a vacancy. Election of officers shall occur immediately following the swearing in of those elected to the Board of Trustees. Officers of the Board shall be elected by a simple majority of the total membership of the Board.

The term of office for each officer shall be two years with no limit as to the number of terms which may be served.

The duties of the officers shall be as follows:

1. The Chair of the Board
 - a. Presides at all meetings of the Board of Trustees.
 - b. Enforces the Bylaws.
 - c. Signs official contracts and documents as required by statute or Board policy.
 - d. Recommends the appointment of all Board committees and chairpersons.
 - e. Performs such other duties as may be required by law or imposed by the Board of Trustees.
 - f. Shall be entitled to vote on all matters coming before the Board of Trustees.
2. Vice Chair of the Board

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- a. Performs the duties of the Chair in the absence of the Chair.
 - b. Performs such other duties as may be required by law or imposed by the Board of Trustees.
3. Secretary
- a. Serves as the official custodian of the minutes, books, records, and seal of the Board.
 - b. Presides at the meetings in the absence of the Chair and Vice Chair
 - c. Signs official contracts and documents as required by statute or Board policy.
 - d. Performs such other duties as may be required by law or imposed by the Board of Trustees.
4. Assistant Secretary
- a. Shall act as Secretary in the absence of the Secretary.

COMMITTEES OF THE BOARD AND LIAISON POSITIONS

The Board of Trustees will perform its work as a committee of the whole, and all official actions of the Board shall occur at properly noticed meetings. However, the Board may establish standing or special committees to engage in review and discussion on behalf of the full Board. Committees should engage in activities which encompass the authority of the Board so that the work of the committee enhances the productivity and efficiency of the full Board. The Chair of the Board of Trustees may recommend and establish committees with the authorization of the Board of Trustees.

The Board of Trustees includes two regular standing committees. The committees are:

1. **Building Committee:** The Building Committee may receive and review recommendations prior to recommending actions to the Board of Trustees for master planning and developing, including facility and infrastructure needs assessment, construction, and other capital improvement projects, budget requirements, bids and awarding contracts, major change orders, and acceptance of completed projects.
2. **Finance Committee:** The Finance Committee may receive and review recommendations prior to recommending actions to the Board of Trustees for the annual audit report, investment policy changes and strategies, budget assumptions and updates, debt analysis, revenue and expense analysis, procurement recommendations, and other fiscal strategies and impacts. The Finance Committee also reviews the action plan, audit reports, and other recommendations from the College's Internal Audit Department.

The term of each standing committee will be for two years with no limit as to the number of terms which may be served. Committee appointments shall occur following the appointment of the Officers of the Board of Trustees.

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The Chair, in consultation with the other Trustees, is authorized to appoint committee members and to designate the chairperson of the committees.

The Chair of the Board of Trustees and the Chancellor of the College will serve as ex-officio of each Board committee.

Special committees may be appointed by the Chair of the Board of Trustees on authorization by the Board of Trustees. Such committees shall perform specific duties and when the work of the committee has been completed, the committee shall be automatically discharged. The function of all such special committees shall be fact-finding and advisory, but never legislative or administrative.

No committee shall have power to act unless specifically empowered by the Board of Trustees. If empowered to act, the committee shall report its action to the Board of Trustees at its next regular meeting.

All Trustees are welcome to attend any and all Board committee meetings. A notice of possible quorum shall be posted prior to all committee meetings in accordance with the provisions of the Texas Open Meetings Act.

A standing or special Board committee must have at least two Trustees present in order to advance items to be forwarded to the full Board of Trustees.

Up to three Trustees may serve as liaisons to the San Jacinto College Foundation Board of Directors. The Chair of the Board is authorized to select the liaison(s) and such determination will occur following the appointment of the Officers of the Board of Trustees

MEETINGS

A regular meeting of the Board of Trustees shall be held on the first Monday of each month, at such hour and place as the Chair of the Board of Trustees may designate, provided such regular meetings may be recessed or changed from time to time upon proper notice as the Board of Trustees may direct. Normally, a workshop of the Board of Trustees shall be held on the same day as the regular meeting.

Special or emergency meetings of the Board of Trustees may be called by the Chair of the Board. The purpose of such meetings shall be indicated at the time the special or emergency meeting is called. Written notice of all special or emergency meetings including dates of such meetings shall be given to all members, whenever possible. Emergency meetings may be called without written notice upon a determination by the Board Chair or a majority of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

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Strategic planning retreats of the Board of Trustees may be called by the Chair of the Board. The purpose of such retreats shall be indicated at the time a retreat is planned.

Items may be placed on the agenda for meetings of the Board of Trustees by the Chair of the Board, the Chancellor of the College, or by written request sent to the Board Chair by a member of the Board with concurrence provided in writing from a second Board member. The request then shall be sent to the Chancellor of the College.

All official business of the Board of Trustees shall be transacted at regular, special, or emergency meetings, or in limited instances at workshops, of the Board of Trustees and will comply with Chapter 551 of the Texas Government Code (the Open Meetings Act).

Closed or executive sessions will not be held unless the Board of Trustees has first convened in an open meeting for which notice has been given. If, during the open meeting, a closed or executive session is necessary, the presiding officer of the Board of Trustees shall announce that a closed or executive session will be held in accordance with Chapter 551 of the Texas Government Code (the Open Meetings law). All matters considered in a closed meeting are confidential, including conversations and materials. No person shall reveal these matters unless required by law.

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 session portion of the meeting upon the reconvening of the public meeting, or
- B. At the subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

QUORUM NECESSARY FOR TRANSACTION OF BUSINESS

A quorum for the transaction of College business shall consist of a majority of the membership of the Board of Trustees; if there is a belief by the Board that one or more members may need to leave the meeting such that the Board may not be able to maintain a quorum, the Board may adjourn the meeting to a specific time.

ORDER OF BUSINESS

The order of business for regular meetings of the Board of Trustees will include the following items:

1. Call to Order
2. Roll Call of Board Members
3. Invocation and Pledges to the Flags
4. Special Announcements, Recognitions, Introductions, and Accolades
5. Student Success Presentations and Staff Reports

6. Communications to the Board of Trustees
7. Hearing of Such Citizens or Groups of Citizens Desiring to be Heard before the Board
8. Informative Reports to the Board and Reports from Board Committees (when applicable)
9. Action Items
10. Purchasing Requests
11. 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, including the approval of Minutes from previous Board Meetings and the setting of the next meeting).
12. Items for Discussion/Possible Action (Items removed from the Consent Agenda or Items discussed in Closed Session, will be considered at this time)
13. Adjournment

RULES OF ORDER

The latest edition of *Robert's Rules of Order* shall govern the Board of Trustees in its deliberations, except where it is inconsistent with these Bylaws or any applicable. All members of the Board may vote on matters to be decided by the Board unless excused by law.

MINUTES OF THE PROCEEDINGS

Minutes of the proceedings of the Board of the previous meetings shall be included for approval at the next meeting or within a reasonable time frame for approval by the Board of Trustees. The minutes shall record the name of the person making a motion, the name of a person seconding it, and the vote. Minutes shall be succinct. Their basic function shall be the recording of official actions of the Board. Board members may request inclusion of statements or data that they deem vital to an adequate understanding of the minutes.

The official minutes shall be maintained in the College Chancellor's office.

HEARING OF CITIZENS

The Chair of the Board of Trustees will include in the agenda of that meeting an opportunity for members of the public to address the Board of Trustees, provided the citizen files a "Request for Hearing Before the Board of Trustees" with the Executive Assistant to the Board or his/her designee, at least ten minutes prior to the start of the posted meeting time.

For items on the agenda, the time allotted each citizen or organization for discussion shall be no more than five (5) minutes with an additional five (5) minutes if requested by the Chair or a fellow Trustee, for further clarification and better understanding of an issue.

For items not on the agenda, the time allotted each citizen or organization for discussion shall be no more than five (5) minutes.

Discussion shall be addressed to the Board Chair and the entire membership of the Board. Discussion shall be limited solely to the matter indicated on the "Request for Hearing Before the

Attachment 1

Board of Trustees”, and the Board Chair shall halt discussion that does not address such matter. Should the speaker fail to restrict his or her comment to the stated subject, he or she shall be given one warning by the Board Chair; if a second warning is required, then the speaker shall forfeit the remaining time allotment.

The total time for hearing of citizens shall be no more than 60 minutes at any one meeting. Notwithstanding the general rule regarding speaking time, the Chair of the Board in consultation with the other Trustees, reserves the right to fix such time limits on discussions as he/she deems appropriate to the occasion and may limit the number of citizens who appear before the Board in opposition or in support of a given issue.

Because the policy of the College flows from the Board of Trustees acting as a whole and not from individual members of the Board of Trustees, remarks from citizens must be confined to activities pertaining to the College. Members of the Board of Trustees and/or administration may not comment or deliberate during a public comment period at the meeting except to state that the Chancellor or his/her designee may follow-up, when appropriate. Should a citizen or representative of a delegation or an organization wish to use the time as a forum, documentation and evidence will not be required and an official response will not be made.

Should any citizen wish to distribute a handout to the Board of Trustees or audience, this shall be submitted at the time that the Application for Hearing is completed. Such materials will be distributed by the Executive Assistant to the Board or his/her designee at a time deemed appropriate by the Chair of the Board.

While citizens are urged to bring College matters to the Board of Trustees, no speech shall be permitted on behalf of any person running for political office, and no such literature pertaining to any form of electioneering will be permitted during the meeting.

A citizen’s right to address the Board may be withdrawn if the citizen uses abusive or indecent language, engages in verbal attacks of a Board member or employee of the College, or becomes boisterous or makes unreasonable noise.

Comments regarding matters concerning a complaint or charge against a College employee or Trustee will be heard in closed session unless the individual who is the subject of the charge or complaint requests a public hearing.

CHANCELLOR AS THE CHIEF EXECUTIVE OFFICER

The Chancellor serves as the Chief Executive Officer of the College. The Chancellor reports to and is evaluated by the Board of Trustees and is not a presiding officer or member of the Board. The Board of Trustees establishes the College’s vision, mission, core values, and strategic plan. The Chancellor is responsible for implementing the College’s strategic direction and ensuring

operations are consistent with the mission, vision, purpose, and core values and in compliance with State and Federal laws and regulations and accreditation guidelines. The Chancellor is also responsible for effectively implementing policies and regulations established by the Board of Trustees.

BOARD SELF-ASSESSMENT PROCESS

The San Jacinto College Board of Trustees recognizes the importance of employing a bi-annual self-assessment questionnaire to evaluate the Board’s health and effectiveness. The process for the self-assessment will include each member completing the questionnaire. The results of the questionnaire will be compiled by the Board Secretary or Assistant Secretary. Such results will be distributed to the Board of Trustees and the Chancellor. The Board will schedule a work session to review and discuss its self-evaluation, address areas for follow-up, and set specific goals to pursue. The cycle will repeat itself bi-annually, normally in even number years. The self-assessment questionnaire will encompass questions regarding normal areas of Board focus but may include additional questions specifically related to how successful the Board believes itself to have been in addressing its noted concerns or goals from a previous self-evaluation assessment.

REVISIONS OR AMENDMENTS TO THE BYLAWS

Revisions and amendments to these Bylaws must be reviewed at a regularly scheduled Board meeting or workshop. Such revisions or amendments will require the affirmative vote of four (4) Trustees at the next regularly scheduled meeting of the Board of Trustees.

(Effective March 2, 1981. Revised February 3, 1992; May 6, 1996; November 3, 1997; March 5, 2007; June 5, 2017; Revision March 5, 2018)

Action Item “XII”
Regular Board Meeting June 4, 2018

Consideration of Approval of Policy IV.4004.A: Secondary Review of Validated Performance Rating – Second Reading

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new policy on Secondary Review of Validated Performance Ratings.

BACKGROUND

This policy explains that employees who have expressed a concern about their validated performance rating will utilize the Secondary Review process for their request. Procedures have been in place since March 1, 2013 with revisions occurring in 2015, no policy had been developed for those procedures.

The adoption of this policy aligns the procedure and policy and implements the standard that each procedure should be associated to a Board-approved policy. Additionally, the most recent associated procedures (previously procedure 4-25 updated to procedure IV.4004.A.a) have been included to support implementation of the policy. These procedures were approved by the Strategic Leadership Team and are attached for informational purposes only.

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on April 6, through April 12, 2018. Two comments were received but neither generated changes to the policy or procedure. One comment was a thank you for continuing to improve this process and the second was a recommendation regarding the current procedures and not the proposed procedures.

The procedure became effective following the comment period. The policy is effective with the Board’s approval following the second reading.

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 IV.4004.A, Secondary Review of Validated Performance Rating (proposed policy)

Action Item “XII”
Regular Board Meeting June 4, 2018

Consideration of Approval of Policy IV.4004.A: Secondary Review of Validated Performance Rating – Second Reading

Informational items only:

Attachment 3 – Procedure 4-25: Secondary Review of Validated Performance Rating
(previous procedures)

Attachment 4 – Procedure IV.4004.A.a, Secondary Review of Validated Performance Rating
(most recent approved procedures)

RESOURCE PERSONNEL

Stephen Trncak

281-998-6348

stephen.trncak@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: IV.4004.A

Proposed Policy Name: **Secondary Review of Validated Performance Rating**

Current Policy Number/Name: N/A

New Procedure Number: IV.4004.A.a

Proposed Procedure Name(s): **Secondary Review of Validated Performance Rating**

Current Procedure Number(s)/Name(s): 4-25/ Secondary Review of Validated Performance Rating

Action Recommended for Policy: New

Action Recommended for Procedures: Revision

Web Links: <http://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-4-25-secondary-review-of-validated-performance-rating>

Primary Owner: Vice Chancellor, Human Resources

Secondary Owner: Vice President, Human Resources

Summary of Changes:

- Changed Faculty Organization (FO) to Faculty Senate (FS)
- Added step, "If additional clarification is needed, the employee can ask for a meeting with their leader and the next level leader."

Policy IV.4004.A, Secondary Review of Validated Performance Rating

Purpose

Employees who have expressed a concern about their validated performance rating will utilize the Secondary Review process for their request.

Policy

This process allows the employee to present clarifying information to the validation committee when they disagree with their final validated performance rating.

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

Associated Procedures

Procedure IV.4004.A.a, Secondary Review of Validated Performance Rating

Date of Board Approval	Anticipated June 4, 2018
Effective Date	Anticipated June 5, 2018
Primary Owner	Vice Chancellor, Human Resources
Secondary Owner	Vice President, Human Resources

Procedure 4-25: Secondary Review of Validated Performance Rating

1. Introduction

This procedure specifies the process for reviewing a validated performance rating. The review process defined in this Secondary Review procedure is the exclusive means of requesting a review of the validated performance rating. This Secondary Review procedure applies only to full-time employees including: Faculty, Administrators, and Staff.

2. Procedure

Performance ratings will be validated for all full-time faculty, administrators, and staff. Employees who have expressed a concern about their validated performance rating will utilize this Secondary Review procedure for their request. All performance documentation within the review period should have been included in the original self-evaluation; however, for the Secondary Review an employee may clarify or expand original information from their performance self-evaluation.

- A. Employees must present their performance evaluation concern in writing or via email to their respective leader within ten (10) working days of being advised of their final validated performance rating.
 1. The immediate leader will meet with the employee to discuss the concern within ten (10) working days.
 2. If the employee or leader are not available to meet within ten (10) working days, a mutually agreed upon date needs to be scheduled prior to the Secondary Review.
 3. The immediate leader may resolve the employee's request for a Secondary Review through discussion with the employee. If the matter is resolved, the leader will respond via email indicating no further action is requested by the employee. The employee will acknowledge the communication with an email response confirming agreement that there is no need to move forward with the Secondary Review.
 4. If the matter is not resolved after discussion with the employee, the immediate leader shall notify the successive levels of leadership (including the Provost, Vice Chancellor or Deputy Chancellor & President) and the Director of Employee Relations of the request for review; this will initiate the next step in the process, a Secondary Review. Human Resources will then send an acknowledgement confirming receipt of the request. Note: This process does not include a separate review by the employee's leadership chain.
- B. The validation team, to include the respective Provost, Vice Chancellor or Deputy Chancellor & President, will convene each September to hear all secondary reviews for faculty, staff and administrators.
 1. Employees may have a representative of their respective Faculty, Administrative, or Staff Organization (FO, AO, or SO) attend the Secondary Review meeting. This representative shall not

Attachment 3 – Previous Procedures

present information on behalf of the employee, participate in discussions, answer questions, or initiate discussions.

2. Each appeal shall be allotted a maximum of 20 minutes for presentation of information or facts, clarification of facts, and discussion.

Employee states the concern and facts	5 minutes
Leader summarizes the facts	5 minutes
Employee may rebut leader information	2 minutes
Employee and representative, if any, and leader will exit	
Validation team considers facts and makes a determination	8 minutes

3.

4. The Provost, Vice Chancellor or Deputy Chancellor & President shall notify the employee in writing within ten (10) working days of the determination of the respective validation team. A copy of the determination shall be provided to the employee’s successive levels of leadership.

- C. The respective validation team’s decision is final and will act as the designee for the Chancellor regarding all reviews of validated ratings.

3. SPECIAL CIRCUMSTANCES

Exceptional and Unacceptable ratings must be approved by the Strategic Leadership Team (SLT) Validation Team. Should the respective validation team change the employee’s rating to Exceptional or Unacceptable as a result of the review, Human Resources will notify the Chancellor of the need to reconvene the SLT validation team.

The SLT Validation Team will convene within ten (10) working days after receiving the request from Human Resources. If the SLT members require more than ten (10) working days to consider the rating recommendation, the Provost, Vice Chancellor or Deputy Chancellor & President shall notify the employee in writing how much time will reasonably be needed to provide a response.

Following the SLT validation team’s decision, the employee will receive a written determination from the appropriate Provost, Vice Chancellor or Deputy Chancellor & President within ten (10) working days. A copy of the determination shall be provided to the employee’s successive levels of leadership.

Attachment 3 – Previous Procedures

Procedure #:	4-25
Procedure Name:	Secondary Review of Validated Performance Rating
Pages	3
Adopted Date:	March 1, 2013
Revision/Reviewed Date:	January 6, 2015; September 23, 2015
Effective Date:	March 1, 2013; January 7, 2015; and September 24, 2015
Associated Policy:	N/A

Procedure IV.4004.A.a, Secondary Review of Validated Performance Rating

Associated Policy

Policy IV.4004.A, Secondary Review of Validated Performance Rating

Procedures

This procedure specifies the process for reviewing a validated performance rating. The review process defined in this Secondary Review procedure is the exclusive means of requesting a review of the validated performance rating. This Secondary Review procedure applies only to full-time employees including: Faculty, Administrators, and Staff.

Performance ratings will be validated for all full-time faculty, administrators, and staff. Employees who have expressed a concern about their validated performance rating will utilize this Secondary Review procedure for their request. All performance documentation within the review period should have been included in the original self-evaluation; however, for the Secondary Review an employee may clarify or expand original information from their performance self-evaluation.

- A. Employees must present their performance evaluation concern in writing or via email to their respective leader within ten (10) working days of being advised of their final validated performance rating.
 1. The immediate leader will meet with the employee to discuss the concern within ten (10) working days.
 2. If the employee or leader are not available to meet within ten (10) working days, a mutually agreed upon date needs to be scheduled prior to the Secondary Review.
 3. The immediate leader may resolve the employee's request for a Secondary Review through discussion with the employee. If the matter is resolved, the leader will respond via email indicating no further action is requested by the employee. The employee will acknowledge the communication with an email response confirming agreement that there is no need to move forward with the Secondary Review.
 4. If the matter is not resolved after discussion with the employee, the immediate leader shall notify the successive levels of leadership (including the Provost, Vice Chancellor or Deputy Chancellor & President) and the Director of Employee Relations of the request for review; this will initiate the next step in the process, a Secondary Review. Human Resources will then send an acknowledgement confirming receipt of the request. Note: This process does not include a separate review by the employee's leadership chain.

- B. The validation team, to include the respective Provost, Vice Chancellor or Deputy Chancellor & President, will convene each September to hear all secondary reviews for faculty, staff and administrators.

Attachment 4 – Most Recent – Approved Procedures

1. Employees may have a representative of their respective Faculty Senate, Administrative, or Staff Organization (FS, AO, or SO) attend the Secondary Review meeting. This representative shall not present information on behalf of the employee, participate in discussions, answer questions, or initiate discussions.
2. Each appeal shall be allotted a maximum of 20 minutes for presentation of information or facts, clarification of facts, and discussion.

Employee states the concern and facts	5 minutes
Leader summarizes the facts	5 minutes
Employee may rebut leader information	2 minutes
Employee and representative, if any, and leader will exit	
Validation team considers facts and makes a determination	8 minutes

3. The Provost, Vice Chancellor or Deputy Chancellor & President shall notify the employee in writing within ten (10) working days of the determination of the respective validation team. A copy of the determination shall be provided to the employee's successive levels of leadership. If additional clarification is needed, the employee may ask for a meeting with their leader and the next level leader.

C. The respective validation team's decision is final and will act as the designee for the Chancellor regarding all reviews of validated ratings.

SPECIAL CIRCUMSTANCES

Exceptional and Unacceptable ratings must be approved by the Strategic Leadership Team (SLT) Validation Team. Should the respective validation team change the employee's rating to Exceptional or Unacceptable as a result of the review, Human Resources will notify the Chancellor of the need to reconvene the SLT validation team.

The SLT Validation Team will convene within ten (10) working days after receiving the request from Human Resources. If the SLT members require more than ten (10) working days to consider the rating recommendation, the Provost, Vice Chancellor or Deputy Chancellor & President shall notify the employee in writing how much time will reasonably be needed to provide a response.

Following the SLT validation team's decision, the employee will receive a written determination from the appropriate Provost, Vice Chancellor or Deputy Chancellor & President within ten (10) working days. A copy of the determination shall be provided to the employee's successive levels of leadership.

Attachment 4 – Most Recent – Approved Procedures

Date of SLT Approval	April 11, 2018
Effective Date	April 13, 2018
Associated Policy	Policy IV.4004.A, Secondary Review of Validated Performance Rating
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a revision and update to the College’s policy IV.4003.B, Transcripts, Licenses, and Certificates formerly designated as Policy IV-C-6.

BACKGROUND

This policy addresses required job related official transcripts, licenses, certificates, and other documentation at San Jacinto College. The procedures are attached for informational purposes.

IMPACT OF THIS ACTION

This policy and associated procedures were reviewed with the officers of the Faculty Senate on May 3, 2018 and with the officers of the Staff Organization on May 9, 2018. Additionally, they were sent to the College community on May 4, 2018 through May 18, 2018. Seven responses were received and reviewed by the policy team and it was determined that one clarification was needed on the policy (See attachment 3 track changes) and no changes were needed to the procedures. Responses expressed concerns regarding implementation timeline, job description review process (original job description vs. revised descriptions), potential abuse of procedure by leadership, and misunderstanding of potential consequences. Each employee who expressed concerns and sent feedback has received a response to his/her concern.

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 IV-C-6: Policy on Faculty Transcripts and Certificates (current policy)

Attachment 3 – Policy IV.4003.B, Transcripts, Licenses, Certificates (proposed policy)

Informational items only:

Attachment 4 - Procedure 4-26, Faculty Transcripts, Licenses and Other Documentation
(current procedures)

Action Item “XIII”
Regular Board Meeting June 4, 2018
Consideration of Approval of Policy IV.4003.B: Transcripts, Licenses, and
Certificates – Second Reading

Attachment 5 - Procedure IV.4003.B.a, Transcripts, Licenses, Certificates (proposed procedures)

RESOURCE PERSONNEL

Steve Trncak 281-998-6348 Stephen.trncak@sjcd.edu

Policies and Procedures Summary of Changes

New Policy Number: **IV.4003.B**

Proposed Policy Name: **Transcripts, Licenses, and Certificates**

Current Policy Number/Name: IV-C-6 Policy on Faculty Transcripts and Certificates

New Procedure Number: **IV.4003.B.a**

Proposed Procedure Name(s): **Transcripts, Licenses, and Certificates**

Current Procedure Number(s)/Name(s): 4-26 Faculty Transcripts, Licenses and Other Documentation

Action Recommended for Policy: Revision

Action Recommended for Procedures: Revision

Web Links:

<http://www.sanjac.edu/policy-iv-c-policy-employment> (current Policy IV-C-6)

<http://www.sanjac.edu/about-san-jac/college-operations/policies-and-procedures/procedure-4-26-faculty-transcripts-licenses-and-other-documentation> (current Procedure 4-26)

Primary Owner: Vice Chancellor, Human Resources

Secondary Owner: Vice President, Human Resources

Summary of Changes:

Policy

- Removed Faculty from title
- Removed “Faculty” and replaced with “Employees are required to furnish...”
- Added statement about degree granting institutions
- Added statement about other transcripts related to faculty credentialing
- Added statement when required by the job description
- Moved paragraph about recognized credential-evaluation agencies to procedure
- Clarified definitions

Procedure

- Removed faculty reference
- Removed SOQ reference
- Removed statement about 45-day extension and references; extend time frame for official transcript
- Added paragraph about recognized credential-evaluation agencies

Policy on Faculty Transcripts and Certificates

Introduction

This policy addresses faculty transcripts and certificates at San Jacinto College.

General Policy

New faculty members are required to have official transcripts of all college credits and copies of applicable certificates or licenses on file in the Human Resources Department prior to the first day of employment. In addition, all technical education faculty members must have an approved Statement of Qualifications on file in the Human Resources Department prior to the first day of employment. San Jacinto College will accept degrees or college courses from accredited, degree-granting institutions of post-secondary education in the United States and its outlying areas which meet the United States Department of Education eligibility requirements. Degrees or courses from foreign institutions may be accepted on a case-by-case basis and must be evaluated by a by a San Jacinto College approved credential-evaluation agency.

Policy #:	IV-C-6
Policy Name:	Policy on Faculty Transcripts and Certificates
Pages:	1
Adopted Date:	March 2, 1981
Revision/Reviewed Date:	August 9, 1982; May 5, 1986; July 11, 1988; and June 1, 2015
Effective Date:	March 2, 1981; August 9, 1982; May 5, 1986; July 11, 1988; and June 1, 2015
Associated Procedure:	4-26

Policy IV.4003.B, Transcripts, Licenses, and Certificates

Purpose

This policy addresses required job related official transcripts, licenses, certificates, and other documentation at San Jacinto College (“the College”).

Policy

Employees are required to furnish to the Human Resources Department all documents required by the job description for their respectiveof the position, ~~for which they are hired~~. The documents may include, but are not limited to, official transcripts of all degree or diploma granting institutions, copies of valid certificates, copies of valid licenses, proof of work experience, or other proof of credentials and qualifications.

Definitions

Official Transcript: An official transcript is a transcript that is sent directly from the issuing authority or evaluation service to the College by mail or electronic service (e-Script-Safe or similar service provider).

Valid Licenses/Certificates: Any license or certificate required by the job description of the position in which the individual serves the College. Valid refers to these licenses and certificates being active with the certifying organization and not expired, revoked, restricted, or sanctioned in any way that would prevent the individual from being qualified in performing the full duties of the position as described in the job description.

Proof of Work Experience: Work experience that is verified through the College’s designated background check vendor to include dates of employment and position(s) held. Work experience may also be verified through other documentation such as a Form W-2 Wage and Tax Statement or Form 1099 Miscellaneous Income with redacted confidential information, an employer’s official correspondence on letterhead, or other appropriate documentation to support the employee’s credentials and qualifications as required by the job description.

Associated Procedures

Procedure IV.4003.B.a, Transcripts, Licenses, and Certificates

Date of Board Approval	Anticipated June 4, 2018
Effective Date	Anticipated June 5, 2018
Primary Owner	Vice Chancellor, Human Resources
Secondary Owner	Vice President, Human Resources

Procedure 4-26: Faculty Transcripts, Licenses and Other Documentation

1. INTRODUCTION

This procedure specifies the process for submitting faculty transcripts, required licenses, and updates to faculty records.

2. PROCEDURE

Required faculty transcripts (SOQ for technical faculty), licenses, certificates, and other documentation must be on file with Human Resources prior to the scheduled first day of employment. The department may request an exception from the Manager of Employment in Human Resources to submit the documents within forty-five (45) calendar days of the new faculty member's first day of employment. Until these documents are submitted, the new faculty member will not have any contractual expectancy of employment. Failure to provide these documents within forty-five (45) calendar days may result in the termination of the employment relationship.

Any employee who is required to hold a state license, registry, or certificate in order to be qualified as an instructor and lets the license, registry, or certificate lapse or expire, will immediately become ineligible for employment and subject to immediate termination.

Faculty members are required to provide updated documentation to keep their files current. The updates may include new official transcripts as well as copies of current documents referred to in the preceding paragraph. Failure to provide this documentation upon request may result in a faculty member not being considered for future employment or in a proposal for immediate termination.

Procedure #:	4-26
Procedure Name:	Faculty Transcripts, Licenses and Other Documentation
Pages:	2
Adopted Date:	June 1, 2015
Revision/Reviewed Date:	
Effective Date:	June 1, 2015
Associated Policy:	IV-C-6

Procedure IV.4003.B.a, Transcripts, Licenses, and Certificates

Associated Policy

Policy IV.4003.B, Transcripts, Licenses, and Certificates

Procedures

This procedure specifies the process for submitting transcripts, required licenses and certificates, and updates to employee records at San Jacinto College (“the College”). This procedure applies to all employees.

Required transcripts, licenses, certificates, and any other proof of credentials and qualifications must be on file with Human Resources office.

- **Transcripts:** Every effort should be made by all employees to provide the College with required transcripts by the first day of employment. Copies of transcripts will be accepted until the official transcripts are received. When the official transcripts cannot be provided by the first day of employment, employees will have until the end of the first semester worked to provide official transcripts to the Human Resources office.
- **Licenses and Certificates:** When a job description requires a valid license or certificate, copies of these documents must be on file in the Human Resources office prior to the first day of employment.
- **Work Experience:** When a job description requires prior work experience, verification documents must be obtained prior to the first day of employment.

Until these documents are submitted, an employee will not have any contractual expectancy of employment. Failure to provide these documents may result in the termination of the employment relationship.

The College will accept degrees or college courses from accredited, degree-granting institutions of post-secondary education in the United States and its outlying areas which meet the traditional United States Department of Education eligibility requirements.

Degrees or courses from foreign institutions may be accepted on a case-by-case basis and must be evaluated by a recognized credential-evaluation agency with the cost of the evaluation incurred by the employee. A list of vendors approved by the College can be obtained from the Human Resources office.

Any employee who is required, by the respective job description, to hold a valid state license, registry, or certificate in order to meet the minimum qualification for the position and lets the license, registry, or certificate lapse or expire, will immediately become ineligible for employment and subject to immediate termination.

Employees are required to provide updated documentation to keep their files current. The updates may include new official transcripts as well as copies of current documents referred to in the preceding paragraph. Failure to provide this documentation upon request may result in an employee not being considered for future employment or in a proposal for immediate termination.

Definitions

Credential-Evaluation Agency: A recognized credential-evaluation agency is an agency that evaluates and verifies the authenticity of academic work done for the purpose of further study in the US, immigration, military service, professional licensing, and employment. These agencies offer professional translations by experts in all languages into English and conducts evaluations that can be tailored to the specific criteria requested by individual educational institutions and professional licensing boards.

Valid Licenses/Certificates: Any license or certificate required by the job description of the position in which the individual serves the College. Valid refers to these licenses and certificates being active with the certifying organization and not expired, revoked, restricted, or sanctioned in any way that would prevent the individual from being qualified in performing the full duties of the position as described in the job description.

Proof of Work Experience: Work experience that is verified through the College’s designated background check vendor to include dates of employment and position(s) held. Work experience may also be verified through other documentation such as a Form W-2 Wage and Tax Statement or Form 1099 Miscellaneous Income with redacted confidential information, an employer’s official correspondence on letterhead, or other appropriate documentation to support the employee’s credentials and qualifications as required by the job description.

Date of SLT Approval	April 24, 2018
Effective Date	May 21, 2018
Associated Policy	Policy IV.4003.B, Transcripts, Licenses, and Certificates
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees adopt the Prevailing Wage Rates – School Construction Trades for the Texas Gulf Coast Area as the official Prevailing Wage Rates of San Jacinto College.

BACKGROUND

Texas Government Code §2258 (TGC 2258) requires that all contracts for public works awarded by the College stipulate the general prevailing wage rates for each craft or type of worker required to execute the contract. The College is further tasked with ensuring that all contractors and sub-contractors pay their employees in accordance with this schedule, or impose a penalty of \$60 per worker per day for any infractions. Enforcement of the Prevailing Wage Rate rules is not discretionary.

In the past, the College had adopted the prevailing wage rates of Harris County. For reasons unknown, those schedules and the federal Davis-Bacon wage rates upon which they are based were found to deviate significantly from current market conditions as reported by the College’s awarded construction managers.

Reporting separately, the contractors for each of the College’s new construction projects expressed the following concerns: the wage scale is having a significant impact on several trades, the wage scale is higher than market, and the wage scale does not necessarily represent reality in the market in terms of true common crew mixes. Furthermore, the contractors felt the variances could create significant issues when proving up cost compliance.

The College compared the Prevailing Wages published by all surrounding counties and the City of Houston. We did in fact find a number of inconsistencies in the reported wages for the same trade in adjacent jurisdictions. In some cases, these variances were more than double. Accordingly, the College determined that it would be in the best interests of our stakeholders to determine a prevailing wage rate by survey as allowed by TGC 2258.022. That survey was conducted by the architectural firm of PBK.

IMPACT OF THIS ACTION

Based on cost estimates prepared by the construction managers for the College’s new construction projects, the impact of the higher prevailing wage rate document previously utilized ranged from 3-4 percent higher than the rates compiled by PBK. When extrapolated to the remaining construction and renovation projects, adoption of the proposed Prevailing Wage Rate scale could potentially save an amount between \$8.5 to \$11 million dollars which will allow the projects to remain at the current size and scope.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This action will not adversely affect any 2015 Bond Program project budget.

**Action Item “XIV”
Regular Board Meeting June 4, 2018
Consideration of Approval of Adopting Prevailing Wage Scale**

MONITORING AND REPORTING TIMELINE

Each project will be awarded at a contract price to be approved by the Board and reported upon monthly.

ATTACHMENTS

Attachment 1 – Board Resolution and Prevailing Wage Rates

RESOURCE PERSONNEL

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**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
SAN JACINTO COMMUNITY COLLEGE DISTRICT**

The Board of Trustees of the San Jacinto Community College District (“College”) hereby makes the following findings in connection with College public works projects:

1. Texas Government Code Chapter 2258 requires governmental entities to adopt Prevailing Wage Rates setting the minimum hourly wages paid to be paid to construction workers engaged in public works projects for the College;
2. PBK Architects, Inc., on behalf of school districts and junior college districts in the Houston area, conducted a survey of Prevailing Wage Rates for construction trades in accordance with the requirements of Texas Government Code Chapter 2258;
3. The results of such survey are attached as Exhibit “A.”

BE IT, THEREFORE, RESOLVED that San Jacinto Community College District hereby adopts the Prevailing Wages reflected in Exhibit A for use on all College public works projects advertised on or after June 5, 2018.

Passed the 4th day of June 2018.

Marie Flickinger
President, Board of Trustees
San Jacinto Community College District

Attest: _____
Keith Sinor
Secretary, Board of Trustees
San Jacinto Community College District

Exhibit A

**Prevailing Wage Rate
Determination Information**

The following information is from Chapter 2258 Texas Government Code:

2258.021. Right to be Paid Prevailing Wage Rates.

- (a) A worker employed on a public work by or on behalf of the state or a political subdivision of the state shall be paid:
 - (1) not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the work is performed; and
 - (2) not less than the general prevailing rate of per diem wages for legal holiday and overtime work.
- (b) Subsection (a) does not apply to maintenance work.
- (c) A worker is employed on a public work for the purposes of this section if the worker is employed by a contractor or subcontractor in the execution of a contract for the public work with the state, a political subdivision of the state, or any officer or public body of the state or a political subdivision of the state.

2258.023. Prevailing Wage Rates to be Paid by Contractor and Subcontractor; Penalty.

- (a) The contractor who is awarded a contract by a public body or a subcontractor of the contractor shall pay not less than the rates determined under Section 2258.022 to a worker employed by it in the execution of the contract.
- (b) A contractor or subcontractor who violates this section shall pay to the state or a political subdivision of the state on whose behalf the contract is made, \$60 for each worker employed for each calendar day or part of the day that the worker is paid less than the wage rates stipulated in the contract. A public body awarding a contract shall specify this penalty in the contract.
- (c) A contractor or subcontractor does not violate this section if a public body awarding a contract does not determine the prevailing wage rates and specify the rates in the contract as provided by Section 2258.022.
- (d) The public body shall use any money collected under this section to offset the costs incurred in the administration of this chapter.
- (e) A municipality is entitled to collect a penalty under this section only if the municipality has a population of more than 10,000.

2258.051. Duty of Public Body to Hear Complaints and Withhold Payment.

A public body awarding a contract, and an agent or officer of the public body, shall:

- (1) take cognizance of complaints of all violations of this chapter committed in the execution of the contract; and
- (2) withhold money forfeited or required to be withheld under this chapter from the payments to the contractor under the contract, except that the public body may not withhold money from other than the final payment without a determination by the public body that there is good cause to believe that the contractor has violated this chapter.

Prevailing Wage Rates - School Construction Trades
Effective March 1, 2016
Texas Gulf Coast Area

Classification	Hourly Rate
Asbestos Worker	\$15.42
Bricklayers; Masons	\$18.34
Carpenters/Caseworker	\$21.50
Carpet Layers/Floor Installers	\$20.03
Concrete Finishers	\$16.13
Data Comm / Telecom Installer	\$23.50
Drywall Installers; Ceiling Installers	\$16.69
Electricians	\$22.44
Elevator Mechanics	\$30.00
Fire Proofing Installer	\$19.13
Glaziers	\$19.87
Heavy Equipment Operators	\$18.18
Insulators	\$16.16
Ironworkers	\$18.14
Laborers, General	\$11.81
Lather / Plasterer	\$18.03
Light Equipment Operators	\$15.21
Metal Building Assemblers	\$17.53
Millwrights	\$20.69
Painters/Wall Covering Installers	\$15.75
Pipefitters	\$25.70
Plumbers	\$26.50
Roofers	\$18.80
Sheet Metal Workers	\$20.46
Sprinkler Fitters	\$25.10
Steel Erector	\$19.33
Terrazzo Workers	\$19.67
Tile Setters	\$19.83
Waterproofers/Caulkers	\$19.00

This document was developed by PBK Architects, Inc., in strict accordance with the Texas Government Code, Chapter 2258.

**Prevailing Wage Rates
Worker Classification Definition Sheet**

Asbestos Worker	Worker who removes & disposes of asbestos materials.
Bricklayers/Masons	Craftsman who works with masonry products, stone, brick, block or any material substituting for those materials & accessories.
Carpenter / Caseworker	Worker who builds wood structures or structures of any material which has replaced wood. Includes rough & finish carpentry, hardware and trim.
Carpet Layer / Floor Installer	Worker who installs carpets and/or floor coverings-vinyl tile.
Concrete Finisher	Worker who floats, trowels and finishes concrete.
Data Comm / Telecom Installer	Worker who installs data/telephone & television cable and associated equipment and accessories.
Drywall / Ceiling Installer	Worker who installs metal framed walls & ceilings, drywall coverings, ceiling grids & ceilings.
Electrician	Skilled craftsman who installs or repairs electrical wiring & devices. Includes fire alarm systems & HVAC electrical controls.
Elevator Mechanic	Craftsman skilled in the installation & maintenance of elevators.
Fire Proofing Installer	Worker who sprays or applies fire proofing materials.
Glazier	Worker who installs glass, glazing and glass framing.
Heavy Equipment Operator	Includes, but not limited to, all Cat tractors, all derrick-powered, all power operated cranes, back-hoe, back-filler, power operated shovel, winch truck, all trenching machines.
Insulator	Worker who applies, sprays or installs Insulation.
Iron Worker	Skilled craftsman who erects structural steel framing & installs structural concrete Rebar.
Laborer / Helper	Worker qualified for only unskilled or semi-skilled work. Lifting, carrying materials & tools, hauling, digging, clean-up.
Lather / Plasterer	Worker who installs metal framing & lath. Worker who applies plaster to lathing and installs associated accessories.
Light Equipment Operator	Includes, but not limited to, air compressors, truck crane driver, flex plane, building elevator, form grader, concrete mixer (less than 14cf), conveyer.
Metal Building Assembler	Worker who assembles pre-made metal buildings.
Millwright	Mechanic specializing in the installation of heavy machinery, conveyance, wrenches, dock levelers, hydraulic lifts & align pumps.
Painter / Wall Covering Installer	Worker who prepares wall surfaces & applies paint and/or wall coverings, tape and bedding.
Pipefitter	Trained worker who installs piping systems, chilled water piping & hot water (boiler) piping, pneumatic tubing controls, chillers, boilers & associated mechanical equipment.
Plumber	Skilled craftsman who installs domestic hot & cold water piping, waste piping, storm system piping, water closets, sinks, urinals, and related work.
Rofer	Worker who installs roofing materials, Bitumen (asphalt & coal tar) felts, flashings, all types roofing membranes & associated products.
Sheet Metal Worker	Worker who installs sheet metal products. Roof metal, flashings & curbs, ductwork, mechanical equipment and associated metals.
Sprinkler Fitter	Worker who installs fire sprinkler systems & fire protection equipment.
Steel Erector	Worker who erects and dismantles structural steel frames of buildings and other structures
Terrazzo Worker	Craftsman who places & finishes Terrazzo.
Tile Setter	Worker who prepares wall and/or floor surfaces & applies ceramic tiles to these surfaces.
Waterproofor / Caulker	Worker who applies water proofing material to buildings. Products include sealant, caulk, sheet membrane, liquid membranes, sprayed, rolled or brushed.

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

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

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on June 1, 2018. Comments will be reviewed, and any changes, if appropriate, will be addressed prior to the Board’s second reading which is anticipated on July 9, 2018.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes

Attachment 2 – Policy ##, Admissions (proposed policy)

Informational items only:

Attachment 3 - Procedure ##, Admissions (proposed new procedures)

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

Attachment 5 – Procedure ##, Senior Citizens Enrolling for Classes (proposed procedures)

RESOURCE PERSONNEL

Laurel Williamson

281-998-6184

laurel.williamson@sjcd.edu

Policies and Procedures Summary of Changes

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

Proposed Policy Name: **Admissions**

Current Policy Number/Name: N/A

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

Proposed Procedure Name(s): **Admissions**

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

Action Recommended for Policy: New

Action Recommended for Procedures: New and revised

Admissions (new)

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

Primary Owner: Laurel Williamson, Deputy Chancellor and President

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

Summary of Changes:

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

Policy #, Admissions

Purpose

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

Policy

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

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

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

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

Associated Procedures

Procedure #, Admissions

Procedure #, Senior Citizens Enrolling for Classes

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

Procedure #, Admissions

Associated Policy

Policy #, Admissions

Procedures

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

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

Procedure 6-11: Senior Citizens Enrolling for Classes

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

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

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

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

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

Procedure #, Senior Citizens Enrolling for Classes

Associated Policy

Policy #, Admissions

Procedures

Under Texas Law (Section 54.210), a college may allow senior citizens 65 years of age or older (by the first day of classes of the specific enrollment term) to enroll in up to six credit hours per term without paying tuition, providing there is space available and the applicant has not exceeded 90 previous college credit hours. The senior citizen must pay all applicable fees, including the general service and related lab fees or incidental fees.

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

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

**Action Item “XVI”
Regular Board Meeting June 4, 2018**

**Consideration of Approval of Policy #: Compliance with Health Insurance Portability and
Accountability Act (HIPAA) – First Reading (Information Only)**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a new policy on Compliance with Health Insurance Portability and Accountability Act (HIPAA). The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered. New numbering will be added prior to the second reading.

BACKGROUND

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

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on June 1, 2018. Comments will be reviewed, and any changes, if appropriate, will be addressed prior to the Board’s second reading which is anticipated on July 9, 2018.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

Attachment 1 – Summary of Changes
Attachment 2 – Policy ##, Compliance with Health Insurance Portability and Accountability Act (HIPAA) (proposed policy)

Informational items only:
Attachment 3 - Procedure ##, Compliance with Health Insurance Portability and Accountability Act (HIPAA) (proposed procedures)

RESOURCE PERSONNEL

Laurel Williamson 281-998-6184 laurel.williamson@sjcd.edu

Policies and Procedures Summary of Changes

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

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

Current Policy Number/Name: N/A

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

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

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

Action Recommended for Policy: New

Action Recommended for Procedures: New

Primary Owner: Laurel Williamson, Deputy Chancellor & President

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

Summary of Changes:

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

Policy #, Compliance with Health Insurance Portability and Accountability Act (HIPAA)

Purpose

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

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

Policy

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

Definitions

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

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

Associated Procedures

Procedure #, Compliance with Health Insurance Portability and Accountability Act (HIPAA)

Date of Board Approval	Anticipated July 9, 2018
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Effective Date	Anticipated July 10, 2018
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Attachment 2 – Proposed Policy

Primary Owner	Deputy Chancellor & President
Secondary Owner	Associate Vice Chancellor, Student Services

Procedure #, Compliance with Health Insurance Portability and Accountability Act (HIPAA)

Associated Policy

Policy #, Compliance with Health Insurance Portability and Accountability Act (HIPAA)

Procedures

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

Definitions

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

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

**Action Item “XVII”
Regular Board Meeting June 4, 2018**

Consideration of Approval of Policy #: Publications, Academic Calendar, Distribution of Literature, and Advertising – First Reading (Information Only)

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a revised policy on Publications, Academic Calendar, Distribution of Literature, and Advertising. The Board of Trustees will not vote on this item but is creating awareness that the policy is being considered and input is being gathered. New numbering will be added prior to the second reading.

BACKGROUND

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

IMPACT OF THIS ACTION

This policy and associated procedures were sent to the College community on June 1, 2018. Comments will be reviewed, and any changes, if appropriate, will be addressed prior to the Board’s second reading which is anticipated on July 9, 2018.

BUDGET INFORMATION

No budgetary impact.

MONITORING AND REPORTING TIMELINE

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

ATTACHMENTS

- Attachment 1 – Summary of Changes
- Attachment 2 – Policy VI-Q, Policy on Publications, Distribution of Literature and Advertising (Current policy)
- Attachment 3 – Policy ##, Publications, Academic Calendar, Distribution of Literature, and Advertising (proposed policy)

Informational items only:

- Attachment 4 – Procedure 2-10: Publications (current procedures)
- Attachment 5 - Procedure ##, Publications, Academic Calendar, and Distribution of Literature (proposed procedures)

Action Item “XVII”
Regular Board Meeting June 4, 2018

**Consideration of Approval of Policy #: Publications, Academic Calendar, Distribution of
Literature, and Advertising – First Reading (Information Only)**

RESOURCE PERSONNEL

Teri Crawford 281-998-6152 teri.crawford@sjcd.edu

Policies and Procedures Summary of Changes

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

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

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

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

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

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

Action Recommended for Policy: Revised

Action Recommended for Procedures: Revised

Web Links:

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

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

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

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

Secondary Owner: Vice President Marketing and Public Relations

Summary of Changes:

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

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

Statement of Purpose

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

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

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

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

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

Dissemination of Literature

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

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

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

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

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

Bulletin Boards

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

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

Advertising Policy

Dissemination

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

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

Editorial Policy

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

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

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

Photography Policy

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

Attachment 2 – Current Policy

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

Policy #, Publications, Academic Calendar, Distribution of Literature, and Advertising

Purpose

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

Policy

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

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

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

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

Publication of the Academic Calendar

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

Dissemination of Literature

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

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

information regarding the guidelines related to the dissemination of printed materials during an expressive activity on College property, please visit the Student Engagement and Activities office.

Bulletin Boards

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

Advertising Policy

Dissemination

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

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

Editorial Policy

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

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

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

Photography Policy

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

Attachment 3 – Proposed Policy

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

Associated Procedures

Procedure #, Publications, Academic Calendar, Distribution of Literature, and Advertising

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

Procedure 2-10: Publications

Publication Authorization

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

Departmental Production

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

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

Requirements

All San Jacinto College publications must include the following elements:

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

San Jacinto College North
5800 Uvalde Road
Houston, Texas 77049

San Jacinto College Central
8060 Spencer Highway
Pasadena, Texas 77505

Attachment 4 – Current Procedures

San Jacinto College South
13735 Beamer Road
Houston, Texas 77089

San Jacinto College District
4624 Fairmont Parkway
Pasadena, TX 77504

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

Printing Copyrighted Materials

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

Publication Request Procedure

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

Attachment 4 – Current Procedures

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

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

Procedure #, Publications, Academic Calendar, and Distribution of Literature

Associated Policy

Policy #, **Publications, Academic Calendar, and Distribution of Literature**

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

Procedures

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

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

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

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

Departmental Production of Publications

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

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

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

Requirements for Publications

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

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

San Jacinto College Central

8060 Spencer Highway
Pasadena, Texas 77505

San Jacinto College North

5800 Uvalde Road
Houston, Texas 77049

San Jacinto College South

13735 Beamer Road
Houston, Texas 77089

San Jacinto College Maritime Training Center

3700 Old Highway 146
La Porte, TX 77571

San Jacinto College District

4624 Fairmont Parkway
Pasadena, TX 77504

4. *College phone number.* 281-998-6150
5. *College Web Address.* www.sanjac.edu
6. *Non-discrimination publication procedure.*

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

Statement:

An Equal Opportunity Institution

Short Version:

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

Long Version:

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

Attachment 5 – Proposed Procedures

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

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

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

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

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

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

8. *Revision date*. Month / Year (i.e., 07/17).

Publication of the Academic Calendar

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

Government Affairs office shall publish the approved Academic Calendar on the College website.

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

Distribution of Literature

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

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

Advertising & Dissemination

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

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

Printing Copyrighted Materials

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

Attachment 5 – Proposed Procedures

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

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

SAN JACINTO COMMUNITY COLLEGE DISTRICT

PURCHASE RECAP

June 4, 2018

I.	EQUIPMENT, SUPPLIES & SERVICES BIDS	
	IFP #18-12	
	Purchase Respiratory Patient Simulator (pgs. 2-4)	\$ 74,990
	RFP #18-19	
	Contract for Landscaping Services (pgs. 5-7)	360,000
	RFP #18-22	
	Contract for Bookstore Operations (pgs. 8-10)	<u>4,000,000</u>
	TOTAL OF ALL BIDS	4,434,990
II.	PURCHASE REQUESTS, SOLE SOURCE VENDORS, COOPERATIVES, AND CONTRACT RENEWALS	
	Purchase Request #1	
	Additional Funds for Architect Services (pgs.11-13)	1,337,484
	Purchase Request #2	
	Method of Procurement for College Administration East Building Renovations (pgs. 14-15)	1,150,000
	Purchase Request #3	
	Approval of Guaranteed Maximum Price for Steel for the Central Campus Welcome Center (pgs.16-17)	1,116,205
	Purchase Request #4	
	Approval of Guaranteed Maximum Price for Steel for the North Campus Cosmetology and Culinary Center (pgs. 18-19)	1,259,626
	Purchase Request #5	
	Approval of Guaranteed Maximum Price for Steel for the South Campus Engineering and Technology Center (pgs.20-21)	2,034,610
	Purchase Request #6	
	Approval of Guaranteed Maximum Price for Steel and Pre-Cast Concrete for South Campus Cosmetology Center (pgs. 22-23)	1,172,360
	Purchase Request #7	
	Purchase Data Storage Systems (pg. 24)	140,000
	Purchase Request #8	
	Funds for Audio Visual Equipment and Services (pgs. 25-26)	1,050,000
	Purchase Request #9	
	Renew the Contract for Consumable Welding Products (pg. 27)	186,000
	Purchase Request #10	
	Additional Funds for Traditional and Digital Advertising (pgs. 28-29)	<u>300,000</u>
	TOTAL OF PURCHASE REQUESTS	9,746,285
	GRAND TOTAL:	<u><u>\$ 14,181,275</u></u>

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of respiratory patient simulator equipment from IngMar Medical for the Respiratory Care Program.

BACKGROUND

The Respiratory Care Program had its site visit for reaccreditation in January 2017 and received feedback that the equipment in the lab needed to be updated. Adding a patient simulator to the lab would greatly enhance the lab experience for the students in the program, as the simulator could also be used during the lecture portion of several courses currently offered. Furthermore, the patient simulator, along with mechanical ventilators, would allow faculty to demonstrate what is happening to a patient's physiology when there is a pathology present and demonstrate when to begin a treatment regimen, rather than just discuss what is happening.

An invitation for bids, Project Number 18-12, was issued to procure equipment for the Respiratory Care Program. Four responses were received and the bid submitted by IngMar Medical was determined to be both fully responsive to the minimum specification requirements listed in the solicitation and would provide the best value to the College. The bid submitted by IngMar also included optional features beyond the minimum performance specifications included in the solicitation. The department is electing to include two additional components to the base model purchase in order to further enhance the learning opportunities for students.

IMPACT OF THIS ACTION

Students are sometimes reluctant to make changes to patient care protocol due to being unsure of what effects their actions might cause. Hands-on simulation and seeing what happens when mistakes are made is a very valuable part of the learning process. The patient simulator will allow the students to experience these effects, both good and bad, and will assist them in being more competent and confident upon entering the workforce. They will be able to test various scenarios in a non-life threatening situation that could otherwise be harmful to a patient.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The expenditure is \$65,895 for the base model plus \$9,095 for the optional equipment for a total of \$74,990 and will be funded from the 2017-2018 Perkins Grant and Allied Health department funds.

MONITORING AND REPORTING TIMELINE

This is a one-time purchase and will be delivered and operational by July 30, 2018.

IFB # 18-12
Regular Board Meeting June 4, 2018
Consideration of Approval to Purchase Respiratory Patient Simulator

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Dianne Phillips	281-478-3613	dianne.phillips@sjcd.edu
Carrol LaRowe	281-476-1864	carrol.larowe@sjcd.edu
Gwen Henderson	281-998-6326	gwen.henderson@sjcd.edu

Project Name Respiratory Patient Simulator
Project Number 18-12

Final Ranking

Vendor Name	Total Bid Price
Moore Medical LLC	Non-responsive
Gaumard Scientific Co., Inc.	Non-responsive
IngMar Medical	\$74,990.00
Laerdal Medical Corporation	\$82,560.09

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract for general landscaping services from Yellowstone Landscape for the Facilities Services department.

BACKGROUND

General landscaping services require an organization that will provide turnkey services which includes labor, equipment and oversight for all three campuses, the District Administration grounds and the Maritime training facility. Additional field mowing services are also required for open fields at the South, North, and Central campuses and vacant tracts located in Clear Lake. Field and lot mowing is serviced at a reduced frequency or on an as needed basis, depending on property conditions.

A request for proposals, Project Number 18-19, was issued to procure landscaping services. Five (5) responses were received and evaluated by a team consisting of Facilities Services personnel. Negotiation began with the highest ranked firm but were terminated due to the parties being unable to arrive at mutually agreeable terms. Negotiation continued with Yellowstone Landscape, the second ranked firm and incumbent provider, and was determined their proposal would provide the best value for the College.

IMPACT OF THIS ACTION

Outsourcing some of the landscaping services for the College is required due to the limited size of the College's grounds-keeping staff and the lack of appropriate equipment required to perform these services for all College-owned properties. Approval of this agreement will aid the existing in-house staff to maintain the aesthetics of the College grounds by performing essential lawn maintenance duties and preserve service levels in accordance with the College's grounds-keeping standards.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for these services is \$360,000. This expenditure will be funded from the Facilities Services department's 2017-2018 operating budget and 2018-2019 budget subject to approval by the Board.

MONITORING AND REPORTING TIMELINE

The initial award term will begin June 5, 2018, ending June 4, 2019, with renewal options of four (4) one-year terms.

ATTACHMENTS

Attachment 1 - Tabulation

RFP #18-19
Regular Board Meeting June 4, 2018
Consideration of Approval to Contract for Landscaping Services

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Ron Andell	281-998-6016	ron.andell@sjcd.edu
Genie Freeman-Scholes	281-998-6349	genevieve.scholes@sjcd.edu

Project Name Landscaping Services
Project Number RFP 18-19
Number of Evaluators 4

Stated Criteria	Criteria Explanation	Total Points Available	GCA Services Group	Yellowstone Landscape	Cornerstone Maintenance	Classic Irrigation & Landscaping	McLemore Building Maint.	Special Touch Landscaping
Price Proposal	Evaluated on a best overall value approach for the College	100	36	76	100	79	71	62
Qualifications and Experience of Personnel	Firm's personnel experience	80	65	55	44	43	48	49
Full Crew/Equipment and Safety	Inventory list of crew and equipment and safety policy	80	67	43	42	55	38	40
Project Understanding and Management	Management and technical approach to the scope of services, breadth and depth of the Plan Detail	60	55	45	37	35	34	37
Qualifications and Experience of Firm	Firm's references, reputation, and experience	60	54	50	40	38	33	35
Business Questionnaire	Provide answers to questions in Attributes tab in IonWave	20	18	17	14	15	17	17
100 Points Each x 4 Evaluators		400	295	286	277	265	241	240
			Total Points Received					

Final Ranking	
Vendor Name	Total Score
GCA Services Group	295
Yellowstone Landscape	286
Cornerstone Maintenance	277
Classic Irrigation & Landscaping	265
McLemore Building Maint.	241
Special Touch Landscaping	240

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a contract with Barnes & Noble College Booksellers LLC (B&N) for the operations of the College bookstores.

BACKGROUND

B&N has operated the campus bookstores since June 15, 2007. Although the College is satisfied with B&N's performance, the current contract term was expiring and a new Request for Proposal was issued to ensure the College continues to receive competitive rates and services consistent with current market opportunities. B&N has provided the College a monetary and capital improvement package that will complement and enhance the company's initial \$1.5 million investment in the College's facilities. During the previous contract term, B&N worked closely with the College to control and reduce resource material costs for students. It was important that this focus continue under the new contract.

A request for proposals, Project Number 18-22, was issued to procure bookstore operations. Three (3) responses were received and evaluated by a team consisting of Auxiliary Services, Facilities Services, Business Office, Open Educational Resources, and Dual Credit administrators and staff who determined the proposal submitted by B&N would provide the best benefit to students and value to the College.

IMPACT OF THIS ACTION

Approval of the new contract will provide the following benefits to the College and its students:

- Guaranteed commission increased from \$1,000,000 to \$1,300,000 in year one of contract
- Higher commission rates for sales tiers with lower sales requirements
- Provide \$10,000 annual scholarship for students
- Provide \$10,000 annual unrestricted donation
- Provide major reductions in resource materials via the B&N First Day Program
- Price matching for students
- Unrestricted signing bonus of \$700,000
- LED lighting improvements

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$4,000,000, primarily funded from restricted financial aid funds on behalf of students.

MONITORING AND REPORTING TIMELINE

Bookstore operations and revenue are auxiliary operating revenues of the College. B&N will

RFP # 18-22
Regular Board Meeting June 4, 2018
Consideration of Approval to Contract for Bookstore Operations

provide the required reports and commission documentation for the bookstore operations. The initial award term will be for five (5) years, beginning June 15, 2018, with renewal options of three (3) one-year terms.

ATTACHMENTS

Attachment 1 - Tabulation

RESOURCE PERSONNEL

Hilda Boyce	281-991-2627	hilda.boyce@sjcd.edu
Charity Simpson	281-998-6328	charity.simpson@sjcd.edu

Project Name Bookstore Operations
Project Number 18-22
Number of Evaluators 5

Stated Criteria	Criteria Explanation	Total Points Available	Barnes & Noble College Booksellers, LLC	BBA Solutions (BJJ Corporation)	Follett Higher Education Group
Section 1: Textbook Pricing/Affordability/Format Options	Affordability of Textbooks and Available Format Options	140	123.0	83.0	107.0
Section 2: Financial Commitment/Investments	Financial Commitment and Investments for the College	120	117.0	82.0	105.0
Section 3: Management Plan and Approach	Management and technical approach to the scope of services, breadth and depth of the Plan Detail	75	73.0	43.0	57.0
Section 4: Staffing/Personnel	Firm's personnel experience	40	38.0	23.0	33.0
Section 5: Firm Experience/Reputation/References	Firm's references, reputation and experience	20	20.0	12.0	17.0
Section 6: Financial Health of Firm	Firm's financial statements	25	22.5	0.0	17.5
		420	393.5	243.0	336.5
			Total Points Received		

Final Ranking

Vendor Name	Total Score
Barnes & Noble College Booksellers, LLC	393.50
Follett Higher Education Group	336.50
BBA Solutions (BJJ Corporation)	243.00

Purchase Request #1
Regular Board Meeting June 4, 2018
Consideration of Approval of Additional Funds for Architect Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve additional funds for architectural services provided by Huitt-Zollars, Inc., Kirksey Architects, Inc., and Page Southerland Page, Inc. for the 2015 Bond Program.

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. Architects for projects were evaluated and proposed by staff, and subsequently approved by the Board of Trustees for individual projects as dictated by the 2015 Bond Program master schedule in effect at that time. Since those approvals, the estimated cost of construction, which is the underlying basis for calculating the architect’s fee, has increased. Contributing factors to this increase include updates to the building codes, particularly as related to energy efficiency, the effects of Hurricane Harvey on the cost of local labor and materials, increases in the price of steel, design changes to meet the needs of the academic programs and annual inflation costs.

Architectural 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. Huitt-Zollars, Kirksey, and Page are three of the seven architectural firms who were approved to be utilized for the 2015 Bond Program and are working on current projects.

IMPACT OF THIS ACTION

This action requests authorization to increase the expenditures for architect services to be in accordance with the increased cost of work for the following projects: Central Campus Welcome Center, North Campus Cosmetology-Culinary Center, South Campus Cosmetology Center, South Campus Engineering and Technology Center, and the South Campus HVAC Technology Building.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Previously, the Board approved expenditures for architect services based on the original estimated cost of work and Board approved fees established for projects in the bond programs. Due to the projects’ budget increases, the revised anticipated expenditures for architect services are as follows:

Vendor	Project	Fee%	Revised Estimated Cost of Work	Change in Fee	Revised Estimated Fee
Kirksey	South Campus Engineering and Technology Center	6%	\$24,072,064	\$454,324	\$1,444,324
Page	Central Campus Welcome Center	6%	\$18,091,364	\$185,482	\$1,085,482

Purchase Request #1
Regular Board Meeting June 4, 2018
Consideration of Approval of Additional Funds for Architect Services

<i>Table Continued</i>					
Vendor	Project	Fee%	Revised Estimated Cost of Work	Change in Fee	Revised Estimated Fee
Huitt-Zollars	South Campus HVAC Technology Bldg. Renovation	7.5%	\$2,782,794	\$100,763	\$208,710
Huitt-Zollars	North Campus Cosmetology- Culinary Center	6%	\$21,943,962	\$416,638	\$1,316,638
Huitt-Zollars	South Campus Cosmetology Center	6.25%	\$12,884,427	\$180,277	\$805,277

The architectural fees will be funded from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

These projects will be monitored by San Jacinto College Facilities Services personnel and program management provided by AECOM personnel.

ATTACHMENTS

Attachment 1 – Board Approved Architect Services Fee Schedule

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Chuck Smith	281-998-6341	charles.smith@sjcd.edu
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**Attachment No. 1
Architecture Services Fee Schedule
San Jacinto Community College District
Board Approved June 6, 2016**

Architecture services fees

New construction and substantial new construction

- > \$15 million – 6.0%
- > \$10 million - \$15 million – 6.25%
- > \$3 million - \$10 million – 6.5%
- \$500,000 - \$3 million – 7.0%
- <\$500,000 - Negotiable

Renovations -

- > \$3 million – 7.0%
- \$500,000 - \$3 million – 7.5%
- < \$500,000 - Negotiable

Purchase Request #2
Regular Board Meeting June 4, 2018
Consideration of Approval of Method of Procurement for
College Administration Building Renovations

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the Job Order Contracting (JOC) method of procurement for renovations required at the College administration buildings.

BACKGROUND

Previous renovations at the A-1 building provided for updated and more efficient office spaces for ITS, Marketing, and the Grants departments. Following these renovations, it was discovered that deficiencies existed with ADA (Americans with Disabilities Act) standards compliance. This proposed renovation will provide for correction of code deficiencies at the first and second floor stairways, hallways and restrooms and accessible automobile parking spaces. In addition, several other renovation and repair projects planned for A-1 have been combined with the ADA compliance project and incorporated into the overall project management, coordination, and scheduling. These projects include updating the main lobby areas, building front entrance, and outdoor lighting, and other office space updates. Additionally, limited building foundation repair work is planned for both A-1 and A-2 buildings.

The method of procurement is being requested in accordance with Section 2269.056 of the Texas Government Code. The JOC method is in accordance with Section 2269.401 of the Texas Government Code and is recommended for this project in order to provide timely and adequate oversight of the multiple components of the projects.

IMPACT OF THIS ACTION

Approval of this request will allow for the completion of construction necessary to bring the building into code compliance and completion of other renovations that will provide for improved building operations, updated spaces, and program efficiencies.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated cost of construction work for this project is \$1,150,000. Funding will be provided from the 2008 Bond Program.

MONITORING AND REPORTING TIMELINE

The construction phase of this project will require approximately one hundred and eighty (180) days to complete and will be managed by Facilities Services personnel.

ATTACHMENTS

None

Purchase Request #2
Regular Board Meeting June 4, 2018
Consideration of Approval of Method of Procurement for
College Administration Building Renovations

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	281-998-6106	angela.klaus@sjcd.edu

Purchase Request #3
Board Meeting June 4, 2018

**Consideration of Approval of Guaranteed Maximum Price for Steel
for the Central Campus Welcome Center**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to approve a Guaranteed Maximum Price (GMP) not to exceed \$1,116,205 for fabricated structural steel at the Central Campus Welcome Center.

BACKGROUND

In August 2017, the Board approved a contract with Tellepsen Builders, L.P. (Tellepsen) for Construction Manager-at-Risk (CMR) services for Project 17-23 in order to construct the new Central Campus Welcome Center. To date, Tellepsen has provided preconstruction services, including constructability and cost estimating services to the design team. Due to the currently escalating steel market, authorization to negotiate and purchase the building's steel package as a phased component of the full GMP is requested. Under this authority, Tellepsen will solicit, receive and review bids for the project's required structural steel. Responsive proposals will be assessed for accuracy and completeness, and the fabricator offering the best value to the College will be contracted by Tellepsen to provide the required materials.

Any sub-contract awarded under this authority shall comply with the prevailing wage requirements stated in Chapter 2258 and the construction procurement requirements in Chapter 2269 of the Texas Government respectively.

IMPACT OF THIS ACTION

Approval of this action will authorize the purchase of Welcome Center project structural steel at the currently budgeted amount. This will enable the College to deliver the project within the authorized budget. Subsequent phases of the work will be presented as required to ensure that the project GMP remains within the overall authorized budget.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The GMP for the steel fabrication phase of the project will not exceed \$1,116,205. Funding will be provided from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

The building is scheduled to be completed by November 2019 and all work will be monitored by San Jacinto College Facilities Services personnel.

ATTACHMENTS

None

Purchase Request #3
Board Meeting June 4, 2018

**Consideration of Approval of Guaranteed Maximum Price for Steel
for the Central Campus Welcome Center**

RESOURCE PERSONNEL

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

Purchase Request #4
Board Meeting June 4, 2018

**Consideration of Approval of Guaranteed Maximum Price for Steel
for the North Campus Cosmetology and Culinary Center**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to approve a Guaranteed Maximum Price (GMP) not to exceed \$1,259,626 for fabricated structural steel at the North Campus Cosmetology and Culinary Center.

BACKGROUND

In January 2017, the Board approved a contract with Tellepsen Builders, L.P. (Tellepsen) for Construction Manager-at-Risk (CMR) services for Project 17-06 to construct the new North Campus Cosmetology and Culinary Center. Tellepsen has provided preconstruction services, including constructability and cost estimating services to the design team. Due to the currently escalating steel market, authorization to negotiate and purchase the building's steel package as a phased component of the full GMP is requested. Under this authority, Tellepsen will solicit, receive and review bids for the project's required structural steel. Responsive proposals will be assessed for accuracy and completeness, and the fabricator offering the best value to the College will be contracted by Tellepsen to provide the required materials.

Any sub-contract awarded under this authority shall comply with the prevailing wage requirements stated in Chapter 2258 and the construction procurement requirements in Chapter 2269 of the Texas Government respectively.

IMPACT OF THIS ACTION

Approval of this action will authorize the purchase of Cosmetology and Culinary Center project structural steel at the currently budgeted amount. This will enable the College to deliver the project within the authorized budget. Subsequent phases of the work will be presented as required to ensure that the project GMP remains within the overall authorized budget.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The GMP for the steel fabrication phase of the project will not exceed \$1,259,626. Funding will be provided from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

The building is scheduled to be completed by November 2019 and all work will be monitored by San Jacinto College Facilities Services personnel.

ATTACHMENTS

None

Purchase Request #4
Board Meeting June 4, 2018

**Consideration of Approval of Guaranteed Maximum Price for Steel
for the North Campus Cosmetology and Culinary Center**

RESOURCE PERSONNEL

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

Purchase Request #5
Board Meeting June 4, 2018

**Consideration of Approval of Guaranteed Maximum Price for Steel
for the South Campus Engineering and Technology Center**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to approve a Guaranteed Maximum Price (GMP) not to exceed \$2,034,610 for fabricated structural steel at the South Campus Engineering and Technology Center.

BACKGROUND

In September 2017, the Board approved a contract with Tellepsen Builders, L.P. (Tellepsen) for Construction Manager-at-Risk (CMR) services for Project 18-03 in order to construct the new South Campus Engineering and Technology Center. To date, Tellepsen has provided preconstruction services, including constructability and cost estimating services to the design team. Due to the currently escalating steel market, authorization to negotiate and purchase the building's steel package as a phased component of the full GMP is requested. Under this authority, Tellepsen will solicit, receive and review bids for the project's required structural steel. Responsive proposals will be assessed for accuracy and completeness, and the fabricator offering the best value to the College will be contracted by Tellepsen to provide the required materials.

Any sub-contract awarded under this authority shall comply with the prevailing wage requirements stated in Chapter 2258 and the construction procurement requirements in Chapter 2269 of the Texas Government respectively.

IMPACT OF THIS ACTION

Approval of this action will authorize the purchase of Engineering and Technology Center project structural steel at the currently budgeted amount. This will enable the College to deliver the project within the authorized budget. Subsequent phases of the work will be presented as required to ensure that the project GMP remains within the overall authorized budget.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The GMP for the steel fabrication phase of the project will not exceed \$2,034,610. Funding will be provided from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

The building is scheduled to be completed by October 2019 and all work will be monitored by San Jacinto College Facilities Services personnel.

ATTACHMENTS

None

Purchase Request #5
Board Meeting June 4, 2018

**Consideration of Approval of Guaranteed Maximum Price for Steel
for the South Campus Engineering and Technology Center**

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
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Angela Klaus	281-998-6327	angela.klaus@sjcd.edu

Purchase Request #6
Board Meeting June 4, 2018

**Consideration of Approval of Guaranteed Maximum Price for Steel and
Pre-Cast Concrete for the South Campus Cosmetology Center**

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to approve a Guaranteed Maximum Price (GMP) not to exceed \$1,172,360 for fabricated structural steel and pre-cast concrete panels at the South Campus Cosmetology Center.

BACKGROUND

In January 2017, the Board approved a contract with Brookstone Construction (Brookstone) for Construction Manager-at-Risk (CMR) services for Project 17-08 in order to construct the new South Campus Cosmetology Center. To date, Brookstone has provided preconstruction services, including constructability and cost estimating services to the design team. Due to the currently escalating steel market and manufacturing lead times, authorization to negotiate and purchase the building's structural steel and pre-cast concrete packages as phased components of the full GMP is requested. Under this authority, Brookstone will solicit, receive and review bids for the project's required structural steel and pre-cast concrete panels. Responsive proposals will be assessed for accuracy and completeness, and the fabricators offering the best value to the College will be contracted by Brookstone to provide the required materials.

Any sub-contract awarded under this authority shall comply with the prevailing wage requirements stated in Chapter 2258 and the construction procurement requirements in Chapter 2269 of the Texas Government respectively.

IMPACT OF THIS ACTION

Approval of this action will authorize the purchase of Cosmetology Center project structural steel and pre-cast panels at the currently budgeted amount. This will enable the College to deliver the project within the authorized budget and timeline. Subsequent phases of the work will be presented as required to ensure that the project GMP remains within the overall authorized budget.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The GMP for the steel fabrication and pre-cast concrete panel fabrication of the project will not exceed \$1,172,360. Funding will be provided from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

The building is scheduled to be completed by September 2019 and all work will be monitored by San Jacinto College Facilities Services personnel.

ATTACHMENTS

None

Purchase Request #6
Board Meeting June 4, 2018

**Consideration of Approval of Guaranteed Maximum Price for Steel and
Pre-Cast Concrete for the South Campus Cosmetology Center**

RESOURCE PERSONNEL

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

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the purchase of data storage systems with Oracle Corporation (Oracle) for the Information Technology Services (ITS) department.

BACKGROUND

The College's enterprise resource planning software, Banner, utilizes data storage components that have reached the end of their planned useful life. This storage system contains business critical data needed to support College operations. ITS recommends a planned replacement cycle for all critical data management infrastructure to help ensure the reliability of services delivered.

Oracle has a contract through the Texas Department of Information Resources (DIR) cooperative contracts program to provide Oracle branded hardware, servers, software, Software as a Service (SaaS), database, and enterprise data storage solutions that can provide the necessary resources. The contract number is DIR-TSO-2539, and complies with the competitive procurement requirement in Section 44.031 of the Texas Education Code and is permitted through Section 791.011(g) of the Texas Government Code.

IMPACT OF THIS ACTION

Proactive replacement of aging technology devices will help ensure the College does not encounter unexpected system outages that would impact critical operations and business continuity.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for this request is \$140,000, and will be funded from the 2008 Bond Program.

MONITORING AND REPORTING TIMELINE

Replacement of the storage system will be completed in calendar year 2018 and all work will be monitored by San Jacinto College ITS personnel.

ATTACHMENTS

None

RESOURCE PERSONNEL

Allen Bourque	281-922-3494	allen.bourque@sjcd.edu
Jeff Tambrella	281-998-6353	jeff.tambrella@sjcd.edu
Charity Simpson	281-998-6328	charity.simpson@sjcd.edu
Bryan Jones	281-998-6343	bryan.jones@sjcd.edu

Purchase Request # 8
Regular Board Meeting June 4, 2018

Consideration of Approval of Funds for Audio Visual Equipment and Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve expenditures for audio visual equipment and related installation services with Network Cabling Services (NCS) for the Central Campus Center for Petrochemical, Energy, and Technology (CPET) facility.

BACKGROUND

The Center for Petrochemical, Energy, and Technology (CPET) is the first facility scheduled for completion in the 2015 Bond Program. The CPET building will require audio visual systems throughout the facility to support standard and customized classroom instruction, simulation system spaces, conference rooms, and a special events space.

Quotes were obtained from four (4) firms, all of whom have been awarded a cooperative contract following an approved competitive procurement process. Additionally, the proposals from these firms were evaluated to determine which would provide the best value to the College on this project. The proposal from NCS offered the lowest price and best geographic proximity to the Central Campus.

NCS has a proven record of success supporting the College, having completed numerous successful installations with the 2008 Bond Program.

NCS has a contract awarded through the Texas BuyBoard cooperative contracts program to provide audio visual equipment and installation, Contract Number 563-18, which satisfies the requirement for competitive bidding as stated in Section 44.031 of the Texas Education Code and 791.001(g) of the Government Code.

IMPACT OF THIS ACTION

This award will include the materials and related installation services necessary for the audiovisual (AV) systems proposed for use in all instructional spaces and the event spaces within the CPET building. These systems are essential to the College instructional and community engagement mission.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated expenditure for these items and related services is \$1,050,000. Expenditures related to the main lobby event space will total approximately \$440,000. The remaining \$610,000 will be used to equip the building's instructional spaces and conference rooms. Funding will be provided from the 2015 Bond Program.

MONITORING AND REPORTING TIMELINE

This project will be completed by August 2019 and all work will be monitored by San Jacinto College Facilities Services and Information Technology Services personnel.

Purchase Request # 8
Regular Board Meeting June 4, 2018

Consideration of Approval of Funds for Audio Visual Equipment and Services

ATTACHMENTS

None

RESOURCE PERSONNEL

Bryan Jones	281-998-6343	bryan.jones@sjcd.edu
Jeff Tambrella	281-998-6353	jeff.tambrella@sjcd.edu
Charity Simpson	281-998-6328	charity.simpson@sjcd.edu

Consideration of Approval to Renew the Contract for Consumable Welding Products

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve a renewal of the contract for consumable welding products with Lincoln Electric for the Central and North Campus Welding departments.

BACKGROUND

An invitation for bids, Project Number 15-10, was issued in April 2015 to procure consumable welding products for Central and North Welding Technology courses. The Board approved the original contract with Lincoln Electric in June 2015.

Welding Technology courses have been offered at Central Campus since 1972 and at North Campus since 1976. The programs offer an Associate Degree in Applied Science in Welding Technology; two (2) Certificates of Technology: Combination Welder and Gas Shielded Welding; and two (2) Occupational Certificates: Art-Welding and Stick Pipe Welder. The College also purchases welding equipment from Lincoln Electric procured through the individual quote process or items designated as a sole source; each of which comply with the competitive procurement requirements in Section 44.031 of the Texas Education Code.

IMPACT OF THIS ACTION

Consumable welding products such as welding rods, wires, and tools are needed on a daily basis to teach welding students; these products are procured directly from the manufacturer utilizing their special educational rate. The savings offset other recurring program expenses such as replacement of aging equipment.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure is \$186,000 and will be funded from the Central and North Welding departments' 2017-2018 operating budgets and 2018-2019 budgets, subject to approval by the Board.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the third of three one-year contract renewal options available. The new contract term will be June 2, 2018 through June 1, 2019.

ATTACHMENTS

None

RESOURCE PERSONNEL

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Heather Rhodes	281-998-6150 x7106	heather.rhodes@sjcd.edu
Leslie Crnkovic	281-478-2799	leslie.crnkovic@sjcd.edu
Patsy Laredo	281-998-6106	patsy.laredo@sjcd.edu

Purchase Request #10
Regular Board Meeting June 4, 2018
Consideration of Approval to Increase Funding for Digital and Traditional
Media Buying Services

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees approve the expenditure of additional funds for digital and traditional media buying services with Steel Branding.

BACKGROUND

The San Jacinto College Marketing, Public Relations and Government Affairs department utilizes the services of a media buying agency to leverage digital (online) and traditional advertising opportunities for the College. Through RFP #14-15 (traditional media buying) and #15-19 (digital media buying and search engine optimization), Steel Branding was selected as the agency of record for San Jacinto College for this purpose. The Board approved these contracts with Steel Branding in August 2014 and August 2015 respectively.

As a top eight (8) media market, with more than 40 higher education institutions vying for advertising inventory, Houston is a costly advertising environment. San Jacinto College has an opportunity to receive additional advertising value by purchasing, through an advertising agency, inventory that targets the College's community and potential students through digital advertising and creates brand awareness through traditional media. The digital sources include search engine optimization, paid search advertising (Google AdWords), social media advertising, digital banner advertising and email marketing. Traditional media buying, such as radio, as well as broadcast and cable television, creates brand awareness of San Jacinto College and drives website engagement.

IMPACT OF THIS ACTION

As the fall 2018 enrollment is a base year for formula funding calculation, additional advertising and increased interaction with potential students will help drive fall enrollment. Upon approval, the Marketing, Public Relations and Government Affairs department will work with Steel Branding to implement a media plan during the summer of 2018 for the promotion of fall enrollment and registration.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

In August 2017, the Board approved an expenditure of \$1,000,000 for digital and traditional media buying services. This request would increase the total amount approved by \$300,000 to a total of \$1,300,000. This expenditure will be funded from the Marketing, Public Relations and Government Affairs's 2017-2018 operational budget.

MONITORING AND REPORTING TIMELINE

None

Purchase Request #10
Regular Board Meeting June 4, 2018
Consideration of Approval to Increase Funding for Digital and Traditional
Media Buying Services

ATTACHMENTS

None

RESOURCE PERSONNEL

Teri Crawford	281-998-6151	teri.crawford@sjcd.edu
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Item "A"
Regular Board Meeting June 4, 2018
Approval of the Minutes for the May 7, 2018
Board Workshop and Regular Board Meeting

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the May 7, 2018, Board Workshop and Regular Board Meeting.

**San Jacinto College District Board Workshop
May 7, 2018
District Administration Building, Suite 201**

MINUTES

	Board Workshop Attendees:	Board Members: Erica Davis Rouse, Marie Flickinger, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson Chancellor: Brenda Hellyer Other: Mandi Reiland, Steve Trncak, Laurel Williamson, Teri Zamora
	Agenda Item:	Discussion/Information
I.	Call the Meeting to Order	Board Chair, Marie Flickinger, called the workshop to order at 5:17 p.m.
II.	Roll Call of Board Members	Marie Flickinger, Erica Davis Rouse, Dan Mims, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson
III.	Adjournment to closed or executive session pursuant to Texas Government Code Section 551.074 and 551.072 of the Texas Open Meetings Act, for the following purposes: Personnel Matters & Real Estate	Adjourned to closed session at 5:18 p.m. 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. Mandi Reiland, Steve Trncak, and Teri Zamora were present for this discussion. a. Real Estate - For the purpose of discussing the purchase, exchange, lease or value of real property. Mandi Reiland, Steve Trncak, and Teri Zamora were present for this discussion.
IV.	Reconvene in Open Meeting	Reconvened in open meeting at 5:57 p.m.
V.	Review Student Residency Status	Dr. Brenda Hellyer reviewed the student residency status fact sheet. This summarizes the information the Board members received at the retreat in April. She explained that she has been receiving more questions so she wanted

		<p>to ensure the information was distributed in case members are getting any additional questions.</p> <p>She explained that Texas House Bill 1403 (HB 1403) passed in 2001, which enabled students, including those who were undocumented, to qualify as Texas residents and pay in-state tuition at public colleges and universities in the state. Texas residents are eligible to receive state (not federal) financial aid. In 2005, the Texas Legislature approved Senate Bill 1528 (SB 1528), which helped clarify the benefits offered under HB 1403.</p> <p>To qualify under SB 1528, a student must meet the following four criteria:</p> <ol style="list-style-type: none">1. Graduate from a public or private high school, or receive a GED, in Texas;2. Reside in Texas for at least the three years leading up to high school graduation or receiving a GED;3. Reside in Texas for the 12 consecutive months right before the semester the student is enrolling in college; and4. If not a citizen or permanent resident, provide the institution an affidavit stating that they will file an application to become a U.S. permanent resident as soon as they are eligible to do so. <p>Immigrant students who do not meet the above requirements but have filed an application for permanent residency (I-485) and have received a Notice of Action as a response from U.S. Citizenship and Immigration Services (USCIS), may also be eligible to receive in-state tuition if they have resided in Texas for at least 12 months.</p> <p>According to the Texas legislature, if students meet the criteria, they receive in-state tuition. Then the College determine if they are in district or out of district based on residency. The Texas Higher Education Coordinating Board (THECB) has established the rules and regulations governing Texas residency for higher education. As mandated by the Texas legislature, in order to determine a student's eligibility for classification as a resident, the THECB requires each student applying to enroll at an institution to respond to a set of core residency questions. The core residency questions are found at the Texas Higher Education Coordinating Board Website.</p>
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		<p>Dan Mims asked for clarifications on the affidavit process for non-residents.</p> <p>Brenda clarified that students provide an affidavit and it is not the College’s responsibility to follow up on any process thereafter. Brenda explained that the College is following all laws and rules and our process is within the requirements by the THECB.</p> <p>Erica Davis Rouse asked about financial aid for undocumented students.</p> <p>Brenda explained that they are eligible for state but not federal aid.</p> <p>Keith Sinor asked for clarification on determination of residency.</p> <p>Brenda explained that on the application for the College, there are questions regarding proof of residency and a place to attach documentation. We are not required to verify this information.</p>
VI.	Discuss Board Self-Evaluation Process	<p>Brenda asked that the members submit their self-evaluation to Mandi Reiland if they have not done so already. The evaluations are due by the end of the week. The next step is for Keith Sinor to compile and synthesize the information. This assessment will be reviewed with the Board of Trustees at the June 4, 2018, Board Workshop.</p>
VII.	Update on the Student Success Continuum	<p>Dr. Laurel Williamson was present for this portion of the workshop and provided an update on the student success continuum.</p> <p>She explained formative, intentional change and that the College joined Achieving the Dream in 2006, and work began to create a common vision around student success and a one-college context. This was facilitated through a performance management system (2009) in which all employees understood the vision, strategic goals, and annual priorities and understood clearly their roles in putting that vision in place.</p> <p>In 2015, the College joined the American Association of Community Colleges (AACC) Pathways project, which provided a new focus for the ongoing work and prompted the College to re-consider work, systems, and processes and to re-frame everything in terms of students and the barriers students encounter in their educational journeys.</p>

		<p>Because of previous work, the College was poised to embrace needed changes.</p> <p>Laurel explained that the pathways theme is “No student will fail at San Jacinto College because of a barrier we overlooked or created.” She stated that the addition of the fifth strategic goal of continuous improvement was added at a perfect time because the pathways work aligned with this goal. All of the work done in pathways is directly tied to the strategic plan and the annual priorities.</p> <p>She explained that one key point to success through the pathways work is accountability and responsibility. You cannot hold people accountable in the aggregate, if you want to improve processes, systems, teaching, and outcomes. This means looking at student performance data at the department and individual levels and clear assessment strategies for non-instructional areas. This means courageous conversations across the entire College for the sake of our students.</p> <p>Laurel stated that the lessons learned from Achieving the Dream and Pathways is to depend on your data. We need to analyze where our students hit roadblocks in course progression and courses, ask the question, “Are we satisfied with our performance as measured through student achievement?” and disaggregate, disaggregate, and then disaggregate some more. We should also plan meetings to review data and drill down which we do at each Board meeting. We review student performance data at three levels: institutional, departmental, and individual. We also charge faculty and staff with changing student performance and progression and charge support areas to refine processes and services. We do not let design be encumbered by mechanics and budget. We can figure those elements out at a later time.</p> <p>Laurel reviewed some of the main areas that were changed as a result of the pathways work. Some examples were mandatory orientation, differential placement, shared ed planners, developmental course redesigns, student success course, professional development, faculty advising, career advising, and reverse transfer. There are many other changes on the list that the Board can review.</p>
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		<p>Dr. Wheeler asked if pathways shows us student completion. Laurel said that it is absolutely student completion driven.</p> <p>Dan asked if students are satisfied and if they are saying their decisions are easier and better because of this work. Laurel answered that student focus groups, surveys, and gathering student feedback are in progress. Faculty are engaged in a project called Student Voices. We are receiving good feedback. Laurel explained that they will continue to collect feedback and will continue to review student data. Institutional Research is continuously analyzing data to further improve processes and completion and retention rates.</p> <p>Erica asked when the Board would have an opportunity to review the reports and data from CCSSE and SENSE. Brenda explained that she is working with the executive director of CCSSE to pull data that would be useful for the Board to review. It is anticipated that this will be ready in the next few months.</p> <p>Members discussed the first Achieving the Dream conference and other changes throughout the last few years that came from additional data review.</p> <p>Marie Flickinger asked Brenda to explain the first College Community Day that was implemented years ago. Brenda explained that it was difficult to show so much new data but it was beneficial in the development of the strategic plan. Employees spent the afternoon synthesizing data to develop the plan.</p> <p>Brenda also reviewed what the Aspen Institute looks at when reviewing colleges for the prize. They review completion, labor and market data after completion, student learning outcomes, and elimination of equity gaps. They are very focused on the changes and improvements of an entire college.</p> <p>Brenda and Laurel gave an update on the recent visits from Aspen in regards to the Workforce Playbook and Frontier Set.</p>
VIII.	Review of Calendar	Brenda reviewed the calendar with the Board.

<p>IX.</p>	<p>General Discussion of Meeting Items</p>	<p>Brenda explained a few items from the purchasing package that will be voted on in the Board meeting. She wanted to give the members an opportunity to ask any questions regarding these or any other items.</p> <p>She reviewed CSP 18-25 which is a contract for the Petrochemical Process Training Unit in the amount of \$5,514,961. This item awards Austin Maintenance & Construction with the contract for the Center for Petrochemical, Energy, and Technology (CPET) Process Training Unit. This item includes a delegation for the Chancellor to negotiate the final pricing.</p> <p>Erica asked about IFB 18-20, Contract for Welding Fume Extraction Arms. She wanted clarification on the company that will be providing the equipment. Brenda explained that this is not the original company that provided the current equipment.</p> <p>Brenda reviewed RFP 18-27, Contract for Beverage Vending and Pouring Rights. She gave background and impact of this action as well as budget information and timeline. An additional handout with a price comparison chart was distributed for review. Members discussed their thoughts on this item. Brenda clarified that this is an economic decision based on the best value to the College.</p> <p>Brenda also asked the Board members to be aware that purchase request (PR) 4 and 11 are requesting approval for delegation of authority to the Chancellor. PR #4 is delegation of authority to approve purchase of necessary equipment required to upgrade the Central Campus Central Plant. PR #11 is delegation of authority to the Chancellor to approve purchase of necessary door lock equipment required to comply with the National Fire Protection Association 101 Life Safety Code.</p>
<p>X.</p>	<p>Adjournment</p>	<p>Workshop adjourned at 7:00 p.m.</p>

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

May 7, 2018

The Board of Trustees of the San Jacinto Community College District met at 7:00 p.m., Monday, May 7, 2018, in Room 104 of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas, for the Regular Board Meeting.

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

Chancellor: Brenda Hellyer

Others Present:

Joshua Banks	Sallie Kay Janes	Shawn Silman
Rhonda Bell	Bryan Jones	Debbie Smith
Karen Blankenship	April Kearns	Danny Snooks
Michelle Callaway	Ruth Keenan	Randy Snyder
Pam Campbell	Tami Kelly	Rob Stanicic
Cristina Cardenas	Ann Kokx-Temple	Tanya Stanley
Kate Carter	Angela Laredo	Janice Sullivan
Andrew Chau	Kevin McKisson	Ann Tate
Hope Cory	Robert Merino	Susan Temple
Teri Crawford	Kelly Mizell	Steven Torres
Suzanne Deblanc	Kevin Morris	Steve Trncak
Bill Dowell	Alexander Okwonna	Danielle Warner
Chris Duke	Rosalyn Parker	Eddie Weller
Kathryn Edwards	Jeff Parks	Van Wigginton
Amanda Fenwick	Dianne Phillips	Laurel Williamson
Scott Gernander	Bill Raffetto	Teri Zamora
Paulett Golden	Sherry Ransdell	Joanna Zimmermann
George González	Mandi Reiland	
Rebecca Goosen	Shelley Rinehart	
Allatia Harris	Martha Robertson	
Clare Iannelli	Kevin Rodriguez	
Mini Izaguirre	Joan Rondot	

Call the Meeting to order:	Chair Marie Flickinger called the Regular Meeting of the Board of Trustees to order at 7:08 p.m.
Roll Call of Board Members:	Erica Davis Rouse Dan Mims John Moon, Jr. Keith Sinor Dr. Ruede Wheeler Larry Wilson
Invocation and Pledges to the Flags:	The invocation was given by Van Wigginton. The pledges to the American flag and the Texas flag were led by John Moon, Jr.
Special Announcements, Recognitions, and Presentations:	<ol style="list-style-type: none"> 1. Dr. Laurel Williamson recognized the SmartStart team for receiving a San Jacinto College Monument Award. 2. Dr. Bill Raffetto introduced Randy Snyder to provide an overview of the 2018 Fine Arts Expo Highlights. 3. Teri Crawford provided an update on the Economic Alliance Washington DC trip. Students recognized were: Steven Torres, Hope Cory, Kevin Rodriguez, Nicole Gerry (not present).
Student Success Presentations:	<ol style="list-style-type: none"> 1. Dr. Rebecca Goosen provided an update on the College Preparatory Department. 2. Michelle Callaway provided an update on Spring Certified Headcount and First Time in College Fall-to-Spring Persistence Rates.
Communications to the Board:	<ol style="list-style-type: none"> 1. A thank you was sent to the Board from Lt. Ronald Johnston, for the plant sent in memory of his mother-in-law. 2. A copy of the Opportunity News was provided to each Board member. 3. A copy of the Career Focus was provided to each Board member.
Hearing of Such Citizens or Groups of Citizens Desiring to be Heard Before the Board:	There were no citizens desiring to be heard before the Board.
Informative Reports:	<p>Chair Marie Flickinger indicated such reports were in the Board documents and online.</p> <ol style="list-style-type: none"> A. San Jacinto College Financial Statements B. San Jacinto College Foundation Financial Statements C. Capital Improvement Program

Motion 9860
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 Larry Wilson, seconded by Dan Mims, 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 9861
Consideration of
Approval of the
2018-2019
Annual
Priorities

Motion was made by Dan Mims, seconded by Keith Sinor, for approval of the 2018-2019 Annual Priorities.

Motion Carried.

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

Motion 9862
Consideration of
Approval of
Assignment of
Purchase and
Sale Contract
for Surplus Real
Estate Located
In University
Park, Clear
Lake Area

Motion was made by Dr. Ruede Wheeler, seconded by John Moon Jr., for approval of Assignment of Purchase and Sale Contract for Surplus Real Estate Located In University Park, Clear Lake Area.

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

Motion 9863
Consideration of
Approval of
Policy
III.3002.A:
Library
Collection
Development –
Second Reading

Motion was made by Larry Wilson, seconded by Keith Sinor for Approval of Policy III.3002.A: Library Collection Development – Second Reading.

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

Consideration of Approval of Policy IV.4004.A: Secondary Review of Validated Performance Rating – First Reading (Informational Only) Informational item on Approval of Policy IV.4004.A: Secondary Review of Validated Performance Rating – First Reading (Informational Only).
No vote needed.

Consideration of Approval of Policy #: Transcripts, Licenses, and Certificates – First Reading (Informational Only) Informational item on Approval of Policy #: Transcripts, Licenses, and Certificates – First Reading (Informational Only).
No vote needed.

Motion 9864 Consideration of Purchasing Requests Motion was made by Dan Mims, seconded by John Moon, Jr. for approval of the purchasing requests.

RFP 18-08 Contract for CPD Online Registration	\$230,000
IFB #18-20 Contract for Welding Fume Extraction Arms	116,768
RFP #18-23 Contract for Remote CART Services	80,000
CSP #18-25 Contract for Petrochemical Process Training Unit	5,514,961
RFP #18-26 Contract for Exterior Waterproofing Services	92,685
RFP #18-27 Contract for Beverage Vending and Pouring Rights	90,000
CSP# 18-28 Contract for North Campus Underground Utility Tunnel Upgrades	3,445,484
Purchase Request #1 Additional Funds for Program Management Services	64,000

Purchase Request #2 Contract for Architectural Services for Central Campus Davison Building Renovation	666,235
Purchase Request #3 Method of Procurement for Central Campus Central Plant Upgrade	-
Purchase Request #4 Delegation of Authority for Purchase of Equipment for Central Campus Plant Upgrade	270,000
Purchase Request #5 Bond Funding for Job Order Contracting	250,000
Purchase Request #6 Contract for Architectural Services for College Administration Building Renovations	95,000
Purchase Request #7 Renew the Contract for NCLEX Review Course Services	250,000
Purchase Request #8 Renew the Contract for Electrical Maintenance Services	200,000
Purchase Request #9 Funds for Water Treatment Chemical Services	75,000
Purchase Request #10 Renew the Contract for Catering Services	135,000
Purchase Request #11 Delegation of Authority for Purchase of Emergency Door Locks	<u>500,000</u>
TOTAL OF PURCHASE REQUESTS	\$11,648,365

Motion Carried.

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

Nays: None

**Motion 9865
Consent Agenda**

Chair Marie Flickinger asked for a motion for the revised consent agenda as discussed in closed session of the Board Workshop.

Motion was made by Dr. Ruede Wheeler, seconded by Larry Wilson, to approve the consent agenda.

- A. Approval of the Minutes for the April 2, 2018 Board Workshop and Regular Board Meeting
- B. Approval of the Minutes for the April 13, 2018 Board Strategic Planning Retreat
- C. Approval of the Budget Transfers
- D. Approval of Personnel Recommendations, Extra Service Agreements, and 2018-2019 Faculty Contract Recommendations
- E. Approval of the Affiliation Agreements
- F. Approval of the Next Regularly Scheduled Meeting on June 4, 2018.

Motion Carried.

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

Nays: None

**Items for
Discussion/
Possible Action**

There were no additional items discussed.

Adjournment: Meeting Adjourned at 8:06 p.m.

Item “B”
Regular Board Meeting June 4, 2018
Approval of the Minutes for the May 25, 2018
Tour of Generation Park and Surrounding Area

RECOMMENDATION

The Chancellor requests that the Board of Trustees approve the minutes for the May 25, 2018, Tour of Generation Park and Surrounding Area.

SAN JACINTO COLLEGE DISTRICT
Board of Trustees Tour Minutes
May 25, 2018

The Board of Trustees of the San Jacinto Community College District met at 8:00 a.m., Friday, May 25, 2018, in the lobby of the Thomas S. Sewell District Administration Building, 4624 Fairmont Parkway, Pasadena, Texas for a tour.

Members Present: Marie Flickinger, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson

Absent: Erica Davis Rouse and Dan Mims

Others Present: Rick Gonzalez, Brenda Hellyer, Mandi Reiland, Teri Zamora

I. Roll Call of Board Members

Present: Marie Flickinger, John Moon, Jr., Keith Sinor, Dr. Ruede Wheeler, Larry Wilson

Absent: Erica Davis Rouse and Dan Mims

II. Tour of Generation Park (Houston, TX) and Surrounding Area

- The tour began and ended at the San Jacinto College District Administration (District Offices) building. The Board members and other attendees moved through the surrounding area and Generation Park facilities during the tour.
- Brenda gave an overview of the planned tour route. The tour included the areas that are in the taxing district of San Jacinto College that are located in Humble Independent School District (ISD), Generation Park property, and the area in Sheldon ISD that is immediately south of Generation Park. Additionally, the tour included a portion of Humble ISD not in the College's District in order to observe growth of the area.
- The attendees met with Ryan McCord and John Flournoy at the Generation Park facilities (McCord Development at 250 Assay St., Suite 200, Houston, TX 77044) to receive information on demographics, progress, and future development and opportunities.

III. Adjournment - The tour was adjourned after arrival at the District Offices at approximately 11:10 a.m.

ADMINISTRATION RECOMMENDATION/REPORT

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

BACKGROUND

Adoption of the budget by the Board of Trustees prior to September 1 of each year serves as the authorization to expend funds for the next fiscal year. The budget is adopted by functional classification (or cost elements: Instruction, Academic Support, Student Services, Institutional Support, and Operation and Maintenance of Plant) as defined by the National Association of College and University Business Officers (NACUBO). Realizing that the budget is a living document that reflects the evolving needs of the College in terms of meeting goals and objectives, occasional movement of budgeted funds between cost elements is desirable and warranted. The budget transfers under consideration represent previously authorized expenditures that are requested to be reclassified from one cost element to another cost element.

IMPACT OF THIS ACTION

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

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This request is a reclassification of existing authorizations.

MONITORING AND REPORTING TIMELINE

None

ATTACHMENTS

Attachment 1 – Budget Transfers

RESOURCE PERSONNEL

Teri Zamora	281-998-6306	teri.zamora@sjcd.edu
Dianne Duron	281-998-6347	dianne.duron@sjcd.edu

SAN JACINTO COLLEGE DISTRICT
 Budget Transfers For The June 4, 2018 Board Meeting
 Fiscal Year 2017 - 2018

DISTRICT	ELEMENT OF COST	DEBIT	CREDIT
	INSTRUCTION	-	-
	PUBLIC SERVICE	-	-
	ACADEMIC SUPPORT	1,395	-
	STUDENT SERVICES	179	-
	INSTITUTIONAL SUPPORT	100	31,067
	PHYSICAL PLANT	-	-
	AUXILIARY ENTERPRISES	-	-
CENTRAL	INSTRUCTION	6,429	100
	PUBLIC SERVICE	-	-
	ACADEMIC SUPPORT	-	-
	STUDENT SERVICES	-	-
	INSTITUTIONAL SUPPORT	-	-
	PHYSICAL PLANT	-	-
	AUXILIARY ENTERPRISES	-	-
NORTH	INSTRUCTION	23,312	-
	PUBLIC SERVICE	-	-
	ACADEMIC SUPPORT	-	-
	STUDENT SERVICES	-	4,264
	INSTITUTIONAL SUPPORT	-	-
	PHYSICAL PLANT	-	-
	AUXILIARY ENTERPRISES	-	-
SOUTH	INSTRUCTION	14,593	1,395
	PUBLIC SERVICE	-	-
	ACADEMIC SUPPORT	3,065	14,446
	STUDENT SERVICES	2,200	-
	INSTITUTIONAL SUPPORT	-	-
	PHYSICAL PLANT	-	-
	AUXILIARY ENTERPRISES	-	-
		51,272	51,272

RECOMMENDATION

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

Central Campus

Department

Eye Care Technology

Affiliation Entity

Pasadena Eye Associates

Surgical Technology Program

The University of Texas M.D. Anderson
Cancer Center

South Campus

Department

Physical Therapist Assistant Program

Affiliation Entity

Chi St Luke’s Health Baylor College of
Medicine Medical Center

Occupational Therapy Assistant Program

Bayshore Medical Center

Pharmacy Technician Program

Walgreen Co.

North Campus

Department

Health Information Management

Affiliation Entity

Crenshaw Interventional Pain Specialist

Health Information Management

Munshi Modern Pain

Health Information Management

Quality Control Service Consultants

Health Information Management

TOPS Surgical

Medical Assisting

Southwest Primary Care, P.A.

Medical Assisting

Memorial Hermann Medical Group

Mental Health

SHD-Houston

Health Information Management

Kindred Bay Area

Health Information Management

Kindred The Heights

Medical Assisting Program

Women’s Healthcare Center of Baytown

RATIONALE

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

FISCAL IMPLICATIONS TO THE COLLEGE

N/A

CONTACT PERSONNEL

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Laurel Williamson

281-998-6184

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Item “F”
Regular Board Meeting June 4, 2018
Approval of the Next Regularly Scheduled Meeting

RECOMMENDATION

The next regularly scheduled meeting of the Board of Trustees will be Monday, July 9, 2018.